

MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, February 21, 2017 at 6:30 pm in the Council Chambers.

PRESENT: COUNCILORS: Robert Stackhouse, Timothy Nichols, Scott Strom, Michael Cianchette, Marie Manning, Heather Donahue and Howard Margolskee. **ABSENT:** None. Also present: Town Manager Kathryn Ruth and Town Clerk Nicole Nickolan. Audience members: Peter Logiodice IV and Peter Logiodice V.

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 February 7, 2017.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Cianchette** that the minutes of the Regular Meeting held on February 7, 2017 be adopted.

VOTE: UNANIMOUS AYE

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

Community and Economic Development Activities and Events: Further updates will be provided regarding projects as information becomes available:

Sebasticook Valley Chamber of Commerce Annual Banquet on Wednesday, February 22, 2017 at Maine Central Institute from 5:00 pm – 8:00 pm

Business Resources Night to be scheduled in April 2017 at Warsaw Middle School Gym

10th Annual Kennebec-Somerset Transition Team Job Fair on Wednesday, May 17, 2017 from 3:30 pm – 6:30 pm at the Warsaw Middle School Gym

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

Report on New Business Activity & Opportunities in Pittsfield:

B. General:

Certificates of Welcome were issued for:

1. Artful Alterations owned by Becky Thompson who has returned to our community.
2. 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.

A few private sector business activities remain under review and small projects continue to be underway. To address the few remaining available small locations, additional promotional pieces beyond our regular promotion of available properties had been provided to economic and community development resources and sites. As of the date of writing this agenda item, the Town continues to work on two proposals/ background materials for two business proposals/property inquiries on a regular basis. One additional project is not moving forward as the company cannot logistically move their multiple facilities this year to Pittsfield. The company plans to look at this option again later in 2017.

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.

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.

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.

Blue Sky Produce officially purchased Lot #7 in the Pittsfield Industrial Park from the Pittsfield Economic Expansion Corporation on Tuesday, 03/01/2016 for its Produce Shipping Depot. This is the last lot in the original Industrial Park and has a small developable window which works well for this project. The project received Site Plan Review approval on Monday, 03/14/2016 from the Planning Board. The company worked with the Building Inspector to obtain the building permit to begin the project. The driveway, parking area and foundation were underway at the last meeting with more work being conducted since. The building has been erected. Employees have been hired for the summer to move the products. Blueberries are evidently going to be ready sooner than usual. The owner is working away to get everything into order and is very excited to be working in

Pittsfield. The blueberry season was officially over with last week. The owner is now down in New York promoting wild blueberries. The Town is looking into how to assist with making connections and networking opportunities for the company. We have two groups that may work with the Town on scheduling a meeting to introduce Blue Sky Produce to the region. A meeting with interested farmers and other individuals/organizations regarding food storage, food distribution and markets for local products took place on Monday, November 14, 2016 at 3:00 pm at the Municipal Building Council Chambers.

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.

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.

Congratulations to Jillyann Butler on her purchase of the former Chalice on Main Street. She is expanding her business Amici Nail Spa from further up Main Street in Stan's building. As she expands her business, a nice leased space will be available on Main Street for a new, small or start-up company to utilize. This space usually goes quite quickly. The Town will list this space once Amici is close to her re-location which was originally estimated to be August 2016. This property at the corner of Main Street and Central Street is already starting to look better as it receives much overdue attention. The property is undergoing a large renovation and face lift. The building renovations are now completed. Eden Day Spa is now open!

The Town Council signed the following Business Certificates in 2016:

Puretech Window Cleaning at 115 Main Street

Pittsfield Redemption Center at 418 Main Street (new facility under new management on the other side of town).

Andrea Amara for Andrea's Salon at 11 Huff Road for a hair salon.

