

MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, September 5, 2017 at 6:30 pm in the Council Chambers.

PRESENT: COUNCILORS: Robert Stackhouse, Michael Cianchette, Timothy Nichols, Howard Margolskee and Marie Manning. **ABSENT:** Scott Strom and Heather Donahue. Also present: Town Manager Kathryn Ruth. Town Clerk Nicole Nickolan. Audience members included Don Hallenbeck, Mike Gray and Steve Vance.

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 August 15, 2017.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Cianchette** that the minutes of the meeting held on August 15, 2017 be adopted.

VOTE: UNANIMOUS AYE

3. PRESENTATIONS, CONGRATULATIONS AND INTRODUCTIONS:

Community and Economic Development Activities and Events

Events being planned:

BikeMaine Event in Pittsfield on Sunday, September 10 and Monday, September 11, 2017 at Manson Park and Downtown locations - the volunteers are pouring in now as this is always what happens with our events. Other communities on the route are coming to see how this works and check out the Tent Village setup and operations!

Councilor Manning questioned that given 500 campers will be in Manson Park for the event, what provisions have been made to ensure safety of local residents? Especially given that there will be alcohol tent. The Town Manager noted there may be additional patrols. As far as the alcohol, the patrons are given tickets for a few drinks. This group goes all around the State with BikeME. There has been no complaints about the bicyclists or BikeME..

POPonOVERS Grand Opening will be on Saturday, September 23, 2017 from 3 – 5 pm. This is the bakery in the front of Big Bills in a very strategic location on Main Street. More to come.

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. We have received inquiries about industrial park buildings owned by the Town and have provided information on the GE Building that is now available. Other inquiries have been received regarding the available industrial park lots. Most inquiries received this summer for industrial park lots need much larger parcels, therefore, we have provided information on private sector opportunities.

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. We are looking to an opening in August 2017 as MDOT has requested that the off-site work take place. The Town receives comments every day about when Dunkin will be open! UPDATE: Dunkin officially opened in August 2017 to very happy customers!

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. A number of Town Councilors are attending the session or part thereof. UPDATE: The Open House was extremely well presented with great information about the training programs offered. The Town's former Tech Center is completely remodeled and looks wonderful.

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. The Tax Increment Financing District Development Plan and Credit Enhancement Agreement discussions are now on-going with the documents provided to Cianbro. Cianbro's in-house legal counsel has provided language amendments. The calculations of tax shifts are being started this week. The license to work in the public right-of-way has now been issued. UPDATE: The TIF documents are currently under review by Cianbro's in-house staff attorney with questions being referred to the Town's Attorney for proposed language changes to the Town's standard TIF documents. The Tax Assessor has completed the calculations for the two documents regarding valuation and acreage for the TIF District for this project as well as the TIF Districts for all current projects. The legal review should be completed shortly so that the project can be placed on the agenda for consideration to be set to public hearing.

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. UPDATE: A legal firm called to obtain real estate and other crucial information required for a closing. An official announcement is coming soon.

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. UPDATE: The State of Maine has issued a variety of instructions regarding this project. We are currently awaiting an answer to our request to meet in person with the State to discuss options to move toward the construction of this project.

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 on 07/18/2017
6. Helpfull Hands at 430 Main Street on 07/18/2017
7. The Maine Federation of Farmers Markets on 08/15/2017 (new location at Cooper on Seabasticook Street).
8. The Drooling Goat BBQ (at Stony Knolls Farm) owned by Ken and Janice Spaulding to Hathorn Park.
9. POPonOVERS at Big Bill's on Main Street by Nancy Montereyo
10. Dunkin' Donuts and Cafua Management Co, LLC

The Town Council will sign Certificates of Thank You for the great donation of materials by Hancock Lumber for the Hathorn Park Cupola. There will be two separate certificates as two divisions of the company were involved with the donations.

The Town was pleased to support the Pittsfield Farmers Market on their first Maine Farmers' Market Snapshot Week Event held Monday, August 7, 2017. Heather Holland worked very hard to organize this celebration of farmers markets. She has taken over the advertising and promotion of the Pittsfield Farmers Market.

