

MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, September 06, 2016 at 6:30 pm in the Council Chambers.

PRESENT: COUNCILORS: Robert Stackhouse, Trudy Ferland, Heather Donahue, Scott Strom and Marie Manning. **ABSENT:** Tim Nichols and Michael Cianchette. Also present: Town Manager Kathryn Ruth and Deputy Town Clerk Karen Baker. Audience members included Public Works Foreman Steven Vance.

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

2. Adoption of minutes of the Regular Meeting held on August 16, 2016.

Moved by **Councilor Ferland** and seconded by **Councilor Strom** that the minutes of the Regular Meeting held on August 16, 2016 be adopted.

VOTE: UNANIMOUS AYE

3. PRESENTATIONS, CONGRATULATIONS AND INTRODUCTIONS:

Certificate of Commendation for the 150th Anniversary and Reunion Activities for Maine Central Institute.

The year's events were raved about by people and concluded with a wonderful exciting fireworks display. MCI should be commended for their well-organized 150th Celebration

Certificates of Thank You for the Pittsfield Summer Concert Series at Hathorn Park:

This was a very well organized and enjoyed series this summer.

Presentation on the Town of Pittsfield Bicycle-Pedestrian Plan

At long last, the Town's first Bicycle-Pedestrian Plan is completed. This project was started in early Summer 2014 with the Kennebec Valley Council of Governments. The project was worked on as the Council of Government's schedule allowed. The ad hoc Bicycle-Pedestrian Work Group met twice and members have been communicating by e-mail. The Town Manager worked on the draft from KVCOG and made a lot of updates and edits. Group member Jane Woodruff also provided a lot of edits. No further edits were received from the Work Group.

Draft #4 of the Plan had been distributed to the Town Council as part of their Council Package.

Councilor Donahue was interested in whether there would be enough attractions here to generate a biking tour. The Town Councilors and Town Manager discussed the benefits of a historic tour in downtown Pittsfield as we have four interesting historic buildings.

Originally the Town had thought of having several sessions on the Plan, however, as it does not contain a list of proposed projects and is a generic type plan, it was decided to post it in a number of locations including electronically and distribute it to interested groups. The Town Manager noted that this type of document, although not specific, will be extremely helpful with grant programs that may become available in the future for connectivity, sidewalk construction, biking, walking and similar topics.

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 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 DEP Permit for the transfer of Somerset Plaza from Apple Mountain LLC to Dana Cassidy, the current owner, was received. The developer and the Plaza owner continue to work on this project. The plans have been received for the building and reviewed by the third party inspector. The contractor has been hired and we have been advised that the company will hire local subcontractors.

The construction company has contacted the Town to start the sewer hookup process. On 09/01/2016, the Town received a copy of the DEP Site Location Permit for the project to proceed forward to construction.

Cianbro Corporation officially purchased the Tech Center on Thursday, 02/18/2016 from the Pittsfield Economic Expansion Corporation. The building is under renovation inside as the building is to be tailored to Cianbro's needs. Cianbro has advised that now that they have completed their new Southern Maine location where they have a tenant that needed occupancy, that the company will be back working on the Tech Center.

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 worked with the Building Inspector to obtain the building permit to begin the project. The driveway, parking area and foundation were underway at the last meeting with more work being conducted since.

The building has been erected. Employees have been hired for the summer to move the products. Blueberries are evidently going to be ready sooner than usual. The owner is working away to get everything into order and is very excited to be working in Pittsfield.

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 project is under development planning.

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. The CDBG grant was approved for submittal after a very positive public hearing was held. The grant application was filed by the deadline in May. The project goes to the Planning Board for consideration at their 09/12/2016 meeting.

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 which is estimated to be August 2016. This property at the corner of Main Street and Central Street is already starting to look better as it receives much overdue attention. The property is undergoing a large renovation and face lift.

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).

Andrea Amara for Andrea's Salon at 11 Huff Road for a hair salon.

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.

B. 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. The Town was able to receive a copy of the final paperwork for the inside of the building on 05/23/2016. 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 or another company may have to address this. Marketing has started again inside the State of Maine and then will start up outside the State of Maine with the Consulting Contract. The Town has contacted the company regarding a desirable business for the community that has interest in the building. The company has also received a proposal from someone else that is under consideration. The Town has learned that there is a Purchase Sale Agreement for the property. A tour was conducted of the facility at the end of July 2016.

