

**Town of Pittsfield**  
**112 Somerset Avenue**  
**Pittsfield, Maine 04967**  
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**To the Citizens and Taxpayers of Pittsfield:**

**I am pleased to present the Annual Report for the Town of Pittsfield. This report compiles Pittsfield's Municipal services for the operating period of January 01, 2016 - December 31, 2016. Activity reports from the town departments, MSAD #53, and agencies associated with the Town are included in this document with this year's audit report.**

**It has been an interesting and challenging year for the Town as we continue to advance the Town with the opportunities created by the continuing recovering economy in Central Maine and Somerset County. While we have been extremely frugal with town expenses, we are pleased to report advancements. 2016 was a very dynamic and productive year for the Town with the accomplishment of many projects and activities on behalf of our citizens. It was a fast-paced and interesting year. Many goals were completed and even more projects scheduled. For those individuals interested in buying or building a new home, buying land, or considering locating a business in our community, we welcome you to drop by the Town Office or check out our website to learn about our services. We are very proud of our community and its many opportunities.**

**Through teamwork, cooperation, and the achievement of common goals, our Town has addressed the following issues:**

- ✓ Authorized revisions to the Official Town of Pittsfield Fee Schedule by adding the Theatre Committee's Amendments to the Pittsfield Community Theatre fee listing for facility rental.**
- ✓ Authorized the Town Council to sign the Expense Warrants upon recommendation of the Finance Committee for the year 2016.**
- ✓ Signed the Certificate of Commitment for Sewer User Rates and Water User Rates during the Year 2016.**
- ✓ Signed the Earth Day Proclamation supporting community-wide activities for Earth Day 2016.**
- ✓ Signed the Arbor Day Proclamation supporting community-wide activities for the 2016 National Arbor Day and Maine's Arbor Day Week.**
- ✓ Authorized the Town Manager to hire Independent Review(s) as necessary in accordance with the Town's Bid Policy and/or the Federal Aviation Administration (FAA) regulations; and execute all paperwork for Airport Grants for the year 2016.**
- ✓ Authorized the Town Manager and Town Clerk to sign the user agreement from the Department of Elections for the DS200 Scanner and Tabulator to expire December 31, 2019.**
- ✓ Met with the Executive Director of Kennebec Regional Development Authority (KRDA) regarding activities and future plans.**

- ✓ **Authorized the expenditure of up to \$25,000 from the Town's Project Cost Account created pursuant to the New, LLC Municipal Development and Tax Increment Financing District and Development Program to pay for costs of improvements to the sidewalk, crosswalks and tip down curbing along Somerset Avenue in the Town of Pittsfield and authorized the Town Manager to enter such agreements on behalf of the Town to carry out such work as recommended by the Pittsfield Economic Expansion Corporation and approved by the Town Attorney.**
- ✓ **Authorized the expenditure of up to \$23,931.21 plus any accrued interest from the Town's Project Cost Account created pursuant to the New, LLC Municipal Development and Tax Increment Financing District and Development Program to pay for general economic development costs of marketing of the Town as a business location and the Town Manager is authorized to enter such agreements on behalf of the Town as recommended by the Pittsfield Economic Expansion Corporation and approved by the Town Attorney upon approval of the Town Council.**
- ✓ **Accepted the offer of the State of Maine Drinking Water Program (DWSRF) for the Water Main Replacement and Upgrade Project North Main Street (Grove Hill) Water Main Upgrade and to authorize the Town Manager to execute the applicable paperwork for this project.**
- ✓ **Signed the Application for Catered Function by Qualified Catering Organization for the Seabasticook Valley Chamber of Commerce Chamber Dinner to be held on February 17, 2016 from 5:00 pm – 10:00 pm at Maine Central Institute by Jeff's Catering & Bake Shop.**
- ✓ **Presented the Pittsfield Spirit of America Award to Spencer Havey, former Police Chief, for his amazing community spirit and volunteerism prior to his passing.**
- ✓ **Approved the Ordinance authorizing the issuance of up to \$1,287,000 principal amount of general obligation bonds for improvements to the Town's water system and financing to the State's Drinking Water State Revolving Fund.**
- ✓ **Waived the Regulation for Bid and Contracts (Section 106 of the Administrative Code) and authorized the Town Manager to sign the Town's Standard Agreement Form with Olver Associates for engineering work to include Phase I (Engineering Design up to \$87,000 and Other Services/Ledge Borings up to \$5,000, for a total to not exceed \$92,000) and if authorized, Phase II (Administration up to \$15,000; Inspection up to \$77,000 and a Comprehensive System Facilities Plan up to \$8,000, for a total to not exceed \$100,000) for the Main Replacement on North Main Street (Grove Hill) on the Drinking Water Primary List for funding from the State Revolving Loan Fund.**
- ✓ **Approved the filing of a J.O.Y. (Jumpstart Our Youth) grant and if approved, further authorize the Town Manager and Librarian to expend the funds in accordance with the grant requirements and Town regulations.**
- ✓ **Approved the filing of a grant to the Maine Humanities Council and if approved, further authorize the Town Manager and Librarian to expend the funds in accordance with the grant requirements and town regulations.**
- ✓ **Accepted the recommendation of the Pittsfield Economic Expansion Corporation and ratified the pricing for the remaining lots in the Industrial Park.**
- ✓ **Met with Gail Chase, Kennebec Valley Council of Governments (KVCOG) Community Development Manager regarding upcoming opportunities for collaboration of broadband enhancements and received a report on the ConnectME Broadband Planning Grant for Somerset County.**

