

MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, September 3, 2013 at 6:30 pm in the Council Chambers.

PRESENT: COUNCILORS: Michael Cianchette, Caleb Curtis, Tim Nichols, Gary Jordan, Jr., and Donna Chale. **ABSENT:** Christopher Carr and Heather Donahue. Also present: Town Manager Kathryn Ruth and Town Clerk Nicole Nickolan. Audience members included: Peter Snow, Scott Noble 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 August 6, 2013.

Moved by **Councilor Chale** and seconded by **Councilor Cianchette** that the minutes of the meeting held on August 6, 2013 be adopted.

VOTE: UNANIMOUS AYE

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

Community and Economic Development Activities and Events:

Report on New Business Activity & Opportunities in Pittsfield:

Several private sector business activities remain under review and small projects continue to be underway

Report on Meetings & Events:

A variety of adhoc meetings were held since the August 06, 2013 Council Meeting.

Upcoming Meetings:

FirstPark Marketing Committee on Wednesday, 09/04/2013 at 2:00 pm in Oakland.

Sebasticook Valley Chamber of Commerce Strategic Planning Committee Meeting on Thursday, 09/05/2013 at 3:30 pm – 4:30 pm at the Chamber Office in Palmyra.

Sebasticook Valley Chamber of Commerce Board of Directors Meeting on Thursday, 09/05/2013 at 5:00 pm at SVH in Pittsfield.

American Legion Program on Wednesday, September 11, 2013 at 5:00 pm at Hathorn Park.

Somerset Economic Development Corporation Board of Directors Meeting on Thursday, September 12, 2013 from 10:00 am – 12:00 noon in Skowhegan.

Somerset Workforce Connect Meeting on Thursday, September 12, 2013 from 1:00 – 3:30 pm in Skowhegan

Central Maine Egg Festival Committee Regular Meeting on Thursday, September 12, 2013 at 6:30 pm

Sebasticook Regional Land Trust Farm and Habitat Tour in conjunction with HealthySV on Saturday, September 14, 2013 starting at 9:00 am at SVH at the Community Health Fair tent on Leighton Street. Option of a Bicycle Tour or a guided paddle on the Sebasticook River. Rain date is Sunday, September 15, 2013.

HealthySV Coalition Annual Meeting on Tuesday, September 17, 2013 from 9:00 am – 2 pm location to be determined

4. **PUBLIC HEARINGS/OLD BUSINESS: NONE**
5. **REPORTS: TOWN MANAGER, FINANCE, ORDINANCE & RECYCLING COMMITTEES:**

Town Manager's Report: Town Council Meeting of 09/03/2013:

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. Burns W. Knowlton Jr. Post 32: September 11th Commemoration: A Day To Remember. This program will be held in Hathorn Park at 5:00 PM. Presentations will be made to the Sebasticook Medical EMS, Pittsfield Fire Department, Pittsfield Police Department and the ROTC. The Keynote speaker will be Michael D. Wyly, Retired Colonel U.S. Marine Corps

3. SVH Community Health Fair: The Third Annual Community Health Fair will be held on September 14, 2013 from 10 am to 1 PM at Sebasticook Valley Health.

4. Friends of the Pittsfield Public Library: A meeting will be held on September 18, 2013 at 1:00 PM in the Warren Community Room.

5. Pittsfield Public Library: Child of World War II Tells Her Story: Kathryn Olmstead and Philomena Baker, authors of the book “Flight to Freedom: World War II through the Eyes of a child”, will be at the Pittsfield Public Library for a book talk and signing on September 12, 2013 at 4:00 PM.

Finance Committee: None.

Ordinance Committee: The Ordinance Committee met briefly tonight prior to the Town Council Meeting. It was an informational meeting to review the proposed Property Maintenance Ordinance as well as changes to the Land Use Definitions Ordinance, the Zoning Ordinance, to add an Accessory Apartment section and changes to Table P for Accessory Apartments.

Recycling Committee: None.

6. **NEW BUSINESS:**

RESOLUTION 13-94: Resolved that the Town Council accept the proposal of S & G Construction of Detroit, ME in an amount to not exceed \$ 80,562.00 for the 2013 Small Paving Projects and authorize the Town Manager to execute a contract for same.

Moved by **Councilor Cianchette** and seconded by **Councilor Curtis** that Resolution 13-94 be adopted.

