

MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, May 3, 2016 at 6:30 pm in the Council Chambers.

PRESENT: COUNCILORS: Robert Stackhouse, Tim Nichols, Scott Strom, Trudy Ferland, Heather Donahue and Marie Manning. **ABSENT:** Michael Cianchette. Also present: Town Manager Kathryn Ruth and Finance Clerk Karen Baker. Audience members included: Chad Dow, Mike Gray, Scott Noble, Bernard Williams, Dean Billings Tom Gilbert, Andrew Munger, Corey Reynolds, Don Chute, Sascha Dunphy and Don Hallenbeck.

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

Deputy Mayor Nichols noted that **Mayor Stackhouse** will be in a bit late due to work commitments. **Deputy Mayor Nichols** noted he will be voting.

2. Adoption of minutes of the regular meeting held on April 19, 2016.

Moved by **Councilor Donahue** and seconded by **Councilor Ferland** that the minutes of the regular meeting held on April 19, 2016 be adopted.

VOTE: UNANIMOUS AYE

Mayor Stackhouse arrived at the meeting and resumed the Agenda.

PRESENTATIONS, CONGRATULATIONS AND INTRODUCTIONS:

Community and Economic Development Activities and Events May 11, 2016: 9th Annual Regional Job Fair

Councilor Ferland and Deputy Mayor Nichols volunteered to help the Town Manager at the event. The Town Manager thanked them for offering their help. It should be a busy job fair.

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 two proposals/ background materials for two business proposals/property inquiries on a regular basis. One additional project is not moving forward as the company cannot logistically move their multiple facilities this year to Pittsfield. The company plans to look at this option again in 2017.

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.

The Dunkin Donuts' restaurant received its Planning Board Site Plan Review approval on Monday, 02/08/2016. The Traffic Movement Permit was officially issued by MDOT and received by the Town later in 02/2016. The developer and the Plaza owner continue to work on this project.

Cianbro Corporation officially purchased the Tech Center on Thursday, 02/18/2016 from the Pittsfield Economic Expansion Corporation.

Blue Sky Produce officially purchased Lot #7 in the Pittsfield Industrial Park from the Pittsfield Economic Expansion Corporation on Tuesday, 03/01/2016 for its Produce Shipping Depot. This is the last lot in the original Industrial Park and has a small developable window which works well for this project. The project received Site Plan Review approval on Monday, 03/14/2016 from the Planning Board. The company is working with the Building Inspector to obtain the building permit to begin.

Cianbro Corporation's Pittsfield Solar, a 9.9 Megawatt Solar Array Farm received Site Plan Review approval at the 03/14/2016 Planning Board Meeting. This is the first approval in a number of approvals required for the project to be built. This project is currently going through the CMP review process and discussions.

The Town continues to work with an upcoming small company Innovative Specialties, with a great skillset seeking an expansion in our community in the Industrial Park Phase II. This item was on the agenda for the 04/19/2016 meeting with three actions listed and on the agenda for 05/03/2016 with two ordinances set to public hearing and a resolution.

Congratulations to Jillyann Butler on her purchase of the former Chalice on Main Street. She is expanding her business Amici Nail Spa from further up Main Street in Stan's building. As she expands her business, a nice leased space will be available on Main Street for a new, small or start-up company to utilize. This space usually goes quite quickly. The Town will list this space once Amici is close to her re-location.

The Town Council has signed the following Business Certificates in 2016:
Puretech Window Cleaning at 115 Main Street
Pittsfield Redemption Center at 418 Main Street (new facility under new management on the other side of town).

There will be more Business Certificates to sign as we get into the development and construction period of the year. The Town has approved quite a few new projects this year and we are now

awaiting approvals at other levels for permits for the projects and/or for construction to commence.

In addition, we will continue to work with several companies that wish to expand and/or locate in Pittsfield. These are on-going in the development and feasibility phases.

Properties for Sale:

1. UTC Factory: Please see the lengthy history in prior meeting minutes. On August 6, 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. As of last contact with UTC on 12/31/2016, the Maine Department of Environmental Protection paperwork for closure of the facility had not been received. The Town was notified by UTC on 02/09/2016 that the property likely cannot be sold until later this year. The internal industrial cleaning was completed with very good results. MDEP is working on the final paperwork. The outside work was not totally completed prior to winter, therefore, it will resume this summer with MDEP signing off likely by early Fall 2016. Marketing has started again inside the State of Maine and then will start up outside the State of Maine with the Consulting Contract in the future so the timing should work well.

2. SAS Property: Please see the lengthy history in prior meeting minutes. We are working with SAS intermittently 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 any type of deal for a business at this facility due to its current organizational structure. The interested company has made contact with the SAS representative and is awaiting approval. The Town then has followed up numerous times to request that there be a decision made. The Town has now learned that proposals will be reviewed on this property so we are working with a company on a proposal.

3. Former 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. Due to illness in the family, the facility is now closed. We have been advised that the facility is no longer approved as a Redemption Center.

Another company located on the other side of Town that applied for a business permit for Pittsfield Redemption. This facility is located in the front of the former Corinne's Cleaning. A photography shop is scheduled to be located in the back of the building.

4. Pittsfield Equipment Rental: 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. This is being checked upon to see if the Town can assist in any way.

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. We had a very productive meeting resulting in a preliminary plan of action. There are a number of items that people are checking on in order to make demolition of the burned apartment complex a reality for the Spring/early Summer 2016. On 03/23/2016, the American Legion obtained a demolition permit for the Middle Street structure. Volunteers will be dismantling/clearing out materials inside and a company is involved with the heavy work of the actual building.

Somerset Avenue Projects:

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

The Town has been looking forward to a 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. To date, the Town has not been contacted regarding a proposed solution. MDOT has been trying to clean out and explore the catch basin system on Somerset Avenue due to issues.

Report on Meetings & Events:

Report on Meetings:

Theatre Committee Meeting on Wednesday, April 27, 2016 at 6:00 pm

First Park Executive Committee Meeting, Thursday, April 28, 2016 at 5:00 pm at the FirstPark Office in Oakland

Upcoming Meetings:

Sebasticon Valley Chamber of Commerce Strategic Planning Committee Meeting on Thursday, May 5, 2016 at 3:30 pm or 4:00 pm at the Chamber Office in Palmyra

Sebasticon Valley Chamber of Commerce Board of Directors Meeting on Thursday, May 5, 2016 at 5:00 pm at the Chamber Office in Palmyra

Eastern Somerset County Broadband Committee Meeting on Friday, May 6, 2016 at 6:00 pm

Recycling Committee Meeting on Wednesday, May 11, 2016 at 5:00 pm

Central Maine Egg Festival Committee Meeting on Thursday, May 12, 2016 at 6:30 pm

3. PUBLIC HEARINGS/OLD BUSINESS:

ORDINANCE 16-04: (Public Hearing) That the Town of Pittsfield Town Council hereby Ordains the purchase and financing of a fire truck on the following terms:

1. The Town waives the requirement of a competitive bid for the fire truck purchase and authorizes the purchase of a replacement for the fire truck known as Engine 1 with a Pumper-Aerial Device at a purchase price to not exceed \$750,000, which amount is hereby appropriated.
2. The purchase of the fire truck authorized above shall be financed by borrowing up to \$750,000 with such dates, maturities, denominations, interest rate(s) and other details as the Town Treasurer and the Mayor of the Town Council shall determine. The Town is further authorized, if deemed appropriate by the Town Treasurer and Mayor of the Town Council to borrow up to \$750,000 by a lease purchase agreement, which agreement may be with the vendor of the fire truck, its finance company or another finance company.
3. This Ordinance shall take effect in 30 days.