Kimberly Wick for The Sitter Center Daycare at 50 Mount Road

Steven Lamarre for Off The Wall Collectibles at 129 Morrill Street

Bag End Suri Alpacas of Maine's new Farm Store at 226 Snakeroot Road

Dysart's expansion for restaurant seating in the North Main Street section of the building

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:

Eden Day Spa at 145 Main Street (the corner of Main and Central Streets)

The Economic Development Lead Generation Project is going 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. Lead generation is now underway. A lead has 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 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. UTC Factory: Please see the lengthy history in prior meeting minutes. On August 6, 2015, the Town was advised that the property will be available for occupancy in three months. Work continues at the facility. The Town has been advised that the property can now be marketed as of mid-November 2015. As of last contact with UTC on 12/31/2015, the Maine Department of Environmental Protection paperwork for closure of the facility had not been received. The Town was notified by UTC on 02/09/2016 that the property likely cannot be sold until later this year. The internal industrial cleaning was completed with very good results. The Town was able to receive a copy of the final paperwork for the inside of the building on 05/23/2016. The outside work was not totally completed prior to winter, therefore, it will resume this summer with MDEP signing off likely by early Fall 2016 or another company may have to address this. Marketing has started again inside the State of Maine and then will start up outside the State of Maine with the Consulting Contract. The Town has contacted the company regarding a desirable business for the community that has interest in the building. The company has also received a proposal from someone else that is under consideration. The Town has learned that there is a Purchase Sale Agreement for the property. A tour was conducted of the facility at the end of July 2016. The Purchase Sale has been reported to be moving forward to its conclusion. A meeting was held with the prospective owner on January 05, 2017.

Materials have been requested of the prospective owner regarding a proposal for the building. As of the date of writing of this agenda item, additional information has not been received.

2. 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.

C. Projects Under Review:

Hancock Lumber:

Hancock Lumber was working on their development project to assist with production and has submitted the map for the agreement. The company is forwarding the Town agreement through the authorization process.

This is being checked upon to see if the Town can assist in any way. As of the writing of this agenda item, information has not been received.

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.

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.

E. Report on Meetings & Events:

Report on Meetings:

Kennebec Valley Council of Government (KVCOG) Board of Directors Meeting on Wednesday, February 14, 2017 at 9:30 am in Fairfield (*Cancelled*)

HealthySV Coalition Meeting on Wednesday, February 15, 2017 at 9:00 am (*Re-scheduled meeting*)

Recycling Committee Meeting on Wednesday, February 15, 2017 at 5:00 pm

Kennebec Regional Development Authority (KRDA) Executive Committee on Thursday, February 16, 2017 at 5:00 pm in Waterville

Central Maine Egg Festival Meeting on Thursday, February 16, 2017 at 6:30 pm (*Re-scheduled meeting*)

Upcoming Meetings:

Sebasticook Valley Chamber of Commerce Annual Banquet on Wednesday, February 22, 2017 at 5:00 pm

Theatre Committee on Wednesday, February 22, 2017 at 6:00 pm (*may be re-scheduled*)

Kennebec Regional Development Authority (KRDA) General Assembly Meeting on Thursday, February 23, 2017 at 5:00 pm in Waterville

Sebasticook Valley Council of Governments (SVCC) Board of Directors Meeting on Thursday, March 2, 2017 at 5:00 pm in Palmyra

Central Maine Egg Festival Committee Meeting on Thursday, March 9, 2017 at 6:30 pm

Kennebec Valley Council of Governments (KVCOG) Board of Directors Meeting on Tuesday, March 14, 2017 at 9:30 am in Fairfield

Kennebec Valley Council of Governments (KVCOG) Comprehensive Economic Development Strategy Meeting on Tuesday, March 14, 2017 at 11:30 am in Fairfield

Kennebec Regional Development Authority Marketing Committee Meeting on Wednesday, March 29, 2017 at 2:00 pm in Oakland

Theatre Committee Meeting on Wednesday, March 29, 2017 at 6:00 pm

4. PUBLIC HEARINGS:

ORDINANCE 17-02: (Public Hearing) The Town of Pittsfield hereby Ordains to enact the Town of Pittsfield Retail Marijuana Establishments and Retail Marijuana Social Clubs Moratorium Ordinance.

The Public Hearing was opened. There was no one who wished to speak for or against Ordinance 17-02. The Public Hearing was closed.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Cianchette** that Ordinance 17-02 be adopted.