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. After a Pittsfield Economic Expansion Corporation Director met with the lead generator in Canada, we began receiving other types of leads. PEEC will be discussing the type of leads desired for our community with RCI in September 2017.

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.

The Northern Border Regional Commission Grant project is now underway with the issuance of the Request for Qualifications for Engineering for the Madawaska sewer line project. The Town has asked for guidance from the federal government on this project and is awaiting a phone conference.

2. Former Seabasticook 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. The lawn is being mowed regularly with grass returning to the lot.

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. MDOT was called regarding the constant water problems at the location for cleanup which has not been taking place. As far as we know from inquiries, the installation of new catch basins is still underway for quotation.

E. Report on Meetings & Events:

Report on Meetings:

BikeMaine Volunteer Coordinator and Planning Committee Meeting on Monday, August 14, 2017 at 5:00 pm.

BikeMaine Volunteer Coordinator and Planning Committee Meeting on Monday, August 28, 2017 at 5:00 pm

Theatre Committee Meeting on Wednesday, August 30, 2017 at 6:00 pm

Kennebec Regional Development Authority (KRDA) FirstPark Executive Committee Meeting on Thursday, August 31, 2017 at 5:00 pm

Upcoming Meetings:

BikeMaine Volunteer Coordinator and Planning Committee Meeting on Wednesday, September 06, 2017 at 5:00 pm.

HealthySV Annual Meeting on Wednesday, September 20, 2017 – Re-scheduled to Wednesday, October 19, 2017 at 167 Leighton Street, Pittsfield

Recycling Committee Meeting on Wednesday, September 20, 2017 at 5:30 pm

Theatre Committee Meeting on Wednesday, September 27, 2017 at 6:00 pm

Kennebec Regional Development Authority (KRDA) FirstPark Executive Committee Meeting on Thursday, September 28, 2017 at 5:00 pm

4. PUBLIC HEARINGS: NONE

5. REPORTS:

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

B. BOARD AND COMMITTEE UPDATES BY TOWN COUNCILORS AND MANAGER

Councilor Manning: Mr. Mayor I am concerned that there are noticeable omissions from the agenda of two important topics we as a council agreed were priorities to have as regular agenda items:

The first is an agenda item to continue discussions about our updating of the Town Manager Role/Position Description plus the Creation of a Deputy Town Manager position (or other non-clerical, managerial position). We decided collectively during the summer's Special Meeting and subsequent Town Council meeting that we were going to make this a priority. We were informed by Kathryn that it is not an executive session topic and needs to take place within the public Town Council setting. It should appear on each Agenda for us to discuss and perhaps we should have a committee designated to work on this.

The second item is the Budget Planning process is missing from the agenda. Budget planning is supposed to be something we as a council are involved with and having conversations about. During prior meetings we agreed that we wanted to gain insights from and provide input to Kathryn before she continued with what has become the status quo where she autonomously creates the year's budget without prior input from the council. I request (on behalf of my constituents who deserve fiscal transparency, and myself as a Councilor charged with passing our annual budget), that the town manager includes a proposed balance sheet for this year's budget process. And, in the meantime, I ask that the Town Manager gather and email to us balance sheets for the past 3-5 years so we can easily observe any trends and gain a better understanding of whether or not our town (and/or any town departments, projects, committees, etc.) is operating in perpetual deficit. The negative \$300,000 budget passed last year rings an alarm bell, at least to me. I believe it is important for us to know, and our residents and businesses to know, if this has been, or is going to be, a regular occurrence. And, if so, we need to plan a better budget. Councilor Manning provided her prepared statements to the Town Clerk.

