

# MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, June 7, 2016 at 6:30 pm in the Council Chambers.

**PRESENT:** COUNCILORS: Robert Stackhouse, Tim Nichols, Scott Strom, Trudy Ferland and Marie Manning. **ABSENT:** Michael Cianchette and Heather Donahue. Also present: Town Manager Kathryn Ruth and Town Clerk Nicole Nickolan. Audience members included: Scott Noble.

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 May 17, 2016.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Strom** that the minutes of the regular meeting held on May 17, 2016 be tabled.

**VOTE: UNANIMOUS AYE**

## **PRESENTATIONS, CONGRATULATIONS AND INTRODUCTIONS:**

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

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

Summer Concert Series coming to the Town through volunteer efforts: Hosted by Pittsfield volunteers who are dedicated to our community and love music, the Pittsfield Summer Concert Series at Hathorn Park was born. The schedule is: July 21 - Con Brio Brass; July 28 - Ragged Jack; August 3 - Gary Knowles; August 10 - Bruce Brown; August 18 - Skyliners; and August 24 - Red-Eyed Fox. Please join your neighbors and friends at Hathorn Park to listen to talented musicians with a variety of music genres being Jazz, Bluegrass, Rock and Country right at our very own gazebo! Hathorn Park is located at the juncture of Somerset/Hartland/Central Streets. There are some picnic tables and benches, if you have a lawn chair, please bring it. Concerts are 7:00 pm - 9:00 pm.

Somerset County Broadband Grant Update: KVCOG and SEDC are hiring a technical team to work on the project and determine how the communities in Somerset, Kennebec and a section of Waldo County should be divided up into project areas. Currently, we are divided up into the Eastern Somerset Group with St. Albans and perhaps Palmyra.

Central Maine's Competitiveness as a Geographic Location: Review List from Site Locator

The Stein Park fence has arrived compliments of a donation by Walpole Woodworkers. It is a rustic fence with three rails that should fit in well with the park surroundings. The fencing was unloaded at the Recycling/ Transfer Station as it had a forklift that would work with that size

truck. The Public Works Department will install it as soon as they can in between crucial projects such as the gravel road resurfacing, fixing culverts, etc.

**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.

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 being 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.

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

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

At this meeting, the Town Council will issue a Welcome Business Certificate to 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 12/31/2015, 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.

**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 will be dismantling/clearing out materials inside and a company is involved with the heavy work of the actual building.

#### **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:**

Theatre Committee Meeting on Wednesday, May 25, 2016 at 6:00 pm

First Park Executive Committee Meeting, Thursday, May 26, 2016 at 5:00 pm at the FirstPark Office in Oakland

First Park Marketing Committee Meeting, Wednesday, June 1, 2016 at 2:00 pm at the FirstPark Office in Oakland.

Sebasticook Valley Chamber of Commerce Strategic Planning Committee Meeting on Thursday, June 2, 2016 at 4:00 pm at the Chamber Office in Palmyra

Sebasticook Valley Chamber of Commerce Board of Directors Meeting on Thursday, June 2, 2016 at 5:00 pm at the Chamber Office in Palmyra

**Upcoming Meetings:**

Recycling Committee Meeting on Wednesday, June 8, 2016 at 5:00 pm

Central Maine Egg Festival Committee Meeting on Thursday, June 9, 2016 at 6:30 pm

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

**Town Manager's Report: Town Council Meeting of 06/07/2016:**

**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. Events which took place:**

NB13 - The Nolan Berthelette Story was held on Friday-Saturday, May 20-21 at 7:30 pm at the Pittsfield Community Theatre. The After Party was on Friday evening at 9:00 pm at the Sebasticook Valley Elks Lodge on Central Street.

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

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

**3. Upcoming Events:**

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

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

**4. Time Warner Cable/Charter Merger:**

As part of a national transaction, Charter Communications, Inc. (“Charter”) combined with Time Warner Cable Inc. (“TWC”) and Bright House Networks, LLC (“BHN”) into a single company, “New Charter.” Prior to the close of the transaction, the entity that held the cable franchise in your community was an indirect, wholly owned subsidiary of TWC. Upon completing the merger on May 18, 2016, the cable franchisee is now an indirect, wholly owned subsidiary of New Charter. New Charter has assumed the name Charter Communications, Inc.