- ✓ **Approved the Order that the Town Council authorize the equipment lease purchase financing and appropriation of the proceeds for the copier.**
- ✓ **Authorized the Town Manager to execute all necessary paperwork for the lease-purchase of a Xerox WorkCentre 5875PT at a cost to not exceed lease and service contract totaling \$292.50/month for a 5-year period, an increase of \$7.50 per month or \$450.00 for the term over the current copier lease.**
- ✓ **Approved the acceptance of an Automated External Defibrillator (AED) from the Maine Cardiovascular Health Council and if approved, to further authorize the Town Manager and Librarian to execute the Memorandum of Understanding between the Maine Cardiovascular Health Council & MCD Public Health Rural Access to Emergency Devices (RAED) and the Town of Pittsfield.**
- ✓ **Signed the Warrant and Notice of Special Election to call the MSAD #53 Referendum to be voted on April 12, 2016 from 11:00 am – 4:00 pm.**
- ✓ **Authorized the Town Manager to execute an amendment to the 2013 Standard Services Contract Engineering for Bridge Inspections and Repairs.**
- ✓ **Reviewed the Draft Airport Master Plan for the Pittsfield Municipal Airport compiled by the Airport Engineering Firm.**
- ✓ **Met with SAD #53 Superintendent Jason Tardy regarding an Update on the 2016-2017 Budget Process.**
- ✓ **Ordained the Borrowing of up to \$200,000 to finance the cost of paving public roads and improvements to bridges and culverts in the Town (\$75,000 for paving and \$125,000 for bridges and culverts).**
- ✓ **Approved the Request for Proposals for borrowing for the financing of the 2016 Paving Program and Bridge/Culvert Improvements in an amount to not exceed \$200,000 and authorized the Town Manager and Deputy Treasurer to seek bids.**
- ✓ **Approved the bid specifications for the North Main Street (Grove Hill) Water System Improvements, DWSRF No. 2016-28 and authorized the Town Manager and Assistant Water/Sewer Superintendent to seek bids for the same once approved by the State of Maine Department of Health and Human Services Drinking Water Program (DHHS) incorporating all agency amendments.**
- ✓ **Approved the Request for Proposals for the 2016 SuperPave Hot Bituminous Paving – Town Streets with Alternate Type “C” Mix and Parking Lots and authorized the Town Manager and Public Works Foreman to seek proposals for same.**
- ✓ **Approved the Request for Proposals for a Seventeen Thousand Pound Excavator Lease of Six Months and authorized the Town Manager and Assistant Water/Sewer Superintendent to seek proposals for same.**
- ✓ **Waived the bid policy, Chapter 2, Administrative Code, Section 106 to follow the State Bid package for Police cruisers and to accept the proposed bid of Quirk Ford of Augusta in an amount not to exceed \$24,500 (original price is \$30,833 - \$5,335 trade in for 2013 Police Cruiser) for a 2016 Fleet / Non-Retail Ford Utility Police Interceptor.**
- ✓ **Authorized the Town Manager to execute contracts for the Fire Alarm System Test and Inspection and the Fire Alarm Monitoring for the Pittsfield Public Library with Norris, Inc. for a one-year period.**
- ✓ **Authorized the Town Manager and Deputy Treasurer to transfer and expend \$6,398 from the Cemetery Capital Improvement Trust G/L #7-127-00 (PITT #1) for a garden tractor-mower for Cemetery mowing.**