The Public Hearing was opened.

For Ordinance 16-04:

Bernard Williams: The truck that we were looking at has been sold. We are back to square one. I still feel we need an aerial truck. I know there are people that disagree with that in the room this evening.

Mike Gray: A question for Chief Williams. Shouldn't we have money already appropriated so next time we have a device that is obtainable you wouldn't have to go through this process again? Chief Williams agreed and asked if this passes tonight will the money be available? The Town Manager noted that once the Ordinance is approved it becomes effective in 30 days, however, we can start the paperwork during that period of time. Having an Ordinance on the books shows the

companies we have the funding approved. The Town Manager noted that the final purchase still needs to go through the Town Council as a Resolution at a Town Council Meeting. The Town Manager noted that a lease purchase option is the best choice. It is a possibility to go through the Maine Municipal Bond Bank later in the year but the truck needs to be purchased at just the right time and it is a very lengthy process.

Against Ordinance 16-04:

Donnie Chute: I mean no disrespect to Chief Williams but as you know we have aging equipment in Town. I feel that spending \$750,000 on one truck is very dangerous. We have a Tanker that holds 1500 and Engine One which holds 1000. With both of these gone, we would be losing 2500 gallons. To replace it with 500 gallons and an aerial device and a pump I feel it would be irresponsible. I am not saying an aerial device is not needed, I believe Chief Williams is right. There is a possible need for the aerial device but \$750,000 is a lot of money. 25 years down the road we are going to have 2 trucks that are going to be running in Pittsfield. We need the water and we need the aerial. We have too much old equipment to invest this much on one piece of equipment. I have been on the Fire Department for 22 years and I have taken a call for an aerial device 6 times. The way this reads you are going to put all the eggs in one basket. We have 2 trucks down now and one that is 30 years old and will be down in 4 – 5 years. We will be down to just 2 fire trucks and we need to think about this. We talked about ISO ratings. They give you points for capable pumpers and having people trained on the trucks.

Councilor Ferland noted that the Ordinance states we can borrow “up to” \$750,000. We don’t know that we will spend that much. Don Chute noted that a newer demo would be in this price range. Councilor Manning questioned does this mean we need more than one truck?

Chief Williams noted that this shouldn’t be shocking news to anyone. We have discussed this many times. We have a truck that is a 1981, it needs major repairs. Probably costing better than half what it is worth. The 1986 we have had issues with the springs and we had to have them manufactured. It is an option to buy 2 used pieces, but that could be a maintenance nightmare. Used ladder trucks don’t come on the market unless they have issues as a rule. Councilor Donahue questioned if this truck would be taken on every call. Chief Williams noted that most places run the trucks for all structure fire calls. It wouldn’t go to accidents. Skowhegan runs their truck a lot. When their truck was down, they really felt the pinch.

Councilor Manning questioned if we pass this tonight can we then come back later for additional funds? The Town Manager noted that the Town only has a certain capacity for loan payments. She noted that the Fire Chief requested this specific type of truck as being needed and so the Ordinance lists the Fire Chief’s recommendation.

Bernard Williams asked if this can be amended to read fire apparatus. The Town Manager noted the language has to be for a specific item. This Ordinance needs to match up with the loan and/or lease information. Chief Williams asked if it can be amended to read aerial pumper and/or a pumper in case he could find two trucks within the \$750,000 amount? The Town Manager noted no, this is a substantial change. Tom Gilbert asked if two pieces of equipment become available for the same amount of money would the Ordinance then have to be rewritten.

The Town Manager noted that a 2nd Ordinance can be done, as long as it does not exceed \$750,000 in total for the cost of both pieces of equipment. The Town Councilors discussed having a second ordinance considered for passage in the future for a second truck such as a pumper as recommended by the Fire Chief with the understanding that the total purchase for the aerial device with pumper and a pumper would not exceed \$750,000. The Town Councilors and Town Manager discussed that the Town cannot be borrowing \$1.2 or \$1.5 million for fire trucks, however, that \$750,000 for two used good trucks would work well. The Fire Chief agreed that he would work on this to see if he could find two trucks within the \$750,000 cap and that this could certainly be a possibility. The Town Manager asked the Fire Chief to advise her as to the specifics for the second ordinance so that she could start the process for it.

The Public Hearing was closed.

Moved by **Councilor Ferland** and seconded by **Councilor Strom** that Ordinance 16-04 is adopted.

Deputy Mayor Timothy P. Nichols: I thought of tabling the issue but if a deal comes up that doesn't make sense. You have to have Fire and Safety. The Town Manager agreed that the equipment has to be updated. Deputy Mayor Nichols noted he understands the need for the aerial device, but we also need water at the scene. Mayor Robert Stackhouse agreed that Fire and Safety is a priority. Councilor Ferland noted that the interest rates are very low right now. Councilor Manning noted I am voting yes to get this process going. I know money is an issue but we really need to consider what we value and I think Public Safety has to be at the top of that list.

VOTE: UNANIMOUS AYE

ORDINANCE 16-05: (Public Hearing) That the Town of Pittsfield hereby Ordains that a Public Hearing be held to discuss an application being submitted to the State of Maine.

**Public Hearing Notice
The Town of Pittsfield**

The Town of Pittsfield will hold a Public Hearing on Tuesday, May 03, 2016 at 6:30 pm at the Pittsfield Municipal Building Council Chambers at 112 Somerset Avenue, Pittsfield Maine to discuss an application being submitted to the State of Maine CDBG program for an Economic Development Grant. The purpose of the request is to apply for \$260,000 for Innovative Specialties LLC to be utilized for the construction of a manufacturing facility in the Pittsfield Industrial Park Addition, Phase II. Public comments will be solicited at this Hearing and will be submitted as part of the application's required documentation.

All persons wishing to make comments or ask questions about the proposal are invited to attend this Public Hearing. Comments may be submitted in writing to Kathryn Ruth, Town Manager, Pittsfield Municipal Building, 112 Somerset Avenue, Pittsfield, Maine at any time prior to the Public Hearing. TDD/TTY users may call 711. If you are physically unable to access any of the

Town's programs or services, please call Kathryn Ruth, Town Manager at 207-487-3136 so that accommodations can be made.



The Mayor opened the public hearing and asked the Town Manager to explain the project.

The Town Manager indicated that the Letter of Intent was authorized to be filed by the Town Council at their March 01, 2016 meeting and accepted by the State of Maine to proceed forward to the second phase of filing a grant application. The Town and the business owner have been working jointly on the application and the Town Council received a copy of the updated grant application.

