

MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, October 7, 2014 at 6:30 pm in the Council Chambers.

PRESENT: COUNCILORS: Gary Jordan, Jr., Caleb Curtis, Tim Nichols, Trudy Ferland and Robert Stackhouse. **ABSENT:** Michael Cianchette and Heather Donahue. Also present: Town Manager Kathryn Ruth and Town Clerk Nicole Nickolan. Audience members included: Edgar Paradis, Robert Kaelin, Adrian Kaelin, Gary Jordan Sr., Sumner Jones, Bernadene Goodridge, Harold Goodridge, Ted Withee, Dennis Thies, Carol Varricchio, Joe Varricchio, Donnie Hallenbeck, Steven Bush, Cindy Bush, Chantelle Bush, Sandra Lingley, Duane Lingley, John Ring.

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 September 16, 2014.

Moved by **Councilor Ferland** and seconded by **Councilor Curtis** that the minutes of the regular meeting held on September 16, 2014 be adopted.

VOTE: UNANIMOUS AYE

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

Community and Economic Development Activities and Events:

Community and Economic Development Activities and Events:
Saturday, May 2, 2015: 19th Annual SVCC Trade Show and Community Fair

Important Transitional Team Activities and Events:
Wednesday, October 22, 2014: Ken-Som Transition Team Resource Fair for UTC
Wednesday, November 5, 2014: Educational Resources Fair for the Region

The Town Council has Certificates of Welcome for two new businesses and/or organizations to sign this evening.

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 is in the process of being framed. We have been advised that the new store will open between Thanksgiving and Christmas. Hancock Lumber continues to work on their development project to assist with production.

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 01, 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. In addition to the two resource days, a third resource fair for financial guidance is under consideration for January – February 2015.

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. 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 that have buildings so we will concentrate on the Corner Cupboard. The former Pizzeria building has undergone major renovations inside and hopefully will be completed shortly so that it can also be promoted. Five specialized promotional pieces have been issued with the last one in August 2014.

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

North Lancey Street Business Building placed on the market by Lancey Associates and is offered by Better Homes and Gardens Real Estate The Masiello Group. Gary has compiled 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. Background research continues to take place to locate funding resources.

Report on MDOT Somerset Avenue Mill & Fill Project:

The MDOT Mill and Fill project was tentatively scheduled for the application of a tack coat and paving on Thursday, October 02, 2014 and this work has taken place.

Report on Somerset Avenue Sidewalk Project:

The detectable basins for handicap accessibility have been installed which results in the project being completed.

Report on Meetings & Events:

Ken-Som Transition Team Meeting on Thursday, September 18, 2014 from 10:00 am – 12:00 noon.

Kennebec Valley Council of Governments Annual Meeting on Tuesday, September 23, 2014 at the Belgrade Community Center

FirstPark Regular Executive Committee Meeting on Thursday, September 25, 2014 at 5:00 pm at the FirstPark Office in Oakland

The 9th National Prescription Drug Take Back Day on Saturday, September 27, 2014 from 10:00 am – 2:00 pm

KVCOG Natural and Built Environment Committee on Monday, September 29, 2014 at 1:00 pm at the KVCOG Office in Fairfield

KVCOG Strategic Planning Committee Meeting on Tuesday, September 30, 2014 at 1:00 pm at the KVCOG Office in Fairfield

Recycling Committee Meeting on Wednesday, October 1, 2014 at 5:00 pm

SVCC Strategic Planning Committee Meeting on Thursday, October 2, 2014 at 4:00 pm at the Chamber Office in Palmyra

SVCC Board of Directors Meeting on Thursday, October 2, 2014 at 5:00 pm at the Chamber Office in Palmyra

Household Hazardous Waste Day on Saturday, October 4, 2014 at the Transfer Station/Recycling Center from 9:00 am – 12:00 noon, pre-registration required for a slot

Upcoming Meetings & Events:

Central Maine Egg Festival Committee Regular Meeting on Thursday, October 9, 2014 at 6:30 pm

Ken-Som Transition Team Meeting on Thursday, October 30, 2014 from 10:00 am – 12:00 noon

FirstPark General Assembly Meeting on Thursday, October 30, 2014 at 5:00 pm at T-Mobile in Oakland

4. PUBLIC HEARINGS/OLD BUSINESS: NONE

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

Town Manager's Report: Town Council Meeting of 10/07/2014:

1. The FYI Folder: FYI Folder which contains items that come in between the Town Council Meetings has the following this evening: NONE

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 was July.

3. HealthySV Coalition Annual Meeting: The Annual Meeting of this productive and positive group took place today. We celebrated achievements and recognized Chris Petersen from Bud's Shop N' Save and Greg Hughes for their contributions to the goals of HealthySV. There was a presentation on HealthySV Coalition Data Trends from 2009 – 2013 for Middle School and High School students on their behavior in the areas of alcohol, marijuana, prescription drug use and other categories. Health Priorities were identified for the Coalition and the Community Partners. Once the Community Health Improvement Plan is approved, we will have slides that the Town can review that are very interesting. There have been some very positive trends with the students' behavior and several areas to work on that trend the same as the State of Maine. There are other projects of merit that can be initiated.