The Town Manager noted the Town Council received a copy of the bid opening summary as well as the RFP for the 2013 Small Paving Projects approved by the Town Council at their August 6, 2013 Meeting.

The Town Manager and Public Works Foreman recommend the following: Originally, we would have recommended to spend \$60,000 as this would allow for \$50,000 to be left in the paving capital budget allocation to assist with the very large deficit due to the State taking the SRS that was to go to the Town to budget the State budget. However, with the low bid of S&G Construction coming in at \$80,562, we would recommend spending up to \$80,562 with the understanding that all other items in the capital allocations in the budget are not expended with the exception of the Waste Oil Furnace budget. If the capital budget remaining is utilized to balance out the loss in SRS later this year, and with other savings in the budget, we should be able to reconcile favorably at the end of the year. This will mean that \$165,865.73 in the capital budget 45-05-60 would have \$80,562 in paving subtracted and \$3,000 in Highway Waste Oil Furnace to have a remainder of \$82,303.73.

The Town Council was agreeable with this approach. There would need to be a Public Hearing and Ordinance in December, at which time we will know the amount needed from the reserves.

VOTE: UNANIMOUS AYE

RESOLUTION 13-95: Resolved that the Town Council accept the proposal of Plymouth Engineering, Inc. of Plymouth, ME in an amount to not exceed \$ 10,760.00 for Engineering Assistance for Bridge Inspection Services and authorize the Town Manager to execute a contract for same.

Moved by **Councilor Cianchette** and seconded by **Councilor Curtis** that Resolution 13-95 be adopted.

The Town Manager noted the Town Council received a copy of the bid opening summary as well as the RFP for the Engineering Assistance for Bridge Inspection Services approved by the Town Council at their August 6, 2013 Meeting.

The low bidder is Plymouth Engineering as depicted on the attached paperwork. The Town specifically noted in the bid specifications that the Town “may accept part or all of a proposal. While the Town desires that the bridge inspection and report take place in 2013, the repairs may not take place during 2013 in order to obtain appropriate funding.” Plymouth Engineering has written a specific note on the bid submittal that the pricing assumes all 3 prices used. Due to financial constraints, we have asked Plymouth Engineering if we can use a step-by-step process in which we approve the price for each phase as we have the funds. The company was agreeable with a phased project.

VOTE: UNANIMOUS AYE

RESOLUTION 13-96: Resolved that the Town Council authorize the Town Manager and Deputy Treasurer to transfer and expend up to \$3,000 from PITT #25 (G 1-626-00) Cemetery Development Reserve to continue building the roadway system in the Pittsfield Village Cemetery.

Moved by **Councilor Chale** and seconded by **Deputy Mayor Nichols** that Resolution 13-96 be adopted.

The Town Manager noted the Cemetery Sexton requests approval of the Town Council to utilize Cemetery Development funds for cemetery road building so that additional lots will be available for sale at the Pittsfield Cemetery as the Cemetery Sexton has run out of lots to sell to interested parties. The cost consists of the purchase of gravel and geo-textile; and the rental of an excavator. The Cemetery Development Reserve has \$8,303.91 available for use.

Peter Snow noted at this time, I could have sold the last lot. I do have one small area I am developing at no cost to the Town. This will be the largest section we have left in the cemetery. It should last 50 years, with the additional 2 areas lasting another 100 years. People are buying 2, 3 and 4 lots at a time. Last winter the Town Manager, Town Clerk and I gathered information for Towns in Maine regarding cemetery pricing and we are very reasonable. The first 60 feet will be dedicated to column burials and a mausoleum. Councilor Chale stated she was so impressed with how well Peter keeps the cemetery.

VOTE: UNANIMOUS AYE

RESOLUTION 13-97: Resolved that the Town Council authorize the Town Manager and/or Theatre Committee Chair to sign the Performance Agreement with Tim Sample c/o The Maine Humor Company for a theatre fundraiser.

Moved by **Councilor Cianchette** and seconded by **Councilor Chale** that Resolution 13-97 be adopted.

The Town Manager noted the Town Council received a copy of the contract for a fundraiser for the Pittsfield Community Theatre/Town of Pittsfield. Tim Sample will perform on Sunday, October 20, 2013. Because this is a Sunday and if the funds are paid up front, the cost is discounted. There will be 2 sets of Maine Humor of approximately 45 minutes.

