

MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, April 5, 2016 at 6:30 pm in the Council Chambers.

PRESENT: COUNCILORS: Robert Stackhouse, Tim Nichols, Scott Strom, Heather Donahue, and Marie Manning. **ABSENT:** Michael Cianchette. Also present: Town Manager Kathryn Ruth and Town Clerk Nicole Nickolan. Audience members included: Morris Pollard, Scott Noble, Annaleis Hafford, Jason Tardy, Deborah Killam, Dean Billings, Pete Logiodice, Peter Snow, Steve Emery, Steve Vance, Bernard Williams and Simone Engelhardt.

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 meetings held on March 1, 2016, March 9, 2016 and March 15, 2016.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Strom** that the minutes of the regular meetings held on March 1, 2016, March 9, 2016 and March 15, 2016 be adopted.

VOTE: UNANIMOUS AYE

PRESENTATIONS, CONGRATULATIONS AND INTRODUCTIONS:

Meeting with SAD #53 Superintendent Jason Tardy re: Update on the 2016-2017 Budget Process: Mr. Tardy was in attendance to update the Town Council on the progress of the School Budget. Councilors were provided two handouts regarding the Revolving Renovation Fund. The Fund will forgive 66% of the loan. Currently the roof is in such a way that there can be no snow on the roof of the Manson Park School. As you can see, the Manson Park School roof repair is the #1 project on the State List. This money will allow us to make necessary repairs to the Manson Park School and Vickery School. We need to keep the kids safe.

Mr. Tardy also reviewed the preliminary numbers for the School Budget. The district has had a reduction in State subsidy as well as a 9% Health Insurance increase that was thought to come in at 0-5%. At this point the Finance Committee has sent the budget back for review. We are going back to the drawing board to bring these numbers back down.

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

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 developer and the Plaza owner continue to work on this project.

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

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

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.

The Town has received inquiries from businesses desiring to move to Town from our marketing campaign as well as several parties interested in the community for their projects.

The Town continues to work with an upcoming small company with a great skillset seeking an expansion in our community in the Industrial Park Phase II.

The Town Council will sign a Business Certificate Welcoming Puretech Window Cleaning to Town. The business is located at 115 Main Street. The Pittsfield Redemption Center located on Main Street in the former Corinne's Cleaning Building is now open so a certificate of welcome will also be signed.

Several other projects 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. MDEP is working on the final paperwork. The outside work was not totally completed prior to winter, therefore, it will resume this summer with MDEP signing off likely by early Fall 2016. If marketing starts in the near future outside the State of Maine, we could have a possible new owner later this year.

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.

3. Pittsfield Redemption Center: Mrs. Goodridge has taken the facility back and has family members running it. The property and business are now for sale for \$35,000. The property is also being advertised by the Town. Due to illness in the family, the facility is now closed. We have been advised that the facility is no longer approved as a Redemption Center.

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

4. Pittsfield Equipment Rental: The building remains for sale and another buyer is being pursued. The property is also being advertised by the Town.

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.

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 has been looking forward to a meeting with the State of Maine to discuss the changes made in the road by MDOT during the paving in the Mill & Fill Project and the resulting water issues by Hartland Avenue. On 12/07/2015, the Public Works Foreman met with the Bangor Division Engineer John Devin about the continuous water problems at the end of Somerset Avenue and its intersection with Hartland Avenue, a very flat area without enough catch basins in the State system after the mill and fill project. To date, the Town has not been contacted regarding a proposed solution.

Report on Somerset Avenue Speed Limit Request:

Preliminary information was submitted to MDOT in late Fall, 2014. Additional information was requested. Several extensive details were completed by the Police Chief to provide the additional information on days when the weather was clear, the roads were not snow covered and at a time in which the Police Chief did not have any commitments and the police department was fully staffed here in Town (not at court, out sick, etc.) MDOT has the additional information and will provide their answer on whether the speed zone from I-95 to the Varney Dealership can be lowered to 25 or 30 mph. With the information collected in 2014, it could not be lowered to 25 mph pursuant to their requirements. We will see what the additional information provides for an allowable speed limit under MDOT regulations. The Town has not been advised of a decision as of yet. There has been no response to requests for updates.

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

actual approved 25 mph zone was actually further down toward the Somerset Plaza than signed for many years.