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

Recycling Committee: The Recycling Committee met on 10/01/2014. We discussed the possibility of planting trees on Somerset Avenue. Maine Recycles week, Earth Day and Arbor Day were discussed. The re-use center will be closing for the season on 10/25/2014.

6. **NEW BUSINESS:**

RESOLUTION 14-102: Resolved that the Town Council accept the proposal of Carter Tree Service of Norridgewock in an amount to not exceed \$4,999.00 for the Power Line Tree Trimming and authorize the Town Manager to execute a contract for said work.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Curtis** that Resolution 14-102 be adopted.

The Town Manager noted a copy of the bid tally and bid received was in the Town Council's Package for the meeting.

The RFP was put out to bid with a list of interested bidders on town tree cutting projects sent a copy of the bid document and a legal ad placed in the newspaper.

The Town received one bid from Carter Tree Service for an excellent price of \$4,999.00 total. Mr. Carter and his crew had performed the work back in 2010 and did a very good job.

As there was only one qualified bidder, I inserted the information into the usual motion that would have blanks to fill in at the meeting.

In 2009, the Town staff embarked upon a team project to cut a portion of the growth under the power line that lies between the Transfer Station and the Water Treatment Facility. We had found that the Town owned this power line due to arrangements made back in the late 1990's. The power line needed trimming, therefore, several departments performed the work under the supervision of the Safety Coordinator after CMP inactivated the power line. This took care of some of the brush and trees closest to the line.

In 2010, the Town hired a tree cutting company after issuing an RFP for Power Line Tree Trimming and receiving excellent bids.

It is proposed to again go out to bid to clear away the debris and trees that have grown during the last 4 years.

VOTE: UNANIMOUS AYE

RESOLUTION 14-103: Resolved that the Town Council accept the bid of Clifford Harvey in the amount of \$ 3,950.00 for Map 23, Lot 56 from the 09/24/2014 Tax Acquired Property Bid and to require full payment of the total bid price within thirty (30) days.

Moved by **Councilor Stackhouse** and seconded by **Councilor Curtis** that Resolution 14-103 be adopted.

The Town Manager noted Clifford Harvey, an abutter, is the one bidder for the project. Mr. Harvey has bid the minimum, \$3,950 and provided a bank check for \$750 which is the required 20% down payment. The minimum bid covers the taxes, interest, and costs. Mr. Harvey proposes to clean up and retain the property for future development as soon as practical. Mr. Harvey has expressed his concerns in the past regarding the condition of the property, therefore, it is expected that Mr. Harvey will clean up the property in a reasonable period of time.

VOTE: UNANIMOUS AYE

RESOLUTION 14-104: Resolved that the Town Council accept the bid of Sandra & Duane Lingley in the amount of \$ 5,200.00 for Map 29, Lot 25 from the 09/24/2014 Tax Acquired Property Bid and to require full payment of the total bid price within thirty (30) days.

Moved by **Councilor Stackhouse** and seconded by **Deputy Mayor Nichols** that Resolution 14- 104 be adopted.

The Town Manager noted Sandra and Duane Lingley plan to close the structure so that it is weather tight. They will perform inside work such as walls and floors. The Lingleys will clean the yard so that the property looks lived in. They will live there with their children after the school year ends. The bidder will be doing new windows and doors. During the next few years, new siding will be installed. The Lingleys did not submit just a down payment,

choosing to pay the entire amount of the bid at once in the amount of \$5,200.00 in a bank check.

VOTE: UNANIMOUS AYE

RESOLUTION 14-105: Resolved that the Town Council accept the bid of American Legion, Post 32 in the amount of \$ 1.00 for Map 25, Lot 68 from the 09/24/2014 Tax Acquired Property Bid and to require full payment of the total bid price within thirty (30) days.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Stackhouse** that Resolution 14-105 be adopted.

The Town Manager noted the Town has received two bids for this property: The first one opened was \$1.00 from the American Legion Post #32 here in Town represented by Harold Goodridge and Gary R. Jordan Sr. in the amount of \$1.00. The Post provided the necessary bank or certified check. The Post proposes converting the building into the new home of the American Legion Post #32. They will make an attempt to start on the building as soon as possible, hoping to start this Fall and have ready the Summer of 2016. The Post will have the building in order for their home no later than October 2016.

The second and last bid opened was \$250.00 from Zachary Merrow who plans to fix and replace the roof by September 24, 2016. Mr. Merrow provided a personal check which was not one of the required forms of payment.

The Town Council reserves the right to waive any formality in any proposal which they feel best serves the Town. Therefore, even though a personal check was provided, the requirement of a certified check or bank check can be waived. This also means accepting a lesser amount or making other arrangements to preserve the health, safety and welfare of an area or the neighborhood. One bidder notes that the roof will be on by September 24, 2016. The other bidder notes that the building will be in order no later than October 2016. One bid will assist one or more families while the other bid will assist an organization of many members.

