

# MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, September 16, 2014 at 6:30 pm in the Council Chambers.

**PRESENT:** COUNCILORS: Gary Jordan, Jr., Caleb Curtis, Tim Nichols, Trudy Ferland and Heather Donahue. **ABSENT:** Michael Cianchette and Robert Stackhouse. Also present: Town Manager Kathryn Ruth and Finance Clerk Tonja Lary. Audience members included: None.

1. **Mayor Jordan, Jr.** opened the meeting by leading the **Pledge of Allegiance**. The Council observed a moment of silence.
2. Adoption of minutes of the regular meeting held on September 2, 2014.

Moved by **Councilor Curtis** and seconded by **Councilor Donahue** that the minutes of the regular meeting held on September 2, 2014 be adopted.

**VOTE: UNANIMOUS AYE**

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

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

Important economic and community development events scheduled to be reported on:  
Saturday, May 2, 2015: 19<sup>th</sup> Annual SVCC Trade Show and Community Fair

Important transitional team events scheduled to be reported on:  
Wednesday, October 22, 2014 Ken-Som Transition Team Resource Fair for UTC  
Wednesday, November 5, 2014 Educational Resources Fair for the Region

Several private sector business activities remain under review and small projects continue to be underway. Several commercial properties have recently been sold, are under option or will be leased. The Family Dollar Store excavation has been completed and the store is being built. We have been advised that the new store will open between Thanksgiving and Christmas.

Planning continues for the announced factory closure of the local UTC facility by Global UTC Headquarters beginning in the 3<sup>rd</sup> quarter of 2014 through full closure in March 2015. Planning consists of two phases, which includes recovery for the employees and for the site/community. The first Kennebec-Somerset Transition Team Meeting took place on May 01, 2014. The Pittsfield Economic Expansion Corporation has met with UTC at the plant and reviewed the factory on a detailed tour on May 23, 2014. Several tours have taken place. UTC hired CBRE The Boulos Company, which deals extensively with commercial real estate across the United States and beyond. A tour of the property took place, however, the Town was not involved.

To address remaining available locations, an additional promotion piece beyond our regular promotion of available properties had been provided to economic and community development resources and sites.

This has affected one available property positively and resulted in some phone calls. Other locations have filled in or have commitments due to the strategic locations. We had planned to design spec sheets for the remaining available properties in Town - the Corner Cupboard, the Friends' property and the Quint's property off Central Street when time permits. One is a vacant building and two are undeveloped lots. These sheets are used to help promote properties to prospective businesses or developers. We have utilized spec sheets for other large projects in town such as the Plaza. I have been advised to just concentrate on the lots that have buildings so we will concentrate on the Corner Cupboard. The former Pizzeria building has undergone major renovations inside and hopefully will be completed shortly so that it can also be promoted. Five specialized promotional pieces have been issued with the last one in August 2014.

The new Plaza owner has been providing details on site vacancies to the Town and these have been advertised for the Plaza.

North Lancey Street Business Building placed on the market by Lancey Associates and is offered by Better Homes and Gardens Real Estate The Masiello Group. Gary may compile a spec sheet for this property.

SAS Property placed on the market by MTC Holdings, LTD of San Antonio, Texas and is offered by the LandVest, a Luxury Property Real Estate Company in Camden – The website promoting the property is linked to the Town's website. The Town has recommended that the building be available for lease of needed space, however, the company would like to sell the entire building/s. The December appointment with the out of state developer/investor was cancelled due to the winter storm. The Town met with commercial interests about the property in January, 2014. Several projects are underway to enhance the ability to develop this unique and interesting property. The pre-application required for the Historic Status of the SAS property (former Waverly Mill) to proceed forward to the National Register was completed in April and submitted. The Town has been advised that the Mill has received approval of its pre-application and has been placed on the State of Maine Historic Sites database. The Town now has a State of Maine Historic Commission letter stating the Mill's suitability for the National Register which can be presented to a developer who wishes to pursue the National Register application process or the Town can utilize the letter to hire an architectural historian or other expert to complete the process (upon receipt of appropriate funding source, i.e, grant or donation). The Town is working with the potential developer to line up interested agencies to tour the mill this summer. The first tour has taken place. Background research continues to take place.

**Report on MDOT Somerset Avenue Mill & Fill Project:**

The MDOT mill and fill project is now scheduled to start on Wednesday, September 17, 2014.