The grant applies for \$260,000 in funding with a match of \$260,000 from the business owner who produces aluminum products. A new facility would be built in the Industrial Park Expansion on Business Court accessed through the Industrial Park on Parillo Drive or by Business Court from Somerset Avenue.

Innovative Specialties LLC is a limited liability corporation doing business at Nitro Trailers. It is owned by Chad Dow of Pittsfield. The company presently operates in a small manufacturing facility in Unity and is seeking to expand from its current 4,400 square foot building to a 15,200 square foot building to assist with production flow, efficiency and warehouse space. The increased volume of business provided by the rebounding U.S. economy, coupled with Innovative Specialties LLC's desire to greatly improve workflow with a larger space, provides a unique opportunity to substantially increase employment in Pittsfield.

The company faces dual problems. 1.) The need for increased production and warehousing space and 2.) a difficulty in finding workforce in its current location. These problems have created the opportunity to consolidate activities in Pittsfield. Innovative Specialties faces a difficult problem in increasing employment due to the lack of adequate production and warehousing space. This roadblock prevents Innovative Specialties from creating the potential jobs to adequately meet their production and warehousing requirements. The company has a backlog order completion time of 6-8 weeks and turns away work as the company simply cannot produce any more trailers and other manufactured products in its limited space.

This is an ideal business for Pittsfield as it fits strategically with the Town's Economic Development Plan which focuses on several industry sectors, one of which is manufacturing and precision manufacturing. The Town's Economic Development Plan and Comprehensive Plan focus upon the Industrial Park and the Industrial Park Expansion as the area for development of manufacturing businesses such as this. The owner has been in business for a number of years and is well versed with the manufacturing business. This is the type of business that the Town would

like to attract and assist in growing. Pittsfield's history is one richly woven with manufacturing and we are very diversified today with many industries, however, our roots are in manufacturing.

Innovative Specialties operates in an extremely competitive aluminum manufacturing marketplace. The opportunity does exist for Innovative Specialties to create new jobs if cost effective production and warehousing facilities are available in a geographic area that has a substantial labor pool. If these conditions exist, the company can confidently pursue new geographic markets to enhance growth. Innovative Specialties is a young company with an excellent product line. Growth opportunities exist for this company if financial assistance becomes available through the CDBG Economic Development Grant with the creation of 9 positions.

The Town Manager thanked the Council for the opportunity to explain the project.

Business Owner Chad Dow was present and thanked the Town Council for the opportunity.

Mike Gray: I support this business. It is exactly what we want to attract. It will bring in several jobs in the industry sectors that the Town promotes. He has reviewed the grant application and the proposed manufacturing business and it has his support.

Town Manager Kathryn Ruth indicated that the Town had received several letters in support of the project and indicated that they would be read into the record this evening.

Chris Rossingol, Chair of the Board of Selectmen for the Town of Unity wrote on February 16, 2016

Town of Unity
Board of Selectmen
74 School Street
Unity, ME 04988

Re: Chad Dow – Innovative Specialties LLC

To Whom It May Concern:

The Town of Unity is familiar with Chad Dow's business Innovative Specialties. We have known that Chad is looking for a location to expand his business. Currently, he is in a very small 3,000 square foot facility that his company has outgrown. Chad has looked for a location in Unity that would meet his needs and has not found one. After looking for expansion opportunities for the last one and one-half years, Chad has expanded his search to other communities.

We understand that Innovative Specialties needs to grow which requires a larger building. Further, Chad has indicated that his facility needs to be located in close proximity to a major traveled route due to the businesses' transportation needs.

Chad has looked at Bangor, Waterville, Fairfield and a number of other towns. He advised the Board that he has found a suitable location in a town with available industrial park land in close proximity to major transportation routes. That town is agreeable to working with his company to apply for Community Development Block Grant funding for his expansion. His expansion project is only viable if he is able to receive funding of the nature that this program can provide. In order to be able to apply through this program, the State of Maine would want to make sure that his current business location is unable to apply for a grant for his business expansion before considering a grant opportunity in another community for his business.

We wish Chad Dow and his business good luck with his major expansion plans.

The Town of Unity, by this letter, has acknowledged it will be unable to apply for Community Development Block Grant funding for a major expansion of Innovative Specialties and the Town does not have suitable industrial property available or know of suitable industrial property that would meet the needs of Innovative Specialties.

Penny Picard Sampson, Selectman of Unity indicates in her letter:

Dear Ms. Ruth:

I am writing to share with you my thoughts about Chad Dow and his business Innovative Specialties. As a selectman of the town of Unity I certainly would do anything possible to keep his business located in our town. However, as a friend I see his immediate need for expansion due to growth. The town of Unity is not in a position currently where we can assist with business growth.

I watched him grow from a one-man business to now employing several people full-time. I believe the reason for this is his dedication to excellence and professionalism. He has worked extremely hard in growing his business, starting off small, and taking the necessary steps till he has reached his capacity at his current location. He has already expanded the building space once and there is not enough room to expand the physical plant where he is. He treats his employees well, but there is a lack of local workforce trained in the welding trade. Locating to a larger town would help with his competitiveness as he could find more trained employees and also be located closer to a major transportation hub.

I have truly admired his efforts in making Nitro Trailers what it is; a respected small business that has seen significant growth. I see no reason why it will not continue to expand. I certainly wish him the best in his future endeavors.

Best Regards,

Penny Picard Sampson

Timothy P. Nichols, President of the Pittsfield Economic Expansion Corporation writes:

Pittsfield Economic Expansion Corporation
112 Somerset Avenue
Pittsfield, Maine 04967
Tel: 1-207-487-3136
Fax: 1-207-487-3138
www.pittsfield.org

May 2, 2016

Kathryn Ruth, Town Manager
Town of Pittsfield
112 Somerset Avenue
Pittsfield, ME 04967

Dear Kathryn:

On behalf of the Pittsfield Economic Expansion Corporation, we support the expansion of Innovative Specialties in Pittsfield. This is an exciting proposal for both our community and the region as this company grows its manufacturing capabilities and production.

The Pittsfield Economic Expansion Corporation has been working with the Town Manager and Innovative Specialties on its business plans from the beginning with the review of the project, designation of the industrial park lots for this project, pricing of the lots, and relevant recommendations to the Town Council as the project developed.

This project supports and compliments the goal of the Town's Economic Development Plan which focuses upon the technology clusters of manufacturing and precision manufacturing; forest products or advanced technology value added wood products; and high tech/information technology.

We look forward to working further with Innovative Specialties as the company and its owner Chad Dow help to strengthen the community's economy and job creation efforts.

Sincerely yours,

Timothy P. Nichols,
President
Pittsfield Economic Expansion Corporation

Michael R. Gray, Former Business Owner and Town Councilor writes:

Michael R. Gray
319 Main Street
Pittsfield, ME 04967

May 02, 2016

Kathryn Ruth
Town Manager
Town of Pittsfield
112 Somerset Avenue
Pittsfield, ME 04967

Dear Kathryn:

As a business owner in Pittsfield for several decades, I am aware of the dynamics of the community and its business community. In learning about Innovative Specialties' business expansion opportunity in the field of manufacturing and reviewing the grant application, I would like to lend my support to this project.