The Town Manager asked the American Legion if they felt totally comfortable taking on this major project.

Gary Jordan, Sr.: We walked the building and feel that the building is salvageable. Our plan is to take the roof off, down to the second floor. We will also make the building handicap accessible. We are hoping to get the work done before 2016.

Sumner Jones: The membership of the American Legion is entirely made up of veterans. We are one of the oldest posts in the State. We assist in the Memorial Day parade, veterans park upkeep, placing flags at the cemetery, the high school constitution program and boys and girls state programs.

The Town Councilors and Town Manager noted that this was a great location for the American Legion's new home and felt that the community would assist them. The Town Manager noted that Councilor Cianchette, who could not be here this evening, was in support of the American Legion's bid for this property.

Deputy Mayor Nichols noted he appreciates the other person bidding – the American Legion has built the Legion back up with Harold at the helm, as well as the ladies auxiliary.

VOTE: UNANIMOUS AYE

RESOLUTION 14-106: Resolved that the Town Council authorize the Police Chief to purchase six new guns for the Police Department from Sig Sauer at a price of \$3,870 minus the trade-in value of six guns with night sights and magazines at \$2,255 for a total purchase price of \$1,615.00.

Moved by **Councilor Stackhouse** and seconded by **Councilor Curtis** that Resolution 14-106 be adopted.

The Town Manager noted the Police Chief checked with several companies for the purchase of new weapons, which are a part of the 2014 budget. Steve Emery reports that the only company that he found that will take a trade-in is Sig Sauer. The Town can not trade or sell the used guns to a dealer or trading company as in the past due to law changes and potential liability.

The proposal from Sig Sauer was part of the Town Council Package for the meeting. The quoted price fits within the adopted budget.

VOTE: UNANIMOUS AYE

RESOLUTION 14-107: Resolved that the Town Council authorize the Town Manager to execute Change Order #1 in the amount of \$ _____ to reflect the differences in the estimated quantities in the bid issued for the Somerset Avenue Sidewalk Improvements by the Engineering Firm and the final quantities in the completed project comprised of three sections of sidewalk completed by Callahan Construction.

Moved by **Councilor Ferland** and seconded by **Deputy Mayor Nichols** that Resolution 14-107 be tabled.

VOTE: UNANIMOUS AYE

RESOLUTION 14-108: Resolved that the Town Council authorize the expenditure of \$ _____ from the 2014 Capital Budget Sidewalk Allocation; the expenditure and transfer of \$ _____ from PITT#20 Road Construction/Paving G-1-607-00; and the expenditure of \$ _____ in additional ADA Compliance Reimbursement from the State of Maine (ADA) for a total of \$ _____.

Moved by **Councilor Stackhouse** and seconded by **Deputy Mayor Nichols** that Resolution 14-108 be tabled.

The Town Manager noted to date, the Town has not received any further information from the MDOT regarding the amount of the reimbursement. Several requests for clarification have been made. This afternoon, the Contractor asked to increase his Pay Requisition.

Until we receive answers regarding the amount of reimbursement for the ADA compliance on the sidewalk, we cannot issue a Change Order under the Town's regulations. Without a change order and a clear indication of the amount of reimbursement, we cannot incur

expenses. We would not be able to issue a Change Order until the exact price of the additional work is clear and we have the final price for the project.

VOTE: UNANIMOUS AYE

RESOLUTION 14-109: Resolved that the Town Council excuse the absence of Councilor Cianchette from the Town Council Regular Meetings of September 2, 2014; September 16, 2014 and October 7, 2014.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Stackhouse** that Resolution 14-109 be adopted.

The Town Manager noted under the Town Charter, if a Councilor misses three consecutive meetings, the Town Council needs to formally excuse the absences. Michael's work has taken him out of the state for a period of time, which was discussed in August at the Council Meeting when Michael advised the Town Council.

VOTE: UNANIMOUS AYE

RESOLUTION 14-110: Resolved that the Town Council appoint Nicole Nickolan as Warden and Cammie Jemery, Tonja Lary and Emmalee Reed as Deputy Wardens for the November 4, 2014 State General and Referendum Election, Municipal Election and the MSAD #53 Election.

Moved by **Councilor Ferland** and seconded by **Councilor Stackhouse** that Resolution 14-110 be adopted.

The Town Manager noted this is a regular housekeeping motion needed each year for the Election.

VOTE: UNANIMOUS AYE

RESOLUTION 14-111: Resolved that the Town Council approve the opening of absentee ballots on November 4, 2014 at 10:00 am and 3:00 pm for the November 4, 2014 State General and Referendum Election, Municipal Election and the MSAD #53 Election.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Stackhouse** that Resolution 14-111 be adopted.

The Town Manager noted this is a regular housekeeping motion needed each year for the Election.

VOTE: UNANIMOUS AYE

RESOLUTION 14-112: Resolved that the Town Council approve and authorize the Town Manager to sign the application/agreement for the grant-in-aid program for the Department of Conservation, Bureau of Parks and Lands Snowmobile Program for an estimated project of \$50,806 to improve the snowmobile trails for the Driftbusters Snowmobile Club.

