

MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, August 19, 2014 at 6:30 pm in the Council Chambers.

PRESENT: COUNCILORS: Gary Jordan, Jr., Michael Cianchette, Caleb Curtis, Tim Nichols, Trudy Ferland and Heather Donahue. **ABSENT:** Robert Stackhouse. Also present: Town Manager Kathryn Ruth and Town Clerk Nicole Nickolan. Audience members included: Ed Porter, Ben Hall, Scott Noble, Annaleis Hafford, Dominic DePatsy, Abigail Cram and others.

1. **Mayor Jordan, Jr.** opened the meeting by leading the **Pledge of Allegiance**. The Council observed a moment of silence.
2. Adoption of minutes of the regular meeting held on July 22, 2014 and the special meeting of July 30, 2014.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Cianchette** that the minutes of the regular meeting held on July 22, 2014 and the special meeting of July 30, 2014 be adopted.

VOTE: UNANIMOUS AYE

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

Presentation by SAD #53 regarding the development of a Master Plan for School Facilities

The Superintendent indicated our buildings are having some hard times. When Ed Porter and Ben Hall came onto the School Board, we started thinking globally. They had experience with buildings and their knowledge was helpful. It was felt that we needed to focus on master planning for our buildings future. We have also visited Detroit and Burnham and they were very receptive. During this phase we will be gathering a lot of information and listening. In August we will be focusing on existing building conditions. In January there will be a recommendation made. There will be numerous Public Hearings scheduled during the project for public recommendations. One of the main concerns is School Street, and the liability of it being an open road. Councilor Cianchette questioned if there was any possibility of consolidation, as it was done in Thorndike. Mr. DePatsy noted we would need the report to decide if that is an option. More information will be available once we have the master plan. The Town Manager questioned our ranking on the list. Mr. DePatsy noted we are 32nd on the list. There is no official word that the list will be opened, it is only a rumor, but we are being proactive and will be ready with the master plan. This is a great opportunity to move forward towards education for 21st century jobs. Deputy Mayor Nichols noted that adding 1 or 2 additional Towns to our district would help the tax base. Mr. DePatsy noted he worked with the Freeport school district previously and it was a nightmare how many problems they had with that. However, the master plan will also help decide if that is an option for MSAD #53.

Community and Economic Development Activities and Events:

Saturday, May 2, 2015: 19th Annual SVCC Trade Show and Community Fair

Report on New Business Activity & Opportunities in Pittsfield:

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

Several private sector business activities remain under review and small projects continue to be underway. Several commercial properties have recently been sold, are under option or will be leased. The Family Dollar Store excavation continues and structural building materials have been delivered to the site. A pole permit is on its way for the Town's approval. Family Dollar is preliminarily scheduled to open in November 2014.

Planning continues for the announced factory closure of the local UTC facility by Global UTC Headquarters beginning in the 3rd quarter of 2014 through full closure in March 2015. Planning consists of two phases, which includes recovery for the employees and for the site/community. The first Kennebec-Somerset Transition Team Meeting took place on May 1, 2014. The Pittsfield Economic Expansion Corporation has met with UTC at the plant and reviewed the factory on a detailed tour on May 23, 2014. Several tours have taken place. UTC hired CBRE The Boulos Company which deals extensively with commercial real estate across the United States and beyond. A tour of the property took place, however, the Town was not involved. The next Kennebec-Somerset Transition Team Meeting is scheduled for August 28, 2014 to discuss resources, training and other sessions for the employees at UTC.

To address remaining available locations, an additional promotion piece beyond our regular promotion of available properties had been provided to economic and community development resources and sites. This has affected one available property positively and resulted in some phone calls. Other locations have filled in or have commitments due to the strategic locations. Four specialized promotional pieces have been issued with the last one in June 2014. The next specialized promotion is scheduled for the end of August 2014.