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 for a new manufacturing facility. The company is very interested in this facility.

C. 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. As of the writing of this agenda item, information has not been received.

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 are dismantling/clearing out materials inside and a company is involved with the heavy work of the actual building removal when the volunteers have as much removed for recycling and re-use as practical and safe. As of 08/01/2016, the work is progressing slowly, however, progress is being made to re-use as much as possible from the building. Every week, more sections of materials are being removed. The American Legion is ready to have parts of the building taken away and are requesting consideration of a price reduction for the town container use and disposal on this Council agenda. The project is well underway with the materials being separated. It is expected that it will be completed by late October 2016.

D. Somerset Avenue Projects:

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

The Town inquired into 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 with the proposed solution. MDOT has been trying to clean out and explore the catch basin system on Somerset Avenue due to issues.

E. Report on Meetings & Events:

Report on Meetings:

Kennebec Valley Council of Governments Strategic Planning Committee Meeting, August 31, 206 at 1:00 pm at the KVCOG Office in Fairfield

First Park Marketing Committee Meeting, August 31, 2016 at 2:00 pm at the FirstPark Office in Oakland

Theatre Committee Meeting, August 31, 2016 at 6:00 pm

SVCC Board of Directors Meeting on Thursday, September 1, 2016 at 5:00 pm at the SVCC Office Building in Palmyra

Upcoming Meetings:

Somerset Economic Development Corporation (SEDC) Meeting on Thursday, September 8, 2016 at 10:00 am in Skowhegan

KVCOG Comprehensive Economic Development Strategy (CEDS) Meeting on Tuesday, September 13, 2016 from 11:30 am – 1:30 pm at the KVCOG Office in Fairfield

Recycling Committee Meeting on Wednesday, September 14, 2016 at 5:00 pm

4. PUBLIC HEARINGS:

ORDINANCE 16-13: (Public Hearing)

**TOWN OF PITTSFIELD
ORDINANCE AUTHORIZING ISSUE OF UP TO \$85,000
PRINCIPAL AMOUNT OF GENERAL OBLIGATION BONDS**

The Town of Pittsfield Town Council hereby ordains improvements to the Town's water system and financing thereof pursuant to the State's Drinking Water State Revolving Fund on the following terms:

1. Pursuant to the Constitution of the State of Maine, Maine law, including Title 35-A and Title 30-A, Section 5772 of the Maine Revised Statutes, as amended, and the Town Charter, and all other authority thereto enabling, the Town of Pittsfield is authorized to sell its general obligation bonds and notes in anticipation thereof and to borrow from the Maine Municipal Bond Bank State Revolving Fund (SRF) and to expend, a principal amount not to exceed Eighty Five Thousand Dollars (\$85,000), the proceeds of the loan or loans to be used to finance the design of improvements to the Town's water system including the Hunnewell Avenue Water Main Replacement and Secondary Route from Treatment Plant (the "Project"), said loan or loans to be evidenced by a General Obligation Bond or Bonds of the Town, for a term not to exceed 20 years, and any Notes in anticipation of such Bonds, such Bonds and Notes to be executed on behalf of the Town by the Town Treasurer and counter-signed by the Mayor of the Town and to be at such interest rates, if any, as may be established by the Maine Municipal Bond Bank and approved by the Treasurer and the Mayor, with such maturities, and to be on such further terms and conditions as may be prescribed by the Maine Municipal Bond Bank and the State of Maine Drinking Water Program, and approved by the Treasurer and the Mayor (the

"Bonds" and the "Notes"), such approval to be conclusively evidenced by their execution of the Bonds or Notes.

2. The Mayor and the Treasurer are hereby authorized to execute and deliver on behalf of the Town a loan agreement, relating to the issuance of the Bonds and any Notes in anticipation thereof, in such form and on such terms as the Maine Municipal Bond Bank shall require.

3. The Mayor and the Treasurer are hereby authorized to execute and deliver on behalf of the Town loan application and other applications with the State of Maine Drinking Water Program and the Maine Municipal Bond Bank and an application to the Maine Public Utilities Commission for approval to issue the Bonds or Notes.

