

MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, September 1, 2015 at 6:30 pm in the Council Chambers.

PRESENT: COUNCILORS: Robert Stackhouse, Tim Nichols, Scott Strom and Trudy Ferland.
ABSENT: Michael Cianchette and Heather Donahue. Also present: Town Manager Kathryn Ruth and Town Clerk Nicole Nickolan. Audience members included: Mark Schumpert, Jane and Don Woodruff, Scott Noble, Steve Vance, Sumner Jones, Robert Beattie, Nancy Moneyro, Robert and Simone Engelhardt, Pete Logiodice, Cressell Bickford, George Newhouse, Shawn Stackhouse, Bernard Williams and others.

1. **Mayor Stackhouse** opened the meeting by leading the **Pledge of Allegiance**. The Council observed a moment of silence.
2. Adoption of minutes of the regular meetings held on August 18, 2015

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Ferland** that the minutes of the regular meeting held on August 18, 2015 be adopted.

VOTE: UNANIMOUS AYE

Mayor Stackhouse noted that he would be voting tonight for a quorum.

3. **PRESENTATIONS, CONGRATULATIONS AND INTRODUCTIONS:**

Public Informational Session on Municipal Gigabit Broadband Network Access Funds

Public Informational Session on Municipal Gigabit Broadband Network Access Funds

An informational session will be held to discuss an opportunity to apply for a planning grant of up to \$20,000 and/or implementation grant of up to \$200,000 for municipalities or regional partnerships of municipalities to allow public-private partnerships that implement a municipal gigabit fiber-optic broadband network in their regions.

Broadband is basically anything more than dial-up (satellite, cell service and dial up are not broadband).

The Town of Pittsfield in conjunction with the Pittsfield Economic Expansion Corporation (PEEC), are collaborating with the Kennebec Valley Council of Governments (KVCOG) and the Somerset Economic Development Corporation (SEDC) on this potential project. The Town and PEEC are collecting information.

Basically we are interested in whether additional broadband capacity is needed in Pittsfield, the service area that needs enhancement and how the service would enhance the community, its citizens and businesses. The information that we collect will assist in determining how the Town would benefit from additional capacity.

A survey has been developed and is being tested in one of the regional communities. Once the survey is official, it will be available for Pittsfield residents and businesses to complete. At that time, we will advertise the survey's availability.

In the meantime, we are asking the public if they feel that enhancements in broadband services are needed and how these enhancements will assist individuals and businesses. If people cannot attend the session, but have comments, we have advised that they can contact the Town Manager or the Town Clerk on or by Friday, September 4, 2015.

Nancy Moneyro: I live on Grant Road. We currently have 50 GB to be used between the house and the apartment. We have high school and the internet is necessary for their education. The last time we had reliable internet was when Premium Choice was here. She has talked with many other people in the rural area of the community who want better internet capabilities. We have land available that we would be willing to work with the companies for a tower. Thank you for your time.

Sumner Jones: Can you give me a ballpark figure on the cost of this project if we go through with it. Can this item go through without a grant? The Town Manager noted this is an informational session only as the grant notice has been issued but not the grant details. Not all of the information is available. The grant amount would be up to \$200,000.

Bob Engelhardt: Is this a matching grant or a full grant? The Town Manager noted again that this is primarily an informational session to gather information and find out the need for this item in our community in anticipation of a grant opportunity. This is because when a grant application is available, there is a small opportunity to apply, so we are collecting information now.

Community and Economic Development Activities and Events:

Report on New Business Activity & Opportunities in Pittsfield:

General:

Several private sector business activities remain under review and small projects continue to be underway. Several commercial properties have recently been sold, are under option, or will be leased. To address remaining available small to medium locations, additional promotional pieces beyond our regular promotion of available properties had been provided to economic and community development resources and sites.

As of the date of writing this agenda item, the Town continues to work on three proposals/background materials for three business proposals/property inquiries. In addition, several new businesses are in the process of being opened, transferred to new ownership or moving to new locations, opening up strategic locations for new businesses. We are proud to announce that Advance Auto (formerly known as CarQuest) is planning a large expansion into the former Discount Warehouse. The plans have arrived and signs are up down at the Plaza. This will be a very popular location in the region for vehicle parts and accessories! The building permit was just filed this week so this is getting quite exciting! This is one of the six economic development projects that we have had on-going discussions and been involved with assistance during this year.

Certificates for Business Development and Successes:

Since 06/01/2015, Certificate of Welcome for new businesses were signed by the Town Council:

On 07/21/2015: Artful Alterations owned by Becky Thompson located at Copper Salon & Tanning

On 06/16/2015: Skills, Inc. Thrift Shop, now open at the Somerset Plaza
On 06/16/2015: JMR's Roofing & Painting which is located at 37 Canaan Road
On 06/02/2015: S.P.C. Sacks Painting & Contracting which is located at 207 Waverly Street.

Since 06/01/2015, Certificate of Congratulations were signed by the Town Council:

On 07/21/2015: Argo for its partnership with iYogi which will create 300 jobs.

On 07/21/2015: Debora Short for her Revitalization Project at the Stein Park flower beds.

On 06/16/2015: United Insurance has a brand new office at 121 Somerset Plaza, Suite 102.

On 06/16/2015: Copper Salon & Tanning has a brand new building at Sebasticook Street

Business Development Projects Completed:

1. Somerset Plaza:

Thrift Shop operated by Skills, Inc. opening on June 8, 2015

United Insurance Company's new offices opening on June 1, 2015.