On 02/08/2016 the Town received a copy of the approved lowering of the speed limit to 30 mph from 35 mph. The staff are to review all the signs in place vs. the Traffic Ordinance to make sure that there are no other items to address. If so, we will amend the Traffic Ordinance at the same time rather than conducting a public hearing and amending the Ordinance for one sign if there are more items to address. The staff's review showed that there are multiple items to update including an addition of a proper no parking area or loading area in the Municipal Parking Lot for the Recycling Multi-Bin and new language for the removal of vehicles that park on town property that are constantly in the way for snowplowing. As of 03/09/2016, the staff was still working on the language in the Ordinance. This item is on the agenda for the 04/05/2016 meeting.

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 General Assembly Meeting on Thursday, March 24, 2016 at 5:00 pm at T-Mobile in FirstPark in Oakland

Theatre Committee Meeting on Wednesday, March 30, 2016 at 6:00 pm

Upcoming Meetings:

First Park General Assembly Meeting on Thursday, March 24, 2016 at 5:00 pm at T-Mobile in FirstPark in Oakland

Theatre Committee Meeting on Wednesday, March 30, 2016 at 6:00 pm

Sebasticook Valley Chamber of Commerce Executive Committee Meeting on Thursday, March 31, 2016 at 5:00 pm at the Chamber Office in Palmyra

FirstPark Marketing Committee Meeting on Wednesday, April 6, 2016 at 2:00 pm at the FirstPark Office in Oakland

Sebasticook Valley Chamber of Commerce Strategic Planning Committee Meeting on Thursday, April 7, 2016 at 3:30 pm or 4:00 pm at the Chamber Office in Palmyra

Sebasticook Valley Chamber of Commerce Board of Directors Meeting on Thursday, April 7, 2016 at 5:00 pm at the Chamber Office in Palmyra

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

Central Maine Egg Festival Committee Meeting on Thursday, April 14, 2016 at 6:30 pm

Other meetings will be scheduled for the remainder of the month of April shortly.

3. PUBLIC HEARINGS/OLD BUSINESS:

ORDINANCE 16-02: (Public Hearing)

Public Works General Obligation Bonds and/or Notes
Paving Program and Bridge/Culvert Improvements

That the Town of Pittsfield hereby ordains the borrowing of up to \$200,000 to finance costs of the paving of public roads and improvements to bridges and culverts in the Town, and in order to raise said amount, general obligations bonds and/or notes shall be issued in a total aggregate principal amount not to exceed \$200,000 and the Treasurer and the Mayor shall determine the date, maturities, denominations, interest rate or rates, place of payment, paying agent and registrar, form and other details of the Bonds, including the signing and delivery of said Bonds on behalf of the Town. The Bonds shall be executed in the name of the Town by its Treasurer, and countersigned by the Mayor, and be in such form and contain such terms and provisions, not inconsistent herewith, as the Treasurer and Mayor may approve, their approval to be conclusively evidenced by their execution thereof. The Treasurer and Mayor are hereby authorized to provide on behalf of the Town that any of the Bonds may be made redeemable or callable, with or without premium, prior to maturity. The Treasurer, Mayor and other proper officials of the Town be, and hereby are authorized in its name and on its behalf to do or cause to be done all such other acts and things as may be necessary or desirable in order to effect the issuance, sale and delivery of the Bonds hereinabove authorized, including any certificates, and other documents as may be necessary or appropriate in connection with the sale of the Bonds.

The Public Hearing was opened. No one wished to speak for or against Ordinance 16-02. The Public Hearing was closed.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Ferland** that Ordinance 16-02 is adopted.

The Town Manager noted the Town's budget for 2016 has loans listed in it for the Paving and for the Bridge/Culvert Work. Originally, we were proposing to commit the MainePERS funding for the future loan payment as a special revenue funding source, however, the use of the funds was not approved. If it is not utilized to make the payment in 2017, then the payment will need to come from tax dollars. The cost and fees for service are higher for the two repair projects than in the 2013 study as the costs were updated to 2016 figures and a larger contingency was included. Therefore, to round off the amount of the loan, considering that some of the cost is contingency, we will be using \$75,000 for paving and \$125,000 for bridge/culvert work. If the pricing comes in lower for the bridge/culvert work, we would then plan to use the funds remaining to repair some other smaller culverts. The Town will still have the final acceptance of a proposal from the bank to come back to the Town Council for approval. The Town Attorney has reviewed the proposed Ordinance. The Request for Proposals has been completed for the Loan Proposals from the banks which will be on a future agenda.

