

# MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, July 19, 2016 at 6:30 pm in the Council Chambers.

**PRESENT: COUNCILORS:** Robert Stackhouse, Tim Nichols, Scott Strom; Heather Donahue; Trudy Ferland, Michael Cianchette and Marie Manning. **ABSENT:** None. Also present: Town Manager Kathryn Ruth and Deputy Town Clerk Karen Baker. Audience members included: Fire Chief Bernard Williams, Public Works Foreman Steve Vance, Auditor Charemon Davis and Caleb Curtis from Curtis Air.

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 June 07, 2016 and the Regular Meeting held on June 21, 2016.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Cianchette** that the minutes of the Regular Meeting held on June 07, 2016 and the Regular Meeting held on June 21, 2016 be adopted.

**VOTE: UNANIMOUS AYE**

### 3. PRESENTATIONS, CONGRATULATIONS AND INTRODUCTIONS:

#### **Presentation by Town Auditor Charemon Davis of RHR Smith & Company on the Audit for the period ending 12/31/2015**

Charemon Davis, a senior auditor with RHR Smith & Company, is here this evening. Ron Smith is recovering from a surgery and the drive would have been very long for him.

The Town has received the bound copies of the audit for the period ending 12/31/2015 as well as the Management Letter. RHR Smith & Company has recommended revising this report, as they are with all reports for those towns with the MainePERS reimbursements as it is throwing off the review. So we will have new audits issued for us revising the specific pages. It is the same financial report but there are a few revised pages.

Ms. Davis from RHR Smith & Company reviewed the highlights of the audit for the period ending 12/31/2015 especially focusing on Page 19 Net position; Pages 20-21 Statement of Activities; and Pg. 22 Government funds balance sheet which she explained is a healthy balance when compared to operating expenses. The amount of taxes and liens outstanding is a healthy balance for the Town. She noted on Page 24 that when one compares last year to this year, this year is higher due to the fund balance increase and noted the MainePERS funds. This is why it has been separated out in the revised audit so that one can compare the regular fund balances

from year to year. Charemon reviewed Page 26 Water and Sewer Fund with a lot of ins and outs; and Page 27 which shows a positive change in position for the Water and Sewer departments as many towns do not have anymore. Page 29-62 are all the of the explanations on the requirements. The Budget schedule is consistent with prior years.

Overall, Ms. Davis advised that the audit reflects a great job in 2015.

The Town Manager and Ms. Davis discussed the Management letter which reflected small items that would be more efficient. The Town Manager noted that she is sure that the auditors have issued and seen management letters with much more in them then our minor items. Ms. Davis said definitely and advised that these are smaller items that were found because there are no big items. They will help the Town and auditors when they come next year.

Ms. Davis indicated that the Town will be getting another package of audits to simplify the situation due to the one-time increase this year with the MainePERS. The company is doing this for all of their clients.

The Council thanked Ms. Davis for her presentation of the good news on the audit. The Town Manager thanked the auditor for the user-friendly review of a complex document.

### **Community and Economic Development Activities and Events**

44<sup>th</sup> Central Maine Egg Festival from Monday, July 11 – Saturday, July 16, 2016: Reviewed by the Town Council and Town Manager to be a very successful Egg Festival again this year.

Summer Concert Series beginning Thursday, July 21, 2016 through volunteer efforts  
Summer Concert Series coming to the Town through volunteer efforts:

The Town of Pittsfield kicks off their first season of ‘*Summer Concert Series*’ at Hathorn Park. Talented Maine musicians from near and far bring a variety of music genres that include **Jazz, Bluegrass, Rock and Country** right to our own gazebo at Hathorn Park! We invite you to come and enjoy **FREE** evening concerts 7-9PM at the Hathorn Park gazebo completely sponsored by local businesses in Pittsfield, Maine.

#### **2016 Season Concerts:**

**Con Brio Brass  
Thursday, July 21**

**Con Brio Brass is composed of five musicians who perform jazz, patriotic, rock and a variety of contemporary music.**

**Ragged Jack  
Thursday, July 28**

**Gary Knowles  
Wednesday, August 3**

**Bruce Brown Band  
Wednesday, August 10**

**Skyliners  
Thursday, August 18**

**Red-Eyed Fox  
Wednesday, August 24**

**2016 Season Sponsors:**

Bud's Shop 'n Save; Cianbro; CM Almy; Curtis Air; Houston Brooks Auctioneers; Kleinschmidt; McMann's Auto; Northeast Planning; Seabasticook Valley Federal Credit Union; Seabasticook Valley Hospital; Skowhegan Savings Bank; Tax Pro; TD Bank; United Insurance; Varney Chevrolet and Anonymous Donors

**Report on New Business Activity & Opportunities in Pittsfield:**

**A. General:**

A few private sector business activities remain under review and small projects continue to be underway.

To address the few remaining available small locations, additional promotional pieces beyond our regular promotion of available properties had been provided to economic and community development resources and sites. As of the date of writing this agenda item, the Town continues to work on 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.

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.

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 last meeting. 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 plans.

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. A decision will be made on those projects invited to Phase II or Project Development around mid to late 06/2016.

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.

A small business is moving into the former Real Estate Agency spot on Main Street by Vittles. More to come!

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 property is now under contract by an investor.

**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. The company is very interested in this facility.

**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. The Town has been unable to obtain contact as the owner is out of state and ill while the relatives are no longer running it.

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. This is now Pittsfield Redemption. A photography shop is scheduled to be located in the back of the building.

## **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 will be involved with the heavy work of the actual removal of the building after the volunteers have removed for recycling and re-use as much as deemed practical and safe.

## **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:

First Park Executive Committee Meeting, Thursday, June 23, 2016 at 5:00 pm at the FirstPark Office in Oakland

Theatre Committee Meeting on Wednesday, June 29, 2016 at 6:00 pm

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

Recycling Committee Meeting on Wednesday, July 13, 2016 at 5:00 pm

### Upcoming Meetings:

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

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

## **4. PUBLIC HEARINGS:** None

## **5. OLD BUSINESS:**

*(Tabled)* **ORDINANCE 16-06:** That the Town 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.

Moved by **Councilor Cianchette** and seconded by **Councilor Strom** that Ordinance 16-06 be taken off the table.

**VOTE: UNANIMOUS AYE**

Moved by **Councilor Cianchette** and seconded by **Councilor Strom** that Ordinance 16-06 be adopted.