2. Family Dollar Store on Somerset Avenue

3. Insource Renewables conversion of the former Corner Cupboard into a Storage Facility

4. Copper Salon's renovation of the former Sebasticook Valley Federal Credit Union

Properties for Sale:

1. **UTC Factory:** Please see the lengthy history in prior meeting minutes.

On 08/06/2015, the Town was advised that the property will be available for occupancy in three months.

A new Site Locator that the Town Manager met at a regional event now has information on the UTC Factory to be available for clients.

2. **SAS Property:** Please see the lengthy history in prior meeting minutes.

3. **Pittsfield Redemption Center:** Mrs. Goodridge has taken the facility back and has family members running it. The property and business are now for sale. The property is also being advertised by the Town.

4. **Pittsfield Equipment Rental:** The sale of the facility did not go through when the prospective buyer did not obtain a contract bid. The building remains for sale and another buyer is being pursued. The property is also being advertised by the Town.

Projects Under Review:

Hancock Lumber:

Hancock Lumber was working on their development project to assist with production and has submitted the map for the agreement. The company is forwarding the Town agreement through the authorization process.

American Legion:

The American Legion has received engineering assistance from Kleinschmidt Associates. An application for site plan review is being prepared for the building. Grant funding reviews have been underway with a couple of distinct possibilities located. The American Legion has launched a fundraising campaign to raise funds for the rehabilitation of their Middle Street property. At the 03/03/2015 Council Meeting, the Town Council approved a lease agreement for spots in the parking lot in order to meet site plan review requirements. The group continues their fundraising efforts. The group continues to work with the Code Enforcement Officer to obtain Site Plan Review. Offers have been made to assist with grant opportunities, which are limited in number. Another offer was made the week of 07/06/2015 to assist with writing grants for the organization. As of 08/19/2015, the American Legion has decided to tear down and remove the existing fire damaged structure and move in a different structure.

Somerset Avenue Projects:

Report on MDOT Somerset Avenue Mill & Fill Project:

The MDOT Mill and Fill project is now completed with the exception of several safety enhancements. The School Blinking Solar Lights need to be installed and locations are being staked out by Public Works to show MDOT on 11/14/2014. The Town and Pittsfield Water Works will be meeting with MDOT on 11/14/2014 regarding the manhole cover issue. The ADA detection basins have been installed along the section of Somerset Avenue added to the project. The Town has been advised of the locations for the special School Blinking Lights and is installing the poles after Dig Safe notification during the week of 11/24/2014. The poles are up, however, the electrical company has not yet been available to come review the project. This is the only part of the project that remains. As of 03/11/2015, the company had been to town to quote the cost to hook up the solar traffic light system. Several other companies were also contacted with two more providing bids. A local company has been hired to complete the work before the end of 04/2015. Insource Renewables has been working on the signal light. The units did not work when completed, however, it appears that some parts were missing in the kit Public Works picked up from the State MDOT. The kit was opened when the project was started and the company supplying the kit sent the missing pieces to Insource Renewables. As soon as the light system is working, we will provide notification to parties. The School was notified that the lights were working as of the last weekend in April and the school guards started using them the week after School Vacation. The lights work well.

As of the date of writing this agenda item, the Town has not received its grant reimbursement from MDOT for the safety enhancements completed on behalf of MDOT. After many requests, we received word that the funds are coming. The funds were received the third week of July, 2015.

Report on Somerset Avenue Sidewalk Project:

The Preliminary Punch List was issued to the contractor along with a list of paperwork which is required. The Town worked on the detectable basins for handicap accessibility which are needed on the additional section of Somerset Avenue that was added to the project. It is anticipated that a meeting will be set to address the need for the lienholder waivers and to address the punch list items. The Contractor called back on 11/12/2014 to our written request from early 10/2014. So far, the Town has not received the required documentation nor has the Contractor met with the Public Works Foreman on the punch list. Therefore, the final payment has not been issued. On 12/08/2014 the Contractor called back, a meeting

took place and the Town received all of the necessary information in order to release the final payment (with 2% retainage held). Funding for the work completed for MDOT remains as an Accounts Receivable as of the date of this agenda item. As soon as the snow melts, the Town will inspect the sidewalk for any damages or issues in addition to the punch list compiled last year.

New issues in addition to the punch list have developed over the winter. In May 2015, a new punch list was created which will be presented to the contractor by the Public Works Foreman. Photographs of the issues have been taken for the record. The contractor is to arrive the week of 05/18/2015 to conduct the required landscaping. Paving repairs are in the process of being scheduled per the contractor's report to the Public Works Foreman.

As of 05/27/2015, the contractor has not yet arrived to meet with the Public Works Foreman on the new expanded punch list added to this spring.

The Contractor's crew members arrived on 06/06/2015 to conduct some landscaping. More is needed. We were advised again that the paving fixes would take place in a couple of weeks.

During the Public Works Foreman's vacation, the Contractor arrived and John Dickson came in to work with him. We have received a list of what the Contractor states he will do and that he will not do any more. This needs to be discussed at this meeting. After discussing items, the Town provided a list of work required by the contractor. As of the date requested for the contractor to finish the work, no work was begun. This project, the punch list and deficiencies has been forwarded to the Town Attorney. A letter was forwarded to the company which as of 08/26/2015 has not responded. The letter provided a due date of 08/31/2015 for all work to be completed. The Contractor did not pick up his certified letter after several notifications by the Post Office. Ignoring a certified letter does not make the situation go away. The insurance company was then contacted. As of 08/31/2015 the Contractor now promises to finish all work by the end of next week or September 11, 2015. If this does not happen, the letter to the bonding company to draw on the bond will be delivered.

