

# MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, April 17, 2018 at 6:30 PM in the Council Chambers.

**PRESENT:** COUNCILORS: Mayor Michael Cianchette, Howard Margolskee, Heather Donahue, Matthew Bolster, Timothy Nichols and Caleb Curtis **ABSENT:** Deputy Mayor Robert Stackhouse. Also present: Town Manager Kathryn Ruth and Town Clerk Nicole Nickolan. Audience members included Jan Laux, Scott Strom, Peter Logiodice, Donnie Chute, Ron Watson, Peter G. Vigue, Marie Manning, Ed Porter, Mike Gray, Mike LeBlanc and Don Hallenbeck.

1. **Mayor Cianchette** 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 April 3, 2018.

Moved by **Councilor Curtis** and seconded by **Councilor Bolster** that the minutes of the meeting held on April 3, 2018 be adopted.

**VOTE: UNANIMOUS AYE**

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

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

##### Events scheduled:

11<sup>th</sup> Annual Regional Job Fair for Kennebec, Somerset and Sebecook Valley on Wednesday, 05/09/2018 from 3:30 – 6:30 pm in the Gym and Cafeteria at Warsaw Middle School

Reviewed the list of businesses and resource providers signed up for the event which is astronomical. Ideas for free advertising would be appreciated as funds were tight for organizations this year so we are carrying the cost of advertising after receiving one advertising grant.

Sebecook Valley Chamber of Commerce and Town of Pittsfield Business Networking Breakfast on Tuesday, 05/22/2018 from 7:00 am – 9:00 am in the Pittsfield Municipal Building Council Chambers – Networking and Resources – Door open by 6:30 am for setup

46<sup>th</sup> Central Maine Egg Festival scheduled for Monday, 07/09/2018 – Saturday, 07/14/2018

Briefly reviewed the Egg Festival list of events that are lining up. The complete list of activities will be available by the end of May 2018.

##### **Brief Update:**

I will mention briefly that we continue to work on a number of economic development projects. Two were mentioned at the last Council Meeting.

One will utilize a building of interest in the community that is in good shape. A federal-state meeting is being established to talk about this project.

On a second project, we have a business owner interested in the Industrial Park Expansion lot/s for a building and/or storage. This is an individual known to us who will deliver. I have provided pricing and some options and will hear back in a few weeks. The individual does have investors. We have had a number of people “kicking the tires” on the lots which has taken up considerable time. This would be a real project.

On a third project, a business owner is interested in starting a business in the rural part of Town that will produce a type of beer. This is in the initial phase as two meetings have taken place.

On a fourth project, a facility would be constructed in the rural part of Town along a major route that would be available for people to come here for events and activities.

As reported at the last Council Meeting, the foundation is in on Innovative Specialties’ manufacturing plant off Business Court/Parillo Drive. It looks massive. The building walls are in the process of going up.

Last, but not least, PEEC will start meeting at the end of April to talk about a number of projects including those listed above, lead generation for facilities here in Town looking for businesses, and future projects.

### **Pittsfield Walks To Its Parks Project Update:**

The Town was pleased to receive two grants toward its “Pittsfield Walks To Its Parks Project” which will re-emphasize our parks. In the 2000’s, we had 7 park projects with extensive grant funds so that every park except Manson Park which had a trust, was updated and we created one park where an older mobile home park was located when the land was gifted to the Town.

As a Town of Parks, it is great to re-emphasize them. The Town received two grants, one from a New England group and one from HealthySV.

This program will emphasize walking programs in the park system for all ages. A series of walks will be organized for various ages through the efforts of the Pittsfield Recycling Committee and its partners over a 3-4 month period. Recent activities in the downtown have included traffic calming, expansion of the multi-use trail in Town and placement of rectangular rapid response beacons. This grant will be used to expand the use of streets, multi-use trail and sidewalks for walking. With 7 parks available in the community, walks will be organized for various lengths and difficulty between and among the parks.