VOTE: UNANIMOUS AYE

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

Town Manager's Report: Town Council Meeting of 04/05/2016:

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

2. Upcoming Events:

National Prescription Drug Take Back Day on Sat., April 30 from 10:00 am - 2:00 pm at the Police Station at the Pittsfield Municipal Building

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

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

The next Egg Festival Committee Meeting is on Thursday, 04/14/2016 at 6:30 pm for those who can attend. The group does need some volunteer assistance with all of the upcoming planning work.

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

4. Child Abuse Month: KVCAP which is the local Community Action Program will be teaming up with the Town and other partners to host a pinwheel garden to be taken to the Hall of Flags Event for this month as well as a reading program at the library on Thursday, April 21, 2016 at 10:15 am. Notices are to go out through the School System.

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

The Town has been fortunate to receive grant funding through the Maine Forestry Service to purchase up to 20 shade trees along Somerset Avenue for planting this Spring.

The Town's Comprehensive Plan identifies Somerset Avenue as one of the gateways to the community. As the shade trees along Somerset Avenue were planted many years ago, a number have been removed due to deterioration. Planting new shade trees along Somerset Avenue would be advantageous for many reasons.

Letters were sent to property owners along Somerset Avenue to see if they would be interested in the planting of a tree in the right-of-way of Somerset Avenue along their property. The Town will be working with a MDOT Licensed Landscape Architect to determine the appropriate locations for trees along Somerset Avenue. The trees will need enough room to grow; enough sunlight for growth; and to be located away from

infrastructure such as poles, water and sewer lines and power lines. This means that some locations along Somerset Avenue will not be appropriate for a tree to be planted. The Town is looking at the following tree species: Flowering Crab, Ginkgo, Hawthorn and Red Maples. The tree purchase that is made will be based upon the availability of trees and pricing.

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

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

Ordinance Committee: The Committee met tonight prior to the meeting to discuss the Traffic Ordinance changes that are proposed. These include the speed limit on Somerset Avenue being reduced from 35 to 30, as well as additions to Handicapped parking spaces, Spring Road weight limits and Changing Waverly and Harrison Avenues to Streets. In regards to the other pending Ordinance changes, most were tabled at the Planning Board meeting, and will be reviewed at the next Planning Board meeting on 04/11/2016.

5. **NEW BUSINESS:**

ORDINANCE 16-03: (To be set to Public Hearing on 04/19/2016) That the Town Council hereby Ordains that Chapter 7. Traffic Ordinance be rescinded and the new Chapter 7. Traffic Ordinance be adopted.

Moved by **Councilor Donahue** and seconded by **Councilor Strom** that Ordinance 16-03 be set to Public Hearing on 04/19/2016.

The Town Manager noted the Town Councilors received a copy of the proposed revised Traffic Ordinance for review prior to the Council Meeting. After several reviews by staff, the Ordinance is now in order and has a few important items that need to be placed Into regulation: (1) the revised speed limit on a section of Somerset Avenue reduced from 35 mph to 30 mph; (2) Spring Road being added to the roads which are prohibited for through or thru truck traffic (basically prohibiting the use of a road for a short cut that is not built for truck traffic); (3) updating the list of handicap parking locations; (4) updating the list of Stop Signs; (5) adding departments to those who can park in prohibited areas to conduct business; (6) updating the parking fee and (7) updating all the names of the roads/streets.

There are a few minor page numbers to be fixed as well as Waverly Avenue and Harrison Avenue needing to be changed to Waverly Street and Harrison Street which we can easily address prior to posting the ordinance for a public hearing as these are technicalities.

The Ordinance Committee will review this proposed revised Ordinance prior to the Town Council Meeting

VOTE: UNANIMOUS AYE

RESOLUTION 16-27: Resolved that the Town Council approve the Request for Proposals for borrowing for the financing of the 2016 Paving Program and Bridge/Culvert Improvements in an amount to not exceed \$200,000 and authorize the Town Manager and Deputy Treasurer to seek bids.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Donahue** that Resolution 16-27 is adopted.

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

The proposed RFP has been reviewed by the Town Attorney and was approved for issuance.

VOTE: UNANIMOUS AYE

RESOLUTION 16-28: Resolved that the Town Council approve the bid specifications for the North Main Street (Grove Hill) Water System Improvements, DWSRF No. 2016-28 and authorize the Town Manager and Assistant Water/Sewer Superintendent to seek bids for the same once approved by the State of Maine Department of Health and Human Services Drinking Water Program (DHHS) incorporating all agency amendments.