Report on Somerset Avenue Speed Limit Request:

Preliminary information was submitted to MDOT in late Fall, 2014. Additional information was requested. Several extensive details were completed by the Police Chief to provide the additional information on days when the weather was clear, the roads were not snow covered and at a time in which the Police Chief did not have any commitments and the police department was fully staffed here in Town (not at court, out sick, etc.) MDOT has the additional information and will provide their answer on whether the speed zone from I-95 to the Varney Dealership can be lowered to 25 or 30 mph. With the information collected in 2014, it could not be lowered to 25 mph pursuant to their requirements. We will see what the additional information provides for an allowable speed limit under MDOT regulations. The Town has not been advised of a decision as of yet. There has been no response to requests for updates.

Report on Meetings & Events:

FirstPark Executive Committee Meeting on Thursday, August 27, 2015 at 5:00 pm at the FirstPark Office in Oakland

Upcoming Meetings & Events:

FirstPark Marketing Committee Meeting on Wednesday, September 2, 2015 at 2:00 pm at the FirstPark Office in Oakland

Sebasticook Valley Chamber of Commerce Strategic Planning Committee Meeting on Thursday, September 3, 2015 at 3:30 pm at the SVCC Office in Palmyra

Sebasticook Valley Chamber of Commerce Board of Directors Meeting on Thursday, September 3, 2015 at 5:00 pm at the SVCC Office in Palmyra

Kennebec Valley Council of Governments Comprehensive Economic Development Strategy (CEDS) Meeting on Tuesday, September 8, 2015 from 11:30 am – 1:30 pm in Fairfield

Somerset Economic Development Corporation Board of Directors Meeting on Thursday, September 10, 2015 at 10:00 am in Skowhegan

Somerset Workforce Connect Board Meeting on Thursday, September 10, 2015 at 1:00 pm in Skowhegan (to be re-scheduled to another day, which is unknown at this point)

FirstPark Executive Committee Meeting on Thursday, September 24, 2015 at 5:00 pm at the FirstPark Office in Oakland

Theatre Committee Regular Meeting on Wednesday, September 30, 2015 at 6:00 pm

Meetings are scheduled by Committees as needed during the summer.

4. **PUBLIC HEARINGS/OLD BUSINESS: NONE**

5. **REPORTS: TOWN MANAGER, FINANCE, ORDINANCE & RECYCLING COMMITTEES:**

Town Manager's Report: Town Council Meeting of 09/01/2015:

1. The FYI Folder: FYI Folder which contains items that come in between the Town Council Meetings has the following this evening: NONE

2. Recreation Program Sign-ups: Sign up for Fall Programs began in July, 2015. Fall Programs include Soccer for Grades K-2; 3-4 and 5-5; Field Hockey for Grades K-5; and Football for Grades K-2; 3-4; and 5-6. The cost is \$20 per program for residents and \$25 per program for non-residents. Forms are available at the Town Office. Since the teams will be formed in September, please get your forms in as soon as possible and we are recommending by Friday, September 4.

3. 2015 Tax Bills Issued: The tax commitment has been completed with tax bills sent out last week. The tax rate for 2015 is \$19.30/\$1,000 which is an increase of .20 of a mil or 1.1%. Taxes are due on Friday, October 16, 2015. We tried very hard to keep the tax rate as low as possible which was very difficult.

4. Bangor Savings Bank Community Offer: The Bank has offered to pay for one of the movie nights at the Pittsfield Community Theatre which is a very generous offer. We are working on the details now and will be making a presentation to the Theatre Committee at their next meeting on August 26, 2015.

5. State of Maine Department of Transportation Project: MDOT is considering a transportation project near the Town's Recreational Trail located in the vicinity of Bridge #5988 which carries I-95 Northbound over the former abandoned MCRR. It has been noted that the possibilities are that the bridge will be re-decked to taking out the bridge and moving the trail out to beside Hartland Avenue. MDOT was advised of the importance of the recreational trail and that the Town does not want it to go away. As a result of the discussion, MDOT did send an e-mail to the project manager indicating that unless MDOT knows for sure that this is a bridge re-decking project, that a public meeting will be required. There have been no decisions as of yet, however, we need to become involved and keep track of what is taking place with this proposed project.

Today, September 1, 2015, the MDOT Public Hearing was scheduled by MDOT for: Tuesday, September 29, 2015 at 6:00 pm to discuss and obtain input for their bridge project in the vicinity of Hartland Avenue and the Town's Recreational Trail. The meeting will be held in the Town Council Chambers.

6. Pittsfield Historical Society Caboose: PHS hired a mother and son team that worked on the caboose, applying tar to the roof and scraping and applying primer and finish coat. A second finish coat was applied. Aubuchon's Hardware donated the paint which was great. It looks wonderful.

7. Fire Department Yard Sale: The DeNatlie's donated a lot of furniture and other items to the Fire Department which conducted a large yard sale. The Town is the proud owner of several nice chairs for conferences in the Council Chambers or for the comfort of the audience in the front row. We also obtained some file cabinets for storage out back.

In addition, we would thank Nicole and her husband for obtaining very nice surplus chairs from his employer T-Mobile which the ladies are enjoying upstairs. These are very nice chairs far beyond our budget.

8. Motor Vehicle Review: Cammie Jeremy is the Town's Municipal Agent for the Motor Vehicle Program. We just received the results of the yearly audit and received an excellent audit with no corrections required. Cammie is commended for keeping everything in such good order.