4. The municipal officers and officials of the Town are hereby authorized to execute all documents and certificates, and to take all action, including affixing the seal of the Town, as may be necessary or convenient to carry out the full intent of the foregoing votes or any one of them.

5. This Ordinance shall take effect 30 days after its adoption.

Moved by **Councilor Ferland** and seconded by **Councilor Donahue** that Ordinance 16-13 be adopted.

The Town Manger noted at the last Council Meeting, the Town discussed the offer received for a 1.0% loan over 20 years for the design work for the Hunnewell Avenue Water Main Replacement and Secondary Route from the Treatment Plant DWSRF project. This project will allow the Town to design the work and make sure that this project will work well as well as provide for additional points in the State of Maine's ranking of future DWSRF funding rounds as the project will be ready to move forward.

To borrow funds, an ordinance must be set to public hearing, the public hearing held and then the Ordinance approved. A copy of the DWSRF application for the project was included in the Town Council's package.

VOTE: UNANIMOUS AYE

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

Town Manager's Report: Town Council Meeting of 09/06/2016:

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

2. Upcoming Events:

Nolan's H.E.R.O. Foundation 2nd Annual 5K Run & 3.13K Walk on Saturday, September 10, 2016 at Maine Central Institute Football Field. Registration starts at 10:00 am and the race starts at 11:30 am.

6th Annual Pittsfield Car Show will be held on Saturday, September 17, 2016 with Car Registration from 8:00 - 11:00 am and Judging to begin at 11:15 am. Rain date is September 18 at the Deeper Life Assembly at 97 Higgins Road.

Pittsfield ARTS Meet the Candidates Night on Wednesday, October 19, 2016 at 6:00 pm at the Pittsfield Municipal Building Council Chambers.

National Drug Take Back Day will be held on Saturday, October 22, 2016 from 10:00 am – 2:00 pm in the back Municipal Parking Lot at the Police Station

The 2nd Annual Winter Holiday Celebration at the Hathorn Park Gazebo will be held on Wednesday, December 7, 2016 with the Warsaw School students.

3. Tax Acquired Property Sale: See Public Notice.

4. Nomination Papers: Nomination Papers are available. Candidates are needed for the following elected offices for the Town:

- 1- District 3 Council Member (3 year term)
- 1 – At Large Councilor Member (3 year term)
- 3 - SAD #53 Board Members (3 year term)

Nomination Papers can be obtained starting on August 15, 2016 from the Town Clerk's Office, 112 Somerset Avenue, and must be returned to the Town Clerk by 5:00 PM, September 23, 2016.

5. Library News:

Storytime at the Pittsfield Public Library resumes on Mondays at 10:15 for infants, toddlers, and preschoolers in the Warren Community Room. Sing songs, listen to stories, play games, and make messy art.

Homeschool students in grades 4-6 are invited to join Lindsey from HealthySV for Nutrition to Grow On, a series of hands-on gardening and nutrition classes. Classes take place on Mondays at 12:30 on Sept 12, 19, 26, and Oct 3, 17, and 24.

The library will resume Saturday hours, open from 10:00 – 1:00, on September 10.

The Friends of the Pittsfield Public Library will meet Wednesday, September 14 at 1:00 in the Warren Community Room at the Pittsfield Public Library. Topics to be discussed include the upcoming book sale and support of library programs. All members and prospective members are invited to attend. The Friends support quality library service through fund raising, volunteerism and serving as advocates for the library's programs. They provide funding for special library projects, programs, and library beautification. Current fund raising projects include used book sales and a bottle drive at the library; more ideas are welcome.

Author and illustrator Hazel Mitchell will present her newest book "Toby" at 10:30 a.m. Saturday, Sept. 10, at the Pittsfield Public Library. The book is the heartwarming story about the growing bond between a child and a new pet. She will read from her book and conduct a drawing demonstration, as well as a question and answer period. Books will be available for purchase and signing. While the program is aimed at children, all are welcome.

6. Pittsfield's Birthday on June 19, 2019:

The Town was incorporated on June 19, 1819 so our 200th birthday is coming up. We should start making plans in January 2017 and would plan on announcing our formation of a committee at the widely popular Annual Winter Holiday Celebration on December 7, 2016.