Moved by **Councilor Donahue** and seconded by **Councilor Manning** that Resolution 16-28 is adopted.

The Town Manager noted Olver Associates has been working away on the Water Improvement Project for this complex area. It has taken some time to put together the plans, conduct the research on exactly what is in the ground in this older system that exceeds a century in age and determine how the cross country lines are hooked to the residences.

The project is expensive due to the extensive amount of ledge, the cross country lines and the cement road.

In addition, as Olver Associates was working in this area and the sewer line is headed toward failure in the future, some sewer design work is also taking place as the Town has a balance on the CWSRF Peltoma Avenue Project to utilize. The balance is just under \$80,000, therefore, will need to be supplemented by the Town Sewer Enterprise Restoration Funds in order to conduct a project. There should be an economy of scale if a small section of sewer could be completed in this area at the same time as the DWSRF project. We would have to determine if there were sufficient funds available for this project between the CWSRF balance and the Town's Sewer Restoration Funds. It seems quite efficient to place a small section of sewer main that is failing out to bid as an Alternate on this project in case we can afford the sewer line replacement. This is a sensible approach to addressing the balance on the CWSRF low interest loan, the failing sewer line, and the fact that Olver Associates was already in the area working away rather than heading over to an entirely different area to propose a small sewer main replacement project.

Please see the Invitation to Bid Summary for the 2016 Water System Improvements. Bidding the work once Olver Associates receives approval from the State Government agencies for late Spring 2016 should result in competitive bidding. Very little infrastructure work is out to bid in this area of the State.

Annaleis Hafford, PE, Vice-President and Senior Process Engineer, attended the Council Meeting to summarize the project for the Town Council and answer any questions.

We were aware that this would be a complex project that had not been addressed by the Town over the decades due to how expensive it would be, the large principal and interest payments that the ratepayers would be unable to afford without a DWSRF low-interest loan and that it would likely be problematic. So this will be a very interesting project.

VOTE: UNANIMOUS AYE

RESOLUTION 16-29: Resolved that the Town Council approve the Request for Proposals for the 2016 SuperPave Hot Bituminous Paving – Town Streets with Alternate Type “C” Mix and Parking Lots and authorize the Town Manager and Public Works Foreman to seek proposals for same.

Moved by **Councilor Donahue** and seconded by **Councilor Strom** that Resolution 16-29 is adopted.

The Town Manager noted the Town Council received a copy of the standard RFP for Paving in 2016. Traveling the Town’s roads, it would be easy to double or triple the paving list of proposed roadways, however, we have limited funds. Funds are much more limited now with the current economic conditions as well as from the high cost of pavement. Our Public Works Foreman has reviewed the roads and proposed those which need paving the most due to their recent deterioration.

The Town will have \$75,000 through a loan that is in the process of being authorized for the paving of the roads. The Town can also pave another part of the parking lot as we have a reserve account for this project.

VOTE: UNANIMOUS AYE

RESOLUTION 16-30: Resolved that the Town Council approve the Request for Proposals for a Seventeen Thousand Pound Excavator Lease of Six Months and authorize the Town Manager and Assistant Water/Sewer Superintendent to seek proposals for same.

Moved by **Councilor Strom** and seconded by **Councilor Donahue** that Resolution 16-30 is adopted.

The Town Manager noted the Assistant Water/Sewer Superintendent submitted this agenda item to organize the rental of an excavator. Over the past years, the use of excavators has grown exponentially by the Water and Sewer Departments due to emergencies. This year, it is appropriate to lease an excavator for a period of six months which will allow time for all departments to get their projects completed. In 2015, the departments spent \$25,491.10 on

equipment rental with approximately 90% of it going toward excavators. A large percentage of the cost was due to water and sewer main breaks.

Project examples include hydrant replacements, sewer main repairs, cleaning and organizing the inert materials area at the Transfer Station/Recycling Center, more road side ditching, culvert replacements, work on setting up the Fire Department's Training Facility, cemetery work, ditching and road work at the Police Department range, and clearing and repairing sewer main right of ways.

VOTE: UNANIMOUS AYE

RESOLUTION 16-31: Resolved that the Town Council waive the bid policy, Chapter 2, Administrative Code, Section 106, to follow the State Bid Package for Police Cruisers and to accept the proposed bid of Quirk Ford of Augusta in an amount not to exceed \$24,500.00 (original price is \$30,835.00 - \$6,335.00 trade in for 2013 Police Cruiser) for a 2016 Fleet/Non-Retail Ford Utility Police Interceptor.