Moved by **Councilor Stackhouse** and seconded by **Deputy Mayor Nichols** that Resolution 14-112 adopted.

The Town Manager noted on a yearly basis, an application for grant funding to assist the Driftbusters Snowmobile Club in maintenance of the trail system is submitted to the Department of Conservation. A list of property owners along the trail is now required.

The amount received from the State at the end of the grant period is generally less than the application, especially in recent years. However, any funds received are a great help.

In 2013, the Trail Grooming cost per hour was increased to \$100.00/hour, which substantially increased the application amount. The 2014 application is for \$50,806.00.

The Club does an excellent job grooming the trails each year with the Snowmobile Trails dedicating extensive time for this recreational project.

The Town Manager noted that after Councilor Cianchette reviewed his Council Package that he advised that he does not support snowmobile trails using taxpayers' money. If he was here tonight he would vote nay. Mayor Jordan stated he feels snowmobiles support the local economy. Deputy Mayor Nichols agrees.

VOTE: UNANIMOUS AYE

RESOLUTION 14-113: Resolved that the Town Council authorize the Town Manager to execute Memorandums of Understanding with HealthySV for Community Resources Programming.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Stackhouse** Resolution 14-113 be adopted.

The Town Manager noted the Town will be the recipient of two HealthySV grants to benefit the community.

There will be two Memorandums of Understanding for grant funding from HealthySV as part of the Healthy Maine Partnership Program to provide funding for:

1. Community Resources funding to provide for police officer shifts, as scheduled by the Police Chief, to concentrate on community policing. One or more full-time officers will cover community policing events, activities and projects assigned by the Police Chief while their patrol shift is covered by another officer. Basically this is grant funding to allow the Police Department to concentrate on community policing during a set shift. This work can not be concentrated on now as the police officer must cover all calls, write all reports and patrol. This grant is for \$10,000 for a year.
2. Community Resources funding to provide for specific details for safety, drug prevention, underage drinking, substance abuse detention, etc. This type of funding would be utilized to cover shifts for Safety Road Blocks, Egg Festival patrol for underage drinking, and other specific programs which require a team of officers. This grant is for \$3,000 for a year.

At this time, one Memorandum of Understanding has been received for the first grant as that is a new opportunity. The Town has had the funding listed in the second grant before and this involves a very basic Memorandum for team projects benefiting the community.

Grant funding will be receipted to a specific account and grant expenses will be charged to a specific account, which are closed out at the end of the year to a General Ledger Account.

These revenues and expenses will not be placed toward the approved Police Budget. These grant funds are for the period of October 1, 2014 – September 30, 2015.

VOTE: UNANIMOUS AYE

7. **DISCUSSION ITEMS:**

Updates:

Water Projects Update & Sewer Projects Update: Over the past few weeks the departments have been busy with the following work items:

- a. Replaced and adjusted all gate boxes on Somerset Ave to match the new pavement.
- b. Trimmed grass around hydrants.
- c. Replaced sewer service lines on Madawaska Ave.
- d. Cleaned up around facilities in preparation for winter.
- e. Started hydrant flushing.
- f. Rebuilt hydrant on Peltoma Ave.
- g. Cleaned sewer grit chamber on Hunnewell Ave.
- h. Marked water mains and services on Peltoma Ave.

Plus normal daily activities and various customer services as needed.

Over the next few weeks some of work plans include the following:

- a. Clean up a few lawns on Madawaska Ave that we disturbed.
- b. Finish flushing and winterizing the hydrants.
- c. Assist Highway Department with winter sand as needed.

CWSRF Peltoma Avenue Project: It was reported at past meetings that the Town has received confirmation in writing from the CWSRF program at DEP that our project is approved and eligible for funding at \$445,000. We were also advised that we can fund the design work by obtaining a CWSRF interim loan, bank loan or internal town funding mechanism. As the design and bidding work that would get the Town to a project would be \$24,000 at the most, we should be able to fund this internally. I have contacted the Town Attorney and Town Auditor to determine how to do this. The Town Attorney believes this can be done and is working on the steps. When we receive the list of steps, we can decide if we want to proceed in this direction.

Madawaska Old Sewer Line: All three sewer hookups have been completed.

Employees have been working on this issue after receiving engineering assistance with some new hookups completed. There were four residences involved initially and it has been determined that three need to be fixed. Two have been repiped to the new line so that connection to the old malfunctioning line can be discontinued. One is being studied as there is not enough grade to hook to the new line and the hookup would be on the other side of the residence from where it is currently hooked.

When calls came in indicating that the sewer was backing up, the line was cleaned out as much as it could be and a camera run down it. It was determined that apparently, four homes on the Madawaska Road are hooked to an old sewer line that has now failed. This is similar to the other locations we found in town – Waverly and Raymond. The homes were never hooked to the new sewer line and after many years, the line is full or the sewerage is going elsewhere. This is one of the reasons why we now have full-time inspection on sewer lines

as well as the fact that the funding agencies require it. Olver Associates was hired at a cost to not exceed \$1,500 to determine how to proceed – can the Town hook them up to the new line, are there stubs, is the plumbing in the basements at the right level and setup to hook to the new line, etc. and to provide a recommendation. This work is engineering design work and beyond what the employees do day to day. Once it is determined what to do and the funds that are necessary to do it, a recommendation will come back to the Town Council for vote unless this becomes an easy fix, which can be done within the budget.

