

MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, July 18, 2017 at 6:30 pm in the Council Chambers.

PRESENT: COUNCILORS: Robert Stackhouse, Michael Cianchette, Timothy Nichols, Howard Margolskee, Heather Donahue and Marie Manning. **ABSENT:** Scott Strom. Also present: Town Manager Kathryn Ruth. Audience members included Auditor Bill Hall; Pittsfield Economic Expansion Corporation Director Michael Gray; Peter Logiodice III; Don Hallenbeck; and Ethan Beach.

1. **Mayor Stackhouse** opened the meeting by leading the Pledge of Allegiance.
The Council observed a moment of silence.

2. Adoption of minutes of the regular meeting held on June 20, 2017
Adoption of minutes of the special meeting held on July 10, 2017

Moved by **Councilor Manning** and seconded by **Councilor Donahue** that the minutes of the meeting held on June 20, 2017 be amended under the section, Reports: first line in the section to read: Councilor Manning and Councilor Donahue requested the Town Council enter executive session for a discussion regarding personnel.

VOTE: UNANIMOUS AYE

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Cianchette** to accept the minutes as amended.

VOTE: UNANIMOUS AYE

Moved by **Councilor Manning** and seconded by **Councilor Donahue** that the minutes of the special meeting held on July 10, 2017 be amended under the section, Executive Session: Last sentence to read: Councilor Manning and Councilor Donahue requested that their item be placed on the agenda of the next Council Meeting.

Councilor Manning noted these minutes do not reflect the meeting. There was more that happened. The issue discussed, referencing the Attorneys letter, was not even relevant to the situation. Mayor Stackhouse indicated he requested the legal letter due to the discussion at the end of the last meeting and the conversation after the meeting. The Town Manager noted that the minutes were not written out word by word, however, the motions were provided. Councilor Donahue noted the minutes were extremely sparse.

VOTE: UNANIMOUS AYE

Moved by **Councilor Cianchette** and seconded by **Councilor Donahue** to accept the minutes as amended.

VOTE: UNANIMOUS AYE

3. PRESENTATIONS, CONGRATULATIONS AND INTRODUCTIONS:

Presentation by the Town Auditor Bill Hall of RHR Smith & Company on the audit for the period ending 12/31/2016

Auditor Bill Hall presented the audit to the Town Council. The audit starts between March and May. After we review the information we go back to the office and it is complied. Bill stated they have never done a pre-audit in Pittsfield. Councilor Manning asked why we do the audit this way and not with a pre-audit? Bill noted a pre-audit makes it easier for the Auditor. 90% of his clients do a pre-audit. The pre-audit is done in December. The Town Manager noted that she has never had a pre-audit at any Towns she has worked for. In Pittsfield, it would be extremely difficult to do this as we are in the budget process and end of year processes. It is a very busy time for the office and staff as well as some staff take holiday vacations. However, we have everything ready for the audit with master lists and copies so there is no need for a pre-audit.

Bill reviewed some of the more important pages of the audit. The General Fund is at \$4.1 million which is down \$282,000. There is a good cash balance but much of the money is tied up in designated accounts. There are 23 bank reconciliations per month. Bill reviewed the revenue and expenditures. Most is in Education, followed by Public Works. Enterprise funds and a breakdown of revenues and expenses were reviewed briefly. Councilor Manning asked what we could do better. Bill noted that it a very small office. There should be at least one more employee upstairs. Bill noted that Kathryn puts in many hours. The biggest issue we found was with the I9 forms. They were corrected, but not properly. The new I9 forms should have been done. Bill noted that Kathryn does a great job. Mayor Stackhouse and Councilor Cianchette both agreed.

Pittsfield Economic Expansion Corporation (PEEC) Director Michael Gray will provide an update on the Lead Generation Project from Canada

Director Michael Gray reported while I was on a personal trip I met with our Research Consultant. We received an update for lead generation. It was not what I expected. There were a few medical leads, but not ones we paid for. The biggest asset is the UTC building. I don't see a company coming in with 200 jobs. We may get a few companies with 40 jobs each. The Canadian economy has bounced bit. We had success with Walpole in the past. SAS is not much of an asset. We are fortunate to be able to do TIF financing. We have talked to New Balance and will pursue that possibility. Councilor Margolskee agreed that the SAS property is more useful as land then for the buildings. The idea of acquiring the property to develop it into a low income/assisted living facility was discussed. The example of the old mill in Dover-Foxcroft was referenced. The family members that own the mill have an idea of how they want it to be and the business leads provided have not been accepted.

Community and Economic Development Activities and Events

Report on Events that have taken place:

45th Central Maine Egg Festival scheduled for Monday, July 10, 2017 through Saturday, July 15, 2017

Events being planned:

BikeMaine Event in Pittsfield on Sunday, September 10 and Monday, September 11, 2017 at Manson Park and Downtown locations

Presentation:

Pittsfield Economic Expansion Corporation (PEEC) Director Michael Gray will provide an update on the Lead Generation Project from Canada

Report on New Business Activity & Opportunities in Pittsfield:

A. General:

A few private sector business activities remain under review and small projects continue to be underway.

To address the few remaining available small locations, additional promotional pieces beyond our regular promotion of available properties had been provided to economic and community development resources and sites. As of the date of writing this agenda item, the Town continues to work on two proposals/ background materials for two business proposals/property inquiries on a regular basis. One additional project is not moving forward as the company cannot logistically move their multiple facilities this year to Pittsfield. The company plans to look at this option again later in 2017-2018. Two other companies are still looking at the Industrial Park Expansion lots.

The Town has received a number of new inquiries about available buildings in Town and provided information and assistance to business representatives collecting information on potential sites for their business or client. Some of the inquiries were from our website marketing materials while others were from the economic development information that we sent out on the internet. Still other inquiries were from advertising conducted on behalf of the property owners by their real estate agent or themselves.