**Report on Somerset Avenue Sidewalk Project:**

The third and last section of sidewalk to be rehabilitated/reconstructed - Oak to Central Street – is now completed. All surface paving for the project was completed.

**Report on Meetings & Events:**

FirstPark Marketing Committee Meeting on Wednesday, September 3, 2014 at 2:00 pm at the FirstPark Office in Oakland.

Recycling Committee Meeting on Wednesday, September 3, 2014 at 5:00 pm.

Sebasticook Valley Chamber of Commerce Strategic Planning Committee Meeting on Thursday, September 4, 2014 at 3:30 pm at the Chamber Office in Palmyra.

Sebasticook Valley Chamber of Commerce Board of Directors Meeting on Thursday, September 4, 2014 at 5:00 pm at the Chamber Office in Palmyra.

Comprehensive Economic Development Strategy Meeting on Tuesday, September 09, 2014 from 11:30 am – 1:30 pm at the KVCOG Office in Fairfield.

Somerset Economic Development Corporation Board of Directors Meeting on Thursday, September 11, 2014 at 10:00 am in Skowhegan.

Somerset Workforce Connect Meeting on Thursday, September 11, 2014 at 1:00 pm in Skowhegan.

FirstPark Special Meeting on Thursday, September 11, 2014 at 5:00 pm at the FirstPark Office in Oakland.

Sebasticook Regional Land Trust 2014 Farm and Habitat Tour on Saturday, September 13, 2014 at 9:00 am (registration at 8:00 am at Hathorn Park). Fully supported 10 and 36 mile rides with optional stops at family farms and conservation lands.

Sebasticook Healthy Communities/HealthySV Annual Meeting on Tuesday, September 16, 2014 at time and location to be determined.

**Upcoming Meetings & Events:**

Kennebec Valley Council of Governments Annual Meeting on Tuesday, September 23, 2014

FirstPark Regular Executive Committee Meeting on Thursday, September 25, 2014 at 5:00 pm at the FirstPark Office in Oakland.

The 9<sup>th</sup> National Prescription Drug Take Back Day on Saturday, September 27, 2014 from 10:00 am – 2:00 pm

**4. PUBLIC HEARINGS/OLD BUSINESS: NONE**

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

**Town Manager's Report: Town Council Meeting of 09/16/2014:**

1. The FYI Folder: FYI Folder which contains items that come in between the Town Council Meetings has the following this evening: NONE

2. Tax Acquired Property Sale: The Town of Pittsfield is soliciting bids for the sale of the municipality's interest in tax-acquired properties. Each bid must be in writing and in a sealed

envelope marked “Proposal - Tax Acquired Property” and “Parcel #\_\_\_” on the exterior addressed to the Town of Pittsfield. Each bid is to be for one property only; individuals wishing to bid on two or more of the parcels must submit a separate bid for each one in a separate envelope. Please mark the envelope with the parcel #. All bids must be received at the Pittsfield Town Office, Attention Deputy Tax Collector, 112 Somerset Avenue, Pittsfield, ME 04967-1432 by September 24, 2014 at 11:00 a.m., at which time they will be publicly opened. Late bids will not be opened or considered.

The following is required: a quotation sheet listing the parcel # and quotation amount. Also required is the proposer’s name, mailing address and daytime phone number; a narrative statement as to what the proposer intends to do with the property and within what time frame. A certified check, bank money order, or postal money order in an amount not less than twenty percent (20%) of the quotation price shall be included as a deposit. Failure to submit the narrative statement or deposit shall cause the quotation to be automatically rejected.

The properties for sale are described on the Town’s tax maps:

<u>Parcel #</u>	<u>Parcel Description</u>	<u>Minimum Bid</u>	<u>Partial Description</u>
1	Map 23, Lot 56	\$3,950.00	Land only, +/- 0.38 acres
2	Map 29, Lot 25	\$5,150.00	Building & Land, +/- 0.47 acres
3	Map 25, Lot 68	\$ no minimum	Building & Land, +/- 0.20 acres

3. Langlais Art Trail includes Pittsfield: The Town of Pittsfield is part of the Colby College Langlais Art Trail. Colby College is producing a state-of-the-art interactive map, which will serve as an extensive guide to Langlais works across the state of Maine. The launching of the Trail recognizes a state-wide art community that was created through the Kohler Foundation and celebrates the collaborative efforts to recognize this influential artist. The Town will receive a copy of *Bernard Langlais*, a copiously illustrated 250-page monograph on the artist, with essays by Hannah W. Blunt, Diana Tuite, Vincent Katz, and Leslie Umberger. This monograph is produced in conjunction with the Museum’s retrospective exhibition this summer, opening July 19<sup>th</sup>. The scheduled launch date of the Langlais Art Trail was July.