9. Tax Acquired Property: Attorney Wiers was retained by the Schmidts for the transfer of the tax acquired property on Library Street. Everything appears to be going along well. We will be scheduling the public hearing at our next meeting and then holding the public hearing for the quit claim deed on October 6. Attorney Wiers was very complimentary on our recordkeeping and assistance to the Schmidts. I found from talking to the Schmidts that they have conducted extensive background research on the community and determined that they would like to be here based upon the quality of the community, its direction and how it was being operated.

10. Nomination Papers Available: Nomination papers are now available for four (4) Councilor positions: District 1; District 2; District 4; and At-Large as well as three (3)

SAD#53 Board positions. All positions are three year terms except District 2 which is a two year term. Nomination papers are due by 5:00 pm, Friday, September 18, 2015.

Finance Committee: Met tonight before the meeting. We met with the Heart of Pittsfield to discuss the investment of funds. This Investment of funds will be an ongoing thing. We are meeting next week to interview investors. We also discussed the trust account investments.

Ordinance Committee: None. **Recycling Committee:** None.

6. NEW BUSINESS:

RESOLUTION 15-102: Resolved that the Town Council accept the proposal of All Around Fence of Belgrade, Maine in the amount of \$85,333.08 for material and installation for the Wastewater Treatment Plant Fence with such cost to be paid for through the Sewer Enterprise Restoration Account and authorize the Town Manager to execute the Town's Standard Services Contract.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Ferland** that Resolution 15-102 is adopted.

The Town Manager noted bids were due on Wednesday, August 12, 2015. A copy of the bid tally sheet was provided in the Town Council package.

The Assistant Water/Sewer Superintendent indicated that after reviewing the bids received, and doing a couple site visits of the references provided by All Around Fence Company I asked Cianbro employees to review the bids as well, the biggest difference that was found in the bids was that one company did propose to put all post in concrete. This would be a good idea if it weren't for the large boulders and rock that our berms are built on. Cianbro employees were impressed with the fence spec that we used.

The only negative comment that I got was from one reference that indicated that the employees did not seem to work very hard or work a complete eight hour day, but the reference was not concerned with a timed install because the price was so good. This reference has had a dozen or so a fence installed by All Around Fence Company and is happy with the finished product.

I did review their work at Togus and the Humane Society. Both projects were done years ago and the work still looks very good.

In addition, DEP has indicated on the yearly review of the facility that the fencing continues to deteriorate and needs to be fixed/replaced. They know we are working on the issue.

VOTE: UNANIMOUS AYE

RESOLUTION 15-103: Resolved that the Town Council authorize the Town Manager and Assistant Water/Sewer Superintendent to file Project Applications for the 2015 Drinking Water State Revolving Fund (DWSRF).

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Ferland** that Resolution 15-103 is adopted.

The Town Manager noted the Town Council received a list of potential projects from Scott Noble, Assistant Water/Sewer Superintendent. Applications are due by September 25, 2015. If we wait until the next meeting on September 15, 2015, there may be a time crunch.

The Town has submitted 2-5 applications for projects each time that applications have been accepted since 2009. The Town has been awarded three projects, although due to the economy, we accepted two projects over the last 6 years.

The Town and Olver Associates are working on the estimates for the projects and once the priority of the projects is determined, we will apply for those of interest.

The Town has applied for Project #1 previously due to the need for redundancy, size of the line and number of individuals and businesses in the vicinity. There are many problems on the Hunnewell part of the project while the Peltoma part of the project would be of great benefit to serve as a by-pass route from the Town's Water Treatment Plant. With a second access to supply water to the community, Pittsfield Water Works will be able to significantly reduce vulnerability of the Water System.

The Town has applied for Project #2 previously for the water line replacement on North Main Street to the Grove Hill Storage Reservoir due to the extensive number of breaks along the line. Due to having the storage tank and the hospital along this line, this is a high priority for replacement

VOTE: UNANIMOUS AYE

RESOLUTION 15-104: Resolved that the Town Council proclaim November 8 – 15 as Maine Recycles Week for the Town of Pittsfield.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Strom** that Resolution 15-104 is adopted.

The Town Manager noted in the past, the Recycling Committee has celebrated National Recycling Week with activities in the school system as scheduling allows. This Proclamation is the first step in that process. The Recycling Committee will need to determine its activities for this year.

The proclamation reads as follows:

WHEREAS, recycling enjoys the support of the vast majority of the people of Maine who now have the opportunity to participate in recycling programs; and

WHEREAS, the State of Maine recognizes that “closing the loop” and buying products with recycled content is essential to the success of recycling and practices this principle in its purchases; and

WHEREAS, for over a decade, the State of Maine has made the commitment to the hierarchy of Reduce, Reuse, Recycle; and

WHEREAS, recycling has become fundamental to the health and welfare of the people of the State of Maine and to their economy through manufacturing and tourism; and

WHEREAS, recycling and buying recycled directly contributes to the prosperity of the people of Maine through jobs in manufacturing, collection, processing, marketing, and transportation throughout the state,

NOW, THEREFORE, the Pittsfield Town Council does hereby proclaim November 08 – 15 as Maine Recycles Week in Pittsfield and urge all citizens to participate in their community's recycling efforts.

VOTE: UNANIMOUS AYE

RESOLUTION 15-105: Resolved that the Town Council authorize the Town Manager to sign the Letter of Intent to participate in the one-day Household Hazardous Waste Collection Event on Saturday, October 3, 2015.

Moved by **Councilor Ferland** and seconded by **Councilor Strom** that Resolution 15-105 is adopted.

The Town Manager noted for several years, the Town has participated in this one day event which has provided residents the opportunity to dispose of household hazardous materials rather than leaving the materials at their homes or throwing them away with trash.

In 2015, the Town spent \$2,209.66 for the project plus staff time.