For the UTC Factory, please see the lengthy history in prior meeting minutes. The property has been acquired by a developer who is located in Southern Maine. The property is being marketed by The Dunham Group for lease opportunities. The Town has contacted the Lead Generation company to discuss the project and future direction as the building is now owned by a developer. RCI is working on leads.

The Dunkin Donuts' restaurant received its Planning Board Site Plan Review approval on Monday, 02/08/2016. The Traffic Movement Permit was officially issued by MDOT and received by the Town later in 02/2016. The DEP Permit for the transfer of Somerset Plaza from Apple Mountain LLC to Dana Cassidy, the current owner, was received. The developer and the Plaza owner continue to work on this project. The plans have been received for the building and reviewed by the third-party inspector. The contractor has been hired and we

have been advised that the company will hire local subcontractors. The construction company has contacted the Town to start the sewer hookup process. On 09/01/2016, the Town received a copy of the DEP Site Location Permit for the project to proceed forward to construction. The Town has been advised that bids are being sought on the project. The Dunkin Donuts project began at the Plaza on 10/11/2016. Site work is underway. The restaurant was to be built over the winter. The construction is now scheduled with the facility to open in late Spring 2017. The Town was advised that once the project starts up, it will be completed quickly. The ground work stated in early May 2017. The project should be open in early 2017 as the building work is moving quickly. The Town receives comments every day about when Dunkin will be open!

Cianbro Corporation officially purchased the Tech Center on Thursday, 02/18/2016 from the Pittsfield Economic Expansion Corporation. The building is under renovation inside as the building is to be tailored to Cianbro's needs. Cianbro has advised that now that they have completed their new Southern Maine location where they have a tenant that needed occupancy, that the company will be back working on the Tech Center. There has been some recent activity in the building. Mechanical work has been taking place in the facility over a multi-week period. Cianbro's plans for the facility to be their company-wide training center are now underway. Major renovations are definitely taking place at the site! The Grand Opening of the new CIANBRO Institute is August 17, 2017.

Cianbro Corporation's Pittsfield Solar, a 9.9 Megawatt Solar Array Farm received Site Plan Review approval at the 03/14/2016 Planning Board Meeting. This is the first approval in a number of approvals required for the project to be built. This project is currently going through the CMP review process and discussions. The project is under development planning and moving forward. We have heard of good progress and more land is being purchased. Updates and meetings have started up in 03/2017. Cianbro is in hopes that the project will move forward in May 2017 to be completed by year-end. This is a \$24 million-dollar project. Meetings are on-going. Approval to utilize the Town's right of way for electrical lines for the project was approved at the Council Meeting on May 16, 2017. Discussion is on-going regarding the valuation of the project and how to proceed.

Bangor Savings Bank's proposed new bank facility on Somerset Avenue to be located next to Family Dollar was approved for its site plan review before the Planning Board. Neighbors in favor of the project attended. We were very impressed with the bank's plans for the property which will be an impressive addition to the community. The back of the lot will be left in its pristine natural condition. The engineering firm was very professional in its review and estimates that the bank will be in service in early 2018. The project has not yet begun.

The Town continues to work with an upcoming small company Innovative Specialties, with a great skillset seeking an expansion in our community in the Industrial Park Phase II. This item was on the agenda for the 04/19/2016 meeting with three actions listed and on the agenda for 05/03/2016 with two ordinances set to public hearing and a resolution. The CDBG grant was approved for submittal after a very positive public hearing was held. The grant application was filed by the deadline in May. The project was approved at the 09/12/2016 Planning Board Meeting. All grant paperwork for the Phase II Project

Development was filed on time at the beginning of October. The project is under review by the State. An RFP was drafted by the Town and reviewed by the State for engineering assistance for Innovative Specialties. The RFP has been provided to the company along with a list of suggested engineers to contact as well as any engineers that Innovative Specialties would like to obtain pricing from for assistance with the building. The Town has received a number of approvals and is awaiting the Town Attorney's review of the Side Agreement with Innovative Specialties, LLC so that we can execute all paperwork and start the project. The grant is in the process of encumbrance with the State of Maine. The engineering firm with the low bid was chosen by Chad Dow and is now working on the project's engineering required to obtain permits for construction. The owner has requested that the engineering firm have the project ready to go out to bid in February 2017. As of the writing of this agenda item, the project remains at the Engineering firm. The Engineering firm has filed a revised site plan for review at the March 13, 2017 Planning Board Meeting. Approval was received. Additional clearing is required on the property and is expected to start this week. The first bills for reimbursement have been received for engineering. Once this project starts up, it will take 10-20 hours a week for months until completion. The bid package has been received for review. The project is out to bid with a due date for bids of May 01, 2017. Due to extensive engineering revisions, the due date for bids had to be moved back. When bids were received, the bids were very high due to the engineering package that was put out to bid. Mr. Dow is reviewing his options at this time and is working on a solution.

The Town Council signed the following Business Certificates in 2016:

1. Puretech Window Cleaning at 115 Main Street
2. Pittsfield Redemption Center at 418 Main Street (new facility under new management on the other side of town).
3. Andrea Amara for Andrea's Salon at 11 Huff Road for a hair salon.
4. Kimberly Wick for The Sitter Center Daycare at 50 Mount Road
5. Steven Lamarre for Off The Wall Collectibles at 129 Morrill Street
6. Bag End Suri Alpacas of Maine's new Farm Store at 226 Snakeroot Road
7. Dysart's expansion for restaurant seating in the North Main Street section of the building
8. Lisa Lewia, LMT with her massage therapy business at 15 Gleneagle Court. This is a home occupation.