The Town Manager noted at their 02/07/2017 Town Council Meeting, the Council scheduled a public hearing for the 02/21/2017 meeting for consideration of the moratorium ordinance.

At their 01/17/2017 Town Council Meeting, the Council approved by Emergency Ordinance the Town of Pittsfield Moratorium Ordinance on Retail Marijuana Establishments and Retail Marijuana Social Clubs. This Ordinance became effective on 01/17/2017. This Emergency Ordinance will expire in 60 days so it would be prudent to start the process in order to enact the Ordinance by regular means.

The Legislature has enacted with the Governor signing the legislation which puts all licensing on hold until 02/01/2018 at both the State and the municipal level at this time. The statute also prohibits retail purchases and retail edibles prior to that date. The Town Attorney has recommended continuing with the regular Ordinance process so that we have the Moratorium on the town's records for the regular 180-day period.

Councilor Strom questioned if this Ordinance is necessary seeing the State has pushed things out until February of 2018. The Town Manager noted that the Town Attorney states that it is good to do as you never know what might happen at the Legislature.

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

Town Manager's Report: Town Council Meeting of 02/21/2017:

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

2. Pittsfield's Birthday on June 19, 2019: The Town was incorporated on June 19, 1819 so our 200th birthday is coming up. READ Notice.

3. Nolan's H.E.R.O Foundation 2nd Annual Concert & Talent Show: This great event with a talent show for students will be held on Sat., March 4, 2017 at 7:00 pm at the Pittsfield Community Theatre. The Theatre is proud to have this fun community event at its facility at 137 Main Street, Pittsfield. This will be an evening of music and local talent. All proceeds benefit Nolan's H.E.R.O Foundation. There will be performances by Riff Johnson and Sierra & Jared. Prizes are 1st place \$313; 2nd place \$213 and 3rd place \$113. \$7.00 Adults and \$5.00 students. Please e-mail Ray@NolanHEROFoundation.org to register for the talent show by Feb. 28, 2017.

4. Upcoming events: It's Economic & Community Development in Pittsfield every month!

Seabrook Valley Chamber of Commerce Annual Banquet on Wednesday, February 22, 2017 from 5:00 pm - 8:00 pm at the MCI Cafeteria

Central Maine Egg Festival Planning Meeting on Thursday, March 09, 2017 at 6:30 pm in the Council Chambers - come with your ideas for the 45th Annual Event for new items and also help keep the traditions alive!

Pittsfield Community Theatre Fundraiser - Offered at the Bake-off - performed by the Levi Stewart Community Theatre on Saturday, March 18 at 6:30 pm at the Theatre located at 138 Main Street. Doors open at 6:30 pm; play starts at 7:30 pm. Tickets are \$7 each.

Central Maine Egg Festival Planning Meeting on Thursday, April 13, 2017 at 6:30 pm in the Council Chambers - help plan the 45th Annual Egg Festival.

Business Resources Night - Date TBA pending Gym Reservation at Warsaw Middle School. This is a great event at which businesses can come to display their products, exchange business cards and network with other businesses while meeting with resource providers for financial assistance and technical assistance. Usually starts with networking at 6:00 pm; agenda at 6:30 pm with a speaker. The public is invited to come meet its businesses. This is a regional event.

Central Maine Egg Festival Planning Meeting on Thursday, May 11, 2017 at 6:30 pm in the Council Chambers - very important for people to volunteer!

10th Annual Regional Job Fair on Wednesday, May 17, 2017 from 3:30 - 6:30 pm in the Warsaw Middle School Gym & Cafeteria - find a job and/or pick up resources. This is the 10th Regional Job Fair for Kennebec and Somerset Counties as well as Sebec Valley. Generally, we have over 50 employers and resource providers. Most of the participants are employers. We can have anywhere from 202 job seekers to over 500 job seekers. It will depend upon the year.

Central Maine Egg Festival Planning Meeting on Thursday, June 8, 2017 at 6:30 pm in the Council Chambers - we are on the countdown now!