4. Seabasticook Regional Land Trust Farm & Habitat Ride: The 6<sup>th</sup> Regional Land Trust Farm & Habitat Tour was held on Saturday, September 13, 2014 at 9:00 am starting at Hathorn Park. This was our 2<sup>nd</sup> Tour in Pittsfield. Participants Pedaled or Paddled Their Way through the Seabasticook Valley. Explore the heart of Maine with Seabasticook Regional Land Trust at the 6<sup>th</sup> Annual Farm & Habitat Tour. The bike trip featured Balfour Farm at 461 Webb Road, which is an organic dairy farm owned by Doug and Heather Donahue and the Bag End Suri Alpacas of Maine at 226 Snakeroot Road owned by Jill McElderry-Maxwell. There also were trips to the Triple B Farm in St. Albans and the Madawaska Bog located between White and Douglas Ponds along Madawaska Brook.

All stops offered locally produced or sourced refreshments, and hosts were available to answer questions and provide assistance. A bicycle support vehicle was available to attend to minor bike repair, first aid needs and weary riders.

The attendance was steady, however, not large. Again, the Bicycle across Maine event was the same day. SRLT reported that there were new attendees from this area who had not signed up before and people liked the event. We were thanked for all the publicity provided.

5. Business After Hours: Everyone was invited to a Business After Hours at The House Next Door on Tuesday, 09/09/2014 at 5:30 pm at 303 Main Street. This is the very nice Bed and Breakfast owned by Milton Webber. We had a wonderful time at the B&B. Both Milton and Kathy are wonderful hosts and love to talk and take care of people. The B&B is simply beautiful and we were able to see all of Milton's paintings which were fabulous.

6. HealthySV Coalition Annual Meeting: The Annual Meeting of this productive and positive group took place today. We celebrated achievements and recognized Chris Petersen from Bud's Shop N' Save and Greg Hughes for their contributions to the goals of HealthySV. There was a presentation on HealthySV Coalition Data Trends from 2009 – 2013 for Middle School and High School students on their behavior in the areas of alcohol, marijuana, prescription drug use and other categories. Health Priorities were identified for the Coalition and the Community Partners. Once the Community Health Improvement Plan is approved, we will have slides that the Town can review that are very interesting. There have been some very positive trends with the students' behavior and several areas to work on that trend the same as the State of Maine. There are other projects of merit that can be initiated.

7. Councilor Nomination Papers: Nomination papers have been available for two Councilor positions. The papers are due back to the Town Clerk on September 22, 2014. So far, Mayor Jordan has advised he will have his papers filed for District 2 and no one has taken out papers for At Large. If someone knows of a positive proactive individual who wants to do good, please send him/her to the Town Office!

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

**Recycling Committee:** The Recycling Committee had their first meeting on 09/03/2014. They discussed the Reuse Center closing date, noting a tentative date of 10/25/2014. Also discussed was the need for the roof to be redone. We have enough shingles to do half the roof from shingles donated at the Transfer Station. Upgrading the sign at the facility was discussed. The Town Farm project was discussed. Maine Recyclables week is November 8<sup>th</sup> through November 15<sup>th</sup>.

## 6. **NEW BUSINESS:**

**RESOLUTION 14-96:** Resolved that the Town Council authorize the Town Manager to sign the Letter of Intent to participate in the one-day Household Hazardous Waste Collection Event on Saturday, October 4, 2014.

Moved by **Councilor Donahue** and seconded by **Councilor Ferland** that Resolution 14-96 be adopted.

The Town Manager noted for several years, the Town has participated in this one day event which has provided residents the opportunity to dispose of household hazardous materials rather than leaving the materials at their homes or throwing them away with trash.

In 2013, the Town spent \$1,797.16 for the project plus staff time. In 2012, the Town spent \$2,066.81 for the project plus staff time. In 2011, the Town spent \$1,472.74 for the materials, including prescription drug incineration plus staff time to organize and assist with the event. In 2010, the Town spent \$620.24 for the materials that were collected plus staff time to organize and assist with the event. In 2009, the Town spent \$978.96 for the materials that were collected plus staff time to organize the event.