We had planned to design spec sheets for the remaining available properties in Town - the Corner Cupboard, the Friends' property and the Quint's property off Central Street when time permits. One is a vacant building and two are undeveloped lots. These sheets are used to help promote properties to prospective businesses or developers. We have utilized spec sheets for other large projects in town such as the Plaza. I have been advised to just concentrate on the lots, which have buildings so we will concentrate on the Corner Cupboard. The former Pizzeria building has undergone major renovations inside and hopefully can be promoted soon. Work is still underway.

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

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

SAS Property placed on the market by MTC Holdings, LTD of San Antonio, Texas and is offered by the LandVest, a Luxury Property Real Estate Company in Camden – The website promoting the property is linked to the Town's website. The Town has recommended that the building be available for lease of needed space, however, the company would like to sell the entire building/s. The December appointment with the out of state developer/investor was cancelled due to the winter storm. The Town met with commercial interests about the

property in January 2014. Several projects are underway to enhance the ability to develop this unique and interesting property. The pre-application required for the Historic Status of the SAS property (former Waverly Mill) to proceed forward to the National Register was completed in April and submitted. The Town has been advised that the Mill has received approval of its pre-application and has been placed on the State of Maine Historic Sites database. The Town now has a State of Maine Historic Commission letter stating the Mill's suitability for the National Register which can be presented to a developer who wishes to pursue the National Register application process or the Town can utilize the letter to hire an architectural historian or other expert to complete the process (upon receipt of appropriate funding source, i.e, grant or donation). The Town is working with the potential developer to line up interested agencies to tour the mill this summer. The first tour has taken place. Other tours are in the process of being scheduled.

Report on MDOT Somerset Avenue Mill & Fill Project:

The MDOT mill and fill project is scheduled to start in August, originally the week of August 11 or August 18, 2014. The work has not yet begun which works out well for the sidewalk project, which is in its last phase.

Report on Somerset Avenue Sidewalk Project:

The third and last section of sidewalk to be rehabilitated/reconstructed is Oak to Central Street, which started on August 08, 2014.

Report on Meetings & Events:

Bicycle Pedestrian Plan Informational Forum on Wednesday, July 30, 2014 at 6:00 pm in the Town Council Chambers

Upcoming Meetings & Events:

(Multiple meetings being scheduled for regional committees such as KVCOG, SEDC, First Park, Kennebec-Somerset Transition Team, and all of their sub-committees).

4. PUBLIC HEARINGS/OLD BUSINESS:

ORDINANCE 14-07: (Public Hearing) That the Town Council hereby Ordains that Chapter 2B General Assistance Ordinance, Appendices A be rescinded and the new Appendices A be adopted to reflect the revised maximums for the period of July 1, 2014 to June 30, 2015.

The Public Hearing was opened. There was no one who wished to speak for or against Ordinance 14-07. The Public Hearing was closed.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Donahue** that Resolution 14-07 be adopted.

The Town Manager noted each year the Maine Municipal Association conducts a review to determine if the maximum allocations for basic necessities should be increased due to the federal poverty levels and the state-wide and/or county-wide conditions. The State of Maine has prepared a review of the revisions, which is enclosed in the Council Package.

In Summary, the 2014-2015 prices have increased for the **overall maximum assistance allowable** if an applicant is eligible. Basically the increase is \$8 - \$13 a month depending upon the size of the family.

For **food**, the maximums have actually decreased per month. For example for a family of 1, the monthly maximum for food is now \$189 down from \$200 and a family of 5 is down from \$793 to \$750 per month.

We did not receive new charts for housing, fuel, electric or personal care/household items so these maximums did not change.

VOTE: UNANIMOUS AYE

RESOLUTION 14-69: (Public Hearing) Resolved that the Town Council approve a new application for a liquor license for The Pitt Stop Tavern at 613 Main Street, Pittsfield, Maine 04967

This item was passed over. Mr. Pacquin has decided he will not be transferring his facility through a lease-purchase agreement to a new owner at this time.