In 2013, the Town spent \$1,797.16 for the project plus staff time.

In 2012, the Town spent \$2,066.81 for the project plus staff time.

In 2011, the Town spent \$1,472.74 for the materials, including prescription drug incineration plus staff time to organize and assist with the event.

In 2010, the Town spent \$620.24 for the materials that were collected plus staff time to organize and assist with the event.

In 2009, the Town spent \$978.96 for the materials that were collected plus staff time to organize the event.

The amount that we spend will be dependent upon the amount of material that is collected. In the past we have capped the cost that can be expended and will do so this year also. The Recycling/Transfer Station/Safety Coordinator has proposed a cap of \$2,500.00 for this event after reviewing the Department's budget.

The Town Council received a background package.

VOTE: UNANIMOUS AYE

RESOLUTION 15-106: Resolved that the Town Council authorize the Town Manager to issue the Request for Proposals for Economic Development Consulting Services.

Moved by **Councilor Ferland** and seconded by **Deputy Mayor Nichols** that Resolution 15-106 is adopted.

The Town Manager noted this agenda item re-issues the Request for Proposals for assistance to the Town and its economic development entity that was issued last year.

History:

In 2014, the Town Council discussed the need to provide further assistance to (1) address the promotion of the UTC Facility in our pursuit of having other businesses utilize the facility when UTC vacates and closes down operation in their factory; and (2) assist with the redevelopment of the SAS Facility for which we have acquired a very interested developer. I have been working on both projects but with many hundreds of interruptions each week, the dedicated time is in the evenings and weekends which I was using for the grants and community projects (which were put on hold).

At that time, UTC was interested in working with the Town to fill the factory after our many discussions and I met and talked numerous times with interested developers for the SAS building. These two projects could profoundly assist our town if they could come to pass. (However, we then found that the UTC facility is not available until Fall 2015 so we had to abandon our efforts on that structure and SAS leadership does not seem able to bring a deal to closure.

I have spent well over one thousand hours working on each of these two projects only to find that the situation constantly changes.

Since we are certainly staffed much less than when I arrived and everyone is pushed to the limit, acquiring specialized assistance on certain projects would be very strategic and extremely helpful. Then once the project is completed, we may not need the assistance until the next project. Many towns hire companies to assist with TIFs, Grants, etc. and I can take care of these items. However, locating a large manufacturer to utilize the entire UTC building or locating an estimated \$25+/- million from multiple sources all at once requires specialization.

I presented a RFP to the Town Council and this project was authorized in June 2014. We did not receive any proposals due to how hard it is to fill buildings in Central Maine as there is a glut of vacant facilities. It was re-issued later in the year with the same results. I had decided to issue this RFP in July and then in August, however, with how difficult it has been with so many requests for services and for the Town to fund items, the file remained with the several hundred other projects and requests facing the Town.

Recently, I have been advised that the Central Maine area is starting to move forward at a regional meeting and I have talked to a site locator.

I do not know what the results will be, however, with the advent of the surplus funding from the State, this seems to be a very prudent move to see what is out there for assistance at this time.

VOTE: UNANIMOUS AYE

RESOLUTION 15-107: Resolved that the Town Council authorize the Town Manager and Deputy Treasurer to establish a bank account for temporary investment for the surplus funds from MainePERS until the Final Investment Plan is determined.

Moved by **Councilor Strom** and seconded by **Deputy Mayor Nichols** that Resolution 15-107 is adopted.

The Town Manager noted the Town was notified earlier this year that funds would be returned to some communities as there were surplus funds available in their MainePERS accounts. We were advised that these funds were excess and would no longer be invested by

the MainePERS system. There were quite a few exchanges trying to determine exactly how much the funds would be and how this came about. After review of and by the new Governmental Accounting Standards Board (GASB) standards, it was decided that the State should return these monies to the Towns.

The Town was refunded \$1,946,934.77. The employer share for MainePERS was addressed with a separate bank account for a few years. The Town has \$1,800,000.00 which is currently being held with full collateral. We would like to obtain the authority to invest it. Although the RFP for the Investments was issued in June, the final investment plan is not in place due to scheduling issues and the complexity of the proposals. In addition as of last week it has become clear from all of the ideas being floated for use of the funds that this will take awhile. With the recent volatility in the marketplace, putting the funds in a money market or savings account for a few months may be a good approach. In any case, a final investment plan as well as a determination of how much money can be tied up for how long will be important.

The Finance Committee meets with the financial institutions on September 8, 2015.

This agenda item would allow for the funds to be invested for a short period of time until the final plan is approved by the Town Council.

Robert Engelhardt asked if the Town Council would have to authorize any expenditures. The Town Manager noted yes, all expenditures are approved by the Town Council.

VOTE: UNANIMOUS AYE

RESOLUTION 15-108: Resolved that the Town Council adopt the Budget Calendar for the 2016 Budget Process.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Strom** that Resolution 15-108 is adopted.

The Town Manager noted the Town Council received a copy of the Town's regular budget calendar that has worked well in the past. If we are able to process the reviews listed at the Regular meetings and have time available, we would continue with budget items, thereby deleting Special meetings. We should also discuss budget goals.

In addition, there will be a proposal for a new account in the budget which will be one-time to address some areas that need enhancement in the departments due to the conservative budgeting. The Town needed to maintain the tax rate as people were struggling and paying more and more taxes was not an option. This would be able to be added due to the receipt of the surplus funds from MainePERS which would be a one-time revenue transfer. A small one-time account would be quite helpful due to the highly conservative budgets.