- ✓ **Approved the issuance of a parade permit to HealthySV for a 5K Run / 1K Walk on May 21, 2016 and waived the permit fees.**
- ✓ **Authorized the Town Manager to sign a 5-year blanket approval letter to the Department of Public Safety, Licensing and Inspections Unit for the Greater Pittsfield Area Kiwanis to have games of chance, video poker and beano/bingo to expire 12/31/2020 and to be renewable at that time.**
- ✓ **Ordained that Chapter 7. Traffic Ordinance be rescinded and the new Chapter 7. Traffic Ordinance be adopted.**
- ✓ **Authorized the Town Manager to execute a purchase and sale agreement with Innovative Specialties LLC for Map 27, Lots 79-2 and 79-3 also known as Lots 2 and 3 on the Final Subdivision Plan of the Industrial Park Addition recorded in Plan Book 1990, Page 175.**
- ✓ **Approved the Request for Proposals for the new 4-wheel drive wheel loader and authorized the Town Manager and Public Works Foreman to seek bids for same.**
- ✓ **Waived the bid policy, Chapter 2, Administrative Code, Section 106 and authorized the Town Manager and Deputy Treasurer to transfer and expend \$9,049 from PITT #03 Fire Department Reserve (G#1-610-00) for SCBA repairs and upgrades.**
- ✓ **Authorized the Town Manager to execute the Town's Standard Services Agreement for the Scope of Work and Costs in Proposal #3 for Economic Development Consulting Services dated March 29, 2016 for assistance with lead generation for specific properties as recommended by the Pittsfield Economic Expansion Corporation.**
- ✓ **Signed a letter to the Maine Department of Transportation requesting that the I-95 Northbound Bridge over the Town's Recreational Trail (Rail Trail) which MDOT has announced will be replaced with a buried arch have lighting added, installed and maintained by MDOT for public safety, health and welfare. Ultimately, such request was approved by MDOT.**
- ✓ **Authorized the Town Manager and Deputy Treasurer to utilize the Fund 2 Water Cash Account for the expenses for the Olver Associates Contract for Phase I to not exceed \$92,000 to be reimbursed by the loan proceeds from the Maine Municipal Bond Bank Loan.**
- ✓ **Ordained the purchase and financing of a fire truck on the following terms: First, the Town waived the requirement of a competitive bid for the fire truck purchase and authorized the purchase of a replacement for the fire truck known as Engine 1 with a Pumper-Aerial Device at a purchase price to not exceed \$750,000, which amount is hereby appropriated; and second, the purchase of the fire truck authorized above shall be financed by borrowing up to \$750,000 with such dates, maturities, denominations, interest rate(s) and other details as the Town Treasurer and the Mayor of the Town Council shall determine. The Town is further authorized, if deemed appropriate by the Town Treasurer and Mayor of the Town Council to borrow up to \$750,000 by a lease purchase agreement, which agreement may be with the vendor of the fire truck, its finance company or another finance company.**
- ✓ **Authorized the transfer of property listed as Map 27, Lots 79-2 and 79-3 on the Town of Pittsfield Property Tax Maps dated April 1, 2016 to Innovative Specialties LLC for the sum of \$28,000 and further authorized the Town Manager to execute a municipal quit claim deed to Innovative Specialties LLC.**