We advised The Maine Humor Company of the Council Meeting schedule for the authorization to sign the commitment with their company.

The Seabasticook Valley Federal Credit Union has agreed to sponsor the event and will be submitting payment for the performance fee. This is absolutely wonderful and very generous.

The Theatre Committee will be brainstorming the ticket prices, advertising and other important matters for this event at their regular meeting.

The Town Councilors thought this was a great sponsorship for a business.

VOTE: UNANIMOUS AYE

RESOLUTION 13-98: Resolved that the Town Council approve the Request for Proposals for Water Well Inspection and Rehabilitation and authorize the Town Manager and Assistant Water/Sewer Superintendent to seek proposals for same.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Chale** that Resolution 13-98 be adopted.

The Town Manager noted the Town Council received an RFP for the inspection and rehabilitation of the Town's two water wells. In 2010, the screen on one of the wells became plugged with rocks and gravel. The screen was cleaned out with a high-pressure wash. It is important to have the wells checked every few years to determine if there are any issues that need to be addressed. This RFP is a proactive action on part of the Town to ensure that the wells are in good working order without any problems starting to develop. If any problems are developing, the items can then be reviewed and resolved.

VOTE: UNANIMOUS AYE

RESOLUTION 13-99: Resolved that the Town Council authorize the Town Manager to sign the Letter of Intent to participate in the one-day Household Hazardous Waste Collection Event on Saturday, 10/05/2013.

Moved by **Councilor Chale** and seconded by **Councilor Cianchette** that Resolution 13-99 be adopted.

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

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

VOTE: UNANIMOUS AYE

RESOLUTION 13-100: Resolved that the Town Council approve the Request for Proposals for the 2013 Playground Equipment for the L&W Conservation Fund Hathorn Park Phase II Project # 23-00836 and authorize the Town Manager and Public Works Foreman to seek proposals for same.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Cianchette** that Resolution 13-100 be adopted.

The Town Manager noted the Town Council received a RFP for the last project involved in the L&W Conservation Fund Hathorn Park Phase II project. The park looks wonderful with the only area left to address being the small corner playground. The playground equipment is 1970's style with most pieces having broken over the years and been removed. We would be looking for two play areas for children to use during the Little League games when their siblings are playing and for families to use that live in the neighborhood with children.

The Town would purchase the equipment with the Public Works Department and volunteers installing the pieces.

The State of Maine Department of Conservation has reviewed the bid specifications and noted that it looks good.

Councilor Cianchette noted that the Town of Burnham has some playground equipment at the old Town Office that is not being used. Perhaps we can see if they have any interest in selling that equipment. The Town Manager made a note to look into this possibility.

VOTE: UNANIMOUS AYE

RESOLUTION 13-101: Resolved that the Town Council approve the payment of the monthly disbursements in the amount of \$218,204.46 (July 2013) and \$218,204.52 (August 2013 – June 2014) to SAD #53 for its fiscal year beginning July 1, 2013 and ending June 30, 2014, for a fiscal year total of \$2,618,454.18, which represents the Town of Pittsfield's share of SAD #53's local appropriation funds.

Moved by **Councilor Cianchette** and seconded by **Deputy Mayor Nichols** that Resolution 13-101 be adopted.

The Town Manager noted each year, the Town has approved the payment of the SAD #53 assessment and the weekly payrolls in accordance with the warrant system. The Council had processed the warrant approvals back in January of 2013. The Town Council has already approved the payments made to date. These are the other two motions that are approved after the SAD #53 assessment is set by the school.

VOTE: UNANIMOUS AYE

RESOLUTION 13-102: Resolved that the Town Council approve the payment of weekly payroll checks in accordance with the following accounts: Personnel Services (01-05 Regular; 01-10 Overtime; 01-15 Part-time; 01-20 Supply Operation, 01-25 Supply Maintenance, 01-30 Distribution Maintenance, 01-35 Customer Accounts; and 01-40 FICA).

Moved by **Councilor Chale** and seconded by **Councilor Cianchette** that Resolution 13-102 be adopted.

The Town Manager noted this is a requirement of the law.