45th Central Maine Egg Festival on Monday, July 10 - Saturday, July 15, 2017 with activities each day and in conjunction with the Greater Pittsfield Area Kiwanis Club Carnival on Wednesday, July 12 - Saturday, July 15. Yes, there is an extra day of Carnival this year for the first time in 45 years!

Lots of ways to volunteer. Contact Kathryn Ruth, Town Manager at the Pittsfield Town Office (487-3136) or townmanager@pittsfield.org

5. Library news: Read NOTICE from Library.

6. Tax Acquired Property Sale Coming Right Up: Read NOTICE.

Ordinance Committee: No Report

Recycling Committee: The Recycling Committee met on 02/15/2017. We have an action plan in place that we are tweaking as we go. We are keeping on task. We are working on updating a handout that will be available to residents. We are discussing opening the Trash

to Treasure building in April. We need to check the building over before we open. We discussed food waste and how to remove it from the waste stream. It would be a huge savings and could produce energy. We discussed recycling statistics and getting more accurate information from businesses. Chris Faria will be rejoining the group. We also discussed Earth Day/Arbor day and additional signage at the Transfer Station.

Finance Committee: No Report.

6. NEW BUSINESS:

RESOLUTION 17-23: Resolved that the Town Council authorize Town Councilor “Twinkle” Marie Manning to take the lead in creating a Regional PEG station, namely SVTV (Sebasticook Valley Television Station), beginning first as a mobile station, and working towards a fixed location as funds become available.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Donahue** that Councilor Marie Manning abstain from the vote.

VOTE: UNANIMOUS AYE

Moved by **Councilor Strom** and seconded by **Deputy Mayor Nichols** that Resolution 17-23 be adopted.

The Town Manager noted Councilor Manning has proposed to re-establish a public access station for Pittsfield. Twinkle has background knowledge from her work which would be helpful in moving this project forward. Establishing the station so that it is sustainable will involve several steps including determining (1) the method of operation; (2) the entity/group that would perform the work; (3) the type of activities to be filmed/produced, how they will be produced and the cost involved; and (4) how to pay for the services. Determining how to pay for the services will involve discussions with a variety of groups, entities and/or others as well as discussions with the cable company. It is very important to determine how the station can be sustained.

We discussed the project at length and its complexity, determining that it would be good to have a discussion at a Council Meeting on the subject as well as to have a concept vote on the record if the Council decides to move forward. This would be helpful in providing a direction on the official record.

As of January 31, 2017, the Local Cable Access Reserve had a balance of \$15,580.58 which is unencumbered. The 2017 Cable Franchise Fee is budgeted each year in the revenue budget, therefore, the fee is encumbered for 2017. This year, the account is budgeted for a projected revenue of \$22,136.

There are many benefits in having a public access station for the Town government and the community.

Councilor Manning noted this project has been in the works since 2015. We have reviewed sample contracts that are mutually beneficial with checks and balances. One of these will be always having a Town Councilor on the Board. With an operational TV station we have the ability to perhaps get a higher percentage than 3% and be able to get equipment and technology to broadcast. The contract we currently have is very old and it will need to be renegotiated. Marie noted that the FCC does not regulate these stations and we can not control what content people provide to run on the station. We can choose to run these in the later hours. The Town Councilors advised this is somewhat concerning as there are vile and nasty things people may choose to submit. Marie noted that this is freedom of speech which is very important. The channel can be online with live and archived programs. The Town Councilors had some concerns on the cost of the program. Councilor Manning noted with the money in the reserves we could have an internet station as soon as June. Deputy Mayor Nichols noted if we start small and it is successful more people will get involved. This could be a great community tool. The Town Councilors discussed all the programing options this would open up. There are also grants available for certain programing. Mayor Stackhouse noted that he would like to not put these grants on Kathryn as she is so busy. Committee members will be able to help with that. Councilor Manning noted this will be set up as a non-profit entity with her longtime colleague Mark McMinn. Councilor Margolskee questioned if this would be a conflict of interest. The Town Manager noted this would be reviewed by the Town Attorney to ensure protection for all parties. The Town Manager noted this is an exciting project that we can set up the way we want. We can have a proper contract and not a situation we walk into in which the equipment was owned by others. This will allow us to keep the equipment. If we negotiate a higher fee that cost is passed onto the subscribers. It was also noted that in this economy we have been using the franchise fees in the General Fund for Admin/Cable. Using this money will lead to a large deficit that will need to be dealt with. This is not a project that can be done this year with the Cable Franchise Fee as it is budgeted. The Cable Franchise Fee can be utilized in 2018 with the approval of the Town Council. The Town does have more than \$15,000.00 in reserve that can be used for this project for its capital needs. It might be possible to use the former PERS funds for this at some time. The committee requirements were discussed as well as possible bylaws that can help control tough situations. Councilor Margolskee requested a resume for Mark McMinn. Councilor Manning will come back with an action plan as well as providing resumes for Mark and herself.

