

MINUTES

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

PRESENT: COUNCILORS: Robert Stackhouse, Scott Strom, Trudy Ferland and Heather Donahue. **ABSENT:** Michael Cianchette and Tim Nichols. Also present: Town Manager Kathryn Ruth and Town Clerk Nicole Nickolan. Audience members included: Bernard Williams, Scott Noble, Steve Vance, Dean Billings, Matt Bolster, Donnie Chute and others.

1. **Mayor Stackhouse** opened the meeting by leading the **Pledge of Allegiance**. The Council observed a moment of silence.

Mayor Stackhouse noted he would be voting tonight to make a quorum.

2. Adoption of minutes of the regular meeting held on December 1, 2015

Moved by **Councilor Ferland** and seconded by **Councilor Donahue** that the minutes of the regular December 1, 2015 be adopted.

VOTE: UNANIMOUS AYE

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

Presentation by Town Manager of Goals for 2016

The Town Manager thanked the Town Councilors for her evaluation and noted that she greatly appreciated their comments.

The Town Council decided several years ago that at this time of the year, the Town Manager would report on the goals for the next year.

I do not believe there are any surprises on this list of goal projects for 2015 given our concentration on town infrastructure. It is important to have focuses in this busy world and this community, which is surprising much busier than other. Requests can come from many levels of government and layers of the State, region and community, which often can be conflicting in nature. In order to have accomplishments, it is crucial to stay focused on the priorities. The Town has made many commitments and needs to follow through on them:

Those priorities are: Work with the Department Heads, Committees, Volunteers and Organizations to provide guidance and support in the following areas:

1. Economic & Community Development:

Regional Business Forum

Annual Job Fair

SVCC Annual Meeting is being held in Pittsfield for the first time

Egg Festival activities which generate extensive revenue for local businesses.

Promoting the Certified Business Friendly Designation

I will be working with the Pittsfield Economic Expansion Corporation (PEEC) on the Town's new **6 new Industrial Park Lots**, which are a very valuable inventory. The economy seems to be coming back with an increase in calls about the Town so our time can be put to good use now promoting the sites.

The UTC Factory as well as the SAS Building need to be pushed. In addition, **Business Visits** and working with local businesses on their expansion plans will continue into 2016 as well as representing the Town on multiple economic and community development regional groups.

There are a variety of additional ideas that can be implemented beyond the very successful **Buy Pittsfield Buy Local Day** that raised \$4,190 for the Theatre. We would continue to work with businesses to promote their discount programs and to buy in Town or some other activities of this nature to promote the businesses.

2. Work with many parties on the Historical Depot Preservation/Restoration Fundraising. We need to team up with other groups and organizations to assist with this crucial project and other group's projects, which would be beneficial for all. There have been preliminary discussions of a large donation in the future which coupled with our \$11,000 grant that is being held for that project.

3. Work with many parties on the Theatre Restoration Project Fundraising. We need to team up with other groups and organizations to assist with this crucial project and other group's projects, which would be beneficial for all. We need an overall action plan, engineering and/or architectural work, and extensive fundraising. To date, we have not located the big grant that would move the project forward as we are looking for funds for a movie theatre owned by a town, which is a bit of a novelty.

We have commissioned a Needs Assessment for the building after raising sufficient funds to do so and having a committed Historic Architect Ellen Angel, who was able to reduce pricing to assist the Town. The Assessment begins tomorrow at the Theatre. In January 2016 it is expected we will receive the full Assessment.

4. Work with the Engineering Consultant and the Water/Sewer staff to continue the Sewer System Rehabilitation. The long-awaited sludge removal project was completed in 2011 to remove 30 years of sludge from the lagoon system. We completed engineering, bidding and project construction for nearly \$3.0 million dollars of projects on Nichols, Cianchette, Livingston, Somerset and School Street cross county line, Franklin, Davis, and Stinson. The Sewer System Evaluation provided for jetting of the lines, camera work and smoke testing to locate leaks in the system which has led to a recommended CIP for the Town for sewer line replacement of \$9,005,000. We have made a great dent in this work and then were approved for the Clean Water State Revolving Loan (CWSRF) Project on Peltoma Avenue. The Town has pending pre-application materials at the USDA for funding for work on Madawaska, Detroit, Dobson, River Crossing and Manson Park project.

5. Work with the Engineering Consultant and the Assistant Water/Sewer Superintendent to move forward the Water System Enhancements. Over \$2.4 million dollars in priority water projects have been identified. The Town was fortunate to be awarded a low-interest Drinking Water Program loan to rehabilitate the Waverly Avenue River Crossing receiving a small grant and a low-interest loan for this project totaling

\$508,350. We have applied for two large DWSRF projects and are on the back up list for the projects.

With all the grants that we have received plus the extensive water and sewer low-interest loans and grants, we have had nearly \$15,000,000 in capital investment in our community.

Community and Economic Development Activities and Events:

Report on New Business Activity & Opportunities in Pittsfield:

A. General:

A few private sector business activities remain under review and small projects continue to be underway. To address the few remaining available small 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 on an intermittent basis. This summer – fall several new businesses opened up in Town.

