

MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, September 15, 2015 at 6:30 pm in the Council Chambers.

PRESENT: COUNCILORS: Robert Stackhouse, Tim Nichols, Scott Strom, Michael Cianchette, Trudy Ferland and Heather Donahue. **ABSENT:** None. Also present: Town Manager Kathryn Ruth and Town Clerk Nicole Nickolan. Audience members included: Steve Vance and Anna Bockis.

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 meeting held on September 1, 2015

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Cianchette** that the minutes of the regular meeting held on September 1, 2015 be adopted.

VOTE: UNANIMOUS AYE

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

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 entire area in the former Discount Warehouse space will be renovated.

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 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 Seabasticook Street

Business Development Projects Completed:

Somerset Plaza:

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

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

Family Dollar Store on Somerset Avenue

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

Copper Salon's renovation of the former Seabasticook 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.

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 insurance company holding the bond for the Contractor was contacted for assistance after the various timeframes had expired. The Contractor agreed to repair the items identified by the former Public Works Foreman and our new Public Works Foreman has been overseeing the work to ensure that it is satisfactory. After this work is completed, items which are the responsibility of the contractor will be completed and the Town will look toward meeting with the State of Maine to discuss the changes made in the road by MDOT during paving and the resulting water issues. On Monday, 09/14/2015, all work required of the contractor was completed. We will continue to monitor the sidewalks and roadways due to the change in the grade that took place on the MDOT project.

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 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

Somerset Workforce Connect Board Meeting on Thursday, September 3, 2015 at 1:00 pm in Skowhegan (to be re-scheduled to another day, which is unknown at this point)

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

Upcoming Meetings & Events:

HealthySV Meeting on Wednesday, September 16, 2015 from 9:00 am – 10:30 am at a location TBD

HealthySV Annual Meeting is postponed until later this year to be combined with the results of a Shared Health Needs Assessment which was recently conducted by the State of Maine

Kennebec Valley Council of Governments Annual Meeting on Tuesday, September 22, 2015 from 9:30 am – 11:30 am at the KVCC Hinkley Campus

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.

Household Hazardous Waste Drop-Off Day

TOWN OF PITTSFIELD
Recycling/Environment Activities
Household Hazardous Waste Drop-Off Day
Saturday, October 03, 2015
9:00 am – 12:00 noon
Pre-registration is required to participate

In conjunction with the Kennebec Valley Council of Governments, EWASTE Recycling Solutions, Environmental Projects, Inc. and other communities, the Town of Pittsfield will host a Regional Household Hazardous Waste Drop-off Day at the Pittsfield Recycling/Transfer Station at 601 Peltoma Avenue. Residents of Troy, Unity and Palmyra who would like to participate must pre-register with their own towns. For Pittsfield residents, call the Recycling/Transfer Station at 487-3361 to pre-register. Pre-registration is required to participate and you must sign up prior to the event in order to reserve a spot.

Brochures available at the Pittsfield Town Office, Pittsfield Recycling/Transfer Station and on line at <http://www.pittsfield.org> listing details about the event.

Sebasticook Valley Chamber of Commerce – Business Networking Function

The Chamber of Commerce at my recommendation has voted to not hold the Trade Shows (called Business Expo) last year. This is an old fashioned event great in its time before all the websites and on-line purchasing. Many companies came to put out their wares with the public coming in to purchase items. The Chamber charged for the booth space as a fundraiser. After many years of being in Newport, other Towns were allowed to host the event. In 2009 and 2010, we hosted the Trade Show in May at the Warsaw and Vickery Schools. The events were well attended as we had added a Community Fair to the event.

With the new approach used the last few years by the Committee in charge of the event and the changing face of purchasing, this event does not work anymore. After a discussion at the last Chamber Board meeting, the group agreed to remove this type of event from our project list.

I have advised the Chamber Directors of the various business networking events that we have held that the Businesses have really liked and the great attendance that we had.

The Chamber has decided we will hold a Business Networking Function for 2015-2016 and put myself in charge of it due to my background. Networking for the businesses is important along with having services and assistance for businesses available.

I can choose a committee and work on a productive proactive project for the Chamber region for 2016.