VOTE: UNANIMOUS AYE

RESOLUTION 13-103: Resolved that the Town Council authorize the Town Manager and Building Inspector to work with Ames & Associates LLC to issue an abbreviated List of Work for the Pittsfield Historic Railroad Depot Foundation Project, to accept a proposal which is recommended by Ames & Associates LLC which fits within the Town's fundraising efforts for the project and authorize the Town Manager to execute a contract for same.

Moved by **Councilor Cianchette** and seconded by **Councilor Chale** that Resolution 13-103 be adopted.

The Town Manager noted after discussion with the Town's Architect Ames & Associates LLC, it is recommended that the Architect develop a list of necessary work for a period of time that will stabilize the depot. The Town simply can not afford the work needed to completely renovate the building for the next 100 years. Our original project was to complete repairs and rehabilitation as needed. The Architect will talk with the State of Maine Historic Preservation Office to explain the need to fix this building, however, within a reasonable budget. The Town can not afford a foundation project of \$43,320 up to \$99,000 for full reconstruction.

We need to proceed forward as we have funding available for this project so a plan needs to be developed that we feel comfortable with and which fits within our budgetary constraints.

VOTE: UNANIMOUS AYE

RESOLUTION 13-104: Resolved that the Town Council endorse the actions of the Pittsfield Economic Expansion Corporation (PEEC) for 2013 including the execution of a discharge of the mortgage from the Town of Pittsfield to PEEC; authorize the Town Manager and Deputy Treasurer to transfer the necessary funds between the Land Air TIF and the PEEC accounts; and authorize the execution of a deed from PEEC to Land Air Express for Map 11, Lot 69 at the conclusion of the Land Air TIF; and to authorize PEEC to take any other actions as recommended by the Town Attorney.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Cianchette** that Resolution 13-104 be adopted.

The Town Manager noted in 1996 the Town began the Land Air Express Project. This started first through the Town itself and then was transferred to the Pittsfield Economic Expansion Corporation (PEEC). Later, a Tax Increment Financing District was created. The 15 year tax increment financing district has just terminated. This is the first year without a tax increment financing district payment as part of the tax commitment. In mid-August, Land Air Express agreed that the payments outstanding were correct and paid their remaining obligation under the Land Air TIF Sinking Fund, PEEC loan and other agreements. Therefore, there was a specific Tax Increment District (TIF) for this Project, a specific sinking fund to pay back a bond that built out the project and a loan made from PEEC, an economic development corporation of the Town for economic development projects.

I have been able to confirm that Land Air Express has made each monthly payment since the actual first payment took place in 1997 after the building was built on Map 11, Lot 69. As each monthly payment was made, the payments were to be transferred to the Land Air TIF Account. I am able to track all payments being made to the account except for a few in the earlier years. In reviewing this project, it was clear that sometimes the payments were put into the PEEC account that should have been put into the Land Air account or the payments that were supposed to be put into the PEEC account were put into the Land Air Account and then corrections would be made. This would likely account for the difference left when all years are reconciled. It is very hard to follow all of this through the 15-year period. It is much easier to follow in the later years. I have pulled all records I can find from the safe downstairs and reconciled as much as I can from 1997 to 2013.

It is clear that Land Air Express has made all payments and it would seem likely that the Town did not move several payments into the TIF Revenue account. When all reconciliation is completed with the last Bond Payment this year, the difference is \$12,402.46. It is recommended

that the \$12,402.46 be moved from the PEEC Account for the Land Air TIF to the Land Air TIF Account which will zero out this project.

The total payments made by Land Air Express were \$1,170,750.87 from 1997 to 2013. The bond has been completely paid off. The balance remaining is \$12,402, which is likely from the funds not being moved into the right account.

Several years ago, I evaluated this TIF when the Council discussed whether to utilize any more sinking funds. Due to the complexity and liability with these funds, I had recommended that we not utilize sinking funds anymore. We are indeed fortunate that Land Air Express continued making the payments all of these years and the building is currently occupied.

Under the Lease Agreement, the property would be transferred to Land Air Express for \$1.00 plus all closing costs.

Town Councilors received exhibits from all the audits for the Land Air TIF and PEEC accounts for the period of time.