Pittsfield has a long history of manufacturing and this is one of the target industries for our community. After learning of the grant application, I looked into Innovative Specialties and was very impressed by the company's history and product lines. The Town of Pittsfield has been very supportive of manufacturing and has worked hard to develop the Pittsfield Industrial Park Expansion for our target industries. The Industrial Park Expansion with lots on Business Court are ideal for Innovative Specialties as the park is strategically located to major transportation routes and it is approved for development opportunities of this nature.

With the recent closure of the Edwards plant that was the community's largest manufacturing facility due to consolidation plans of its new owner, the Town has many unemployed factory workers experienced in manufacturing. The expansion plans of Innovative Specialties provides a great opportunity for the community to move forward with the creation of jobs.

I support this project because it will (1) promote economic development in the community by adding desperately needed jobs in a field that our citizens appreciate; (2) add to the current tax base and (3) be the first business development in the Pittsfield Industrial Park Expansion which will in turn spark more development.

As a former Town Councilor, I am aware of the responsibilities of the Town Council to provide opportunities for the community and its citizens. With this background, I urge the Town Council to support the filing of a CDBG Economic Development Grant Application for Innovative Specialties to assist with the construction of a new manufacturing and distribution center in the Pittsfield Industrial Park Expansion.

Yours Very Truly,
Michael R. Gray

Gary R. Jordan, Jr., Former Mayor and Town Councilor writes:

May 3, 2016

Gary R. Jordan, Jr.
Better Homes & Gardens Real Estate
The Masiello Group
Bangor Office
1162 Union Street
P: 207-812-7185 X 337185
E: garyjordan@masiello.com

Ms. Kathryn Ruth
Town Manager
Town of Pittsfield
112 Somerset Avenue
Pittsfield, ME 04967

Dear Kathryn:

I am pleased that the Town has before it this evening, the opportunity to assist a young business owner with the expansion of his manufacturing business. Innovative Specialties is the type of business that the Town has focused upon through its Economic Development Marketing Plan.

As a former mayor of the community and long-term Town Councilor, I have worked extensively on economic development and helping local businesses. The Town of Pittsfield has a long history as a manufacturing community from its beginning with the woolen mills, shoe factories and precision manufacturing facilities. While much manufacturing has moved away from the State, we still have several viable manufacturing facilities located in Pittsfield. The Town has targeted manufacturing and precision manufacturing as one of its three key focuses for economic development opportunities, specifically for assisting with grant applications and business incentives such as tax increment financing.

I firmly believe that supporting the expansion of smaller to medium sized businesses assists with the creation of jobs, continual diversification of the economic base, and the community's well-being. This business will hire local people who will spend their hard earned dollars in the community, therefore, keeping dollars in the local economy.

With Innovative Specialties locating in the Pittsfield Industrial Park Expansion, the company will have the space that it needs to grow its business, develop more product lines and to become more productive. This is a great opportunity to provide some of the Town's citizens with the manufacturing jobs that our community has always respected and supported. It is likely that as the company grows on the local level that it will utilize other businesses in the community which continues to help grow the economy of Pittsfield.

I support the Town of Pittsfield's filing of this Economic Development Grant for the CDBG

Program for Innovative Specialties to assist the company to grow its business with a larger manufacturing facility and to hire employees.

Sincerely yours,
Gary R. Jordan, Jr.

Against Ordinance 16-05: None

The Public Hearing was closed.

Moved by **Councilor Ferland** and seconded by **Councilor Strom** that Ordinance 16-05 is adopted.

VOTE: UNANIMOUS AYE

ORDINANCE 16-06: (Public Hearing) That the Town of Council hereby Ordains to transfer property listed as Map 27, Lots 79-2 and 79-3 on the Town of Pittsfield Property Tax Maps dated April 1, 2016 to Innovative Specialties LLC for the sum of \$28,000.00 and more particularly being a portion of a description in a deed to the Town of Pittsfield recorded in Somerset County Registry of Deeds in Book 1472, Page 297. Such lots are depicted on the Final Subdivision Plan of the Industrial Park Addition recorded in the Somerset County Registry of Deeds in Plan Book 1990, Page 175. The Town Council further authorizes the Town Manager to execute a municipal quitclaim deed to Innovative Specialties LLC.

The Public Hearing was opened. No one wished to speak for or against Ordinance 16-06. The Public Hearing was closed.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Donahue** that Ordinance 16-06 be tabled.

The Town Manager noted that the sale of land owned by the Town of Pittsfield is required under the Town Charter to be set to public hearing with an ordinance and after the public hearing is held, to then sell the property. A quit claim deed is utilized for the transfer. The Town Council Package contained a copy of the map showing the location of Lots 79-2 and 79-3.

A CDBG Economic Development Grant application is being submitted for this project. The Town will know if there will be an invitation to enter Phase II Development of the project by mid to late June 2016. If the grant application is successful, Chad will be able to move forward with this project.

The Town Manager suggested tabling the Ordinance until the CDBG grant results are in. Then this Ordinance can move forward. Councilor Donahue questioned if tabling the motion will hold Mr. Dow up. The Town Manager noted that this will not hold him up.

VOTE: UNANIMOUS AYE

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

Town Manager's Report: Town Council Meeting of 05/03/2016:

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

2. Upcoming Events:

Pittsfield Greater Area Kiwanis Club Bike Rodeo on Saturday, May 7 from 9:00 am - 1:00 pm at the Pittsfield Rite Aid, Somerset Avenue (in conjunction with the Pittsfield Rite Aid Customer Service Day from 10:00 am - 1:00 pm)

Pittsfield Garden Club Annual Plant Sale on Saturday., May 14, 2016 at 8:30 am in the Cianbro Parking Lot

Regional Job Fair on Wednesday, May 11, 2016 from 3:30 - 6:30 pm at the Warsaw Middle School Gym and Cafeteria

HealthySV High on Life 5K Run/1K Walk on Saturday, May 21, 2016 starting at 10:00 am with registration open at 8:30 am at Maine Central Institute

Police Hooked on Fishing on Saturday, May 28, 2016 from 9:00 am – 1:00 pm at the Manson Park Lower Parking Lot and the Sebacook River

44th Annual Central Maine Egg Festival on Monday, July 11 - Saturday, July 16, 2016 at Manson Park, Hathorn Park, and many other locations!

The next Egg Festival Committee Meeting is on Thursday, May 12, 2016 at 6:30 pm for those who can attend. The group does need some volunteer assistance with all of the upcoming planning work.