The Town Councilors and Town Manager answered Councilor Manning's prepared statements. Councilor Margolskee noted his understanding was a Committee would be meeting in September or October create a budget. The Town Manager noted we do not have a balance sheet for the budget. Towns do not budget on a balance sheet. Rather, Towns create an expense and revenue budget and adopt the balanced budget with the appropriate motions after public hearing. We are following the Town Charter. Councilor Cianchette noted that we review the Budget as a Council when it is received after the Town Manager compiles it. We can make changes and add or omit. Councilor Manning asked if we realize we were passing a budget with such a high deficit. The Town Manager noted we are not \$300,000 in the negative and there is no deficit. This is not true. If that was true the Auditor we have brought up that we are in the negative and the Town would have been written up. We received an excellent audit without any recommendations. This was just discussed this summer. Councilor Cianchette stated the issue sounds like people have a hard time figuring the budget out. If we don't understand something, we can ask Kathryn. She is always willing to explain items we aren't familiar with. Councilor Manning noted even mediocre software should be able to produce balance sheets with ease. Councilor Cianchette noted the Town Manager was overwhelmed with so much work that we are not going to create extra work. We can't ask her to spend time on this at there is no need. The Town Manager noted that the TRIO software does not have a balance sheet in it as we use an expense and revenue budget. Councilor Manning stated it is not the Town Manager's job to create the budget. We should be creating the budget. Councilor Cianchette stated we do not need

to tell the Town Manager what to do. We can discuss what the Town wants and needs as well as what Kathryn wants. The Town Manager advised that the Town Charter directs the Town Manager to prepare the budget and so she will prepare the budget as does each year. The Town Manager noted that the Town Council did not decide to discuss the Town Manager and Deputy Town Manager positions at every meeting as there is no need to do this. The Town Manager noted that a job description for this position is a very easy item to create. The budget calendar is coming up shortly. I will finish the economic development and grant activities I am currently working on and then work on the budget. The budget will be available as always on October 31st.

Councilor Margolskee: The Bicentennial t-shirts are selling well. We will have sweatshirts coming out soon. The next meeting is on 09/12 at 12 noon. We will be looking at committee formations and an outline of a budget.

Councilor Manning: We are at somewhat of an impasse at the Theatre Committee. Currently our Town is subsidizing the theatre to the amount of almost \$70,000 per year. Additionally, the theatre has a compromised roof that needs substantial repair and other renovations needed - the estimated figure of which is approaching close to a million dollars. We have a committee of residents who love the idea of the theatre and are willing to put in some effort, but none of which are skilled at fundraising, marketing, grant writing, publicity or business development. Likewise with our theatre manager. Donna is a wonderful caretaker for the building, she knows it inside and out. She navigates ordering movies and day-to-day aspects of running the theatre. But she needs help with creating and implementing a plan that will improve the theatre's finances on a monthly and annual basis, let alone the larger renovation needs. Before we move forward, we need to know what the goal is. What does the council want to see happen with the theatre? Specifically. Not the general idea of we want it to be successful, but specifically what do we want and what are we willing to empower the theatre committee to do? Are we willing to, rather than merely continue with the unquestioned status-quo subsidies the Town Manager allots as a line item on our budget, are we wanting and willing to actually invest in the Theatre. Rather than subsidize the theatre annually for \$70,000, are we willing to invest additional funds, perhaps up to \$150,000 per year towards the operating budget, into the theatre for the next perhaps five years to support a plan of having a skilled professional revitalize the theatre along with a proactive marketing plan that supports such fiscal revitalization? We as a committee are wanting and willing to put together a few options for the council to consider. Possible plans to move forward with. Such as the above options. It would benefit all involved to have the council provide us with clarity about what are the Town's priorities around owning a theatre? And direction as to what you are willing to empower the theatre committee to do? And whether or not we as a council are willing to invest in the theatre so it becomes not only sustainable, but a profitable municipal enterprise? And, lastly, if we are not wanting to create a business plan for this municipal enterprise, and not willing to invest in its success, what are we willing to do? Do we want to own a municipal enterprise? Should we sell it if we do not want to invest in it?