Moved by **Councilor Donahue** and seconded by **Councilor Manning** that Resolution 16-31 is adopted.

The Town Manager noted due to the unavailability of the Ford Interceptor Sedans for two or three months, Quirk offered a quote on a 2016 Ford Utility Police Interceptor that is in stock and ready for delivery for the State Bid Package for Police Cruisers. The utility vehicle is equipped with the exact same engine as the sedan model, therefore, the fuel economy should remain the same. The utility vehicle has a somewhat larger operator's compartment along with a much larger passenger's compartment, therefore, allowing for a much safer and easier transportation of passengers in custody. It is recommended that the Town accept the quote for the utility vehicle.

The Police Chief updated the Town Council in detail on the availability of the utility vehicle vs the sedan.

VOTE: UNANIMOUS AYE

RESOLUTION 16-32: Resolved that the Town Council authorize the Town Manager to execute contracts for the Fire Alarm System Test and Inspection and the Fire Alarm Monitoring for the Pittsfield Public Library with Norris, Inc. for a one year period.

Moved by **Councilor Donahue** and seconded by **Councilor Ferland** that Resolution 16-32 is adopted.

The Town Manager noted in order for the library's fire alarm system to work effectively, it will need a new control panel, annual inspection of all the parts of the system and remote monitoring that will notify library staff and emergency services in case of a problem.

\$472 – Contract for the fire alarm's annual system test and includes inspection of fire alarm control panel, 2 batteries, 10 manual stations, 25 ion/smoke detectors, 8 horn/strobes, and the elevator recall annual fire alarm system test.

\$297 - Contract for monitoring the fire alarm. An additional phone line will be activated for this and is covered in the operating budget.

	Norris	Central Security	Seacoast Security
install new control panel	400	625	812
inspect & test system	472	400	408
monitor fire alarm	297	336	420
	1169	1361	1640

I recommend Norris, Inc. because they have the greatest familiarity with our system. Over the past five years, they have come to the library and worked with the Travers Electric, the company who did the electrical work on the addition at the library.

VOTE: UNANIMOUS AYE

RESOLUTION 16-33: Resolved that the Town Council authorize the Town Manager and Deputy Treasurer to transfer and expend \$6,398.00 from the **Cemetery Capital Improvement Trust** (G/L# 7-127-00 and PITT# 1) for a garden tractor-mower for Cemetery Mowing.

Moved by **Councilor Donahue** and seconded by **Councilor Strom** that Resolution 16-33 is adopted.

The Town Manager noted the Cemetery Sexton has requested the purchase of a tractor and the Town reviewed the cemetery trust accounts to determine if a purchase could be made from one of the accounts.

In a comprehensive review of the four trust funds as follows:(1) Cemetery Trust Fund; (2) Cemetery Capital Improvement; (3) George Parks Fund; and (4) Perpetual Care Trust Fund, it has been determined that funds in the Cemetery Capital Improvement Fund may be utilized.

The Town has impressive Cemetery Trust Funds and is very fortunate. We have invested them wisely and they have grown extensively over the last decade. We had a major breakthrough last week when the actual documents from the 1980's describing the Cemetery Capital Improvements Fund were located. It would seem that this funding could be utilized for the purchase of mowers as a mower is a capital purchase, however, documentation was needed. That documentation was located. An original letter from the Trustees Chairman dated October 16, 1983 was found that explained the history of this newer trust fund.

During the last 20 plus years, the mowers were paid for through property taxes. With the amount of the Trust Funds, we should be able to utilize some of the interest that has accumulated.

Documents have been reviewed which show two varying amounts of principal so this issue needs to be studied in order to determine the amount of the original principal and then additions to the principal, if any. This will be completed through a review of the Audit Report since the funds were created as far back as the audit reports exist.

Currently, the total in the two Cemetery Capital Improvement Trust Funds is \$69,854.86. There certainly is enough interest available for the purchase of one mower at this time. Prior to the purchase of a second mower, we need to resolve the issue of the amount of principal. Once the amount of principal is determined, then the remainder is interest.

VOTE: UNANIMOUS AYE

RESOLUTION 16-34: Resolved that the Town Council Approve the Renewal of the Alcoholic Beverage License for the Broken Putter Restaurant & Lounge at 382 Hartland Avenue, Pittsfield, Maine 04967.

Moved by **Councilor Ferland** and seconded by **Councilor Manning** that Resolution 16-34 is adopted.

