

**Pittsfield Town Council Package
for the meeting of
Tuesday, 10/06/2020
at 6:30 pm
Council Chambers**

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- 2. Minutes for Regular Meeting held on 09/15/2020.**
- 3. Agenda sheet details for Ordinance 20-10; and**
- 4. Agenda sheet details for Resolutions 20-112 to 20-121.**

**There should be a total of 101 pages
in one PDF file.**

**Note: Copies of the materials will be available
at the Town Council Meeting.**

AGENDA

for a regular meeting of the Pittsfield Town Council, to be held on Tuesday, October 06, 2020 at 6:30 PM at the Pittsfield Municipal Building and by teleconferencing technology due to the Governor's Proclamation of State of Civil Emergency for the ongoing COVID-19 pandemic. Directions to join the meeting by teleconferencing are available at the end of the agenda.

1. Open Meeting/Pledge of Allegiance, followed by Moment of Silence.
2. Adoption of Minutes of the Regular Meeting held on September 15, 2020.

3. PRESENTATIONS, CONGRATULATIONS AND INTRODUCTIONS:

A. Community and Economic Development Activities and Events

4. PUBLIC HEARINGS/OLD BUSINESS:

ORDINANCE 20-10: (Set to Public Hearing on 10/20/2020) That the Town Council hereby Ordains that Chapter 2B General Assistance Ordinance, Appendices A-H be rescinded and the new Appendices A-H be adopted to reflect the revised maximums for the period of October 1, 2020 – September 30, 2021)

5. REPORTS:

- A. **COUNCIL COMMITTEES: FINANCE, ORDINANCE AND RECYCLING**
- B. **BOARD AND COMMITTEE UPDATES BY TOWN COUNCILORS AND MANAGER**
- C. **TOWN MANAGER'S REPORT**

6. NEW BUSINESS:

RESOLUTION 20-112: Resolved that the Town Council accept the bid of _____ in the amount of \$_____ for Map 18, Lot 64, property at 456 Canaan Road, from the 09/25/2020 Tax Acquired Property Bid and to require full payment of the bid price within 21 days.

RESOLUTION 20-113: Resolved that the Town Council accept the bid of _____ in the amount of \$_____ for Map 23, Lot 05, property at 132 Peltoma Avenue, from the 09/25/2020 Tax Acquired Property Bid and to require full payment of the bid price within 21 days.

RESOLUTION 20-114: Resolved that the Town Council ratify the Town Manager's execution of the Listing Agreement with Allied Realty of Skowhegan.

RESOLUTION 20-115: Resolved that the Town Council Waive the Regulation of Bid and Contracts (Section 106 of the Administrative Code) and authorize the Town Manager to execute a one-year contract for Snowplowing with S&G Construction at a rate of \$2,590.00 per mile for a total of \$99,715.00 with 38.50 miles for 2020-2021; with such mileage to be adjusted if the Town adds road mileage during the term of the contract or deletes routes during the term of the contract.

RESOLUTION 20-116: Resolved that the Town Council approve the Request for Proposals for 2020 Municipal Airport Crack Sealing, authorize the Town Manager and Public Works Foreman to see proposals for same, and accept a proposal for the Town within available funding.

RESOLUTION 20-117: Resolved that the Town Council approve the Request for Proposals for the New 25 Ton Capacity Dual Tilt Deck Trailer and authorize the Town Manager and Public Works Foreman to seek proposals for same.

RESOLUTION 20-118: Resolved that the Town Council approve the Request for Proposals for the Ditch & Rip Rap Major Collector Ditch with Receptor Pond and authorize the Town Manager and Public Works Foreman to seek proposals for same, and accept a proposal for the Town within available capital funding.

RESOLUTION 20-119: Resolved that the Town Council approve a renewal application for a liquor license for Vittles Restaurant at 107 Main Street, Pittsfield, Maine 04967.

RESOLUTION 20-120: Resolved that the Town Council approve a second-hand dealer license application for This Place at 445 Canaan Road, Pittsfield, Maine 04967.

RESOLUTION 20-121: Resolved that the Town Council Approve and Authorize the Town Manager to Execute the Application/Agreement for the Grant-in-Aid Program for the Department of Agriculture, Conservation and Forestry Bureau of Parks and Lands Snowmobile Program for an estimated project of \$41,232.69

7. DISCUSSION ITEMS: N/A

8. REPORTS: Audience, Council

9. ADJOURNMENT

Join Zoom Meeting *(by computer)*

<https://us02web.zoom.us/j/81897408859?pwd=Q0w5TWxLWHB6ZlZlR0pBR3RFOGt4QT09>

Meeting ID: 818 9740 8859

Passcode: 452164

Dial by your location

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Germantown) *(by phone)*

+1 312 626 6799 US (Chicago)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 818 9740 8859

Passcode: 452164

Find your local number: <https://us02web.zoom.us/j/kbFF5e6uNK>

MINUTES

for a regular meeting of the Pittsfield Town Council, held on Tuesday, September 15, 2020 at 6:30 PM at the Pittsfield Municipal Building and by teleconferencing technology due to the Governor's Proclamation of State of Civil Emergency for the ongoing COVID-19 pandemic.

PRESENT: COUNCILORS: Mayor Heather Donahue, Deputy Mayor Matthew Bolster, Councilor Timothy Nichols, Councilor Amanda Collamore, and Councilor Peter Logiodice.

ABSENT: Councilor Debra Billings

Also present: Town Manager Kathryn Ruth

AUDIENCE: Ben Hall, Recreation and Parks Committee Chair, Paul Bertrand, Manson Park Trustee, MCI Coach Woody Moore and various Football volunteers.

Zoom: Karl, Athletics

1. Mayor Donahue opened the meeting by leading the Pledge of Allegiance.
2. The Council observed a Moment of Silence.

3. **ADOPTION OF MINUTES OF THE REGULAR MEETING HELD ON September 1, 2020.**

Moved by Deputy Mayor Bolster and seconded by Councilor Nichols that the Minutes of the Regular meeting held on September 1, 2020 be adopted.

VOTE: UNANIMOUS AYE

4. **PRESENTATIONS, CONGRATULATIONS AND INTRODUCTIONS:**

A. Community and Economic Development Activities and Events:

Projects moving forward:

1. *Pittsfield Solar 1*, a 4.95 MW AC Solar PV Development is proposed for the former Jock LaSalle property on Main Street/Route #100 (formerly known as South Main Street).
2. *FIDC 112, LTD* has proposed construction of a 2,502 square foot Walgreen Store at 420 Somerset Avenue. This location has been reviewed by other companies in the past and abuts Family Dollar.
3. *Somerset Solar, LLC* a 4.98 MW AC/ 5.74 MW DC Solar Facility is proposed at 500 Somerset Avenue. This project would be placed on a back lot behind Rite Aid's property abutting Carriage Estates. The terrain of the lot makes it very difficult to develop, therefore, this is an excellent use of the property.
4. *Snakeroot Solar, LLC* a solar array farm is proposed for Snakeroot Road.
5. *Walpole Realty* is applying to the Planning Board for an expansion to their property at 202 Industrial Park Street (the property just past the entrance to the Industrial Park Expansion).
6. *Innovative Specialties, LLC (Nitro Trailers)* has applied to the Planning Board for a 6,000 square foot addition to the existing building at 140 Business Court and has started the process at the Planning Board.
7. The Town's phased in Airport Hanger project has brought in reasonably proceed bids so that the Town can apply for federal funding for a storm water construction project this summer. The Town has received approval at our June 2020 Capital Improvement Meeting to proceed forward. The low bidder for the work has been approved by the Fixed Base Operator Caleb Curtis to start the project next Spring rather than this year as the company got behind on projects with COVID-19. I checked with the Engineering Consultant and

have been advised that this will not cause any issues with our next grant in the phased in approach being utilized by the FAA, Maine DOT and the Town for the revenue generating airport hangar project. These are the major projects moving forward, although a number of others are also in the works.

Certificates for New Businesses, Activities and/or Projects:

487 Nutrition located at 108 Somerset Plaza by Shawna Melanson
Summer Concert Series Thank You Certificates

MaineDOT Main Street Project Update: The Town Manager provided a brief update on MaineDOT’s progress on moving forward on the Main Street project and reviewing the Town’s preferences for the esplanade and the bumpouts/parking downtown. Our Project Manager Randall Barrows had indicated “Regarding an alternative to grass for the esplanade I have reached out to Shawn Davis from TYLin. Our first and only potential alternative that we came up with was concrete pavers which would present it’s own maintenance issues in the long term and does not seem like it would be an effective solution for that large of an area. Shawn has reached out to a colleague at TYLin that it well versed in complete streets design to see if he had any suggestions. Additionally, I am setting up a meeting with the Department’s historic coordinator to discuss potential permitting concerns that she feels that Maine Historic Preservation Commission may have with the sidewalk either with or without an esplanade.” The request of the Town Council to have the worst sections of Main Street and North Main Street paved this Fall has not generated a formal response. The Town Manager was advised that the shim budget had been cut and that many scheduled roads would not be receiving shim this Fall.

4. PUBLIC HEARINGS/OLD BUSINESS: NONE

5. REPORTS:

A. COUNCIL COMMITTEES:

FINANCE: We will have a meeting on 9/22/2020 at 4:00 pm instead of 6:30 pm to review budget requests coming from departments for next year’s budget.

ORDINANCE: We had a meeting last week. We talked about old business: the ban on pesticide use and Article 7 to be reworded for Dogs and Horses. We also reviewed the proposed Sewer Ordinance and Water Rules. Issues on hold that are being discussed by the Planning Board are tiny houses, sludge management and other subjects.

RECYCLING: Our next meeting is tomorrow, 9/16/2020 at 5:00 pm.

B. BOARD AND COMMITTEE UPDATES BY TOWN COUNCILORS AND MANAGER

Parks and Recreation: Ben Hall, the Recreation and Parks Committee Chair discussed the Principal’s Association ruling on Football and how the committee would like to keep the kids and families safe. Woody Moore presented the plan for Fall Football. Items included: following all CDC guidelines, waivers, sanitizing all equipment, coaches taking temperatures before games and practice, and no outside participation from towns except Athens. Games and practices would be held at Manson Park. Fans would be expected to social distance and areas will be marked off with cones. All coaches will wear face coverings while interacting with the players. No car pooling would be allowed for away games in Athens unless the car pools were from the same household.

Planning Board: The Planning Board met on Monday and in addition to reviewing applications, the Board members discussed how to have more growth in town. This included ways to increase new housing such as

reviewing the subdivision regulations, reviewing and locating property that could be developed and extending the commercial and industrial development to areas that would be appropriate in location.

C. TOWN MANAGER'S REPORT

1. Thank you during the civil emergency: We would like to thank everyone for how well they have done during the civil emergency to date. We have had great compliance here with the distancing. We appreciate the fact that so many people wear masks when coming to the Town Office.

2. November 2020 Election Site: Due to COVID-19 requirements, the Municipal Building was set up differently with the flow in the back door and out the front door with less polling booths. The flow worked really well and it was very comfortable. For our November election, we will be utilizing the same format. There are no other buildings in town available for use on Election Day by the Town which have sufficient handicap access to be certified as a polling location by the State of Maine. This means lines and we cannot have two lines coming into the building or splitting off. Our setup works wonderfully for COVID-19 requirements for regular business and a smaller election. It will not work for the November election. In addition, due to a lack of election workers at this time, staff will be working on the Election to make sure that it goes smoothly. This means that the Town Office will be closed to all non-election in-person transactions on Election Day. We will continue to answer the phones and process credit card transactions for vehicle registrations and other transactions. We apologize for any inconvenience, however, this is a very unusual election.

3. Nomination Papers Available: READ Notice

4. Town Office RE-opening: Our town office, as well as town offices across the state fit under the Governor's Phase II opening of June 1, 2020. After the 07/14/2020 election, we revised the hours back to the regular schedule of:

Monday, Tuesday, Thursday and Friday open 8:00 am – 5:00 pm

Closed on Wednesdays

5. On-line services for Town Business Update:

Since April, the following services have been available on-line: READ

We have a handout on the Town's website at www.pittsfield.org and links on the Facebook page.

We have our own "on-line services page"

6. New Registration List: Knowing that new registrations can be complicated with all of the paperwork involved, we have updated and refined a list of items required for (a) a new vehicle registration; (b) for used vehicles (dealer sale) and (c) required for used vehicles (private sale). This was created and placed at the Town Office as a handout as one comes inside the building/outside the building; on the Town's website and links were placed on the Facebook Page.

7. Transfer Station New Fee System was to go into effect on June 01, 2020 and was pushed back to August 1, 2020 due to COVID-19. As of today, we have sold 1,133 transfer station stickers, up 33 since the last Council Meeting.

8. Transfer Station New Attendant Building: At long last now well over 5 months since first requesting the permit the second time, written notification was received that CMP will be turning off the 3-phase power to the Transfer Station this Saturday, 09/19/2020 after close of business. The building will be moved over replacing the old "dump office". It is estimated by staff that the move of the old building and new building will take one hour. All electrical work that could be completed has already been completed with the

Electrician Mark Booth working away over an extended period of time. Mark will finish up work that needs to be done this weekend and after the 3-phase power is turned back on, the new facility will be in operation and use on Tuesday, 09/22/2020. The building is quite nice.

9. Code Enforcement Violations: The cases that the Town Council agreed upon earlier this year and we sent the background in on have been put together to await when the courts open up. Cases like this are for 80K so they will be at the very end of cases to be heard. We have received an update on 80K Court Cases. READ Notice from Town Attorney.

10. KVCOG Textile Recycling: Please utilize the Apparel Impact Company's Clothing and Shoes Box for Textile Recycling at the Transfer Station. Items will be picked up by employees of Apparel Impact and either recycled or donated which then removes the materials from the waste stream. After pickup, the materials will be sorted with those that are good enough, being donated (like we do now with the Recycling Committee team member driving up to the shelters in Bangor with donated clothing and efforts in the past to give bedding to Animal Shelters). Items to be recycled or re-used are: Clothing, bedding, towels, bags, purses, shoes and hats.

People have been enjoying the **Recycling Trailer** which arrived back to the Municipal Parking Lot on August 24. It has been filling up quickly.

11. Sewer & Water System Work: Continues with a comprehensive review of the Pittsfield Water Works Terms and Conditions Revised 09/2020 and Draft #1 of the Sewer Ordinance which were presented to the Ordinance Committee last week at their meeting.

We are waiting for confirmation on how we will prepare all the information for the water rate study. This is needed in order to more effectively operate the system as well as address additional loan opportunities for capital improvements and partially due to the fact that the Water and Sewer Systems must have depreciation which is charged to our budget as though it was an expense.

I have not heard back from USDA regarding the Town Council's request to discontinue the \$85,000 Reserve.

12. Hydrant Replacement: The hydrant on North Main Street was scheduled for replacement for next Monday, 09/21/2020, however, multiple issues had developed. We cannot detour and so need the flaggers at all locations. More information will be available from Olver Associates shortly.

13. Flushing of Hydrants: Scheduled for as soon as our water flow will allow. We had been advised that Hancock Lumber had stopped watering the logs, started to get the paperwork ready for the ad and then Hancock had to start watering logs again. It appears that flushing can start on 10/05/2020. READ Notice.

Flushing requires an extensive amount of water so we cannot have a massive industrial operation and the Town's flushing of the hydrants going at the same time. We have plenty of water but not to have two high flow projects going at once.

14. Bid Specs that Public Works will be working on include:

- a. Airport Cracksealing
- b. Manhole Cover/Device Replacement for Detroit Avenue: Required so that the roadway can have its overlay Coat – Bids are due Friday, 09/18/2020. Heard from 1 company bringing in a bid.
- c. Pintle Trailer
- d. Engineering for the Cost Estimates for Road Projects to assist the staff: I will work on this one. Many

engineers interested, however, the bridge/culvert project thrown in by Public Works at the last minute is creating some issues so I will work on that this evening.

e. Back Walkway: PW is not going to get to this, so I am going to get some bid specs, put it on the next agenda and bid it out.

15. Airport Grants: With our reimbursement for the last Airport Grant for engineering and our new awards, the Town has over \$453,000 coming in for funding for the airport.

We are scheduling the scoping meeting for the airport grant. READ Schedule

16. TAP: READ Notice

17. 2020 Tax Bills: READ Notice. The 2020 tax bill were sent out last week. We included an explanatory sheet detailing the reasons for the mil rate and how the Homestead Exemption affected bills. We also included information on Absentee Balloting; 2021 Transfer Station Stickers; and 2021 Dog Licenses.

18. Mission Statement: READ Notice. The Town's mission statement was copied for the public, copies posted and it was recently provided to all regular Town Employees.

6. NEW BUSINESS:

RESOLUTION 20-108: Resolved that the Town Council authorize the Town Manager to execute the Letter of Intent to participate in the one-day Household Hazardous Waste Collection Event on Saturday, October 03, 2020.

Moved by Deputy Mayor Bolster and seconded by Councilor Collamore that Resolution 20-108 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 20-109: Resolved that the Town Council authorize the Town Manager to execute a contract with Spectrum Enterprise/Time Warner for an upgrade of internet service at the Water/Sewer Garage at a cost of \$134.98 per month with a one-time service charge of \$99.00 for high speed internet services.