2016 Maine Central Institute Reunion on Friday, August 5 – Sunday, August 7, 2016 at the campus

3. 2015-2016 Somerset County Broadband Survey - Very Important: The surveys were being distributed through the mail to every household. Completing this two-page survey will help the Town be able to apply for funding to assist in obtaining enhanced broadband for areas of the community, especially the rural section. Please utilize this link for the on-line survey at <https://www.surveymonkey.com/r/KVCOGbroadbandsurvey>. The Town also has paper copies of the survey which you can pick up and/or drop off at the Town Office. The results need to be tallied so please get your survey in today. The first Eastern Somerset County Broadband Committee Meeting will be held on Friday, May 6, 2016 at 6:00 pm in the Town Council Chambers at the Pittsfield Municipal Building.

4. Library Event to be held at the Theatre: “The Zany, Majestic Bard: Celebrating the Inventive Language of Shakespeare” will be presented Thursday, May 5 at 1:00 at the Pittsfield Community Theatre. This lively, fun, and educational one-hour performance-lecture will delight and surprise audiences of all ages. The program includes history, a brief guide on how to read and understand the text, the opportunity to hear some Shakespeare, and plenty of good jokes. When it comes to Shakespeare, some people get downright gloomy. They rant on about how well-read you need to be to understand him. But use restraint in your yelping. You may not know that Shakespeare wrote for everyone from the well-bred to the uneducated; from the successful manager to the most foul mouthed kitchen wench. In other words, Shakespeare’s for you! Shakespeare’s wit, humor, and linguistic style will bedazzle you with a fun and informative celebration of the language of his plays including “Hamlet,” “Romeo and Juliet,” “King Lear,” “As You Like It,” “Twelfth Night” and more. To your amazement you’ll find that Shakespeare is as relevant today as he was 400 years ago. Whether you are part of a workaday world, in retirement, or the most untutored schoolboy, you will find out that Shakespeare is indeed priceless and accessible for all. Accept our invitation to join in the fun; apply now to host this zany, majestic program! The program is created and performed by David Greenham, the creator of several popular Maine Humanities Council programs, including the award-winning "Taxing Maine" and most recently, "Maine At Work." He is an adjunct professor of drama at the University of Maine at Augusta, and spent 14 years as the producing artistic director of The Theater at Monmouth, the Shakespearean Theater of Maine. This program is sponsored by the Pittsfield Public Library and Maine Central Institute through a grant from Maine Humanities Council and Maine State Library.

5. Town Farm Trails Kiosk Unveiling: Come join the Warsaw Middle School Students as they unveil the Town Farm Trails Kiosk on Wednesday, May 4, 2016 from 5:00 – 5:30 pm on the Town Farm Property down by the Driftbusters Snowmobile Club. The 8th Grade students have done a great job with the kiosk. After the unveiling, there will be a short hike through the woods.

6. Project Canopy – Pittsfield Community Project: Gateway to Downtown:
The Town has been fortunate to receive grant funding through the Maine Forestry Service to purchase up to 20 shade trees along Somerset Avenue for planting this Spring. The Town’s Comprehensive Plan identifies Somerset Avenue as one of the gateways to the community. As the shade trees along Somerset Avenue were planted many years ago, a number have been removed due to deterioration. Planting new shade trees along Somerset Avenue would be advantageous for many reasons. Letters were sent to property owners along Somerset Avenue to see if they would be interested in the planting of a tree in the right-of-way of Somerset Avenue along their property. The Town will be working with a MDOT Licensed Landscape Architect to determine the appropriate locations for trees along Somerset Avenue. The trees will need enough room to grow; enough sunlight for growth; and to be located away from infrastructure such as poles, water and sewer lines and power lines. This means that some locations along Somerset Avenue will not be appropriate for a tree to be planted. The Town has ordered Flowering Crab, Ginkgo, Hawthorn and Red Maples. The Town has been fortunate to have had some extensive capital improvements over the last decade, funded in large part through extensive grant and foundation awards. Several businesses in Town have overwhelmingly supported a number of projects by providing personnel, equipment and/or supplies as match for some of the grants, for which the Town is extremely grateful. We are pleased to now be able to turn our attention to the

beautification of Somerset Avenue. The trees have been ordered and we have contacted the property owners who signed up for a tree planting in the State right-of-way in front of their property. The tree plantings will take place on Monday, 05/23/2016 and likely continue on Tuesday, 05/24/2016. Some classes at Vickery and Warsaw Schools will be taking walks down Somerset Avenue to check out the tree plantings and see how to plant a tree.

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

5. NEW BUSINESS:

RESOLUTION 16-45: Resolved that the Town Council authorize the filing of an Economic Development Grant Application under the Community Development Block Grant Program in the amount of \$260,000 for Innovative Specialties LLC to make assurances as required by the application; to accept funds; to carry out duties; and to sign documents necessary for the grant as depicted in the Council Resolution.

Moved by **Councilor Donahue** and seconded by **Councilor Manning** that Resolution 16-45 is adopted.

The Town Manager noted this agenda item addresses the actual filing of the CDBG application for Innovative Specialties LLC through all the steps of processing the application and grant through the project's completion.

The Resolution reads as follows:

WHEREAS, the **Town** of Pittsfield wishes to apply to the Department of Economic and Community Development for a Community Development Block Grant to carry out a community development program; and

WHEREAS, the planning process required by Maine Law and the CDBG Program have been complied with, including participation in the planning process by low and moderate income families and individuals and the community has conducted at least one duly advertised public hearing; and

WHEREAS, the Town/ of Pittsfield is cognizant of the requirement that should the intended National Objective of the CDBG program not be met all CDBG funds must be repaid to the State of Maine CDBG program; and

NOW THEREFORE, be it resolved by the Council of the Town of Pittsfield that the Town Manager

1) Is authorized and directed to submit an application for the following program(s) and dollar amount(s) within the State of Maine's CDBG Program:

Program: Economic Development Amount: \$260,000

To the Department of Economic and Community Development on behalf of the Town of Pittsfield , substantially in the form presented to this council;

2) Is authorized to make assurances on behalf of the Town of __Pittsfield__ required as part of such applications, and

3) Is authorized and directed, upon acceptance of said funds to carry out the duties and responsibilities for implementing and said program(s), consistent with the Charter of the Town of __Pittsfield__ and the laws and regulations governing planning and implementation of community development programs in the State of Maine.

The Town Manager noted that a separate agreement would be signed between the Town and Innovative Specialists in which the company would be responsible for any pay back of the grant in case the requirements were not met. She noted that the Town has an agreement which it has utilized for this type of grant.

VOTE: UNANIMOUS AYE

RESOLUTION 16-46: Resolved that the Town Council accept the bid of Machias Savings Bank dated 04/14/2016 with an interest rate of 2.3% per annum for the financing of the 2016 Paving Program and Bridge/Culvert Improvements in an amount to not exceed \$200,000.

Moved by **Councilor Strom** and seconded by **Deputy Mayor Nichols** that Resolution 16-46 is adopted.

The Town Manager noted at the Town Council Meeting on 04/05/2016, the Town Council approved the Request for Proposals for Borrowing for the financing of the 2016 Paving Program and Bridge/Culvert Improvements in an amount to not exceed \$200,000 and authorized the Town Manager and Deputy Treasurer to seek bids.