Charter markets its products and services under the brand name "Spectrum." In the coming weeks and months, we are to learn more about Charter and its Spectrum services. Charter indicates that Spectrum is the fastest-growing TV, Internet, and Voice provider in the United States, serving more than 24 million customers nationwide in 41 states across the country. As the second largest cable company in America, Spectrum has over 90,000 employees working every day to deliver the products, value, and service to customers. We are advised that Charter is well known for its customer-focused and friendly operational practices, network investment, and product and pricing strategies. We are further advised that while ultimate ownership and control of our cable franchisee has changed, the actual entity that holds the cable franchise in your community remains the same and no further action is required on your part.

#### **5. Project Canopy – Pittsfield Community Project: Gateway to Downtown:**

All 20 trees have been spoken for on Somerset Avenue from the Project Canopy Grant. 19 were planted with 1 more to be planted this week. Students from classes at Warsaw and Vickery went out to learn about and participate in tree planting on Monday, May 23, 2016. More than 100 children participated. Now it is time to compile all the grant paperwork for reimbursement and close-out this week and next week to submit to the State on or by June 15, 2016.

The Town has been fortunate to receive grant funding through the Maine Forestry Service to purchase up to 20 shade trees along Somerset Avenue for planting this Spring. The Town's Comprehensive Plan identifies Somerset Avenue as one of the gateways to the community. As the shade trees along Somerset Avenue were planted many years ago, a number have been removed due to deterioration. Planting new shade trees along Somerset Avenue would be advantageous for many reasons.

Letters were sent to property owners along Somerset Avenue to see if they would be interested in the planting of a tree in the right-of-way of Somerset Avenue along their property. The Town will be working with a MDOT Licensed Landscape Architect to determine the appropriate locations for trees along Somerset Avenue. The trees will need enough room to grow; enough sunlight for growth; and to be located away from infrastructure such as poles, water and sewer lines and power lines. This means that some locations along Somerset Avenue will not be appropriate for a tree to be planted. The Town has ordered Flowering Crab, Ginkgo, Hawthorn and Red Maples.

The Town has been fortunate to have had some extensive capital improvements over the last decade, funded in large part through extensive grant and foundation awards. Several businesses in Town have overwhelmingly supported a number of projects by providing personnel, equipment and/or supplies as match for some of the grants, for which the Town is extremely grateful. We are pleased to now be able to turn our attention to the beautification of Somerset Avenue.

The State of Maine Transportation Department Landscape Architect will be down on Wednesday, 05/18/2016 to meet with the Public Works Foreman to review the tree locations. We still have a few trees left that need homes along Somerset Avenue.

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

**6. Pittsfield Summer Concert Series:** We have a small group of citizens led by Jan Laux and Barbara Denaro who are organizing a summer concert series in the park to start after the Egg Festival for four weeks. They are doing a wonderful job, which was discussed under the Economic and Community Development Report.

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

5. **NEW BUSINESS:**

*ORDINANCE 16-06:*

**TOWN OF PITTSFIELD  
ORDINANCE AUTHORIZING ISSUE OF \$154,000  
PRINCIPAL AMOUNT OF GENERAL OBLIGATION BONDS AND REALLOCATING  
UP TO \$83,000 OF THE PROCEEDS OF ITS \$445,000 GENERAL OBLIGATION  
BOND, DATED APRIL 21, 2015**

The Town of Pittsfield Town Council hereby ordains improvements to the Town's sewer system and financing thereof pursuant to the State's Clean 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 One Hundred Fifty Four Thousand Dollars (\$154,000), the proceeds of the loan or loans to be used to finance the improvements and upgrades to the Town's sewer system which may include, but are not limited to the rehabilitation of the North Main Street (Grove Hill) Sewer Main ("The Project"), or such amount of the foregoing Project as is approved by the State for participation in the SRF, 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 Clean 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. If the State Clean Water Program approves only some but not all of the foregoing Project, the Town is authorized to proceed with the borrowing of the amount and project approved by the

State Clean Water Program, even though the State may have approved only some but not all of the Project described above.