- ✓ **Authorized the filing of an Economic Development Grant Application under the Community Development Block Grant Program in the amount of \$260,000 for Innovative Specialties LLC to make assurances as required by the application; to accept funds; to carry out duties; and to sign documents necessary for the grant as depicted in the Council Resolution.**
- ✓ **Accepted the bid of Machias Savings Bank dated April 14, 2016 with an interest rate of 2.3% per annum for the financing of the 2016 Paving Program and Bridge/Culvert Improvements in an amount to not exceed \$200,000.**
- ✓ **Accepted the proposal of Eagle Rental of Waterville, Maine in the amount of \$15,000 for a six-month excavator lease for the Town Departments to share as needed with such cost to be paid for through the departments' operating budgets and to authorize the Town Manager to execute the Town's Standard Services Contract.**
- ✓ **Authorized the Town Manager to execute Amendment One to the Solid Waste Disposal Agreement between Waste Management Disposal Services of Maine, Inc. and the Town of Pittsfield.**
- ✓ **Authorized the issuance of a parade permit to the American Legion Post 32 for a Memorial Day Parade on May 30, 2016 and waived the permit fees.**
- ✓ **Authorized the Town Manager and Town Clerk to sign the 2016 User Agreement governing the Accessible Voting System (AVS) from the Department of Elections to expire December 31, 2019.**
- ✓ **Approved the opening of absentee ballots on June 14, 2016 at 10:00 am and 3:00 pm for the June 14, 2016 Primary Election and the MSAD#53 Budget Referendum.**
- ✓ **Accepted the proposal of Ranger Contracting of Winslow, Maine for the North Main Street (Grove Hill) Water System Improvements, DWSRF No. 2016-28 in an amount to not exceed \$765,741 and authorized the Town Manager to execute a contract for same once approved by the State of Maine Department of Health and Human Services Drinking Water Program (DHHS) and contingent upon the Maine Municipal Bond Bank financing.**
- ✓ **Accepted the proposal of S&G Construction of Detroit, Maine in an amount to not exceed \$64,889.50 at a unit price of \$74.50/ton with 9.5 mm SuperPave mix for the paving of roads; also for such project to include an additional 135 tons of 9.5 mm SuperPave at \$74.50/ton for a total for the paving to not exceed \$75,000; and in an amount to not exceed \$15,106 for the parking lot for the 2016 Paving Program - Street and Parking Lots; such project to also include an additional 355' of curbing at \$12.00 linear foot in the Municipal Parking Lot in an amount to not exceed \$4,260; for a total Municipal Parking Lot Project of \$19,366; and authorize the Town Manager to execute the Town's Standard General Service Contract for same with a grand total of both projects to not exceed \$94,366.**
- ✓ **Authorized the Town Manager and Deputy Treasurer to transfer and expend \$19,366 from PITT#40 Municipal Parking Lot (G#1-631-00) for the paving of the parking lot.**
- ✓ **Authorized the Town Manager and Assistant Treasurer to transfer and expend up to \$500 from the Hooked on Fishing Account at Peoples United Bank (G1-104-00 for the Hooked on Fishing School and Community Events in May 2016).**
- ✓ **Approved the transfer of expiring non-primary entitlement funds from the Pittsfield Municipal Airport to the Augusta State Airport and authorized the Town Manager to execute the AIP Transfer Agreement.**

- ✓ **Authorized the Town Manager to execute the Application for an Outdoor Fireworks Display as property owner for the Greater Pittsfield Area Kiwanis Fireworks for the 2016 Egg Festival to be conducted by Central Maine Pyrotechnics subject to receiving approval of the FAA and the appropriate insurance certificate naming the Town of Pittsfield as additional insured.**
- ✓ **Signed an Acknowledgement to commend James Love, PA-C for his dedication to patients, staff and community upon his retirement from the medical profession.**
- ✓ **Accepted the proposal of Vaughn D. Thibodeau II of Bangor, Maine in an amount to not exceed \$118,107.99 at a unit price of \$80.73/ton with "C" mix for the paving of roads and in an amount to not exceed \$13,724.10 for the 2016 Paving Program-Street and Parking Lots and authorized the Town Manager to execute the Town's standard general services contract for same; such project to include an additional 200 tons of "C" mix at \$80.73/ton included in the price above.**
- ✓ **Authorized the Town Manager and Deputy Treasurer to transfer and expend \$16,146.00 from PITT#20 Road Construction Reserve (G#1-607-00) for paving of town roads and \$13,724.10 from PITT#40 Municipal Parking Lot (G#1-631-00).**
- ✓ **Authorized the Town Manager and Librarian to execute all paperwork and agreements of the yearly service of software and operational support for the Minerva Library Management System.**
- ✓ **Approved the establishment of a new Water Debt Service Reserve for future loan payments on the DWSRF North Main Street (Grove Hill) Project and approved the transfer of \$125,000 from the Water Restoration Reserve to the new Water Debt Service Reserve for future payments.**
- ✓ **Authorized the Town Manager to submit a grant application under the Northern Border Regional Commission Grant Program for an economic development opportunity along the East Interceptor.**
- ✓ **Signed the Warrant and Notice of Election to Call the MSAD#53 Budget Validation Referendum to be voted on June 14, 2016.**
- ✓ **Signed the Application for a Catered Function by a Qualified Catering Organization for the MCI Reunion to be held on August 5, 2016 from 4:00 pm – 9:00 pm at Maine Central Institute by Jeff's Catering & Bake Shop.**
- ✓ **Signed the Application for a Catered Function by a Qualified Catering Organization for the MCI Snow Ball to be held on August 5, 2016 from 8:00 – 11:00 pm at Maine Central Institute by Jeff's Catering & Bake Shop.**
- ✓ **Signed the Application for a Catered Function by a qualified catering organization for the MCI Reunion Lunch to be held on August 6, 2016 from 12:00 pm – 5:00 pm at Maine Central Institute by Jeff's Catering & Bake Shop.**
- ✓ **Approved the new application of Brandon Stokely as a Transient Seller of Consumer Merchandise selling educational books and supplies door-to-door.**
- ✓ **Authorized the Town Manager to sign the NetDMR Subscriber Agreement for the Maine Department of Environmental Protection to allow designated user/s to sign DMRs and other reports.**
- ✓ **Approved the issuance of a Parade Permit to the Central Maine Egg Festival Committee and the Greater Pittsfield Area Kiwanis Club for the Kiddie Parade on Thursday, July 14, 2016 to begin at 6:00 pm and to waive the fee.**
- ✓ **Approved the issuance of a Parade Permit to the Central Maine Egg Festival Committee for the Big Parade on Saturday, July 16, 2016 to begin at 9:15 am and to waive the fee.**