If Councilors have specific projects or items that they would like to see reviewed for the budget process - this would be the meeting to list them out so that the staff can review and provide information for an alternate to the general budget.

By consensus, it was decided the Town will continue with its regular budget process and put the additional money use in a separate account/area in the budget.

VOTE: UNANIMOUS AYE

RESOLUTION 15-109: Resolved that the Town Council appoint Christopher Weymouth as an interim director for the MSAD #53 Board of Directors to serve until the next annual municipal election and until a successor is elected and qualified.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Ferland** that Resolution 15-109 is adopted.

The Town Manager noted under the State Law, the Town Council appoints directors on an interim status until the next annual municipal election and the successor is elected and qualified. Mr. Weymouth was the only person to come forward and will be running for School Board.

VOTE: UNANIMOUS AYE

RESOLUTION 15-110: Resolved that the Town Council appoint Gerard Forgue as General Assembly Representative – Alternate for 2015 – 2016.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Ferland** that Resolution 15-110 is adopted.

The Town Manager noted Gary R. Jordan, Jr. was the Alternate for the Kennebec Regional Development Authority General Assembly for many years.

Gerard Forgue has served on KRDA previously for the Town of Norridgewock and did so even after he re-located to Pittsfield for a number of years. Gerard moved to Pittsfield in 2007 to the Bean's Corner Road.

Gerard would be an excellent appointment to attend meetings of the General Assembly to assist if the Town Manager was unable to attend a meeting or to attend all meetings to provide more representation.

VOTE: UNANIMOUS AYE

7. **DISCUSSION ITEMS:**

Updates:

Water & Sewer Projects Update:

Over the past few weeks the W/S departments have been busy doing:

A water leak on Madawaska

The Water/Sewer Laborer took a week of vacation

Helped winterize the pool

A lot of research on fence project

Even more research on the hydrant issue

Fixed a few lawns that have been dug up

Regular duties with customer concerns and needs

CWSRF Peltoma Avenue Project: The project started up at the end of June with test pits and then went into full construction. At the first Pay Req meeting for Nitram on 07/20/2015, we commended them on a project that is going exceptionally well. One item has been found which will generate a Change Order at approximately \$4,000. Fabric has been found under Peltoma Avenue, which was not known by Olver Associates and MDOT did not advise of it being under the road. MDOT instructed that it be replaced and as we have a road opening permit that requires that we follow MDOT requirements, this is an additional cost. Sufficient funds are in the contingency line of this \$445,000 budget.

As of August 17, 2015, most of the project is completed and all of the project is projected as being completed prior to the beginning of School at the end of the month. The Change Order was finalized as \$3,780 and was a requirement of MDOT that we replace the separation geotextile that was located in the roadway. This was unknown by both MDOT and Olver Associates so it was not in the original project. This project was very successful.

Highway Projects Update: Has been quite busy with many highway and building projects. Several pieces of equipment are being updated and/or repaired as well as preparing for winter.

Highway has addressed a number of citizen concerns, assessed trees, cut brush in a number of locations for better visibility, reviewed the Somerset Avenue Improvements needs, catch basins reviewed, dug up and fixed the end of the Main Street sidewalk adjacent to Crosby Street (waiting for paving estimates) and conducted a number of maintenance activities.

The Town is on the list for the distribution of the Rapid Rectangular Beacons similar to those installed on Somerset Avenue. Tentatively, we have requested 2 sets – one for Main Street by Maine Central Institute and one for Lancey Street for the Elementary School. These would be blinking lights that allow for the ability to get across the road. The sets will be available next year as we received a set this year. Main Street looks like a good location for a set. For Lancey Street, it does not seem that the small children at the school should be crossing the street in the vicinity of the school on any of the roads. The Town would receive the units free and then be responsible for installing them. We have Insource Renewables here in Town which installed the first set and they work quite well. We can look at other locations that we need assistance with crossing the roads that would be a better location than Lancey Street.

Pan Am has offered to fix the Industrial Park Road crossing if the Town paves it. As you may recall, the Town has made multiple requests for this area to be fixed, the RR actually stated it was ready to fix it and then did not stating financial issues. The Webb Road crossing is fixed, however, there is no actual pavement there, but rather the mix that Pan Am placed on the crossing after multiple complaints after the train cars went off the rails and the tracks were fixed. Although this is not our responsibility and we have no right to be within the RR right-of-way, it would be advantageous to have this project completed. Public Works Foreman Steve Vance is working with the railroad and soliciting proposals. We will need to receive sufficient written documentation that allows the Town to be immune and/or protects the Town on this item if we were to move forward. If we move forward, the item will need to be on the next agenda. It is very difficult to obtain paving quotations at this time of year.

The Public Works Foreman noted that a lot of the equipment at the garage is in need of repairs.

Codes Enforcement Update on proposed Ordinance Amendments: The Town Clerk spent a great deal of time going through all of the documents that were submitted to the Planning Board, changes made by the Planning Board, changes then made by the CEO, and changes made by the Town Attorney.

The copies of all the changes have been reviewed by the CEO for the last two months. At this time, with the budget process coming up and the fact that we do not schedule other items during the budget process, either the ordinance amendments start the process immediately or they get set to public hearing in January, 2016. We need sign off from the CEO who recommended all of these amendments based on the comprehensive plan, a longer period of time for some of them than the traditional zoning ordinance period, and there does not appear to be anything that is a detriment that needs to be corrected now. If we do not go forward now, I will have the CEO extract any item that is immediate which we could address.

The Planning Board decided to not approve or address some ordinance revisions listed in the Comprehensive Plan, however, has addressed nearly all items so if we were to set a public hearing in January 2016 we would be certainly in compliance and showing our progress.