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 Clean 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. The Town further ordains that (a) there are up to \$83,000 in excess proceeds from the Town's \$445,000 General Obligation Bond, dated April 21, 2015, which was issued to the Maine Municipal Bond Bank pursuant to Ordinance 14-23 adopted by the Town Council on December 16, 2014 and January 6, 2015 to finance rehabilitation of the Peltoma Avenue Sewer Main. Such excess funds are not needed to complete the rehabilitation of the Peltoma Avenue Sewer Main. Accordingly, said up to \$83,000 in excess funds of said 2015 General Obligation Bond, dated April 21, 2015, are hereby reallocated to and appropriated and may be expended to finance costs of improvements and upgrades to the Town's sewer system which may include, but are not limited to the rehabilitation of the North Main Street (Grove Hill) Sewer Main (the "New Project"). Ordinance 14-23 adopted by the City Council authorizing issuance of said 2015 General Obligation Bond is hereby amended to provide that the Project described therein shall include the New Project described in this Order. The Mayor and the Treasurer are hereby authorized to execute and deliver on behalf of the Town an amendment to the loan agreement and such other documents, relating to the issuance of 2015 General Obligation Bonds, in such form and on such terms as the Maine Municipal Bond Bank shall require, in order to carry out the provisions of this paragraph.

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

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Strom** that Ordinance 16-06 be set to Public Hearing on 06/21/2016.

The Town Manager noted as discussed at several meetings and then at the last meeting in detail, the Town will proceed 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 took place 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

Olver Associates has reported that there may be additional funds available that would result in nearly \$83,000 being available, however, this is not absolute, so the \$80,000 figure should be utilized when planning the amount of the loan issuance. We have listed up to \$83,000 in case funds are not utilized for the bond counsel or other administrative work, however, for the actual loan, we have listed \$80,000 to make sure we will be all set.

**VOTE: UNANIMOUS AYE**

**ORDINANCE 16-07:** (To be set to Public Hearing 06/21/2016) That the Town of Pittsfield Town Council hereby ordains that Chapter 11 Pittsfield Public Library Policies, Article 7. ACCESS TO INTERNET RESOURCES be rescinded and the new Article 7. PUBLIC COMPUTER USE AND INTERNET SAFETY be adopted and Article 17. DONATIONS AND GIFTS POLICY be rescinded and the new Article 17. DONATIONS AND GIFTS POLICY be adopted.

Moved by **Councilor Strom** and seconded by **Councilor Manning** that Ordinance 16-07 be set to Public Hearing on 06/21/2016.

The Town Manager noted the Ordinance Committee met on May 17, 2016 and approved the two recommended policies with one additional section added to the Donations Section called:

**Town Regulations regarding donations of money:** Once approved by the Library for acceptance, all donations of money must be submitted to the Town Council for acceptance. All uses and/or expenditure of donations of money must be in accordance with town regulations and rules.

The State Law requires that donations of money be accepted by the Town Council and obviously, all use and/or expenditure of money would be in accordance with town regulations such as purchase orders, quotes, etc.

In reference to the question asked at the Ordinance Committee Meeting on clarification of “bona fide research”, the Library staff, which is fully trained, would use their own judgement and library procedures to determine this. Basically, it would be in the library staff’s discretion utilizing regular background and knowledge.

Per the Librarian Lyn Smith, the library board is recommending two policies be added to the Library Policy in the Town Code.

The library board has approved a new Public Computer Use and Internet Safety Policy that will replace the current Access to Internet Resources policy. Our current policy states that the library does not filter internet content. An Internet content filter is one of the five CIPA requirements for receiving E-Rate support for Internet Access. In the past, Networkmaine had not put the library on its E-Rate funding request for Internet Access. The library paid a \$300 yearly fee that was designed to make up for the loss of E-Rate support of Internet Access for the library. However, Networkmaine did request E-Rate support for the library for the *circuit* that connects the library to MSLN. This request for E-Rate support for the *circuit* is filed as a Telecommunications Service. It had been Networkmaine's understanding that Telecommunications Services are not subject to CIPA requirements. Recently, the USAC (Universal Service Administration Company) has informed Networkmaine that schools and libraries are subject to CIPA requirements for Telecommunications Services if said service is used to transport Internet traffic. With this new understanding of how USAC is interpreting federal law as it relates to CIPA, the Networkmaine Council has determined it would be inappropriate to continue the \$300/year option to not filter. As a result, we will need to either become CIPA compliant and use an Internet filter or pay the full cost of the service, which is \$5,600.