The Town Manager will have the staff further research this and then sign it only if this is the only way to increase the bandwidth for the Water/Sewer facilities in town.

Moved by Councilor Collamore and seconded by Deputy Mayor Bolster that Resolution 20-109 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 20-110: Resolved that the Town Council authorize the Town Manager to Execute the Annual Hardware Maintenance Program for Mueller System, formerly Hersey Automatic Meter Readers (AMR), for the EZ Reader System Street Machine Receiver for reading meters for water and sewer billings on a yearly basis.

Moved by Deputy Mayor Bolster and seconded by Councilor Nichols that Resolution 20-110 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 20-111: Resolved that the Town Council authorize the Town Manager to execute an eighteen (18) month extension of the current postage meter lease with Quadriant in an amount to not exceed \$1,621.68 for 2021 and \$810.84 for the first six months in 2022, a cost of \$135.14/month for the period of time.

Moved by Deputy Mayor Bolster and seconded by Councilor Logiodice that Resolution 20-111 be adopted.

VOTE: UNANIMOUS AYE

7. DISCUSSION ITEMS:

- A. Department Report for 8/31/2020
 - Accomplishments/ Achievements
- B. Financial Reports as of 08/31/2020
 - Budget Expenditure Report
 - Revenue Collections Report
 - Excise Tax Collections Comparison Report
 - State Revenue Sharing Comparison Report
 - Economic Development Accounts Update
 - Housing Revolving Loan Update
 - Tax Increment Financing Update
 - Pittsfield Future Account Update
 - Transfer Station/Recycling Monthly Report

The Town Manager advised of the following:

Budget Expenditure Report: 66.7% of period; 52.6% of municipal; 47.4% municipal, water & sewer (depreciation and transfers done by Auditor so percentage will increase)

Revenue Collections Report: 66.7% of period; 49.9% municipal; 47.5% municipal, water & sewer

Excise Tax Collections Comparison Report: For this period, we are +\$47,293.47 ahead of 2019 collections at this period of time.

State Revenue Sharing Comparison Report: For this period, +\$87,414.39 ahead of 2019 collections.

This account needs to be watched closely in case it falls behind. It worked out well this year.

The remainder of the Financial Reports are self-explanatory.

8. REPORTS:

Audience:

None.

Council:

Mayor Donahue: Thank you to Kathryn for getting the certificates for the Summer Concert Series. It was well received and people looked forward to and enjoyed it. Thanks to Jan and Barbara. Welcome to 487 Nutrition, our new business. Excited that the Transfer Station Office is going to finally be moving. It will provide a clean space and it is nice to see a project coming to completion. Thanks to all of the volunteers coming in for football. The Town cannot run without volunteers. Hopes it all goes off without a hitch. Thank you for the updates on the Theatre.

Deputy Mayor Bolster: Mentioned the Main Street lights and whether the control box needs to be replaced for the lights to work again. (TM: The lighting is working and the electrician has been down to work on it. This was supposed to be taken care of as part of the Main Street project and it may not make it until then. It needs to be fixed.)

Councilor Nichols: Thanks to those who came in tonight who are working hard to keep the kids busy. It is good to see the Puritan project moving ahead full steam. It is too bad about MaineDOT not fixing the road. I think the State is having a billion dollar shortfall and they will have to cut projects or raise taxes. Deanna Tilton passed away last week. I grew up with her children and went to school with them. She was big in the community. My condolences to her and her family. I am cautiously optimistic that with time we will get back to some semblance of normalcy.

Councilor Collamore: Congratulated the organizers of the Summer Concert Series as it was a fantastic event. Thanked all the people who came tonight to represent the football program. Expressed excitement about the Transfer Station finally getting the building moved. We mentioned sending out Christmas cards/greetings. Inquired if we also send out cards/greetings for the alternatives to Christmas that are celebrated. TM: We have not sent out official greetings. I send cards personally to several people.)

Councilor Logiodice: No report.

Councilor Billings: Absent.

9. ADJOURNMENT

Moved by Councilor Nichols and seconded by Councilor Collamore to adjourn at 8:34 PM.

VOTE: UNANIMOUS AYE

Kathryn Ruth, Deputy Town Clerk

Michael Feole, Deputy Town Clerk

Minutes are a synopsis of a meeting. For more detail, please go to www.pittsfield.org and click on Town Meeting Videos to listen to videos of Town Council and other Board/Committee Meetings.

TOWN COUNCIL MEETING OF 10/06/2020:

 X PUBLIC HEARINGS
 REPORTS
 OLD BUSINESS

 X NEW BUSINESS
 DISCUSSION ITEMS
 EXEC. SESSION

 ORDER
 RESOLUTION
 X ORDINANCE 20- 10

 X PACKAGE
 ADDITION

TO BE TITLED: (To be set to Public Hearing on 10/20/2020) That the Town Council hereby Ordains that Chapter 2B General Assistance Ordinance, Appendices A-H be rescinded and the new Appendices A-H be adopted to reflect the revised maximums for the period of October 1, 2020-September 30, 2021.

SUBMITTED BY: Emmalee Reed
DATE: 09/15/2020
AGENDA-

GENERAL ASSISTANCE ORDINANCE APPENDICES A-H 2020-2021

The Municipality of **Pittsfield** adopts the MMA Model Ordinance GA Appendices (A-H) for the period of Oct. 1, 2020—September 30, 2021. These appendices are filed with the Department of Health and Human Services (DHHS) in compliance with Title 22 M.R.S.A. §4305(4).

Signed the **20th** (day) of **October** (month) **2020** (year) by the municipal officers:

(Print Name)

(Signature)

2020-2021 GA MAXIMUMS SUMMARY SHEET

Note: The overall maximums found in *Appendices A, B, C, D, E, and F* are effective from October 1, 2020 to September 30, 2021.

APPENDIX A - OVERALL MAXIMUMS

<u>County</u>	<u>Persons in Household</u>					
	1	2	3	4	5	6

NOTE: For each additional person add \$75 per month.

(The applicable figures from Appendix A, *once adopted*, should be inserted here.)

APPENDIX B - FOOD MAXIMUMS

<u>Number in Household</u>	<u>Weekly Maximum</u>	<u>Monthly Maximum</u>
1	\$ 47.44	\$ 204
2	86.98	374
3	124.42	535
4	158.14	680
5	187.67	807
6	225.35	969
7	249.07	1,071
8	284.65	1,224

NOTE: For each additional person add \$153 per month.

APPENDIX C - HOUSING MAXIMUMS

<u>Number of Bedrooms</u>	<u>Unheated</u>		<u>Heated</u>	
	Weekly	Monthly	Weekly	Monthly
0				
1				
2				
3				
4				

(The applicable figures from Appendix C, *once adopted*, should be inserted here.)

FOR MUNICIPAL USE ONLY

2020-2021 GA Overall Maximums

Metropolitan Areas

COUNTY	Persons in Household				
	1	2	3	4	5*
Bangor HMFA: Bangor, Brewer, Eddington, Glenburn, Hampden, Hermon, Holden, Kenduskeag, Milford, Old Town, Orono, Orrington, Penobscot Indian Island Reservation, Veazie	775	879	1,116	1,397	1,956
Cumberland County HMFA: Baldwin, Bridgton, Brunswick, Harpswell, Harrison, Naples, New Gloucester, Pownal, Sebago	883	926	1,197	1,649	1,882
Lewiston/Auburn MSA: Auburn, Durham, Greene, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales	741	798	1,025	1,287	1,633
Penobscot County HMFA: Alton, Argyle UT, Bradford, Bradley, Burlington, Carmel, Carroll plantation, Charleston, Chester, Clifton, Corinna, Corinth, Dexter, Dixmont, Drew plantation, East Central Penobscot UT, East Millinocket, Edinburg, Enfield, Etna, Exeter, Garland, Greenbush, Howland, Hudson, Kingman UT, Lagrange, Lakeville, Lee, Levant, Lincoln, Lowell town, Mattawamkeag, Maxfield, Medway, Millinocket, Mount Chase, Newburgh Newport, North Penobscot UT, Passadumkeag, Patten, Plymouth, Prentiss UT, Seboeis plantation, Springfield, Stacyville, Stetson, Twombly UT, Webster plantation, Whitney UT, Winn, Woodville	741	742	981	1,229	1,341
Portland HMFA: Cape Elizabeth, Casco, Chebeague Island, Cumberland, Falmouth, Freeport, Frye Island, Gorham, Gray, Long Island, North Yarmouth, Portland, Raymond, Scarborough, South Portland, Standish, Westbrook, Windham, Yarmouth; Buxton, Hollis, Limington, Old Orchard Beach	1,179	1,284	1,668	2,180	2,654
Sagadahoc HMFA: Arrowsic, Bath, Bowdoin, Bowdoinham, Georgetown, Perkins UT, Phippsburg, Richmond, Topsham, West Bath, Woolwich	821	933	1,095	1,449	1,691

Appendix A
Effective: 10/01/20-09/30/21

COUNTY	1	2	3	4	5*
York County HMFA: Acton, Alfred, Arundel, Biddeford, Cornish, Dayton, Kennebunk, Kennebunkport, Lebanon, Limerick, Lyman, Newfield, North Berwick, Ogunquit, Parsonsfield, Saco, Sanford, Shapleigh, Waterboro, Wells	918	980	1,212	1,539	1,720
York/Kittery/S.Berwick HMFA: Berwick, Eliot, Kittery, South Berwick, York	1,136	1,165	1,539	1,926	2,699

*Note: Add \$75 for each additional person.

Non-Metropolitan Areas

Persons in Household

COUNTY	1	2	3	4	5*
Aroostook County	649	710	831	1,119	1,200
Franklin County	683	729	837	1,102	1,480
Hancock County	836	871	1,047	1,319	1,445
Kennebec County	769	786	979	1,284	1,371
Knox County	792	795	979	1,291	1,390
Lincoln County	868	886	1,057	1,349	1,554
Oxford County	764	767	936	1,322	1,537
Piscataquis County	659	708	874	1,158	1,396
Somerset County	709	744	959	1,249	1,338
Waldo County	818	871	997	1,339	1,705
Washington County	710	713	926	1,160	1,254

* Please Note: Add \$75 for each additional person.

2020-2021 Food Maximums

Please Note: The maximum amounts allowed for food are established in accordance with the U.S.D.A. Thrifty Food Plan. As of October 1, 2020, those amounts are:

Number in Household	Weekly Maximum	Monthly Maximum
1	\$ 47.44	\$ 204
2	86.98	374
3	124.42	535
4	158.14	680
5	187.67	807
6	225.35	969
7	249.07	1,071
8	284.65	1,224

Note: For each additional person add \$153 per month.

2020-2021 GA Housing Maximums (Heated & Unheated Rents)

NOTE: NOT ALL MUNICIPALITIES SHOULD ADOPT THESE SUGGESTED HOUSING MAXIMUMS! Municipalities should ONLY consider adopting the following numbers, if these figures are consistent with local rent values. If not, a market survey should be conducted and the figures should be altered accordingly. The results of any such survey must be presented to DHHS prior to adoption. Or, no housing maximums should be adopted and eligibility should be analyzed in terms of the Overall Maximum—Appendix A. (*See Instruction Memo for further guidance.*)

Non-Metropolitan FMR Areas

Aroostook County		Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	117	504	141	606	
1	123	528	154	663	
2	139	599	180	776	
3	195	840	246	1,057	
4	200	859	262	1,126	
Franklin County					
Franklin County		Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	125	538	149	640	
1	127	547	159	682	
2	141	605	182	782	
3	191	823	242	1,040	
4	265	1,139	327	1,406	
Hancock County					
Hancock County		Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	159	682	182	783	
1	159	682	188	809	
2	186	801	227	975	
3	238	1,022	287	1,235	
4	251	1,079	312	1,342	
Kennebec County					
Kennebec County		Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	143	615	167	716	
1	143	615	168	724	
2	170	733	211	907	
3	230	987	279	1,200	
4	234	1,005	295	1,268	

Non-Metropolitan FMR Areas

<u>Knox County</u>	<u>Unheated</u>		<u>Heated</u>	
	<u>Weekly</u>	<u>Monthly</u>	<u>Weekly</u>	<u>Monthly</u>
<u>Bedrooms</u>				
0	148	638	172	739
1	148	638	172	739
2	170	733	211	907
3	231	994	281	1,207
4	238	1,024	299	1,287
<u>Lincoln County</u>				
	<u>Unheated</u>		<u>Heated</u>	
	<u>Weekly</u>	<u>Monthly</u>	<u>Weekly</u>	<u>Monthly</u>
<u>Bedrooms</u>				
0	166	714	190	815
1	166	714	192	824
2	189	811	229	985
3	245	1,052	294	1,265
4	276	1,188	337	1,451
<u>Oxford County</u>				
	<u>Unheated</u>		<u>Heated</u>	
	<u>Weekly</u>	<u>Monthly</u>	<u>Weekly</u>	<u>Monthly</u>
<u>Bedrooms</u>				
0	142	610	165	711
1	142	610	165	711
2	160	690	201	864
3	238	1,025	288	1,238
4	272	1,171	333	1,434
<u>Piscataquis County</u>				
	<u>Unheated</u>		<u>Heated</u>	
	<u>Weekly</u>	<u>Monthly</u>	<u>Weekly</u>	<u>Monthly</u>
<u>Bedrooms</u>				
0	116	501	142	609
1	119	512	152	652
2	146	627	189	811
3	200	862	253	1,086
4	241	1,037	305	1,312
<u>Somerset County</u>				
	<u>Unheated</u>		<u>Heated</u>	
	<u>Weekly</u>	<u>Monthly</u>	<u>Weekly</u>	<u>Monthly</u>
<u>Bedrooms</u>				
0	129	555	153	656
1	129	555	159	682
2	166	713	206	887
3	221	952	271	1,165
4	226	972	287	1,235

Non-Metropolitan FMR Areas

Waldo County		Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	154	664	178	765	
1	157	676	188	809	
2	175	751	215	925	
3	242	1,042	292	1,255	
4	311	1,339	373	1,602	

Washington County		Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	129	556	153	657	
1	129	556	153	657	
2	158	680	199	854	
3	201	863	250	1,076	
4	206	888	268	1,151	

Metropolitan FMR Areas

Bangor HMFA		Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	144	621	168	722	
1	159	684	190	817	
2	202	870	243	1,044	
3	256	1,100	305	1,313	
4	370	1,590	431	1,853	

Cumberland Cty. HMFA		Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	170	729	193	830	
1	170	731	201	864	
2	221	951	262	1,125	
3	314	1,352	364	1,565	
4	353	1,516	414	1,779	

Lewiston/Auburn MSA		Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	137	587	160	688	
1	140	603	171	736	
2	181	779	222	953	
3	230	990	280	1,203	
4	295	1,267	356	1,530	

Metropolitan FMR Areas

Penobscot Cty. HMFA	Unheated		Heated	
	Weekly	Monthly	Weekly	Monthly
Bedrooms				
0	137	587	160	688
1	137	587	160	688
2	171	735	211	909
3	217	932	266	1,145
4	227	975	288	1,238
Portland HMFA				
	Unheated		Heated	
	Weekly	Monthly	Weekly	Monthly
Bedrooms				
0	238	1,025	262	1,126
1	253	1,089	284	1,222
2	331	1,422	371	1,596
3	438	1,883	487	2,096
4	532	2,288	593	2,551
Sagadahoc Cty. HMFA				
	Unheated		Heated	
	Weekly	Monthly	Weekly	Monthly
Bedrooms				
0	155	667	179	768
1	172	738	203	871
2	197	849	238	1,023
3	268	1,152	317	1,365
4	308	1,325	369	1,588
York Cty. HMFA				
	Unheated		Heated	
	Weekly	Monthly	Weekly	Monthly
Bedrooms				
0	178	764	201	865
1	183	785	213	918
2	225	966	265	1,140
3	289	1,242	338	1,455
4	315	1,354	376	1,617
York/Kittery/S. Berwick HMFA				
	Unheated		Heated	
	Weekly	Monthly	Weekly	Monthly
Bedrooms				
0	228	982	252	1,083
1	228	982	257	1,103
2	301	1,293	341	1,467
3	379	1,629	428	1,842
4	543	2,333	604	2,596

APPENDIX D - UTILITIES

ELECTRIC

NOTE: For an electrically heated dwelling also see "Heating Fuel" maximums below. But remember, an applicant is *not automatically* entitled to the "maximums" established—applicants must demonstrate need.

1) **Electricity Maximums for Households Without Electric Hot Water:** The maximum amounts allowed for utilities, for lights, cooking and other electric uses *excluding* electric hot water and heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$14.00	\$60.00
2	\$15.70	\$67.50
3	\$17.45	\$75.00
4	\$19.90	\$86.00
5	\$23.10	\$99.00
6	\$25.00	\$107.00

NOTE: For each additional person add \$7.50 per month.

2) **Electricity Maximums for Households With Electrically Heated Hot Water:** The maximum amounts allowed for utilities, hot water, for lights, cooking and other electric uses *excluding* heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$20.65	\$89.00
2	\$23.75	\$102.00
3	\$27.70	\$119.00
4	\$32.25	\$139.00
5	\$38.75	\$167.00
6	\$41.00	\$176.00

NOTE: For each additional person add \$10.00 per month.