Taking the Fund Balance for the Land Air TIF of \$29,023 – bond payment paid this year of \$41,425 = \$12,402 remaining. Land Air paid their last payments due listed as A/R on the Audit for 2012 under both PEEC and Land/Air TIF. The A/R accounts in the 2013 TRIO financial records are paid off. When the bank account containing the Land Air TIF is closed out against the 2013 account in the revenues, it will leave the balance listed above when matched up with the expense account for the bond payment.

Additional documents were available at the Town Council Meeting for review by anyone who was interested.

VOTE: UNANIMOUS AYE

RESOLUTION 13-105: Resolved that the Town Council adopt the Budget Calendar for the 2014 Budget Process.

Moved by **Councilor Cianchette** and seconded by **Councilor Curtis** that Resolution 13-105 be adopted.

The Town Manager noted the Town Council received a copy of the Town's regular budget calendar that has worked well in the past. If we are able to process the reviews listed at the Regular meetings and have time available, we would continue with budget items, thereby deleting Special meetings. We should also discuss budget goals.

In addition to the effects of the nation's economy which are continuing, the Town will need to address the State Revenue Sharing cuts for 2014 which are currently in effect.

If Councilors have specific projects or items that they would like to see reviewed for the budget process - this would be the meeting to list them out so that the staff can review and provide information for an alternate to the general budget. We will need to be very conservative in addressing the budget for the upcoming year.

VOTE: UNANIMOUS AYE

RESOLUTION 13-106: Resolved that the Town Council authorize the Town Manager to file the Federal Aviation Administration (FAA) Grant Application for the Pittsfield Municipal Airport for the General Aviation Apron Expansion Project, Alternate 1.

Moved by **Councilor Chale** and seconded by **Councilor Cianchette** that Resolution 13-106 be adopted.

The Town Manager noted the Town has been authorized by the FAA to submit a second airport improvement grant for Alternate #1 in case additional federal funding is available at the end of the funding cycle. Alternate #1 is the rehabilitation of the 1940's and 1950's pavement that is seriously deteriorated by the apron and the hangers.

The Town has been advised to start this process as this project is shovel ready, fully engineered and it would make much more sense both for efficiency and effectiveness to complete Alternate #1 with the original Apron Expansion project. Alternate #1 was fully bid out under the AIP process and Cianbro is holding the price until next year.

The Town Manager prepared the two appropriate motions so that the process will continue forward and if a grant is offered, it can be accepted. There will be two more motions that will be needed if a grant offer is extended and the motions would be put on an upcoming Council Agenda in case this possibility takes place.

VOTE: UNANIMOUS AYE

RESOLUTION 13-107: Resolved that the Town Council authorize the Town Manager to execute a grant award from the Federal Aviation Administration and the Maine Department of Transportation for the General Aviation Apron Expansion Project, Alternate 1, AIP #3-23-0036-0__-2013 at the Pittsfield Municipal Airport under the Airport Improvement Program if an offer is extended.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Chale** that Resolution 13-107 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 13-108: Resolved that the Town Council continue the Regular Town Council Meeting Schedule for Fall 2013 through Spring 2014 for meetings to begin at 6:30 PM.

Moved by **Councilor Cianchette** and seconded by **Deputy Mayor Nichols** that Resolution 13-108 be adopted.

The Town Manager noted the Town Council has been utilizing a 6:30 pm meeting schedule. As the Administrative Code lists the Council Meetings at 7:30 pm, a Resolution should be processed to continue the earlier meeting time.

The next time that the Administrative Code is updated, this item can be addressed also. It is less expensive and time-consuming to make multiple amendments at once rather than separately.

VOTE: UNANIMOUS AYE

7. **DISCUSSION ITEMS:**

Financial Reports as of 07/31/2013:

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
Reviewed briefly by Town Manager

Other Reports as of 07/31/2013:

Building and Plumbing Permit Reports
Library Report-Librarian's and Library Trustees Minutes
Police Report
Self-Explanatory – Not reviewed

Updates:

1. Water Projects Update: Water is working on curb stops, hydrants and fixing items. Also, a RFP is being sought for videoing and cleaning out the wells.

2. Sewer Projects Update:

Somerset Avenue: Except for a few punch list items, Sargent Corporation has completed its work.

School Street, Elm Street, Across Country: T Buck Construction has had many difficulties and has been instructed to stop blocking off the entire road. School Street needed to be open for traffic and the company was told to be out of that area by the time school commenced.