The Town has received a number of new inquiries about available buildings in Town and provided information and assistance to business representatives collecting information on potential sites for their business or client. Some of the inquiries were from our website marketing materials while others were from the economic development information that we sent out on the internet. Still other inquiries were from advertising conducted on behalf of the property owners by their real estate agent or themselves.

Cianbro Corporation is now leasing to then purchase the former Tech Center owned by the Pittsfield Economic Expansion Corporation. The company started working on the property on Wednesday, 11/11/2015. A few trades people have been in the building working on enhancements.

We are working with SAS to see if a company can utilize the factory for storage as it is great space that is going to waste. It has been very hard to have a deal at that facility with its current organizational structure.

The interested company has made contact with the SAS representative and is awaiting an approval.

Two companies toured and reviewed the UTC facility on 11/05/2015 which went quite well. The company/ies are looking into the state permitting process. As of the week of 12/07/2015 we learned that their project has been delayed for approximately one year while they obtain more customers in Europe.

Please join the Sebasticook Valley Chamber of Commerce on Wednesday, December 16, 2015 from 5:30 pm – 7:30 pm at the People’s United Bank in Pittsfield for a Business After Hours Event. Come explore the Pittsfield location and find out just how the bank can help you this holiday season. Light refreshments and door prizes will be available. This is a great opportunity to mingle with community leaders and talk with business representatives and owners. For more information about this event or if you would like to host an event for your business, please contact Nicole at the Chamber at 368-4698 or e-mail to info@ourchamber.org

B. 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.
- On 09/15/2015: Detail & Color Tattoo which is located at 137 Crawford Road
- On 10/20/2015: Surplus and Salvage Store at the Somerset Plaza
- On 11/04/2015: Kennebec Behavioral Health at 442 Main 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
- On 10/20/2015: Advance Auto Expansion at the Somerset Plaza
- On 12/01/2015: Bangor Savings Bank and Manager Robin Chase for sponsoring a Movie Night

C. Business Development Projects Completed:

1. Somerset Plaza:
 - a. Thrift Shop operated by Skills, Inc. opening on June 8, 2015
 - b. United Insurance Company's new offices opening on June 1, 2015
 - c. Salvage & Surplus Store opening in October 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

D. 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. Work continues at the facility. The Town has been advised that the property can now be marketed as of mid-November 2015.
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 for \$35,000. 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.

E. 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. On 11/11/2015, the Town Manager spoke with the Legion after the Veterans' Ceremony at Veterans Park. It has been advised that we need to move forward with a project and to work together on it. I have indicated that the Town and its staff will meet the American Legion Post leaders to discuss how to move the demolition project forward in 12/2015 for a Spring Project. I have some ideas and will note that this will need to be a community project. The meeting with the American Legion representatives and departments has been scheduled for Friday, 12/11/2015.

F. Somerset Avenue Projects:

Report on Somerset Avenue Sidewalk Project and Impact of the Somerset Avenue Mill & Fill Project.

All items which were designated as the responsibility of the contractor for the sidewalk project were completed. One driveway remains to be paved and tapered to address the water issues. This work was approved by the Town Council as it involves use of reserve funding. The Public Works Foreman has contacted the paving company numerous times and has been promised that the work will be completed.

The Town will look toward meeting with the State of Maine to discuss the changes made in the road by MDOT during the paving in the Mill & Fill Project and the resulting water issues by Hartland Avenue.

On 12/07/2015, the Public Works Foreman met with the Bangor Division Engineer John Devin about the continuous water problems at the end of Somerset Avenue and its

intersection with Hartland Avenue, a very flat area without enough catch basins in the State system after the mill and fill project.

MDOT was out surveying the area with the water problem on Somerset Avenue on Monday, 12/14/2015 to determine the grades and issues whereas the road was raised after the Town's plans were approved and implemented.

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.

On 09/16/2015, the MDOT Division 4 Engineer agreed to meet with the Town Police Chief, Public Works Foreman and Town Manager when he was in the area for other projects to discuss how we would like this area approached with the results received. The 25 mph speed limit does not meet MDOT regulations. Another arrangement may be able to be made. The Bangor MDOT Engineer has agreed to move forward a 30 mph speed limit for Somerset Avenue from the Varney Dealership down to the I-95 Exchanges. This will take a few months and likely, if approved, will be received in February 2016.

G. Report on Meetings & Events:

Theatre Committee Meeting on Wednesday, November 18, 2015 at 6:00 pm

FirstPark/Central Maine Growth Council teleconference on the Foreign Trade Zone on Monday, November 30, 2015 at 2:00 pm

Recycling Committee Meeting on Wednesday, December 2, 2015 at 5:00 pm

Kennebec Valley Council of Governments Board of Directors Meeting and Strategic Planning Committee Meeting on Tuesday, December 8, 2015 at 9:00 am at the KVCOG Office in Fairfield

Sebasticook Valley Chamber of Commerce Strategic Planning Session on Thursday, December 10, 2015 from 3:00 pm – 4:00 pm at the SVCC Office in Palmyra (to consolidate Strategic Plan Achievements)

Sebasticook Valley Chamber of Commerce Board of Directors Meeting on Thursday, December 10, 2015 at 5:00 pm at the SVCC Office in Palmyra (re-scheduled due to weather)

Upcoming Meetings & Events:

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

Other meetings to be scheduled after the holidays.