The library board has approved a new Donations and Gifts Policy. This establishes guidelines and procedures for receipt, management, and disposition of funds or other properties received by the Library as gifts.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 16-61:** Resolved that the Town Council authorize the Town Manager and Librarian to execute all paperwork and agreements for the yearly service of software and operational support for Minerva Library Management System.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Strom** that Resolution 16-61 is adopted.

The Town Manager noted per the Librarian Lyn Smith, the Library has been members of the Minerva consortium since fall 2006. Minerva is the statewide, integrated library system started by the Maine InfoNet Project and maintained cooperatively by participating libraries in association with the Maine State Library. Minerva provides access to more than six million items. Minerva improves library services for participating libraries and their patrons through automation and collaborative projects. The product provides a tool for cataloging the library collection and

performing the function of circulating materials to the public. The yearly fee pays for one day of inter-library loan delivery service per week.

Minerva membership provides cutting-edge library technology. It ensures significant and cost-effective improvements to library operations by providing an integrated, automated library system from Innovative Interfaces, Inc. The system supports circulation, over dues, cataloging with

database maintenance and authority control, serials management, and statistical reporting. This cutting-edge library technology would be prohibitively expensive for individual users.

On-going technical support and assistance is provided by Maine Infonet staff. Support is available by telephone, email, in person, and through user groups. Minerva professional staff attend conferences and receive training to stay informed about current trends in technology. Technical support is centralized and all hardware maintenance, backup and general operational activities are handled at the central site, rather than in each member library.

Minerva contract fees over the eight years we have been a member.

2007	\$3,000
2008	\$3,000
2009	\$3,750
2010	\$3,750
2011	\$2,947
2012	\$3,865
2013	\$4,000
2014	\$4,200
2015	\$4,200
2016	\$4,200

**VOTE: UNANIMOUS AYE**

**RESOLUTION 16-62:** Resolved that the Town Council approve the establishment of a new Water Debt Service Reserve for future loan payments on the DWSRF North Main Street (Grove Hill) Project and approve the transfer of \$125,000 from the Water Restoration Reserve to the new Water Debt Service Reserve for future payments.

Moved by **Councilor Strom** and seconded by **Councilor Ferland** that Resolution 16-62 is adopted.

The Town Manager noted prior to and during the application process for the DWSRF project for North Main Street (Grove Hill), the use of funding in the Town's Water Restoration Reserve has been discussed to make the first payments. This would allow the Town to maintain the same rates for water service while adding on a large long-term debt to address a very problematic water line on North Main Street. The Water Tank is up on the top of Grove Hill as well as the regional medical complex for the hospital and its numerous services.

The first principal payment would be due one year from the date of closure of the final loan which would be later next year. Therefore, we should be able to stabilize the water rates until 2019, pending any major unknown problems.

With the \$1,047,000 loan and a small grant with it, Olver Associates estimates that the debt service payment will be approximately \$60,000/year. As the State and Bond Bank will add on fees, I have increased the amount to \$125,000 for two full payments.

The Water Restoration Reserve currently has \$170,380.28 with the opportunity over the next couple of years to have additional funds added at the end of the budget periods based upon auditing review.

As of the writing of this agenda item, the \$170,380.28 reserve - \$125,000 transferred to the new Debt Service Reserve would leave \$45,380.28 for unexpected emergencies plus funds in the Water Fund Yearly Budget. The Town also has a Water Tank Painting Reserve in the amount of \$265,544.52.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 16-63:** Resolved that the Town Council authorize the Town Manager to submit a grant application under the Northern Border Regional Commission Grant Program for an economic development opportunity along the East Interceptor.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Strom** that Resolution 16-63 is adopted.

The Town Manager noted in discussion with the State of Maine, four projects were proposed. Although all four projects met the requirements of the federal grant announcement and application materials, we were advised that the projects are also ranked on the state's priorities. Therefore, a project that would allow the SAS facility to be fully utilized in addressing the major bottleneck in the East Interceptor of the Sewer System would be more applicable than our tourism attraction projects (Depot, Theatre, Trails).