The original budget was \$5,000 to pay for the coordinator for exercises and leading this project; signs for the parks; advertising; map printing; and a small gift for the participants such as a pedometer. We also thought that we could have a picnic afterwards as a community event.

It is a great project and we are still lacking funds but will come up with something. I did not want to contact businesses as they get asked for so much now. A couple of small foundations that fund physical exercise and community would be good.

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

5. **REPORTS:**

**A. COUNCIL COMMITTEES: FINANCE, ORDINANCE & RECYCLING: NO REPORT**

**B. BOARD AND COMMITTEE UPDATES BY TOWN COUNCILORS AND MANAGER**

**Bicentennial Committee:** Councilor Margolskee noted the Committee met and discussed on-going events and some projects in planning stages. Advised that there are letters to go to the businesses in the next few days with the assistance of the Town Manager and staff. The Committee is planning where it wants to be for the future. The next meeting is May 2 at 6 pm at the Library. Asked about the measurements from Kleinschmidt and the Town Manager advised that the business has been very busy and due to the wet weather has not been to the future Mill Pond Boat Launch site yet. This should take place shortly. Advised that there have been a few new ideas and new interest.

**Ad Hoc Committee:** Councilor Margolskee advised that Heather and he visited the Library and had a good discussion with Lyn. They toured the facility and discussed how the Library can help with Communications. There basically is no place for storage. We are hoping to get direction from the Town Council as to how to proceed. We need input from the Town Council. Do we drop it, renegotiate the contract or another option? He attended the SVCC/CMMA meeting and is not sure if it added anything to his perspective. Mayor Cianchette suggested that as this could be a long discussion that it be scheduled for the next agenda. Councilor Donahue asked if the ad hoc committee needed to write up a Resolution? The Town Manager advised that there are several options so we do not want to put together several resolutions as we are not sure which would be the choice, if any. The best way would be to submit the opinions to the Town Manager so that a Resolution could be placed on the next agenda. Councilor Donahue wants to see the opinions of the other Councilors first. There was a discussion on e-mail exchanges and discussions between Councilors which could be viewed as having a meeting discussion without a public meeting being held. It was decided that Councilor Margolskee would send out the recommendations to the Town Councilors and receive the responses, which then will be consolidated and provided for the next meeting discussion.

**C. TOWN MANAGER'S REPORT**

**Town Manager's Report: Town Council Meeting of 04/17/2018:**

**1. Council Chambers has Wi-Fi:** The Town did not have the funds necessary for the last quote received for Wi-Fi for the Council Chambers from providers. Thanks to the efforts of Vaughan Woodruff, the Council Chambers now has Wi-Fi for free as he set it up over the Town's electrical system. For those Councilors and Planning Board members that want to utilize the internet to research items and communicate with their constituents during meetings, the Wi-Fi is available at the network of Council Chambers with a password of P1ttsf1eld.

**2. SVH Ambulance:** SVH's CEO called to advise that the SVH Ambulance is doing well. We were advised that Newport and some other towns were working on their own ambulance with an ambulance company from the Glenburn/Hermon area. SVH is busier than ever with all of the calls and requests for transfers.

**3. Owners of Personal Property Used in a Business:** In accordance with Title 36, Section 705 of the State Statutes, the Tax Assessor is requesting a list of business equipment as of April 1, 2018. Notices went out to all known business owners from the Tax Assessor. While the amount and type of Personal Property that the Town can tax is less in accordance with the phasing out of personal property by the State Legislature, it is still important to send the notices to the businesses for an accurate listing of property.

**4. Recycling Program Handouts:** As the Town enters the higher cost requirements for waste disposal, we have created a new handout to encourage recycling. The Recycling Program waste disposal cost will be increasing from \$48.00/ton to \$62.00/ton. This is an increase of \$14.00/ton or 29.2%. The Town was able to obtain the \$62.00/ton cost by switching from the Penobscot Energy Recovery Company (PERC) to the Crossroads Landfill in Norridgewock. We had been able to amend our agreement with the Landfill to add waste disposal. Other communities are paying over \$80.00/ton. It is imperative that we recycle more. The funds approved to be utilized from the Recycling Reserve are already saving the Town money. We have two of the old containers repaired so they can be utilized longer. More will go in for repair.