The Town Council signed the following Business Certificates in 2017:

1. Eden Day Spa at 145 Main Street (the corner of Main and Central Streets)
2. Artful Alterations owned by Becky Thompson who has returned to our community.
3. A New You owned by Terri-Jean Wilkinson which is a new business to open at 113 North Lancey Street as of March 1, 2017.
4. Simply Efficient by Lorrie Farewell at 811 Main Street on 05/02/2017
5. Grandpa's Specialty Smoked Meats at 117 West Street (to be signed at the 07/18/2017 meeting)
6. Helpful Hands at 430 Main Street (to be signed at the 07/18/2017 meeting)

The Economic Development Lead Generation Project went well with the issuance of the Situational Assessment and recommendations for sectors to promote for business attraction

for the UTC Facility, SAS Facility and the Pittsfield Industrial Park Expansion, Phase II. The final report was issued in February 2017. Lead generation is now underway. One lead was obtained to date. We were advised that the company had expressed interest in one of the facilities here in Town and has talked about coming to Pittsfield in February – March 2017. No further information has been received. In April, the Town Manager spoke with the Lead Generation company and was making arrangements to call the company. There was an extensive phone conference regarding how to proceed. The company has located a lead and discussions are now underway regarding background material for the company.

In addition, we will continue to work with several companies that wish to expand and/or locate in Pittsfield. These are on-going in the development and feasibility phases.

B. Properties for Sale:

1. SAS Property: Please see the lengthy history in prior meeting minutes. We are working with SAS intermittently to see if a company can utilize the factory for storage as it is great space that is going to waste. It has been very hard to have any type of deal for a business at this facility due to its current organizational structure. The interested company has made contact with the SAS representative and is awaiting approval. The Town then has followed up numerous times to request that there be a decision made. The Town has now learned that proposals will be reviewed on this property so we are working with a company on a proposal for a new manufacturing facility. The company is very interested in this facility. The company has been requested to provide their proposal for the project to the Town in writing so that we can proceed ahead. A proposal has not been received. It is reported that other parties are looking at the facility. The Town has requested that the company move forward. The Town has not been contacted regarding another non-business use of the lot, however, a project seems to be in the planning stages for the future. The property is not listed for sale. The State of Maine called about the building in late Feb. 2017. The Trust owning the property continues to not have much interest in selling the property.

2. Former Sebasticook Valley Health (SVH) Office Building: The former SVH Offices which included the Dental Clinic is now for sale. This property is in excellent condition inside. The Town has reviewed the facility with SVH Officers and will be listing the property to assist in its sale. SVH is also talking with real estate agents.

C. Projects Under Review:

American Legion:

The American Legion's demolition project is well underway with the building coming down the week of September 12, 2016. The demolition was concluded by September 23, 2016. Now the Legion is working on the details for the foundation. The site looks great! There have been many good comments about how nice the area looks. The foundation has been filled in. The American Legion is looking at options for a modular unit for the property. This is such an improvement to the neighborhood. A project is in the process of being planned.

D. Somerset Avenue Projects:

Report on Somerset Avenue Sidewalk Project and Impact of the Somerset Avenue Mill & Fill Project.

The Town inquired into the changes made in the road by MDOT during the paving in the Mill & Fill Project and the resulting water issues by Hartland Avenue. On 12/07/2015, the Public Works Foreman met with the Bangor Division Engineer John Devin about the continuous water problems at the end of Somerset Avenue and its intersection with Hartland Avenue, a very flat area without enough catch basins in the State system after the mill and fill project. To date, the Town has not been contacted with the proposed solution. MDOT has been trying to clean out and explore the catch basin system on Somerset Avenue due to issues. There has not been any progress on the drainage issues on the State's road. Multiple requests have been made and to date, the Town cannot get an answer on how MDOT will resolve the extensive drainage issue on the section of Somerset Avenue prior to Hartland Avenue. MDOT has decided that it will complete some renovations to Somerset Avenue to address the drainage. This will involve bidding out the installation of two (2) catch basins near the intersection of Somerset Avenue with Hartland Avenue. This is a very good development and when the work is completed, it will be very beneficial for the neighborhood.

E. Report on Meetings & Events:

Report on Meetings:

Central Maine Egg Festival Regular Meeting on Thursday, June 22, 2017 at 6:30 pm

Kennebec Regional Development Authority (KRDA) FirstPark Executive Committee Meeting on Monday, June 26, 2017 at 4:00 pm

Theatre Committee Meeting on Wednesday, June 28, 2017 at 6:00 pm

Kennebec Regional Development Authority (KRDA) FirstPark Executive Committee Review Meeting on Thursday, June 29, 2017 at 3:30 pm

Kennebec Regional Development Authority (KRDA) FirstPark Executive Committee Meeting on Thursday, June 29, 2017 at 5:00 pm

Kennebec Regional Development Authority (KRDA) FirstPark Executive Committee Review Meeting on Friday, June 30, 2017 at 2:30 pm

BikeMaine Volunteer Coordinator and Planning Committee Meeting on Wednesday, July 05, 2017 at 6:00 pm

Kennebec Regional Development Authority (KRDA) FirstPark Executive Committee Review Meeting on Friday, July 14, 2017 off/on during the day

Upcoming Meetings: To be scheduled

4. PUBLIC HEARINGS: NONE

5. REPORTS:

A. COUNCIL COMMITTEES: FINANCE, ORDINANCE & RECYCLING: NONE

B. BOARD AND COMMITTEE UPDATES BY TOWN COUNCILORS AND MANAGER

Councilor Margolskee: The Bicentennial Committee hasn't met as a group but the executive group has met. We have been working on the cupula. The kiosk has been removed. The cupula should be in place next week. We are still hoping for a dedication on August 3, 2017. It will be a good concert for families. The cupula is quite sturdy. Hancock Lumber provided the paint, wood and anything else we needed to repair it. The Town Manager noted the kiosk will be moved to the park entrance and updated.