Codes Enforcement Update on Junky Yards: The CEO started Code Enforcement Review of Junky Yards for the Year in June and due to the extent of what needs to be done, I requested that certain areas and items be addressed first and then go to more items. This is to allow for some items to be addressed rather than getting into the whole list and being overwhelmed. We are concentrating on Somerset and Peltoma Avenue which are gateways to the Town from I-95 and the Airport which brings in business executives to different companies in town.

These areas look better so we are branching out now to other roads. This is in addition to regular code enforcement for health and safety which involves inspections and properties that were posted for no occupancy until the landlords fixed them and actual violations in the homes. A couple of homes that were derelict were condemned and some legal issues have emerged.

Codes Enforcement Update on Request for Property Maintenance Regulation: The Town was requested to review the International Property Maintenance Code in order to properly address the conditions in Town in order to clean up the Town. The CEO did spend a day reviewing the Code and wrote up a report on the Code's contents and differences between the Code and the Town's Zoning Ordinance with property maintenance regulations.

The CEO has talked with the Bangor CEO who is very enthusiastic about how great the Property Maintenance Code is for use in cleaning up non-conforming building structures and derelict buildings as well as junky yards. The CEO is compiling the results of that meeting.

This item, as well as the citizen request for a ban on Outdoor Boiler use during the summer, would be coming through with and/or after the over 20 ordinance amendments for the Comprehensive Plan.

Grants Update:

New Grants:

Airport Grants: Airport Crack Sealing Program – The paperwork had been sent to the Town Attorney for processing so that we can return the FAA's offer for the financing of the crack sealing project. The project is estimated at \$102,232.65. The Town will

have \$39,364 from our accumulated funds toward projects and receive \$62,868.65 in FAA grant funds. Being a part of this multi-town State MDOT project is an excellent arrangement for the Town. A meeting was held to discuss the projects which included a Construction Safety & Phasing Plan; focus on safety; radios being necessary at all times; runways will be closed with NOTAMS and there will be a Resident Inspector who will be full-time to watch over the project. The Contractor is L&D Safety Marking Corp from Barre, VT. The Airport Engineering Company is Fay, Spofford & Thorndike. Work started in Waterville on August 17 and is estimated to start at the Pittsfield Municipal Airport on September 3 through September 10 or 5 days. I have contacted Caleb to see if he is all set for September 3 and hope to hear back soon.

Airport Grants: Airport Master Plan Update – The Town was advised on 07/14/2015 that the project will move forward with a copy of the preliminary Airport Master Plan being received by the Town and then a public informational session on the plan scheduled for September. To date, we have not received a copy of the preliminary plan.

Airport Grants: Airport Taxiway Reconstruction – All work was completed and approved by MDOT and the Airport Engineering Consultants. This paperwork for this project will be completed this Fall so that the grant can be closed out.

Airport Grants: Airport Apron Expansion – All work was completed and approved by the MDOT and the Airport Engineering Consultants. Same as the above grant.

Bangor Savings Bank Community Matters More – The check was received. The bank promoted the project. Once we get past the Egg Festival and get caught up on theatre operations, we plan to promote this award and work on the plan to spend the funds.

HealthySV: Community Resources Program – Events were scheduled through May for Warsaw Middle School, Vickery School and Manson Park School. Officer Mike Cote is the Visiting Resource Officer. We received all funding for the quarters completed on the grant which is \$7,500. Events and activities need to be planned out for the summer – September as the grant closes on 09/30/2015 and if the funds are not spent, the Town does not receive the funds and the grant is closed out with unspent funds. The Police Department has spoken with the new Superintendent about getting into the schools as soon as possible in order to make a difference with the new classes and to expend the funds by the due date.

Local Roads Sign Replacement Program – The Town applied for a grant for replacement of numerous town directional signs that are outdated, not reflective, missing/damaged due to vandalism or new ones that should be installed. The match for the award will be 10% which is a wonderful deal. Depending upon the number of towns that applied and the funds available, we will see if we qualify later this year. The Town identified 84 signs for replacement. The Town may not receive a grant for 84 signs, but we could receive a grant for a percentage which would be helpful. Signs and sign posts are extremely expensive. The Town has received word that we have qualified for this sign replacement project. The State came down to ride around with the former Public Works Foreman before he retired to review all of the signs. Most requests were approved, a few were not and some new ones were added to the list. This fall we will hear exactly what the award will be, however, we are approved at what the Maine Local Roads Center agreed the Town would be approved for, however, they do not know the extent as all the Towns that applied need to be added into the equation.

Update: The Town received word last week that we will receive funding for 118 signs which includes a number of signs identified in the field that we had not applied for originally. With all the posts and bolts, the value is \$5,569.96 with the Town's match of 10% or \$557.00. So this is great news.

Police Byrne/JAG Grant for Body Cameras - The funds were received for this project.

Project Canopy Grant: Gateway to Downtown – The project was approved by the State to proceed once the training video is available. No training video has been available so the project has not begun. We will need to revise this a bit as the students will be out of school once it is time to do this, however, there are many students at MCI during the summer who would likely find this project to be of interest as well as the ability to pass out flyers at Recreation at the Pool where hundreds of people go.

USDA Sewer Rehabilitation Grant – Retainage is left and will be addressed later this year so this grant can be closed out as punch list of work was completed on one of the projects. The Engineers were reminded on 07/20/2015 that we need to formally close this out.

The final application was submitted to close out this grant which is now formally closed.