NOTE: For electrically heated households, the maximum amount allowed for electrical utilities per month shall be the sum of the appropriate maximum amount under this subsection and the appropriate maximum for heating fuel as provided below.

APPENDIX E - HEATING FUEL

<u>Month</u>	<u>Gallons</u>	<u>Month</u>	<u>Gallons</u>
September	50	January	225
October	100	February	225
November	200	March	125
December	200	April	125
		May	50

FOR MUNICIPAL USE ONLY

NOTE: When the dwelling unit is heated electrically, the maximum amount allowed for heating purposes will be calculated by multiplying the number of gallons of fuel allowed for that month by the current price per gallon. When fuels such as wood, coal and/or natural gas are used for heating purposes, they will be budgeted at actual rates, if they are reasonable. No eligible applicant shall be considered to need more than 7 tons of coal per year, 8 cords of wood per year, 126,000 cubic feet of natural gas per year, or 1000 gallons of propane.

APPENDIX F - PERSONAL CARE & HOUSEHOLD SUPPLIES

<u>Number in Household</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1-2	\$10.50	\$45.00
3-4	\$11.60	\$50.00
5-6	\$12.80	\$55.00
7-8	\$14.00	\$60.00

NOTE: For each additional person add \$1.25 per week or \$5.00 per month.

SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5

When an applicant can verify expenditures for the following items, a special supplement will be budgeted as necessary for households with children under 5 years of age for items such as cloth or disposable diapers, laundry powder, oil, shampoo, and ointment up to the following amounts:

<u>Number of Children</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1	\$12.80	\$55.00
2	\$17.40	\$75.00
3	\$23.30	\$100.00
4	\$27.90	\$120.00

Appendix G
Effective: 10/01/20-9/30/21

2020-2021 Mileage Rate

This municipality adopts the State of Maine travel expense reimbursement rate as set by the Office of the State Controller. The current rate for approved employment and necessary medical travel etc. is 45 cents (45¢) per mile.

Please refer to the Office of State Controller for changes to this rate:
Telephone: 626-8420 or visit: <http://www.state.me.us/osc/>

Funeral Maximums

Burial Maximums

The maximum amount of general assistance granted for the purpose of burial is **\$1,475**. The municipality's obligation to provide funds for burial purposes is limited to a reasonable calculation of the funeral director's direct costs, not to exceed the maximum amounts of assistance described in this section. Allowable burial expenses are limited to:

- removal of the body from a local residence or institution
- a secured death certificate or obituary
- embalming
- a minimum casket
- a reasonable cost for necessary transportation
- other reasonable and necessary specified direct costs, as itemized by the funeral director and approved by the municipal administrator.

Additional costs may be allowed by the GA administrator, where there is an actual cost, for:

- the wholesale cost of a cement liner if the cemetery by-laws require one;
- the opening and closing of the grave site; and
- a lot in the least expensive section of the cemetery. If the municipality is able to provide a cemetery lot in a municipally owned cemetery or in a cemetery under municipal control, the cost of the cemetery lot in any other cemetery will not be paid by the municipality.

Cremation Maximums

The maximum amount of assistance granted for a cremation shall be **\$1,025**.

The municipality's obligation to provide funds for cremation purposes is limited to a reasonable calculation of the funeral director's direct costs, not to exceed the maximum amounts of assistance described in this section. Allowable cremation expenses are limited to:

- removal and transportation of the body from a local residence or institution
- professional fees
- crematorium fees

Appendix H

Effective: 10/01/20-9/30/21

- a secured death certificate or obituary
- other reasonable and necessary specified direct costs, as itemized by the funeral director and approved by the municipal administrator.

Additional costs may be allowed by the GA administrator where there is an actual cost, for:

- a cremation lot in the least expensive section of the cemetery
- a reasonable cost for a burial urn not to exceed \$55
- transportation costs borne by the funeral director at a reasonable rate per mile for transporting the remains to and from the cremation facility.

TOWN COUNCIL MEETING OF 10/06/2020:

 PUBLIC HEARINGS

 X NEW BUSINESS

 REPORTS

 DISCUSSION ITEMS

 OLD BUSINESS

 EXEC. SESSION

 ORDER

 X PACKAGE

 X RESOLUTION 20- 112

 ADDITION

 ORDINANCE 20-113

TO BE TITLED:

RESOLUTION 20-__: Resolved that the Town Council accept the bid of _____ in the amount of \$_____ for Map 18, Lot 64, property at 456 Canaan Road, from the 09/25/2020 Tax Acquired Property Bid and to require full payment of the bid price within 21 days.

RESOLUTION 20-__: Resolved that the Town Council accept the bid of _____ in the amount of \$_____ for Map 23, Lot 05, property at 132 Peltoma Avenue, from the 09/25/2020 Tax Acquired Property Bid and to require full payment of the bid price within 21 days.

SUBMITTED BY: Emmalee Reed

DATE: 09/29/2020

AGENDA-

TAX ACQUIRED AND TOWN OWNED PROPERTY SALE

September 25, 2020 at 11:00 AM

PARCEL # 1

Map 18 Lot 64

BIDDER Name & Address	QUOTE DOLLAR AMOUNT	NARRATIVE Yes / No	20% DEPOSIT Yes / No
Charrel O'Brien 191 Burnham Road Troy, ME	16,600	yes	yes
Kelly & Mike Clendy 428 Cornman Rd. Pittsfield ME 04967	13,000	yes	yes
Elizabeth Weston / Arto McDougall 217 Cornman Center Rd Cornman ME 04928	13,500	yes	yes

Nickie Wischen
 Town of Pittsfield Employee

Emmalee Keel
 Town of Pittsfield Employee

TOWN OF PITTSFIELD
TAX ACQUIRED AND TOWN OWNED PROPERTY SALE
Friday, September 25, 2020 at 11:00 a.m.
QUOTATION SHEET

PARCEL # 1

QUOTATION AMOUNT \$ 16,600

PROPOSERS NAME AND ADDRESS:

CHAO O'Brien
191 Burnham Rd. Troy Maine 04987

SIGNATURE: Mark O'Brien

DAY TIME PHONE: 207 - 416 - 8689

NARRATIVE STATEMENT AS TO WHAT YOU PROPOSE TO DO WITH THE PROPERTY AND WITHIN WHAT TIME FRAME:

Clean it up,
Fix the house and live there,
with in 6 months

Be sure to include a certified check, bank money order or postal money order in an amount not less than twenty percent (20%) of the quotation price to serve as the deposit on the quoted price. Failure to submit the narrative statement or the deposit shall cause the quotation to be automatically rejected.

If you have any questions please contact Emmalee Reed at 487-3136.

TOWN OF PITTSFIELD
TAX ACQUIRED AND TOWN OWNED PROPERTY SALE
Friday, September 25, 2020 at 11:00 a.m.
QUOTATION SHEET

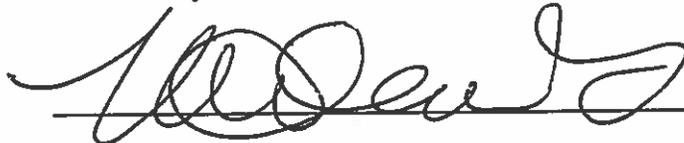
PARCEL # 1

QUOTATION AMOUNT \$ 13,000

PROPOSERS NAME AND ADDRESS:

Mike and Hillary Chewley
428 Canaan Rd.
Pittsfield ME, 04967

SIGNATURE:



DAY TIME PHONE:

512 4841

NARRATIVE STATEMENT AS TO WHAT YOU PROPOSE TO DO WITH THE PROPERTY AND WITHIN WHAT TIME FRAME:

Convert house into Commercial Kitchen for
purposes of Creamery & farm product oper
Clean and rebuild barns for hay storage
and dairy goat facilities with
emphasis on restoration agriculture &
expansion of Melody Ridge Farm operations.

Be sure to include a certified check, bank money order or postal money order in an amount not less than two percent (20%) of the quotation price to serve as the deposit on the quoted price. Failure to submit the narrative statement or the deposit shall cause the quotation to be automatically rejected.

If you have any questions please contact Emmalee Reed at 487-3136.

* timeframe *

- creamery winter '20
- farm summer '21

TOWN OF PITTSFIELD
TAX ACQUIRED AND TOWN OWNED PROPERTY SALE
Friday, September 25, 2020 at 11:00 a.m.
QUOTATION SHEET

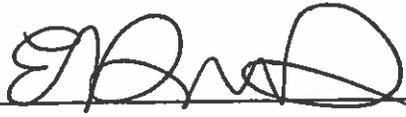
PARCEL # 1

QUOTATION AMOUNT \$ 13,500.00

PROPOSERS NAME AND ADDRESS:

Elizabeth Martin Arlo McDugal
319 Corinna Center Rd
Corinna Me 04928

SIGNATURE:

 Arlo McDugal

DAY TIME PHONE:

207-431-1509 207-341-4279

NARRATIVE STATEMENT AS TO WHAT YOU PROPOSE TO DO WITH THE PROPERTY AND WITHIN WHAT TIME FRAME:

Looking to fix up the home
+ Clean up property

Would like to start ASAP.

Be sure to include a certified check, bank money order or postal money order in an amount not less than twenty percent (20%) of the quotation price to serve as the deposit on the quoted price. Failure to submit the narrative statement or the deposit shall cause the quotation to be automatically rejected.

If you have any questions please contact Emmalee Reed at 487-3136.

TAX ACQUIRED AND TOWN OWNED PROPERTY SALE

September 25, 2020 at 11:00 AM

PARCEL # 2

Map 23 Lot 05

BIDDER Name & Address	QUOTE DOLLAR AMOUNT	NARRATIVE Yes / No	20% DEPOSIT Yes / No
Tamara Hunsford 96 Crawford Rd. Pittsfield ME 04967	9,000	yes	yes
William Burn 203 Nichols St, Apt. 501 Pittsfield ME 04967	6,620	yes	yes
Elizabeth Martin + Arlo McFarland 919 Conner St Center Rd Conner ME 04928	8,150	yes	yes

Siad Sigel
Town of Pittsfield Employee

Emmalee Keef
Town of Pittsfield Employee

TOWN OF PITTSFIELD
TAX ACQUIRED AND TOWN OWNED PROPERTY SALE
Friday, September 25, 2020 at 11:00 a.m.
QUOTATION SHEET

PARCEL # 2 QUOTATION AMOUNT \$ 9000

PROPOSERS NAME AND ADDRESS:

Tania Hassard
96 Crawford Rd.
Pittsfield, ME 04967

SIGNATURE: Tania Hassard

DAY TIME PHONE: (207) 751-5865

NARRATIVE STATEMENT AS TO WHAT YOU PROPOSE TO DO WITH THE PROPERTY AND WITHIN WHAT TIME FRAME:

I plan on fixing the house up over the winter and
next spring and either sell or rent in the fall.

Be sure to include a certified check, bank money order or postal money order in an amount not less than two percent (20%) of the quotation price to serve as the deposit on the quoted price. Failure to submit the narrat statement or the deposit shall cause the quotation to be automatically rejected.

If you have any questions please contact Emmalee Reed at 487-3136.

I would like to bid \$6,620.00 on
parcel # 2 pettoma ave.

My plans are to clean up the yard and
make repairs where needed as soon
as possible.

Enclosed is my 20% deposit which
would be \$1329.00 I am giving you a
check for \$1400.00

Address 203 Nichols st Apt 201
Pittsfield ME 04967
207-487-7302
207-599-4514
Curtis Benn

TOWN OF PITTSFIELD
TAX ACQUIRED AND TOWN OWNED PROPERTY SALE
Friday, September 25, 2020 at 11:00 a.m.
QUOTATION SHEET

PARCEL # 2

QUOTATION AMOUNT \$ 8150.00

PROPOSERS NAME AND ADDRESS:

Elizabeth Martin Arlo McDougal
319 Corinna Center Rd
Corinna Me 04928

SIGNATURE:

 Arlo McDougal

DAY TIME PHONE:

207-431-1507 207-341-4279

NARRATIVE STATEMENT AS TO WHAT YOU PROPOSE TO DO WITH THE PROPERTY AND WITHIN WHAT TIME FRAME:

Would like to fix up the home + clean up
the yard.

Would like to start asap

Be sure to include a certified check, bank money order or postal money order in an amount not less than ten percent (20%) of the quotation price to serve as the deposit on the quoted price. Failure to submit the narrative statement or the deposit shall cause the quotation to be automatically rejected.

If you have any questions please contact Emmalee Reed at 487-3136.

TOWN COUNCIL MEETING OF 10/06/2020 :

 PUBLIC HEARINGS X NEW BUSINESS
 REPORTS DISCUSSION ITEMS
 OLD BUSINESS EXEC. SESSION

 ORDER 20- X PACKAGE
 X RESOLUTION 20- 115 ADDITION
 ORDINANCE 20-

TO BE TITLED: Resolved that the Town Council Waive the Regulation of Bid and Contracts (Section 106 of the Administrative Code) and authorize the Town Manager to execute a one-year contract for Snowplowing with S&G Construction at a rate of \$2,590.00 per mile for a total of \$99,715.00 with 38.50 miles for 2020-2021; with such mileage to be adjusted if the Town adds road mileage during the term of the contract or deletes routes during the term of the contract

DESCRIPTION:

S&G Construction has been the Town’s snowplow contractor for decades. In the past, S&G was the only contractor that bid on snowplowing services. The last two contracts were negotiated in 2014 for 3 years and in 2017 for 3 years.

The following was approved for a three-year term without any fuel adjustments:

2014-2015: \$1,813.71 per mile for a total of \$ 96,852.11 with 53.40 miles; 3% increase
2015-2016: \$1,904.40 per miles for a total of \$101,694.96 with 53.40 miles; 5% increase
2016-2017: \$1,904.40 per mile for a total of \$101,694.96 with 53.40 miles; 0% increase

For the next three years, S&G requested the following price increases due to the cost of doing business. Stanley advised that 2016 was a rough year for the company for the snowplowing business.

2017-2018: \$2,000.00 per mile for a total of \$106,800.00 with 53.40 miles; 5% increase
2018-2019: \$2,000.00 per miles for a total of \$106,800.00 with 53.40 miles; 0% increase
2019-2020: \$2,040.00 per mile for a total of \$108,936.00 with 53.40 miles; 2% increase
The Town took over mileage which lowered the snowplowing contract to a total of \$78,540.00.

For 2020-2021, the Public Works Foreman has negotiated a contract for \$2,590.00 per mile for a total of \$99,715.00. Please see attached background from Public Works Foreman Steven Vance.

A copy of the past contract is attached for your background. We would update the contract to reflect a one-year term and the pricing if approved.

History:

In August 2017, Stanley advised that he will be retiring at some point and requests that the Town start looking at taking over 1-2 routes. Obviously, this could not be planned out at this late date given that funds would need to be made available, trucks updated and equipment purchased. We have added additional language to the contract which focuses on working together toward turning over 1 or more

routes with the understanding that if routes are deleted, that the payment will be less as the payment is based on the amount of mileage plowed. This is a future project for the Public Works Foreman. Stanley has pledged to work with Steve Vance on this project. Stanley also wishes to sell one or more trucks to the Town.

A majority of snowplow contracts have fuel adjustments which lead to widely varying prices when the market is not stable and is difficult to budget for each year. Our standard contract has utilized a set price.

In summary, S&G has not had an increase since 2015-2016, therefore requests a price increase for the 2017-2018 contract which provides for its first payment in January, 2018.

SUBMITTED BY: KR
DATE: 09/30/2020
AGENDA-5634

Kathryn Ruth

From: Public Works <publicworks@pittsfield.org>
Sent: Wednesday, September 30, 2020 3:11 PM
To: townmanager@pittsfield.org
Subject: 2020-2021 Snow Plowing Contract Increase
Attachments: Snowplow Sections 2020.xlsx

Kathryn,

I met with Stan Kitchen and we reviewed plow routes #3-#5 that S&G Construction plows and he has worked out the new price per CL (Center Line) mile. With all plow routes and CL mileage updated. S&G has 38.50 CL miles they plow.

Last year's price was \$2,040.00 per mile. The new price is \$2,590.00 per CL road miles. He said that is a fair increase and I agree. I asked him what he would think if it has to go out to bid. He explained politely that if it goes out to bid that he won't be bidding on it. He said that he has held his price down for many years and that this increase is still a very fair price. I was expecting a 30-35% increase. He came through with roughly a 26-27% increase. Let me know how we might proceed. See Summary of costs at bottom of page 5 of Snowplow Sections 2020.xlsx attachment.