C. TOWN MANAGER'S REPORT

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

2. Many groups on Summer Break: As people will be on break and new projects should not be coming up, the staff and I will have more time to work on our regular duties. We will start up the recordkeeping project that Emmalee Reed, Deputy Treasurer, Jessica, our Temp Town Secretary and myself are working on to re-file the Town Office records.

3. Celebrate Pittsfield: READ Notice

4. Pittsfield Summer Concert Series: The Concert Series sponsored by our local businesses will be exciting this week with two concerts as follows: READ NOTICE

5. SVH Back to School Fair: READ Notice

6. NEW BUSINESS:

ORDINANCE 17-04: (To be set to Public Hearing on 08/15/2017) That the Town of Pittsfield hereby ordains to re-enact the Town of Pittsfield Retail Marijuana Establishments and Retail Marijuana Social Clubs Moratorium Ordinance.

Moved by **Councilor Cianchette** and seconded by **Councilor Donahue** that Ordinance 17-04 be set to Public Hearing.

The Town Manager noted the Town Council approved the Moratorium on 02/21/2017 which went into effect on 03/22/2017. The Moratorium was for 180 days which expires on 09/17/2017. To continue the Moratorium, the Public Hearing would need to be set at this meeting to be held at the August monthly meeting set by the Council Summer Meeting Schedule of 08/15/2017. Therefore, the Moratorium would be re-enacted to go into effect on 09/14/2017 allowing coverage.

The Moratorium to be re-enacted was enclosed in the Council package.

VOTE: UNANIMOUS AYE

RESOLUTION 17-67: Resolved that the Town Council set the rate of interest to be charged on delinquent taxes for 2017 at 7.0% and the due date for payment of taxes at the end of the business day on Friday, October 20, 2017.

Moved by **Councilor Cianchette** and seconded by **Deputy Mayor Nichols** that Resolution 17-67 be adopted.

The Town Manager noted this is a yearly housekeeping action relating to the collection of property taxes. Taxes have traditionally been due on the second or third Friday of the month of October. The maximum rate of interest is set by the Treasurer of the State of Maine for taxes that become delinquent during the taxable year of 2017. Towns usually adopt the maximum rate of interest. Listed are the last few maximum rates of 7.0% for 2016; 7.0% for 2015; 7.0% for 2014; 7.0% for 2013; 7.0% for 2012; 7.0% for 2011; 7.0% for 2010; 9.0% for 2009; 11.0% for 2008; 12.0% for 2007; 11.0% for 2006; 7.75% for 2005; 6.50% for 2004 and 7.0% for 2003.

VOTE: UNANIMOUS AYE

RESOLUTION 17-68: Resolved that the Town Council set the rate of interest for overpayments for 2017 at 3% to conform with 36 M.R.S.A. Section 506-A.

Moved by **Councilor Cianchette** and seconded by **Councilor Manning** that Resolution 17-68 be adopted.

The Town Manager noted this is a second yearly housekeeping action relating to the collection of property taxes. When overpayments are received, for example, when people pay their taxes on time and then receive an abatement, the interest rate on the rebate would be issued at the maximum rate listed above unless the Town adopts the lower rate. The lower rate is calculated by taking 7.0% - 4.00% = 3.0% under the State Law. For 2015, the rate was 3%; 2014, the rate was 3%; for 2013, the rate was 3%; for 2012, the rate was 3%; for 2011, the rate was 3%; 2010, the rate was 3%; 2009, the rate was 5%; 2008, the rate was 7.0%; the rate was 7.0% in 2007; the rate was 8.0%; in 2006, the rate was 6.50%; 2005, the rate was 3.75%, for 2004, this rate was 2.50% and for 2003, the rate was 3.0%.

VOTE: UNANIMOUS AYE

RESOLUTION 17-69: Resolved that the Town Council authorize the Tax Collector/Treasurer to accept prepayment or decline 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

Moved by **Councilor Cianchete** and seconded by **Councilor Donahue** that Resolution 17-69 be adopted.

The Town Manager noted with the constant change-over in mortgage companies or property

owners having more than one mortgage on their property, the Town can occasionally receive more than one check to pay the taxes for an account and then have to send one back or rebate the additional monies paid. In addition, some tax bills will be overpaid which then becomes a prepayment for 2017 taxes. By this agenda item, the Town would not pay interest on the prepaid 2017 taxes.

VOTE: UNANIMOUS AYE

RESOLUTION 17-70: Resolved that the Town Council approve the Request for Proposals for the engineering services for the Madawaska Sewer Rehabilitation Project and authorize the Town Manager and Assistant Water/Sewer Superintendent to seek bids for same.

Moved by **Councilor Cianchette** and seconded by **Deputy Mayor Nichols** that Resolution 17-70 be adopted.

The Town Manager noted at this time, it would be prudent to place the engineering services for the Northern Border Regional Commission Grant which the Town received in the amount of \$250,000 toward an overall project estimated at \$510,000. The Town has committed \$260,000 from its Sewer Enterprise Account.

This project replaces 1,400 linear feet of 8-inch collapsing clay sewer main with extensive infiltration and results in removing the bottleneck in the East Sewer Interceptor. This allows for full build out of the former 31-acre SAS Industrial Complex and creates jobs benefiting the Town and the region.

The project has been moved back 6 months due to the other options that are available for businesses. The RFP is the first step in the project and needs to move forward this summer so that the project will be completed within the allocated timeframe with business interest

VOTE: UNANIMOUS AYE

RESOLUTION 17-71: Resolved that the Town Council ratify the agreement between the Town of Pittsfield and the Pittsfield Police Association Affiliated with the Maine Association of Police covering the period of 01/01/2017 through 12/31/2019

Moved by **Councilor Cianchette** and seconded by **Deputy Mayor Nichols** that Resolution 17-71 be adopted.