Finance Committee: No report

Ordinance Committee: No Report

Recycling Committee: No Report

6. NEW BUSINESS:

ORDINANCE 16-14: (To be set to Public Hearing on 09/20/2016) That the Town of Pittsfield hereby ordains that Chapter 13. Zoning Ordinance, Table P, C-4 District, be amended under Principal Uses to add that mobile home parks **"limited to no greater than 4 mobile homes"** and add under Principal Uses that **"Large Scale commercial development in the C-4 district shall be limited to the CDOC Corridor Development Overlay District."**

Moved by **Councilor Ferland** and seconded by **Councilor Strom** that Ordinance 16-14 be adopted.

These items were in your package originally but not included on the original agenda sheet received from staff. I found many oversights which I took care of prior to and then a few more in the approvals but did not check the charts as they are much easier to amend than the ordinances. I double-checked all ordinances again after the last public hearing which were fine and then ran out the charts to see that these two items simply were not clear enough on the enabling ordinance for the Zoning Ordinance amendments. In all, these two items are very easy to address.

VOTE: UNANIMOUS AYE

ORDINANCE 16-15: (To be set to Public Hearing on 09/20/2016) That the Town Council hereby Ordains that Chapter 2B General Assistance Ordinance, Appendices A-D be adopted to reflect the revised maximums for the period of October 01, 2016 – September 30, 2017. And to continue to use Appendices E-F set forth and filed with the Department of Health and Human Services (DHHS) until any new appendices are approved.

Moved by **Councilor Donahue** and seconded by **Councilor Strom** that Ordinance 16-15 be adopted.

This is the yearly review of the General Assistance Ordinance and update of the allowable amounts under basic necessities after the review by the Maine Municipal Association. At the public hearing, the Town Manager will provide a review of the required revisions.

VOTE: UNANIMOUS AYE

ORDER 16-09: Ordered that the Town Council add to the Town of Pittsfield Fee Schedule under Theatre the following: Business Sponsorship of a Movie for One Week: \$500 Funds to be receipted to the Special Revenue Account for the Theatre Revitalization Project.

Moved by **Councilor Donahue** and seconded by **Councilor Ferland** that Order 16-09 be adopted.

The Town Manager advised that at the last Town Council Meeting, the Town Council was interested in pursuing the idea of the Theatre Committee to generate revenue for the Theatre Revitalization Campaign. At the Theatre Committee Meeting last evening the Committee voted to approve a cost of \$500.00 which covers the cost of rental of a movie averaged over the period of 7 months. The cost was actually \$508.10 which has been rounded to \$500.00. This does not include any advertising for the business, however, whenever we have the opportunity to advertise for free to promote the business sponsorship and movie, we will do so.

As background, the Committee has suggested asking the businesses in the community and in the region to sponsor a movie for a week. In doing so, the business will be in the spotlight and utilize this donation as publicity, etc. while assisting the Theatre to raise money. This is a great idea. The question comes up with how the monies are accounted for. The Committee has recommended that the sponsorship cost of the movie be placed entirely in a fundraising account and the Town continue to pay from the Town Theatre budget the bill to the movie company for the movie that week, even though we have received the funds for the movie from the business.

Specifically, the Town has an expense and revenue budget for the Theatre. The cost of the movies comes from the Contractual Account in the budget. The ticket sales and concession sales go into the Revenue Account for the Theatre in the Revenue budget. For the fundraising for the Theatre for the Revitalization efforts which to date have included the stabilization of the 1915 building and the digital projector, we have a separate Revenue and Expense lines down in the Special Revenues accounts (past the actual budget numbers). So the Committee members would like the cost of the movie sponsorship which is the average cost of the movie per week to

go into the Fundraising Special Revenue Account, the Town to continue to pay for the cost of the movie from the budget and continue to place the revenues from the ticket sales and concessions into the Theatre Revenue account.

The Town Manager found that this was permissible from both an auditing standpoint and from a legal standpoint. At the last Town Council Meeting, the Town Councilors were fine with this concept of placing the Business Sponsorship into the Special Revenue Account for the Theatre Revitalization Project and a resolution would be placed on the next agenda to approve it.