The amount that we spend will be dependent upon the amount of material that is collected. In the past we have capped the cost that can be expended and will do so this year also. The Recycling/Transfer Station/Safety Coordinator will propose a cap for this event after reviewing the Department's budget.

The Town Council received background materials in their Council Package.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 14-97:** Resolved that the Town Council approve the RFP for Tax Assessor Services and authorize the Town Manager and Deputy Tax Collector to issue an RFP for said work.

Moved by **Councilor Donahue** and seconded by **Councilor Curtis** that Resolution 14-97 be adopted.

The Town Manager noted the Town Council received a copy of a draft RFP for Tax Assessor Services in their Council Package. As discussed at prior meetings, the Town's Tax Assessor since 1988 has announced his plans for retirement at the end of 2014. Mr. Phillips will be retiring to Florida.

Jim Phillips provided the background material for Section II so we will insert that information. I also will add a statement about the software being utilized through the TRIO system.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 14-98:** Resolved that the Town Council authorize the Town Manager and Deputy Treasurer to expend and transfer \$40,000 from the People's United Economic Development Fund pursuant to the approved 2014 Budget for Reallocation Revenue funding, such Reallocation being designated as Admin – Reallocation Fund 4 Account #01-10-40.

Moved by **Councilor Ferland** and seconded by **Councilor Donahue** that Resolution 14-98 be adopted.

The Town Manager noted during the budget process last year we discussed the reallocation of funding for the Revenue budget to assist as much as possible in lowering the amount of property taxes to be raised for the 2014 budget. After a thorough review of all funds, only one reallocation was available as we had completed a number of reallocations in the past and funding was no longer available in the accounts utilized. For the funds in Fund 4 (Economic and Community Development Fund), a motion is not technically needed as this was part of the approved budget, however, it does allow for a clear paper trail. Therefore, this item has been added to the agenda for 2014.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 14-99:** Resolved that the Town Council sign the Application for Catered Function by Qualified Catering Organization for a Annual Chamber Dinner to be held on February 19, 2015 from 3:00 pm - 7:00 pm at Maine Central Institute by qualified caterer Jeff's Catering & Banquet Center.

Moved by **Councilor Donahue** and seconded by **Councilor Ferland** that Resolution 14-99 be adopted.

The Town Manager noted Jeff's Catering & Banquet Center will be catering the Annual Seabasticook Valley Chamber of Commerce Banquet at MCI. This is a regular housekeeping process.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 14-100:** Resolved that the Town Council move the regularly scheduled Town Council Meeting of Tuesday, November 4, 2014 to Wednesday, November 5, 2014 due to the Election.

Moved by **Councilor Donahue** and seconded by **Councilor Curtis** that Resolution 14-100 be adopted.

The Town Manager noted this is a regular housekeeping item when the Election falls the evening of the Council Meeting.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 14-101:** Resolved that the Town Council appoint members to fill the vacancies on the various Town Boards and Committees from the attached list.

Moved by **Councilor Donahue** and seconded by **Councilor Curtis** that Resolution 14-101 be adopted.

The Town Manager noted the Theatre Committee had a recent resignation and we have an interested party.

**VOTE: UNANIMOUS AYE**

## 7. **DISCUSSION ITEMS:**

### **Financial Reports as of 08/31/2014:**

Budget Expenditure Report  
Revenue Collections Report  
Tax Acquired Property Report  
Economic Development Revolving Loan Update  
Housing Revolving Loan Update  
Transfer Station/Recycling Monthly Report  
Theatre Monthly Report  
Excise Tax Collections Comparison Report  
State Revenue Sharing Comparison Report  
Personal Property Tax Collection Report  
Real Estate Property Tax Collection  
**Briefly Reviewed by the Town Manager**

**Other Reports as of 08/31/2014:**

Building and Plumbing Permit Reports

Library Report-Librarian's and Library Trustees Minutes

Police Report

**Self Explanatory – Not Reviewed**

**Updates:**

**Water & Sewer Projects Update:** Water/Sewer has spent time addressing issues at the plants and at customer locations checking meters. They have been working on SCADA project, water pump review, water leaks, possible water leaks and fixing the sewer backup issues due to an old line that apparently was never discontinued many years ago. Part of the Small Paving Projects was to pave around the sewer main hole covers so that vehicles are not constantly hitting the covers and this has been one of the best projects we could have ever done.