Highway Projects Update: Highway has been working on projects to get ready for winter including hauling sand, patching the last potholes, cleaning out the drains, cleaning out the Town's accessory buildings to bundle them up for the winter and finishing up the last maintenance projects. Other projects on the work list are shingling the front of the Re-Use Building with the donated shingles, sill work at the Airport in the old Airport Hanger, Cutting brush, shrubs and little trees that have sprung up in the Industrial Park Expansion and when the ground is frozen, more tree and brush work at the Airport to enhance clearings around the runway. There are many other projects to complete.

Small Projects Paving – Roads: As the original paving company was over the deadline to complete the additional work and we needed to move forward, I cancelled out the remaining work to be completed under the Spring bid. The company has apologized, however, they are overwhelmed with work and did not know when they could be back here. We do not like cold weather paving. In the meantime, this freed up the funds for the other necessary work. We also had a second contract for smaller paving projects in which the Parking Lot, multiple cuts and sections of roads as well as the sewer manhole paving was completed. I had noted at the last meeting that John had several culvert problems including a collapsed one and so these cuts were also paved as it was less expensive to have the contractor who was here complete the work rather than bring another contractor in who would have to build in additional costs/charges to cover the cost of three little tiny projects in order to come.

Small Projects Paving – Sidewalk: Originally the Town had bid out four sections of the sidewalk on Somerset Avenue. Ultimately, three sections of sidewalk were approved for work as follows: (1) Hartland to School Street – rehabilitation only, removing selected deteriorated granite and replacing it, excavating the pavement, adding 2" of gravel and paving; (2) School Street to Somerset Plaza – full reconstruction; and (3) Oak to Central – full reconstruction.

The section of sidewalk bid for full reconstruction that the Town was unable to include in the Somerset Avenue Sidewalk project was from Main Street to Middle Street which is comprised of (1) Main Street to Connors Street which is in very deteriorated condition and (2) Connors to Central Street which is out of shape. The Town did not have the additional \$32,000 that was needed for this project. As it is getting later in the year, this authorization is sought so that we can determine if any additional paving can take place.

We received authorization to put this work out to bid and accept a bid for the 4th section of sidewalk on Somerset Avenue – from Main to Connors and Connors to Middle Street. The Town received 3 bids ranging from \$8,375 to \$10,000. The low bidder was Hopkins Landscaping LLC from Hermon. The company has added equipment and is now paving. Public Works carefully removed the pavement and rough graded the area. The Public Works Department completed their work on two days last week and the paving was completed on 10/06/2014. It is certainly a vastly improved walk on the sidewalk. Since the company had a little pavement left over, it was spread along the front entrance of the Municipal Building.

Somerset Avenue Sidewalk Project: The contractor has the third section of Somerset Avenue from Oak to Central completed and it looks very nice. Paving was completed on the binder on the third section. All paving has been completed and the landscaping of the lawns has taken place. In a few places, the hay has washed off the areas due to the rain since the work was done.

In taking the new quantities that have been measured in the field by Public Works and verified as being placed at the project, it is clear that the quantities required for the project differ from the estimated quantities in the bid package, which the Contractor responded to and the Engineers utilized to calculate the price to proceed forward with the project. As discussed at the Council Meeting when the RFP was approved and again at the Council Meeting when the bid was accepted, it was based upon quantities that were estimated by the engineering firm. Now that we have enough information on the actual quantities from the bills submitted, it is clear that the project will be over the initial estimate by the engineers. For example, in the category of Remove and reset existing granite curb the estimated quantity is 1360 linear feet at \$20.30/linear feet and the final figure is 2,214 linear feet at \$20.30/linear feet. This in itself leads to a difference of \$17,336.20 in the bid categories. Other categories are higher or lower. We knew the quantities would not be exact as you do not know what is under the ground, however, some of the categories are much higher and lower than would be expected. In addition, I have learned that the warning plates were estimated low in the bid document and now more are needed. At the meeting on May 06, 2014 when we approved the recommendation from Olver Associates, we discussed how we would handle any additional costs that come up or issues with the project. The background sheet passed out at the meeting noted that the Town will have \$11,349.69 left in the 2014 Capital Budget allocation of \$25,000.00 to utilize so we will need this allocation. Until the warning devices and State reimbursement are clarified, we will not know the exact amount. Initial calculations based upon the quantities provided to date would be \$17,658 if all additional allowances are added in. This includes the fact when you subtract the 4th project budget figure received yesterday from the initial bid, that the recommendation was \$708.00 less than it should have been plus the issue with the detectable warning devices. In addition, I expect that the State of Maine is part of this from the meeting held to work out details with the engineers. Then we have the quantities that are different than the estimate, some of which we expected. At this time, we have Pay Req #5 which has been verified by Public Works in the field as being correct quantities from measurements that needs to be paid prior to our next meeting. The total spent to date from Pay Req is under the overall approval of the Town Council so this Pay Req can be processed and paid. The work was excellent and the Contractor deserves to be paid. Part of the Pay Req will need to come from the 2014 Capital Budget allocation that will need to be added to the project. We can not charge it to the State reimbursement account as it is not for detectable warning devices. At our next meeting, we should process a Change Order which is also referred to by the engineers as a Balancing Order and designate the remainder of the sidewalk funds for the Sidewalk project. The monies are in the budget now and not in the reserve, so we can utilize them for this payment.