The Town Manager noted the Police Association and Town Negotiation Team have agreed to propose the same police contract as the 2014 - 2016 contract with the same cost of living or pay rate increase as the other part-time and full-time permanent employees for 2017 with the following exceptions:

1. Cost of Living Increase for 2018; 2% increase and 2019: 2%;
2. After 16 hours of overtime, the member agrees to take compensation time in lieu of overtime pay and the officers will be able to work two unfilled shifts down from three unfilled shifts for overtime per week unless the Chief authorizes a third shift for an officer; and

3. Reduction in the amount of the Health Care Membership from \$420.00 to \$300.00/year; designation of additional \$300.00/year from one employee to another from \$420/year; total now \$600.00/year from \$840.00. Basically, it is rare that this is utilized, therefore, it is reduced as this account has been utilized for training costs. If an officer chooses to go to a Gym, he/she has the opportunity to receive \$600.00 for the cost per year.

VOTE: UNANIMOUS AYE

RESOLUTION 17-72: Resolved that the Town Council Approve a lunch wagon license application for Drooling Goat BBQ of 49 Maple Lane, St. Albans, ME 04971.

Moved by **Councilor Manning** and seconded by **Councilor Donahue** that Resolution 17-72 be adopted.

The Town Manager noted this is the Lunch Wagon License for the well-known farm in Saint Albans – Stony Knolls Farm owned by Ken and Janice Spaulding. The Farm will have their lunch wagon located at Hathorn Park on a day that the Pittsfield Farmers Market is not utilizing the park. The Spauldings have insurance coverage which is required in order to utilize the park for their lunch wagon site.

VOTE: UNANIMOUS AYE

RESOLUTION 17-73: Resolved that the Town Council authorize the Mayor to sign the Proclamation Going Gold in the month of September to support Childhood Cancer Awareness.

Moved by **Councilor Cianchette** and seconded by **Councilor Donahue** that Resolution 17-73 be adopted.

The Town Manager noted Amy Bennett has asked that the Town Council approve the following proclamation:

To proclaim September as Childhood Cancer Awareness Month in honor of 10-year old Hailey Steward. Hailey is a Maine native who has been fighting Leukemia for the past 5 years and learned in April that she is terminal. Hailey and her mother have spearheaded a Go Gold Maine Do It program to do everything possible to help families like theirs through the hardest part of their journey with Childhood Cancer.

VOTE: UNANIMOUS AYE

RESOLUTION 17-74: Resolved that the Town Council approve a renewal application for a liquor license for Vittles Restaurant at 107 Main Street, Pittsfield, Maine 04967.

Moved by **Councilor Cianchette** and seconded by **Councilor Manning** that Resolution 17-74 be adopted.

The Town Manager noted this is a regular yearly renewal application. All is in order for renewal.

VOTE: UNANIMOUS AYE

RESOLUTION 17-75: Resolved that the Town Council approve a permit for the MCI Robotics Team for a 5K Walk/Run on Saturday, September 16, 2017.

Moved by **Councilor Cianchette** and seconded by **Deputy Mayor Nichols** that Resolution 17-75 be adopted.

The Town Manager noted the MCI Robotics Team would like to host a 5K Walk/Run this fall on Sept 16th. This would be a major fundraiser for the team. The group proposes to start at the high school and have the course route go through Manson Park and back to the school. The team would provide all volunteers and would not require any extra resources.

This is an extremely hard working group which needs to raise significant funds to participate in these competitions.

VOTE: UNANIMOUS AYE

RESOLUTION 17-76: Resolved that the Town Council sign the Application for Catered Function by Qualified Catering Organization for the MCI Reunion Reception to be held on 08/04/2017 from 4:00 pm – 9:00 pm at Maine Central Institute by qualified caterer Jeff's Catering & Bake Shop

Moved by **Councilor Cianchette** and seconded by **Councilor Manning** that Resolution 17-76 be adopted.

The Town Manager noted these are regular yearly housekeeping applications for important catered events at Maine Central Institute for their yearly reunion. The State Law requires the Municipal Officials to approve applications for catered functions by qualified catering organizations.

VOTE: UNANIMOUS AYE

RESOLUTION 17-77: Resolved that the Town Council sign the Application for Catered Function by Qualified Catering Organization for the MCI Reunion Reception to be held on 08/05/2017 from 1:00 pm – 4:00 pm at Maine Central Institute by qualified caterer Jeff's Catering & Bake Shop.

Moved by **Councilor Cianchette** and seconded by **Councilor Manning** that Resolution 17-77 be adopted.

VOTE: UNANIMOUS AYE

7. DISCUSSION ITEMS:

Updates – Financial:

- A. Financial Reports as of 06/30/2017
 - 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
- B. Other Reports as of 06/30/2017
 - 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: 50.00% of period; 45.8% of municipal, 41.0% municipal, water & sewer (depreciation and transfers done by Auditor so percentage will increase)

Revenue Collections Report: 50.00% period; 34.6% municipal, 37.7% municipal, water & sewer

Excise Tax Collections Comparison Report: For this period, \$-5,174.60 behind 2016 collections at this time of the year.

State Revenue Sharing Comparison Report: For this period, \$-2,288.32 behind the 2016 collections. This account needs to be watched closely as it continues to fall behind.

The remainder of the Financial Reports are self-explanatory.

Updates – General:

1. Water Projects/Issues: North Main Street DWSRF Project: The project is being closed out this month in the amount of \$842,416.02. The Town also had received a grant or forgiveness of \$46,232.42.

Hydrant Replacement Project: This project went smoothly in my opinion given how much was taking place in one day. The project was on schedule until ledge was hit by North Main Street – this makes sense that this would happen given that ledge is in that

area. The project then got caught up and on schedule until the hydrant replacement on Davis Street which had a strange obsolete type hookup. By 7:00 pm, the water was back on for all roads that were affected. In all, this project went quite well in utilizing all departments working together as we have done since 2002 rather than departments working on it in their area. The backup plans worked well as we had equipment and parts in case of issues. If we need to replace a number of hydrants again we will utilize this approach.