**CWSRF Peltoma Avenue Project:** It was reported at past meetings that the Town has received confirmation in writing from the CWSRF program at DEP that our project is approved and eligible for funding at \$445,000. We were also advised that we can fund the design work by obtaining a CWSRF interim loan, bank loan or internal town funding mechanism. As the design and bidding work that would get the Town to a project would be \$24,000 at the most, we should be able to fund this internally. I have contacted the Town Attorney and Town Auditor to determine how to do this. The Town Attorney believes this can be done and is working on the steps. When we receive the list of steps, we can decide if we want to proceed in this direction.

**Madawaska Old Sewer Line:** Employees have been working on this issue after receiving engineering assistance with some new hookups completed. There were four residences involved initially and it has been determined that three need to be fixed. Two have been re-piped to the new line so that connection to the old malfunctioning line can be discontinued. One is being studied as there is not enough grade to hook to the new line and the hookup would be on the other side of the residence from where it is currently hooked.

**Background:** When calls came in indicating that the sewer was backing up, the line was cleaned out as much as it could be and a camera run down it. It was determined that apparently, four homes on the Madawaska Road are hooked to an old sewer line that has now failed. This is similar to the other locations we found in town – Waverly and Raymond. The homes were never hooked to the new sewer line and after many years, the line is full or the sewerage is going elsewhere. This is one of the reasons why we now have full-time inspection on sewer lines as well as the fact that the funding agencies require it. Olver Associates was hired at a cost to not exceed \$1,500 to determine how to proceed – can the Town hook them up to the new line, are there stubs, is the plumbing in the basements at the right level and setup to hook to the new line, etc. and to provide a recommendation. This work is engineering design work and beyond what the employees do day to day. Once it is determined what to do and the funds that are necessary to do it, a recommendation will come back to the Town Council for vote unless this becomes an easy fix which can be done within the budget.

**Highway Projects Update:** Highway is spending most of its time addressing routine maintenance – mowing, bush cutting, trimming hedges, assisting at buildings and sites, and patching potholes. Catch basins have been marked for winter, signs are being updated and other maintenance work on the Highway To Do List. The employees have been working on projects around town to get ready for winter. Once we are further along on this work, Public Works will go down to the airport to work on projects including the old Town Hanger and when the ground is frozen, more tree and brush work.

**Small Projects Paving (Includes Small Projects Sidewalk Paving):** This sidewalk work is out to bid. Money is very tight. To date, no contractors have contacted the Town to review the work. An ad was put in the paper advertising the work and copies of the RFP sent to all known paving contractors.

Background: Originally the Town had bid out four sections of the sidewalk on Somerset Avenue. Ultimately, three sections of sidewalk were approved for work as follows: (1) Hartland to School Street – rehabilitation only, removing selected deteriorated granite and replacing it, excavating the pavement, adding 2” of gravel and paving; (2) School Street to Somerset Plaza – full reconstruction; and (3) Oak to Central – full reconstruction.

The section of sidewalk bid for full reconstruction that the Town was unable to include in the Somerset Avenue Sidewalk project was from Main Street to Middle Street which is comprised of (1) Main Street to Connors Street which is in very deteriorated condition and (2) Connors to Central Street which is out of shape. The Town did not have the additional \$32,000 that was needed for this project.

Once all the bills come in from the projects taking place, we will know if we can complete paving on one or both of these sections of sidewalk. As it is getting later in the year, this authorization is sought so that we can determine if any additional paving can take place.

Public works would carefully remove the pavement and rough grade the area while quotations would be sought to fine grade and replace pavement. We are working on the bid specifications now.

**Somerset Avenue Sidewalk Project:** The contractor has the third section, which is Oak to Central completed, and it looks very nice. Paving was completed on the binder on the third section. All paving has been completed and the landscaping of the lawns has taken place. In a few places, the hay has washed off the areas due to the rain since the work was done.