The Town Manager noted a motion would be needed to remove this item from the table. Then the potential land transfer can be discussed.

The public hearing was held on 05/03/2016 for this potential purchase. As an application for a Community Development Block Grant Economic Development Grant was being submitted for

the project, the hearing was held but a decision was not made. The State of Maine CDBG grant offer to enter Phase II Development are to be made on or by 07/15/2016 and we were notified on 07/18/2016 that the process is on-going with the applications to be reviewed and signed off on by the Governor's Office. As soon as the DECD is authorized to notify applicant municipalities and businesses of those funding decisions, they will do so.

The Town Manager advised that Innovative Specialties still wanted the lots.

Mayor Stackhouse asked if the company wanted both lots. The Town Manager advised yes and that if the grant offer takes place, the project would move forward. If not, the company wishes to purchase the lots and utilize them some day in the future.

**VOTE: UNANIMOUS AYE**

*(To be set to Public Hearing 08/16/2016) AMENDING ORDINANCE 16-04:* That the Town of Pittsfield Town Council hereby ordains the purchase and financing of a fire truck or trucks on the following terms:

1. The Town waives the requirement of a competitive bid for the ~~fire truck~~ purchase of a fire truck or trucks and authorizes the purchase of ~~a~~ replacements for the fire truck known as Engine 1 with an ~~Pumper~~-Aerial Device and a Pumper at a purchase price to not exceed \$750,000, which amount is hereby appropriated.
2. The purchase of the fire truck or trucks 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 trucks, its finance company or another finance company.
3. This Ordinance shall take effect in 30 days.

Moved by **Councilor Cianchette** and seconded by **Councilor Manning** that Amending Ordinance 16-04 be adopted.

The Town Manager noted that the Fire Chief has reviewed the situation of the available inventory, current proposed purchase and worked with Pierce to come up with the following plan: To purchase two vehicles for \$750,000 which was an option that came up at one of the past Town Council meetings. The Fire Chief has met with Pierce and discussed the purchase of a new pumper and is investigating a used aerial device. It is therefore proposed that two vehicles be purchased for a total to not exceed \$750,000. This requires the amendment of the Ordinance that was approved. The Fire Chief has a background paper he wishes to present.

The Fire Chief noted that it would be better to buy a new pumper and a used ladder. The other truck would not do either job well but one or the other well. The new pumper will have an estimated timeframe of 30 years while the used ladder would have an estimated lifespan of 10-15 years. He is looking at a couple of aerial vehicles right now. He has a 94 or 95 outside of Foxboro, MA not available until Spring of 2017 likely to be financed with Pierce. The other aerial device has a pumper. He will still be under budget. We will need to pay for a UL test which will be \$1,500 more or less for 8-10 hours of testing. The retail price on the new pumper is around \$570,000. With the discounts, the price will drop. It looks like Engine 4. This pumper has a poly tank that will not leak, galvanized, 6-man cab, need storage for helmets, and a small case on the engineer pump, He said that this should make people happy as we will be getting two trucks.

The Town Manager asked if this will take care of everything that we need for the two trucks?

The Fire Chief noted that they will use Engine 3 to save the miles. We will have 1,000 gallons. The 1,250 gallons is an option but thinks it is better to keep the number of gallons lower.

The Town Manager asked if the aerial device will go out much?

Bernard Williams said that it will not, however, it will still go out more than people would think. It will go to chimney fires, steel roofs and use it to reach in the buildings instead of up to the buildings. It is not going to be used for EMS.

Councilor Cianchette asked if the firefighters will need special training and will all of them be on this truck.

The Fire Chief advised that they will have training included with the purchase and only certain firefighters will be assigned to this truck.

The Town Manager inquired about the warranty on these two aerial devices.

The Fire Chief did not know the specifics as he is still waiting for the paperwork. There will be some guarantees but he does not know the exact ones.

The Town Manager asked if one of these aerals is not chosen, will there will be another one as there are a number of used aerals being advertised?

The Fire Chief confirmed that there will be an aerial, he is still looking around and expects to find one that will work for the Town.

Mayor Stackhouse indicated that he thought that the Fire Chief had advised before that he would not buy an aerial without a pump. He asked if Bernard had changed his mind.

Bernard Williams advised yes, because the Fire Department will be getting a pumper anyway so we will be all set as the pump will be on the pumper. So now we could get an aerial without a pump.

The Town Manager asked when Bernard thought he would get the paperwork?

The Fire Chief hopes that he will get the paperwork before 07/29/2016. He is not sure if he will have all the paperwork for the next meeting or not. They have items on the new truck that the Fire Department may not need, however, it is easier to take them off, then to add them back on later on. He has the specs for the new pumper if anyone wants to read them.

The Councilors and Town Manager thought that the two pieces of equipment rather than one would be an excellent addition for the department. The Fire Chief said that his heart is with the new aerial, but his brain knows that having the two pieces of equipment instead of one is the solution for the Town and will do well for the department.

**VOTE: UNANIMOUS AYE**

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

### **Town Manager's Report: Town Council Meeting of 07/19/2016:**

**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:**

Free nutritious lunches will be available at the library Tuesday, July 5 – Friday, August 5 from 12:30 – 1:30 for anyone under 18 who wants one - regardless of income. Come for the food, stay for the programs, books, movies, computers and air conditioning. For more information, call the library at 487-5880

The Sebasticook Valley Federal Credit Union is Sponsoring the return of the “Opry” featuring the original “Burnham Boys” – Pete Witham & Dan McCaw and some of our young local musicians at the Pittsfield Community Theatre on Friday, July 22, 2016 at 6:30 pm. This event is being held to benefit Ending Hunger in Maine. Tickets are \$10.00 each and are currently available at your local Sebasticook Valley Federal Credit Union in Pittsfield or Newport or call 487-5602.

Concert series covered under the Economic and Community Development Report

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

Pittsfield Community Theatre Renovation Fundraiser Dinner and a Movie to be held on Sunday, August 21, 2016. Tickets are \$15 each for a BBQ Chicken Dinner from 4 pm – 6 pm and a movie at 6:30 pm. The movie to be shown is Ice Age: Collision Course, which is PG. The Cianbro Hunnewell Avenue Parking Lot will be utilized for the Dinner by the former location of United Bank. The movie would be across Main Street at the Pittsfield Community Theatre.