- ✓ **Authorized the Experimental Aircraft Association (EAA) Chapter 736 to hold the Great Central Maine Everything That Flies Fly-in at the Pittsfield Municipal Airport on Saturday, July 16, 2016.**
- ✓ **Set the Town Council Meeting Schedule for Summer 2016.**
- ✓ **Ordained an Ordinance authorizing the issue of \$154,000 Principal Amount of General Obligation Bonds and reallocating up to \$83,000 of the proceeds of its \$445,000 General Obligation Bond dated April 21, 2015 for the North Main Street Project.**
- ✓ **Ordained that Chapter 11 Pittsfield Public Library Policies, Article 7. Access to Internet Resources be rescinded and the new Article 7. Public Computer Use and Internet Safety be adopted and that Article 17. Donations and Gifts Policy be rescinded and the new Article 17. Donations and Gifts Policy be adopted.**
- ✓ **Approved State Requirements for the Community Development Block Grant Program.**
- ✓ **Accepted the bid of Chadwick Baross for the Volvo L90H 4-Wheel Drive Wheel Loader in the amount of \$175,530 and the separately priced General-Purpose Bucket in the amount of \$7,548 for a total amount of \$183,078 and authorized the Town Manager and Public Works Foreman to execute the purchase and further to authorize the Town Manager and Deputy Treasurer to transfer and expend \$183,078 from PITT#46 Highway Loader Reserve (G-1-655-00) for same.**
- ✓ **Authorized the use of Town owned land on McCarty Road for the long-term storage and processing of ledge material removed during the North Main Street Water Main Replacement Project.**
- ✓ **Approved a renewal application for a liquor license for Vittles Restaurant at 107 Main Street, Pittsfield.**
- ✓ **Approved a Lunch Wagon License application for Croz Dogz of 87 Garcelon Road, Burnham, Maine.**
- ✓ **Authorized the Town Manager and Deputy Tax Collector to issue notices of Tax Acquired Property Sale and place Tax Acquired Parcels out to bid.**
- ✓ **Waived the bid policy and authorized the Public Works Foreman and/or Town Manager to expend \$82,000 for a used 2013 New Holland TS6.110 4x4 complete with Diamond 21 ft Boom Mower with 50" Rotary Head and the Town Manager and/or Deputy Treasurer to transfer \$82,000 from PITT#5 Highway Equipment Reserve G-1-601-00 for same.**
- ✓ **Accepted the proposal of Ranger Contracting of Winslow, Maine for the North Main Street (Grove Hill) Sewer System Improvements, CWSRF in an amount to not exceed \$240,739, which is the proposal received for the Sewer Alternate Bid for the North Main Street DWSRF Project and authorized the Town Manager to execute a contract and change order for same once approved by the State of Maine Department of Environmental Protection (DEP) and contingent upon the Maine Municipal Bond Bank Financing.**
- ✓ **Authorized the Town Manager to execute the Applicant Intent to apply for a 2016 Clean Water State Revolving Fund (CWSRF) Loan for Projects #1 and #2 Sewer Improvements.**
- ✓ **Authorized the sale of a building without land being the 1942 Town Hanger to Curtis Air for airport use for the sum of \$1,000 and authorized the Town Manager to execute all necessary paperwork.**
- ✓ **Approved the payment of the monthly disbursement in the amount of \$260,838.01 (July 2016) and \$260,837.83 (August 2016-June 2017) to SAD #53 for its fiscal**

year beginning July 1, 2016 and ending June 30, 2017, for a fiscal year total of \$3,130,054.14, which represents the Town of Pittsfield's share of SAD#53's local appropriation funds.