Steven R. Vance
Public Works Director
Town of Pittsfield
112 Somerset Avenue
Pittsfield, Maine 04967
Voice: (207) 487-6942
Cell: (207) 877-5890
Fax: (207) 487-6942
Email: publicworks@pittsfield.org
Web Site: www.pittsfield.org

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**SNOWPLOWING ROAD SECTIONS
 PLOW ROUTE #1 (Plowed by Town of Pittsfield)**

CL MILES	LANE MILES	STREET NAME	SURFACE
0.18	0.36	ELM STREET	Paved
0.14	0.28	SOUTH STREET	Paved
0.12	0.24	GEORGE STREET	Paved
0.14	0.28	MORRILL STREET	Paved
0.07	0.14	NOBLE COURT	Paved
0.33	0.66	BATES STREET	Paved
0.09	0.18	UNION STREET from Hartland Ave. to Bates St.	Paved
0.06	0.12	UNION STREET from Bates. to Ruth St.	Gravel
0.28	0.56	SEBASTICOOK STREET	Paved
1.37	2.74	SOMERSET AVENUE	Paved
0.13	0.26	RUTH STREET	Paved
0.27	0.54	CENTRAL STREET	Paved
0.12	0.24	CONNORS STREET	Paved
0.12	0.24	HATHRON STREET	Paved
0.19	0.38	MAIN STREET From Somerset Ave. to Central Street	Paved
0.47	0.94	SCHOOL STREET	Paved
0.23	0.46	DOROTHY STREET	Paved
0.37	0.74	WEST STREET	Paved
0.25	0.50	HIGHLAND STREET	Paved
0.90	1.80	HAMILTON TERRACE from Hartland Ave. to Birchwood Terr.	Paved
0.47	0.94	BIRCHWOOD TERRACE from Hamiltom Terr. to Somerset Ave.	Paved
0.22	0.44	ARBOR TERRACE from Birchwood Terr. to Hamilton Terr.	Paved
0.17	0.34	MAPLE TERRACE from Hamiltom Terr. to Hamiltom Terr.	Paved
0.18	0.36	HEMLOCK TERRACE from Hamiltom Terr. to Hamiltom Terr.	Paved
0.15	0.30	WAVERLY STREET from Bow St. Hartland Ave.	Paved
7.02	14.04	Total Miles for Plow Route #1	

**SNOWPLOWING ROAD SECTIONS
 PLOW ROUTE #2 (Plowed by Town of Pittsfield)**

CL MILES	LANE MILES	STREET NAME	SURFACE
1.10	2.2	Detroit Road from Railroad tracks to Town Line	Paved
0.51	1.02	DETROIT STREET from (Mainstreet to Railroad Tracks)	Paved
0.22	0.44	WASHINGTON STREET	Paved
0.26	0.52	LIVINGSTON STREET	Paved
0.51	1.02	LINCOLN STREET	Paved
0.17	0.34	LEONARD STREET	Paved
0.13	0.26	DAVIS STREET	Paved
0.09	0.18	COTTAGE STREET	Paved
0.18	0.36	DOBSON STREET	Paved
0.07	0.14	MILL COURT	Paved
0.48	0.96	HUNNEWELL AVENUE from Mainstreet to Rail Road tracks	Paved
1.38	2.76	NORTH MAIN STREET	Paved
0.25	0.5	SAS STREET	Paved
0.40	0.8	WAVERLY STREET from Bow St. to Madawaska Ave.	Paved
0.06	0.12	FOURTH STREET	Paved
0.06	0.12	THIRD STREET	Paved
0.06	0.12	FIRST STREET	Paved
0.25	0.50	HARRIET STREET	Paved
0.08	0.16	EASY STREET	Paved
0.09	0.18	NORTH LANCY STREET	Paved
0.23	0.46	DOGTOWN ROAD	Paved
0.04	0.08	CHANDLER STREET	Paved
0.29	0.58	LEIGHTON STREET	Paved
0.08	0.16	CURTIS STREET	Paved
0.12	0.24	FAIRVIEW STREET	Paved
1.00	2.00	NORTH MAIN STREET from from Somerset Ave. to Dogtown Road	Paved
0.15	0.30	WAVERLY STREET from Bow St. Hartland Ave.	Paved
8.26	16.52	Total Miles for Plow Route #2	

**SNOWPLOWING ROAD SECTIONS
 PLOW ROUTE #3 (Contractor Plow Route)**

CL MILES	LANE MILES	STREET NAME	SURFACE
3.10	6.2	PELTOMA AVENUE from South Main St. to Pump House after Bridge	Paved
0.28	0.56	FRANKLIN STREET	Paved
0.45	0.9	CHESTER STREET	Paved
0.06	0.12	CROBY STREET	Paved
0.27	0.54	LANCY STREET	Paved
0.31	0.62	NICHOLS STREET	Paved
0.10	0.2	CROSS STREET	Paved
0.78	1.56	STINSON STREET	Paved
0.39	0.78	RAYMOND STREET	Paved
0.17	0.34	LIBBY STREET	Paved
0.29	0.58	LIBRARY STREET	Paved
0.14	0.28	MANSON STREET	Paved
0.20	0.4	HARRISON STREET	Paved
0.12	0.24	SUMMER STREET	Paved
0.10	0.2	SUMMER COURT	Paved
0.74	1.48	MAIN STREET from railroad tracks to Stinson St.	Paved
0.79	1.58	INDUSTRIAL STREET	Paved
0.22	0.44	INDUSTRIAL STREET EXT. from Indl St. to rear entrance of Hancock Lumber	Paved
0.25	0.50	PARRILLO STREET from Industrial Street to Dead End.	Paved
0.20	0.40	BUSINESS COURT from Parrillo St. to Somerset Ave.	Paved
8.96	17.92	Total Miles for Plow Route #3	

**SNOWPLOWING ROAD SECTIONS
 PLOW ROUTE #4 (Contractor Plow Route)**

CL MILES	LANE MILES	STREET NAME	SURFACE
4.95	9.9	HIGGINS ROAD from Spring Rd. to Route #2	Paved
1.70	3.4	BEANS CORNER ROAD from Route #2 to Town Line	Paved
1.00	2	BEANS CORNER ROAD from Town Line to Town Line	Paved
2.22	4.44	POWERS ROAD from Route #2 to Beans Corner Rd.	Paved
1.30	2.6	POOLER ROAD from Route #2 to Powers Rd.	Paved
0.50	1	WILSON ROAD from Route #2 to End.	Gravel
1.11	2.22	SIBLEY POND ROAD from Route #2 to End	Gravel
1.10	2.2	HUSSEY ROAD from Higgins Road to End Note: 50% Paved & 50% Gravel	Note
0.18	0.36	GRANT ROAD from Route #2 to End	Gravel
2.55	5.1	PHILLIPS CORNER ROAD from Higgins Road to Route #2	Paved
16.61	33.22	Total Miles for Plow Route #4	

**SNOWPLOWING ROAD SECTIONS
 PLOW ROUTE #5 (Contractor Plow Route)**

CL MILES	LANE MILES	STREET NAME	SURFACE
4.30	8.6	SNAKEROOT ROAD from Route 100 to Weeks Rd.	Paved
0.68	1.36	MOUNT ROAD from Route #100 to across bridge	Paved
0.70	1.4	TAYLOR ROAD from Snakeroot Rd. to End/Private Road	Gravel
2.42	4.84	WEBB ROAD from Route 100 to Snakeroot Road	Paved
0.08	0.16	ARMSTRONG ROAD from Webb Rd. to End	Gravel
0.98	1.96	CRAWFORD ROAD from Webb Rd. to Higgins Rd.	Paved
0.10	0.2	Higgins Driveway (Crawford Road to end)	Gravel
1.56	3.12	SPRING ROAD from Higgins Rd. to Town Line	Paved
0.70	1.4	BERRY ROAD from Webb Rd. to End	Paved
1.41	2.82	JOHNSON FLAT ROAD from Burnham Town Line to Clinton Town Line	Paved
12.93	25.86	Total Miles for Plow Route #5	

CL MILES	LANE MILES	Plow Route Summary's
15.28	30.56	Total Miles Plowed by the Town of Pittsfield
38.50	77	Total Miles to be Plowed by the Outside Contractors
53.78	107.56	Total Miles of all Town Roads

\$ Per Mile \$ Total Miles

\$2,040.00	\$78,540.00	2019-2020 CL Mile Price x 38.50 miles. Contractor: S&G Construction
\$2,590.00	\$99,715.00	2020-2021 CL Mile Price. Contractor: S&G Construction

\$21,175.00	Note: Increase of 26.960784% from 2019-2020 to 2020-2021 Plow contract Note: \$550 per CL Mile Increase from 2019-2020 to 2020-2021 Plow contract
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**CONTRACT FOR SNOWPLOWING
IN THE TOWN OF PITTSFIELD, MAINE
2017 – 2018; 2018 - 2019; and 2019 - 2020**

WITNESSETH, THAT **S&G Construction, Inc.** hereinafter referred to as the Contractor, and the Town of Pittsfield, represented by its Town Manager, hereinafter sometimes referred to as the Town and/or Manager, agree as follows:

The Contractor agrees to plow snow from the following streets and roads, or portions thereof, in the Town of Pittsfield for and during the three (3) Winter seasons immediately following the date of this Agreement in accordance with the Maine Department of Transportation Regulations.

All Town maintained streets and roads within the Town of Pittsfield, consisting of Routes 1 through 5, totaling 53.40 miles. A specific listing of the streets and roads in the form of Routes is appended to and made a part of this contract as Schedule A. During the term of this contract, certain road names will be updated, but mileages, in total, will not change. If there are additions to any route from the date of August 19, 2014 any extra payments will be based on a pro-ration of the per mile cost for that, and any remaining, years on the contract. **If there are any deletions of routes from the date of August 15, 2017 any reduction in payment will be based on a pro-ration of the per mile cost for that, and any remaining, years on the contract.**

It is further agreed that all school bus turn-arounds as specifically designated by the Superintendent of Schools adjacent to the roads included under this contract shall be plowed.

Snow removal shall begin whenever wet snow or slush has accumulated on any portion of any road, either by actual snowfall or by action of wind, to a depth of one (1) inch, when dry powder snow has accumulated on any portion of any road, either by actual snowfall or by action of wind to a depth of two (2) inches, or when summonsed by the Manager or his designee, and shall continue until all roads are properly cleared of snow. After cessation of each storm, in drifting conditions the said ways shall be cleared of accumulated snow. It shall be the primary responsibility of the Contractor to apprise himself of the condition of the roads and to begin plowing without notice. However, upon notice by the Highway or Police Departments that a need for plowing exists, the Contractor shall immediately dispatch the necessary equipment. In all cases, judgment as to compliance with the terms of this contract and supervision of the Contractor's work shall be by the Manager, or by the Public Works Director or Highway Foreman as designated by the Manager.

The Contractor shall remove snow on the said described ways to the outside edges of the shoulders; and when directed by the Highway Foreman or Town Manager, the snow shall be removed beyond the outside edges of the shoulders at designated locations to permit proper drainage of the road surface.

The Contractor shall use proper and due care in plowing of said roads and streets in the Fall and Spring of the year when said roads are not frozen or are thawing on top, to prevent any unnecessary damage to said roads and streets. It shall be the Contractor's responsibility to repair all damage to town ways caused, or appearing to have been caused, by the Contractor's plowing equipment in the performance of this contract. "Repair" shall include, but not be necessarily limited to, replacing curbing and repairing damage from the Contractor's vehicles going off the traveled way. Contractor and Public Works Director, Highway Foreman or Town Manager shall inspect streets and roads together to determine liability.

Work may not be assigned or subcontracted by the Contractor without written consent of the Town Manager. Such consent shall not be unreasonably withheld.

The Contractor shall designate one or more telephones where he or a designated and authorized representative can be reached; and during the Winter season some person shall be there to receive communications from the Town. All communications with the Town of Pittsfield shall be made through the Public Works Director, Highway Department Foreman, Police Department, or Manager.

In the event that Pittsfield orally notifies or attempts to notify the Contractor by calling the telephone number(s) as designated by him that a condition exists which is covered by the Contract and which must be remedied without delay, and in the event said condition is not being attended to within thirty (30) minutes from notification or attempted notification, then Pittsfield may hire any available equipment and/or persons to have the condition remedied and the cost thereof shall be deducted from money payable by Pittsfield to the Contractor.

The Contractor agrees to furnish for each route at least one adequately equipped and satisfactory, late model vehicle and adequately trained personnel to operate the equipment, and shall be responsible for ensuring the availability of a back-up vehicle or vehicles in the event of mechanical failure of the primary vehicle. The equipment for each route may consist of either of the following:

One (1) or more trucks, manufacturer's rated GVW not less than 32,000 lbs. or one (1) or more trucks which have an actual GVW of not less than 25,000 lbs. A listing of the vehicles and back-up vehicles is to be attached as Schedule E at the time of the contract signing.

The Contractor shall, prior to the awarding of the contract under this Agreement, furnish for the Manager's approval a list of the equipment to be used in carrying out this Agreement. This list shall show the manufacturer's name, year and model, an identifying number, and information on the plows and wings. Throughout the life of this contract, the contractor shall notify the Manager in writing of any changes in this list. Notices shall be submitted within ten days of the change.

There shall be one or more units of snow plowing equipment at work at all times during snow removal operations on each route.

Each unit shall have a plow and wing (or wings) of a conventional or reversible one-way or "V" type, designed and constructed to function in general snow conditions, and to permit plowing operations of a conventional and approved manner, and shall be equipped with emergency warning lights as required by State statutes.

The vehicle or vehicles assigned to the specifically designated areas shall work that area only until the roads of that area are properly cleared of snow.

The Contractor shall in no instance, except "winging back" minor drifts, use any equipment which is not equipped with both a plow and a wing unless authorized by the Town Manager.

The Contractor shall, from November 15 to April 1 of the contract season, keep his designated equipment within the Town of Pittsfield at all times, except when the equipment is to be repaired or is required to be taken for equipment installation out of town.

All of the Contractor's personnel involved in any way with supporting this agreement shall live as close to their jobs as possible, preferably in Pittsfield, but in no case more than fifteen (15) minutes response time from the Town of Pittsfield.

The Contractor shall furnish certification of adequate property damage and personal injury liability insurance (minimum \$500,000 single limit bodily injury and property damage liability), one hundred percent (100%) performance bond, and proof of Workers Compensation coverage to the Manager on or before the first day of contract period. He/she/it must also provide evidence that any employee holding a CDL license is participating in testing programs mandated by Federal Law under the 1988 Drug Free Workplace Act and Omnibus Transportation Employee Testing Act of 1991.

All claims for property damage or liability arising from the Contractor's provision of services under this contract shall be submitted to the Contractor's Insurance Carrier for adjustment, except when damages are less than One Hundred Dollars (\$100) and the Contractor compensates the claimant directly within seven (7) days of notice of claim and a release, executed by the claimant, is provided to the Town.

For the purpose of this Agreement the total mileage of the roads included shall be as follows for each route regardless of whether the actual mileage be more or less than as represented. The routes have been measured and are believed to be accurate.

Route #1 - 8.50 miles
Route #2 - 8.21 miles
Route #3 - 7.77 miles
Route #4 - 13.90 miles
Route #5 - 15.02 miles

In consideration of the faithful performance of the Contractor the Town agrees to pay the Contractor at the following rates per mile:

2017-2018: \$2,000.00 per mile for a total of \$106,800.00 with 53.40 miles
2018-2019: \$2,000.00 per mile for a total of \$106,800.00 with 53.40 miles
2019-2020: \$2,040.00 per mile for a total of \$108,936.00 with 53.40 miles

Payment shall be made as follows: Twenty-five percent (25%) of the contract sum shall be paid within ten (10) days of the first day of January; thirty percent (30%) within ten (10) days of the first day of February; twenty-five percent (25%) within ten (10) days of the first day of March; ten percent (10%) within ten (10) days of the first day of April; and the remaining ten percent (10%) within ten (10) days of a joint inspection by Contractor and Public Works Director, Public Works Foreman and/or Manager, said inspection to be undertaken not more than two weeks after the Contractor notifies the Town that all damage to improved areas abutting roads or streets attributable to plowing operations has been repaired. Should all repairs not have been performed satisfactorily in the opinion of the Public Works Director, Public Works Foreman and/or Manager, payment shall be withheld until the repairs are completed to the Town's satisfaction. It should be noted that seeding shall be required, but actual growth of grass shall not be a requirement to satisfy the repair stipulation.

The Town and the Contractor are committed to working together so that when the Contractor ceases operations in the future due to retirement or other reason, that an orderly transfer of responsibilities to the Town will take place. While the Town may be able to bid out the services, it is unlikely that another contractor will be available that will provide services meeting the town's needs and finances.

It is the intent of the Town to take over one or more of the routes starting with one route at a time. Therefore, the Town and the Contractor will mutually agree upon the date of the transfer of a particular route. The Town must acquire the appropriate funding, equipment and approvals to implement the transfer of a route. As each route has mileage assigned and the cost per mile is depicted in the contract, payment will continue to be based upon the mileage plowed.

IN WITNESS WHEREOF the Parties of this Agreement have executed the same in triplicate on the _____ day of _____, 2017, and hereunto set our hands and seals.

WITNESS:

INHABITANTS OF THE TOWN OF PITTSFIELD:

Kathryn Ruth, Its Town Manager

WITNESS:

CONTRACTOR:

Stanley Kitchin, Its President, S&G Construction, Inc.



TOWN OF PITTSFIELD

REQUEST FOR PROPOSAL

FOR

2020 Municipal Airport Crack Sealing

October 06, 2020

TOWN OF PITTSFIELD

REQUEST FOR PROPOSAL

NOTICE TO INTERESTED PARTIES

October 06, 2020

1. Quotations will be received at the Pittsfield Town Office, 112 Somerset Avenue, Pittsfield, Maine 04967 until Friday, October 16, 2020 at 11:00 am. All quotations shall be submitted in sealed envelopes and be plainly marked "**2020 Municipal Airport Crack Sealing**". No quotations will be accepted by facsimile (FAX) or e-mail transmission.