4. **PUBLIC HEARINGS/OLD BUSINESS: NONE**
5. **REPORTS: TOWN MANAGER, FINANCE, ORDINANCE & RECYCLING COMMITTEES:**

Town Manager's Report: Town Council Meeting of 09/15/2015:

1. The FYI Folder: FYI Folder which contains items that come in between the Town Council Meetings has the following this evening: READ

2. 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.

3. 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. There will be more information on this event in the near future.

4. 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.

As of today, no further information has been received from the State. I would like to advertise this event using their information.

5. Pittsfield Historical Society Caboose: At the last meeting, it was reported 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. The work was so wonderful that PHS hired the family again to put the decals onto the caboose.

6. 5th Annual Pittsfield Car Show: The Deeper Life Assembly will be holding its 5th Annual Pittsfield Car Show which has been a great hit over the years at 97 Higgins Road on Saturday, September 19th. Rain date is September 20th. Admission is free. Registration is \$5 per vehicle. There will be trophies, food, raffles and more. Car registration is 8 am – 11 am with judging beginning at 11:15. There will be a number of classes for the vehicles. Questions call 487-3085; 928-2502; or 341-1160.

7. RFP for Assessment Report of Current Conditions at the Theatre: We have issued a RFP to Architects and Engineers for an initial design analysis, electrical and mechanical systems and equipment review, assessment report, cost estimate and rendering for use in the Theatre Capital Campaign. As we have less than \$7,500 which is the amount required for a full review by the Town Council, this is one of the many smaller RFPs that the Town will issue. We will see exactly what we receive for interest and pricing. I sent the RFP out to nearly 30 architects and engineering firms and the legal ad was placed.

8. 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: The Committee met last Tuesday with 3 financial institutions to discuss the investment of the PERS funds. We currently have it narrowed down to 2 entities at this time. The funds are currently in a fund at Peoples United with a .4% interest rate for 30-90 days until a final decision is made. We received an update from Peoples United on the investment of reserve accounts. We decided to wait one more week to see what interest rates are going to do. We have set up a few contests for the Public in addition to other proposals. That may come out in the Council package in the next meeting.

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

6. NEW BUSINESS:

ORDINANCE 15-11: (To be set to Public Hearing on 10/06/2015) That the Town Council hereby ordains to transfer property located at 211 Library Street, Pittsfield, ME, Map 025, Lot 004 to Maine-ly Historic Homes & Gardens, LLC, for the sum of \$21,759.00 as the result of a Tax Acquired Property bid. The Town acquired said property as a result of automatic foreclosure of a 2012 property tax lien, recorded in the Somerset County Registry of Deeds on June 05, 2013, at Book 4669, Page 47, which matured on December 05, 2014. The Town Council further authorizes the Town Manager to execute a municipal quitclaim deed without covenants releasing the Town's interest in said property to Maine-ly Historic Homes & Gardens, LLC.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Cianchette** that Ordinance 15-11 is set to Public Hearing on 10/06/2015.

The Town Manager noted the bidder whose bid was accepted by the Town Council at their 08/19/2015 after the bidder requested that we reconsider the bid due to the new paperwork from the IRS which makes the property much more marketable, submitted the remainder of their bid by the deadline established under the Town's ordinance. The next step is to set the ordinance selling the property to public hearing on 10/06/2015. With the remainder of the bid was a letter from the bidder's attorney with a number of considerations that the bidders wanted for this transfer. These were not items that were part of the Tax Acquired Bid process nor part of the Town Council's approval. I answered their attorney's letter and have not heard anything to date. The mowing of the property and the water meter are minor items that we can do as good stewards, however, we cannot change the TAP process and provide additional benefits or other people may certainly have bid on this property if they had these considerations, i.e, many of the other items mentioned in the letter seemed to be changes to the bid document. The Town Council received a copy of the letters.

VOTE: UNANIMOUS AYE

ORDINANCE 15-12: (To be set to Public Hearing on 10/06/2015) That the Town Council hereby Ordains that Chapter 2B General Assistance Ordinance, Appendices A-D be rescinded and the new Appendices A-D be adopted to reflect the revised maximums for the period of October 01, 2015 – September 30, 2016 and to continue to use Appendices E-F set forth and filed with the Department of Health and Human Services (DHHS) until any new appendices are approved.