The issuance of a Request for Proposals for the borrowing for the 2016 Paving Program and Bridge/Culvert Improvements was the next step in the loan issuance process for the public works projects. Proposals are needed in order to proceed forward to determine if the interest rate will be satisfactory and the projects can move forward.

The bids were due on April 27, 2016. The Town received 3 bids with interest rates ranging from a low of 2.3% to a high of 2.67%. The low bidder's interest rate on this project is acceptable and the proposal is currently under review.

A copy of the bid tally sheet, the bids received and the Request for Proposals that was issued were included in the Town Council Package.

VOTE: UNANIMOUS AYE

RESOLUTION 16-47: Resolved that the Town Council accept the proposal of Eagle Rental of Waterville, ME in the amount of \$15,000 for a six-month excavator lease for the town departments to share as needed with such cost to be paid for through the departments operating budgets and authorize the Town Manager to execute the Town's Standard Services Contract.

Moved by **Councilor Donahue** and seconded by **Deputy Mayor Nichols** that Resolution 16-47 is adopted.

The Town Manager noted bids were due on Wednesday, April 27, 2016. A copy of the bid tally sheet and bids were included in the Town Council package. The Assistant Water/Sewer Superintendent has indicated that the lease is proposed to begin on May 9, 2016 and end on November 11, 2016 for a total of 187 days which is 130 working days after subtracting weekends and 5 holidays. The departments' use will be logged and calculated by the number of days used for the purpose of sharing the cost of the lease. The Assistant Water/Sewer Superintendent will keep track of and authorize the uses. Training will be provided to departments that do not have an operator. Assistant Superintendent Scott Noble noted Eagle Rental is quoting us the same price for a 6-month lease as was quoted 4 years ago.

VOTE: UNANIMOUS AYE

RESOLUTION 16-48: Resolved that the Town Council authorize the Town Manager to execute Amendment One to the Solid Waste Disposal Agreement between Waste Management Disposal Services of Maine, Inc. and the Town of Pittsfield.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Strom** that Resolution 16-48 is adopted.

Donnie Chute, Recycling/Transfer Station Coordinator: The Town of Pittsfield was notified in January of 2016 by the Penobscot Energy Recovery Corp. and the MRC that their contract with Emera Maine for the sale of electricity was ending on January 2018. The Town currently trucks our solid waste to their facility in Orrington Maine and pays a tipping fee of \$49.00 per ton. The Municipal Review Committee (MRC) has decided that the future of solid waste disposal for the partner communities is to invest in a new bio-gas company to be built in Hampden Maine named Fiberite-Covanta. The MRC has set a tipping fee to communities at \$70 a ton for anyone wanting to sign a contract with this new facility as a competitor to PERC and the Waste Management Landfill in Norridgewock Maine. I believe this is not a viable option for the Town of Pittsfield because it is an untested technology and a huge risk with little guarantees. They currently have two of these facilities in Iowa and in Maryland with the one in Iowa not operating efficiently since it was built two years ago. I have been working diligently for the past two months to secure an agreement with either PERC or Waste Management landfill for pricing and sustainability for disposal of our solid waste until at least fiscal year 2023. Our current contract with PERC is set to terminate on December 31, 2017 so it is vital for us to act accordingly now to make sure that the Town is covered for at least 5 years with an option for another 5 years to get reasonable pricing for solid waste tipping fees. The Transfer Station operating budget is going to see a substantial inevitable increase in the cost of our tipping fee costs and we have to make a decision on what arrangement best benefits the Town of Pittsfield.

The costs of both will be compared and broken down as follows and I will make a recommendation based on this simple analysis of the following figures:

Penobscot Energy Recovery Corp. has given the Town a price of \$89.57 per ton tipping fee for solid waste disposal at its Orrington facility if we sign a 10-year agreement or \$84.36 for a 15 year deal. The distance to truck the material there is 40.3 miles away and takes our driver roughly 2.5 hours to go round trip with an average load of 11 tons per trip. Using these figures it would cost about another \$14.00 per ton to truck our material to their facility. The total annual tonnage the town disposes of currently is 2800 tons so using PERC's tipping fee \$89.57 and adding \$14.00 for trucking costs the final cost would be \$103.57 per ton. Then taking the figure \$103.57 per ton times 2800 tons disposed of per year equals a total annual cost of **\$289,996.00**.

The proposal that we received from Waste Management's landfill in Norridgewock Maine has given the price of \$64.50 per ton tipping fee for two-year with a CPI increase for following 3 years of a five-year contract with an option for a 5-year extension. The distance to truck solid waste there is 34 miles and takes the driver roughly 2.5 hours to go round trip with an average load of 11 tons per trip. Using these figures it would cost about \$13.75 per ton to truck our material to their facility. The total cost per ton would be the \$64.50 plus the \$13.75 trucking cost which would figure out to \$78.25 per ton. Then taking the \$78.25 per ton fee times the 2800 tons disposed of per year equals a total annual cost of **\$219,100.00**.

The difference between disposal costs for solid waste from the Using PERC and Waste Management's landfill is quite substantial at a figure of \$70,896.00 per year. It is apparently clear that the best deal for the Town of Pittsfield is to sign the agreement with Waste Management of Norridgewock Maine for five (5) years with an extension option.

All communities in Maine are having the same issues with their decisions on the future of their solid waste disposal options. I don't necessarily like the idea of landfilling material but the cost difference is too great to consider signing an agreement with PERC at this time. I believe we will have to try to recover more materials from the waste stream by either recycling more or reusing more. I believe we can lower the amount of solid waste tonnage by aggressive enforcement and education of the residents of the Town of Pittsfield. The cost of solid waste disposal overall from our costs in 2016 will increase over \$50,000.00 in 2018 so we need to start to find alternatives to lower our solid waste tonnage in the next few years. I will be looking at all aspects to cut cost in the upcoming 2017 fiscal year to alleviate the financial burden on the taxpayer.

I think that going with Waste Management will be in the best interest of the town for the near future.

Councilor Nichols noted that education for residents will be a big piece of this. There are many ideas we probably haven't even thought of. Councilor Manning questioned if PERC transforms trash into energy? Don noted that is correct. Councilor Manning questioned if the only reason we are not going to PERC is due to the cost? Don noted yes, it is a huge increase in price. We need to recycle more and enforce recycling. Potentially we could charge for waste disposal as other Towns do. Councilor Manning noted she does not agree with this. It is not because I am unappreciative of all the work you do or fiscally irresponsible but I have children and grandchildren and every time we make a decision based on money as the tipping point as why we are making that decision instead of looking at longevity I think we are making an error that is going to affect future generations.

VOTE AYE: DONAHUE/FERLAND/NICHOLS/STROM/STACKHOUSE
VOTE NAY: MANNING
MOTION PASSED

RESOLUTION 16-49: Resolved that the Town Council approve the issuance of a parade permit to the American Legion Post 32 for a Memorial Day Parade on May 30, 2016 and waive the permit fees.

Moved by **Councilor Donahue** and seconded by **Deputy Mayor Nichols** that Resolution 16-49 is adopted.