2. Quotations will be opened publicly by the Town Manager or her designated representative on Friday, October 16, 2020 at 11:00 am.

3. The successful individual or firm must provide proof with their proposal that he/she/it is adequately covered by insurance as follows:

- a. The individual or firm will serve in the capacity of an independent contractor and will maintain insurance to protect it and the Town from any and all claims for personal injury and property damage, and for claims under the Workers' Compensation Acts for the term of the contract.
- b. Comprehensive General Liability insurance policy with the following limits of coverage:
 - Bodily Injury: \$1,000,000
 - Property Damage: \$400,000
 - Aggregate: \$1,000,000 of all claims per occurrence
- c. Comprehensive Automobile insurance policy with the following limits:
 - Bodily Injury: \$1,000,000
 - Property Damage \$ 400,000 per occurrence
- d. All insurances must be issued by an insured licensed, authorized and maintaining an office to do business in the State of Maine.

4. The Town of Pittsfield assumes no liability for any costs incurred by respondents or in responding to requests for additional information or interviews prior to the issuance of a contract.

5. All proposals for 2020 Municipal Airport Crack Sealing for the Town of Pittsfield must include the following:

- a. Detailed Work History;
- b. Three (3) or more Contract Work References;
- c. Qualifications and experience with providing requested equipment and services in other towns;
- d. Proof of insurance; and

e. A completed bid form detailing the cost to provide services.

6. The Town of Pittsfield reserves the right to reject any or all quotations, to waive any formality or technicality in the quotations, and to accept the quotation which is deemed to be in the best interest of the Town.

7. The successful bidder will be required to sign the Town's Standard Services Contract.

8. Questions regarding this RFP can be sent to publicworks@pittsfield.org. Answers will be shared with those who have sent previous questions to this email address.

TOWN OF PITTSFIELD

1. SCOPE OF SERVICES

The work consists of crack sealing all cracks on the entire active runway and taxiway at various locations at the Town of Pittsfield's Municipal Airport. All work including preparation and application must be completed in compliance with **FAA Advisory Circular No. 150/5380-6C and Buy American Preference as detailed in the attached Guidelines for Contract Provisions for Obligated Sponsors and Airport Improvement Program Projects pages 2 – 6 issued on June 19, 2018 including the required certificate**

Pending bid price, additional quantities may be added.

THE ATTENTION OF THE BIDDERS is called to the fact that safety and security of the Airport is of prime concern at all times, and this Contract is subject to restrictions to this end as set out by the Contract Documents. Bidder shall use an air compressor with an operable oil and water trap to clean all cracks with compressed hot air. All work will be accomplished during daylight hours.

SAFETY: It shall be the responsibility of the Contractor to provide an experienced Job Superintendent on site to supervise the operation.

BID AWARD: The bidder with the lowest price per pound of crack sealing proposal will be announced at the bid opening. This announcement does not guaranty bid award. The project will not be awarded for contract until it is determined that the bidder and any or all sub-contractors can meet or exceed all specifications and requirements of the airport.

PROJECT TIMELINE: This project shall be completed and billed by December 31, 2020. Site Visit: Site visits may be scheduled by contacting Steven Vance, Public Works Foreman at 207-487-6942. The Town of Pittsfield reserves the right to waive any formalities and the right to reject any or all bids.

Note: Site visits are encouraged before submitting proposals. To setup a site visit contact Steven Vance at 207-487-6942 or publicworks@pittsfield.org.

2. PROCEDURE FOR SUBMITTING PROJECT PROPOSALS

A. Time, Place and Format

Proposals must be received by the Town at the Town Office no later than 11:00 am on Friday, October 16, 2020. Proposals received in the mail or in-person after 11:00 am on that date, regardless of their postmarks, will be rejected. Proposals must:

- Show page numbers for all pages in the proposal
- Be on 8-1/2"x11", white paper
- Be submitted in an envelope which clearly states "**2020 Municipal Airport Crack Sealing**" and identifies the proposer
- The envelope must be addressed as follows:
Town of Pittsfield
Attn: Town Clerk
112 Somerset Ave.
Pittsfield, ME 04967
- If hand-delivered, the envelope must be delivered to the Clerk desk in the Town Office.

B. Opening of Responses

All proposals will be opened on Friday, October 16, 2020 at 11:00 am.

3. DATA TO BE SUBMITTED WITH PROJECT PROPOSALS

The content and sequence of the information contained in the proposal shall be as follows:

A. Letter of Transmittal

Include your firm's understanding of the work to be performed. In addition, state why your firm believes itself to be the best qualified to perform the services requested. Also, state the Management Contact (Representative authorized to sign an agreement for your firm).

B. Table of Contents

Include clear identification of the material by section and by page number.

C. Summary Sheet

- Provide name, title, experience and qualifications of the personnel who will be assigned to the project.
- Provide the resume of the Management Contact with the Town.

D. Allocation of Resources

Indicate how the resources of your firm (e.g., number and type of personnel allocated by hours) will be allocated for this project.

E. Scope of Work

Proposals must address all items set forth in the Scope of Services section. Additional information which, in your opinion, should be included must be clearly identified. The items must be addressed in the order in which they appear in the Scope of Services section.

F. References

Each firm must include the following references:

- List similar services performed as the prime consultant for all similar organizations/entities in the last five years and when performed. Show names of organizations, and names and telephone numbers of persons who can be contacted with regard to the services you have provided.
- List all similar public agencies for which contracts were terminated in the last three years. Show names of organizations, and names and telephone numbers of persons who can be contacted. Firms may provide a brief explanation of the reason(s) for the terminations.

G. Cost

Provide a cost breakdown for work to be performed and equipment to be delivered including financing if applicable.

Town of Pittsfield

2020 Municipal Airport Crack Sealing Required BID FORM

Please fill in the following:

Company Name: _____

Company Address: _____

Contact Name: _____

Signature of Authorized Individual: _____

Phone: _____

Email: _____

Dated: _____

\$ Per pound crack sealing applied _____

Estimated number of Pounds to complete project _____

3. The Contractor shall provide written notification to the Director of the Office of Federal Contract Compliance Programs (OFCCP) within 10 working days of award of any construction subcontract in excess of \$10,000 at any tier for construction work under the contract resulting from this solicitation. The notification shall list the name, address, and telephone number of the subcontractor; employer identification number of the subcontractor; estimated dollar amount of the subcontract; estimated starting and completion dates of the subcontract; and the geographical area in which the subcontract is to be performed.

4. As used in this notice and in the contract resulting from this solicitation, the "covered area" is non-SMSA Somerset County.

BREACH OF CONTRACT TERMS

Any violation or breach of terms of this contract on the part of the Contractor or its subcontractors may result in the suspension or termination of this contract or such other action that may be necessary to enforce the rights of the parties of this agreement.

Owner will provide Contractor written notice that describes the nature of the breach and corrective actions the Contractor must undertake in order to avoid termination of the contract. Owner reserves the right to withhold payments to Contractor until such time the Contractor corrects the breach or the Owner elects to terminate the contract. The Owner's notice will identify a specific date by which the Contractor must correct the breach. Owner may proceed with termination of the contract if the Contractor fails to correct the breach by the deadline indicated in the Owner's notice.

The duties and obligations imposed by the Contract Documents and the rights and remedies available thereunder are in addition to, and not a limitation of, any duties, obligations, rights and remedies otherwise imposed or available by law.

BUY AMERICAN PREFERENCE

The Contractor agrees to comply with 49 USC § 50101, which provides that Federal funds may not be obligated unless all steel and manufactured goods used in AIP funded projects are produced in the United States, unless the Federal Aviation Administration has issued a waiver for the product; the product is listed as an Excepted Article, Material Or Supply in Federal Acquisition Regulation subpart 25.108; or is included in the FAA Nationwide Buy American Waivers Issued list.

A bidder or offeror must complete and submit the Buy America certification included herein with their bid or offer. The Owner will reject as nonresponsive any bid or offer that does not include a completed Certificate of Buy American Compliance.

CERTIFICATE OF BUY AMERICAN COMPLIANCE FOR TOTAL FACILITY

As a matter of bid responsiveness, the bidder or offeror must complete, sign, date, and submit this certification statement with its proposal. The bidder or offeror must indicate how it intends to comply with 49 USC § 50101 by selecting one of the following certification statements. These statements are mutually exclusive. Bidder must select one or the other (i.e. not both) by inserting a checkmark (✓) or the letter "X".

- Bidder or offeror hereby certifies that it will comply with 49 USC § 50101 by:
- a) Only installing steel and manufactured products produced in the United States; or
 - b) Installing manufactured products for which the Federal Aviation Administration (FAA) has issued a waiver as indicated by inclusion on the current FAA Nationwide Buy American Waivers Issued listing; or
 - c) Installing products listed as an Excepted Article, Material or Supply in Federal Acquisition Regulation Subpart 25.108.

By selecting this certification statement, the bidder or offeror agrees:

- To provide to the Owner evidence that documents the source and origin of the steel and manufactured product.
- To faithfully comply with providing U.S. domestic products.
- To refrain from seeking a waiver request after establishment of the contract, unless extenuating circumstances emerge that the FAA determines justified.

- The bidder or offeror hereby certifies it cannot comply with the 100 percent Buy American Preferences of 49 USC § 50101(a) but may qualify for either a Type 3 or Type 4 waiver under 49 USC § 50101(b). By selecting this certification statement, the apparent bidder or offeror with the apparent low bid agrees:

- a) To submit to the Owner within 15 calendar days of the bid opening, a formal waiver request and required documentation that supports the type of waiver being requested.
- b) That failure to submit the required documentation within the specified timeframe is cause for a non-responsive determination that may result in rejection of the proposal.
- c) To faithfully comply with providing U.S. domestic products at or above the approved U.S. domestic content percentage as approved by the FAA.
- d) To furnish U.S. domestic product for any waiver request that the FAA rejects.
- e) To refrain from seeking a waiver request after establishment of the contract, unless extenuating circumstances emerge that the FAA determines justified.

Required Documentation

Type 3 Waiver – The cost of components and subcomponents produced in the United States is more than 60 percent of the cost of all components and subcomponents of the "facility". The required documentation for a Type 3 waiver is:

- a) Listing of all manufactured products that are not comprised of 100 percent U.S. domestic content (excludes products listed on the FAA Nationwide Buy American Waivers Issued listing and

products excluded by Federal Acquisition Regulation Subpart 25.108; products of unknown origin must be considered as non-domestic products in their entirety).

- b) Cost of non-domestic components and subcomponents, excluding labor costs associated with final assembly and installation at project location.
- c) Percentage of non-domestic component and subcomponent cost as compared to total "facility" component and subcomponent costs, excluding labor costs associated with final assembly and installation at project location.

Type 4 Waiver – Total cost of project using U.S. domestic source product exceeds the total project cost using non-domestic product by 25 percent. The required documentation for a Type 4 of waiver is:

- a) Detailed cost information for total project using U.S. domestic product
- b) Detailed cost information for total project using non-domestic product

False Statements: Per 49 USC § 47126, this certification concerns a matter within the jurisdiction of the Federal Aviation Administration and the making of a false, fictitious or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code.

Date

Signature

Company Name

Title

CERTIFICATE OF BUY AMERICAN COMPLIANCE FOR MANUFACTURED PRODUCTS

As a matter of bid responsiveness, the bidder or offeror must complete, sign, date, and submit this certification statement with their proposal. The bidder or offeror must indicate how they intend to comply with 49 USC § 50101 by selecting one on the following certification statements. These statements are mutually exclusive. Bidder must select one or the other (not both) by inserting a checkmark (✓) or the letter "X".

- Bidder or offeror hereby certifies that it will comply with 49 USC § 50101 by:
- a) Only installing steel and manufactured products produced in the United States;
 - b) Installing manufactured products for which the Federal Aviation Administration (FAA) has issued a waiver as indicated by inclusion on the current FAA Nationwide Buy American Waivers Issued listing; or
 - c) Installing products listed as an Excepted Article, Material or Supply in Federal Acquisition Regulation Subpart 25.108.

By selecting this certification statement, the bidder or offeror agrees:

1. To provide to the Owner evidence that documents the source and origin of the steel and manufactured product.
 2. To faithfully comply with providing U.S. domestic product.
 3. To furnish U.S. domestic product for any waiver request that the FAA rejects
 4. To refrain from seeking a waiver request after establishment of the contract, unless extenuating circumstances emerge that the FAA determines justified.
- The bidder or offeror hereby certifies it cannot comply with the 100 percent Buy American Preferences of 49 USC § 50101(a) but may qualify for either a Type 3 or Type 4 waiver under 49 USC § 50101(b). By selecting this certification statement, the apparent bidder or offeror with the apparent low bid agrees:
1. To the submit to the Owner within 15 calendar days of the bid opening, a formal waiver request and required documentation that supports the type of waiver being requested.
 2. That failure to submit the required documentation within the specified timeframe is cause for a non-responsive determination may result in rejection of the proposal.
 3. To faithfully comply with providing U.S. domestic products at or above the approved U.S. domestic content percentage as approved by the FAA.
 4. To refrain from seeking a waiver request after establishment of the contract, unless extenuating circumstances emerge that the FAA determines justified.

Required Documentation

Type 3 Waiver – The cost of the item components and subcomponents produced in the United States is more than 60 percent of the cost of all components and subcomponents of the "item". The required documentation for a Type 3 waiver is:

- a) Listing of all product components and subcomponents that are not comprised of 100 percent U.S. domestic content (Excludes products listed on the FAA Nationwide Buy American Waivers Issued listing and products excluded by Federal Acquisition Regulation

Subpart 25.108; products of unknown origin must be considered as non-domestic products in their entirety).

- b) Cost of non-domestic components and subcomponents, excluding labor costs associated with final assembly at place of manufacture.
- c) Percentage of non-domestic component and subcomponent cost as compared to total "item" component and subcomponent costs, excluding labor costs associated with final assembly at place of manufacture.

Type 4 Waiver – Total cost of project using U.S. domestic source product exceeds the total project cost using non-domestic product by 25 percent. The required documentation for a Type 4 of waiver is:

- a) Detailed cost information for total project using U.S. domestic product
- b) Detailed cost information for total project using non-domestic product

False Statements: Per 49 USC § 47126, this certification concerns a matter within the jurisdiction of the Federal Aviation Administration and the making of a false, fictitious or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code.

Date

Signature

Company Name

Title

TOWN OF PITTSFIELD

REQUEST FOR PROPOSAL

NOTICE TO INTERESTED PARTIES

October 06, 2020

1. Quotations will be received at the Pittsfield Town Office, 112 Somerset Avenue, Pittsfield, Maine 04967 until Friday, October 23, 2020 at 11:00 am. All quotations shall be submitted in sealed envelopes and be plainly marked "**New 25 Ton Capacity Dual Tilt Deck Trailer.**" No quotations will be accepted by facsimile (FAX) or e-mail transmission.

2. Quotations will be opened publicly by the Town Manager or her designated representative on Friday, October 23, 2020 at 11:00 am.

3. The successful individual or firm must provide proof with their proposal that he/she/it is adequately covered by insurance as follows:

- a. The individual or firm will serve in the capacity of an independent contractor and will maintain insurance to protect it and the Town from any and all claims for personal injury and property damage, and for claims under the Workers' Compensation Acts for the term of the contract.
- b. Comprehensive General Liability insurance policy with the following limits of coverage:
 - Bodily Injury: \$1,000,000
 - Property Damage: \$ 400,000
 - Aggregate: \$1,000,000 of all claims per occurrence
- c. Comprehensive Automobile insurance policy with the following limits:
 - Bodily Injury: \$1,000,000
 - Property Damage \$ 400,000 per occurrence
- d. All insurances must be issued by an insured licensed, authorized and maintaining an office to do business in the State of Maine.

4. He/she/it must also provide evidence that any employees, or employees of subcontractors with CDL licenses, are participating in testing programs mandated by Federal Law under the 1988 Drug Free Workplace Act and Omnibus Transportation Employee Testing Act of 1991. The bidder shall assume all responsibility for damage done to structures or to property and for personal injury during the performance of work conducted under this RFQ.

5. The Town of Pittsfield assumes no liability for any costs incurred by respondents or in responding to requests for additional information or interviews prior to the issuance of a contract.

6. The successful bidder will be responsible for compliance with all applicable federal, state and local laws and codes.

7. All proposals for the New 25 Ton Capacity Dual Tilt Deck Trailer for the Town of Pittsfield must include the following:

- a. Detailed Work History;
- b. Three (3) or more Contract Work References;
- c. Qualifications and experience with providing requested equipment and services in other towns;
- d. Proof of insurance; and
- e. A completed bid form detailing the cost to provide services.

8. The Town of Pittsfield reserves the right to reject any or all quotations, to waive any formality or technicality in the quotations, and to accept the quotation which is deemed to be in the best interest of the Town.

9. The successful bidder will be required to sign the Town's Standard Services Contract.

10. Questions regarding this RFP can be sent to publicworks@pittsfield.org Answers will be shared with those who have sent previous questions to this email address.