In taking the new quantities that have been measured in the field by Public Works and verified as being placed at the project, it is clear that the quantities required for the project differ from the estimated quantities in the bid package, which the Contractor responded to in determining the price to proceed forward with the project. As discussed at the Council Meeting when the RFP was approved and again at the Council Meeting when the bid was accepted, it was based upon quantities that were estimated by the engineering firm. Now that we have enough information on the actual quantities from the bills submitted, it is clear that the project will be over the initial estimate by the engineers. For example, in the category of Remove and reset existing granite curb the estimated quantity is 1360 linear feet at \$20.30/linear feet and the final figure is 2,214 linear feet at \$20.30/linear feet. This in itself leads to a difference of \$17,336.20 in the bid categories. Other categories are higher or lower. We knew the quantities would not be exact as you do not know what is under the ground,

however, some of the categories are much higher and lower than would be expected. In addition, I have learned that the warning plates were estimated low in the bid document and now more are needed. At the meeting on May 06, 2014 when we approved the recommendation from Olver Associates, we discussed how we would handle any additional costs that come up or issues with the project. The background sheet passed out at the meeting noted that the Town will have \$11,349.69 left in the 2014 Capital Budget allocation of \$25,000.00 to utilize so we will need this allocation. Until the warning devices and State reimbursement are clarified, we will not know the exact amount. Initial calculations based upon the quantities provided to date would be \$17,658, which includes the fact when you subtract the 4<sup>th</sup> project budget figure I received yesterday from the initial bid, that the recommendation was \$708.00 less than it should have been plus the issue with the detectable warning devices. In addition, I expect that the State has something to do with this and then we have the quantities that are different than the estimate, some of which we expected. At this time, we have Pay Req #5, which has been verified by Public Works in the field as being correct quantities from measurements that needs to be paid prior to our next meeting. The total spent to date from Pay Req is under the overall approval of the Town Council so this Pay Req can be paid. The work was excellent and the Contractor deserves to be paid. Part of the Pay Req will need to come from the 2014 Capital Budget allocation that will need to be added to the project. We can not charge it to the State reimbursement account as it is not for detectable warning devices. At our next meeting, we should process a Change Order called a Balancing Order and designate the remainder of the sidewalk funds for the Sidewalk project. The monies are in the budget now and not in the reserve, so we can utilize them for this payment.

The good news is that the project is a vast improvement to the area, we are receiving lots of compliments, and the work quality was excellent on the two new sections. The work quality on the first section that was just rehab was good. We simply did not have the funds for three new sections and based upon the quantities in the field being higher than anticipated when approved, it is quite clear that we could only complete two new sections. We will definitely have \$0 funds available for future sidewalk projects and that is why we are going to work on a proposed Bike Pedestrian Plan in order to determine how to fund any future work through non-tax dollars and to determine the priorities for work. The good news is that this difficult project is completed!

**Pan Am Railways Crossings at Webb Road and Industrial Park Road:** Pan Am repaired the Webb Road Railroad Crossing last week. Cold patch was applied in between the rails. This was the railing that was damaged last summer when railroad cars went off the road dumping cornstarch along a section of tracks. The crusher dust that was applied only stayed in place for a short period of time and then there would be a drop off in the tracks, which was extremely bumpy. Pan Am had pledged to pave the area, however, has budget issues so it has been patched. I have learned that Pan Am has built the panel needed for the Industrial Park Road. I was contacted by Pan Am to determine how much the Town will contribute for the pavement between the tracks. I explained our budget issues, outstanding projects and outstanding payments and that in order to be involved with projects, we need to budget for them. I told the railroad that we will haul the hot top from the plant to the project area for them as our contribution. I understand that there will be further discussion.

**Handicap Accessibility along Main Street:** The Town met with MDOT Division Engineer about the sidewalk which will be reduced from 9'4" to 5' by the proposed project. MDOT noted since it was a handicap accessibility issue, they had to approve the project. With that said, we were advised that gaining back some of the sidewalk was a reasonable request from

the Town as the Town's sidewalk will be reduced by this project. Due to the setup on Main Street, MDOT preliminarily advised that 18" to 2' could likely be approved. When the entire sidewalk is dug up for this project, the company would remove the granite and extend the concrete sidewalk by the agreed upon amount. It would be tapered on both sides of the project area. The area is the length of 2.5 parking spots. MDOT would require plans to be submitted and a road opening permit, which they would waive if the Town applied. The MDOT Engineer wanted to talk to others in the MDOT office, however, he thought this was a reasonable approach – the Town would be made as whole as it can be with the project requested. We are losing 4' 4", however, that amount of room is not available so we would obtain the amount that can be made available which is 18" to 2'. The Town Councilors liked the approach of requesting that the Town be made as whole as possible which helps the Town and the citizens; and will assist the business with their project. We wish to strive for a win-win situation and it is clear that the site has complexities. The Town Council needs more information from the business so that this approach can be considered.