4. PUBLIC HEARINGS/OLD BUSINESS:

ORDINANCE 15-13: (Public Hearing) The Town of Pittsfield hereby ordains the 2016 Capital Budget be approved as follows:

Police Cruiser	\$ 30,000
Fire Equipment	15,000
Fire Engine 1	700,000
Highway General Equipment	35,000
Highway Paving	75,000
Highway Construction/Reconstruction	25,000
Highway Sidewalks	25,000
Municipal Building Capital	5,000
Library Capital	5,000
Theatre Renovations	11,000
Cemetery Mower	7,000
Municipal Parking Lot	11,000
Fire Station Capital	5,000
Highway Bridge/Culvert Repairs	120,000
Highway Bulldozer	40,000
Highway Bushhog/Vegetation Removal	91,000
Highway Grant Projects	300,000
Theatre Renovations/Revitalization	50,000
Downtown Revitalization	<u>50,000</u>
Total Projects/Reserves:	\$1,600,000
Funding by Loan	-\$ 986,000
Funding by Lease/Purchase	-\$ 0
Funding by Reserves	-\$ 124,000
Funding by Grants	-\$ 300,000
<u>Funding by Other Resources</u>	<u>-\$ 25,000</u>
Total to be raised by taxation	\$ 165,000

The Public Hearing was opened. No one wished to speak for or against the Ordinance. The Public Hearing was closed.

Moved by **Councilor Ferland** and seconded by **Councilor Donahue** that Ordinance 15-13 is adopted.

The Town Manager noted there are no changes on the Capital Budget from the original budget presented to the Town Council at their 11/04/2015 meeting and which has been available since Halloween. The budget book for the public has been available since 10/30/2015 with a few people browsing through it. The Town has held three advertised budget sessions on 11/04/2015; 11/17/2015; and 12/01/2015.

Once funding is approved, those items requiring bidding and/or use of reserve funding, issuance of loans and use of other resources would require further Town Council Meetings.

VOTE: UNANIMOUS AYE

ORDINANCE 15-14: (Public Hearing) The Town of Pittsfield hereby ordains that the 2016 Operating Budget in the amount of \$2,784,416 () be approved, and the total sum of \$4,384,416 () be appropriated (Operating plus Capital Budgets);

AND FURTHER, that \$1,257,190 () be raised through taxation; that \$1,057,512 () be raised from estimated revenues; that \$235,204 () be appropriated from State Revenue Sharing; that \$0 () be appropriated from Lease/Purchase; that \$986,000 be appropriated from Loans/Bonds; that \$124,000 () be taken from reserve funds; that \$300,000 () be appropriated from grants; that \$25,000 () be appropriated from other Revenue Sources; and that an additional sum of \$399,510 () be taken from undesignated fund balance.

The Public Hearing was opened. No one wished to speak for or against the Ordinance. The Public Hearing was closed.

Moved by **Councilor Strom** and seconded by **Councilor Donahue** that Ordinance 15-14 is adopted.

The Town Manager noted the Town published a Budget Calendar on 09/02/2015 after approval of the Town Council. The Town has held three budget sessions that were advertised, as noted previously. To date the Town Council has had one change to the Town Budget which would be voted upon this evening. The original budget included the 10% estimated increase in health insurance from the Maine Municipal Association, however, the increase turned out to be 6.25% which was great. This means that the budget can be decreased by \$10,503 and the Town Council has been provided with the appropriate motion.

In addition, Councilors brought up deleting the Curbside Recycling program. The Town did not receive any bids to continue on with the program. An alternate motion has been provided to the Town Council.

All accounts are in constant flux due to state initiatives, raids on State Revenue Sharing, and lower than historical revenue collections. The Town may need to adjust spending during the year based upon revenue collections, tax collections or valuation adjustments.

With the decrease of \$10,503, the total increase in the 2016 budget from 2015 is \$60,719. The total projected increase in revenues is \$44,886 resulting in an increase of \$15,833.

*****Alternate: If Curbside Recycling is deleted from the Recycling Budget***:**

The 2015 cost was \$15,600. If it is deleted, leave \$5,000 in the budget to address additional work or service enhancements to address recycling. This could be staff pickups for the elderly and infirm who do not have any alternatives for recycling; additional recycling options; etc. This will delete **\$10,600** from the budget.

With the additional decrease of \$10,600, the total increase in the 2016 budget from 2015 is \$50,119. The total projected increase in revenues is \$44,886 resulting in an increase of \$5,233.

Donnie Chute discussed some options that we can try during this year. Having a bin to swap out so there is always something available to residents in the Town Office parking lot was mentioned as well as a possible second location for another bin.

Matt Bolster, representing his father, noted that they missed the bid process, but they have a bid ready. Matt Bolster suggested some ideas that might help. He mentioned pay per bag as well as the possibility of Bolster renting or selling another bin.