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

Town Manager's Report: Town Council Meeting of 08/19/2014:

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

2. Langlais Art Trail includes Pittsfield: The Town of Pittsfield is part of the Colby College Langlais Art Trail. Colby College is producing a state-of-the-art interactive map, which will serve as an extensive guide to Langlais works across the state of Maine. The launching of the Trail recognizes a state-wide art community that was created through the Kohler Foundation and celebrates the collaborative efforts to recognize this influential artist. The Town will receive a copy of *Bernard Langlais*, a copiously illustrated 250-page monograph on the artist, with essays by Hannah W. Blunt, Diana Tuite, Vincent Katz, and Leslie Umberger. This monograph is produced in conjunction with the Museum's retrospective exhibition this summer, opening July 19th. The scheduled launch date of the Langlais Art Trail is set for early July 2014.

3. Seabasticook Regional Land Trust Farm & Habitat Ride: The 6th Regional Land Trust Farm & Habitat Tour will be held on Saturday, September 13, 2014 at 9:00 am now starting at Hathorn Park. . This will be our 2nd Tour in Pittsfield. You can Pedal or Paddle Your Way through the Seabasticook Valley. Explore the heart of Maine with Seabasticook Regional Land Trust at the 6th Annual Farm & Habitat Tour. There will be a registration tent for participants to sign in or register for the bike/paddle tour. The bike trip will feature Balfour Farm at 461 Webb Road, which is an organic dairy farm owned by Doug and Heather Donahue and the Bag End Suri Alpaca of Maine at 226Snakeroot Road owned by Jill McElderry-Maxwell. A third stop will be at Diverse Farm – Beef, Honey & Maple Syrup owned by Gail & Don Beregeron at 277 Bubar Road in St. Albans.

Registrations will be accepted beginning at 8 a.m. the day of the ride, but people are encouraged to register early to ensure they receive this year's tour t-shirt. The registration fees for either the bike or paddle tour are \$15 per person or \$30 per family (up to 2 adults and unlimited children).

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

For those who would rather be out on the water, there will be a guided paddle along the Sebasticook River beginning in Pittsfield. Please note that the paddle will likely last no more than 2 hours and will end sooner than the bike tour. Paddle participants must provide their own boat and wear a personal flotation device (PFD).

4. Business After Hours: Everyone is invited to a Business After Hours at The House Next Door on Tuesday, 09/09/2014 at 5:30 pm at 303 Main Street. This is the very nice Bed and Breakfast owned by Milton Webber.

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

6. **NEW BUSINESS:**

RESOLUTION 14-83: Resolved that the Town Council accept the bid of I&C Systems Engineering of Scarborough in an amount to not exceed \$44,962.75 and authorize the Town Manager to execute the SCADA System Upgrade Agreement.

Moved by **Councilor Cianchette** and seconded by **Councilor Donahue** that Resolution 14-83 be adopted.

The Town Manager noted a RFP was issued in May 2014 with proposals due on Thursday, May 29, 2014. The Town received four proposals. As we have already received the recommendation from Olver Associates, the company was already reviewed and Olver has contacted the other bidders, I filled in the name above rather leaving it blank to choose among the bidders. It is quite clear that the low bidder would need to be selected, if qualified, as the pricing of the other bids is so much higher. Councilor Cianchette stated he had some concerns with the spread in the bids. Annaleis of Olver Associates noted they did extensive referral calls on the low bidder and received exemplary reviews.

Funding was reviewed several times and it is agreed that the that the following breakdown be utilized due to usage and funding available:

63.1% Sewer Enterprise Account = \$28,385.75 attributed to wastewater
36.9 % Water Enterprise Account = \$16,577.00 attributed to water

The Sewer account has sufficient funding while the Water account will be very close. Water has had multiple expenses this year due to numerous water breaks and Sewer has not had unanticipated expenses.