The glass crusher has been ordered after the Recycling/Transfer Station Coordinator found a reasonably priced machine that we could order that would work well for the facility.

An agreement with PERC will be coming before the Town Council at their next meeting to address bulky items, oversized items, tires and Construction & Demolition Debris which were too high at the Crossroads Landfill. PERC has agreed to take those items for \$75.00/ton.

The new Recycling Program handouts are very popular. There is a brief history of the program, the issue at hand which is the cost increase, current savings from the program, the amount of recycling, recycling fun facts to engage people and the recycling tips for handling materials. I was able to create the handouts with the staff's great assistance in making my writing come to life with artwork and nice formatting.

**5. Trash To Treasure Re-Use Center to re-open later in April 2018:** The Trash to Treasure Re-Use Center will open for the season on Saturday, April 28, 2018. We are hoping that the yard dries up by then after all of the bizarre weather this year. The Re-Use Center is located in the former Veterans of Foreign Wars Building opposite the Transfer/ Recycling Center. The facility is open Saturdays from 10:00 am – 4:00 pm. Those who have completed their yard sales and have items left over that they do not want to take back to their homes might consider donating the clothing to Pennywise and the other items to the Re-Use Center. The Town has a comprehensive list of items that can be donated at the facility available at the Town Office.

**6. Maine Department of Transportation Interstate 95 Northbound Bridge – Maine Central Railroad:** The FYI Book contains information on the former Maine Central Railroad Bridge which is being replaced with a large span. The span has been re-designed to be higher. If anyone would

like to look at a larger set of plans, we had requested one for the Town Office.

**7. Main Street Streetlights, Traffic Lights and Municipal Parking Lot Lights:** The Public Works Foreman continues to troubleshoot the major blowout of the lights. The conduit covers were exposed and the whole conduit was flooded with water. The Traffic Lights were the first priority and by separating this, these lights were fixed.

Last week, the Municipal Parking Lot Lights were fixed from the troubleshooting. The last step identified by the Public Works Foreman is to dig at a strategic junction box and pull the wires in the conduit out and replace them if necessary. Hopefully it will not come to this step and the lighting will be able to be corrected by the Electrician.

The Industrial Park Sign lights are scheduled by the Public Works Foreman to be fixed at the same time as all the lenses are cleaned on the streetlights. Basically, Public Works is going through a detailed review of all options. This project must be completed prior to the Public Works Foreman leaving for his personal leave this summer.

**8. Mosher Bridge and Sebasticook Street Culverts Project:** As reported at the last meeting, the Public Works Foreman has been able to review the large book of repair requirements for the bridge/culvert projects. I had put this on the agenda last year for approval to go out to bid once the bid documents were approved. Steve has just reviewed and approved the bid documents. We have requested that the engineering firm get the project in gear so that it can be put out to bid and advertised. These projects need repair and are failing, but they are not in dangerous condition. Therefore, if repaired now while they are still in fair condition, the Town will come out ahead. The Mosher Bridge is on the Crawford Road. The Sebasticook double culverts are on Sebasticook Street. The bridge will have abutment work completed while the culverts will be lined. If the project is put out to bid now and bids are due in late Spring/early Summer 2018, then the project would realistically take place when the water levels are lower in July-August of this year if the bids come in within budget. If there are any funds remaining in the loan after the projects are completed, we can purchase some large culverts for highway projects for 2019.

The Engineering firm is putting the finishing touches on the bid specifications as we have asked that the bid be restructured so that each can be bid separately or combined. It will also be structured in a manner that will allow us to award or not award combined or separately as we see fit. He said that he will have this completed by beginning of next week.