The Town Manager noted this is yearly parade organized by the American Legion Post to honor Memorial Day.

VOTE: UNANIMOUS AYE

RESOLUTION 16-50: Resolved that the Town Council authorize the Town Manager and Town Clerk to sign the 2016 User Agreement governing the Accessible Voting System (AVS) from the Department of Elections to expire December 31, 2019.

Moved by **Councilor Donahue** and seconded by **Councilor Ferland** that Resolution 16-50 is adopted.

The Town Manager noted this is a user agreement for the equipment that addresses voting utilized for ADA Compliance. There is no cost to the Town for the equipment. Councilor Ferland asked if paper ballots would still be used. The Town Manager advised yes.

VOTE: UNANIMOUS AYE

RESOLUTION 16-51: Resolved that the Town Council approve the opening of absentee ballots on June 14, 2016 at 10:00 am and 3:00 pm for the June 14, 2016 Primary Election and the MSAD #53 Budget Referendum.

Moved by **Councilor Donahue** and seconded by **Councilor Manning** that Resolution 16-51 is adopted.

The Town Manager noted this is a yearly requirement in order to have the Primary Election and the MSAD #53 Budget Referendum.

VOTE: UNANIMOUS AYE

RESOLUTION 16-52: Resolved that the Town Council appoint Nicole Nickolan as Warden and Cammie Jemery, Karen Baker and Emmalee Reed as Deputy Wardens for the June 14, 2016 Primary Election and the MSAD #53 Budget Referendum.

Moved by **Councilor Strom** and seconded by **Councilor Donahue** that Resolution 16-52 is adopted.

The Town Manager noted this is a yearly requirement in order to have the Primary Election and the MSAD #53 Budget Referendum.

VOTE: UNANIMOUS AYE

RESOLUTION 16-53: To excuse the Absence of Councilor Cianchette from the Town Council Regular Meeting of March 15, 2016, April 05, 2016 and April 19, 2016.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Donahue** that Resolution 16-53 is adopted.

The Town Manager noted under the Town Charter, if a Councilor misses three consecutive meetings, the Town Council needs to formally excuse the absences. Michael's work has taken him out of the country recently for a period of time. Councilor Ferland questioned this agenda item. Councilor Donahue questioned what the consequence are if this Resolution is not passed. The Town Manager noted that the Town Charter requires 3 consecutive absences of a Councilor to be excused or Councilor Cianchette would not be able to continue on the Council. Councilor Ferland questioned how many Council Meetings Councilor Cianchette has missed in the past. The Town Manager noted she could research this easily after the meeting. Councilor Ferland noted that she has voted on this numerous times in the past. Going forward, as I am thinking of taking out papers, you think about if you can be here. Deputy Mayor Nichols noted that Councilor Cianchette did not have this job when he first came on the Council. Councilor Ferland noted that last year when it was time for renewal and papers came out he did have this job. Deputy Mayor Nichols noted that it was expected that the job would be slowing down. He had had this conversation with Councilor Cianchette. It is asking a lot to try and throw someone off the Council who is just trying to earn a living. He does not always know when he is going to be called away. Councilor Manning questioned if Councilor Cianchette could join us electronically. The Town Manager noted that he could listen in, however, the State Law does not allow voting electronically at this time. The Town Manager suggested approving this item at this time as Councilor Cianchette does review his packages and sends the Town comments which the Town Manager provides to the Mayor as he is engaged in the town business and interested in the community. Councilor Ferland asked the Town Manager how many times that we had voted on this item before. The Town Manager noted that she believes in Councilor Cianchette's terms, that we have voted on this twice before. Councilor Donahue questioned if we can table the Resolution. The Town Manager noted that Councilor Cianchette cannot participate in future meetings if this is tabled. The Town Manager noted that if we look back, she believes this happened about this time last year also as it was very busy for Councilor Cianchette's work. The Town Manager suggested that this item be approved and that if any of the Councilors had concerns that they could schedule a time or item under Discussions to discuss this with him, however, that he would be here to talk with the Council.

VOTE AYE: MANNING/DONAHUE/NICHOLS/STROM/STACKHOUSE
VOTE NAY: FERLAND

MOTION PASSED

RESOLUTION 16-54: Resolved that the Town Council appoint members to fill the vacancies on the various Town Boards and Committees.

Moved by **Councilor Strom** and seconded by **Councilor Donahue** that Resolution 16-54 is adopted.

The Town Manager noted two citizens have volunteered to serve on the Board of Appeals. Bud Jones would be appointed to the Regular Position and Andi Vigue is all set with the Associate's position.

VOTE: UNANIMOUS AYE

6. DISCUSSION ITEMS:

Updates:

Water & Sewer Projects Update: Over the past couple of weeks, the Water/Sewer Department has worked on the following: Reviewing the Town to locate items for upcoming projects, Curb Box adjustments, Valve exercising, Meter work, Shut offs and door postings, Spring cleaning Hosted tours for Unity College at the water plant and wastewater plant; and Assisted other departments as necessary.

Drinking Water State Revolving Loan (DWSRF) North Main Street Project: The bids for the DWSRF project for North Main Street (Grove Hill) were opened last week with a low of \$765,741 to a high of \$1,262,565. Olver Associates is vetting the low bidder now with a thorough background check as well as checking the bid. The contractor has performed well on projects that Olver Associates has recently worked with them on and we will verify that everything that is supposed to be included in the bid, however, it did appear to be so. This is very good news indeed. Separate from this issue, however, related, is the need to transfer funds from the water restoration account to a new water debt service account in order to assist the Town in making the new DWSRF payments in 2017.

Clean Water State Revolving Loan (CWSRF) Remaining Funding: The funds remaining in the Peltoma CWSRF loan which we received last year for Peltoma Avenue, which resulted in low bids is about \$80,000. While Olver Associates was on North Main Street doing the design work for the water project, we also had them do the design work for the deteriorating sewer line situation. As the work was being done at the same time, there was a great cost savings so the work on the sewer was paid for out of the sewer budget. That project was bid out and came in very high with the low bidder for the Water project having a bid price of \$240,739. Then on top of that would be inspection costs. Olver Associates spoke to the MMBB about having a DWSRF loan for the balance and the Bond Bank commented that it could be done without a full blown bond package by amending our CWSRF loan package that I completed earlier this year with several new pages. This would be another loan so I will look at this for the next meeting.

We could try to utilize funds from the sewer restoration account which was created exactly for this purpose to pay for part of the cost. We need to transfer some of these funds to a Sewer Debt Service Account at some point to assist in making debt service payments so that the sewer user fees do not have to increase. We are not at that point yet on sewer, but this will be an item to review in the future. I am wondering if we could put this in with the next item under this category.

CWSRF Notice for funding for 2016-2017 came out yesterday. The State will have another round of CWSRF projects with principal forgiveness. The next project we spoke of was coming from Madawaska specifically on Detroit, Dobson, under the river/bridge, down to Manson Park. Perhaps this small area could be hooked to this larger project. We would get some more points on the application because some of it is already designed.