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TOWN OF PITTSFIELD, ME

REQUEST FOR PROPOSAL

NEW 25 TON CAPACITY DUAL TILT DECK TRAILER

(PURCHASE)

1. GENERAL TERMS & CONDITIONS

The phrase "Request for Proposal" (RFP) means the complete assembly of related materials (whether attached or incorporated by reference) to be furnished to prospective bidders for the purpose of submitting sealed bids.

2. GENERAL REQUEST

Sealed competitive proposals are hereby requested from qualified vendors for one (1) new 25 Ton Capacity 30' Dual Tilt Deck Trailer on the basis of and in accordance with the specifications listed in the following pages.

3. SPECIFICATIONS

General

This request is for a **25 Ton Capacity 30' Dual Tilt Deck Trailer with 25' Tilting Deck, 5' Stationary Deck, 102" Wide** with 6 pairs of heavy-duty D-Rings and standard factory equipment and accessories as specified below.

Vendors shall include with any quotes submitted a catalog or other literature marked to indicate the standard factory equipment related to the proposal. Warranty information shall also be submitted with the bid forms.

Vendors shall state the make, model number, etc. of the bid offered. The make and model number etc. shall be for equipment which substantially conforms to and meets all of the specifications, and performs all of the functions, outlined below. The 25 Ton Dual Tilt Deck Trailer shall conform to the pertinent Occupational Safety and Health Act (OSHA) requirements for the State of Maine.

Delivery Date

Estimated Delivery date must be specified.

Cost and Trade-In Considerations

Cost of the 25 Ton Dual Tilt Deck Trailer, including delivery and any and all incidental costs associated with the supply and transfer of the machine to the Town of Pittsfield shall be clearly outlined in the proposal.

4. SUBMISSION REQUIREMENTS

a. Bids shall be sealed and addressed to:

Town Manager, Town of Pittsfield, Town Office, 112 Main Street, Pittsfield, ME 04967

Envelopes should be clearly marked:

“New 25 Ton Capacity Dual Tilt Deck Trailer”

b. Bids may be mailed or hand delivered, but may not be faxed or emailed.

If hand delivered, delivery must be to the Town Clerk’s office located in the lobby of the Pittsfield Town Office, the address for which is noted above.

c. Bids must be received on or before **Friday, October 23, 2020 at 11:00 am**. Late submittals will be considered unresponsive and will not be accepted under any circumstances.

d. All submittals must include a completed Bid Form (Attachment A).

5. INQUIRIES

Questions regarding the enclosed specifications shall be directed to the same address and attention listed above, or alternatively may be sent by email to publicworks@pittsfield.org.

All answers shall be furnished in writing and will be made available to and shared with any vendor sent the RFP, as well as with any other interested party at their request.

6. RETRACTION

A retraction of an open bid will be not allowed.

7. BID OPENING

Bids will be opened and read aloud on Friday, October 23, 2020 at 11:00 am at the Pittsfield Town Office.

Any interested party or member of the public at large is welcome to attend the opening and will be required to adhere to CDC social distancing.

8. AWARD

a. Award by selection of vendor bid will be made based upon a determination of which bid is most advantageous to the Town.

Advantage to the Town will in turn be determined on the basis of the extent to which proposals are:

- (1) Responsive to the specifications requested.
- (2) Submitted by responsible vendors with reliable performance histories and available services; and
- (3) Low in comparative cost.

It is the totality of all factors upon which the Town will base its decision.

b. Where applicable, the successful bidder must maintain appropriate insurance as evidenced by an insurance certificate or verification of independent contractor status.

TOWN OF PITTSFIELD, ME
REQUEST FOR SEALED BIDS
NEW 25 TON CAPACITY DUAL TILT DECK TRAILER
(PURCHASE)
Attachment A
BID FORM

We herewith submit our bid in accordance with the acknowledged requirements and specifications hereinabove and hereinafter and further agree to comply with the general specifications hereinabove and hereinafter.

Company Name: _____

Company Address: _____

Company Telephone: _____

Make of Unit Quoted: _____

Model of Unit Quoted: _____

Year of Unit Quoted: _____

Estimated Delivery Date: _____

Discounted Price of Unit: _____

Less Trade: _____

Net Cost: _____

Authorized Representative Name: _____

Authorized Representative Signature: _____

Representative Telephone Number: _____

Representative Email if Available: _____

PLEASE LIST ANY EXCEPTIONS TO THE BID SPECIFICATIONS ON A SEPARATE SHEET AND ENCLOSE IT WITH YOUR RESPONSE.

Attachment B

TOWN OF PITTSFIELD SPECIFICATIONS FOR NEW 25 TON CAPACITY DUAL TILT DECK TRAILER

The specifications listed below are intended to indicate the Town’s preferred equipment. Minor or immaterial deviations or alternatives shall be considered, but major, material deviations shall be considered unresponsive.

Respondents must indicate whether their submittals contain the specified equipment and/or capabilities by circling the Y or N, to indicate “yes” or “no,” and filling in item’s in (____) below.

GENERAL SPECIFICATIONS

Compliance	Description
Y N	GVRW 62,000 lbs. min.
Y N	Main Frame 12" @30# per ft. Wide Flange
Y N	8"-12" Channel Tilt Frame (____" Channel @ ____#'s Foot)
Y N	Tongue 12" Wide Flange I-Beam @ 30 #'s foot
Y N	Tubular Cross member (____" x ____ x ____)
Y N	22,500 – 25,000 lb. Axles Oil Bath
Y N	Dovetail with Traction Cleats
Y N	Deck Height 35" Max.
Y N	Deck Flooring 2" Oak
Y N	25' Dual Tilt Deck
Y N	5' Stationary Deck
Y N	Tires & Wheels 235/17.5 Load Range J
Y N	Light Plug 7 PIN Round
Y N	Tilting Deck 26', 5' Stationary Deck, 102" Wide Deck
Y N	Jack/Landing Gear 2 Speed 25,000 -29,000 pound Side Load; 150K-160K Vertical Cap.
Y N	100K Adjustable Pintle Hitch (_____ # pintle)
Y N	6 Pairs of D Rings HD Cupped Type
Y N	Electrical Sealed Modular Harness
Y N	DOT Approved Lighting, Rubber Mounted, Recessed LED Lighting
Y N	Brakes Air with ABS & Park
Y N	Lockable Tool Box
Y N	Paint: Cleaned, Primed and Finish Coats (Standard Color: _____)
Y N	Spare Tire with Rim
Y N	Spare Tire Holder
Y N	Steel Wheels
Y N	Hydraulics (Cylinder Size: _____)
Y N	Hydraulic Reservoir Sight Gauge
Y N	Complete Parts Manual
Y N	Complete Operator’s Manual
Y N	Complete Service Manual
Y N	Drivers Side Step
Y N	Manufacturer’s Warranty

TOWN COUNCIL MEETING OF 10/06/2020:

 PUBLIC HEARINGS
 REPORTS
 OLD BUSINESS

 X NEW BUSINESS
 DISCUSSION ITEMS
 EXEC. SESSION

 ORDER 20-
 X RESOLUTION 20- 119
 ORDINANCE 20-

 X PACKAGE
 ADDITION

TO BE TITLED: Resolved that the Town Council approve a renewal application for a liquor license for Vittles Restaurant at 107 Main Street, Pittsfield, Maine 04967.

DESCRIPTION: Please see attached application

SUBMITTED BY:
DATE:
AGENDA-

09/28/2020

4. Indicate the type of license applying for: (choose only one)

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Restaurant
(Class I, II, III, IV) | <input type="checkbox"/> Class A Restaurant/Lounge
(Class XI) | <input type="checkbox"/> Class A Lounge
(Class X) |
| <input type="checkbox"/> Hotel
(Class I, II, III, IV) | <input type="checkbox"/> Hotel – Food Optional
(Class I-A) | <input type="checkbox"/> Bed & Breakfast
(Class V) |
| <input type="checkbox"/> Golf Course (included optional licenses, please check if apply)
(Class I, II, III, IV) | <input type="checkbox"/> Auxiliary | <input type="checkbox"/> Mobile Cart |
| <input type="checkbox"/> Tavern
(Class IV) | <input type="checkbox"/> Other: _____ | |
| <input type="checkbox"/> Qualified Caterer | <input type="checkbox"/> Self-Sponsored Events (Qualified Caterers Only) | |

Refer to Section V for the License Fee Schedule on page 9

5. Business records are located at the following address:

211 Grant Rd St. Albans ME 04971

6. Is the licensee/applicant(s) citizens of the United States? Yes No

7. Is the licensee/applicant(s) a resident of the State of Maine? Yes No

NOTE: Applicants that are not citizens of the United States are required to file for the license as a business entity.

8. Is licensee/applicant(s) a business entity like a corporation or limited liability company?

Yes No If Yes, complete Section VII at the end of this application

9. For a licensee/applicant who is a business entity as noted in Section I, does any officer, director, member, manager, shareholder or partner have in any way an interest, directly or indirectly, in their capacity in any other business entity which is a holder of a wholesaler license granted by the State of Maine?

Yes No

Not applicable – licensee/applicant(s) is a sole proprietor

10. Is the licensee or applicant for a license receiving, directly or indirectly, any money, credit, thing of value, endorsement of commercial paper, guarantee of credit or financial assistance of any sort from any person or entity within or without the State, if the person or entity is engaged, directly or indirectly, in the manufacture, distribution, wholesale sale, storage or transportation of liquor.

Yes No

If yes, please provide details: _____

11. Do you own or have any interest in any another Maine Liquor License? Yes No

If yes, please list license number, business name, and complete physical location address: (attach additional pages as needed using the same format)

Name of Business	License Number	Complete Physical Address

12. List name, date of birth, place of birth for all applicants including any manager(s) employed by the licensee/applicant. Provide maiden name, if married. (attach additional pages as needed using the same format)

Full Name	DOB	Place of Birth
Richard LeRose	03-11-79	Waterbury

Residence address on all the above for previous 5 years

Name	Richard LeRose	Address:	211 Grant Rd St. Albans ME 04971
Name	Richard LeRose	Address:	4 Lincoln St Dexter ME 04930
Name		Address:	
Name		Address:	

13. Will any law enforcement officer directly benefit financially from this license, if issued?

Yes No

If Yes, provide name of law enforcement officer and department where employed:

14. Has the licensee/applicant(s) ever been convicted of any violation of the liquor laws in Maine or any State of the United States? Yes No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

15. Has the licensee/applicant(s) ever been convicted of any violation of any law, other than minor traffic violations, in Maine or any State of the United States? Yes No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: Richard LeRosa Date of Conviction: 6/9/00

Offense: criminal mischief 1 Location: CT

Disposition: convicted

16. Has the licensee/applicant(s) formerly held a Maine liquor license? Yes No

17. Does the licensee/applicant(s) own the premises? Yes No

If No, please provide the name and address of the owner:

Arthur Schwartz 3 bessom st #151 northham MA
01945-2371

18. If you are applying for a liquor license for a Hotel or Bed & Breakfast, please provide the number of guest rooms available: _____

19. Please describe in detail the area(s) within the premises to be licensed. This description is in addition to the diagram in Section VI. (Use additional pages as needed)

49 seat full service restaurant

20. What is the distance from the premises to the nearest school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel?

Name: Church (Unitarian Universalist)

Distance: .13

Section II: Signature of Applicant(s)

By signing this application, the licensee/applicant understands that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.

Please sign and date in blue ink.

Dated: 9/14/20

Signature of Duly Authorized Person

Signature of Duly Authorized Person

Richard LeRose
Printed Name Duly Authorized Person

Printed Name of Duly Authorized Person

Section III: For use by Municipal Officers and County Commissioners only

The undersigned hereby certifies that we have complied with the process outlined in 28-A M.R.S. §653 and approve this on-premises liquor license application.

Dated: _____

Who is approving this application? Municipal Officers of _____

County Commissioners of _____ County

- Please Note:** The Municipal Officers or County Commissioners must confirm that the records of Local Option Votes have been verified that allows this type of establishment to be licensed by the Bureau for the type of alcohol to be sold for the appropriate days of the week. Please check this box to indicate this verification was completed.

Signature of Officials	Printed Name and Title

**This Application will Expire 60 Days from the date of
Municipal or County Approval unless submitted to the Bureau**

Included below is the section of Maine’s liquor laws regarding the approval process by the municipalities or the county commissioners. This is provided as a courtesy only and may not reflect the law in effect at the time of application. Please see <http://www.mainelegislature.org/legis/statutes/28-A/title28-Asec653.html>

§653. Hearings; bureau review; appeal

1. Hearings. The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, may hold a public hearing for the consideration of applications for new on-premises licenses and applications for transfer of location of existing on-premises licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

A. The bureau shall prepare and supply application forms.

B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located.

C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premises license or transfer of the location of an existing on-premises license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premises license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premises license that has been extended pending renewal within 120 days of the filing of the application.

D. If an application is approved by the municipal officers or the county commissioners but the bureau finds, after inspection of the premises and the records of the applicant, that the applicant does not qualify for the class of license applied for, the bureau shall notify the applicant of that fact in writing. The bureau shall give the applicant 30 days to file an amended application for the appropriate class of license, accompanied by any additional license fee, with the municipal officers or county commissioners, as the case may be. If the applicant fails to file an amended application within 30 days, the original application must be denied by the bureau. The bureau shall notify the applicant in writing of its decision to deny the application including the reasons for the denial and the rights of appeal of the applicant.

2. Findings. In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:

A. Conviction of the applicant of any Class A, Class B or Class C crime;

B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control;

C. Conditions of record such as waste disposal violations, health or safety violations or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner;

D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises;

D-1. Failure to obtain, or comply with the provisions of, a permit for music, dancing or entertainment required by a municipality or, in the case of an unincorporated place, the county commissioners;

E. A violation of any provision of this Title;

F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601; and

G. After September 1, 2010, server training, in a program certified by the bureau and required by local ordinance, has not been completed by individuals who serve alcoholic beverages.

3. Appeal to bureau. Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.

A. Repealed

B. If the decision appealed from is an application denial, the bureau may issue the license only if it finds by clear and convincing evidence that the decision was without justifiable cause.

4. Repealed

5. Appeal to District Court. Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

Section IV: Terms and Conditions of Licensure as an Establishment that sells liquor for on-premises consumption in Maine

- The licensee/applicant(s) agrees to be bound by and comply with the laws, rules and instructions promulgated by the Bureau.
- The licensee/applicant(s) agrees to maintain accurate records related to an on-premise license as required by the law, rules and instructions promulgated or issued by the Bureau if a license is issued as a result of this application.
 - The licensee/applicant(s) authorizes the Bureau to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also any books, records and returns during the year in which any liquor license is in effect.
- Any change in the licensee's/applicant's licensed premises as defined in this application must be approved by the Bureau in advance.
- All new applicants must apply to the Alcohol and Tobacco Tax and Trade Bureau (TTB) for its Retail Beverage Alcohol Dealers permit. See the TTB's website at <https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers> for more information.

Section V: Fee Schedule

Filing fee required. In addition to the license fees listed below, a filing fee of \$10.00 must be included with all applications.

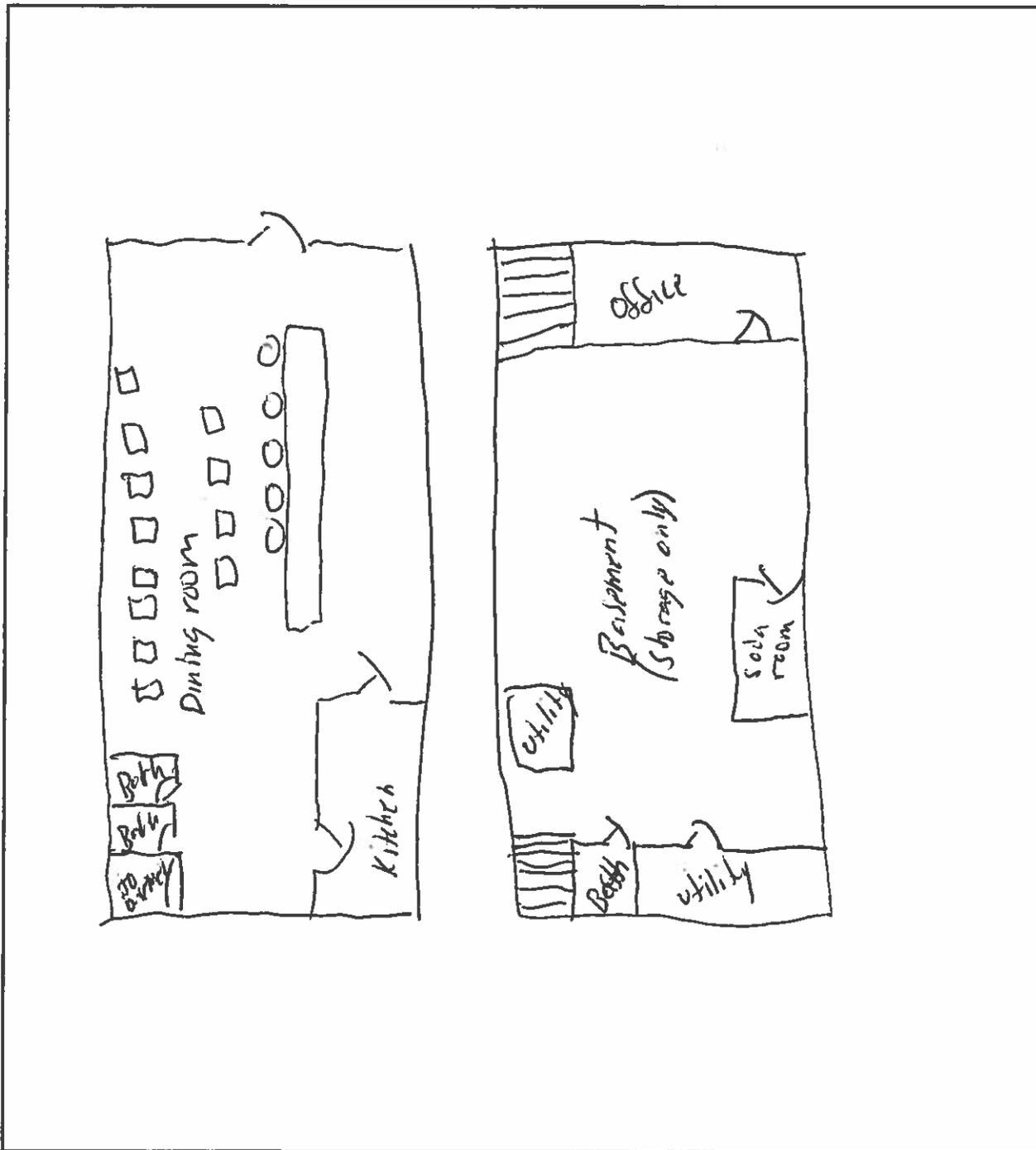
Please note: For Licensees/Applicants in unorganized territories in Maine, the \$10.00 filing fee must be paid directly to County Treasurer. All applications received by the Bureau from licensees/applicants in unorganized territories must submit proof of payment was made to the County Treasurer together with the application.