- ✓ Approved the payment of weekly payroll checks in accordance with the following accounts: Personnel Services - Regular, Overtime, and Part-time; Supply Operation; Supply Maintenance; Distribution Maintenance; Customer Accounts and Social Security.
- ✓ Set the rate of interest to be charged on delinquent taxes for 2016 at 7.0% and due date for payment of taxes at the end of business on Friday, October 14, 2016.
- ✓ Set the rate of interest for overpayments for 2016 at 3% to conform with 36 M.R.S.A. Section 506-A.
- ✓ Authorized the Tax Collector/Treasurer to accept prepayment of taxes not yet committed or received prior to the due date and pay no interest thereon in accordance with 36 M.R.S.A. Section 506.
- ✓ Authorized the Town Manager and Deputy Treasurer to utilize the Fund 2 Water Cash Account for the expenses for the Olver Associates Contract for Phase I for an additional \$5,275.53 for the MDOT street opening permit and advertising to be reimbursed by the loan proceeds from the Maine Municipal Bond Bank Loan.
- ✓ Approved a Permit for the Portugal Soccer Trip 2017 for a 5K Fitness Event on Sunday, August 21, 2016 from 8:00 am – 11:00 am.
- ✓ Signed multiple Applications for Catered Functions by a Qualified Catering Organization for Maine Central Institute including the following: Major Supporters; Reception; Reunion; and Snowball by Jeff's Catering & Bake Shop.
- ✓ Authorized the Town Manager to execute an agreement with a Temp Agency / Employment Agency to acquire Secretarial Staffing as needed.
- ✓ Authorized the Town Manager to execute the Town of Pittsfield - Pittsfield Municipal Airport Disadvantaged Enterprise (DBE) Program.
- ✓ Authorized the Town Manager to execute the grant agreement with the New England Grassroots Environment Fund in the amount of \$1,000 and authorized the expenditure of the funds toward the Pittsfield Walks to Its Parks Project.
- ✓ Authorized the Town Manager to execute the grant agreement with HealthySV in the amount of \$1,000 and authorized the expenditure of the funds toward the Pittsfield Walks to its Parks Project.
- ✓ Ordained the purchase and financing of a fire truck or fire trucks and authorized the purchase of replacements for the fire truck known as Engine 1 with an Aerial Device and a Pumper at a purchase price to not exceed \$750,000.
- ✓ Ordained multiple amendments to Chapter 13 Zoning Ordinance.
- ✓ Ordained multiple amendments to Chapter 13B Site Plan Review Ordinance.
- ✓ Ordained multiple amendments to Chapter 13C Land Use Definitions Ordinance.
- ✓ Ordained multiple amendments to Chapter 15. Subdivision Ordinance.
- ✓ Authorized the acceptance of a CDBG Economic Development Grant for Innovative Specialties, LLC with the Town accepted into Phase II Development of the grant project for \$260,000.
- ✓ Authorized the Town Manager to execute the agreement and all other necessary paperwork for the Northern Border Regional Commission grant for \$250,000 in federal funds; authorized the expenditure of the funds in accordance with town regulations for the sewer project; and authorized the expenditure of up to \$260,000 from the Sewer Restoration Reserve (G3-711-00) as the Town's match for this grant project.