The Town Council received a copy of the information received in the 07/22/2014 Council Package – the letter of recommendation from Olver Associates, bid breakdown and excerpts

from the low bidder. I also included the technical specifications and the SCADA agreement which references the multiple large attachments that are included as part of the contract which measures about 1.5 inches in height.

This is a large expenditure, however, the Water and Sewer operations requires a more up-to-date SCADA system along with a contractor provider in case there are issues or upgrades needed to meet DEP requirements and for our own usage.

VOTE: UNANIMOUS AYE

RESOLUTION 14-84: Resolved that the Town Council authorize the Town Manager to sign Amendment #5 to the Standard Form of Agreement as required by the United States Department of America (USDA) Rural Development Agency with Oliver Associates for engineering work on the sludge removal, SSES Study and Remedial Work, once approved for funding by the USDA, such work to be sewer remedial and to not exceed \$ 12,000 for additional inspection that was required as the projects took longer.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Cianchette** that Resolution 14-84 be adopted.

The Town Manager noted just prior to the last meeting, I had been notified by Olver Associates that additional engineering work would be necessary as the projects were going much slower than estimated. Haley Construction had a new foreman for these two projects, therefore, they did not trend as the other projects had in terms of time utilized. As we did not have further information, action could not be taken. Annaleis Hafford, Vice-President and Senior Process Engineer, was in attendance at the meeting for any questions. An explanation of this request was received on 08/11/2014 from Engineer Mandy Olver, one of the owners and was included in the Council Package. Annaleis noted that this amendment is necessary to cover expenses. Right now Olver is in the negative on this project, and this will not cover the costs, but bring them close enough to feel comfortable.

VOTE: UNANIMOUS AYE

RESOLUTION 14-85: Resolved that the Town Council authorize the Town Manager to execute a Standard Form of Agreement between Owner and Engineer for Professional Services Funding Agency Edition as required by the Maine Municipal Bond Bank and Department of Environmental Protection Clean Water Revolving Loan Program with Olver Associates, Inc. for engineering work for the Peltoma Avenue Sewer Improvements Project to not exceed \$61,000 and further that if the project does not proceed forward that the Town shall only be responsible to pay for those services which have been performed.

Moved by **Councilor Cianchette** and seconded by **Deputy Mayor Nichols** that Resolution 14-85 be adopted.

The Town Manager noted earlier this year the Town had applied for Clean Water State Revolving Loan funding with the opportunity to qualify for principal forgiveness. Our project did not rank in the top listed projects due to the type of project and our sewer rate. Projects with health issues and communities with very high sewer rates scored higher for principal funding. The Town, though, was included in the State Plan for Federal Fiscal Year 2014 for the Clean Water State Revolving and Wastewater Facilities Construction Program.

The standard CWSRF program provides loans made by the Maine Municipal Bond Bank for a term of up to 20 years and with a 2% subsidy on the interest rate.

We would need to process all the paperwork which would take place for the Loan Program after the project was designed so this is a project for this Fall with bidding this late winter in order to obtain the best pricing.

Peltoma Avenue was one of the sewer locations listed in the Sewer Study as having the highest infiltration. Several projects have already been completed which have assisted with the sewer infiltration.

I have added language to the regular motion as the Town does not yet have the loan approval. In order to obtain the loan and know the amount that is actually needed, the project must first be designed. The standard contract for engineering for the funding agencies is attached. Annaleis Hafford discussed the project and noted that the discounted interest rate is less than 1%.

VOTE: UNANIMOUS AYE

RESOLUTION 14-86: Resolved that the Town Council approve a second-hand dealer license application for Uncle Tom's Stuff at 412 Main Street, Pittsfield, Maine 04967.

Moved by **Councilor Cianchette** and seconded by **Councilor Donahue** that Resolution 14-86 be adopted.

The Town Manager noted under the Town's regulations, the first or initial application for a second-hand dealer permit is approved by the Town Council. The re-use building will be contained in a garage and I am sure due to the applicant, will be an asset for the community.