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

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

### **3. Thank You to Walpole Outdoors LLC:**

Not only do we have a great looking fence with three rings for Stein Park but also a beautiful Garden Arbor donated by Walpole. Thank you to Walpole for these great donations. The fence is being installed this week. At the August 16, 2016 meeting, we can approve a formal document.

### **4. BikeMaine Discussion:**

Two years ago Councilor Donahue suggested submitting the Town's name to the Bike Maine group for the biking across Maine event. This was during our nice Sebec Regional Land Trust biking events that went through Town to some of the farms. The Mayor was contacted recently and we will be meeting with the group's representatives to find out their requirements and specifics in August. This event brings a lot of people through the area and it is an economic and community development type of project.

**Finance Committee:** No report

**Ordinance Committee:** No Report

**Recycling Committee:** Deputy Mayor Nichols reported on the actions of the Recycling Committee and the direction of the meeting to focus on the basics to reduce weight in the waste stream. This is because all efforts to date have been very successful in the Recycling, Re-use and Reduction areas and now we need to concentrate on reducing our tonnage for 2018. This is due to the cost of solid waste increasing for nearly every town in the State. There was a lengthy discussion among the Town Councilors about potential enhancements. The Town Manager explained that we would be going back to the Action Plans with goals, objectives and timetables that we had previously that worked so well. Councilor Manning explained how recycling was addressed in other communities that she had lived in over the years. There was a discussion on the need to start all of the education programs again and focus on basics. Everyone had great ideas and the Recycling Committee will be hard at work the rest of the year and then next year to enhance the program to reduce our municipal solid waste. Items will be from the basics which are to improve the signing and addressing the glass collection at the Town Office to more complex items such as whether we should license a compost location. Much more will be discussed over the next several months.

## 7. NEW BUSINESS:

**ORDINANCE 16-09:** (To be set to Public Hearing on 08/16/2016) That the Town of Pittsfield hereby ordains that Chapter 13. Zoning Ordinance, Section 1 General, E. Conflicts with other Ordinances be amended to add the language, other than Shoreland Zoning Ordinance; Chapter 13. Zoning Ordinance, Section 4. Performance Standards be amended to add Home Based Enterprises; Chapter 13. Zoning Ordinance, Section 4. Performance Standards, height be amended to add 4; Chapter 13. Zoning Ordinance, Section 4. Performance Standards be amended to add Wind Energy Facility; Chapter 13. Zoning Ordinance, be amended to add Communication Towers and Meteorological Towers; Chapter 13. Zoning Ordinance, be amended to add Appendix A, B and C; and Chapter 13. Zoning Ordinance, Tables P, Q and R be amended to add Wind Energy Facility, Communications Towers and Meteorological Towers as a Conditional Use.

Moved by **Councilor Cianchette** and seconded by **Councilor Strom** that Ordinance 16-09 is adopted.

The Town Manager noted in your Ordinance Package are the proposed amendments which the Planning Board has approved, which in their opinion, implements the Comprehensive Plan. In addition, they also proposed language for several items that the Ordinance Committee brought to their attention in accordance with recommended revisions by the CEO and the Town Attorney. There were also items that the CEO had proposed to clarify situations that the Planning Board approved. This process began well over 2 years ago and has taken up extensive time. We need to move forward. There are other ordinance subjects that need to be addressed.

In review of the ordinances submitted by the staff, the Town Manager advised that she found a few technicalities that need to be addressed and have presented them in bold underlined or strike out print for the ordinance enactment language. She also found that two actual copies of the language approved by the Planning Board need to be inserted into the Zoning Ordinance copy not the older language that the Planning Board had proposed. Since we are setting to public hearing the ordinance amendments from the Planning Board as approved by the Planning Board after public hearing and as submitted to the staff, we would utilize the approved Planning Board language for the Home Based Enterprise and Visual Impact.

**VOTE: UNANIMOUS AYE**

**ORDINANCE 16-10:** (To be set to Public Hearing on 08/16/2016) That the Town of Pittsfield hereby ordains that Chapter 13B Site Plan Review Ordinance, Section 2. Applicability of Site Plan Review, 1. be replaced with the new language, The construction or replacement of any new building or structure for a nonresidential use, including, but not limited to, accessory buildings, accessory structures, communication towers, and wind energy facilities; Chapter 13B Site Plan Review Ordinance, Section 8. Submission Requirements, Subsection 8.1 General Information be amended to add Letter J, K and L; and Chapter 13B Site Plan Review Ordinance, Section 9. Approval Standards and Criteria be amended to add Subsection 9.22. Use of Public Roads.

Moved by **Councilor Cianchette** and seconded by **Councilor Strom** that Ordinance 16-10 is adopted.

The Town Manager noted that Subsection 9.22 is called Use of Public Roads which was clarified as a technicality only to provide more information. All amendments were recommended by the Planning Board after public hearing.

**VOTE: UNANIMOUS AYE**

**ORDINANCE 16-11:** (To be set to Public Hearing on 08/16/2016) That the Town of Pittsfield hereby ordains that Chapter 13C. Land Use Definitions Ordinance be amended to add twenty (20) Wind Energy Definitions, Large Scale Commercial Development, Prime Farm Land and Project Definitions.

Moved by **Councilor Cianchette** and seconded by **Councilor Manning** that Ordinance 16-11 is adopted.

The Town Manager noted that the additional 23 definitions went through the Planning Board Public Hearing process and were recommended to the Town Council for approval.

**VOTE: UNANIMOUS AYE**

**ORDINANCE 16-12:** (To be set to Public Hearing 08/16/2016) That the Town of Pittsfield hereby ordains that Chapter 15. Subdivision Ordinance, Article 6. Minor Subdivision, Section 6.3 Submissions to add 5. Prime Farm Lands and Chapter 15 Subdivision Ordinance, Article 7. Preliminary Plan for Major Subdivision, Section 7.2 Submissions to add 5. Prime Farm Lands.

Moved by **Councilor Cianchette** and seconded by **Councilor Strom** that Ordinance 16-12 is adopted.

The Town Manager noted that the Planning Board recommended all amendments after public hearing. The number on Section 7.2 was clarified as a technicality only.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 16-86:** (To be set to Public Hearing on 08/16/2016) That the Town of Pittsfield hereby Ordains that a Public Hearing be held to discuss the acceptance of CDBG Economic Development Grant.