Moved by **Councilor Donahue** and seconded by **Councilor Ferland** that Ordinance 15-14 is amended as follows:

ORDINANCE 15-14: (Public Hearing) The Town of Pittsfield hereby ordains that the 2016 Operating Budget in the amount of \$2,784,416 (**\$2,763,313**) be approved, and the total sum of \$4,384,416 (**\$4,363,313**) be appropriated (Operating plus Capital Budgets);

AND FURTHER, that \$1,257,190 (**\$1,236,087**) be raised through taxation; that \$1,057,512 () be raised from estimated revenues; that \$235,204 () be appropriated from State Revenue Sharing; that \$0 () be appropriated from Lease/Purchase; that \$986,000 be appropriated from Loans/Bonds; that \$124,000 () be taken from reserve funds; that \$300,000 () be appropriated from grants; that \$25,000 () be appropriated from other Revenue Sources; and that an additional sum of \$399,510 () be taken from undesignated fund balance.

VOTE TO AMEND: UNANIMOUS AYE
VOTE AS AMENDED: UNANIMOUS AYE

ORDINANCE 15-15: (Public Hearing) The Town of Pittsfield hereby ordains that the 2016 Water and Sewer Enterprise Fund budgets in the respective amounts of \$430,732 () and \$501,350 () be appropriated from the respective estimated departmental revenues.

The Public Hearing was opened. No one wished to speak for or against the Ordinance. The Public Hearing was closed.

Moved by **Councilor Strom** and seconded by **Councilor Donahue** that Ordinance 15-15 is adopted.

The Town Manager noted there were no changes made on this Ordinance.

VOTE: UNANIMOUS AYE

ORDINANCE 15-16: (Public Hearing) The Town of Pittsfield hereby ordains to authorize the transfer of unencumbered appropriation balances to various departments.

FROM:	15-05	Transfer Station	\$25,800
TO:	01-30	Legal	\$2,800
	05-20	Streetlights	\$4,000
	10-05	Public Works	\$19,000

The Public Hearing was opened. No one wished to speak for or against the Ordinance. The Public Hearing was closed.

Moved by **Councilor Donahue** and seconded by **Councilor Ferland** that Ordinance 15-16 is adopted.

The Town Manager noted the Charter provides for the Town Council by ordinance to transfer part or all of any unencumbered appropriation balance from one department to another. This is a housekeeping process required under the Town Charter. Until 2002, the Town had not processed transfers for several years and the Auditor had identified this as needing to take place in the 2001 audit.

Listed below are the reasons why the departments/offices require a transfer of funds.

FROM:	15-05	Transfer Station	\$ 25,800
TO:	01-30	Legal	\$ 2,800
	05-20	Streetlights	\$ 4,000
	10-05	Public Works	\$ 19,000

REASON:

01-30 Legal: The Town Council authorized the filing of a court case on the code violations at the Leonard Street property after extensive efforts at cleanup and negotiation. The court case requires legal assistance, attendance at court and filings. Filing court cases is not in the regular legal budget.

05-20 Streetlights: As discussed at the last meeting, the bills are running high and the Town is in the process of reviewing these accounts to determine if it is only because of the rate increase. A study of street lights should take in 2016 to determine if any cost savings can be realized.

05-10 Public Works: As discussed several times this year, this budget has taken a hit in 2015. The sandpile was completely used up earlier this year with all of the back to back snow storms. When employees retire or leave, their accrued time comes from their department's budget and not a separate general ledger account. If a long-time employee leaves the accrued time is much more which was the case when John Dickson retired in August 2015. The Town Council has discussed establishing a separate account for accrued compensation, however, due to budget constraints, the process has not changed. This situation does not happen this often. In addition, there have been continuous truck and equipment breakdowns,

which are now far too frequent. We are working at updating the truck inventory with the purchase of newer vehicles and equipment. Last but not least, the cost of salt has increased drastically which is a problem across the state for winter maintenance. With the salt budget at \$17,988 the Town has spent \$28,567.50 so that is over \$10,609.50 in expenses not planned for.

The Public Works Budget had a transfer at the end of last year of \$6,500 to balance it and as you know, we have increased the PW Budget for 2016 by over \$40,000 as it has been underfunded.

By tightening the budgets and utilizing budgets which do not cover any emergency and additional expenses, the transfer system is very important. The transfer system **assists in raising less taxpayer dollars** as we know at the end of the year that we can transfer funds between budgets. This system does create extra work, however, it also does save taxpayer dollars.

Total Transfers for the Year 2015 are projected at \$25,800 between accounts. No transfer of funds is required from unappropriated surplus.

VOTE: UNANIMOUS AYE

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

Town Manager's Report: Town Council Meeting of 12/15/2015:

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

2. Holiday Celebrations: The community had a great holiday tree lighting ceremony with holiday songs and Santa on Wednesday, December 09, 2015. The Town Council will be processing thank you certificates this evening to the organizers Jan and Donna Laux and Debra Short. Many other people and businesses were involved including the Warsaw Middle School Music Teacher and students. The attendance was huge and it was a fun event.