Moved by **Councilor Cianchette** and seconded by **Councilor Donahue** that Ordinance 15-12 is set to Public Hearing on 10/06/2015.

The Town Manager noted each year, MMA and the DHHS review the going rates for basic necessities in the State of Maine twice a year and propose revisions, if necessary. This is the second review of the year. The Town Council received a copy of the appendices.

I will review the Appendices for the public hearing, however, there generally are not many changes.

VOTE: UNANIMOUS AYE

RESOLUTION 15-111: Resolved that the Town Council authorize the Town Manager and Deputy Treasurer to expend and transfer up to \$8,000 from PITT#20 Road Construction Reserve G-1-607-00 for several miscellaneous items as follows: The paving of a section of the Industrial Park Street railroad track crossing and a section of Main Street sidewalk and driveway repair work.

Moved by **Councilor Cianchette** and seconded by **Deputy Mayor Nichols** that Resolution 15-111 is adopted.

Steve Vance, Public Works Foreman noted ITEM#1: It is proposed that the railroad and the Town of Pittsfield work in a joint effort to repair the railroad track crossing in the Industrial Park located next to Sonoco Products. The Railroad Superintendent Engineering East (Ken Pelletier) has agreed to repair the railroad track crossing at this location if the Town of Pittsfield will provide trucking of the material to be removed and will also manage and pay for the repaving of the crossing once the railroad crossing repair is complete. It is estimated that the town's cost for repaving at the crossing is \$3,645.00. This estimate is based on the quote that was provided by S&G Construction. The quote provided by S&G Construction was based on \$11.25 per square yard per 1" of thickness. The estimated amount of square yards for the area to be paved has calculated out as 81 square yards. Therefore, 81 yd's per 4" of pavement thickness as is required by the Railroad is in turn estimated at 324yd's x \$11.25 per square yard per 1" of pavement thickness or otherwise stated as 81yd's x \$45.00 per yard per 4" thickness which in turn equals \$3,645.00. S&G construction is the preferred contractor for this project as they are the lowest bid based on their terms stated in their quote.

ITEM#2: It is proposed that the Town of Pittsfield also pave a 5' x 137' section of sidewalk from the intersection of Crosby Street and Main Street and up to the first residential driveway. This section of sidewalk was found in extremely poor condition and has been recently shimmed with crusher dust to temporarily eliminate the hazard and prepare for paving. Estimates for repaving of the sidewalk were requested from three contractors. S&G is the preferred contractor for the repaving of this section of sidewalk, as they are the lowest bid based on the value of the material thickness of 2 1/2" thickness quoted. The cost quoted by S&G Construction for this sidewalk-repaving project is \$1,850.00.

ITEM#3: It is proposed that the Town of Pittsfield also pave the drive entrance and sidewalk section from granite tip down to tip down in front of the business location of Northeast Planning located on Somerset Avenue. The business owner at this location would not accept a patch at this location and has demanded that it be replaced in its entirety at the drive entrance. It is estimated that the cost of this repair will be \$1,250.00 to repair properly. Therefore it is proposed that we allocate an amount not to exceed \$1,250.00 for this repair.

Details: It is proposed that we allocate monies for the three paving projects described above in an amount not to exceed \$6,745.00. These paving projects and repairs are needed to eliminate a variety of hazards created by their present deficient state.

To make absolutely sure that we do not go over on the railroad project, the cap proposed will be to not exceed \$8,000.00.

As of August 31, 2015, the Road Construction Reserve had a balance of \$18,222.37. Some funds need to be kept for gravel road resurfacing which is needed on sections of several roads.

VOTE: UNANIMOUS AYE

RESOLUTION 15-112: Resolved that the Town Council authorize the Town Manager and Deputy Treasurer to expend and transfer up to \$22,000 from the People's United Economic Development Revolving Loan Fund pursuant to the approved 2015 Budget for Reallocation Revenue funding, such Reallocation being designated as Admin – Reallocation Fund 4 Account #01-10-40.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Cianchette** that Resolution 15-112 is adopted.