The grant application is for \$250,000 for the replacement of a failing obsolete sewer line dating back to the period of 1895 to 1930. The total estimated cost of the project is \$510,000. This will require a match of \$260,000 from the Town from the Sewer Restoration Fund. The line is past its lifespan. The former SAS Industrial Complex is located along the river on one of the oldest roads in the community. As these roads were built to service the largest woolen mill in the State in 1892, which is now part of the SAS Industrial Complex, the sewer mains are also the oldest in the community.

This project will allow a build out of the 31 acre former SAS Industrial Complex and the creation of jobs. The complex consists of two buildings and a connector as follows: (1) late 1960's one-floor manufacturing facility with 78,838 square feet of floor space including offices and conference room; and (2) 1892 three-story former shoe factory and woolen mill. The complex offers approximately 172,500 square feet of usable space set on 31 acres of open land. When operational at full capacity, these facilities provided over 500 jobs. The manufacturing facility remains in very good condition and the 1892 mill despite its age is amazingly in good condition.

The Town has been working with a large employer in the State of Maine under a signed confidentiality agreement. The company wishes to locate in both SAS facilities, expand their product lines and fully utilize the property for growth and development. The business is interested in first utilizing the 1960's factory for manufacturing space and expanding to the 1892 mill for manufacturing and storage. The company is currently meeting with industry experts in

the expectation of bringing in new product lines to Maine, some of which will generate work for veterans.

The sewer line must be fixed as the massive infiltration into this antique line is causing a bottleneck further down the Sewer East Interceptor which if the SAS facility is fully developed, will lead to sewer backup issues during large rain events or large melt downs. This also results in problems at the sewer treatment plant in terms of capacity.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 16-64:** Resolved that the Town Council Sign the Warrant and Notice of Election to Call the MSAD #53 Budget Validation Referendum to be voted on June 14, 2016.

Moved by **Councilor Strom** and seconded by **Councilor Ferland** that Resolution 16-64 is adopted.

The Town Manager noted this is a regular housekeeping process each year.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 16-65:** Resolved that the Town Council sign the Application for a Catered Function by a Qualified Catering Organization for the MCI Reunion to be held on 08/05/2016 from 4:00 pm – 9:00 pm at Maine Central Institute by qualified caterer Jeff's Catering & Bake Shop.

Moved by **Councilor Manning** and seconded by **Deputy Mayor Nichols** that Resolution 16-65 is adopted.

The Town Manager noted this is a requirement of the State Law for town approval when an event is catered off the site of the caterer, such as at Maine Central Institute, during their Annual Reunion which this year is the 150<sup>th</sup>!

**VOTE: UNANIMOUS AYE**

**RESOLUTION 16-66:** Resolved that the Town Council sign the Application for a Catered Function by a Qualified Catering Organization for the MCI Snow Ball to be held on 08/05/2016 from 8:00 – 11:00 pm at Maine Central Institute by qualified caterer Jeff's Catering & Bake Shop.

Moved by **Councilor Ferland** and seconded by **Councilor Manning** that Resolution 16-66 is adopted.

The Town Manager noted this is a requirement of the State Law for town approval when an event is catered off the site of the caterer, such as at Maine Central Institute, during their Annual Reunion which this year is the 150<sup>th</sup>!

**VOTE: UNANIMOUS AYE**

**RESOLUTION 16-67:** Resolved that the Town Council sign the Application for a Catered Function by a Qualified Catering Organization for the MCI Reunion Lunch to be held on 08/06/2016 from 12:00 pm – 5:00 pm at Maine Central Institute by qualified caterer Jeff's Catering & Bake Shop.

Moved by **Councilor Manning** and seconded by **Councilor Strom** that Resolution 16-67 is adopted.

The Town Manager noted this is a requirement of the State Law for town approval when an event is catered off the site of the caterer, such as at Maine Central Institute, during their Annual Reunion which this year is the 150<sup>th</sup>!

**VOTE: UNANIMOUS AYE**

**RESOLUTION 16-68:** Resolved that the Town Council approve the new application of Brandon Stokely as a Transient Seller of Consumer Merchandise selling educational books and supplies door-to-door.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Strom** that Resolution 16-68 is adopted.

The Town Manager noted Council approval of the first application of a Transient Seller of Consumer Merchandise, in this case educational books and supplies, is required under the Town Code for Business Permits.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 16-69:** Resolved that the Town Council authorize the Town Manager to sign the NetDMR Subscriber Agreement for the Maine Department of Environmental Protection to allow designated user/s to sign DMRs and other reports.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Strom** that Resolution 16-69 is adopted.