3. Library Christmas Tree Ornament Display: The Pittsfield Public Library will be holding a Christmas Tree Ornament Display until Saturday, December 19, 2015. Children ages infant through 6 years old created a wide variety of Christmas ornaments to be on display for the public. Children may take their hand crafted ornament home on that date.

4. MCI Alumni Association Concert at the Theatre: On Sunday, December 20, 2015 at 6:00 pm, there will be a concert featuring Ukulele Russ and Riff Johnson. This is a one-night only showing at \$5.00 per person.

5. Municipal Services Closed for the Holidays: The Town Offices, Transfer Station, Library and other services will be closed on Thursday and Friday, December 24 and December 25 for the Christmas Holiday. This closure does not affect the Pittsfield Community Theatre.

6. Tax Lien Foreclosures for 2013: The Town picked up two tax acquired properties on December 10, 2015. One is a large track of land off the Hussey Road and one is a smaller lot on Detroit Avenue with a storage facility. The staff called the property owners numerous times to try to get all the liens paid up and they were very successful except for two parcels. These parcels will go out to a TAP bid in January or February, 2016

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

6. NEW BUSINESS:

RESOLUTION 15-136: Resolved that the Town Council authorize a total of \$42,300 for Carry Forwards from the 2015 Budget and Encumber the funds for 2016.

Moved by **Councilor Donahue** and seconded by **Councilor Strom** that Resolution 15-136 is adopted.

The Town Manager noted the Town Charter allows for funds to be carried forward into the next year if the purpose for the funds has not yet been addressed and/or to encumber the funds for that future use. Generally, Carry Forwards take place due to circumstances beyond a department's control in which staff were unable to complete a large budgeted project. Due to the State Revenue Sharing situation, the departments have been extremely conservative with spending in order to make sure that revenue collections support the budget that is spent. For 2015, it is proposed to carry forward the economic development P/T Secretarial Assistance which is secretarial, admin & clerical; economic development consulting as several projects are underway and match for grants. These projects and work programs were not completed this year.

01-45-01-15	Comm & Ec Dev - P/T Secretarial Assistance	\$20,800	For Secretarial, admin & clerical assistance with Special Projects
01-45-25-05	Comm & Ec Dev - Consulting	\$ 9,000	For Ec Dev Assistance on Special Projects
35-05-50-65	Match for Grants	\$12,500	For Grant Applications
Total Carry Forwards:		\$42,300	

VOTE: UNANIMOUS AYE

RESOLUTION 15-137: Resolved that the Town Council authorize the Public Works Foreman to expend \$2,610.00 for a new clutch for the 1990 Ford Dump Truck and the Town Manager and/or Deputy Treasurer to transfer \$2,610.00 from PITT#5 Highway Equipment Reserve G-1-601-00 for same.

Moved by **Councilor Donahue** and seconded by **Councilor Ferland** that Resolution 15-137 is adopted.

The Town Manager noted the Public Works Department proposes that the Town Council accept the quote provided by Whited Truck Center to replace the clutch on the 1990 Ford

Dump Truck. This quote includes new clutch, oil, gaskets, flywheel turning with removal & installation of the transmission to facilitate the repair.

The purchase of these items will tax the Public Works Budget. As of September 30, 2015, the Highway Equipment Reserve had a balance of \$224,252.88.

Steve Vance noted this is the first clutch this truck has had and that is a testament. We don't have the equipment to fix this issue, so it has to be sent out. This truck has been an outstanding truck in terms of the service it has provided over the years since its purchase. However, one must keep in mind that this truck is fast becoming obsolete as you now can no longer purchase parts for the existing front end that is in this truck. Should a major component of the front end of this truck fail it would require that a compatible front end from another truck be located and retro fitted to fit.

VOTE: UNANIMOUS AYE

RESOLUTION 15-138: Resolved that the Town Council authorize the Public Works Foreman to expend \$1,200.00 for materials to rebuild Grizzly Screen and the Town Manager and/or Deputy Treasurer to transfer \$1,200.00 from PITT#5 Highway Equipment Reserve G-1-601-00 for same.

Moved by **Councilor Donahue** and seconded by **Councilor Ferland** that Resolution 15-138 is adopted.

The Town Manager noted the Public Works Department proposes that the Town Council accept the quote provided by Brown's Welding & Steel Inc. to rebuild the Grizzly Screen that the Public Works Department primarily utilizes to screen winter sand throughout the winter before it is loaded into sanders/dump trucks. This request includes the purchase of the steel for the rebuild and misc. fabrication/welding supplies that are required to execute the repair. The miscellaneous items needed to facilitate this repair are to include items such as flappy wheels, grinding wheels, paint, etc.

The purchase of these items will tax the Public Works Budget. As of September 30, 2015, the Highway Equipment Reserve had a balance of \$224,252.88.

Steve Vance indicated this is first major rebuild of this grizzly screen. This screen is a key component utilized in pre-screening the winter sand before it is loaded into sanders or sand trucks. The pre-screening process is important to allow for any foreign items or clumps frozen sand larger than 4" to be removed from the sand before it is loaded. This pre-screening step is necessary to make certain that the sanders can operate effectively without clogging and to help avoid possible damage that might be caused by large debris (rocks, frozen sand, etc.).