These are some of the questions that need answers for us to move forward in a proactive direction. Should we host a meeting with residents to see what the community want? Councilor Cianchette noted a community meeting would be a good idea. The Committee are the ones that need to make the plan for the Theatre. We all want the Theatre to be successful. The reality in our Town is that if you are available on the committee meeting night, you can be on the committee. The Town Manager noted I do not think we can make money from the Theatre but we can make more money. In this day and age of Netflix and the electronic options the revenues have changed. People have options to watch movies other than the Theatre. Councilor Manning asked if we think that the Theatre Committee has the skill set to raise Theatre funds? The Town Manager stated that to analyze each member at this meeting is inappropriate. Councilor Cianchette noted that anyone who volunteers should get a pat on the back. Councilor Manning noted she will work with Donna and schedule a community meeting. I will work with the Committee to come up with a plan that most fairly utilizes their skills. They are a lovely group of people.

Ordinance Committee: If people can come early before the next Council Meeting, the Ordinance Committee should meet to discuss the Planning Board recommendation on the grass and other items. No further items have come forward. We had talked about having this start up in September and with Mayor Stackhouse coming back today, I did not want to have you rush any further. The Ordinance Committee is Mayor Stackhouse, Councilor Cianchette and Councilor Donahue. A copy of the newest materials from the Planning Board will be available for a package.

Theatre Update: The Town Manager noted that she would like to report on what has been taking place regarding the Theatre. After the July Theatre Committee Meeting, the Theatre Manager and I put together a survey of the one screen theatres in the State that would be similar to the Town of Pittsfield, as much as one could be given that they are for profit and we are owned by a municipality that charges a partial fee for the tickets and full cost for the concessions. We contacted 10 theatres with 3 responding right off. We were invited to go to one theatre so Donna went to Brunswick to the Evening Star Cinema. It seemed sensible to have Donna talk with the other theatres as they break even or make a profit. Obviously if we raised our ticket price we could break even or in some cases make a profit UNTIL people stopped coming because it was too expensive. We had discussed this before and how the Theatre is like the Library, it does not pay for itself. The Town Council has noted time and time again that it views the Theatre to be like the Library and Recreation, as assets to be enjoyed by all. With that said, we need to learn how other systems could work such as having memberships and other payments that could help, which a few theatres seem to have.

RECYCLING: Read Schedule

C. Town Manager's Report: Town Council Meeting of 09/05/2017:

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. 2017 Tax Bills Summary: READ

3. Nomination Papers Available: READ

4. Pittsfield Summer Concert Series: The Concert Series sponsored by our local businesses will have one more concert scheduled for September 14. Music in the park sponsored by local businesses continues weekdays at Hathorn Park off Somerset Avenue beginning 6 pm to 8 pm.

Thursday, September 14 – Pete Witham & The Cozmic Zombies (re-scheduled from August)

The concerts are free to all. Hathorn Park is a two acre beautifully renovated park with a gazebo and other amenities. The park is located at the intersection of Somerset Avenue, Route #152 Hartland Avenue and Central Street. Plenty of parking. Some park benches and picnic tables available. If you have a lawn chair or blanket, bring it to the event so you can be seated where you would like. Concessions organized by Pittsfield Youth Athletics will be available for purchase.

For more information or to follow the series, go to Facebook @hathornparkmusic or the Summer Concert series tab on the Town of Pittsfield website at www.pittsfield.org

5. New Ventures Maine Workshop: READ NOTICE

6. The SVCC and the Town of Pittsfield will be sponsoring a Business Networking event with speakers. Originally this was to be in September. The Chamber is getting the panel of speakers and there were some issues with scheduling so the event will need to be moved to October in order to allow proper publicity. The Town is obtaining the venue and doing the advertising. Some may remember our last events where we filled the Grange. I know that times are different now with people unable to attend events and doing a lot more on-line, however, I am sure we will have a very nice event. More information will be available.

7. Police Chief: Reviews are coming along with ½ of them received. This should be completed by next week and then on the agenda for the 09/19/2017 agenda with full background information.