The Town Manager noted the copy of the agreement that the Town Council received allows designated employees of Clearwater Lab to file reports on behalf of the Town's Wastewater Treatment Facility. The reports for the most part are the Discharge Monitoring Reports (DMRs) as well as other NPDES permit-required reports as needed. Acheron Engineering and Clearwater Lab provide the required Class 3 Licensing Monitoring of the Wastewater Treatment Plant.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 16-70:** Resolved that the Town Council approve the issuance of a Parade Permit to the Central Maine Egg Festival Committee and the Greater Pittsfield Area Kiwanis Club for the Kiddie Parade on Thursday, July 14, 2016 to begin at 6:00 pm and to waive the fee.

Moved by **Councilor Manning** and seconded by **Councilor Strom** that Resolution 16-70 is adopted.

The Town Manager noted the Big Parade; Kiddie Parade; and the Airport Fly-in for 2016 require approval each year. All entities sponsoring the events are required to provide the Town a certificate of insurance listing the Town as additional insured. The Fly-in has been covered under the Town's Airport Liability Insurance policy to date. The Town Council received copies of the applications.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 16-71:** Resolved that the Town Council approve the issuance of a Parade Permit to the Central Maine Egg Festival Committee for the Big Parade on Saturday, July 16, 2016 to begin at 9:15 am and to waive the fee.

Moved by **Councilor Ferland** and seconded by **Councilor Manning** that Resolution 16-71 is adopted.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 16-72:** Resolved that the Town Council authorize the Experimental Aircraft Association (EAA) Chapter 736 to hold The Great Central Maine Everything That Flies Fly-in at the Pittsfield Municipal Airport on Saturday, July 16, 2016.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Strom** that Resolution 16-72 is adopted.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 16-73:** Resolved that the Town Council set the Town Council Meeting Schedule for Summer 2016.

Moved by **Councilor Strom** and seconded by **Councilor Ferland** that Resolution 16-73 is adopted.

The Town Manager noted during the Summer, the Town Council has scheduled one meeting per month with the understanding that if a time-sensitive item arose such as economic development or grant items that a special meeting can be held. Due to on-going business, we will need a meeting on June 21, 2016, which we have had for several years.

July 19, 2016 (Avoids Egg Festival Week and is one month after the June meeting)

August 16, 2016 (one month after the July meeting)

If the Town is awarded an economic development grant or if a large economic development project moves forward, it is likely that the Town will need one or more Special Meetings.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 16-74:** Resolved that the Town Council appoint members to fill the vacancies on the various Town Boards and Committees.

Moved by **Councilor Manning** and seconded by **Councilor Strom** that Resolution 16-74 is adopted.

The Town Manager noted the Code Enforcement Officer advised that Kyle Holmstrom would like to serve on the Board of Appeals to fill a vacancy.

**VOTE: UNANIMOUS AYE**

## 7. **DISCUSSION ITEMS:**

### Updates:

#### **Water & Sewer Projects Update:**

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

Reviewing the Town to locate items for upcoming projects

Worked on the easements for the DWSRF Program

Curb Box adjustments

Valve exercising

Meter work

Shut offs and door postings

Spring cleaning

General Maintenance

Billing background on meters

Assisted other departments as necessary

**Selling Water for the filling of swimming pools:** After learning at the last Council Meeting that the hydrant that was going to be utilized for water for swimming pools was also planned to be utilized for other types of activities, the Assistant Water/Sewer Superintendent and I met to discuss the request for pools to be filled by a company from Newport here in Pittsfield. Any companies requiring water will now obtain that water from the Fire Station with a special hose utilized just for this purpose. The Assistant Water/Sewer Superintendent spoke with the Fire Chief who has approved this. Therefore, from 8:00 am – 3:00 pm, trucks filling up pools or wells with notification to the Assistant Water/Sewer Superintendent will fill up here at the Fire Station and pay for their load upstairs prior to leaving. Scott drafted a letter to the company that had inquired of the Mayor listing the steps.