Class of License	Type of liquor/Establishments included	Fee
Class I	For the sale of liquor (malt liquor, wine and spirits) This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers	\$ 900.00
Class I-A	For the sale of liquor (malt liquor, wine and spirits) This class includes only hotels that do not serve three meals a day.	\$1,100.00
Class II	For the Sale of Spirits Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; and Vessels.	\$ 550.00
Class III	For the Sale of Wine Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	\$ 220.00
Class IV	For the Sale of Malt Liquor Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	\$ 220.00
Class III and IV	For the Sale of Malt Liquor and Wine Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	\$ 440.00
Class V	For the sale of liquor (malt liquor, wine and spirits) This class includes only a Club without catering privileges.	\$ 495.00
Class X	For the sale of liquor (malt liquor, wine and spirits) This class includes only a Class A Lounge	\$2,200.00
Class XI	For the sale of liquor (malt liquor, wine and spirits) This class includes only a Restaurant Lounge	\$1,500.00

Section VI Premises Floor Plan

In an effort to clearly define your license premise and the areas that consumption and storage of liquor authorized by your license type is allowed, the Bureau requires all applications to include a diagram of the premise to be licensed.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the following areas: entrances, office area, coolers, storage areas, display cases, shelves, restroom, point of sale area, area for on-premise consumption, dining rooms, event/function rooms, lounges, outside area/decks or any other areas on the premise that you are requesting approval. Attached an additional page as needed to fully describe the premise.



Section VII: Required Additional Information for a Licensee/Applicant for an On-Premises Liquor License Who are Legal Business Entities

Questions 1 to 4 of this part of the application must match information in Section I of the application above and match the information on file with the Maine Secretary of State's office. If you have questions regarding your legal entity name or DBA, please call the Secretary of State's office at (207) 624-7752.

All Questions Must Be Answered Completely. Please print legibly.

1. Exact legal name: ZOO FAM LLC
2. Doing Business As, if any: Vittles Restaurant
3. Date of filing with Secretary of State: _____ State in which you are formed: _____
4. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine:

5. List the name and addresses for previous 5 years, birth dates, titles of officers, directors, managers, members or partners and the percentage ownership any person listed: (attached additional pages as needed)

Name	Address (5 Years)	Date of Birth	Title	Percentage of Ownership
Richard LeRoux	211 Grant Rd St Albans	03-11-79	owner	100
	4 Lincoln St Dexter			

(Ownership in non-publicly traded companies must add up to 100%.)



STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

TELEPHONE: (207) 624-7220

FAX: (207) 287-3434

EMAIL INQUIRIES: maineliquor@maine.gov

Thank you for your interested in becoming a licensed establishment to sell and serve alcoholic beverages in Maine. To avoid any delay in the processing of your application and the subsequent issuance of your liquor license, please use the following checklist to assist you in completing the application. If you are renewing your license, this checklist is useful as well.

- Your application has been completed in its entirety and is legible. For a renewal, please submit your application 30 days prior to the expiration date of your liquor license.
- Your application is signed and dated by a duly authorized person.
- The application is signed and approved by the Town or City Municipal Officers or County Commissioners.
- The license fee submitted is for the correct fee for the license class for which you are applying and includes the \$10.00 filing fee.
 - The check must be made payable to "Treasurer, State of Maine"; both the license and filing fees can be submitted on one check.
 - If the licensee/applicant(s) is in an unorganized township, the application must be approved by the County Commissioners and the \$10.00 filing fee must be paid to them. Please be sure to include a copy of the receipt of payment with your application.
- For a renewal, the dollar amount of your gross income for food, liquor and guest rooms, if applicable must be completed – see Section I.1
- A diagram of the facility to be licensed must accompany all applications whether for a new license or the renewal of an existing license
- If you are a registered business entity with the Maine Secretary of State's office like a corporation or a limited liability company, you must complete Section VII of the application. This does not need to be completed if you are a sole proprietor.
- Have you applied for other required licensing from other state and federal agencies? See attached list.

Important – all applications whether for a new license or to renew an existing license for an on-premises liquor licenses must contact their Municipal Officials or the County Commissioners in unincorporated places to have their application approved and signed prior to submitting it to the Bureau for further consideration.

The address to send your completed application to:

1. Mailing address:

Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing and Enforcement
8 State House Station
Augusta, ME 04333-0008

2. Courier/overnight address:

Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing and Enforcement
10 Water Street
Hallowell, ME 04347

The following licenses/permits may be required prior to be licensing as an on-premises licensee with the Bureau

Obtained ✓	License/Permit	State/Federal Agency to Contact	Telephone Number	Physical Location
	Seller Certificate or Sales Tax Number	Maine Revenue Services www.maine.gov/revenue	(207) 624-9693	51 Commerce Dr, Augusta
	Health License	Health and Human Services www.maine.gov/dhhs	(207) 287-5671	286 Water St, 3 rd floor, Augusta
	Victualer's License	Municipality where premise is located.	Contact your town office or county office	Contact your town office or county office
	Shellfish License	Marine Recourses www.maine.gov/dmr	(207) 624-6550	<ul style="list-style-type: none"> • 32 Blossom Lane, Augusta • 194 McKown Point Rd, West Boothbay Harbor • Lamoine State Park, Lamoine • 650 State St, Bangor • 317 Whitneyville Rd, Jonesboro
	Dance or Entertainment License	Fire Marshall's Office www.maine.gov/dps/fmo	(207) 626-3882	45 Commerce Drive, Suite 1, Augusta
	Federal I.D. Number	www.irs.gov	(800) 829-4933	
	Legal business names for corporations and limited liability companies and "Doing Business As" Names (assumed names)	Secretary of State, Bureau of Corporations, Elections and Commissions www.maine.gov/sos/cec	(207) 624-7752	111 Sewall St, 3 rd Fl, Augusta
	Retail Beverage Alcohol Dealers Permit	Alcohol and Tobacco Tax and Trade Bureau (TTB) https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers	(877) 882-3277	

TOWN COUNCIL MEETING OF 10/06/2020:

 PUBLIC HEARINGS
 REPORTS
 OLD BUSINESS

 X NEW BUSINESS
 DISCUSSION ITEMS
 EXEC. SESSION

 ORDER 20-
 X RESOLUTION 20-120
 ORDINANCE 20-

 X PACKAGE
 ADDITION

TO BE TITLED: Resolved that the Town Council approve a second-hand dealer license application for This Place at 445 Canaan Road, Pittsfield, Maine 04967.

Please see attached application.

DESCRIPTION: (Please see above)

SUBMITTED BY: NN
DATE: 09/29/2020
AGENDA-

TOWN OF PITTSFIELD

JUNK DEALER SECOND-HAND DEALER BOTH (check box)
LICENSE APPLICATION

Date: 9/17/2020

Fee \$25.00 annually

Applicant's Name: This Place Joe Perkins

Business Name: This Place

Business Address: 445 Canaan Rd

Home Address & Phone: 339 832 4831

Describe place of Business: Junk Dealer Second Hand

Hours of Operation: Weekend
Once a Month - Seasonal

Describe your display/sales area: Indoor: Outdoor: Both: (check one)

Describe how you will comply with the storage requirements of Chapter 2A Section 212.3 of the Pittsfield Town Codes:

Follow all codes -

Have you been convicted of any violations of State laws governing junk dealer and second-hand dealers? NO

If yes please explain: _____

Joseph Perkins
Applicant's Signature

Date: 9/17/2020



STATE OF MAINE
DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY
BUREAU OF PARKS AND LANDS
SNOWMOBILE PROGRAM
22 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0022

APPLICATION / AGREEMENT / CERTIFICATION
MUNICIPAL / COUNTY GRANT-IN-AID PROGRAM
2020-2021

Municipality/County: TOWN OF PITTSFIELD

Address: 112 SOMERSET AVENUE

City: PITTSFIELD, MAINE Zip: 04967

County: SOMERSET

The Project Director is appointed by the municipality/county. All inquiries about the state-aid-grant application are directed to this person.

Name: JAMES O. DUNPHY Title: PROJECT DIRECTOR

Address: 172 LEONARD STREET

City: PITTSFIELD, MAINE Zip: 04967

Home #: 207-487-3083 Work#: NA Mobile #: 207-416-4426

Email Address: PJLD0374@ROADRUNNER.COM

Mileage of proposed trail: 38.8 PRIMARY 48.5 SECONDARY (one way)

Estimated administrative cost for processing land use permits, grant administrative labor, insurance, remote radios (Many items eliminated.)

	Requested		State Use Only
\$	1021.69	\$	

Estimated cost of facilities such as plowing remote parking, gates (All other items eliminated.)

\$	960.00	\$	
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Estimated cost of maintenance including grooming of trails, normal ditching, brushing, bridge repair, picking up litter, etc.

\$	39,251.90	\$	
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Total estimated cost of project

\$	41,232.69	\$	
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State Use Only	
Approved total grant	\$ _____
% of approved cost	_____ %

APPLICATION / AGREEMENT / CERTIFICATION
MUNICIPAL / COUNTY GRANT-IN-AID PROGRAM

THIS IS TO CERTIFY that the TOWN OF PITTSFIELD has authorized and hereby authorizes (Municipality/County)

JAMES D. DUNAHY to make application for financial assistance under the provisions of the (Project Director)
Off-road Recreational Vehicle Office, Snowmobile Trail Fund (M.R.S.A. Title 12, Chapter 220, Subchapter 8, § 1893-3) for the maintenance of the TOWN OF PITTSFIELD snowmobile trail system. (Municipality/County)

THIS FURTHER CERTIFIES that the above named Project Director is familiar with the terms and conditions of the Grant-In-Aid Program administered by the Off-road Recreational Vehicle Office from the Snowmobile Trail Fund and has authorized and hereby authorizes JAMES D. DUNAHY to enter into said agreement (Project Director)
between the TOWN OF PITTSFIELD and the State of Maine upon approval of the above (Municipality/County)
identified project by the Off-road Recreational Vehicle Office.

THIS FURTHER CERTIFIES that the TOWN OF PITTSFIELD has been legally constituted and is (Municipality/County)
responsible for planning for and carrying out the municipal recreation program and JAMES D. DUNAHY (Project Director)
be responsible, on behalf of the TOWN OF PITTSFIELD for the continued operation and maintenance (Municipality/County)
of the completed project in accordance with the terms and conditions of the Snowmobile Trail Fund Grant-In-Aid Program. Attached is true and correct information relating to the establishment and organization of the municipal agency or department

AND THIS FURTHER CERTIFIES that except for the financial assistance requested by this project application, no financial assistance has been applied for, given, or promised under other State or Federal programs.

By signing this document we have reviewed, understand and are in compliance with the Information and Guidelines for the Municipal/County Grant-in-Aid Program, are utilizing the Trail Maintenance Labor/Equipment Reimbursement Rate Guidelines and the Allowable Grant Expenses.

Municipality/County: TOWN OF PITTSFIELD County: SOMERSET

Municipality/County: _____ Date: _____

Title: _____ Signature _____ Project Director: James D Dunahy 9-24-20
Chairman of the Board or Selectman Signature
Municipal/County Manager

State Use Only	
VC #: _____	Enc. Amt: _____
Appropriation #: <u>014-01A-8130-81-</u>	
By: _____	Date: _____
Director, Off-Road Recreational Vehicle Office	
_____	Date: _____
Commissioner, Department of Agriculture Conservation and Forestry	

PROJECT DESCRIPTION

Year 2020/2021 Page 1 of 1 Miles of Primary Trail 38.8 Miles of Secondary Trail 48.5

Grant Type: Club Municipal Administration Projection (maximum 30 hours)

Description		Est Hrs or Units	Cost	Total	State Use Only
Administration		30	\$ 12.00	\$ 360.00	
Insurance cost	(1) V & V TRAIL LIABILITY (2) P.O. AX FEE	11 538.69	\$ 88.00	\$ 661.69	
	(3) STATE CORPORATIONS FILING FEE	(3) 35.00	Sub total	1021.69	
Groomers/Grooming Projection					
Year	Groomer Make & Model	Est Hrs	Per Hr Rate	Total	State Use Only
2004	TUCKER TERRA GROOMER MODEL 2000 OR 725	250	\$ 110.00	\$ 27,500.00	
2017	CANAM DEFENDER SIDE X SIDE	50	\$ 27.00	\$ 1,350.00	
*All labor and equipment rates listed are the Bureau Snowmobile Program's published grant rates					
Trail Maintenance Projection					
Description/Materials		Est Hrs or Units	Cost	Total	State Use Only
Labor hours					
Erecting signs		100 HRS	12/HR		
Bridge work	AND INSTALLATION OF GATES BRIDGEWORK (78) GATES (30)	108 HRS	12/HR	\$ 1,296.00	
Brushing		200 HRS	12/HR	\$ 2,400.00	
Equipment hours	PICK UP TRUCK	70 HRS	10/HR	\$ 700.00	
Chain saw	AND BRUSH SAW	110 HRS	5/HR	\$ 550.00	
Sleds/ATV		80 HRS	10/HR	\$ 800.00	
Bushhog		50 HRS	40/HR	\$ 2,000.00	
Material cost	FIBER 2 GATES	2 UNITS	300/EA	\$ 600.00	
Planks for bridging		743 BF	1.40/BF	\$ 1,040.00	
Hardware		209 PDS	1.60/LB	\$ 334.40	
Sign posts	100 @ 5.00 SCALES AND PAINT @ 150.00		50 @ 150	\$ 7,500.00	
			Sub total	\$ 11,361.00	
			Total Estimated Cost	\$ 41,232.69	

Trail map and location of work to be done must accompany project description.
 As President/Trailmaster/Project Director for the club/municipality listed above, I will be responsible for the grooming, clearing, and safety of all trails by frequent onsite inspections of the trail system and further certify that landowner permission has been given for all snowmobile trails covered by this grant.

Signature of President/Trailmaster/Project Director: James P. Dwyer Date: SEPTEMBER 23, 2020

Town of Pittsfield
Municipal Grant – In – Aid Program
2020-2021 Season

Project Description

The Town of Pittsfield in conjunction with the Pittsfield Driftbusters Snowmobile Club agrees to maintain the snowmobile trails designated as Interconnecting Trail System (ITS) 84,85& 85A and the Clinton Trail. Please review the trails as shown on the map submitted with this application. Note that the trail to Clinton continues to be on the northwest side of Interstate 95 along the CMP Transmission Line.

Pittsfield's segment of ITS 84 starts on the discontinued railroad at a turnaround beyond the route 152 road crossing towards Palmyra. At the turnaround the trail starts east on the discontinued railroad 1 mile and turns left onto the Pittsfield golf course. Continuing to Hartland Ave / Rt 152 across the Waverly Avenue bridge through the S.A.S. fields crossing north Main street. ITS 84 then proceeds another 2.5 miles to the Dog Town road crossing and intersecting with ITS 85N near the Grove Hill CMP Power station. ITS 84 & 85 then run together all the way to Newport. This section is approximately 4.5 miles in length.

Pittsfield's segment of ITS 85 begins just south of the intersection of State Highways 220 and 100 where the snowmobile trail meets at a "T" with the trail from Detroit. This location is approximately two miles west of Newport. Detroit Nightdrifters Snowmobile Club maintains the trail east of this intersection, although Pittsfield has helped to maintain this section of trail in the past and we intend to help again this year as a service to snowmobilers. Pittsfield's' segment of ITS 85 runs parallel to and just north of State Route 100 until it crosses route 100 near Huff Forest Products. Huff Forest Products sells and services snowmobiles and related equipment, thus providing a service for any snowmobilers in need. From Route 100 the trail passes on the east side of Pittsfield to the 166-foot span suspension bridge over the Sebasticook River built and maintained by the Pittsfield Driftbusters. This bridge is located at the southern end of Manson Park, a Pittsfield landmark. The location of ITS 85 and the bridge on the east side of Pittsfield allows most of the through traffic to pass around Pittsfield instead of passing through the center – preventing problems for both snowmobilers and the general public. Snowmobilers needing gas and food can satisfy those needs.