VOTE: UNANIMOUS AYE

RESOLUTION 14-87: Resolved that the Town Council waive the Regulation of Bid and Contracts (Section 106 of the Administrative Code) and authorize the Town Manager to sign a three year contract for snowplowing with S&G Construction at a rate of \$1,813.71 per mile for a total of \$96,852.11 with 53.4 miles for 2014 – 2015; \$1,904.40 per mile for a total of \$101,694.96 with 53.4 for 2015 – 2016; and \$1,904.40 per mile for a total of \$101,694.96 with 53.4 miles for 2016 – 2017; with such mileage to be adjusted if the Town adds road mileage during the term of the contract.

Moved by **Councilor Cianchette** and seconded by **Councilor Donahue** that Resolution 14-87 be adopted.

The Town Manager noted S&G Construction has been the Town's snowplow contractor for many years. Prior to that, S&G was the only contractor that bid on snowplowing services. In 2010, the Town negotiated a snowplow contract for 3 years at the below listed costs:

2011-2012: \$1,717.93 per mile for a total of \$91,737.50 with 53.40 miles; 2.5% increase

2012-2013: \$1,760.88 per mile for a total of \$94,030.94 with 53.40 miles; 2.5% increase

2013-2014: In 2013 the Town negotiated a contract for 1 year for 2013-2014 at the same price as that of 2012-2013 or \$1,760.88 per mile.

The following has been requested for a 3-year term without any fuel adjustments:

2014-2015: \$1,813.71 per mile for a total of \$ 96,852.11 with 53.40 miles; 3% increase

2015-2016: \$1,904.40 per miles for a total of \$101,694.96 with 53.40 miles; 5% increase

2016-2017: \$1,904.40 per mile for a total of \$101,694.96 with 53.40 miles; 0% increase

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

In summary, S&G has not had an increase since 2013, therefore requests a price increase for the 2014-2015 contract, which provides for its first payment in January 2015. Stanley has requested these increases due to increased costs including the need to replace 1-2 trucks due to their condition.

A copy of the proposed contract, which is in the same format as in the past, was included in the Council Package.

There was a discussion on why the contract had not been bid out due to the long working relationship between the Town and Contractor. A discussion took place regarding the issues when it had been bid out. Very few companies in Central Maine have all the equipment to plow a town our size and also be close by for service.

VOTE: UNANIMOUS AYE

RESOLUTION 14-88: Resolved that the Town Council authorize the Town Manager and Deputy Tax Collector to issue the notice of Tax Acquired Property Sale and place the Tax Acquired Parcels out to bid.

Moved by **Councilor Cianchette** and seconded by **Councilor Donahue** that Resolution 14-88 be adopted.

The Town Manager noted this is the fourth TAP Bid issued by the Town. The bid due date is September 24, 2014. Please advise anyone that you know of who might like to purchase #1 - a parcel of land that is a buildable lot for \$3,950 – which are the taxes, interest and costs; or #2 - a house to fix up which is listed at a minimum bid of \$5,150; or #3 which is a strategically placed parcel of land on Middle Street which can have a new home or business located on it – if the current structure is removed. We will try advertising one last time for bids before winter.

VOTE: UNANIMOUS AYE

RESOLUTION 14-89: Resolved that the Town Council authorize the Town Manager and Deputy Tax Collector to forward accounts with multiple year delinquent personal property taxes in which the owners have made no effort to make a payment plan and/or payments to the Town Attorney for collection and action.

Moved by **Councilor Cianchette** and seconded by **Councilor Donahue** that Resolution 14-89 be adopted.

The Town Manager noted the Town has a motion on the record to refer personal property tax accounts to the Town Attorney for action, however, it is very specific on certain collections.

Therefore, it would be prudent to have a more general motion in the records so that this process can take place every year if needed without further actions required.