VOTE: UNANIMOUS AYE

RESOLUTION 15-139: Resolved that the Town Council authorize the Public Works Foreman to expend \$500.00 for a used Ingersol-Rand air compressor and the Town Manager and/or Deputy Treasurer to transfer \$500.00 from PITT#5 Highway Equipment Reserve G-1-601-00 for same.

Moved by **Councilor Ferland** and seconded by **Councilor Donahue** that Resolution 15-139 is adopted.

The Town Manager noted the purchase of these items will tax the Public Works Budget. As of September 30, 2015, the Highway Equipment Reserve had a balance of \$224,252.88.

Steve Vance noted the compressor that we have is rated for commercial use. The compressor has been running for days and has not burned out. We need something stronger. He noted The Public Works Department proposes that the Town Council authorize the purchase of a used commercial 5hp 230volt Ingersol-Rand Air compressor from Stericycle Company located in the Industrial Park in Pittsfield, Maine. This air compressor has an 80 gallon receiver is capable of producing pressures of up to 225 psi (Pounds per Square Inch) and can deliver the CFM (Cubic Feet per Minute) that is required to properly operate the Public Works shop air tools to their design potential. This compressor is the size required to effectively operate the air equipment that is commonly utilized at the Public Works Garage to repair or maintain equipment. This compressor is approx. 6 years old, is in good shape and is rated for commercial service. To purchase this air compressor brand new would cost approx. \$2,500.00. This compressor has been reviewed by the Public Works Foreman and determined to be in good shape and should last many years. This unit will replace the Public Work's present residential sized and light duty rated air compressor that is obviously undersized and is inadequate to properly operate the equipment or tools now utilized at the Public Works Garage. The present residential duty rated air compressor is not capable of providing the PSI or CFM needed to properly drive commonly used tools such as ¾"-1" air impact wrenches, Carbon Arc Torch, etc. and efficiently inflate large equipment tires in a timely manner. This residential unit was originally purchased by the Fire Chief for the Town of Pittsfield to replace the Public Works garage's failed commercial sized air compressor. Since this unit was installed many of the tools have not been able to be properly operated/utilized to their designed potential. This deficiency affect's productivity and has the potential of becoming a safety issue due to inadequate tool operation.

VOTE: UNANIMOUS AYE

RESOLUTION 15-140: Resolved that the Town Council accept the Proposal of _____ of _____ in an amount to not exceed \$ _____ for custodial services for the Municipal Building and Pittsfield Public Library and authorize the Town Manager to execute the Town's Standard Services Contract for same.

Moved by **Councilor Strom** and seconded by **Councilor Donahue** that Resolution 15-140 is adopted.

The bids were due on Thursday, 12/10/2015. A summary of the bids received was provided to the Town Councilors in their packages.

In addition to running a legal ad, the Town contacted as many cleaning companies in the general area from Augusta to Bangor to Lewiston that we could locate. We also contacted the local banks to ask for the contact information for their cleaning companies as these companies would be required to provide similar insurance and crime bonding as the Town would request. Several companies did inspect the premises.

The Town last placed the Custodial Services out to bid in 2007 resulting in one bid that would fit within the budget. The other bids were 2-3 times higher than the low bid. This arrangement worked well for many years with the pricing remaining the same until the last two years when there were modest increases. As the service worked well and the prior bids had such a large range in price, the small change in pricing with the current contractor was acceptable. Last month, the contractor advised of a major increase in price for January 1, 2016 and instructed the janitor to reduce hours cleaning. This is unacceptable and it was advantageous to go out to bid.

This is a difficult service to obtain given the need for commercial insurance and bonding as the cleaner will be in the Municipal Building and Library during off hours, cleans the Police Station and there are safes in the building. Therefore, we cannot hire a small size cleaner who works out of their home due to the lack of appropriate insurances.

We have reduced the amount of items that are required to try to contain the cost. The Municipal Building and Library still have a very good list for appropriate services in the two buildings. Hopefully pricing will be reasonable so that we will not have a break in custodial services while determining a solution to the price increase and reduction in hours.

Moved by **Councilor Strom** and seconded by **Councilor Donahue** that Resolution 15-140 be amended as follows:

Resolved that the Town Council reject all bids and authorize the Town Manager and Financial Clerk to negotiate cleaning services for the Municipal Building and Pittsfield Public Library and to sign a standard services contract.

VOTE TO AMEND: UNANIMOUS AYE
VOTE AS AMENDED: UNANIMOUS AYE

RESOLUTION 15-141: Resolved that the Town Council authorize the Town Manager to execute a contract for the Police Department with the Humane Society – Waterville Area for the period of January 1, 2016 – December 31, 2016 at the sum of \$1,538.48 per quarter to not exceed \$6,153.90 for the year and authorize the Town Manager to sign same.

Moved by **Councilor Donahue** and seconded by **Councilor Strom** that Resolution 15-141 is adopted.

The Town Manager noted fortunately, the Board of Directors of the Humane Society voted in a lower than projected fee for 2016. The increase from the 2014 and 2015 contracts was \$146.90 or a 2.5% increase.