- ✓ **Approved a permit for Nolan's H.E.R.O. Foundation Run/Walk Event on Saturday, September 10, 2016 at 10:00 am.**
- ✓ **Revised the permit for the Portugal Soccer Trip 2017 for a 5K Fitness Event on Sunday, August 21, 2016 from 8:00 am – 11:00 am approved previously for the date of October 8, 2016.**
- ✓ **Authorized the Issue of up to \$85,000 Principal Amount of General Obligation Bonds.**
- ✓ **Authorized revisions to the Town of Pittsfield Fee Schedule under Theatre for the Business Sponsorship of a Movie for One Week of \$500.00 in funds to be received to the Special Revenue Account for the Theatre Revitalization Project.**
- ✓ **Authorized the Town Manager to Sign the Collateralization Agreement with People's United Bank on bank accounts.**
- ✓ **Authorized the Town Manager to sign the Letter of Intent to participate in the one-day Household Hazardous Waste Collection Event on Saturday, October 1, 2016.**
- ✓ **Approved amendments to Chapter 13. Zoning Ordinance for Principal Uses and Large Scale Commercial Development.**
- ✓ **Authorized the Town Manager to sign Change Order #1 for the North Main Street Water Main Replacement and Sanitary Sewer Project adding the Sanitary Sewer Project previously approved to the Contract and increasing the days allotted to finish the work.**
- ✓ **Approved the Request for Proposals for Maintenance Services for the HVAC system for a five-year period at the Pittsfield Public Library and authorized the Town Manager and the Librarian to seek proposals for the same.**
- ✓ **Authorized the filing of an Economic Development Grant Application under Phase II Development for the Community Development Block Grant Program in the amount of \$260,000 for Innovative Specialties LLC to make assurances as required by the application; to accept funds; to carry out duties; and to sign documents necessary for the grant as depicted in the Council Resolution.**
- ✓ **Approved the Community Development Block Grant (CDBG) Bonding and Insurance Requirements for CDBG Funded Contracts.**
- ✓ **Authorized the Town Manager to execute a Memorandum of Understanding between the Town of Pittsfield and Innovative Specialties, LLC d/b/a Nitro Trailers and Chad Dow to depict the roles and responsibilities for implementing and adhering to the terms of the Community Development Block Grant (CDBG) Economic Development Grant Program for the federal funds administered by the State of Maine as approved by the Town Attorney.**
- ✓ **Proclaimed November 8 – 15 as Maine Recycles Week for the Town of Pittsfield.**
- ✓ **Authorized the Public Works Foreman to expend \$2,770 for a Rhino PD-55 Post Driver with the required accessories and the Town Manager and/or Deputy Treasurer to transfer \$2,770 from PITT#5 Highway Equipment Reserve G-1-601-00 for same.**
- ✓ **Accepted the proposal of Huff's Construction of Burnham, Maine in an amount to not exceed \$10,500 at a unit price of \$7.00/yard for winter sand needed to rebuild the stockpile for the sanding of roads.**
- ✓ **Authorized the Town Manager to file the Drinking Water State Revolving Loan Fund Application for the Hunnewell Avenue project in an amount to not exceed \$1,177,660.**

- ✓ **Authorized the Town Manager to Sign the Application/Agreement for the Grant-in-Aid Program for the Department of Conservation, Bureau of Parks and Lands Snowmobile Program for an estimated project of \$47,060 to improve the snowmobile trails for the Driftbusters Snowmobile Club.**
- ✓ **Accepted the proposal of AAA Energy of Pittsfield in an amount not to exceed \$9,336 for the Preventive Maintenance Service for the HVAC System at the Pittsfield Public Library for the five-year period of November 1, 2016 through October 31, 2021 and authorized the Town Manager to execute the contract for same.**
- ✓ **Authorized the Town Manager and Deputy Treasurer to Issue a Request for Proposals for the Investment of MainePERS funds.**
- ✓ **Approved the Town Manager's appointment of Timothy Roussin as Acting Police Chief and to further authorize the Acting Police Chief to execute concealed weapon permits.**
- ✓ **Adopted the Budget Calendar for the 2017 Budget Process.**
- ✓ **Authorized the Town Manager to execute one or more Master Lease Purchase Agreements in the principal amount to not exceed \$536,175 with PNC Equipment Finance, LLC for the purchase of a new Fire Pumper from the Pierce Manufacturing Company.**
- ✓ **Authorized the Town Manager to execute the Purchase Agreement with Pierce Manufacturing Company in the principal amount to not exceed \$536,175 for the new Fire Pumper.**
- ✓ **Authorized the Town Manager to execute the Interlocal Contract for Cooperative Purchasing with the Houston-Galveston Area Council (H-GAC) titled HGACBuy to receive the discounted price for the Fire Pumper of \$536,175.**
- ✓ **Authorized the Town Manager to execute all other necessary paperwork for the purchase of the new Fire Pumper in the principal amount to not exceed \$536,175.**
- ✓ **Approved the Request for Proposals for the Purchase or Lease of One (1) New Postage Meter and authorized the Town Manager and Financial Clerk to seek bids for the same.**
- ✓ **Authorized the Town Manager to execute the Agreement with the Maine Department of Transportation to accept the payment of \$250 as just compensation for all Property Rights taken in connection with the Temporary Construction Rights of .10 acres on Town Property for the State's Bridge/Span project for the I-95 Northbound Bridge over the Town's Recreational Trail (Rail Trail).**
- ✓ **Waived the Regulation of Bid and Contracts (Section 106 of the Administrative Code) and authorized the Town Manager to sign the Town's Standard Agreement Form with Olver Associates for Engineering Work to include Design Only to not exceed \$85,000 for the Hunnewell Avenue Water Main Replacement and Secondary Route from Treatment Plant Drinking Water State Revolving Loan Program Project.**
- ✓ **Waive the Regulation of Bid and Contracts (Section 106 of the Administrative Code) to accept the proposal from E.J. Prescott of Gardiner for a total to not exceed \$15,000 for the purchase of six (6) Waterous Fire Hydrants.**
- ✓ **Authorized the Town Manager to sign a one (1) year extension of the current postage meter lease with Mail Finance in an amount to not exceed \$1,631.20 for 2017.**