**Drinking Water State Revolving Loan (DWSRF) North Main Street Project:** The loan is being voted upon shortly and will need to be an interim loan which then will close when the project is completed. This is a requirement of the State that was not on our paperwork. It will require two bond counsel opinions. The other alternatives were to be approved for a smaller loan and then approved for a second loan or a new arrangement which had not been utilized. This is due to issues that the DWSRF program has had with a few other projects in which money was left over and not utilized in the loans for the projects that were applied for and led to issues for the State of Maine from the Federal Government. Therefore, the MMBB will offer the Town interim financing at no cost to the Town and then when the project is completed, the loan will officially close which will result in a later loan payment date.

**Clean Water State Revolving Loan (CWSRF) Remaining Funding:** Discussed under the North Main Street (Grove Hill) Project

**CWSRF Notice for funding for 2016-2017 came out just prior to the 05/03/2016 Meeting:** The State will have another round of CWSRF projects with principal forgiveness. The next project we spoke of was coming from Madawaska specifically on Detroit, Dobson, under the river/bridge, down to Manson Park. Perhaps this small area could be hooked to this larger project. We would get some more points on the application because some of it is already designed.

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

Annaleis Hafford from Oliver Associates and the Town Manager spoke about the several sewer projects along the East Interceptor of the Sewer System. It would be sensible to drive up the project into several components and apply for those which are upstream from the siphons.

**Highway Projects Update:** In addition to regular tasks, Highway has spent several days arranging and planting the very nice trees from the grant project. Highway has also been working on culverts, ditches, patching, equipment repairs, brush cutting, and rebuilding a small section of the Hussey Road.

The Town now has two Rectangular Rapid Flashing Beacons – 1 for Main Street likely past the Railroad Tracks headed toward the Library and MCI and 1 for Hartland Avenue. Both have to be placed in legally compliant spots or spots that we can make legally compliant which means that a crosswalk must be appropriate for that location

**MDOT Bridge Project over the Town's Recreational (Rail) Trail:** MDOT reports that after considerable review, the agency is pleased to inform the Town that the span will be minimized from 150' to 90'. This has cost an additional \$300,000 as the structure is now higher in order to do this. So to shorten the span, they have enlarged it. MDOT would like to re-visit the item of lighting as they do not want to have a lighting bill. So the discussion about the solar panels went around again. MDOT contends that this is a very high, very wide structure now and that it is a

tradeoff for the lighting of the span. MDOT is to send a new picture/diagram for our review. I was also advised that MDOT will send directions about the Western Avenue project in Bangor which has a span. MDOT has indicated that they would like our approval. The Town Council and Town Manager discussed the fact that the Town needs more information, specifically the updated plan and an opinion from MDOT on how the Town will look at varying times of the day when there is little natural light.

**Pittsfield Community Theatre Update:** A draft copy of the findings of the Assessment with cost figures was provided to the Theatre Committee and extensively discussed at the last meeting. The total cost of the items identified by the Assessment were \$519,735.46 plus the costs of the Interior Finishings which are not technically part of a needs assessment of the building under architectural standards, but added in due to common sense. We have calculated the cost of the chair replacement and have added the architect to add costs for new carpeting, lighting allowance; electrical wire update allowance; concession update; and re-painting inside the building. Pricing for a range for the cost of a new canopy vs. a smaller canopy was also included. Therefore, we seem to be headed back to our original figure of \$780,000 which included the projector at that time. The Theatre Manager had sought an estimate to replace the air conditioning units on the roof and as of yet, that estimate has not arrived. Without that estimate, the current cost of renovations is \$737,125.41.

As we did not have the funds to analyze the heating system, that component was not included in the Assessment. The Theatre had donations and a few events for a small fund built up after the projector installation. Then we were able to obtain the BSB Matters more foundation grant of \$5,000 from our little campaign so we had enough to finally do the Needs Assessment. A review of the more items would have been at least \$5,000 which we did not have. I would note that the furnace was installed in 2003-2004 so it is not the old boiler that we had when I arrived.

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

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

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

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

**Ordinance Amendments Update:** The Planning Board has scheduled a public hearing for the last two amendments.

The Planning Board discussed the CEO's proposed revisions and/or additional language at their May 9, 2016 meeting and this should be concluded at their June 13, 2016 Meeting after the public hearing.

The Planning Board discussed the two items that were referred to them by the Ordinance Committee for resolution – the Visual Assessment and how it would be done on a wind turbine and the Home Enterprises which appeared to be vague in parts and overregulating in other parts. The CEO is still studying these items and will be bringing in revised language to the next meeting. These have been the only two pending items since earlier this year.