8. Bank Accounts: We recently met with a bank whose interest rate is very low and they have volunteered to try to raise their rates for the Town so rather than go out to bid as we wanted to keep the funds in local banks and not have too much in any one bank, we are trying to come up perhaps another arrangement at the bank fully secured and backed for collateral that would allow for a better interest rate.

6. NEW BUSINESS:

ORDINANCE 17-05: (To be set to Public Hearing on 09/19/2017) That the Town Council hereby Ordains that Chapter 2B General Assistance Ordinance, Appendices A-D be rescinded and the new Appendices A-D be adopted to reflect the revised maximums for the period of October 01, 2017 – September 30, 2018. And to continue to use Appendices E-F set forth and filed with the Department of Health and Human Services (DHHS) until any new appendices are approved.

Moved by **Councilor Cianchette** and seconded by **Councilor Margolskee** that Ordinance 17-05 be set to Public Hearing on 09/19/2017.

The Town Manager noted each year, MMA and the DHHS review the going rates for basic necessities in the State of Maine twice a year and propose revisions, if necessary. The Town Council received a copy of the appendices. A review of the General Assistance Appendices shows the following changes for 2017-2018:

Overall Maximums increased \$10 to \$24/ month

Food Maximums have decreased a minor amount per week and month.

Housing Maximums for Heated has increased \$5 to \$9/month

Housing Maximums for Unheated Rents, Utilities and Personal Care & Household Supplies remain the same.

VOTE: UNANIMOUS AYE

ORDINANCE 17-06: (To be set to Public Hearing on 09/19/2017) That the Town Council hereby ordains to transfer property located at 235 North Main Street, Map 029, Lot 081 to Barbara Jean Pomeroy for the sum of \$5,475.00 as the result of acceptance on Tax Acquired Property offer. The Town acquired said property as a result of automatic foreclosure of a 2014 property tax lien, recorded in the Somerset County Registry of Deeds on June 19, 2015, at Book 4918, Page 343, which matured on December 19, 2016. The Town Council further authorizes the Town Manager to execute a municipal quitclaim deed releasing the Town's interest in said property to Barbara Jean Pomeroy.

Moved by **Councilor Cianchette** and seconded by **Councilor Manning** that Ordinance 17-06 be set to Public Hearing on 09/19/2017.

The Town Manager noted Chapter 17, Tax Acquired Property, provides for the acceptance of a lower bid than the total cost of all taxes, liens, interest and costs when the property has been bid out twice through the required bid process. 235 North Main Street was bid out twice through the formal bid process with zero bids received.

Barbara has reviewed the property and is very interested in it. We discussed the total cost of the taxes, liens, interest and costs for the actual property lien process. She was very happy to offer the required amount and is having the property lien process reviewed. Through this

proposal, everything will be paid up except for the cost of the bid process itself and the insurance estimate (which was high). It would be great to have this property utilized again.

VOTE: UNANIMOUS AYE

RESOLUTION 17-87: Resolved that the Town Council accept the offer of Barbara Jean Pomeroy in the amount of \$5,475.00 for Map 29, Lot 81, at 235 North Main Street, Pittsfield, a tax acquired property having been formally bid out twice in accordance with Chapter 17, Tax Acquired Property and not receiving any bids.

Moved by **Councilor Cianchette** and seconded by **Councilor Manning** that Resolution 17-87 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 17-88: Resolved that the Town Council waive the bid policy, Chapter 2, Administrative Code, Section 106, to accept the proposal from Hegarty Plumbing and Heating Inc. of Buxton, Maine for a total to not exceed \$17,600 for the cleaning and inspection of the two drinking water wells.

Moved by **Councilor Cianchette** and seconded by **Deputy Mayor Nichols** that Resolution 17-88 be adopted.

The Town Manager advised that the Assistant Water/Sewer Superintendent noted that Hegarty Plumbing has offered to clean and inspect the twelve-inch well for nine thousand five hundred dollars (\$9,500) and the eight inch well for eight thousand one hundred dollars (\$8,100) for the total amount of seventeen thousand six hundred dollars (\$17,600).