The good news is that the project is a vast improvement to the area, we are receiving lots of compliments, and the work quality was excellent on the two new sections. The work quality on the first section that was just rehab was good. We simply did not have the funds for three new sections and based upon the quantities in the field being higher than anticipated when approved, it is quite clear that we could only complete two entirely new sections. We will definitely have \$0 funds available for future sidewalk projects and that is why we are going to work on a proposed Bike Pedestrian Plan in order to determine how to fund any future

work through non-tax dollars and to determine the priorities for work. The Town Manager reported that there are a few items on the Preliminary Punch List for the Contractor to fix, however, it is a relatively short list. It is wonderful news that this difficult project is substantially completed!

Pan Am Railways Crossings at Webb Road and Industrial Park Road: No further information has come forward regarding the Industrial Park Road. Pan Am repaired the Webb Road Railroad Crossing last week. Cold patch was applied in between the rails. This was the railing that was damaged last summer when railroad cars went off the road dumping cornstarch along a section of tracks. The crusher dust that was applied only stayed in place for a short period of time and then there would be a drop off in the tracks which was extremely bumpy. Pan Am had pledged to pave the area, however, has budget issues so it has been patched. I have learned that Pan Am has built the panel needed for the Industrial Park Road. I was contacted by Pan Am to determine how much the Town will contribute for the pavement between the tracks. I explained our budget issues, outstanding projects and outstanding payments and that in order to be involved with projects, we need to budget for them. I told the railroad that we will haul the hot top from the plant to the project area for them as our contribution. I was told that there would be further discussion.

Handicap Accessibility along Main Street: After the last Town Council Meeting I contacted the Director of Facilities for the business and advised of the direction which is to extend the sidewalk the distance that will be available to make up for as much of the width of the sidewalk that would be taken up by the handicap accessibility plan. We also requested information on the design and cost of having the access on the Connors Street side which is heavily utilized. I was advised on 09/29/2014 that the recommendations and request for further information on the Connors Street entrance feasibility/costs was forwarded to their engineering consultant for further discussion. I was also advised that it does not sound like the company could complete the project in this construction season. They will be in touch once they have reviewed the recommendations and compiled the information.

The Town met with MDOT Division Engineer about the sidewalk which will be reduced from 9'4" to 5' by the proposed project. MDOT noted since it was a handicap accessibility issue, they had to approve the project. With that said, we were advised that gaining back some of the sidewalk was a reasonable request from the Town as the Town's sidewalk will be reduced by this project. Due to the setup on Main Street, MDOT preliminarily advised that 18" to 2' could likely be approved. When the entire sidewalk is dug up for this project, the company would remove the granite and extend the concrete sidewalk by the agreed upon amount. It would be tapered on both sides of the project area. The area is the length of 2.5 parking spots. MDOT would require plans to be submitted and a road opening permit, which they would waive if the Town applied. The MDOT Engineer wanted to talk to others in the MDOT office, however, he thought this was a reasonable approach – the Town would be made as whole as it can be with the project requested. We are losing 4' 4", however, that amount of room is not available so we would obtain the amount that can be made available which is 18" to 2'.

Request for Proposals for Tax Assessor Services: Our Assessor Jim Phillips is retiring at the end of the year after serving at the Town's Tax Assessor for 25 years. An RFP was put out to bid for a replacement contract Assessor for a three-year period. The RFP was advertised in the newspaper legal section, posted and sent to all known contract assessors/assessing companies. The Town received five proposals as follows:

1. Jacki Robbins of Monroe for 26 days a year at a price of \$400/day for a total cost of \$10,400.00
2. Carroll Weeks of Sangerville for 52 days a year at a price of \$320/day for a total of \$16,640.00
3. RJD Appraisal of Pittsfield for unknown # days at a price of \$25,500.00.
4. Hamlin Associates of Parkman for 52 days a year at a price of \$500/day for a total of \$26,000.00.
5. William VanTurnen of Madison for 60 days a year at a price of \$400/day for a total of \$24,000.00.

The current Tax Assessor is paid \$1,100/month for a total of \$13,200.00 per year.

This is an important area that will require interviews of all 5 Contract Assessors/Assessing Firms to determine the best arrangement and best cost for the Town.