At the same time, we just received the bridge inspection report for the Sebasticook Street culverts. We did not receive the inspections of the other bridges/culverts.

**9. Paving Program & Major Road Repairs:** I had assisted John Dickson, former Highway Foreman, with the paving when we used to have paving every year (and at the time, we just did not realize what a luxury that really was). I am consolidating all of the information on exactly where the paving took place up the last few years when we have not been able to afford paving. This information will be very helpful for the Public Works Foreman when he goes out to evaluate each of the roads. We have purchased a road management system from the State Local Roads Program. The road information is inputted, the roads are evaluated and then calculations can be made specific to each road which determines its ranking and the cost to fix the road.

While the Public Works Foreman is away this summer, we might be able to input some of the information excluding the inspections. We will check to see what can take place.

**10. Highway Purchases:** The Public Works Foreman has a number of purchases coming up in the future:

An All American Disc that hooks onto the end of the grader blade to dig out ditches and can be used on both gravel and tar roads. This would help make the sides of the roads lower than the road and extend the lifespan of the pavement or gravel resurfacing.

New line stripping machine as the other one is very old and somewhat clogged up with paint although a good cleaning job usually helps. The new machine he is looking at is viewed as most efficient which it should be given the age of the current model.

New Sidewalk Plow – as there are major repairs coming up for the two sidewalk plows he will be in later this year for the purchase of a newer plow that can more properly address having 3 or more major storms over 12”. With the last couple of winters especially the 2017-2018 strange winter, a larger sidewalk plow would definitely help. There were too many storms too close together that led to too much accumulation that froze and then the sidewalks could not be easily cleaned. Interestingly enough, the sidewalk plow cut through some areas that were higher and deeper but could not get through other areas where there was less snow. It may also have something to do with how the snow was plowed back in addition to the width of the road. But with these types of storms and the age of the sidewalk plows requiring hefty repairs, a new sidewalk plow is the answer.

Some Plow trucks, etc. to take over a plowing route.

**11. Request for Qualifications/Experience Statements for Airport Planning and Engineering Services:**

MDOT advised that it was time to issue a Request for Qualifications for Airport Planning and Engineering. Projects that the Town would be looking at which are listed on the approved Capital Improvement Plan are:

Design, Permitting and Construction of an 8 Bay Nested T-Hangar  
Seal Coat and Pavement Markings

Hopefully we can work some snowplow equipment into this, but right now, a package of items must be ordered when the State goes out to bid rather than just items such as a wing, etc.

The requests are due on Friday, May 4, 2018 at 2:00 pm.

The RFQ is posted on the State’s website, town’s website and was forwarded to 44 airport consultants authorized to do business in the State of Maine on MDOT and FAA approved projects.

This is for the grant program in which the Town pays 5% of the cost of the grant project with MDOT paying 5% and the federal government 95%. The percentages have changed over the years as once in a while the State was unable to pay their 5% and the FAA used to pay 95%, but right now it is 5-5-90%, Town, State and Federal in that order.

**Lots of Events coming up for those with an interest:**

**12. Child Abuse Awareness & Prevention Month:** READ Attached.

**13. Why the Pinwheels?** READ Attached.

**14. Got Drugs?** READ Attached.

**15. Youth Mental Health First Aid** READ Attached.

**16. Reminder of our Great Pittsfield Community Theatre's new Mission and Vision Statement:**

**MISSION STATEMENT - APRIL 2018**

Pittsfield Community Theatre is a municipally owned and operated community center providing affordable quality entertainment to the Greater Pittsfield Area.

**VISION STATEMENT - APRIL 2018**

The Theatre's vision is that through enhancements and upgrades that every child and their family will discover their potential to make a difference in the world.

**17. Theatre Fundraisers:** The Theatre Committee will be holding several fundraisers beginning in May through this Summer to supplement the operational revenue. The first fundraiser is a Spaghetti dinner on May 5, 2018. READ Attached.