Olver Associates had proposed that Hegarty repair our wells originally when the company sought proposals for the Town. We have also put this out to bid in the past and Hegarty was the only respondent. Therefore, we need to make the arrangements to get the wells cleaned to improve the gallons per minute pumpage.

Olver Associates had recommended that our wells be cleaned about every four years as the screens begin to get plugged up with fines from the earth surrounding them. Over time this will cause the pumps to fail completely. We have two wells that run together to supply the Town's drinking water so we need to keep after the cleaning to maintain a decent flow for our residents. We are at the four-year point. Since we are now pumping 419 gpm, the wells should be cleaned so that we can pump at an average of 600 gpm. The Town Manager noted that doing this maintenance every three years may be better.

VOTE: UNANIMOUS AYE

RESOLUTION 17-89: Resolved that the Town Council waive the bid policy, Chapter 2, Administrative Code, Section 106 to authorize the Town Manager and Public Works

Foreman to request quotations for 4,000 yards of ½” minus winter sand and to accept the lowest quote with consideration of sand quality acceptable to the Public Works Foreman after inspection.

Moved by **Councilor Cianchette** and seconded by **Councilor Margolskee** that Resolution 17-89 be adopted.

The Public Works Foreman noted the purpose of this project is to put out multiple requests for quotes from multiple local contractors to replenish the Towns of Pittsfield Winter Sand Supply at the Town Garage that was exhausted last winter. The request is to seek quotes for 4,000 yards of 1/2” minus winter sand to be provided in one of following three options.

Option 1: Is to provide 4,000 yards of ½” minus Winter Sand delivered to the Town Garage Sand Pile location in Pittsfield, ME.

Option 2: Is to provide 4,000 yards of ½” minus Winter Sand loaded at the supplier’s location on the Town of Pittsfield’s trucks.

Option 3: Is to provide a separate hourly trucking only rate. This is requested as an option to have material delivered from a location of our choice.

The Town Manager and Public Works Foreman agree that the most efficient and effective way to address the winter sand is to contact multiple local vendors in the area that have sand to obtain pricing and then conduct appropriate inspections. This is not an item that is bid easily as the sand must be in the area and not across the State of Maine due to the trucking cost. If the pricing is extremely high, either the yards will be reduced a bit (we usually obtain 3,500 yards) or we will review and determine a recommendation. We do need to have at least 3,500 yards as a minimum. The number of yards used depends upon many factors including the severity of the winter and the type of storms. Steve Vance noted that Public Works sand will need to be delivered this year as we can not efficiently truck it with 6 yard trucks. The Town Manager noted that we have trucked the sand in the past years. Steve noted that last year we used 3,500 yards. It was the 4th time in history that we ran out. The last three previous years we also ran out. The Town Manager and Public Works Foreman will review the budget in depth as \$14,000 is budgeted for sand.

VOTE: UNANIMOUS AYE

RESOLUTION 17-90: Resolved that the Town Council waive the bid policy, Chapter 2, Administrative Code, Section 106 to authorize the Town Manager and Public Works Foreman to request quotations for a replacement combination side tip sander/dump body for the Town of Pittsfield’s existing Chevy Kodiak wheeler truck.

Moved by **Councilor Cianchette** and seconded by **Councilor Manning** that Resolution 17-90 be adopted.

The Public Works Foreman noted the purpose of this project is to replace the existing combination side tip sander/dump body for the Town of Pittsfield's existing Chevy Kodiak wheeler truck. The existing body was repaired and patched last year to get by for last winter. The existing body will not make it through another season and has reached the end of its useful life.

The Town Manager and Public Works Foreman agree that the most efficient and effective way to address replacing this body quickly is to directly contact multiple local and reliable vendors in the area to provide quotation for the replacement body. Once the Public Works Foreman receives the quotations, he will review and research them to make a recommendation to the Town Council for the purchase.