- ✓ **Authorized the Town Manager to execute the Memorandum of Understanding between the Kennebec Regional Development Authority and the Town of Pittsfield for representation services for lead generation in Canada.**
- ✓ **Ordained that the 2017 Capital Budget be approved.**
- ✓ **Ordained that the 2017 Operating budget be approved.**
- ✓ **Ordained the transfer of unencumbered appropriation balances to various departments to not exceed \$31,000.**
- ✓ **Authorized a total of \$28,000 for Carry Forwards from the 2016 Budget and encumbered funds for 2017.**
- ✓ **Ordered the expenditure of \$12,593.22 plus accrued interest from the Town's Project Cost Account created pursuant to the New, LLC Municipal Development and Tax Increment Financing District and Development to pay for general economic development costs of marketing of the Town as a business location and authorized the Town Manager to enter such agreement on behalf of the Town as recommended by the Pittsfield Economic Expansion Corporation and approved by the Town Attorney upon approval of the Town Council.**
- ✓ **Approved the Expenditure of \$2,280 from the Library Capital Reserve PITT #41 (G1-649-00) to spend on labor and parts to replace one heat pump.**
- ✓ **Approved the Request for Proposals for Checking Account Banking Services and authorized the Town Manager and Deputy Treasurer to seek bids for same.**
- ✓ **Endorsed the actions of the Pittsfield Economic Expansion Corporation (PEEC) for 2015-2016.**
- ✓ **Approved a Policy on Educational Incentive and Required Training for Town Councilors effective January 1, 2017.**
- ✓ **Accepted a grant from the U.S. Department of Justice (DOJ) FY2016 Bulletproof Vest Partnership Program in the amount of \$1,317 and authorized the expenditure of those funds for same.**
- ✓ **Approved the filing of a grant to the Maine Humanities Council and if approved, further authorized the Town Manager and Librarian to expend the funds in accordance with the grant requirements and town regulations.**
- ✓ **Accepted all cash donations for the Library Donations for 2016 and authorized expenditure of the funds in accordance with Town Rules and Regulations.**
- ✓ **Accepted all cash donations for the Swimming Pool for 2016 and authorized expenditure of the funds in accordance with Town Rules and Regulations.**
- ✓ **Accepted all cash donations for the Underage Drinking Program for 2016 and authorized expenditure of funds in accordance with Town Rules and Regulations.**
- ✓ **Accepted all cash donations for the Theatre Fundraising Campaign for 2016 and authorized expenditure in accordance with Town Rules and Regulations.**
- ✓ **Accepted all cash donations for the Keep Neighbors Warm Program for 2016 and authorized expenditure in accordance with Town Rules and Regulations.**
- ✓ **Accepted all cash donations for the Re-Use Building for 2016 and authorized expenditure in accordance with Town Rules and Regulations.**
- ✓ **Accepted all cash donations for the Historical Depot for 2016 and authorized expenditure in accordance with Town Rules and Regulations.**
- ✓ **Accepted all cash donations for the Police Donations for 2016 and authorize the expenditure of the funds in accordance with Town rules and regulations.**
- ✓ **During the year, authorized the Town Manager and Deputy Tax Collector to issue notices of Tax Acquired Property Sale and placed the three Tax Acquired parcels**

**out to bid several times and then accepted bids for some of those properties and after public hearing, authorized the issuance of quit claim deeds.**

**The Town thanks all the volunteers on our committees/boards and projects who keep moving forward to serve the interests of the community. We are proud of our Town employees who continue to strive to increase productivity and the amount of work completed in this busy community as funding levels have been decreased, limited or frozen due to the state economy. Teamwork has been the key for the Town's development and growth while preserving the high quality of life offered by the community.**

**The Town is committed to enhancing opportunities for our citizens to work within our Town by providing and promoting a positive community and economic development program. Much of the Town's focus has been upon the achievement of projects listed in the community's Comprehensive Plan as best of possible within limited means without raising taxes. We expect 2017 to provide even more challenges and opportunities for our community.**

**"If you can imagine it, you can achieve it; if you can dream it, you can become it."  
William Arthur Ward**

**"No pessimist ever discovered the secrets of the stars or sailed to an uncharted land."  
-Helen Keller**

**Respectfully Submitted by,**

**Kathryn Ruth  
Town Manager**