VOTE: UNANIMOUS AYE

RESOLUTION 17-24: Resolved that the Town Council appoint a member to the 200th Anniversary Committee.

Moved by **Councilor Cianchette** and seconded by **Councilor Donahue** that Resolution 17-24 be adopted.

The Town Manager noted Don Hallenbeck is interested in being on the 200th Anniversary Committee. He advises: "As to why I should be on the Celebration Committee one of my ancestor's was a merchant in this town back in the Hoss & buggy days (his shop was across the St. from Town Office, Possibly somewhere along where Stein Park is now.), My Mom Worked in this town for CMP B4 I came along & my dad Worked in this town as both a

mechanic & oil truck driver (Hubbard's Inc. where old Drug Store used to be & up where animal Hosp, is now on Grove Hill & Staples when it was down behind MCI.). I'm Current VP of Hist. Soc. & acting curator as well as unofficial Town Historian, trying to pick up where Sanger Mills Cook left off aftah doing his book on Town History.”

Initial appointments were sought in the following areas:

1 member from: Town Council; MSAD#53; Maine Central Institute; business; and history.
4 members from the general public.

At the 02/07/2017 Town Council Meeting, the Town Council appointed the following to the 200th Anniversary Committee:

Marie Manning, Town Councilor
Howard Margolskee, Town Councilor
Jan Laux, Citizen
Jane Woodruff, Citizen
Barbara Pomeroy, Business

Don Hallenbeck is interested in the committee as he is very knowledgeable about history, one of the Committee's priority areas.

VOTE: UNANIMOUS AYE

RESOLUTION 17-25: Resolved that the Town Council appoint a member to fill the vacancies on the various Town Boards and Committees

Moved by **Councilor** and seconded by **Councilor Cianchette** that Resolution 17-25 be adopted.

The Town Manager noted Christine Faria has volunteered to be on the Recycling Committee as the seventh member to replace Anna Peterson who took a job down in southern Maine.

VOTE: UNANIMOUS AYE

7. DISCUSSION ITEMS:

Updates – Financial:

- A. Financial Reports as of 01/31/2017
 - 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 01/31/2017
 - 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: 8.33% of period; 8.4.% municipal, 8.1% municipal, water & sewer (depreciation and transfers done by Auditor so percentage will increase)

Revenue Collections Report: 8.33% period; 4.6% municipal, 5.2% municipal, water & sewer

Excise Tax Collections Comparison Report: For this period, \$6,626.85 behind 2016 collections at this time of the year.

State Revenue Sharing Comparison Report: For this period, \$415.30 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:

Sewer Project Update: North Main CWSRF Project: Reviewed the statistics on the expenditures as of 12/31/2016. Noted that there have been two sewer issues reported to the Town. We are working our way through the review process to determine exactly what is taking place.

Water Project Update: North Main and Hunnewell CWSRF Projects: Reviewed the statistics on the expenditures as of 12/31/2016. Noted that it is hoped that the Hunnewell and Peltoma Engineering project can move forward in the near future.

MDOT Bridge Project on I-95 North: Information has not been received from the State as of yet.