At this time, extensive requests for payments and payments plans have been made on older outstanding personal property taxes.

Basically, well over 95% of the business owners with personal property taxes pay their taxes up promptly. The Town then struggles with the remaining 5% and ultimately reaches 97-100%. Multiple reminders are forwarded. Multiple requests are made to set up payment plans.

At this time, the personal property tax collection rates and outstanding amounts are depicted on the attached reconciliation. In essence, we are dealing with a very small percentage of outstanding accounts.

The last effort for payments and/or a payment plan will be made on the 8 accounts that require legal assistance with a due date of August 29, 2014. If the request continues to be ignored, the account will be forwarded to the Town Attorney for collection.

This motion can be utilized for future years and updates provided under Discussion Items so that the Town Council can be kept updated on collection attempts made by the Town Attorney.

The Town Manager read the letter to go to the companies at the meeting and the Town Councilors discussed how these businesses need to pay their taxes. These 8 have not made any payments.

VOTE: UNANIMOUS AYE

RESOLUTION 14-90: Resolved that the Town Council designate a temporary ad hoc Bicycle/Pedestrian Work Group to work with the Town and the Kennebec Valley Council of Governments to create a Bicycle/Pedestrian Plan for consideration and use of the Town.

Moved by **Councilor Cianchette** and seconded by **Councilor Ferland** that Resolution 14-90 be adopted.

The Town Manager noted approximately 15 interested citizens attended the session. There was discussion about how the plan could assist in upgrading areas for people to bike, run and walk as well as the all important factor that funding would need to be located as the Town's resources will now be \$0 after the Somerset Avenue Sidewalk project. The project will be approximately 6 months in length. Since the project is temporary in nature, an ad hoc working group sounds ideal rather than creating another committee. All interested citizens could be on the working group. About 11 people were interested in signing up to meet and talk about bicycling, walking and running in the community.

An initial meeting was held with the KVCOG Planner Joel Greenwood on Wednesday, July 30, 2014 at 6:00 pm in the Town Council Chambers. With the commitment now of every penny of funds available for sidewalks and pedestrian improvements with the Somerset Avenue Sidewalk project with several enhanced crosswalks, we will need to develop a plan in order to have future projects. The Capital Improvement Plan has been very helpful in obtaining grant funding for many other types of projects. Currently, there are not specific funds that the Town can receive for sidewalks or pedestrian improvements except for the

Safe Routes to School Grant program. With 140 requests for funds received in the last round and only a few larger projects approved, this will likely not be a source of funding. It would seem to me that we would need to differentiate ourselves and develop a plan in order to compete for any future funds that may become available under other programs. In addition, we are receiving extensive requests to perform work in many areas of town. This would provide people who would like these improvements to participate in the process. So planning is good and prioritization is even better. KVCOG will provide planning services to the Town under our dues and state funds received for planning.

VOTE: UNANIMOUS AYE

RESOLUTION 14-91: Resolved that the Town Council authorize the Town Manager to execute the Contract for Professional Engineering Services for the project of Airport Master Plan Update with GIS Compliant Layout Plan at the Pittsfield Municipal Airport under Airport Improvement Program (AIP) Project No. 3-23-0036-016-2014 between the Town of Pittsfield and Hoyle, Tanner & Associates (HTA) after FAA and MDOT approval in an amount to not exceed \$126,580.

Moved by **Councilor Ferland** and seconded by **Councilor Donahue** that Resolution 14-91 be adopted.

The Town Manager noted as discussed at the last two meetings, the Town was awarded grant funding for the update of the Town's Airport Master Plan. Extensive reconstruction and rehabilitation projects have taken place at the Airport completing all projects listed in the 1997 Airport Master Plan except for the helicopter pad which is not needed. Therefore, now is an excellent time to be planning out the future development and rehabilitation at the facility.