**Public Hearing Notice  
The Town of Pittsfield**

The Town of Pittsfield will hold a Public Hearing on Tuesday, August 16, 2016 at 6:30 pm at the Pittsfield Municipal Building Council Chambers at 112 Somerset Avenue, Pittsfield Maine to discuss acceptance of an Economic Development CDBG Grant. The purpose of the grant is to utilize up to \$260,000 for the construction of a manufacturing facility in the Pittsfield Industrial Park Addition, Phase II for Innovative Specialties. Public comments will be solicited at this Hearing and will be submitted as part of the Project Development Phase.

All persons wishing to make comments or ask questions about the acceptance of these funds 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.



Moved by **Councilor Cianchette** and seconded by **Councilor Strom** that Resolution 16-86 is adopted.

The Town Manager noted this item is on the agenda in order to provide more time if the CDBG Grant Application for Innovative Specialties is invited into Phase II Development. There is very little time to perform all of the steps with a three-month development period during the Summer Schedule. This would also eliminate the need for a Special Meeting to schedule the public hearing. The ad will be placed only if the Town receives an invitation. The Town Manager advised that the State contacted Innovative Specialties last week so the company is still in consideration for funding.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 16-87:** Resolved that the Town Council Authorize the Town Manager to Execute an Amendment to the Purchase and Sale Agreement with Innovative Specialties LLC for Map 27, Lots 79-2 and 79-3 also known as Lots 2 and 3 on the Final Subdivision Plan of the Industrial Park Addition recorded in Plan Book 1990, Page 175.

Moved by **Councilor Cianchette** and seconded by **Councilor Strom** that Resolution 16-87 is adopted.

The Town Manager noted The Town Council authorized the Town Manager to execute a Purchase and Sale Agreement with Innovative Specialties LLC at their 04/19/2016 Council Meeting. The date for the closing was to be on or by 07/15/2016.

As of the writing of this agenda item, the decision has not yet been made on the CDBG project. The State of Maine expects to make a decision on the projects to approve to enter Phase II Development on or by Friday, 07/15/2016.

This item has been submitted for the 07/19/2016 Council Meeting agenda as by that date, we should know if the project will receive an offer of CDBG funding.

An amendment will be proposed to the Purchase and Sale Agreement with language based upon the result of the grant application decision. A copy of the original Purchase and Sale Agreement is attached for your background. We would process an amendment to cover a two-month period with the closing extended from 07/15/2016 to 09/15/2016.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 16-88:** Resolved that the Town Council authorize the Town Manager and Deputy Tax Collector to issue notices of Tax Acquired Property Sale and place Tax Acquired Parcels out to bid as follows: (1) Property Map 005, Lot 020 located on Hussey Road, Pittsfield, ME; (2) Property Map 018, Lot 052 located on Phillips Corner Road, Pittsfield, ME; and (3) Property Map 026 Lot 027 located on Detroit Street, Pittsfield, ME.

Moved by **Councilor Cianchette** and seconded by **Councilor Donahue** that Resolution 6-88 is adopted.

The Town Manager noted The Town Manager discussed the TAP property, which includes the following:

Parcel 1 is Map 26, Lot 27 consisting of a house that at this date, cannot be a dwelling. It is on .20 acres on Detroit Street close to Lincoln Street and is a developable lot if one stays in the footprint of the dwelling. Taxes to date, 2016 taxes to be assessed plus \$250 processing for advertising = \$1025.00 as a minimum bid.

Parcel 2 is Map 05, Lot 20 which is land only with approximately 175 acres off the discontinued Hussey Road. Taxes to date, 2016 taxes to be assessed plus \$250 processing for advertising would result in a minimum bid of \$7,200. Since this property is valued at \$78,200 and is comprised of 175 acres, would raise this to \$15,000.

Parcel 3 is Map 18, Lot 52 which is approximately 8.70 acres off Phillips Corner Road. It is landlocked on the Pittsfield side, however, the Assessor has discovered that it has a deeded 20' right of way which provides access from Square Road in Palmyra. Taxes to date, 2016 taxes to be assessed plus \$250 processing for advertising - \$2,200.00 as a minimum bid. Previously the staff had contacted the Town of Palmyra to ask to sell both Pittsfield's and Palmyra's foreclosed properties together, however, that did not work out as Palmyra was not ready to proceed forward in addressing the automatic foreclosure. As there is a deeded right of way from Square Road, the Town will contact all property abutters in Palmyra to notify them of the sale.

We set the date further out to cover the redemption period for Parcel 1 & 2 which were newly acquired by TAP process in December 2015. Parcel 3 was acquired in 2014 and has been bid out before without qualifying bids.

**VOTE: UNANIMOUS AYE**

***RESOLUTION 16-89:*** Resolved that the Town Council waive the bid policy and authorize the Public Works Foreman and/or Town Manager to expend \$82,000 for a Used 2013 New Holland TS6.110 4x4 complete with Diamond 21 ft Boom Mower w/50" Rotary Head and the Town Manager and/or Deputy Treasurer to transfer \$82,000 from PITT#5 Highway Equipment Reserve G-1-601-00 for same.

Moved by **Councilor Cianchette** and seconded by **Councilor Strom** that Resolution 16-89 is adopted.

The Public Works Foreman Steve Vance recommended that the Town Council purchase the used 2013 New Holland TS6.110 4x4 complete with Diamond 21ft Boom Mower w/ 50" Rotary Head from Howard P. Fairfield. This machine is presently part of H.P. Fairfield's rental fleet and presently has approx. 1400 hours of operation time on it. It has always been well maintained and serviced by H.P Fairfield on a regular basis. This machine has been inspected by both the Public Works Foreman and Public Works Mechanic and was found to only exhibit expected normal wear and tear for the machine's year of manufacture and hours of operation and was also found to be in good condition.

A search for an equivalent machine with boom mower attachment was performed by the Public Works Foreman through various sources in an attempt to determine the value of a comparable machine. The closest comparable machine found to compare value was a 2014 New Holland TS6.110 4x4 with Alamo Machette II 60" Boom Mower and a 2014 New Holland TS6.110 4x4 with Alamo Versa 60" Boom Mower. The 2014 New Holland TS6.110 with Alamo Machette II

60" Boom Mower was priced to sell at \$114,900.00 and is located in New York. The 2014 New Holland TS6.110 with Alamo Versa 60" Boom Mower was priced to sell at \$109,500.00 and is located in Blairsville, Georgia.