**Bicycle Pedestrian Plan:** The first meeting of the work group was cancelled due to a family emergency of the planner from KVCOG. In the interim, Public Works is going to inventory the sidewalks with length, width, square yards and condition of pavement. The KVCOG Planner has contacted the Town to advise when he is able to start working on the project; he will contact the Town to schedule the first meeting.

**Motor Vehicle Accidents:** Just to advise that the Town's water department vehicle was hit in the Municipal Parking Lot by another driver. Their vehicle went over the curb from the Dysart's parking lot into the Municipal Parking lot hitting the front of the vehicle. This will be covered by the other driver's insurance. Today, while I was at a ¾ day meeting, an accident happened in the Public Works/Sewer/Water Department yard. One of the PW employees was pumping gas at the pumps, the vehicle was not in gear and took off. The truck door hit the employee, knocking him down and hit the diesel pump. It then rolled down the incline to then hit two employees' vehicles. The employee had a few bumps but was fine. Some time was lost due to going to the hospital and medical care. The diesel pump turned around and had to be secured, however, there were no environmental issues. No one was in the town employee vehicles at the time. They are damaged so that one can not be driven. The information and backup such as estimates were sent to the insurance company for work to be completed. The Safety Coordinator will be reviewing this incident and a write-up with recommended actions will be provided. In addition, the Safety Committee discusses incidents and best practices.

### **Grants Update:**

#### **New Grants:**

**Airport Grants: Airport Master Plan Update** – After the Kick-off meeting in August, the project engineering has been underway.

**Airport Grants: Airport Taxiway Reconstruction** – The remaining punch list of work to be completed is underway. The Engineering firm has requested that the company re-do some work unless another solution can be found to a grade issue.

**Airport Grants: Airport Apron Expansion** – The remaining punch list for work is also underway. Same discussion as listed above.

**Airport Grants: Engineering to Design the Apron Expansion** – still processing paperwork for this grant, however, it will be closed out later this year when the Taxiway and Apron projects are closed out. As the Taxiway grant did not provide for any engineering/inspection work, these three grants will be closed out with amendments to

reconcile this project. We discussed this last year. The Engineering Consultants recommended this in order to complete most of the project in 2013-2014.

**Belvedere Fund for Historic Preservation** – The Town has \$11,000 saved toward the clapboard replacement, which is part of a much larger project.

**HealthySV: Tobacco Free Signage** – temporary signing was received for Manson Park for the Egg Festival.

**Kiwanis Mini-Grants for Programming & Sponsorship** for children – to be utilized as needed.

**Library Mini-Grants (Cornerstone of Science and Gates for computers)** All of the other small grants have been closed out and these two grants basically remain from the grant acquired during the last several years. The Librarian is working on closing out these two grants also.

**USDA Sewer Rehabilitation Grant** – The USDA grant project is completed except for close-out and retainage work.

**HealthySV Tobacco, Alcohol and Drug Prevention (new)** –The DFC grant has been approved for HealthySV. A meeting will be scheduled to discuss the details for the community policing activities shortly. The Town has a unique opportunity to be a pilot project in providing for more Community Policing without having to hire an additional officer. The Chief is talking to the officers now about this. Basically, a certain amount of time will be dedicated per week with 1-2 individuals who have the proper background and certifications who currently are officers to focus on community work – prevention of tobacco, alcohol and drug use of the students, meeting with community groups, etc. The grant will pay for the example of 10 hours a week for that officer/officers to not be on patrol and dedicate time to community policing. That shift or period of time would be covered by another police officer. The details will be worked out this Summer/Fall once the Police Chief returns. The program would likely start in October 2014.

**Historic Preservation Foundation (new)** – Our Historic Preservation Architect has submitted the Town's Theatre Restoration Project for review. This is by invitation only so if the project is viewed well, the Town will be invited to complete the Foundation paperwork.

**Jump Start Our Youth (JOY through JMG) Historic Depot (new)** – An application for this mini-grant for the Historic Depot for the Historical Society was applied for on February 28, 2014.