We should go for the new CRWSR program as this is a very good deal if we qualify high enough on the list. We need to remember that the projects that have health, safety and welfare issues, sewer pollution into the rivers, and high sewer bills score better and we do not have those items, which we thankfully do not, so it is a challenge to qualify.

Highway Projects Update: Highway has been quite busy with many highway and building projects. Several pieces of equipment are being updated and/or repaired. Public Works is working on multiple pieces of equipment and determining how best to propose to address equipment needs. Therefore, Public Works is spending time on day to day operations/maintenance, misc. equipment spec's and proposals started to obtain a loader, dozer, & tractor with boom mower so that they can hit the road running this spring. Also, PW will be going through the hot box for a complete review and re-build the gravel bucket.

In addition, PW will be a partner on the small Project Canopy grant which we have started up and will be working on the month of May.

Pittsfield Community Theatre Update: A draft copy of the findings of the Assessment with cost figures was provided to the Theatre Committee and extensively discussed at the last meeting. The total cost of the items identified by the Assessment were \$519,735.46 plus the costs of the Interior Finishings which are not technically part of a needs assessment of the building under architectural standards, but added in due to common sense. We have calculated the cost of the chair replacement and have added the architect to add costs for new carpeting, lighting allowance; electrical wire update allowance; concession update; and re-painting inside the building. Pricing for a range for the cost of a new canopy vs. a smaller canopy will also be included. Therefore, we seem to be headed back to our original figure of \$780,000 which included the projector at that time. When the study is issued, we will distribute and then start to utilize.

As we did not have the funds to analyze the heating system, that component was not included in the Assessment. The Theatre had donations and a few events for a small fund built up after the projector installation. Then we were able to obtain the BSB Matters more foundation grant of \$5,000 from our little campaign so we had enough to finally do the Needs Assessment. A review of the more items would have been at least \$5,000 which we did not have. I would note that the

furnace was installed in 2003-2004 so it is not the old boiler that we had when I arrived so we are not as concerned with having this reviewed. We needed a professional document to see exactly where we are at for revitalizing this facility.

Commercial Insurance Program: The Town has filed the application for the renewal of the commercial insurance company. I have asked the agency to submit the application to more than the current commercial insurance company. There are not many companies that cover municipal government, but they will provide materials to as many as we can.

The volunteer coverage has been an issue with the need for more policies, policies which as part of an overall approach and liability waiver is not an issue. However, with the extreme approach of the insurance company on sexual abuse, sexual misconduct, sexual molestation, etc. I am not sure as to how to reconcile this to a productive volunteer program. This review started when a few volunteers became disenchanted due to wanting to cut trees, use chain saws, clear brush, and other manual labor items. Regardless of whether we have volunteer coverage, it is not going to cover these type of items as the volunteers should not be doing this type of work under any insurance policy or lack of insurance policy. Planting trees with the public works crew, planting flowers, working at the re-use building or items of a similar nature are different as they are less physically challenging operations. I will continue to work on this as a risk management and volunteer retention item, however, there will not be any tree cutting or trimming activity or similar construction activities taking place with our volunteers.

Project Canopy Gateway to Downtown: Covered under the TM's Report.

Bicycle Pedestrian Plan Draft: No update, project has not moved. There has been no progress on the end of KVCOG and the planner who was working on this document. A number of us have discussed this and given that there has been sufficient time to finish this project and to have the ad hoc group involved and that has not taken place, that we will initiate the meetings ourselves in the near future and work on the draft inviting KVOCCG to the meeting.

Ordinance Amendments Update: The Planning Board will discuss the CEO's proposed revisions and/or additional language at their May 9, 2016 meeting which will hopefully conclude with scheduling a public hearing, if necessary.

Codes Enforcement:

Leonard Street Violation: The date of the consent agreement for the yard to be cleaned up has come. Mr. Sprague's family members paid the Town's cost of prosecution being a few dollars under, however, made a good faith effort. The items to be completed, although the yard has come a long way, does not seem to be in compliance with the court directive. The CEO is to provide a full inspection this week to determine what remains to be done and recommend what to do to be in compliance. It is now \$100 fine per day as long as the violations remain. It would be good to conclude this matter.

Rice Trailer Park Violations: The many non-compliance issues were referred to the State of Maine and most remain without resolution. The mobile home that was to be removed was instead dismantled and left in disarray on the lot. A civil dispute has taken place on this item in which it

is alleged that the owner who was ordered to remove it did not give permission to another tenant to dismantle it and remove the metal. The individual who dismantled items was told to clean it up. He is working on this slowly. The CEO went up and visibly saw the removal taking place, however, this is a slow process. The CEO has been instructed to step up code enforcement on these two issues as well as several other issues.

7. **REPORTS:** Audience, Council

Audience:

Mike Gray: Questioned the burnt out building on Middle Street. The Town Manager noted that the American Legion has received approval for their demolition plan and will be removing the building.

Bernard Williams: The trailers are all owned by individuals, correct? The Town Manager noted yes, both the mobile home park owner and the individual are cited.

Council:

Councilor Donahue: I would also like to send best wishes to the Berthelette Family. I know this is something they are looking forward to but I am sure it is very difficult as well.

Councilor Manning: I want to send out best wishes to the Berthelette Family on the Nolan Foundation Film Screening. They are such a courageous family.

Councilor Ferland: I am excited to welcome a new business to Town. I think that it is wonderful. Welcome Chad, we are glad you're here. I am also excited for the Kiosk unveiling. The students have worked very hard on developing the trails.

Deputy Mayor Nichols: Best wishes to the Berthelette Family. Having been in that situation I know how hard it is. I know the Theatre is a work in progress but we will get there. I want to thank the Department Heads for coming in to give us information. Welcome and Congrats Chad. I am sure you will have a thriving business. I wanted to thank Rep. Stanley Short for inviting the Family of Spencer Havey as well as my Family to the Senate chambers. He gave a very moving tribute to Spencer. I want to publicly send my condolences to Spencer's family. It was very nice to be recognized.

Councilor Strom: I was contacted regarding the trailer park late week. It feels good to have the item brought up at this meeting and to be able to go back to the resident and tell them that the Town is working on the issue. I will also be at the kiosk unveiling. I had a funny message from an 8th grade student inviting me to the event. Halfway through she started giggling and hung up. She then called back and finished the invite script. I am looking forward to meeting her.

Councilor Cianchette: Absent.

Mayor Stackhouse: I just want to confirm I will be at the Broadband Meeting. I will also be going to the kiosk unveiling, unless I am called in to work. I want to echo Deputy Mayor Nichols sentiments about Spencer. We grew up with him as kids. I don't think there has ever been a fairer Police Officer in Town other than Spencer. I am glad we were able to give him the Spirit of America Award.

8. **ADJOURNMENT**

Motion by **Deputy Mayor Nichols** and seconded by **Councilor Strom** that the meeting be adjourned at 8:34 p.m. All in agreement.

VOTE: UNANIMOUS AYE

Nicole Nickolan, Town Clerk