**18. Theatre Golden Ticket Sale:**

Although Christmas is over with, we still have the Theatre Golden Tickets that can be a gift or even for yourself: Purchase a book of 10 Gift Certificates at \$55.00. Come and enjoy the Pittsfield Community Theatre!

**19. Date Night at the Theatre:** WED: DATE NITE: 2 ADMISSIONS+ 2 MED FOUNTAIN DRINKS+ 1 LARGE POPCORN FOR \$18 + SENIORS \$14.

**20. Theatre Movie Line-Up:**

**Apr. 20-26 TOMB RAIDER: Matinee Sunday at 2 PM**

**Apr 27-May 3 PACIFIC RIM UP RAISING PG-13: Matinee Sunday at 2 PM**

**21. Maine Venture Fund: A Match Made in Maine:** A common theme among growing Maine companies is the difficulty in finding, attracting, and hiring talented employees. Some companies resort to hiring out-of-state remote workers and have even opened offices in Boston and beyond. This is certainly a drag on Maine's economic growth, and a complex problem with no one solution. However, one program, aimed squarely at this problem is making a difference – the Innovate for Maine Fellows Program.

The program's goal is to match talented college students with Maine's growing companies for an internship of 400, 200, or 100 hours over the course of a summer. Companies are selected for the

program based on their interest in innovation, a desire for scalable growth, and ability to provide fellows with a meaningful learning experience. Student interns must either be enrolled in a Maine-based college or be a Maine resident attending school outside of Maine. All selected fellows are expected to live in Maine and work on-site during the internship.

The program is designed to add no extra burden to the companies. The Foster Center for Student Innovation at University of Maine handles all recruiting, screening, matching, payroll, and initial innovation and workplace training. This allows the company and paired fellow to focus on achieving workplace goals.

Several Maine Venture Fund portfolio companies have successfully used this program which had a number of students intern with them, many of whom have later been hired on full-time. Companies are finding what worked best for them was to have the interns work alongside employees on real-time problems, as opposed to having them focus on independent work projects.

**22. Maine Municipal Association's Hometown Heroes:** There was a nice article in the Maine Townsman that just came out describing the efforts of MMA to assist communities as there are vacancies throughout towns. At a meeting earlier this month, there were 124 towns represented and we were asked that towns raise their hands if they had vacancies. Almost everyone put up their hand – all but the really small towns where they have just a few people. We did become a part of that effort and are advertised for the Administrative Assistant's position.

JobLink, the State's free job service has located the error that resulted in the Town receiving strange applications. We had inputted the position details as well as pay. Our copies printed out and going in through the Employer tabs/section of the webpage showed everything as fine. In the job seekers section, the job had gone, as other positions, to a \$10.00 minimum wage. Therefore, that explained why we were getting unqualified candidates. That was discovered by Michael Shirley, who assists with the Regional Job Fair. Dana Hamilton, our other partner on the Regional Job Fair, has sent out the position to all of her contacts and former citizens to assist us.

**23. Somerset Cultural Plan:** The [Wesserunsett Arts Council \(WesArts\)](#) is a regional nonprofit that works to build cultural connections in Somerset County through visual and performing arts, heritage, agriculture, education, and recreation and has been working with Skowhegan Main Street. The two groups were working on a strategic plan for raising awareness of cultural offerings, enhancing cultural education and creating cultural opportunities and experiences in Somerset County. The Heart of Pittsfield will be reviewing this plan at a future meeting. This discussion had been planned for the March meeting, however, was moved to their April Meeting. If you would like a copy of the plan, let me know and we will forward it to you. The Heart of Pittsfield will be meeting Thursday evening, 04/20/2018 at 6:00 pm at the Pittsfield Public Library.

**24. Greater Pittsfield Area Kiwanis Yearly Bike Rodeo will be held on Saturday, May 5, 2018 at 10 am:** The Bike Rodeo has been here in Pittsfield for a couple of years so it now needs to move over to Newport. The rodeo will be held at Nokomis Regional High School. The event is educational, fun and there are prizes.