ITS 85 passes adjacent to the Pittsfield Airport and then proceeds to the Pittsfield Driftbusters' Clubhouse located about one mile south on Peltoma Avenue. A plowed yard allows snowmobilers to unload their machines here and travel to many destinations.

ITS 85 continues south from the clubhouse and crosses the Sebasticook River again on Peltoma Bridge, a state highway bridge. The trail continues in a southerly direction paralleling Horseback Road (crossing it several times) to Patterson's Store and the Burnham Town Office. The trail continues south paralleling Prairie Road across the Unity Town Line. The Driftbusters trail maintenance and grooming ends at Route 139 past the two bridges crossing Twenty-Five Mile Stream on Prairie Road. This section is approximately 24.8 miles in length.

2023

The Clinton Trail is a main connector trail that ties Pittsfield to the towns of Burnham and Clinton. This trail starts at the Pittsfield Airport where it intersects ITS 85. Then runs in a southwesterly direction crossing Route 11/100 at Webb Rd., crossing the Maine Central R.R., and following the CMP Transmission Line to Johnson Flat Road. This section is approximately 9.5 miles in length. The total length of this project (ITS 84,85 and the Clinton Trail) is approximately 38.8 miles.

The work for this project consists of obtaining Landowners' permissions, improving trails alignment and smoothness as time and manpower availability allows, clearing brush, installing trail signs, grooming and general trail maintenance. We have additional work to be done on our 166' suspension bridge plus several other bridges.

Enclosed is a copy of the letter to Joe Higgins describing the occasional flooding in Manson Park and the necessity of having an alternate for ITS 85 at these times. We plan on maintaining this alternate and may sign it as Alternate ITS 85. These winter rains/floods are all too common these years.

Enclosed is a copy of the Landowner Letter which is mailed out or hand delivered to the landowners within our snowmobiling trail system in order to obtain permission to use their land. All landowners contacted have granted permission.

The estimated costs for equipment, materials and labor for the 2020-2021 season are shown on the attached sheets.

NOTE: There really haven't been any changes since last years map, the current trails are delineated on the enclosed Pittsfield Driftbusters Trail Map.

Club Trailmaster

Date: 9/18/20

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Mr. Joe Higgins, Director
Snowmobile Program
Department of Agriculture, Conservation, and Forestry
22 State House Station
Augusta, ME 04333-0022

September 17, 2020

RE: Municipal Grant-In-Aid Program
Alternate Location for ITS 85 Trail

Dear Joe:

Nearly every winter heavy rains will produce flooding of the Sebasticook River to a level where the south end of Manson Park in Pittsfield will be under water. This prevents snowmobilers from gaining access to our 166' suspension bridge and stops traffic on ITS 85, our Municipal Grant Trail.

We utilize an alternate route – ITS 85A Trail – to resolve our problem during these periods. This trail utilizes the dryer part of Manson Park, crosses Route 100 in Pittsfield, follows the old railroad bed to intersection of ITS 84E and they both run together across the Golf Course to a North Main Street crossing and then continues on to Dogtown Road where it reconnects onto ITS 85 Near the CMP Power Station..

Sincerely,

Club Trailmaster
Pittsfield Driftbusters S. C.
P.O. Box 491
Pittsfield, ME 04967

1082

Town of Pittsfield, Maine
Municipal Grant – In –Aid Program
2020-2021 Season

Estimated cost for trail maintenance: Primary trail total 38.8 miles, ITS 84, ITS 85, ITS 85A and Clinton Trail, Secondary local trails total 48.5 miles

Administrative Costs (for Land Use Permits and Grant Admin.):

Trail Insurance	\$ 538.69
Labor 30 Hours @ \$12.00	\$ 360.00
P O Box Rent	\$ 88.00
Secretary of State Bureau of Corporations	\$ <u>35.00</u>

Total for Administrative Costs: \$1021.69

Two new Gates:

Material - \$300 per gate	\$600.00
Labor – 30 hours @ \$12.00	\$360.00

Total Facility Cost: \$960.00

166' Suspension bridge repairs:

Lumber/New Decking & Rails	\$500.00
Hardware & Misc:	125.00
Labor 32 Hours @ \$12.00	384.00

Beem Field Bridge Repairs:

Lumber & Material	240.00
Labor 16 Hours @ \$12.00	192.00

Clinton Trail Bridge #2 Repairs:

Lumber & Material	300.00
Labor 30 Hours @ \$12.00	<u>360.00</u>

Subtotal: **\$2101.00**

Equipment & Labor:

Bushogging 50 hours @ \$40.00	\$2000.00
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202

Brushing, widening and general improvements to trails:

Labor 200 hours @ \$12.00	\$2400.00
Pickup Truck rental: 40 hours @ \$10.00	400.00
Chainsaw rental: 80 hours @ \$5.00	400.00
Brush saw rental: 30 hours @ \$5.00	<u>150.00</u>
Subtotal:	\$5350.00

Signs & Stakes, installation and removal: (Including painting & pointing)

Stakes 100 at \$5	\$500.00
Labor 100 hours @ \$12.00	\$1200.00
Material: Screws & Paint	\$150.00
Truck Transportation 30 hours @ \$10.00	\$300.00
Snowmobile Transportation 40 hours @ \$10.00	\$400.00
ATV Transportation 40 hours @ \$10.00	<u>\$400.00</u>
Subtotal:	\$2950.00

Grooming Trails:

The Use of the groomer is split between the 38.8 miles of Municipal Grant Program Trails and the 48.5 miles of Secondary Club Trails. Hours and cost will be maintained.

Estimated cost for trail grooming:

2004 Tucker 2000 250 hours @ \$110.00	\$27,500.00
2017 Can-Am Defender 50 hours \$27.00	\$ 1,350.00
Subtotal:	\$28,850.00

Cost of Administration & Facilities:

\$1981.69

Cost of maintaining trails:

\$39,251.00

Total cost for 2020-2021 season:

\$41,232.69

Cost estimate by Club Trailmaster 9/17/20

1081

Pittsfield Driftbusters Snowmobile Club
Pittsfield, Maine October, 2020

«LFirstName» «LLastName»
«LStreetAddress»
«LCity», «LState» «LZip»
Ref: «Map_Number»

Dear Landowner:

The Pittsfield Driftbusters Snowmobile Club requests your permission to maintain a snowmobile trail across your property in the same location as we have in the past. We appreciate the support that you have given us over the years in allowing us to use a portion of your land to maintain one of our snowmobile trails.

Our club maintains approximately 87 miles of trails: some trails are local trails, or connector trails, that tie into our main trail system (ITS) that traverses the state and ties into neighboring states and Canadian Provinces. This allows snowmobilers interested in "touring" to travel almost anywhere in the snowbelt, snow conditions permitting.

If you have any questions in regards to the snowmobile trail crossing your property, please contact Club Trailmaster. One question that occasionally comes up is "What is the landowners liability if someone gets hurt on their property?" Enclosed is a copy of a letter from the Supervisor, Off Road Vehicle Division and a copy of Maine Statute 14 MRSA 159-A. Pittsfield's trails are covered under this policy.

Landowner's Permission:

You may sign in the space below to signify your approval for the Pittsfield Driftbusters Snowmobile Club to maintain the existing trail on your property. This may include trimming brush, removing rocks, and smoothing ruts and allow access by wheeled vehicle when there is no snow on the ground. Again, we thank you.

Permission granted

Date: _____ Signature: _____

Trail Master
P.O. Box 491
Pittsfield, ME 04967

MUNICIPAL GRANT TRAILS LANDOWNER LIST

9/18/20

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MapLotNumber	LLastName	LFirstName
BU=Burnham		
PT=Pittsfield		
DT=Detroit		
PM=Palmyra		
<u>ITS 85 - Unity Town Line to Detroit</u>		
BU-3-1	Lidstone	Moses & Shirley
BU-3-5	White	James & Catherine
BU-3-6C	Yellick	David
BU-3-7	Whitcomb	Joshua & Christie
BU-3-8	O'Brien	David & Wanda
BU-3-12B-2	Braley	Joel
BU-3-12B	Braley	Matthew
BU-3-12B-1	Allmendinger	Penny
BU-3-14	Doll	Norbert & Vera
BU-3-14A	Bubar	Donald & Roberta
BU-3-18	Wood	Ronald (Estate) Angela Wren PR
BU-3-34A	Penney	Kenneth
BU-3-33	Town of Burnham	
BU-6-18	Kenney	Brian Doug Rossignal
BU-6-20A	Kenney	Brian
BU-6-9	O'Brien	Wanda
BU-6-7A	Grignon	Lillian
BU-6-7	South Horseback Rd Realty Trust	
BU-6-5	The Springdale Farm Trust	William E
BU-6-2	Ramsdell	Ronnie
BU-6-4	Ramsdell	Ronnie
BU-6-3	Houston Brooks Auctioneers	
BU-9-8	Basford	Rick & Barbara
BU-9-11B	Begin	Thomas & Francis
BU-9-6	Bessey Development Corp.	
BU-9-11A	King	Bryan & Beverly
BU-12-5	Susi	Ted
BU-12-8B-2nd	King	Bryan & Beverly
BU-12-8C	Town of Burnham	Transfer Station
BU-12-8B	King	Bryan & Beverly
BU-12-8	Huff	Roger & Susan
BU-12-8A	Cianbro Corp.	A. Vigue, Pres-
BU-13-18	Pittsfield	Town of
DT-3-3	Cianbro Corp.	A. Vigue, Pres-
DT-3-3-1	Pittsfield	Town of
PT-8-5	Hodgins	RoydenD
PT-8-1	Hodgins	RoydenD
PT-8-2	Druke	Charles E (Estate)
PT-8-2-1	Kemery	Barry & Heather

MUNICIPAL GRANT TRAILS LANDOWNER LIST

2084

9/18/20

PT-12-25	Pittsfield	Town of
PT-12-25-ON	Driftbusters	Pittsfield
PT-8-10	Irish	Colleen
PT-12-4-1	Bellefeur	Nancy
PT-12-4	Chadwick	John B
PT-12-8	Johnson	William S
PT-12-9A	Pittsfield	Town of
PT-12-2 (loc2)	Town of Pittsfield	Airport
PT-23-29 (loc2)	Town of Pittsfield	Airport
PT-12-16	c/o Jack Wright	Manson Park
PT-12-20	Johnson	William S
PT-12-33A	C M P	c/o Utility Shared Services
PT-12-29	Cianbro Corp.	A. Vigue, Pres-
PT-26-85	Bartlett	Melissa & Joey
PT-12-45	Jiang	Zhuoy
PT-12-45A	C M P	c/o Utility Shared Services
PT-26-78	Tierney	Susan
PT-12-49	C M P	c/o Utility Shared Services
PT-26-71	No Owner Listed	
PT-26-72	No Owner Listed	
PT-26-70	No Owner Listed	
DT-7-25	Wallace	Donald and Brenda
DT-7-23	Shelton	Creal & Eileen
DT-7-22	Huff	Gloria
DT-7-17	C M P	c/o Utility Shared Services
DT-7-32	C M P	c/o Utility Shared Services
DT-7-15	C M P	
DT-7-11	Siegmund	Carlton
PM-2-51	Tierney	Daniel
PM-2-50	C M P	c/o Utility Shared Services
PM-2-25	Lin	Zhi Xing
PM-2-36	No Owner Listed	
PM-2-34	He	Xengci
PM-2-35	Palmyra	Town of
PM-2-31	Spencer	Galen
PM-2-28	Reed	Kenneth L.
PM-2-30	Young	Judith
PM-2-29	Reazor	Craig
PM-2-28A	Austin	Correnia
PM-2-28 (loc 1)	Reed	Kenneth L.
PM-2-27	Sprague	Forester Jr. and Daniel
PM-2-26	Melanson	Leland D
PM-3-1	Robinson	David & Carole
PM-3-2	Kelley	Starr

MUNICIPAL GRANT TRAILS LANDOWNER LIST

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9/18/20

DT-8-50	Nones Johnson	Joint Trust
DT-8-53A	NEAG Properties LLC	
DT-8-47	Fernald	Paul
PM-3-6-1	Derosier Jr.	Camille & Nancy
PM-3-7	Cookson	Chris
PM-3-8	Foster	Charlene

ITS 85 - Pittsfield Alternate - CMP Substation to Manson Park

PT-16-46	C M P	c/o Utility Shared Services
PT-16-47	C M P	c/o Utility Shared Services
PT-16-48	Homstead	Dean A.
PT-29-10	Vance	Dirk William
PT-33-4 (Loc#1)	MTC Holdings Ltd.	
PT-33-5	MTC Holdings Ltd.	
PT-33-4 (Loc#2)	SAS Pittsfield, Inc.	Accounts Payable
PT-33-4-1	Anthony	Chris
PT-16-17	Town of Pittsfield	
PT-16-16A	Duplisea	Robert
PT-16-16	K & D Golf, Inc.	
Cross Hartland Ave.	Road Crossing	
PT-16-1	K & D Golf, Inc.	
PT-15-63 (loc1)	Town of Pittsfield	
PT-15-63 (loc2)	Town of Pittsfield	
PT-28-48	Maine Central Railroad	
PT-28-30	Town of Pittsfield	
PT-25-52	Town of Pittsfield	
PT-25-169	Town of Pittsfield	
PT-25-124	Pittsfield Motor Sales	
PT-25-127	Friend	Ronald & Susan
ITS 85 - Manson Park	c/o Jack Wright	Manson Park

Clinton Trail - Manson Park to Snakeroot Rd.

PT-23-29 (loc1)	Pittsfield	Town of
PT-23-30	Town of Pittsfield	
PT-23-37	Connors	David A.
PT-23-134B	Cianbro Corp.	A. Vigue, Pres-
PT-23-133	Cianbro Corp.	A. Vigue, Pres-
PT-23-132	Cianbro Corp.	A. Vigue, Pres-
PT-23-131	Cianbro Corp.	A. Vigue, Pres-
PT-23-130	Fagan	Matthew
PT-23-129	Fagan	Matthew
PT-23-137	Chucks Aircraft LLC	
PT-12-2 (loc1)	Town of Pittsfield	
PT-12-3	Town of Pittsfield	
PT-8-9	Frost	Dino J. & Erlene S.
PT-11-2 (LOC 2)	Lasselle	Jock

MUNICIPAL GRANT TRAILS LANDOWNER LIST

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9/18/20

PT-11-2-1(loc2)	B & D Properties of Maine	Brent & Donna
PT-11-59	Susi	Ted&Christi&Lydia&John
PT-11-6-1	Hydrograss Holdings	
PT-11-6-6	Watson	John
PT-11-8	West	Paul K. & Patricia A.
PT-11-8A	Sheppard	Toni
PT-11-9	Newhouse	George H.
PT-11-10	Richardson	Thomas E., Jr. & Patricia
PT-11-12-4	Amara	Jason & Andrea
PT-11-12	Amara	Jason & Andrea
PT-11-12-3	Corson	Anthony & Lisa
PT-11-12-1	Corson	Anthony & Lisa
PT-11-20	C M P	c/o Utility Shared Services
PT-6-12	C M P	c/o Utility Shared Services
PT-6-6	Heaton-Jones	John W
PT-6-7	Sinclair	Laurice & Verna
PT-6-15	Sinclair	Laurice & Verna
PT-6-11	C M P	c/o Utility Shared Services
PT-4-9	C M P	c/o Utility Shared Services
PT-3-8	C M P	c/o Utility Shared Services
PT-6-26-A	Ames Family Land	

2020-2021 Pittsfield Driftbusters' Trail Mileage

Municipal Grant Trails:

ITS 84&85 Rts 100 & 220 Intersection to Dogtown Power Station	5.0 miles
ITS 85 Dogtown Power Station to Manson Park	3.5 miles
ITS 85 Manson Park to Rt 139 Unity (via Basford Rd. & Burnham T.O.)	16.3 miles
ALT85 Manson Park to Golf Course via RR Bed	2.0 miles
ITS 84 & ALT85 Golf Course RR Bed to Dogtown Power Station	2.5 miles
Clinton Trail - Airport/Manson Park to Johnson Flats Road	9.5 miles

Total 38.8 miles

Percent of Total Trails 45.0%

Club Grant:

Golf Course to Sibley Pond	12.0
Basford Road toward Troy -- to Detroit intersection	1.0
Johnson Flat Road to Burnham Center	4.5
Manson Park/Industrial Park/Somerset Ave.	3.0
Webb Rd. to Rt. 100	2.1
Burnham Center to ITS85 via Morgan Rd.	5.6
ITS85 to Unity Pond	0.6
Burnham Center to Mount Rd. to Horseback Rd.	6.1
Berry Rd. to Balfour Farm	2.0
Balfour Farm to Sibley Pond Trail	3.6
Farm to Canaan/Clinton (Hussey Rd.)	<u>8.0</u>

Total 48.5 miles

Percent of Total Trails 55.0%

Total Trails 87.3miles