The advertised price for the Used 2013 New Holland TS6.110 4x4 complete with Diamond 21ft Boom Mower w/ 50" Rotary Head offered by Howard P. Fairfield was originally priced to sell at \$84,999.00. The Public Works Foreman made tentative offer of \$82,000 dollars to purchase the above mentioned machine and Howard P. Fairfield agreed to sell the machine at this price. The machine is presently located in Skowhegan, ME at the H.P. Fairfield facility. He had deducted the cost of new tires for the equipment from the advertised price and H.P. Fairfield company agreed with this price.

**Councilor Cianchette** asked if this had just one function.

The Public Works Foreman advised that it was a basic tractor, which is not a finish mower. It can be used for shoulders, ditches, tree limbs overhead and small projects. It will replace the Grade-all, which we used before that is no longer serviceable due to its oil leak issues and bulkiness.

The purchase of these items will tax the Public Works Budget.

As of May 31, 2016, the Highway Equipment Reserve had a balance of \$212,131.21

**VOTE: UNANIMOUS AYE**

**RESOLUTION 16-90:** Resolved that the Town Council accept the proposal of Ranger Contracting of Winslow, Maine for the North Main Street (Grove Hill) Sewer System Improvements, CWSRF in an amount to not exceed \$240,739, which is the proposal received for the Sewer Alternate Bid for the North Main Street DWSRF Project and Authorize the Town Manager to execute a contract and change order for same once approved by the State of Maine Department of Environmental Protection (DEP) and contingent upon the Maine Municipal Association Bond Bank Financing.

Moved by **Councilor Ferland** and seconded by **Councilor Donahue** that Resolution 16-90 is adopted.

Councilor Cianchette asked if this acceptance would continue the work.

The Town Manager advised yes. At the 05/21/2016 Council Meeting when the DWSRF bid was being recommended for acceptance that Olver Associates also discussed the Alternate Sewer Project and recommended that the Town award Ranger Contracting this project in the amount of **\$240,739**. This project required funding in order to be accepted.

The Town reviewed all funding resources available. At the 05/21/2016 Town Council Meeting, the funding opportunities were discussed in detail. The Town proceeded forward with the

issuance of a Clean Water State Revolving Loan Fund (CWSRF) for work to be completed on the sewer system in the vicinity of the North Main Street (Grove Hill) Drinking Water State Revolving Loan Fund (DWSRF) project.

As Olver Associates was working in this area and the sewer line is headed toward failure in the future, sewer design work had taken place at the same time that Olver Associates designed the DWSRF Water project. The Town has a balance on the CWSRF Peltoma Avenue Project to utilize.

The DWSRF low bidder bid on the Alternate Sewer Project in the amount of \$240,739. The CWSRF sewer project is comprised of the following budget:  
\$240,739 for the Construction  
\$ 25,000 for full-time inspection charges  
\$ 10,000 for contingency  
\$275,739 Total Estimated Budget  
-\$80,000 CWSRF remaining balance from the Peltoma Sewer Project  
-\$42,244.62 Designated Sewer Main Funds  
\$153,494.38 Rounded to \$154,000 Needed

**VOTE: UNANIMOUS AYE**

**RESOLUTION 16-91:** Resolved that the Town Council Authorize the Town Manager to execute the Applicant Intent to apply for a 2016 Clean Water State Revolving Fund (CWSRF) Loan for Projects #1 and #2 Sewer Improvements Project.

Moved by **Councilor Donahue** and seconded by **Councilor Ferland** that Resolution 16-91 is adopted as discussed.

The Town Manager noted The Town Council received copies of the background submitted to the State of Maine Department of Environmental Protection for the last round of projects submitted in May of this year for the 2016 CWSRF Proposed Project Funding List.

All three of the Town's proposed projects made it onto the funding list. Therefore, the Town must decide which project/s to submit and proceed forward on for financing approval at the local level.

As we have found in the past, the Town is not eligible for forgiveness funding as we had thought as the Town's sewer rate remains under the average State rate and other communities, which have higher rates, are viewed as needing forgiveness funding more.

The Town's project is ranked lower on the listing due to the sewer rate level as well as the fact that this is a general sewer project to address infiltration and not a health and safety issue.

Regardless, these are good projects to consider for funding as they rank high on the Sewer Infiltration Study showing large amounts of infiltration into the system. In addition, it became clear later on during the review of the SAS facility, that there are flow issues and sizing restrictions on the Sewer East Interceptor.

Once we choose the project/s, the next step would be to schedule a public hearing on the chosen project/s as early as the Town Council's 08/19/2016 meeting and hold that hearing at the 09/06/2016 Town Council Meeting, or a later date.

Update:

1. Airport/Manson Park Interceptor Lining and Siphon System Upgrade     \$1,470,000  
   \$85,500
2. Madawaska Road and Detroit Street Sewer Improvements                     \$ 780,000  
   \$45,000
3. Dobson/Cottage, Hunnewell Avenue & Davis Street to Hospital Sewer     \$1,065,000  
   \$62,000

I asked our auditors for their review of exactly how much of a bond payment we could absorb with the current financials as of 12/31/2015 and this discussion would take too long for this meeting and required research so we will discuss it at a later date.

The State of Maine and Olver Associates have indicated that if we sign up for the projects and decide to not proceed, we simply do not apply for a CWSRF loan.

After considerable discussion, it was agreed that the Town will sign up for #1 and #2 at this time with further information to be determined to see if #2 will stay on the list or not. It may be likely that only one can be applied for as the Town does not want to increase the sewer rate in order to make another loan payment.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 16-92:** Resolved that the Town Council Authorize the sale of a building without land being the 1942 Town Hanger to Curtis Air for airport use for the sum of \$1,000 and authorize the Town Manager to Execute all necessary paperwork.

Moved by **Councilor Cianchette** and seconded by **Councilor Donahue** that Resolution 16-92 is adopted.

The Town Manager noted as discussed briefly at past meetings, Caleb Curtis, Fixed Base Operator at the Airport and Airport Manager with a Lease Agreement with the Town, would like to purchase the 1942 Town Hanger located on the Airport. Currently Caleb leases the Town Hanger as part of his arrangement with the Town to provide Airport management of the day-to-day operations.

The Town Hanger requires a lot of work, especially the roof, and the Town would not put the funds into this building because we have not utilized it for many decades (as it has been leased to Curtis Air and before that, a prior company) and we do not have the funds available.