**25. Dog Park Possibility:**

Last but not least, one of our Seniors at Maine Central Institute is working on her Senior Project. She is going to be proposing a Dog Park for the Town Farm property or another property depending

upon cost and feasibility. The Town Farm property was proposed previously for a Dog Park in February-March of 2006. This project would be coming up in the near future.

6. **NEW BUSINESS:**

**RESOLUTION 18-28:** Resolved that the Town Council Authorize the Town Manager and Assistant Treasurer to advertise the Town of Pittsfield surplus property sale and accept bids after consultation with the Department Heads/Supervisors which are felt to be appropriate for the surplus property in question in accordance with the amounts depicted in the bid policy.

Moved by **Councilor Nichols** and seconded by **Councilor Curtis** that Resolution 18-28 be adopted.

The Town Manager noted this project was discussed at the Town Council in February after the multi-department head/supervisor meeting was held. The department heads/supervisors received their inventory sheets for their submittals on 02/23/2018. The first submittal due date was 03/16/2018. The project was to go before the Town Council for disposition approval by the second Town Council Meeting in 04/2018.

Estimated values were listed by the Department Heads/Supervisors on their submittals. These values are for your information and will not be placed on the ad.

The value of the items as scrap will be calculated when the bids arrive to ensure that if a bid is accepted, that the Town will receive a reasonable value for the sale item.

Items which are not bid on or have unreasonable values will be reviewed for a recommendation to hold another surplus sale in the summer or to have them hauled away/disposed of at a licensed scrap dealer.

The disposition of the funds received will be the Revenue Budget – Sale of Town Property which is the legal budget line for this type of sale UNLESS funds over the amount of \$5,000.00 are received for Recycling/ Transfer Station surplus and \$5,000.00 are received for Highway Equipment surplus. If these amounts are exceeded, then an agenda item will be brought forth to consider transferring the funds to the Recycling/ Transfer Station Equipment Reserve and the Highway Equipment Reserve. The Cemetery only has one small item for sale and does not have a Reserve Account.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 18-29:** Resolved that the Town Council Approve the Renewal of the Alcoholic Beverage License for the Broken Putter Restaurant & Lounge at 382 Hartland Avenue, Pittsfield, Maine 04967.

Moved by **Councilor Curtis** and seconded by **Councilor Bolster** that Resolution 18-29 be adopted.

The Town Manager advised that this is a housekeeping item as it is a yearly permit.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 18-30:** Resolved that the Town Council Approve the Renewal of the Special Amusement Permit for the Broken Putter Restaurant & Lounge at 382 Hartland Avenue, Pittsfield, Maine 04967.

Moved by **Councilor Donahue** and seconded by **Councilor Margolskee** that Resolution 18-30 be adopted.

**VOTE: UNANIMOUS AYE**

7. **DISCUSSION ITEMS:**

- A. Financial Reports as of 03/31/2018
  - 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 Report
  
- B. Other Reports as of 03/31/2018
  - Building and Plumbing Permit Reports
  - Library Report – Librarian’s and Library Trustees Minutes
  - Police Report

The Town Manager advised of the following:

Budget Expenditure Report: 25.0% of period; 24.8% of municipal; 22.4% municipal, water & sewer (depreciation and transfers done by Auditor so percentage will increase)

Revenue Collections Report: 25.0% of period; 14.9% municipal; 16.6% municipal, water & sewer

Excise Tax Collections Comparison Report: For this period, \$13,282.38 ahead of 2017 collections at this time of the year.

State Revenue Sharing Comparison Report: For this period, \$7,266.77 ahead of 2017 collections. This account needs to be watched closely in case it falls behind.

The remainder of the Financial Reports are self-explanatory.