The Town Manager noted Resoultion 16-34 and 16-35 are regular renewal permits which are issued each year and are housekeeping in nature.

VOTE: UNANIMOUS AYE

RESOLUTION 16-35: Resolved that the Town Council Approve the Renewal of the Special Amusement Permit for the Broken Putter Restaurant & Lounge at 382 Hartland Avenue, Pittsfield, Maine 04967.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Strom** that Resolution 16-35 is adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 16-36: Resolved that the Town Council Approve the issuance of a parade permit to HealthySV for a 5K Run/1K Walk on May 21, 2016 and waive the permit fees.

Moved by **Councilor Donahue** and seconded by **Councilor Manning** that Resolution 16-36 is adopted.

The Town Manager noted this is a renewal application for a parade permit for Healthy SV's Annual 5K Run/1 K Walk. As HealthySV is a non-profit, the fee has been waived.

VOTE: UNANIMOUS AYE

RESOLUTION 16-37: Resolved that the Town Council Authorize the Town Manager to sign a 5-year blanket approval letter to the Department of Public Safety, Licensing and Inspections Unit for the Greater Pittsfield Area Kiwanis to have games of chance, video poker and beano/bingo to expire 12/31/2020 and will be renewable at that time.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Strom** that Resolution 16-37 is adopted.

The Town Manager noted under the State Law, the Town may issue up to a 5 year blanket approval letter recommending that the games of chance, video poker and beano/bingo may take place. The last 5 year renewal for the Kiwanis' activities has now expired and a new one is needed for the July Festival.

VOTE: UNANIMOUS AYE

RESOLUTION 16-38: Resolved that the Town Council Appoint members to fill the vacancies on the various Town Boards and Committees.

Moved by **Councilor Donahue** and seconded by **Councilor Manning** that Resolution 16-38 is adopted.

The Town Manager noted several appointments are on the agenda to include filling an opening on the Library Trustees, filling an opening on the Theatre Committee and filling a vacancy on the Planning Board. Past practice on the Planning Board has had the Associate move to a Regular position and a new member to be appointed as an Associate so that they can learn and develop their knowledge base. All Associates may attend all the meetings and discuss the applications. If there are enough regular members present, the Associates do not vote.

VOTE: UNANIMOUS AYE

6. **DISCUSSION ITEMS:**

Updates:

Water and Sewer Projects Update: Continual cleanup and inventorying of all supplies have been the major items for the Water/Sewer Department. The Water/Sewer backhoe is torn apart as a major part has failed. The equipment is likely worth \$7,500-\$10,000 for the 1990 Case and the parts could be as much as \$5,000 plus. Therefore, there is some thought going into how to proceed. Perhaps a newer used piece would be a better option. We will hear more in the future as the equipment is utilized by several departments. This is the backhoe that pushes down the materials in the cans at the Transfer/Recycling Center so it is heavily utilized. It also helps out when the PW backhoe is in use.

Update: The Water/Sewer Department has decided to proceed forward with bidding out a lease for an excavator to determine the pricing for a six month period for multiple projects.

The Assistant Water/Sewer Superintendent is also working with Olver Associates on the DWSRF with the Engineer and Town Manager as well as working on the Industrial Park water and sewer lines with the Town Manager.

3. Highway Projects Update: The Public Works Foreman noted that today they were on Peltoma Ave. for tree clearing. We have hauled gravel to dirt roads, pathed an enormous amount of potholes. We used 6 ton of cold patch in a week, 15 tons already this year. Steve also noted we are halfway through our sand pile, which will save us next year.

4. MDOT Public Informational Meeting on the Bridge over the Rail Trail, the Town's Recreational Trail: MDOT is holding a formal public meeting in Pittsfield on Monday,

April 4, 2016 at 6:00 pm at the Pittsfield Municipal Building Council Chambers to discuss improvements to the I-95 Northbound Bridge over the Rail Trail (the Town of Pittsfield's Recreational Trail); the I-95 Northbound Bridge over Route 152; and the I-95 Northbound bridge over the Sebasticook River.

MDOT held its formal meeting on the proposed solution to the bridge over the Rail Trail Monday evening, 04/04/2016. MDOT did follow our request that they not take out the bridge deck and relocate our trail permanently onto Route #152. MDOT spent considerable time and efforts which is why the meeting was 3 months later than originally proposed to be scheduled for the final recommendation. MDOT has decided that the bridge deck will be removed and a tunnel will be placed on the trail so that the trail continues in place. This potential solution does address many of the Town's concerns and does provide an accommodation to the Town so that the trail system stays in place which we requested.