VOTE: UNANIMOUS AYE

RESOLUTION 17-91: Resolved that the Town Council approve the Request for Proposals for the Seabasticook Street culvert repair & Crawford Road bridge repair and authorize the Town Manager and Public Works Foreman to seek proposals for same.

Moved by **Councilor Cianchette** and seconded by **Deputy Mayor Nichols** that Resolution 17-91 be adopted.

The Town Manager noted Plymouth Engineering has started working on the culvert and bridge repair project after multiple discussions with the Town and its employees. There have been several determinations about exactly what, if any, permits are required for this project. Usually none would be required as we are proposing to repair older structures that require detailed maintenance by construction companies experienced in this type of work. We thought it was important to move this project forward and would like to have approval to go out to bid. The bid specifications were received on 08/25/2017. The project will be bid out with the dates established for the bids as soon as we receive a clear direction from the various agencies as to the permits, if any, required.

VOTE: UNANIMOUS AYE

7. DISCUSSION ITEMS:

Updates – Financial:

- A. Financial Reports as of 08/31/2017
 - 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 08/31/2017
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: 66.67% of period; 59.1% of municipal, 53.4% municipal, water & sewer (depreciation and transfers done by Auditor so percentage will increase)

Revenue Collections Report: 66.67% period; 55.9% municipal, 55.9% municipal, water & sewer

Excise Tax Collections Comparison Report: For this period, \$-14,284.94 behind 2016 collections at this time of the year.

State Revenue Sharing Comparison Report: For this period, \$1,936.75 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:

- A. Brief Updates will be presented on the following items:

Water Projects/Issues:

North Main Street DWSRF Project: The project was closed out in July. Pay #7 was issued for a reimbursement of \$10,178.33. The funds have not yet been received and the DWSRF program is addressing this issue so that the MMBB can send the last requisition. The entire loan is \$842,416.02. The Town also had received a grant or forgiveness of \$46,232.42.

2. Sewer Projects/Issues:

North Main Street CWSRF Project: The project again was closed out in July. Pay #7 was issued for a reimbursement of \$6,297.17 which has been issued by the State. We are waiting to have both provided to us at the same time as there will now be processing fees from TD Bank and if we pick up both payments in one check, there will be one fee. The project is being closed out this month in the amount of \$149,928.35.

3. Code Enforcement Update

North Main Street – The mobile home was demolished by the property owner which was fortunate.

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.

The Code Violation Listing and resolutions/suggested actions was provided in your Council Package. There are a few that will require more assistance than just sending letters. Some are police issues. Some are regular code enforcement. We just received this last week so we should see what can be accomplished with some strongly worded letters and then that request is still pending. He has been working on building permits for citizens and projects. A request was received if Mr. Sprague's house was not brought up to standards that the Town should condemn it and demolish it. Currently, the home is listed as not to be lived in until work such as electrical and other items are addressed from the prior court case. The lot remains in compliance according to the CEO and the CEO reports that there are no violations.

4. Economic Development CDBG for Innovative Specialties, LLC for \$260,000: Chad believes he has found a solution and we are working on the proposal with the State of Maine to verify if it can take place as proposed – basically reduce the project and take out non-requirements/more expensive options. The owner and I have a meeting with the Director of the CDBG Program to discuss the project in detail and see how it needs to proceed under the federal law. It appears that it may need to be bid out again as the project has been revised by the owner, however, we will see.
5. Economic Development CDBG for Main Street Sidewalk Project for \$250,000: The Town has until October 31, 2017 to full design the project and meet all requirements in Phase II Project Development. Therefore, all permits, job information, final budget and a host of other regulations must be met. The normal Phase II Project Development is 6 months which we thought we had, however, the State has reduced the few projects approved to 3 months. All of the many environmental reviews have been started for the area of the sidewalk from Main/Somerset to Main/Stinson (back entrance to the Industrial Park). I have been advised by one federal department to enter the environmental federal portal. The last time that I worked on this, it ended up taking all of a night to get the various possibilities of endangered species!
6. Northern Border Regional Grant for \$250,000
Request for Qualifications for the Madawaska Sewer Rehabilitation Project – Engineering & Design Services was issued with bids due on August 11, 2017. We received 4 bids with varying degrees of pricing and other information. The Town is required to issue a Qualifications rather than Proposals so we have to rank the proposals on a host of items which includes cost. So this is not a low bid item. Most bids are over the initial pricing that we had received in order to put together the initial grant application. We will need to discuss this more with the federal government. No response yet from the federal government. We would need to verify that our project is

eligible without the business that we applied with which has been meandering around the entire State now, not settling anywhere