VOTE: UNANIMOUS AYE

RESOLUTION 15-142: Resolved that the Town Council accept all cash donations for the Library Donations (G#1-634-00) for 2015 and authorize the expenditure of the funds in accordance with Town Rules and Regulations.

Moved by **Councilor Strom** and seconded by **Councilor Donahue** that Resolution 15-142 is adopted.

The Town Manager noted Under the State Law, the Town needs to authorize the acceptance of all cash donations. These are donations for library book and/or other purchases. Some donations may be for specific items and other donations may be for general gifts. The Town has received \$0 to date.

VOTE: UNANIMOUS AYE

RESOLUTION 15-143: Resolved that the Town Council accept all cash donations for the Community Swimming Pool Donations (G#1-643-00) for 2015 and authorize the expenditure of the funds in accordance with Town Rules and Regulations.

Moved by **Councilor Ferland** and seconded by **Councilor Donahue** that Resolution 15-143 is adopted.

The Town Manager noted the Town has received \$200.00 to date.

VOTE: UNANIMOUS AYE

RESOLUTION 15-144: Resolved that the Town Council accept all cash donations for the Underage Drinking Program (R-85-65-10) for 2015 and authorize the expenditure of the funds in accordance with Town Rules and Regulations.

Moved by **Councilor Donahue** and seconded by **Councilor Ferland** that Resolution 15-144 is adopted.

The Town Manager noted the Town has received \$0 to date.

VOTE: UNANIMOUS AYE

RESOLUTION 15-145: Resolved that the Town Council accept all cash donations for the Theatre Fundraising Campaign (R-86-09-01) for 2015 and authorize the expenditure of the funds in accordance with Town Rules and Regulations.

Moved by **Councilor Ferland** and seconded by **Councilor Strom** that Resolution 15-145 is adopted.

The Town Manager noted this is a regular account for fundraising for the Restoration and Rehabilitation of the Pittsfield Community Theatre. To date, the Town has received \$2,935.39 in donations and fundraisers.

VOTE: UNANIMOUS AYE

RESOLUTION 15-146: Resolved that the Town Council accept all cash donations for the Theatre Fundraising Campaign Project (R-86-09-05) for 2015 for the Bangor Savings Bank Community Matters More Campaign which the Town won for the Mid-Maine Region in the amount of \$5,000.00, and to authorize the expenditure of the funds in accordance with Town Rules and Regulations.

Moved by **Councilor Donahue** and seconded by **Councilor Ferland** that Resolution 15-146 is adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 15-147: Resolved that the Town Council accept all cash donations for the Pittsfield Keep Neighbors Warm Program (referred to by staff and citizens as Pittsfield Keep Me Warm) (R-86-10-01) for 2015 and authorize the expenditure of the funds in accordance with Town Rules and Regulations.

Moved by **Councilor Strom** and seconded by **Councilor Ferland** that Resolution 15-147 is adopted.

The Town Manager noted this is the a regular account to assist those who do not qualify for general assistance in that they are just a bit over the income guidelines or unmet need and senior citizens who we find need assistance. Fuel will be provided to the extent of the donations received. This year, the Town has received \$200.00 to date.

VOTE: UNANIMOUS AYE

RESOLUTION 15-148: Resolved that the Town Council accept all cash donations for the Re-Use Building (R-86-11-01) for 2015 and authorize the expenditure of the funds in accordance with Town Rules and Regulations.

Moved by **Councilor Ferland** and seconded by **Councilor Donahue** that Resolution 15-148 is adopted.

The Town Manager noted this is the fifth year of the very successful Re-Use Program centered around the Trash to Treasure a new account for donations for the Re-Use Center that opened in April, 2011. This year, the Town has received \$455.86 to date.

VOTE: UNANIMOUS AYE

RESOLUTION 15-149: Resolved that the Town Council accept all cash donations for the Historical Depot (R-86-20-01) for 2015 and authorize the expenditure of the funds in accordance with Town Rules and Regulations.

Moved by **Councilor Donahue** and seconded by **Councilor Strom** that Resolution 15-149 is adopted.

The Town Manager noted this is a regular account for donations toward the restoration of the Historical Depot. This year, the Town has received donations totaling \$31.16 to date.

VOTE: UNANIMOUS AYE

RESOLUTION 15-150: Resolved that the Town Council create a Community Broadband Team to be comprised of the five members of the Pittsfield Economic Expansion Corporation and two members from the public, such team to be an ad hoc committee whose committee members are authorized to serve on a regional Community Broadband Team.

Moved by **Councilor Donahue** and seconded by **Councilor Strom** that Resolution 15-150 is adopted.

The Town Manager noted in moving forward on the Community Broadband project review, a number of steps will be required of the interested communities. Once the grant application is released, the timetable will be very short for communities to apply for planning grants. At this point, the pre-certification checklist is in draft form and the grant application is not available. We have been advised that the interested communities will have less than one month to complete all steps and to apply for funding. The Town of Pittsfield is working with the Somerset Economic Development Corporation to put together an interested communities listing for this region. We are also working with the Kennebec Valley Council of Governments for advice.