Caleb Curtis discussed the future of the hanger and how he would like to save it for the future as well as provide a continued space for storage of planes.

Councilor Donahue noted her support of reducing the price of the hanger from its assessed value to Caleb Curtis' offer as the hanger needs a lot of work.

The Town Manager noted that the hanger has not been utilized by the Town for several decades and has been leased to Curtis Air and its predecessor companies, therefore, the transfer of the hanger to Curtis Air is a good arrangement for all.

It was agreed by the Town Councilors, Town Manager and Caleb Curtis that extensive work needed to be completed to the hanger, therefore, the price could be reduced to \$1,000.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 16-93:** Resolved that the Town Council approve the payment of the monthly disbursements in the amount of \$260,838.01 (July, 2016) and \$260,837.83 (August, 2016 – June, 2017) to SAD #53 for its fiscal year beginning July 1, 2016 and ending June 30, 2017, for a fiscal year total of \$3,130,054.14 which represents the Town of Pittsfield's Share of SAD #53's local appropriation funds.

Moved by **Councilor Ferland** and seconded by **Councilor Cianchette** that Resolution 16-93 is adopted.

The Town Manager noted this was a yearly requirement.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 16-94:** Resolved that the Town Council approve the payment of weekly payroll checks in accordance with the following accounts: Personnel Services (01-05 Regular; 01-10 Overtime; 01-15 Part-time, 01-20 Supply Operation; 01-25 Supply Maintenance, 01-30 Distribution Maintenance, 01-35 Customer Accounts; and 01-40 FICA).

Moved by **Councilor Cianchette** and seconded by **Councilor Donahue** that Resolution 16-94 is adopted.

**Mayor Stackhouse** advised this was a yearly requirement.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 16-95:** Resolved that the Town Council set the rate of interest to be charged on delinquent taxes for 2016 at 7.0% and the due date for payment of taxes at the end of the business day on Friday, October 14, 2016.

Moved by **Councilor Cianchette** and seconded by **Councilor Donahue** that Resolution 16-95 is adopted.

The Town Manager noted the next three resolutions were housekeeping items.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 16-96:** Resolved that the Town Council set the rate of interest for overpayments for 2016 at 3% to conform with 36 M.R.S.A. Section 506-A.

Moved by **Councilor Cianchette** and seconded by **Councilor Donahue** that Resolution 16-96 is adopted.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 16-97:** Resolved that the Town Council authorize the Tax Collector/ Treasurer to accept prepayment or decline prepayment of taxes not yet committed or received prior to the due date and pay no interest thereon in accordance with 36 M.R.S.A. Section 506.

Moved by **Councilor Cianchette** and seconded by **Councilor Donahue** that Resolution 16-97 is adopted.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 16-98:** Resolved that the Town Council Authorize the Town Manager and Deputy Treasurer to utilize the Fund 2 Water Cash Account for the expenses for the Olver Associates Contract for Phase I for an additional \$5,275.53 which were for the MDOT street opening permit and advertising to be reimbursed by the loan proceeds from the Maine Municipal Bond Bank Loan.

Moved by **Councilor Cianchette** and seconded by **Councilor Strom** that Resolution 16-98 is adopted.

The Town Manager noted at the 04/19/2016 Council Meeting, the Town Council authorized a total for the engineering work for Phase 1 to not exceed \$92,000 (Engineering Design up to

\$87,000 and Other Services/Ledge Borings up to \$5,000), for a total to not exceed \$92,000 to be paid from the Fund 2 Water Cash Account.

The actual expenses were \$5,275.53 higher which includes the following:

1. MDOT Road Opening Permit fee for \$4,283.50 (which was much more than expected); and
2. BDN Advertising Fee of \$1,473.00

The actual cost for the engineering design and ledge borings came in about \$480 under the expected budget. These two items were unexpected costs which along with the \$92,000 will be reimbursed by the loan proceeds.

The Town Auditor has advised how to pay for the bills prior to the loan funds being issued. Basically, the Town has established a new Expense and Revenue Account for the Loan and will charge the Engineering bills for Phase I to the Expense Account, utilizing the Water Cash Flow for the Expense.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 16-99:** Resolved that the Town Council approve a Permit for the Portugal Soccer Trip 2017 for a 5K Fitness Event on Sunday, August 21, 2016 from 8:00 am – 11:00 am.

Moved by **Councilor Cianchette** and seconded by **Councilor Donahue** that Resolution 16-99 is adopted.

The Town Manager noted the community group raising funds for the Portugal Soccer Trip for 2017 would like to hold a 5K Fitness Event on Sunday, August 21, 2016 which will start and end at Manson Park along a designated route.

The fee has been waived for non-profit and community events.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 16-100:** Resolved that the Town Council approve a renewal application for an alcoholic beverage license for Sebasticook Valley Elks #2713 at 140 Middle Street, Pittsfield,

Moved by **Councilor Cianchette** and seconded by **Councilor Strom** that Resolution 16-100 is adopted.

The Town Manager noted This is a renewal application for the Elks Club alcoholic beverage license which expires on 08/23/2016.

The staff reviews the location on a yearly basis, compile a list of any findings to correct and then the Elks Club designated member will have the items addressed. The Elks Club members have a very nice facility and are very easy to work with on a yearly basis on their permits.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 16-101:** Resolved that the Town Council approve a Special Amusement Permit for the Seabasticook Valley Elks Lodge #2713 at 140 Middle Street, Pittsfield, Maine 04967

Moved by **Councilor Cianchette** and seconded by **Councilor Donahue** that Resolution 16-101 is adopted.

The Town Manager noted as the Elks Club has live music and other events involving music at the facility, a yearly Special Amusement Permit is required at the local level.

**VOTE: UNANIMOUS AYE**

As the Mayor was coughing, the Deputy Mayor took over the meeting for a few minutes.

**RESOLUTION 16-102:** Resolved that the Town Council sign the Application for a Catered Function by a Qualified Catering Organization for the Maine Central Institute's Major Supporters Reception to be held on 08/05/2016 from 4:00 pm – 6:00 pm at Maine Central Institute by qualified caterer Jeff's Catering & Bake Shop.

**RESOLUTION 16-103:** Resolved that the Town Council sign the Application for a Catered Function by a Qualified Catering Organization for the Maine Central Institute's Reunion to be held on 08/05/2016 from 5:30 pm - 8:00 pm at Maine Central Institute by qualified caterer Jeff's Catering & Bake Shop.