2. Sewer Projects/Issues: N. Main Street Project: The project is being closed out this month in the amount of \$149,928.35.
3. Tax Acquired Property: The North Main Street apartment building located close to Detroit Street has been bid out twice with no bids received. An individual has expressed interest in the property and has asked to submit an offer. The individual does not want to pay the price listed for the property. We have advised that the individual may submit an offer, however, it may be deemed as insufficient.

The North Main Street small house on the hill by the Animal Clinic has only been bid out once. The cost of advertising is high so we do not think we should bid this by itself and will wait to see what transpires regarding other potential tax acquired properties.

4. Code Enforcement Update
Leonard Street – no violations
Rice Street Mobile Home Park – 1 violation remains and it is being cleaned up under the new ownership.
North Main Street – refused certified letter, letter sent by regular mail and did not come back. The date for cleanup is 07/28/2017. If it is not cleaned up, the CEO has been instructed to go to the site with the Health Officer and list out the items that need to be fixed. We will issue a violation letter and then hopefully it will be taken care of. If not, this may need court action. I would hope that the owners, who had been very nice to deal with, will address this mobile home that they have hauled into the downtown.
Other Code Violations – CEO has been asked to provide an updated list of violations so that people can work on their items during good weather.
5. Amish Horse Drawn Vehicle Research/Integration into Community – very interesting information has been gathered. The handout pamphlet and the MMA Townsman Article were discussed in detail.
6. Economic Development CDBG for Innovative Specialties, LLC – Chad is working on this project. We were extremely fortunate to receive a 1 year extension. These are only granted if it is clear the delay is not related to the developer and the Town.
7. Economic Development CDBG for Main Street Sidewalk Project – Read letter from DECD on our award of \$250,000 provided that we finish the project development phase and federal funding is available. The entire process must be completed within three months. A six month period was provided for this step and it is now three months for all

steps in the Phase II Development Phase. This will be difficult to do but we will do it.

8. Grant Projects – numerous grants need to be worked on this summer – one is on the agenda this evening.
9. Insurance Program: Commercial Property Policy for 2017 – 2018 – The cost for the year 2017-2018 was an increase of \$1,691.00 or 3.5% which considering that we added on several pieces of Public Works Equipment and Added the Dams for liability – which is all that is available to the Town.
10. Insurance Claims/Collections: Multiple Damages by Others:
We have billed out several incidents including a car vs. cemetery stones; truck vs. town tree; truck vs. the Industrial Park stone divider; car vs. guardrail and so forth. So we are working through these with the insurance companies as all of these incidents involved other individuals hitting Town property.
11. Financial Checking Account Transfer with Investment- The transfer is complete. I left funds in the TD account as we had several grant and loan programs with the federal government refused to take our new checking account number, I made sure if they put money in the account or take out money for payments that we have sufficient funds for everything that could take place. The cash deposit part is fast, the check processing is fast. We had a malfunctioning check device and that was replaced quickly with a brand new one. This is going to save the Town a lot of money in time and mileage. Regarding the reconciliations, it is likely going to take a bit longer in the beginning as items are supposed to go to one checking account and they have gone to another checking account and so forth due to processing errors as people simply forgot. I advised our auditor I may need to call to see how he would like me to proceed as I believe I just make journal entries so I do not have to run back and forth between the accounts to move money.

8. REPORTS: Audience, Council

Audience: None

Council:

Councilor Manning: I was honored to speak at one of the kickoff events for the Maine International Film Festival. My presentation was about Economic Development benefits from regional public television. I want to give praise to a college of mine, Sky Bergman, that was in town from Santa Barbara for a screening of her film. It is a film inspired by her grandmother. It is a film by called *Lives Well Lived* that interviewed 40 people ages 75 to 100 years old who reported exercise, beloved community and a positive outlook helped get through hard times and realized life is good. It was a diverse group that was interviewed.

Councilor Donahue: I am glad to hear the hydrant project went well. Scott did a great job coordinating. Coming up this Sunday is Open Farm Day. It is a Statewide event. We will be hosting Waggin' Tail Farm. The café will be open, we will have boxed lunches and farm

tours. On August 10th in the evening the Maine Farm Land Trust will be hosting one of their Forever Farm Parties on the farm. We will start with a tour and then they will be having a chicken BBQ with live music and it is all free. This event helps show how important to retain farm land. I wondered about the sidewalk project down by Dunkin Donuts. I haven't seen that start. Mayor Stackhouse noted he believes it started today. The Town Manager noted that the project did indeed start today and we are fortunate to pay just the \$25,000 from the TIF fund and to help close that account out. The project would have cost \$49,000 if we had done this project through the Town.

Councilor Margolskee: I want to commend Kathryn and the staff on a successful audit and on a successful Egg Festival.

Deputy Mayor Nichols: Congratulations on the Egg Festival. The crowds were not huge, but steady. Congratulations on the audit. Doug Sanborn passed away. I would like to send my condolences to the family.

Councilor Strom: Absent.

Councilor Cianchette: I want to commend Scott and the Town crew on the hydrant project. That was a well-planned and organized endeavor. They did an awesome job. I talked to Scott and he took a lot of pride in this project and that the employees of the Town got together like they did. This is what Pittsfield is all about. I have noticed a bit of a difference in the attendance at Hathorn Park after dark. I appreciate the attention that the Police having been giving that and the write up from Acting Chief Roussin. Please thank him for that. I would caution that encouragement now should not in any way lessen the diligence from this point on. They need to maintain their presence. I want to thank you Kathryn and all the ladies for the successful audit with no recommendations. With all that the employees do, as we have said before, the overlapping responsibilities and duties that have been rewritten and compacted into everyone's job description over the years has been based solely on budget. With that being said, as it is not too early to start this discussion, we as a Council have said several times. We need to make sure with this budget allows additional personnel in that office. The job is getting done but it only getting done because the quality of people that are there. Every single one of them. There is no easy put your feet on the desk type of job up there at all. All the peoples upstairs, no one gets the recognition they should. It is not an easy job. I think we need to seriously consider a new position or two positions to allow this potential bottleneck to go away. We know it has been 13 to 15 years that we have had no to extremely minimal tax increases. That can maintain to a certain level, but we want to grow and if we don't transplant into a bigger pot, that plant can only get so big. We need to bite the bullet. We feel the impact of the economic down turn, which is hard for us to recover as we do not have the tax base and industry to absorb that.