#### **Codes Enforcement:**

**Leonard Street Violation:** The inspection this week shows that the violations continue. There is a bunch of junk and trash in the front yard and the fence has a section that has not been properly erected and is leaning. We provided an extension of the court order date of May 1 to June 1 as there had been progress. The owner did pay for the Town's legal costs minus a small amount and then came in with the remainder. The Court Order indicates that "the Town may file a motion to enforce this judgment. In that motion, the Town may seek the full amount of the suspended penalty, plus additional penalties. If the Town is the prevailing party, it shall be entitled to an award of its additional attorney's fees and costs. The civil penalty is \$100.00 per day for each day that the property remains out of compliance. If property had been brought into full compliance by May 1, 2016, the civil penalty would have been permanently suspended. The Town provided another 30 days and still violations continue. I contacted the Town attorney on this matter to determine if another agenda item is required if the Council wishes to proceed forward and I expect that it does.

**Rice Street Mobile Home Park Referred to the State of Maine:** The State has agreed to assist with enforcement of the variety of issues at the park. This happened after I requested that the CEO send a letter to the state depicting the many violations and the current debris from the sawed up mobile home. The Town will need to have the owner served in Florida and this process will start this week.

The cleanup of one violation is taking place slowly. The property owner refuses all certified mailings and phone calls. I have advised the CEO that the Police Department will help him have the letter served in Florida so that we can move forward with the property owner actually having

a copy of the violations in front of him. Further, I believe it would be a good idea to list out in a letter to the State of Maine all of the violations in the Mobile Home Park which they had licensed at one time and ask for assistance. This has been done verbally to no avail so it would be good to put it in writing.

The many non-compliance issues were referred to the State of Maine and most remain without resolution. The mobile home that was to be removed was instead dismantled and left in disarray on the lot. A civil dispute has taken place on this item in which it is alleged that the owner who was ordered to remove it did not give permission to another tenant to dismantle it and remove the metal. The individual who dismantled items was told to clean it up. He is working on this slowly. The CEO went up and visibly saw the removal taking place, however, this is a slow process.

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

As the rush at the beginning of the year with all the large projects has slowed down, the CEO has been asked to increase visitation to these locations to initiate cleanup prior to winter. Several contacts have been made as well as letters sent out to property owners in violation. Rice Street Mobile Home Park was referred to the State of Maine

8. **REPORTS:** Audience, Council

**Audience:**

None.

**Council:**

**Councilor Donahue:** Absent.

**Councilor Manning:** Congrats to the MCI Grads

**Councilor Ferland:** I was excited to see that Walpole donated the fence for free. That is wonderful news. I can't wait to see it up! I have had some calls of concern regarding the water level in Mill Pond and the loon habitat. The Town Manager noted that we can call Hartland or Chris Anthony if it becomes an issue.

**Deputy Mayor Nichols:** Congrats to the new businesses coming in. I hope that the Sewer repair goes through. It would be great to get this project done. I want to send my condolences to Gary Whitman's family. My granddaughter graduated and we used the Pinnacle for the reception. It is such a beautiful area. Deputy Mayor Nichols asked if the big frying pan will be used. The Town Manager noted that there would be the Early Bird Breakfast, but we do not believe that the big frying pan will be used. It will be on display though for everyone to see. Deputy Mayor Nichols noted that the Town Employees always work so hard and we appreciate that.

**Councilor Strom:** I was able to participate in the Eagle Scout Event. It was a great event. There have been many exciting events such as the SVH race and the Memorial Day parade. I was out for a run and noticed there were some loose dogs in the park. The Police were right on top of it.

**Councilor Cianchette:** Absent.

**Mayor Stackhouse:** I see that the lawn at the Motel is overgrown. Can we ask them to mow the lawn? The Town Manager noted that she would have the Code Enforcement Officer go out to speak with them. I would like to echo Deputy Mayor Nichols comments on Gary Whitman.

## 9. **ADJOURNMENT**

Motion by **Deputy Mayor Nichols** and seconded by **Councilor Manning** that the meeting be adjourned at 8:15 p.m. All in agreement.

**VOTE: UNANIMOUS AYE**

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Nicole Nickolan, Town Clerk