The Town Manager noted during the budget process last year we discussed the reallocation of funding for the Revenue budget to assist as much as possible in lowering the amount of property taxes to be raised for the 2015 budget. After a thorough review of all funds, only two reallocations were available as we had completed a number of reallocations in the past and funding was no longer available in the accounts utilized. The approved Revenue Budget included an appropriation for \$22,000 from the Economic Development Revolving Loan Fund and a small allocation of \$398 from one of the General Ledger Accounts. For the funds in Fund 4 (Economic and Community Development Fund), a motion is not technically needed as this was part of the approved budget, however, it does allow for a clear paper trail. Therefore, this item has been added to the agenda for 2015.

VOTE: UNANIMOUS AYE

RESOLUTION 15-113: Resolved that the Town Council approve and authorize the Town Manager to sign the Application/Agreement for the Grant-in-Aid Program for the Department of Conservation, Bureau of Parks and Lands Snowmobile Program for an estimated project of \$50,978 to improve the snowmobile trails for the Driftbusters Snowmobile Club.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Cianchette** that Resolution 15-113 is adopted.

The Town Manager noted on a yearly basis, an application for grant funding to assist the Driftbusters Snowmobile Club in maintenance of the trail system is submitted to the Department of Conservation. Attached are the Application/Agreement materials. A list of property owners along the trail is now required.

The applications have been filed for the following:

2006 was for \$19,040.00
2007 was for \$21,041.00
2008 was for \$38,039.00
2009 was for \$35,627.00
2010 was for \$38,069.00
2011 was for \$40,509.00
2012 was for \$36,689.00
2013 was for \$50,576.00
2014 was for \$50,806.00

The amount received from the State at the end of the grant period is generally less than the application, especially in recent years. However, any funds received are a great help.

In 2013, the Trail Grooming cost per hour was increased to \$100.00/hour which substantially increased the application amount. The 2013 application then increased to \$50,576.00.

The Club does an excellent job grooming the trails each year with the Snowmobile Trails dedicating extensive time for this recreational project.

Councilor Cianchette noted he has some questions regarding the funds that cover this grant. Is there any cost to the Town? The Town Manager noted the only real cost was the time she spends looking over the paperwork. We receive the funds and then a check is cut for the Driftbusters for the funds received. It is simply a pass through. Councilor Cianchette also questioned where the grant money comes from. The Town Manager noted that it is from snowmobile registration fees, but was not sure if there was any other source that added to the grant funds. However, none of the funding from this grant is through the Town Budget.

**VOTE: CIANCHETTE/NAY
DONAHUE/FERLAND/NICHOLS/STROM/AYE**

RESOLUTION 15-114: Resolved that the Town Council appoint Nicole Nickolan as Warden and Cammie Jemery, Tonja Lary and Emmalee Reed as Deputy Wardens for the November 3, 2015 State Referendum Election, Municipal Election and the MSAD #53 Election.

Moved by **Councilor Ferland** and seconded by **Councilor Donahue** that Resolution 15-114 is adopted.

The Town Manager noted this is a regular yearly requirement.

VOTE: UNANIMOUS AYE

RESOLUTION 15-115: Resolved that the Town Council approve the opening of absentee ballots on November 3, 2015 at 10:00 am and 3:00 pm for the November 3, 2015 State Referendum Election, Municipal Election and the MSAD #53 Election.

Moved by **Councilor Cianchette** and seconded by **Councilor Donahue** that Resolution 15-115 is adopted.

VOTE: UNANIMOUS AYE

7. **DISCUSSION ITEMS:**

Financial Reports as of 08/31/2015

Budget Expenditure Report
Revenue Collections Report
Tax Acquired Property Report
Economic Development Revolving Loan Update
Housing Revolving Loan Update
Transfer Station/Recycling Monthly Report
Theatre Monthly Report
Excise Tax Collections Comparison Report
State Revenue Sharing Comparison Report

Personal Property Tax Collection Report
Real Estate Property Tax Collection
Briefly Reviewed by Town Manager

Other Reports as of 08/31/2015

Building and Plumbing Permit Reports
Library Report – Librarian’s and Library Trustees Minutes
Police Report

Self-Explanatory – Not Reviewed

Updates:

Water Projects Update
Sewer Projects Update
CWSRF Peltoma Avenue Project
Drinking Water State Revolving Loan Program (DWSRF)
Highway Projects Update
Codes Enforcement Update on Junky Yards
Codes Enforcement Update on Sprague Property Complaint to Court
Codes Enforcement Update on Request for Property Maintenance Regulations
Ordinance Amendments for Comprehensive Plan

Updates:

Water & Sewer Projects Update: Over the past few weeks the W/S departments have been busy addressing regular duties with customer concerns and needs; fixing items; sewer treatment plant fencing item; water leak on Peltoma (again); and assisting other departments. Scott is now on vacation, however, I found him in the office trying to work on Monday. He promised to actually go on vacation!