**RESOLUTION 16-104:** Resolved that the Town Council sign the Application for a Catered Function by a Qualified Catering Organization for the Maine Central Institute's Reunion to be held on 08/06/2016 from 12:00 pm – 8:30 pm at Maine Central Institute by qualified caterer Jeff's Catering & Bake Shop.

**RESOLUTION 16-105:** Resolved that the Town Council sign the Application for a Catered Function by a Qualified Catering Organization for the Maine Central Institute's Snowball to be held on 08/05/2016 from 8:00 pm – 11:30 pm at Maine Central Institute by qualified caterer Jeff's Catering & Bake Shop.

Moved by **Councilor Ferland** and seconded by **Councilor Manning** that Resolutions 16-102 through Resolution 105 be voted as a unit and to approve all Resolutions for adoption.

The Town Manager noted Additional events and/or additional hours for outside catering has been identified by Maine Central Institute for its 150<sup>th</sup> Anniversary. Under the State Law, the Town's legislative body must sign off on catering events held outside the Catering Facility or as depicted above, located on a facility's premises.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 16-106:** Resolved that the Town Council Authorize the Town Manager to execute an agreement with a Temp Agency/Employment Agency to acquire Secretarial Staffing as needed.

Moved by **Councilor Donahue** and seconded by **Councilor Ferland** that Resolution 16-106 is adopted.

The Town Manager noted with staff out of the office, the Town is very short-staffed at periods of time. When vacations are added to the schedule during the summer, this results in even less coverage. Personnel have been with the Town for many years so they have a lot of vacation time accruing each year for use. Some employees have been unable to utilize their vacation time due to coverage needs.

This approval would allow the Town to hire temporary assistance as necessary during the year to assist with coverage and workload.

We contacted a number of Temp Agencies/Employment Agencies and they all require a written agreement.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 16-107:** Resolved that the Town Council Authorize the Town Manager to Execute the Town of Pittsfield, Maine Pittsfield Municipal Airport Disadvantaged Enterprise (DBE) Program.

Moved by **Councilor Cianchette** and seconded by **Councilor Manning** that Resolution 16-107 is adopted.

The Town Manager noted The Pittsfield Municipal Airport needs a Disadvantaged Business Enterprise (DBE) Program in accordance with federal requirements in order to qualify for new funding opportunities. Therefore, a new DBE program has been created to ensure non-discrimination in the award and administration of DOT assisted contracts. The proposed program was provided in the Town Council Package.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 16-108:** Resolved that the Town Council authorize the Town Manager to execute the grant agreement with the New England Grassroots Environment Fund in the amount of \$1,000.00 and authorize the expenditure of the funds toward the Pittsfield Walks to Its Parks Project.

Moved by **Councilor Cianchette** and seconded by **Councilor Manning** that Resolution 16-108 is adopted.

The Town Manager noted Pittsfield Walks to Its Parks Project and New England Grassroots: The Town has been awarded \$1,000 toward the proposed project of Pittsfield Walks to its Parks which involves signs in each park depicting the walking length to the next park or other parks when several are located together. The project also includes gravel placed on the end of the Rail Trail estimated at \$500.00 in cost. The last part of the project is a kit put together for participants in a Summer Walking Program as well as a map and a social function at one of the parks. The entire grant we were striving for was \$2,500 in cash with \$2,500 in match. The match was coming from the Public Works Force account placing the small amount of gravel; food and paper goods donations; HealthySV staff time and town staff time. Therefore, the Town was awarded \$1,000 in grant funding toward the project due to the high number of applications received by the New England Foundation.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 16-109:** Resolved that the Town Council authorize the Town Manager to execute the grant agreement with HealthySV in the amount of \$1,000.00 and authorize the expenditure of the funds toward the Pittsfield Walks to Its Parks Project.

Moved by **Councilor Cianchette** and seconded by **Councilor Donahue** that Resolution 16-109 is adopted.

The Town Manager noted this project goes along with the Pittsfield Walks to Its Parks Project discussion in the preceding resolution. The Town Manager contacted HealthySV and the staff was very interested in providing \$1,000 toward the project, however, we had to wait until new staff were hired due to a change in the office. The offer came through very quickly and had to be completed prior to June 30, 2016 in order to encumber the funds for physical exercise. After July 1, the funding could no longer be encumbered for this type of project. Therefore, the Town was awarded \$1,000 in grant funding toward the specific Pittsfield Walks to Its Parks Project.

**VOTE: UNANIMOUS AYE**

## **8. DISCUSSION ITEMS:**

### **Updates:**

- A. Financial Reports as of 06/30/2016
  - Budget Expenditure Report
  - Revenue Collections Report
  - Tax Acquired Property Report
  - Economic Development Revolving Load Update
  - Housing Revolving Loan Update
  - Transfer Station/Recycling Monthly Report
  - Theatre Monthly Report
  - Excise Tax Collections Comparison Report
  - State Revenue Sharing Comparison Report
  - Personal Property Tax Collection Report
  - Real Estate Property Tax Collection
  
- B. Other Reports as of 06/30/2016
  - Building and Plumbing Permit Reports
  - Library Report – Librarian’s and Library Trustees Minutes
  - Police Report

Budget Expenditure Report: 50.0.7% of period; 43.5% municipal, 38.6% municipal, water & sewer (depreciation and transfers done by Auditor so percentage will increase)

Revenue Collections Report: 50.0% period; 35.5% municipal, 37.8% municipal, water & sewer

Excise Tax Collections Comparison Report: For this period, \$23,185.47 ahead of 2015 collections at this time of the year. The Town continues to catch up slowly but steadily to date.

State Revenue Sharing Comparison Report: For this period, \$18,088.31 behind the 2015 collections. Remainder of the Financial Reports are self-explanatory

**Updates:**

- Water Projects Update
- Sewer Projects Update
- Drinking Water State Revolving Loan (DWSRF) North Main Street Project
- Highway Projects Update
- MDOT Bridge Project over Town Recreational (Rail) Trail
- Pittsfield Community Theatre Update
- Commercial Insurance Program
- Bicycle Pedestrian Plan Draft
- Code Enforcement Update
  - Leonard Street Court Case
  - Rice Street Mobile Home Park referred to the State of Maine
  - Other Code Violations

## **Updates:**

### **Water Projects Update:**

Over the past couple of weeks, the Water/Sewer Department has worked on the following:

- Daily checks on the North Main Street Project
- Trimming around hydrants
- Routine daily activities (facility checks, customer concerns, meter issues)
- Assisting Public Works with a variety of projects
- Assisting Cemetery as needed
- Working in yard at Public Works/Water Garages
- Line and valve locating

### **Sewer Projects Update:**

Save as above.