Dam Leases Update: Mr. Anthony's son has contacted the Town to determine the steps to have his father's long-term leases on the Dams turned over to him. He would propose to hire a company to manage the dam and may eventually move to the community or area. The son is currently out of state. Chris would work with the company for awhile. I advised that we would need background for a typical assignment such as financial information, technical information on the company to operate the dams, who would be involved and future plans. Can we think of anything else?

Personal Property Tax Collection: On 08/19/2014 after at least 40 attempts to collect outstanding back personal property taxes, the Town Council authorized 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. As part of this effort, I had read a last attempt letter to be sent to those with delinquent personal property taxes. There were 8 accounts with 3 or more year's back personal property taxes. When the last attempt letter was sent, 4 of the 8 accounts called, paid money or stated they would do something. 4 did not respond, therefore, those 4 were sent to the Town Attorney with full background information.

Legal letters were sent with a due date of October 1 for full payment. By October 1, all 4 had contacted the Town and arrangements have been made. We have written agreements with nearly all of the taxpayers with two more to come in to sign their written agreement for payment. We will have received nearly \$20,000 in a three week period for back taxes which is great. Now, we have some of the smaller accounts and those with 2 years of back taxes to contact again. In general to this point, we have well over 40 contacts including bills, reminder notices, letters and often phone calls. So this extra effort worked well. The motion that was approved to refer the very delinquent accounts to the Town Attorney has worked well and is a general motion so it can be utilized as needed.

Tax Acquired Property Status: The Town has one TAP that was not put out to bid with a relative of the Heirs of the property which has been tax acquired. The last payment arrangement was broken again. The house was posted for non-payment with a 8.5 X 11 sign stating Tax Acquired Property Notification with a letter. This was added to the 37 notifications that payment was needed in the form of phone calls, tax bills, reminder notices, lien notice process notifications, and letters. The heir came in to make another payment arrangement and paid \$500 against the oldest taxes. With the sale of the 3 TAPs, the Heirs

property listed above and the lot that we found was too small to do anything on which abuts the Town's cemetery, we will have concluded all necessary disposition steps of TAPs until the next foreclosures come up on December 5, 2014.

Grants Update:

New Grants:

Airport Grants: Airport Master Plan Update – After the Kick-off meeting in August, the project engineering has been underway.

Airport Grants: Airport Taxiway Reconstruction – The remaining punch list of work to be completed is underway. The Engineering firm has requested that the company re-do some work unless another solution can be found to a grade issue. To date, we have not been notified of an agreement.

Airport Grants: Airport Apron Expansion – The remaining punch list for work is also underway. Same discussion as listed above. To date, we have not been notified of an agreement.

Airport Grants: Engineering to Design the Apron Expansion – still processing paperwork for this grant, however, it will be closed out later this year when the Taxiway and Apron projects are closed out. As the Taxiway grant did not provide for any engineering/inspection work, these three grants will be closed out with amendments to reconcile this project. We discussed this last year. The Engineering Consultants recommended this in order to complete most of the project in 2013-2014.

Belvedere Fund for Historic Preservation – The Town has \$11,000 saved toward the clapboard replacement which is part of a much larger project.

HealthySV: Community Resources Program - The DFC grant has been approved for HealthySV. A meeting will be scheduled to discuss the details for the community policing activities shortly. The Town has a unique opportunity to be a pilot project in providing for more Community Policing without having to hire an additional officer. The Chief is taking to the officers now about this. Basically, a certain amount of time will be dedicated per week with 1-2 individuals who have the proper background and certifications who currently are officers to focus on community work – prevention of tobacco, alcohol and drug use of the students, meeting with community groups, etc. The grant will pay for the example of 10 hours a week for that officer/officers to not be on patrol and dedicate time to community policing. That shift or period of time would be covered by another police officer. The details will be worked out this Summer/Fall once the Police Chief returns. The program would likely start in October, 2014. Authorization to execute this agreement is on the agenda of the Council Meeting this evening.

HealthySV: Tobacco Free Signage – temporary signing was received for Manson Park for the Egg Festival.

Kiwanis Mini-Grants for Programming & Sponsorship for children – to be utilized as needed

Library Mini-Grants (Cornerstone of Science and Gates for computers) All of the other small grants have been closed out and these two grants basically remain from the grant acquired during the last several years. The Librarian is working on closing out these two grants also.

MMA Safety Grant: Exterior Signs – The Town received a grant for \$1,343.55 which is 2/3 of the cost of exterior signage for emergency control and signing for work areas.

MMA Safety Grant: Interior Signs – The Town received a grant for \$173.44 which is 2/3 of the cost of interior signage warning of wet floors/slippery floors for the buildings.

USDA Sewer Rehabilitation Grant – The USDA grant project is completed except for close-out and retainage work. Some of the close out work as well as retainages are included in the Warrants for processing for this Council Meeting.

Historic Preservation Foundation (new) – Our Historic Preservation Architect has submitted the Town’s Theatre Restoration Project for review. This is by invitation only so if the project is viewed well, the Town will be invited to complete the Foundation paperwork.