CWSRF Peltoma Avenue Project: This project was very successful and completed in August 2015. I asked Olver Associates about the final cost of the project which I know was under the amount of the loan. We are also inquiring if the remainder of the funds can be utilized for the Environmental Work that would be good for three years for the next set of sewer projects we might undertake. This is just an inquiry at this point.

Drinking Water State Revolving Loan program (DWSRF)

The Town has been working with Olver Associates on two proposed projects to submit due to the time involved. We started out with the 4 projects discussed at the last meeting and have narrowed it down to the two projects as follows:

Hunnewell Avenue line replacement and Cross Country Line (for redundancy): This project has turned out to be estimated at \$1,253,000. Hunnewell Avenue line just broke again since our last meeting. There are continual water main breaks. In addition, we need redundancy in case there is an issue on Peltoma and the water can not make it into town, this would be a backup to provide water.

Water Main Replacement and Upgrade for North Main Street: This project has been estimated at \$1,283,000. There are multiple breaks along this line going up the hill to the hospital. There are many bands on this line. It is not buried very deeply due to ledge.

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.

Steve Vance noted that we will need to utilize the equipment reserve funding. I will be requesting a welder to rebuild items. There are many vehicle repairs that have to be done. Due to the age of most of the vehicles, parts are no longer available. Parts have to be manufactured to repair the items. There are many things I want to do but we don't have the money for it. There is roadwork that has to be done on the Sibley Pond Road as well as culvert replacements. There are many items I would like to put in the budget, but I will only ask for what is needed. I have a three man crew. I am not looking for more staff but have been thinking of hiring a part time employee to take over the mowing the parks.

Codes Enforcement Update on Junky Yards: A couple of homes that were derelict were condemned and some legal issues have emerged. Of the 32 code violations (down from 40 last year), the CEO has made progress or resolved 12 and the Manson Park Committee is in the process of purchasing one derelict home abutting the Park which will be torn down. That will mean that 19 have been going around in circles with no results or small results (including Leonard Street).

Codes Enforcement Update on Sprague Property Complaint to Court: The Town Council authorized the multiple code violations at the Sprague property to go to court at their meeting on 08/21/2015. The Town Attorney compiled a draft complaint on 08/28/2015 to the Town with items required of code enforcement. I have spoken with the CEO about providing the additional information which he has been working on and been promised that this project will be completed shortly. There has been an abundance of permit for projects including new homes, which is very good news. Richard has been working on the side of his home with a natural wood type siding composite.

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. This review and the Code itself are available to the Town Councilors who would like a copy. The Ordinance Committee will receive a copy of the materials for their next meeting. (We are waiting on the 21 or so Zoning Ordinance amendments to the Town Code Land Use Ordinances per the Comprehensive Plan Update from the CEO). The Town Clerk compiled a massive package of the ordinance amendments into property code language a number of weeks ago and the CEO is reviewing these in conjunction with the last amendments adopted at the Planning Board's May meeting.

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. There is no updated information for this report.

Codes Enforcement Update on proposed Ordinance Amendments for Comprehensive Plan: 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.

Due to the time constraints and how we are now entering the budget period, I asked the CEO to go through all the ordinance amendments to see if there were any crucial items that needed to be approved this year. He has reviewed all of the items which include the focuses upon definitions for large scale commercial development, prime farmland and project; as well as regulations on communication towers, wind energy, use of public roads, shoreland zoning conflicts (in the zoning ordinance); home based enterprises; wellhead protection and mobile home parks in C-4. Steve has noted that there are no emergencies and we can address these items after budget which is in January 2016.