**Workforce Investment Board and KVCAP agency reimbursements** – The Town received nearly \$400.00 toward the cost of administrating and operating the 7<sup>th</sup> Annual Regional Job Fair in May 2014.

#### **Grants waiting to be closed:**

**Davis Family Foundation** – the sill work was completed and paid for with excellent work completed. The temporary boards placed where the clapboards were broken prior to the work were placed at the site and will be painted. At this point, all funding for the Depot project will be expended with the exception of the saved Belvedere Fund grant award that is encumbered for the sill work.

#### **New Grant Opportunities:**

**Police DOJ USMS Grant** – The Town Police Department was approved for a Short-term Joint Operation with the United States Marshals Service. The intent of the joint effort is to investigate and/or arrest local, state, and federal fugitives, to improve public safety, reduce violent crime, and reduce the number of fugitive non-compliant sex offenders. This is listed as a reimbursement of the officer's time, however, it is Special Revenue, so I will verify whether the Town Council needs to approve this.

**Project Canopy Grant** - Grants are available for Planning and Education or Planting and Maintenance. The Planning and Education grants have a \$10,000 maximum and the Planting and Maintenance Grants have an \$8,000 maximum award. These projects increase the health and livability of communities through sound tree planting and maintenance. There are a number of interesting projects of benefit to the community so we will discuss this grant at the next Recycling Committee Meeting. Grant applications require a 50% match, which can be in-kind. The application deadline is Friday, December 19, 2014.

**Sebasticook Valley Healthy Communities Grant** – The Police Department conducted a safety check detail on September 13, 2014, which was a Saturday evening. This detail will be paid for through one of the HealthySV programs.

**TIGER Transportation Grant** – The Town is part of a several town area for bus commuter system to assist those areas that have had economic distress due to large closures – Lincoln, East Millinocket and Newport/Pittsfield. This is a federal grant application that will be quite competitive.

8. **REPORTS:** Audience, Council

**Audience:** None

**Council:**

**Councilor Donahue:** Noted there are still piles of stuff at the Pan Am Crossing on Webb Road. The Town Manager advised that this area has been mentioned to them in the many requests made for maintenance. The company's approach of piling up unused materials is something they have done for many years. The Town Manager noted she will look into it, but that it is the railroad's property and it is likely that there is probably nothing we can do to enforce cleanup. Councilor Donahue mentioned the possibility of the Fire Department mapping hydrants with GPS. Her father, who is a Fire Chief, found it to be very helpful for the mutual aid departments so that they know where they can fill up. The State of New Hampshire helped her father and his department complete this task. The Town Councilors and Town Manager thought this was an interesting idea. The Town Manager will discuss this idea with the Assistant Water/Sewer Superintendent. Councilor Donahue indicated that it was a good turnout for the bike ride last Saturday.

**Councilor Stackhouse:** Absent.

**Councilor Ferland:** I wanted to mention the Mid-Maine Community Forum was held. It was a gallery exhibit of a well know artist that lives in Town, Joe Query. We had 81 people who came in to hear him speak. It was a beautiful exhibit. The Town Manager, who attended the next day showing, discussed how wonderful the display area looked to enhance the wonderful art. Councilor Ferland indicated that she liked to ride her bike around Town. It is wonderful until you get to the bike lane at the end of Somerset and Main intersection. I wish that was wider for bicyclists. The Town Manager noted that the bike lane was stripped in accordance with the law by MDOT and it is likely that due to how narrow the area is that we will be unable to move the line over. She indicated that this item would be placed on the Bike Pedestrian Working Group's list to review to look for a solution.

**Councilor Nichols:** I noticed there is a house torn down on Madawaska Avenue. Did someone buy that? I had not heard of a fire or any reason for it to be taken down. The Town Manager noted she would look into it and follow up. Deputy Mayor Nichols noted we need to get more information on the Peoples United sidewalk ramp to be able to provide answers

to the public. There will be many questions once the project begins. The Town Manager plans to contact the bank again this week with the Town's proposal discussed tonight to address this issue and will report to the Town Councilors as soon as she hears back from the bank.

**Councilor Curtis:** No Report.

**Councilor Cianchette:** Absent.

**Councilor Jordan:** No Report.

## 9. **ADJOURNMENT**

Motion by **Councilor Nichols** and seconded by **Councilor Curtis** that the meeting be adjourned at 8:40 p.m. All in agreement.

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Nicole Nickolan, Town Clerk