7. Airport Stormwater Program

Our DEP Inspector has been to the Airport and is downgrading the Stormwater testing program in existence submitted by the engineering consultant and approved by the DEP for use. We now have very few areas to test because there is little risk of a problem at our airport. The entire plan was very large and we were told by our Inspector that we were doing too much testing. There are new forms to use from DEP as updated this summer. DEP has provided a template of a basic stormwater plan for our review and implementation rather than the large oversized plan that we had in place. At the time that DEP required the larger plan, I remember we were shaking our heads as it was so complicated and we have one little area that could be an issue and should be tested. Capital Improvement Program (CIP) for 2017 – 2023 for \$1,274.00

8. REPORTS: Audience, Council

Audience:

Mike Gray: It became evident to me tonight that not all the Councilors have been to training. All Councilors should attend. It would help answer some of the budget questions that are coming up. MMA will even come up to the Town and give a presentation. A Deputy or Assistant Town Manager is a double edged sword. You would have to pay them and it could be more than the Town Manager makes. The staff upstairs are pushed thin. Perhaps they can take on a little more. The Town Manager's review is done at her yearly evaluation. This is not something done at each meeting. The beginning of the meeting was taken up with too much unnecessary discussion.

Don Hallenbeck: I would echo Mike's comments. I have served 2 times on the Theater Committee. The Town came to own the building when the previous owners couldn't pay taxes. There was a proposal of turning the Theatre into an X-rated Theater. The Townspeople being unhappy got together and sold memberships. Eventually the memberships could not sustain the Theatre. I can only remember one time the Theatre was in the black. An inspector came in and had a problem with the rugs. That blew the budget. The next time was when the roof needed repair. The back of the Theatre is getting old and needs to be repainted.

Council:

Councilor Manning: Good luck to all the students and teachers that are headed back to school. I have enjoying regular visits to Big Bill's with family and friends. I am very happy for Nancy's success. I am looking forward to the Marketplace in Manson Park this weekend. I am happy to see several friends are participating as vendors. I am happy at the number of farmers collaborating.

Councilor Donahue: Absent.

Councilor Margolskee: I wanted to let Steve Vance know he did a great job. He always gives logical answers. He does his homework on all his projects. I really like him.

Deputy Mayor Nichols: I want to congratulate Nancy on Big Bill's. I hope BikeME will go well. Once we figure out the how to proceed on the Theatre, the volunteers will come. We had the same situation with the Library and the Pool. The Town Manager noted we have always been able to get a large grant to jump start the projects but that is getting more difficult. The Deputy Mayor noted we need to diversify to earn more. We will get there again.

Councilor Strom: Absent.

Councilor Cianchette: I am proud to be part of a Council that can debate yet always smile and be respectful in the end.

Mayor Stackhouse: The Cianbro Institute opening was amazing. They do so much all around the country. I see the I-95 update is on the way. The new Dunkin' Donuts is doing great! It always looks busy. I wanted to note that George Staples passed away a few weeks ago. I would like to send my condolences to his family. He was a business owner at Staples Oil. He also worked at Shoreys Funeral Home and for Cianbro for 30 years. He was a very nice man and will be missed.

10. ADJOURNMENT

Motion by **Deputy Mayor Nichols** and seconded by **Councilor Manning** that the meeting be adjourned at 8:37 p.m. All in agreement.

VOTE: UNANIMOUS AYE

Nicole Nickolan, Town Clerk