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. I spoke with Caleb last week when the Cracksealing began. In discussions on September 14, 2015, Caleb advised that the work was very organized and was completed in 3 days. The Cracksealing company told him that our airport was in one of the best conditions that the company had seen as we had actually had been filling the cracks to the best of our ability. When they arrive at an airport, there is no cracksealing at all. So with the material that he had put down plus what their work, Caleb was told that this work would last for many years. The stripping looks really good.

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. As of 09/15/2015, the engineer has requested additional information that will be sent out this week.

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. The invoice from Cianbro was received and we await the grant reimbursement paperwork from the engineer. The final figure for reimbursement from Cianbro has been approved and we await the grant reimbursement paperwork.

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. The Town will receive a partial amount of the quarter's payment as the schools were not in session and the department was not able to determine a method to meet the objectives of the grant without the school children.

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. Our Public Works Foreman went to the required class for the project. A distribution date for the signs will be determined by the Maine Local Roads Center.

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 formerly close this out. The final application was submitted to close out this grant which is now formerly 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. The KVCOG planner is still working on the overall bike/pedestrian plan so this project has been on hold.

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.

8. **REPORTS:** Audience, Council

Audience:

Anna Bockis: Questioned if the Town has any ordinance against fireworks. I know that the State legalized it, but can we make it illegal in Town? The Town Manager noted that the problem with fireworks is the Police cannot get there in time to catch the person setting them off. The Town received this request before and could not see setting additional requirements as the fireworks being set off are often illegal under State law. We don't need extra rules that cannot be enforced. Anna stated that she feels that the Town should ban them completely. The Town Manager noted that anyone can pursue an Ordinance change if

they like. Anna asked the procedure. The Town Manager noted there is an application upstairs for Ordinance Change Requests that would need to be filled out and a \$150.00 fee for advertising. Deputy Mayor Nichols noted that people need to call the Police and complain if there is an issue. That was there is a trail to follow showing this is an issue. The Town Manager noted that we would not be holding Ordinance Committee meetings the next few months with ongoing Financial Committee meetings and budget season. The Town Manager stated that she will check the complaint logs and speak to the Police Chief regarding the matter to have this issue reviewed again to see if there have been any changes.

Council:

Councilor Donahue: No Comment.

Councilor Ferland: No Comment.

Councilor Nichols: Thank you Anna for coming in. It was very nice of Aubuchon to donate the paint for the caboose. We should publicly thank the bank for hosting the movie night. I enjoyed the expedition at Warsaw. I want to thank Anna Peterson for all her hard work. There were some great questions from the students. I really enjoyed it.

Councilor Strom: No Comment.

Councilor Cianchette: Every 3 years we get re-connected with the public when we collect signatures. Sometimes it's a five minute conversation and other times its 45 minutes. I would love to have so many people at a meeting someday that we can't fit everyone in the room, and for a positive reason. Thank you Steve. You really rolled up your sleeves and have been working hard. Another item I wanted to mention is that people are noticing that we are trying to clean up. The right of ways are being kept very clean too. I have some concerns with some of the area in the trailer park on Greeley Street. The Town Manager noted that the issues in this area have been noted and are in the process of being dealt with.

Councilor Stackhouse: Anna, thank you for coming in and sharing your concerns with us. We will try to work with you as best we can on your concerns. Kathryn, keep up the good work. You mentioned one thing in your report about First Park being beaten over the head and the negative impact they are experiencing. We have to realize that with the Town too. There is a group of individuals that wants to do the same thing by bashing the Town. We just have to keep promoting ourselves and all the good thing we have here in Town. Those negative words will impact the Town. The Town Manager noted it is very easy to promote the Town as we have so many great quality of life items. We are very fortunate.

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 8:17 p.m. The motion was seconded by **Councilor Cianchette**.

Motion by **Deputy Mayor Nichols** to return to regular session. The motion was seconded by **Councilor Cianchette**. The Town Council exited executive session at 8:44 p.m. No action was taken by the Town Council.

VOTE: UNANIMOUS AYE

10. **ADJOURNMENT**

Motion by **Councilor Donahue** and seconded by **Deputy Mayor Nichols** that the meeting be adjourned at 8:45 p.m. All in agreement.

Nicole Nickolan, Town Clerk