Civil War Historical Grant has a small amount of funding left. I noted previously that they would like to put a picture up on the front of the Depot to show the Civil War items in Town. It will be post with vinyl as the cover to be sturdy with pictures of the Civil War and other historic sites in Town. It will be removable but hard to remove so it should not be stolen, however, when we have enough money to restore and/or preserve the Depot, we will be able to remove it.

MDOT 3 Foot Signs: Towns are eligible to receive free signs to enforce the fact that bicycles are supposed to have 3 feet in the roadway to utilize. These will only be placed on State and State-aid roads at this point. The Town would have to install them and buy the posts. The Pedestrian Bicycling Plan group has been talking about this. HealthySV has offered to pay for the sign posts and the Town would install them. This is a win-win. We will apply when the list is developed and write up the application.

Other Grant Opportunities:

Efficiency Maine Incentives – will be exploring possibilities for some of the town buildings
PeopleForBikes Grant – obtain funds for a variety of projects is under review. In order to apply the Bike Pedestrian Committee will need to meet and we have made another request to KVCOG's Planner who was organizing this project free of charge.

Rural Community Development Initiative (RCDI) – The Town is part of the KVCOG's Grant application for an Economic Development Plan for Somerset County (being the rest of Somerset County not covered by the Somerset Economic Development Corporation's project up in the Northern part of the county.

Rural Development – USDA has advised that they have RD funds available through loan and grant that would fit well with the future sewer work. If the Town would like, RD will meet with the Town. There was a discussion about our new debt and how it is being handled in the sewer enterprise fund.

Located possible foundation funding: Review Opportunities - I have located a grant that might be of assistance to PHS in order to put all of these archives into a system that will support the group. It is called a **Preservation and Access Education and Training** in which there would be an opportunity to hire some help for all of the work that is needed as well as the training. Perhaps a student or two could be involved from MCI for a project as one would think that there are 1-2 students each year enamored with history. It is a National grant so very difficult to obtain. I will download more materials to determine eligibility. It would go to PHS, not the Town. The grant is due in early May 2015 and was just announced at the end of February 2015.

8. **REPORTS:** Audience, Council

Audience:

Sumner Jones: There is an issue with a junky yard on Nichols Street. The Town Manager noted this property is under Code Enforcement action. It appears the property may be purchased by Manson Park and demolished. Bernard Williams noted there is a lien on the property and the issue is being worked on. Mr. Jones noted that he would use the surplus money to lower taxes.

Pete Logiodice: What will be the transparency of this surplus money being distributed? There are a lot of people in Town that don't even realize this money is here and there are groups of people making money grabs for it. The Town Manager noted that any approvals will be on the Town Council agenda and will go through a public process. We need to preserve and protect the public. We need to invest wisely for the future. Mr. Logiodice noted that he has heard rumors around Town that the money will be used to hire a Planner. This position will report to the Planning Board and skirt the Public. The Town Manager noted she had heard this too and that this was not going to take place. Councilor Ferland noted that everything is a public process. We all need to be more diligent on following this information if they are interested. Mr. Logiodice stated it seemed like only a select few are the only ones who know what is going on. Deputy Mayor Nichols noted this is all a public information. If anyone has questions, call us. We want people to come to the meetings and be involved. The Town Manager and Town Council assured him that the use of the funds would be discussed during the Budget process.

Council:

Councilor Donahue: Absent.

Councilor Ferland: I think it is exciting that we have so many people here. This is what makes a Town vibrant. Thank you all for taking your time to come in. I think there were some excellent ideas at the Finance Committee. One of them was a Community Meeting with breakout sessions to discuss the vision of the Town. As far as communicating information with the public, we do our very best to get the word out.

Councilor Nichols: It doesn't make sense to not ask for public input. These meetings are all public information. If anyone ever has a question, call me or the Mayor. I have no doubt that we will make intelligent decisions regarding the use of the money. I think we will be a better Town for it. The Town Manager noted that we have a very conservative budget. We need to protect our residents but also provide for necessary items. We never know what will come around the corner. Deputy Mayor Nichols noted that people have to keep the faith. They said we could never get a pool – we did. They said we wouldn't be able to fix the library – we did. The theatre will be done too. Everyone has a different thought process. I have said it over and over. We are set for business when the economy does bounce back. This is all due to the hard work by the Town Manager and the Town Employees.

Councilor Strom: Thank you to everyone for coming in tonight. It really does matter. I am on the Theatre Committee and recently looked at some of the issues at the Theatre. The whole overhead of the marquee is rotten. You can stick your finger right through the wood. This is going to have to be dealt with, as well as the issues on the roof.

Councilor Cianchette: Absent.

Councilor Stackhouse: I want to thank everyone for coming out. We have positioned ourselves very well. We are ready when someone is ready to move in with a business.

Kathryn, please keep up the good work. The staff upstairs and our Departments are wonderful.

9. EXECUTIVE SESSION

Executive Session for Title 1, Section 405, 6.C., Economic Development, Disposition of Property and Acquisition of Property

Motion by **Deputy Mayor Nichols** to enter into executive session to discuss Economic Development, Disposition of Property and Acquisition of Property under Title 1, Section 405, 6.C. at 8:05 p.m. The motion was seconded by **Councilor Strom**.

Motion by **Deputy Mayor Nichols** to return to regular session. The motion was seconded by **Councilor Strom**. The Town Council exited executive session at 8:31 p.m. No action was taken by the Town Council.

VOTE: UNANIMOUS AYE

10. ADJOURNMENT

Motion by **Deputy Mayor Nichols** and seconded by **Councilor Ferland** that the meeting be adjourned at 8:32 p.m. All in agreement.

Nicole Nickolan, Town Clerk