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

Update: The interim loan closed on 07/08/2016. As you will recall, the DWSRF advised that all loans would have to be interim and once the project was completed, the interim loan would become a permanent loan. The Town signed the contracts and the Notice to Proceed. Ranger Construction started the water project on Monday, 07/11/2016. We have sent in the first Pay Requisition for the costs to date which will reimburse the Fund 2 Cash Account and the supplies and inventory purchased by Ranger Construction. This loan was approved as an interim loan to convert over to the final loan when the project is completed. The loan approval letter was received on Monday, 06/20/2016 and was forwarded to the Town Attorney to make sure that we could execute it once the PUC Securities Issuance was approved.

### **Highway Projects Update:**

Highway has been working on regular public works functions. In addition, the Stein Park Fence has been in the process of being installed. A lot of clean-up and miscellaneous work took place to get ready for the Egg Festival.

### **MDOT Bridge Project over the Town's Recreational (Rail) Trail:**

Update: Spoke with the MDOT Project Manager and he forwarded a link to the updated plans that remain without lighting. To date, we have not received any materials on the lighting affects of the tunnel.

### **Pittsfield Community Theatre Update:**

Update: Same as before. I did compile a Theatre Revitalization Plan of Action Notes with suggested steps for research on funding sources and present that to the Theatre Committee on 06/29/2016. I divided up the steps with the Theatre Manager and provided her with web page documents to research further for possible funding sources.

### **Commercial Insurance Program:**

No updates on this item.

**Bicycle Pedestrian Plan Draft:**

Update: The Draft plan was received and I asked for a copy in WORD to correct the financial information as it was not correct. As soon as I correct that I will forward to the group and have them insert their edits. It is likely that some updates will be needed to the KVCOG draft. We also need to clarify the difference between State and Town roads. The plan makes it sound as though we can install all of these safety features, bump outs and so many items along State roads and we know from being instructed by MDOT that they would not allow these items on their roads, that this is simply not the case. We do not want the Town to be set up for a misleading situation so that will need a disclaimer or explanation.

**Codes Enforcement:**

**Leonard Street Violation:** I received a brief note from the CEO that the Leonard Street violation is no longer in violation of the court order. Some work has been done in the home. The home would remain unoccupied until all the code violations in the home were addressed. I have advised the CEO that he needs to conduct a drive by for this property on a regular basis along with his other code violation and clean-up issues.

**Rice Street Mobile Home Park Referred to the State of Maine:**

Update: The service on the mobile home owner took place and was sent to the State of Maine which now indicates that it will work on the code violations at the property.

Also, I should note that one of the properties which appears to have a number of issues is not in the trailer park but located right beside it with its orderly large pile of tires which is being called a retaining wall and assorted treasures.

The CEO has been instructed to step up code enforcement on these two as well as several other issues.

**Other Code Violations:**

Code violation letters are in the FYI Book and I have received a few clean-up letter copies.

**9. REPORTS:** Audience, Council

**Audience:** None.

**Council:**

**Councilor Manning:** She was so pleased to attend functions at the Egg Festival. It is great that the Town can put on this event. It is so easy to sit up play dates here for children. She loves living here in this great community!

**Councilor Donahue:** She and her husband were able to attend Egg Festival for the first year since they have been here and they had some treats. She received a concern about brush on a road and called Kathryn. Public Works went out within a couple of days and cut. She announced Open Farm Day for this upcoming Sunday.

**Councilor Ferland:** Wanted to extend a thank you to the Egg Festival Committee which is a very small group of people planning a large event. Everything was great with all the events and she thanks everyone who worked on the Egg Festival.

**Deputy Mayor Nichols:** His children and grandchildren went to the Egg Festival and had a great time. He thanks everyone for working on it and plans to be active on the Committee next year. He thinks it is a great idea for Caleb to take over the Town Hangar and that the airport looks really good with all the improvements from the grants. He thanked the department heads that came to the meeting to present their requests. He is very pleased with the approval of temporary help as the office really needs help. The Town Manager and the ladies work very hard and it is not an easy job. Everyone always have smiles for the customers. It is clear that a lot of work goes on and that they need help during these leaves.

**Councilor Strom:** He noted that it is interesting that the Town will have a Walks to Its Parks project. His son has been involved with a Pokeman game in which you walk around town to collect the balls at the Pokeman stops. He and his son go to the parks. It is a video game that gets the children outdoors with exercise and learning. His son is interested in having him host a Sunday event inviting the children to become involved with this game.

**Councilor Cianchette:** He would like to thank the Town Councilors for their patience with his work schedule. Tonight he would like to recognize all of the improvements and actions that have been taking place in Town. We have the new fence at Stein Park that looks really good; Blue Sky Produce's new building in the Industrial Park; the American Legion is taking down their building slowly by taking it apart; new tennis courts at Manson Park; Caleb will improve the hanger at the airport; and much more. This shows all of the work that was done to lead to these improvements so that they could happen. He also wanted to advise that it has been two months since he went down to the Water Pump House and that an item there needs to be fixed. The Town Manager thanked Councilor Cianchette for advising of this and will check into the situation. He would like to acknowledge the Town Manager and staff for all of their work as Tim noted, with a smile.

**Mayor Stackhouse:** Recently a salesperson who came to the hospital remarked how nice the Town looked on Main Street and Somerset Avenue. It is a destination and has a lot of amenities. He spoke with the Public Works Foreman this evening about how the grass needs to be cut by the Business Friendly Sign up by the hospital. He apologized for missing the quiche and cheesecake contest as he had been ill. That is the first year he has not participated. He thanked the Deputy Mayor for covering part of the meeting for him due to his coughing spell. He is feeling much better now.

10. **EXECUTIVE SESSION:** None

11. **ADJOURNMENT**

Motion by **Deputy Mayor Nichols** and seconded by **Councilor Cianchette** that the meeting be adjourned at 9:22 p.m. All in agreement.

**VOTE: UNANIMOUS AYE**

---

Kathryn Ruth, Deputy Town Clerk