VOTE: UNANIMOUS AYE

RESOLUTION 16-117: Resolved that the Town Council authorize the Town Manager to sign the Collateralization Agreement with People's United Bank on bank accounts.

Moved by **Councilor Strom** and seconded by **Councilor Donahue** that Resolution 16-117 be adopted.

The Town Manager advised that the Town has a number of bank accounts at People's United Bank. The bank plans to change the collateral from the current bond to eligible securities from federal agencies, U.S. Treasury; and Federal Agency issued Mortgage Backed Securities.

Of the Town's deposits at multiple banks, this is the last bank to change from the bond over to collateralization with securities. Most of the Town's accounts are already collateralized with U.S. Treasuries or Federal Agency Issued Mortgage Backed Securities. Most collateral is with the Mortgage Backed Securities.

While we would prefer the bond, this is a practice of the past and United Bank is our last financial institution to switch over. All other facilities switched and did not require an agreement. People's United requires an agreement. The agreement can be terminated with 30 days' notice. Before the Agreement is executed, we will ensure that the proper list of accounts is attached. A copy of the Agreement was included in the Town Council's package.

VOTE: UNANIMOUS AYE

RESOLUTION 16-118: Resolved that the Town Council authorize the Town Manager to sign the Letter of Intent to participate in the one-day Household Hazardous Waste Collection Event on Saturday, 10/01/2016.

Moved by **Councilor Donahue** and seconded by **Councilor Manning** that Resolution 16-118 be adopted.

For several years, the Town has participated in this one day event which has provided residents the opportunity to dispose of household hazardous materials rather than leaving the materials at their homes or throwing them away with trash. The amount that we spend will be dependent upon the amount of material that is collected. In the past we have capped the cost that can be

expended and will do so this year also. The Recycling/Transfer Station/Safety Coordinator has proposed a cap of \$2,500.00 for this event after reviewing the Department's budget.

The Town Council received a package of background materials on this event.

VOTE: UNANIMOUS AYE

8. DISCUSSION ITEMS:

Updates:

Water Projects Update
Sewer Projects Update
Drinking Water State Revolving Loan (DWSRF) North Main Street Project
Clean Water State Revolving Loan (CWSRF) North Main Street Project
Highway Projects Update
MDOT Bridge Project over Town Recreational (Rail) Trail and Acquisition of Rights and/or Property
Pittsfield Community Theatre Update
Commercial Insurance Program
Code Enforcement Update
 Leonard Street Court Case
 Rice Street Mobile Home Park referred to the State of Maine
 Other Code Violations
Property Maintenance Code Request

Water Projects Update

Sewer Projects Update

Just a quick list from the Assistant Water/Sewer Superintendent of what water and sewer has been working on during their slow season:

Updating/creating binders for drinking water rules and laws.

Assisting public works.

Maintaining the yard and organizing materials and equipment.

Cleaning at our facilities.

Daily rounds at our facilities and routine customer work.

Periodic checks on the North Main Street Project.

Drinking Water State Revolving Loan (DWSRF) North Main Street Project:

The second construction meeting took place on this project which is moving along really well.

It is going fast for the main installation. There have been no concerns of issues brought up to date. The work has been quality and Ranger Contracting has been a very professional company to deal with on organizing the project and provision of information. The next part of the project which will be coming up in early to mid-September will be the actual crossings to be replaced

and the installation of the service lines that need to be replaced. When the actual crossings are excavated and replaced, there will need to be one lane traffic and traffic signals will be utilizing. This will likely be a setup similar to that utilized by MDOT on the little bridge/big culvert installations down on the other side of Route #100 by Webb Road. So there will be more delays at that time. In addition, at that time, the ends of Livingston and Washington Streets will actually need to be closed to traffic instead of just having barricades up which people on the road go around. There will be one entrance to both of these streets during this period of time. The funds for the second pay requisition were received and were issued. The contractor is now making cuts for the trenching across the road.