The two agenda items are worded in accordance with language in the Draft Pre-certification Checklist. This is a follow-up to our Community Broadband Informational Session and it would be a good idea to have another Community Broadband Informational Session to continue to collect information. The Somerset County Broadband Survey has just arrived by mail provided to all households. Earlier, we had acquired a survey and planned to send it out in order to move forward, however, was advised by SEDC and KVCOG that the survey was being tested out in the Skowhegan area and then would be finalized for the rest of the county to use. The information collection step is going to be extremely tight given the fact that it appears the grant application will be released in early January 2016.

VOTE: UNANIMOUS AYE

RESOLUTION 15-151: Resolved that the Town Council designate the Town Manager to be the single point person for communications for the certificate process.

Moved by **Councilor Donahue** and seconded by **Councilor Ferland** that Resolution 15-151 is adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 15-152: Resolved that the Town Council Appoint Stephen Seekins as Code Enforcement Officer for the period of 01/01/2016 – 12/31/2016.

Moved by **Councilor Donahue** and seconded by **Councilor Ferland** that Resolution 15-152 is adopted.

The Town Manager noted the Town is required by State Law to appoint these various positions on a yearly basis.

VOTE: UNANIMOUS AYE

RESOLUTION 15-153: Resolved that the Town Council Appoint Stephen Seekins as Licensed Plumbing Inspector with a term expiring 12/31/2016.

Moved by **Councilor Strom** and seconded by **Councilor Donahue** that Resolution 15-153 is adopted.

The Town Manager noted the Town is required by State Law to appoint these various positions on a yearly basis.

VOTE: UNANIMOUS AYE

RESOLUTION 15-154: Resolved that the Town Council Appoint Albert Tempesta as Code Enforcement Officer Alternate with a term expiring 12/31/2016 for the following areas: Zoning & Land Use Ordinances, Shoreland Zoning Ordinances and Third Party Licensed Inspector (if needed).

Moved by **Councilor Donahue** and seconded by **Councilor Ferland** that Resolution 15-154 is adopted.

The Town Manager noted the Town is required by State Law to appoint these various positions on a yearly basis.

VOTE: UNANIMOUS AYE

RESOLUTION 15-155: Resolved that the Town Council Appoint Albert Tempesta as Licensed Plumbing Inspector Alternate with a term expiring 12/31/2016.

Moved by **Councilor Strom** and seconded by **Councilor Donahue** that Resolution 15-155 is adopted.

The Town Manager noted the Town is required by State Law to appoint these various positions on a yearly basis.

VOTE: UNANIMOUS AYE

RESOLUTION 15-156: Resolved that the Town Council Appoint Donald Chute as Health Officer with a term expiring 12/31/2018.

Moved by **Councilor Donahue** and seconded by **Councilor Strom** that Resolution 15-156 is adopted.

The Town Manager noted Donnie has volunteered to fill this position after the current appointee did not respond to the Town Clerk's numerous contacts.

VOTE: UNANIMOUS AYE

RESOLUTION 15-157: Resolved that the Town Council Appoint members to fill the vacancies on the various Town Boards and Committees.

Moved by **Councilor Donahue** and seconded by **Councilor Strom** that Resolution 15-157 is adopted.

The Town Manager noted attached is the list of appointments proposed for the Boards and Committees. At the next meeting in January, we will have several more appointments as we could not reach a few people and we will be looking to fill a few vacancies.

VOTE: UNANIMOUS AYE

7. **DISCUSSION ITEMS:**

Financial Reports as of 11/30/2015:

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
Reviewed Briefly by the Town Manager

Other Reports as of 11/30/2015:

Building and Plumbing Permit Reports
Library Report-Librarian's and Library Trustees Minutes
Police Report
Self-Explanatory – Not Reviewed

8. **REPORTS:** Audience, Council

Council:

Councilor Donahue: I want to thank Donnie. He is very responsive with information that helps make our decisions. I also want to thank Steve Vance for coming in tonight.

Councilor Ferland: I echo Councilor Donahue's comments. The Holiday Tree Lighting was fabulous. There were so many children and families there. There was such community spirit and it was a great way to show off the Town!

Councilor Nichols: Absent.

Councilor Strom: None.

Councilor Cianchette: Absent.

Councilor Stackhouse: I want to apologize. I meant to go to the Holiday Tree Lighting. I want to wish everyone a Merry Christmas and a Happy New Year. Next year Pittsfield will be even bigger, stronger and better.

9. **EXECUTIVE SESSION**

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

Motion by **Councilor Strom** to enter into executive session to discuss Economic Development, Disposition of Property and Acquisition of Property under Title 1, Section 405, 6.C. at 8:15 p.m. The motion was seconded by **Councilor Donahue**.

Motion by **Councilor Donahue** to return to regular session. The motion was seconded by **Councilor Strom**. The Town Council exited executive session at 8:25 p.m.

VOTE: UNANIMOUS AYE

10. **ADJOURNMENT**

Motion by **Councilor Donahue** and seconded by **Councilor Strom** that the meeting be adjourned at 8:26 p.m. All in agreement.

Nicole Nickolan, Town Clerk