8. **REPORTS:** Audience, Council

**Audience:**

Scott Strom: Tomorrow is the last scheduled day for the Session. Reviewed the Sale of Tax Acquired Property bill. Any funds over what is owed to the Town will go to the property owners who had their property foreclosed. Reviewed the Marijuana bill which the Governor will veto.

Peter G. Vigue: At the last meeting, the Tax Acquired Property on Mount Road was discussed with an approximate value of \$34,000 owed. Feels that as long as the Town sits on it, the taxes are not collected so this is reflected as an uncollected balance. Advised that the Town Council needs to take action as this is poor management. The Town Manager explained the history of the property including receiving two grants for cleanup, bidding the property out and not receiving adequate bids to pay the outstanding balance. The Town Council then decided to leave the property on the list until we had a year in which the taxes could be written off against the Town's budget. With the large balance due, the Town has not had enough funds available to clear this off the books. Mr. Vigue requested that the Town Council put this onto the tax rolls. The Town Manager advised of the process including the review of the Code Enforcement Officer and Assessing Assistant who have been unable to recommend a value due to all the encumbrances. The Town Manager noted that we need the proper value to work with any interested party or to bid it out. Right now, we do not know if the value is that of a house lot or just land. This is in addition to the need to write off the balance. Mr. Vigue indicated that the party that purchases it will then go the Town to get a permit. The Town Manager advised that the first item that is asked when a bid takes place is whether it is a buildable lot and it is the Town's responsibility to know this. Mr. Vigue advised that this needs to be addressed as there are taxes since the 1990's on the books. Councilor Curtis noted that the Town could not have sold his property as it needed to be cleaned up. The Town Manager advised that was correct as we had to acquire the grants, go through the cleanup and then obtain the environmental clearance so it could not be sold until around 2009 which we tried to do. The Mayor asked for clarification as to why we can not sell. The Town Manager advised that the taxes need to be taken off the books for this property and the sale price would not be high enough which means that the Town needs an account to write off the balance to which has sufficient funds. Councilor Margolskee asked about a conditional sale which the Town Manager advised would not work under state and town regulations. She advised that the interested party was agreeable to waiting a few months while this was researched and that upon the Assessor's return from medical leave he would resume working on this as well as the Dam Assessment review. The Mayor requested that due to citizen concern that this be a priority. The Town Manager advised that after the discussion on the dams last year that these properties have been a priority, however, the Assessor is needed to review the materials collected and to make a recommendation/decision. The Assessor will be returning from medial leave.in the near future. Mr. Vigue inquired as to how much vacation is accrued due to the situation discussed at the last meeting. The Town Manager advised that the leave for the Public Works Foreman with accumulated time is not from extensive vacation as he is a new employee. The Public Works Department employees earn comp or overtime due to most of the storms happening in evenings or on the weekends, the difficult winter and the schedule being utilized. She would have to check on the amount of time that is on the books. Mr. Vigue explained that vacation was a benefit to be utilized and advised that it is the Town Manager's responsibility to make sure that vacation time is utilized. The Town Manager advised that the employees under town regulations are able to save both vacation and sick time and many do so. Mr. Vigue indicated that this policy needs to be defined as it is not fair that he is leaving at the busiest time of the year. The Town Manager advised that there is no good time to leave due to how busy the

Public Works Department is but that no one can be off during the winter due to the need to have all employees here so the summer is actually better. The Town Manager advised that he needed to have this leave for a personal reason. Mr. Vigue encouraged the Council to review this policy and the unfunded balance.

**Council Items:**

Councilor Bolster: No Report.

Councilor Donahue: On the Librarian's report, it indicates that she attended a session but did not pay full. The Town Manager advised that she usually pairs the conferences with vacation. Feels we should pay for all courses. The Town Manager will check on this as the Librarian was approved for the amount requested. Attended SVTV/CMMA presentation. Met with Lyn and advised we have a beautiful Library. Visited the Police Station with the Police Chief and that was interesting. Attend the Cheese Guild meeting and advised that the 24 cheesemakers are absorbing the milk pricing loss. They want to have a processing plant for organic milk. Questioned if the building by the river would work. The Town Manager will check on this as there are several restrictions on the use from DEP regarding the food industry. The Town Manager advised that the Town had recommended several industry sectors for promotion which included organic food distribution/manufacturing. Announced that Blue Sky Produce was awarded an Agricultural Grant of \$40,000. The Town Manager advised that the company is great to work with and wants to expand their services.