Central Street sewer serving Hathorn Pak: This project needs to be completed by the sewer department. The highway department will also assist.

Franklin Street and Alternates have been designed. This is on the agenda this evening.

3. Highway: Public Works has a lot of projects to complete including cleaning out the Sebasticook Road culvert which has been on their list since earlier this year; gravel road resurfacing, ditching, and regular maintenance projects. When the Hathorn Park grant commences, the Department is working on the last projects. I contacted Cianbro on the Dobson Road drainage project and asked for a list of the items purchased with their costs for the road which is owned by the Town so that we would know the cost in case any funding was located, although at this point, I advised again that there remains no funding for this project at this time. We will know more near year-end.

4. Pan Am Railways: With the Governor, U.S. Congressmen and U.S. Representatives all calling for inspections on the railways throughout the State, we have not drafted a letter to be sent to Pan Am Railways at this point. The company is currently looking for funds to fix the Main Street crossing and has spent over four weeks working on the rails leading up to the crossing.

5. Code Enforcement Update: The Code Enforcement Officer has been requested to resolve several outstanding case violations and concerns. We worked on an action plan for 4 of these, which were provided to the Council in their package.

6. Property Maintenance Ordinance/Regulations to prevent Junky Yards: The Town Attorney advised that the language from the State Statues needs to be removed from the draft. The CEO has been asked to do this.

Grants Update:

New Grants:

Airport Grants: Environmental Assessment (Engineering to prepare for Apron Expansion) – Still unable to submit bills. The FAA has by-passed the new computer system and I am manually doing this as before. This grant will be closed out.

Airport Grants: Engineering to Design the Apron Expansion – All engineering has been completed. This grant will be closed out.

Airport Grants: Construction of Expansion of GA Apron – This grant will be starting up soon.

Belvedere Fund for Historic Preservation – This funding is for the siding project and needs to be completed this year.

Davis Family Foundation – The scope and bid specs for this project were developed. The bids were just too high. The foundation needs to be completed prior to starting any work on the siding. This item is on the agenda this evening.

L&W Conservation Fund: Hathorn Park Legge's Field & Sports Complex, Phase II – the re-bid for pavement in the parking area of Hathorn Park was still over budget. The project was bid out a third time with a great price received. The playground equipment needs to go out to bid. The playground equipment is expensive so that is the last project.

National Heritage Railroad Grant – closed out with payment to the construction company for the roofing project. The final report was completed.

Rural Engineering & community Assistance Grant Opportunities – information was collected by the company and inputted onto the EPA website.

8. **REPORTS:** Audience, Council

Audience: NONE

Council:

Councilor Donahue: Absent.

Councilor Carr: Absent.

Councilor Chale: I want to give my condolences to Tim. I have sold my house and I am currently living in Saint Albans. I wanted to thank everyone for all their hard work. Due to the circumstances, this will be my last meeting.

Deputy Mayor Nichols: I want to apologize for missing the last meeting. I have been meaning to ask how the Egg Festival went. The Town Manager noted that the parade and events went on, even through the bad weather! Deputy Mayor Nichols noted that it was a shame to see that Ben's Breakfast and Grill has closed down. The food was very good and price wise he was competitive with Vittles. I was really surprised to hear about the restaurant closing. I am glad to see we will be having a theatre fundraiser. I want to thank everyone for the cards, well wishes and donations to my son. I especially wanted to thank Steve Parkhurst who set up the donation website. The donations helped Matt deal with a lot of the expenses. Matt is very appreciative. My grandbaby is doing well. Her Mom will be missed. My son wanted to get the word out about this disease. Many people do not even know it exists. My daughter in-law was in perfect health. She was a smart, healthy girl. This situation could happen to anyone.

Councilor Curtis: My heart goes out to Tim and his son, Matt. I can't imagine what the family is going through.

Councilor Cianchette: I just wanted to apologize for missing the last few meetings. I was away from the area for work related business. I am glad to be back!

Mayor Jordan: Tim, I am sorry for your loss. I think the fundraiser will be good for the theatre. I hope everything goes through for the airport. This is an important project.

9. **ADJOURNMENT**

Motion by **Councilor Cianchette** and seconded by **Councilor Nichols** that the meeting be adjourned at 8:00 p.m. All in agreement.

Nicole Nickolan, Town Clerk