Potential Rail Passenger Routes Northward from Portland/Brunswick: Councilor Strom updated the Town Council on the progress of this study bill.

Ordinance Amendments Update: The Planning Board Meeting was cancelled due to the blizzard, therefore, this item was tabled until the March 2017 meeting.

Code Enforcement Violations Update: The CEO has not worked on the violations as of yet and will be requested to do so.

Police Chief Hiring Process: The timetable steps are very good, however, with all the backup from the blizzard, multiple staff out of work due to illness/other and a busier winter, this is one of the many projects to complete.

Recycling Program Enhancements: The Town Manager supplemented the Recycling Committee Report with the need for having the Recycling Action Plan and goals to move this comprehensive project forward.

2017 Pittsfield Spirit of America Award: The staff is working on the design for the plaque which will look really nice. If all comes together, the presentation will be held at the next Town Council Meeting.

8. REPORTS: Audience, Council

Audience: None.

Council:

Councilor Manning: Outback Farms has a community garden they host at their farm I wasn't aware of. I think this is a great way to create community. Anyone interested can contact Heather Holland of Outback Farms. I recently met with Donna from the Theatre. We discussed issues with the roof being the priority. If anyone is looking for a venue the Theatre would be great. Donna is a real caregiver to the Theatre.

Councilor Donahue: I am excited about Councilor Manning's project on the TV program. I was wondering if we will be having signs made for the bike event. The Town Manager noted that we have one sign but will be making more. I wanted to see about the recycling dumpster being emptied. It is so hard to get cardboard in. The Town Manager noted it can fill up in a couple of hours, however, is a great resource.

Councilor Margolskee: The snow removal was very slow, especially on the side streets. I had some concerns regarding emergency services and being able to access people. The Town Manager noted that the Town has front loaders that can be used as well as help available from Cianbro or Brent Newhouse if needed. Councilor Margolskee noted he was happy to see the TV issue moved to the front and getting that going again. People are driving so fast on Somerset Avenue and Hartland Avenue. Perhaps we can make up a deficit by giving out tickets. The Town Manager noted that all fines go to the State.

Deputy Mayor Nichols: I am glad we are picking up the banner for the TV station. Some of our elderly may have internet, but all of them have TV. This will be a great community service tool. The Deputy Mayor noted that he would be willing to help with the job fair this year. I wanted to note that Terry McGowan passed away the other day. He was a really nice fellow. I want to send condolences to the family.

Councilor Strom: I got a call from Chief Williams regarding a gas mileage bill that was coming in front of the legislature. There was always an exemption for Police and Fire vehicles, but that would have been changing to include these vehicles. I just wanted to advise that the bill was voted as ought not to pass. I was invited to visit the MCI Robotics Team recently. The device they built was amazing.

Councilor Cianchette: Marie, I will back you all I can on the TV station. We are fortunate to have someone with your talent in Central Maine. The Council will do all they can to support you.

Mayor Stackhouse: There are benefits to all these snowstorms. Snowmobile registrations are up, which in turn give the gas stations in Town business. The Pinnacle has been open nights and weekends. We even have a groomer which I didn't know. The snow removal wasn't the greatest this year but it was an overwhelming amount of snow. The sidewalks on Somerset Avenue are not plowed and this is causing kids to walk in the road. Please tell Public Works we need to get those done this week. Doug Tasker passed away last week. I want to send my condolences to the family.

9. EXECUTIVE SESSION:

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

Motion by **Deputy Mayor Nichols** to enter into executive session to discuss Economic Development, Disposition of Property and Acquisition of Property under Title 1, Section 405, 6.C. at 8:37 p.m. The motion was seconded by **Councilor Cianchette**.

Motion by **Deputy Mayor Nichols** to return to regular session. The motion was seconded by **Councilor Manning**. The Town Council exited executive session at 9:06 p.m.

10. ADJOURNMENT

Motion by **Deputy Mayor Nichols** and seconded by **Councilor Cianchette** that the meeting be adjourned at 9:07 p.m. All in agreement.

VOTE: UNANIMOUS AYE

Nicole Nickolan, Town Clerk