Councilor Margolskee: Inquired as to the opening of the wood pile and the Transfer Station/Recycling Coordinator advised that it will be open this weekend! Will put together an e-mail and coordinate the responses from Councilors on the Media and Communications Project. Advised that we need to have a major plan for the roads due to all the deterioration. Inquired as to whether comp and overtime is for hourly and salaried employees. The Town Manager advised that time over 40 hours a week is paid at 1.5 times the payrate and is only for hourly employees. Thought that the accrual of 120 days of sick time is a lot. Explained the recent dog attack of his dog and that the response was good from the Town. It came to his attention that there are a lot of dogs in Town. We have a rule for pooper scooping and it needs to be enforced. Post cards were sent out by the Town in the past and now are not being sent out, perhaps due to the reduction in staff. Feels that the cards need to be sent out as there are unlicensed dogs. The Town Manager advised that the post cards are no longer sent out as many came back undeliverable, therefore, the Town calls people and/or sends e-mails to those who had not licensed their dogs prior to the due date in addition to having an ad in the paper. Advised of the dog situation at a Hartland Avenue residence and expressed concern regarding the fence. The Town Manager concurred with the concern and advised that the Code Enforcement Officer will be sent out, however, does not believe that this is a zoning/codes issue but we certainly can check.

Councilor Nichols: Thanked the Town Manager and her staff for all of their hard work. Advised that the Council knows that the employees are doing the work of several people and some employees are doing the work of 4-5 employees. Requested volunteers for the Regional Job Fair as the Town Manager needs help with the event. Advised that he will be attending to assist. Congratulated Blue Sky Produce on their grant. Thanked Cianbro for having a booth at the fair.

Councilor Curtis: Inquired who determines if it is comp or overtime for Public Works. The Town Manager advised under the State law that the employee chooses which to have if over 40 hours a week so it is payment or banking it. Expressed his opinion that the Town would not be retroactive on the banked time as that is the employees time, however, we can change this in the future and look into it. The Town Manager advised that the accrued time was high when she arrived. Looking into this situation showed that the Town choose to provide extensive benefits and lower pay. This was a decision made which includes the ability to accumulate up to 30 weeks for benefits. Caleb advised that he believes that we need to take care of our people and he is not interested in taking the time away. Noted that a Manufacturing facility is a good idea. We are in a great location in the middle of everywhere. An idea brought up by a resident is that the new employees could have a part in the technology. Inquired how the search is going. The Town Manager advised of the efforts of Mike Shirley and Dana Hamilton in sending the Job Announcement/Description out to all contacts that might be interested in addition to the Town's multiple venues utilized. Advised that the issues that business and towns are having recruiting qualified people is definitely true from what the Town has experienced. Advised when he was out flying that he thought the roof on the old Ford Garage has collapsed. The Town Manager advised that the Code Enforcement Officer is aware of this and that the building may be taken down with the land deeded to Manson Park as a possible solution.

Councilor Stackhouse: Absent.

Mayor Cianchette: Thanked the Audience for attending as he does at each meeting. We are the only Municipality hosting a job fair and should be proud of this. Went to the Bicentennial Committee Meeting and was pleased to see how organized it was and all of the great ideas. Is convinced that we will have a great Bicentennial. Thank you to Kathryn for all of your work and efforts as well as your staff.

## 9. **ADJOURNMENT**

Motion by **Councilor Nichols** and seconded by **Councilor Curtis** to adjourn at 8:16 pm.

**VOTE: UNANIMOUS AYE**

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Nicole Nickolan, Town Clerk