Mayor Stackhouse: Congrats to Kathryn and the staff on successful audit. Kathryn, I know you put in countless hours for that. Everything you do up there you do a great work. The Egg Festival went well. Thank you to Mike Gray for taking time on his trip to help us out. I am sorry to hear about Doug. He will be missed. I heard that our former Councilor Jack Lynch is in the hospital. We hope for a speedy recovery. My son is in NY today trying out for a PA announcer. I want to wish him well.

9. EXECUTIVE SESSION:

Title 1, Section 405, 6. A. Personnel

Motion by **Councilor Donahue** and seconded by **Councilor Manning** that we enter executive session to discuss Title 1, Section 405, 6. A. Personnel.

The Mayor noted that we can't state just personnel, it has to be specific. The Town Manager indicated that at the end of the last meeting, **Councilor Manning** asked for this item to be on the next agenda so she added the exact item from the Special Council Meeting agenda item that Councilor Manning had sent by e-mail. The Town Manager said you can add what it is to the motion. **Councilor Manning** noted it is to discuss the Town Manager and Town Manager position. **Deputy Mayor Nichols** stated that the Town Manager's position, qualifications and duties are public knowledge and as such have to be stated publicly. The Town Manager noted that the Town Manager's position or role is set in the Town Charter, Administrative Code, Personnel Policy and a variety of other ordinances, the job description and the Council Meeting Minutes where work is given. So, this is basically a public item and the public has a right to know what the topic is on the agenda. **Councilor Donahue** asked why when we go into executive session for Economic Development there are no specifics given on the agenda. The Town Manager noted Economic Development is different from personnel as the businesses ask for confidentiality and do not want to be discussed in public. Before it was all being written down in memos to the Council. She stated she then started putting this on the agenda for communication to update the Town Councilors. The Town Manager noted she understands why **Councilor Margolskee** asked this question at the last meeting and it was a good one, but she could not get to answer it as so many people were talking. She did ask the Town Attorney how to address this. The Town Manager reviewed the law requirements for executive sessions. We never have an executive session for personnel. We do have an established process for the evaluation. When I arrived the Town Council asked if I would go along with that evaluation process and I agreed to that process. This personnel item has been meandering around as to exactly what it is. I do know from the Mayor from discussion today as to the items that **Councilor Donahue** and **Councilor Margolskee** have which are perfectly fine and that as Town Manager she also has these items - The Town Manager works too much; the Town Manager is taking care of items that are not covered by other staff to keep everything going so she fills in; the Town Manager does too much work; the Town Manager should be paid better. We also have the Town Manager's health which were my feet and that was due to sugar free and wheat products which has been resolved. **Councilor Manning** noted that there are strict HIPPA laws and we cannot even ask you for this information. The Town Manager noted she was offering the information so people would not be worried and to dispel rumors. The next one is succession plan and that is a very good item. Next is that the Town Manager has too much accumulated time and she agrees with this item as she would like to take off time. The last item is that the Town Manager needs a Deputy Town Manager. The Town Manager noted she would call it an Administrative Assistant like we had before but that yes, that would be nice too. She noted that she received these today and wrote up a response on those items. **Councilor Manning** said as a Town Council we decided we needed a Deputy Town Manager and to not fill a clerical position; and to go through the process of figuring

out which parts of your position would be kept by you and which parts should be transitioned over to a Deputy Town Manager. This was told to you at your evaluation. Then in early 2017, you went out and hired clerical help and told us it was working out good. You completely disregarded what the Council asked you to do. The Town Manager stated that there was no position voted upon or added to the budget. You wanted to have a Deputy Town Manager position and that is a nice goal to have but it was not voted upon and it was not added to the budget. I would be liable for hiring someone for a position that had not been approved and not budgeted. **Councilor Cianchette** stated he felt from his seat it was a strong suggestion, however, we did not allocate anything to the budget. It would make no sense at all from his perspective to agree to do this and then go through the entire budget process without the Council allocating funds for that position. **Deputy Mayor Nichols** agreed with **Councilor Cianchette**. We have been saying for years that we wanted some position to be Kathryn's right-hand person to be able to take over and run the office when she took time off. The agreement when we hired her and Bob was there, she agreed to x number of conditions. She has built up a lot of time and the reason why she hasn't burned that time is that she does not have enough staff to keep everything going. When she retires, he does not believe that she wants to leave with a lot of vacation time and that she wants to take it off as this is time that she has worked hard to earn. In the next budget we need to allocate the money for that position. She should be in charge of what that person does and it should be tied to being able to take time off. Let's face it she has lost out on a lot of items, personal and family, as she has to be here. **Councilor Manning** stated that it cannot be a clerical position that we are asking for. How long have you been in the position? She wants to re-evaluate the job description. What parts of the job would it behoove us with this particular town manager to have her continue to do and which areas would be better to have someone else come in who has newer skills or more complimentary to what she already has. Perhaps this is something we take out of the \$1 million dollars that is earning interest. We should have a 360 degree evaluation where everyone who is involved with the person would be able to give feedback. It would allow employees to give information and concerns confidentially. We can see where we can benefit from increasing skills. The Town Manager noted that she was not present during the Executive Session when this 360 degree review was brought up. She noted that it is common in some businesses but is not used in Municipal government as so many people are involved. And also for the fact that a Town Manager must say no a lot. It would be to a Town Manager's detriment to have this type of evaluation given the type of position and result in a Town Manager not being able to continue in their community. So this is something that is not normally done. The Town Manager indicated that when she was called into the executive session in that brief period of time it was stated that you are doing an excellent job and that Councilors wanted to have an Assistant or Deputy position some time down the road when the economics were better. There was no vote and no direction given to do this. We then went to the budget meeting and there was no mention of creating a position. It would be a dereliction of duty to create this position without any money. **Councilor Cianchette** noted there is a motion to be dealt with on the table and suggested it be addressed. There was considerable discussion and it was agreed to continue talking as this should be done in public. **Councilor Donahue** stated my recollection was that we were getting a position to help, not as clerical. It is disturbing to see a town employee that tries so hard to do her job and the Council in past years and the years I have been here willingly endorse the fact that she is now taking on a lot of the jobs