Clean Water State Revolving Loan (CWSRF) North Main Street Project:

This project has not yet started. The loan was secured on July 22, 2016 and is set up ready to go. There is a discussion that it may need to take place next Spring due to making sure the DWSRF work is all done and so we will not be working in cold weather. The CWSRF project was pieced together through three funding sources and only has that amount of money and no more funds. Often when these items are started and stopped, there are more mobilization charges and such. So the company has been told that we have exactly the amount of their bid for the construction and the engineering is the amount that we have for Oliver as listed in the bid which we accepted. The company has agreed to the same price if the project begins next year and has officially requested that the project not be started this year and we started next Spring with a 60-day period. The State programs have just agreed to this. The company does not think that they can get the sewer installed and do a good job as we head into the winter months.

Highway Projects Update:

Public Works Foreman Steven Vance attended the meeting to talk with the Councilors about his concern with road conditions. Steve stated that his plan is to spend more time on the roads and less time in other areas such as park projects. He has one man tied up with mowing all day. He has spent a great deal of time on research. The Public Works Foreman talked about crack sealing the roads. The Town Manager advised this is an old fashioned surfacing which was basically replaced by the current paving process in the State. The product results in a rough surface and was discontinued by towns due to complaints and insurance claims. It was agreed if it was utilized, it would have to be on very low traffic roads such as dead end streets. Steve discussed a new piece of equipment. He advised the Town Councilors that the "Asphalt Zipper" could be purchased without a payment the first year and then the cost would be spread over 5 years for a municipal deal. He requested the Councilors come to a demo as the company wants them there. As the Town Councilors and Town Manager did not have any background material on the "Asphalt Zipper, there were a lot of questions during a lengthy discussion. It was determined that the "Asphalt Zipper" is not utilized in Maine. The Public Works Foreman talked about how he could use this equipment to stabilize the road base. The Town Manager suggested as this was a new type of maintenance for Maine, it could be a candidate for a grant application for the region. She recommended the Public Works Foreman contact the larger towns in the region with staff and equipment to invite them to the demo. It was determined the Public Works Foreman will advise the Town Manager as to the demo date/time/location and the Town Manager will notify the Town Council. This appears to be a piece of equipment that

multiple towns would utilize in some sort of sharing agreement due to its specialized nature and limited time it would be used.

MDOT Bridge Project over Town Recreational (Rail) Trail:

MDOT again contacted the Town asking if the Town Council had approved the span without lighting and I again advised of the need to see how well lit the tunnel will be in various scenarios. I was then contacted again and I put it in writing:

“As last noted, the Town Council and the citizens continue to request lighting for the arch/tunnel. We would need to have some documentation from the MDOT that shows that it will be light enough for people to go through and be able to see to the other side of the tunnel in order to approve this without lighting. As discussed, we have a large number of citizens who utilize this trail system and expect the numbers to grow once we start on our Pittsfield Walks To Its Parks Series next year. The citizens have made it clear to the Town that they do not want to go through a dark tunnel. If there was some information or study that could show that it will be lit enough to see through (except at night of course or very late in the afternoon for winter days), I believe the Council would consider changing its opinion. At this time, the Town Council is not in favor of the tunnel without lighting. The Town greatly appreciates your efforts to reduce the arch length and make it airier, however, is deeply concerned about safety and visibility in an unlit tunnel. Therefore, the Town Council still requests in accordance with the Town’s letter on file at the MDOT that the tunnel be lighted.

If it is the decision of MDOT to not light the tunnel/arch, is there an appeal process and timeframes? I will need to provide this information to the Town Council. Again, we do appreciate the fact that you did reduce the length of the tunnel.”

MDOT contacted the Town indicating that the Department will acquire a portion of the Town’s property and/or rights in land as a part of this project. No response on the lighting, however, it appears that the answer must be no. They will be inspecting and photographing the properties between August 30 to September 2. The appraiser stopped by the Town Office unannounced to try to hold a meeting while I was on my way out to multiple meetings after getting the Council package together with the staff. The appraiser was shocked it was a dirt path and that it was not paved. We have contacted the appraiser requesting her e-mail address and a list of items that she will need to compile her appraisal.

Pittsfield Community Theatre Update: The Theatre Committee has some fundraisers under review. One project was on the agenda this evening. The Dinner and a Movie made over \$1,000 in profit.

Commercial Insurance Program:

All three insurance claims have just been settled matching up with the estimates provided by the Town once we resolved exactly what was taking place with the antique fire truck.