Jump Start Our Youth (JOY through JMG) Historic Depot (new) – An application for this mini-grant for the Historic Depot for the Historical Society was applied for on February 28, 2014.

Workforce Investment Board and KVCAP agency reimbursements – The Town received nearly \$400.00 toward the cost of administrating and operating the 7th Annual Regional Job Fair in May 2014.

Grants waiting to be closed:

Davis Family Foundation – the sill work was completed and paid for with excellent work completed. The temporary boards placed where the clapboards were broken prior to the work were placed at the site and will be painted. At this point, all funding for the Depot project will be expended with the exception of the saved Belvedere Fund grant award that is encumbered for the sill work. The final report was filed with a summary of the goals realized, costs, benefits, and results.

New Grant Opportunities:

Police DOJ USMS Grant – The Town Police Department was approved for a Short-term Joint Operation with the United States Marshals Service. The intent of the joint effort is to investigate and/or arrest local, state, and federal fugitives, to improve public safety, reduce violent crime, and reduce the number of fugitive non-compliant sex offenders. This is listed as a reimbursement of the officer’s time, however, it is Special Revenue, so I will verify whether the Town Council needs to approve this.

Project Canopy Grant - Grants are available for Planning and Education or Planting and Maintenance. The Planning and Education grants have a \$10,000 maximum and the Planting and Maintenance Grants have an \$8,000 maximum award. These projects increase the health and livability of communities through sound tree planting and maintenance. There are a number of interesting projects of benefit to the community so we will discuss this grant at the next Recycling Committee Meeting. Grant applications require a 50% match, which can be in-kind. The application deadline is Friday, December 19, 2014.

Sebasticook Valley Healthy Communities Grant – The Police Department conducted a safety check detail on September 13, 2014, which was a Saturday evening. This detail will be paid for through one of the HealthySV programs.

TIGER Transportation Grant – The Town is part of a several town area for bus commuter system to assist those areas that have had economic distress due to large closures – Lincoln, East Millinocket and Newport/Pittsfield. This is a federal grant application that will be quite competitive.

8. **REPORTS:** Audience, Council

Audience:

Don Hallenbeck: The Historical Society is open only by appointment for the remainder of the season. Interested parties should contact Ton Brown at home.

Steve Bush: I sent a letter to make my driveway, a road. I am working to put 5 houses there so all my daughters have homes. I have been working on this for years. I was told to write a letter and I want to know if it is approved. The Town Manager and Mayor both stated that we have not received any letter to date. Mr. Bush provided the letter to the Town Manager at the meeting. The Town Manager stated we will review the information we received tonight and will be in touch with Mr. Bush to work on this request.

Council:

Councilor Donahue: Absent.

Councilor Stackhouse: I echo Deputy Mayor Nichols comments. We usually take the higher bid, but this was for a great cause. I look forward to seeing the building improved. Somerset Avenue is coming along well. The sidewalk project looks good. There is an area of brick wall by the motel that is a concern. It looks like it may be an issue when the snow and ice arrive.

Councilor Ferland: I want to thank the American Legion for coming out tonight and Mr. Jones for the history of the American Legion. I am excited about the new building.

Councilor Nichols: Congrats to the American Legion and Harold Goodridge. We don't seem to ever have a large audience – so this is worth repeating. We are in a great spot. With all the work the Town Manager and Town Employees have done for when the economy turns around, we will be ready for business. We never thought we could have a new pool, library, etc, but we got it done with all the grants received. I believe the same will come for the Theatre and the Historical Society projects. I knew Glen Wheaton since I was a kid. Years ago he shut down the Theatre, instead of playing x-rated movies. The Town owes him a great gratitude for not allowing those movies in Town.

Councilor Curtis: I am excited to see another great organization find a home here in Pittsfield. That will be a big project.

Councilor Cianchette: Absent.

Councilor Jordan: Congrats to the American Legion. This will be a great location and a very visible location. We look forward to seeing the change to the building. Mayor Jordan asked why Route 100 was being paved again. The Town Manager noted that the State is having a number of issues corrected after the last paving job.

9. **EXECUTIVE SESSION:**

Motion by **Deputy Mayor Nichols** to enter into executive session to discuss Personnel Issue – Public Works Foreman/Director Position Replacement under Title 1, Section 405, 6.A. and Economic Development, Disposition of Property and Acquisition of Property under Title 1, Section 405, 6.C. at 7:37 p.m. The motion was seconded by **Councilor Stackhouse**.

VOTE: UNANIMOUS AYE

Motion by **Deputy Mayor Nichols** to exit the executive session to discuss Personnel Issue – Public Works Foreman/Director Position Replacement under Title 1, Section 405, 6.A. and Economic Development, Disposition of Property and Acquisition of Property under Title 1, Section 405, 6.C. at 8:30 p.m. The motion was seconded by **Councilor Stackhouse**.

VOTE: UNANIMOUS AYE

10. **ADJOURNMENT**

Motion by **Councilor Stackhouse** and seconded by **Deputy Mayor Nichols** that the meeting be adjourned at 8:30 p.m. All in agreement.

Nicole Nickolan, Town Clerk