There were many concerns expressed by the public at the meeting. In reviewing those concerns, most of the items were addressed, were unable to be completed by anyone or need to be addressed. Traffic safety and pedestrian safety is key. We will be provided with a copy of the Traffic Plan which is very good as we can comment on it and will be able to show it to Public Works and the Police. The one item that needs to be addressed which I believe we need to be adamant about is that this tunnel needs to be lighted by MDOT. MDOT has stated that lighting the 100-150' long tunnel will be the Town's responsibility and as they are saving some money and not the amount that they originally wanted, but they are saving some money over the long-term, MDOT can light the tunnel for the safety of the users. Several people at the meeting, enforced by the Town, were all the new technologies in which a solar display could be set up by the State. That way, a CMP or other light bill would not be required. Plans shown.

The Councilors discussed the project in detail and agreed that the large culvert/buried arch needs to be lit by the State. The Town is to bring a letter to the next meeting to be signed by the Council and send to MDOT.

5. Recycling Locations Update: To my knowledge and that of the Recycling/Transfer Station Coordinator, there have not been any requests for assistance or complaints except for the prior two requests. With the change in the Recycling Container, it takes approximately ½ hour to clean it out and it can move back and forth easily as long as we have a truck driver that day/when the driver is not hauling waste.

History: So far two people have contacted the town regarding curbside pickup – 1 being home bound and arrangements have been made to pick up her materials monthly by the Recycling staff. The second one was concerned that the bin had been taken to the recycling center to be emptied. The staff is doing much better with the bin being here more days than not, but there are still gaps at this time. Depending upon what takes place in the next few months, we would possibly need two bins in service for the weekend. We will have to review this. If so, there are two locations and we would need to establish which parking lot – the Municipal one or the one by the former Pizzeria will have which materials. This will all depend upon usage.

6. Solid Waste Disposal Options for the Future: Our Recycling/Transfer Station Coordinator has reviewed the various options and come to the conclusion that with the high

costs or the PERC Facility as well as the Fiberright Project that it would be advantageous to have a long-term agreement with Norridgewock at a lower price. The longest arrangement is likely 5 years. A number of towns in our area are going that direction. The Fiberright project is not a proven technology and it is a fair haul for the Town. PERC is questionable as to whether it will be economic in the long-run. We are working on the initiation of a proposal from Norridgewock.

7. Pittsfield Community Theatre Update: The Theatre Roof was patched as part of what will need to be an annual roof maintenance. Basically, until the Theatre is completely re-done, we need to budget for funds each year to address the roof. We received a quote for \$1,500 to fix everything that needs to be patched on the roof. The Public Works Foreman Steve Vance is very knowledgeable about roofs and will oversee the annual maintenance.

A draft copy of the Theatre Assessment was provided to the Theatre Committee. The architect and the Theatre Manager are working on pricing so that we can see exactly how large this renovation project will be. The projects are to be listed in order of priority and in order that they need to be completed so that we do not have to re-do items. As you know, this is a massive project which needs to be completed in phases which means multiple funding applications.

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

9. Ordinance Amendments Update: The PB has its public hearing on the 22 wind turbine definitions and the 1 Site Plan definition set for their meeting on 03/14/2016. These items were approved to be forwarded to the Town Council. Due to the lateness of the hour, the other two items were tabled regarding the standards for the scenic view assessment for a wind turbine project and the home based enterprises section. The items are on their 04/11/2016 meeting for discussion.

10. Codes Enforcement: With the recent rush in building permit and building concepts as of late, the codes enforcement concentration has not taken place as time needed to be spent preparing for the Planning Board meeting and reviewing projects. We are fortunate that it has been applications – applications – applications. However, this does mean less time spent on code enforcement. There has been no update on the Sprague case paperwork filing sign-off and so when I contact the Town Attorney on another matter, I will ask about it.

11. Maine Service Centers Coalition Legislative Updates: Included those that came in by the Council Package Deadline

12. State and Congressional Updates: Included those that came in by the Council Package Deadline: Both the Maine Service Center Coalition Legislative Materials and the State News Updates from our U.S. Representatives and Senators and the local Representative and Senator that is received will be in your Discussion Items unless you note that you are receiving enough information.