The overall project is \$127,000 of which \$126,580 is the engineering cost and \$420 for the sponsor for our certified mailings. 90% of the grant or \$114,300 was awarded from the FAA and 5% or \$6,350 from the MDOT. The Town's responsibility is 5% or \$6,350.

The Town Council received a copy of the proposed contract with Hoyle Tanner and Associates which meets FAA requirements.

VOTE: UNANIMOUS AYE

7. **DISCUSSION ITEMS:**

Financial Reports as of 07/31/2014:

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

Briefly reviewed by Town Manager

Other Reports as of 07/31/2014:

Building and Plumbing Permit Reports

Library Report-Librarian's and Library Trustees Minutes

Police Report

Self Explanatory – Not Reviewed

Updates:

1. Water & Sewer Projects Update: Water/Sewer has spent time addressing issues at the plants and at customer locations checking meters. All sewer mains were marked for paving. Two areas are being reviewed for possible water leaks and the Town has been working with the Maine Rural Water Association on this. The organization will bring their equipment to listen for leaks/running water so when we dig, we have a better idea of where the leak is located. Not all water leaks explode with gushing water in the air (although most of ours have!).

2. USDA Grant Project: Stinson Street Sewer Projects: Franklin and Davis has been finished by our last meeting and Stinson had started. All work is now completed under the USDA grant and we are waiting for the last pay requisitions and review of retainage to take place.

3. Highway Projects Update: Highway is spending most of its time addressing routine maintenance – mowing, bush cutting, trimming hedges, assisting at buildings and sites, and patching potholes. John Dickson has spent most of his day overseeing the contractors, especially on the Somerset Avenue Sidewalk Project.

4. Small Projects Paving: Approximately 26 locations – all small paving jobs – are being worked on today by Wellman Paving. Most will be completed today. The area at the beginning of Library Street that was being fixed is just too small so we have added on more area. Why fix 1 small piece and then come back in the future to fix the section right by it. Also, John had to dig 2 more culverts as one collapsed and one was having drainage issues so those had to be done too. These items were small and will be separately billed.

5. Somerset Avenue Sidewalk Project: This has been a difficult project. John is now monitoring the work since he has been back from vacation. The Engineers assist via e-mail and inspections when needed. Pay Req #3 for paving on part of the School Street to Somerset Plaza is before you tonight in the warrants. The Engineers have seen the quality control requirements on the complete reconstruction projects. None were required on the first section, which was rehabilitation where most of the granite was not replaced. There have been some comments on the first section, however, much of the granite was not removed as it was not reconstruction and that is why it still looks crooked as it has been since put in. We also learned that in places there are 2 sizes of granite in the original project. The only granite available now, which is what was listed in the specifications, is the size that was brought to the site. We asked the contractor and he verified that there is only one source for this in the State and it is that size. The first section that was completed has been verified by the engineers to be in compliance with the plans that was issued and approved. The second two projects required everything be dug out and then if the old pieces of granite were in good condition, they were put back in and if not, new ones were installed. We did have the contractor dig up a few that should have been replaced. The contractor should have the third

section completed next week. Then there will be a lot of yard work completed, which we will have to look over carefully.

6. Handicap Accessibility along Main Street: The Town Councilors have a copy of the plan that was included in your Council Package at the largest scale we can make in front of you. The Town Manager reviewed the legal opinion with the Town Councilors which reflected that since MDOT owns the roadway and ground under the sidewalk, that the Town is required to allow the structure to be placed on the sidewalk, however, can condition it to a number of standards including keeping the sidewalk in that area cleaned off, maintained, other work to be completed, etc. and certainly can ask for alternate solutions for this issue and background information. The Councilors had the following concerns identified to date:

1. The designed access protrudes directly into the sidewalk. As this access will be on the Town's sidewalk, the Town will need to be fully indemnified by the business if the access is approved for installation.
2. The Town would like to see the design for the back entrance which is more fully utilized by customers than the front access. Exactly how far would it intrude onto the sidewalk and/or Connors Street?
3. The Town would like to see the feasibility of a small lift meeting regulations researched by the business, similar to those installed at churches and non-profit locations.
4. If these options are not feasible, could the sidewalk be extended with a bump out to allow for space for people to walk on the sidewalk without the protruding facility in the way? This could then allow the Town to keep the width of the current sidewalk in that area. The bump out could be similar to the one at the corner by Tax Pro, however, smaller. In addition, could the handicap accessible parking spot be placed out front also? Currently with the proposed design, the individual will have to get up the slope to the business to utilize the facility. This will be difficult at the very best.

7. Kennebec Valley Community College (KVCC) Information Technology Grant for Business Training Opportunities: The Kennebec Valley Community College (KVCC) has been awarded a large Information Technology Grant to provide training. Last week I went on a tour of the campus and have learned that the program offerings can also take place in a community if there is enough interest and a location available. We are also fortunate that the KVCC campus is close by in Fairfield right off the Interstate.

To ensure that the Town's businesses knew about this new opportunity, a copy of the spreadsheet of options available along with a flyer were forwarded to the businesses we thought might be interested.

KVCC has several tracks of delivery: College Degree, Certificate Program, Certification Course and Professional Development (learn some new skills).

In addition if a company had several employees who wanted to take a specific computer training course, KVCC may be able to create it and/or deliver it under this grant. Alexander Clifford, Maine is IT! Program Coordinator at 207-453-5159 or aclifford@kvcc.me.edu is the contact if anyone has questions or would like to explore one of these programs or just talk about the opportunities. Alex will provide assistance in connecting people up to the direct contact for the program of your interest or choice.

This is a unique opportunity to take a free class and learn new skills or brush up on skills. Information technology background is invaluable! Once this program is introduced

everywhere, I would expect this opportunity for a free course will be grabbed up so please review the materials and contact KVCC if you would like to pursue a course.

Grants Update:

We are working on all grants. There is the possibility of another grant for the Police Department.

8. **REPORTS:** Audience, Council

Audience:

Scott of Hancock Lumber: I am here on behalf of the company to review a project we are proposing. We would like to build up sections of Stinson Street and Library Street. These areas will then be used by Hancock Lumber to access new siding for transportation of logs. Logs brought in by train will then be unloaded onto tri-axle trucks and moved to the mill. The Councilors thought this was a good idea for the business. The Town Manager will do some research on road deeds and gather additional information and get back to the company as soon as possible. A road permit or license would be required with some requirements that the Town and Business can readily work with on the project.

Council:

Councilor Donahue: None.

Councilor Stackhouse: Absent.

Councilor Ferland: None.

Councilor Nichols: I went down to talk to the new owners of the redemption center. They are starting up with part time hours for now. They seem like they are starting to get a customer base.

Councilor Curtis: None.

Councilor Cianchette: My job is going to keep me away from Town until December. I will be communicating with the Town Manager and will be reviewing the Town Council packages by email.

Councilor Jordan: None.

9. **EXECUTIVE SESSION:**

Title 1, Section 405, 6.C., Economic Development, Disposition of Property and Acquisition of Property

Motion by **Deputy Mayor Nichols** to enter into executive session to discuss Economic Development, Disposition of Property and Acquisition of Property under Title 1, Section 405, 6.C. at 8:50 p.m. The motion was seconded by **Councilor Cianchette**.

VOTE: UNANIMOUS AYE

Motion by **Deputy Mayor Nichols** to exit the executive session having discussed Economic Development, Disposition of Property and Acquisition of Property at 8:57 p.m. The motion was seconded by **Councilor Cianchette**.

VOTE: UNANIMOUS AYE

10. **ADJOURNMENT**

Motion by **Deputy Mayor Nichols** and seconded by **Councilor Cianchette** that the meeting be adjourned at 8:58 p.m. All in agreement.

Nicole Nickolan, Town Clerk