that have been done by other people. You have one person doing the job of many people with all of those jobs that went away due the economy. But the work has not gone away. Whether it is Kathryn or another person, you cannot expect anyone to continue to work under those conditions. Kathryn does a wonderful job. She has to juggle so many things. Sometimes she goes to 20 or 30 meetings in a week when no one else is available to do this. She does a lot of work that does not fall under the purview of the town manager's role. A lot of these items should be done by other staff that have specialty in those things. She should be working on items she excels on and enjoys. She excels at the grants. She enjoys the economic development. You cannot expect someone to put all of their energy into those items they excel in when they have all of these other items to do. I do not see how she gets all the things done that she does and I am not surprised to get e-mails at 2:00 or 3:00 am. With so many people coming in the office every day and with all of the meetings she has to attend and boards she sits on, how could she get her actual work done during the day without being there at that time? As a board, we need to fully fund a position to help her or we are going to burn her out. It does not matter if it is Kathryn or another individual, we cannot expect one person to do the work of three people. The Town Manager noted this item is a budgetary issue. These are all items that the public can know and should take place as part of the budget and not as the budget hearing is being held. When I was brought in, it was stated that in the future when we can afford it, we will look at a position. I had been saving money for 3 years from the economic development budget in the Carry Forwards so that I could hire someone to help with the massive refileing of the records and to help me. This was approved by the Town Council each year with motions in the record. Three years ago the Town Council and I discussed the accumulation of time. We did not want to get into the situation that happened when Dwight left in that we had to pay out on the banked time for 6 months. We had several people here when I arrived that had massive time and still have a couple left with large accumulations. It was agreed when I got closer to retirement that I would start using up my time over several years to get it down so that this did not happen. It was discussed to do this we would have to add staff and it would be when the economy improved. **Councilor Margolskee** stated having been in leadership positions in the health care field that he had experience with a one-year review. We also had a mid-year analysis. I believe the Town Council has the best interest of Kathryn in mind. This is no way for a healthy person to lead in a healthy manner. I think it would behoove you to have an Assistant. Any one person in an executive position has a group of attributes. Kathryn does amazing things with several issues, better than others but we all do. The fact is if we wait for better economic times we will be behind the eight ball. This needs to be a priority. We are in agreement that we have to do something different. It has been 15 years since the job requirements were reviewed and things change. It is important that we do something positive for Kathryn and in turn for the Town. **Deputy Mayor Nichols** noted he would be for discussing the Assistant/Deputy Manager at budget time. I am going to have to sell it to my constituents. We can get our money back down the road. I agree she needs help but she should have say on what is delegated. The reason she has built up time is because she does not have enough staff. This is well known. This should also be contingent on her being able to burn her time down. The Assistant/Deputy Manager needs to work on what is on her plate, not new items that are added on. Let's not put anything else on her plate. When the budget comes up we should put the Assistant Manager in the budget. **Councilor Donahue** disagreed that Kathryn should decide what the position does. We aren't filling this position

because Kathryn is here. We need to look beyond her. This is a role that needs to be filled. She needs the authority to hire but writing a job description is not what she needs to spend time on. The Town Manager noted she isn't going to work on this until after August as there are deadlines on projects to complete and there is no emergency. She noted she can easily create a job description. We will have information available in September. **Deputy Mayor Nichols** noted we are in agreement we need this position. I would like to propose the date of March 15, 2018 to have this settled. **Councilor Cianchette** stated we should be able to be on the way as soon as we have the budget approved. **Councilor Manning** noted she has been chatting with the MMA and we can have MMA come in to help with different things as we need a strategic plan, cross-training for our employees, and how to craft this job description. The Town Manager noted that she already has access to job descriptions as she works with MMA and is an Ambassador for the Town Managers for the State. The Town Manager's website has this information available. The staff is heavily cross-trained and I do not think they want to hear about any more cross-training considering how extensively they are cross-trained. **Councilor Manning** indicated that we need to have an expert that does strategic planning like MMA come in. The Town Manager noted that Towns usually do not do that unless they are going through extensive growth and need to change their government or review all their ordinances. **Councilor Manning** stated that MMA states that they do this. Healthy organizations call in strategists. The Town Manager said that we do not need to pay MMA for this. A town of this size would not normally do this. **Councilor Margolskee** noted he had the opportunity thanks to Kathryn to go to the new Councilor orientation seminar. It was four hours one evening. It was hugely beneficial. They offer expert advice. It was a great opportunity. He met other Councilors and some officials come each year to get the updates. He knows that some Councilors have attended. He would urge any and all of the Councilors to consider attending.

Motion by **Councilor Donahue** and seconded by **Councilor Manning** to withdraw the motion to enter executive session.

10. ADJOURNMENT

Motion by **Councilor Cianchette** and seconded by **Councilor Donahue** that the meeting be adjourned at 8:45 p.m. All in agreement.

VOTE: UNANIMOUS AYE

Nicole Nickolan, Town Clerk