Code Enforcement Update:

I had the CEO put together a spreadsheet of the junky yard and home issues as this was getting confusing as there are a number of them. There were 46 of them in Town and 14 are now resolved, leaving 32 issues. Another 14 have had improvement and actions taken by the owners and are in progress. This leaves 18 which are unmaintained, letters sent certified are not picked up and items are not done. In the 18 are 2 bank ownerships and an IRS seizure. One of the banks is attached to the Maine State Housing Authority so this should be resolved.

Leonard Street Court Case – completed, still in compliance

Rice Street Mobile Home Park referred to the State of Maine

Other Code Violations – no update from the State of Maine as of yet as this is an official mobile home park

Property Maintenance Code Request:

The Planning Board reviewed the Property Maintenance Code and relayed a whole host of concerns and questions. The Board did provide the CEO with some areas to review and bring back to their next meeting. While there are some very helpful parts, there are also sections that require all homes to have certain items and the homes from the early 1900's often do not have these items. Most housing here is older and would be affected. I advised the CEO if he finds items that have not been indicated by the Planning Board that would help with the junky yard issues, to bring those in for further review even though they were not listed by the Planning Board. The document was lengthy in nature. It certainly will require considerable study to mold it to fit the community's uniqueness and to assist with these junky yards and some residence problems. Some of this too is the fact that more time needs to be spent on codes enforcement. I also asked the Planning Board to think up some creative proactive ways to address the junky yard situation rather than taking people to court. I understand that we had a unique case that had to be taken to court in order to get the situation under control, however, not all of these cases are that way. We likely have 2 more that will need to go that route but nearly everything else should be able to be resolved. There is simply no need to have garbage and junk in the front yard piled out onto the road. The Planning Board and the CEO will continue their discussion on the property maintenance code and the abandoned buildings ordinance at their next meeting.

9. REPORTS: Audience, Council

Audience: None

Council:

Councilor Ferland: Thanked the Public Works Foreman for coming to the meeting. Advised that the Farmers' Market has been tremendous lately. She has been to Outback Farm and has been very pleased with the products such as peaches and pears that can be picked right here in Town.

Councilor Manning: Thanked the Public Works Foreman for coming so often to tell the Council about all the items that he needs to fix. She appreciated the Concert Series and noted that Riff Johnson needs a certificate. The Town Manager advised that she had personally typed out nearly 30 certificates to thank the bands and contributors, however, that Riff's name was not on the list from the organizers. Councilor Manning will locate background for the Town Manager. Noted that in Sangerville that a woman was signaled out for having a liberal bumper sticker. Several men chased her down, pointed guns at her, fired guns in the air and then left. She is working with an 18-year-old poet, Wesley Burton, who is having a book launch shortly.

Councilor Donahue: Thanked the Public Works Foreman for attending the meeting. She likes learning new public works items that she can go home and tell her husband about for the farm.

Deputy Mayor Nichols: Absent

Councilor Strom: Nothing this evening.

Councilor Cianchette: Absent

Mayor Stackhouse: Asked the Public Works Foreman if there was anything else like the Zipper that he is interested in out there? The Public Works Foreman said that he has not seen anything out there like this piece of equipment. Asked the Town Manager if we had put money away for the Sebasticook Street Culverts. The Town Manager noted that we had commissioned the work after receiving bids, budgeted for a loan and then obtaining the funding. Plymouth Engineering is backed up with work. She had to ask them to concentrate on the Site Plan Review for Innovative Specialties, LLC so that the project could make the state deadline. This may actually work out better as the project could be bid out during the winter by Plymouth Engineering which may result in better pricing. The Mayor asked if the CDBG project remains on schedule. The Town Manager reported that she has several hundred hours into the project and all of its requirements so it does remain on the strict schedule. The State does not allow items to be taken out of order so we were awaiting the Site Plan Review package from Plymouth Engineering and the project will be considered at the Planning Board Meeting on September 12, 2016.

10. EXECUTIVE SESSION: Not Needed

11. ADJOURNMENT

Motion by **Councilor Ferland** and seconded by **Councilor Strom** that the meeting be adjourned at 8:20 p.m. All in agreement.

VOTE: UNANIMOUS AYE

Kathryn Ruth, Deputy Town Clerk