7. **REPORTS:** Audience, Council

Audience:

Bernard Williams: At the last meeting I came to talk about a fire truck. A lease purchase was discussed for a fire truck as the best option at this time. The Fire Chief passed out an Information Paper to the Town Councilors, Town Manager and Town Clerk. The Chief indicated that the paper will outline some of the options available for lease purchase of a fire unit. He noted the following: Several of the manufacturers offer this plan with most having two options. First is a lease that at the end for a set amount you purchase the unit. Pierce has this plan and for a dollar at the end you own the unit. The second is a lease for a set number of years and at the end you walk away from the lease and the unit. There are some of the used unit sellers that have some type of option but not all of them do. There are several companies/banks that do lease purchase for all types of municipal equipment whether it is a police cruisers, a fire unit or public works equipment. These will do both new and used. Bernard indicated due to his research that he found that the rates vary depending on whom the lease is with and whether the lease if for new or used. The rates are higher and terms shorter for used than new. The manufacturers are most likely the best rate for new or demo units but not always. Most new units have a rate of three to four percent and used units from three and one half to four and one half percent. Bernard provided an example for one of the banks for a \$500,000 lease for 10 years in which the cost would be \$57,130 per year for a total of \$71,000 or \$71,300 in interest. The demo ladder that Pierce had for \$750,000 was \$90,130 for 10 years. The total cost would be \$901,370 or \$151,370 for interest which is about three percent. Bernard stated that he is not going to contact any of the companies, as he did this a couple of years ago when he talked to the Town Council about a replacement for Engine 1. He was bombarded with emails and phone calls for six months. The Chief stated that he will pursue this further when we get a figure and if we are to buy new, demo or used. After a lengthy discussion with questions and answers, the Mayor asked Bernard what his recommendation was on this potential purchase to replace Engine 1. Bernard stated that his recommendation was an aerial device with a pumper and a long enough ladder for the department's use for the buildings here in Town. The Chief stated that you could spend \$1.2 million or more up to more than \$2.0 million for an aerial device.

The Town Manager noted that the Town was not going to be able to afford a new aerial device and that as we had very good luck in the past with demo or used vehicles that had low mileage that Bernard should look for one of these. Bernard stated that we should have \$750,000 for the vehicle. The Town Council and Town Manager discussed procedures with the consensus of the Town Council to put an ordinance for a used aerial device with pumper on the next Town Council agenda for the 04/19/2016 meeting to set to public hearing and comment at the following Town Council Meeting on 05/03/2016.

The Chief asked if he found a new aerial device with pumper for \$750,000, would the Town be able to scratch the used from the Ordinance. The Chief also commented that he could spend less than \$750,000.

The Town Manager noted it would be worded as usual which allows for up to the figure to be expended. It was agreeable with all that the wording for "used" or "demo" would not be included.

Council:

Councilor Donahue: No Comment.

Councilor Manning: No Comment.

Councilor Ferland: Glad to be back. I missed everyone. Next time we have a celebrity reader at the library we will have Nicole come in. You did a great job reading tonight!

Deputy Mayor Nichols: I know that the Fire Department needs a new truck. We try to minimize tax increases, but it is necessary for this. I want to give my condolences to Dwight's family. He was a good, decent man. I want to thank the Elks Club. They awarded me the 2015 Citizen of the Year Award. I appreciate it very much. It was a good night. Questioned if there is any plan for the old redemption center. The Town Manager noted as far as the Town knows, there is not a plan yet.

Councilor Strom: I want to thank Mo for stepping up to fill the Planning Board opening.

Councilor Cianchette: Absent.

Mayor Stackhouse: Congrats, Tim on the Citizen of the Year Award. I want to thank everyone who has filled the Boards and Committees. It is important that the seats are filled. I want to thank everyone for staying too. It is nice to have an audience. He thanked the Town Manager for all of her hard work and efforts on behalf of the Town, as well as the staff upstairs.

8. **EXECUTIVE SESSION**

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

Motion by **Deputy Mayor Nichols** to enter into executive session to discuss Economic Development, Disposition of Property and Acquisition of Property under Title 1, Section 405, 6.C. at 8:21 p.m. The motion was seconded by **Councilor Donahue**.

Motion by **Deputy Mayor Nichols** to return to regular session. The motion was seconded by **Councilor Donahue**. The Town Council exited executive session at 8:59 p.m.

VOTE: UNANIMOUS AYE

9. **ADJOURNMENT**

Motion by **Deputy Mayor Nichols** and seconded by **Councilor Donahue** that the meeting be adjourned at 9:00 p.m. All in agreement.

Nicole Nickolan, Town Clerk