

MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, April 4, 2017 at 6:30 pm in the Council Chambers.

PRESENT: COUNCILORS: Robert Stackhouse, Timothy Nichols, Scott Strom, Marie Manning, Heather Donahue and Howard Margolskee. **ABSENT:** Michael Cianchette. Also present: Town Manager Kathryn Ruth and Town Clerk Nicole Nickolan. Audience members: Peter Logiodice IV, Terri Hall, Ben Hall and Jason Tardy.

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 March 21, 2017.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Strom** that the minutes of the Regular Meeting held on March 21, 2017 be adopted.

VOTE: UNANIMOUS AYE

3. PRESENTATIONS, CONGRATULATIONS AND INTRODUCTIONS:

Meeting with SAD #53 Superintendent Jason Tardy re: SAD #53 proposed preliminary budget for the period of July 1, 2017 – June 30, 2018.

Superintendent Tardy was in attendance to update the Town Council on the progress of the School Budget. Mr. Tardy reviewed the preliminary numbers for the School Budget. Fixed cost drivers were discussed as well as items that were considered and cut. The district is still waiting for a definitive number on the healthcare increase. It can be anywhere from 0% to 9 3/4%. It is currently listed with a 7% increase. The school is hoping that the total budget increase will come in around 6% but will know more when the actual healthcare numbers come in, which are expected this week.

The Town Council and Town Manager thanked Superintendent Tardy and the School Board members for attending the meeting to update them on the school's budgetary issues.

Community and Economic Development Activities and Events:

Events being planned:

Business Resources Night on Tuesday, April 25, 2017 at Warsaw Middle School Gym in conjunction with the Sebecook Valley Chamber of Commerce

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

Seabcooke Valley Chamber of Commerce Networking Breakfast on Wednesday, May 24, 2017 from 7:00 am – 9:00 am (approximately) at the Newport Public Works/Public Safety Facility

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:

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. 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. The Town was advised that once the project starts up in Spring, it will be completed quickly. At the Planning Board Meeting on 03/13/2017, we were advised that the facility would be open by June 15, 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. 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 on-going.

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.

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 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 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.

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 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. In February 2017, information was received and with the review of the information, it was determined that additional details are needed. Acquiring the additional information is underway.

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. The State of Maine called about the building in late February 2017.

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 and it is believed that this project was put on hold or cancelled.

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:

Seabasticook Valley Chamber of Commerce Business Networking Committee on Wednesday, March 8, 2017 at 4:00 pm at the Chamber Office 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 (Re-scheduled due to storm)

HealthySV Coalition Meeting on Wednesday, March 15, 2017 at 9:00 am (Re-scheduled due to storm)

Kennebec Regional Development Authority (KRDA) FirstPark Special Executive Committee Meeting on Thursday, March 16, 2017

Upcoming Meetings:

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

Kennebec Regional Development Authority General Assembly Meeting on Thursday, March 30, 2017 at 5:00 pm in Oakland

4. PUBLIC HEARINGS: NONE

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

Town Manager's Report: Town Council Meeting of 04/04/2017:

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. Grow Your Own Organic Garden: A free class with Tom Roberts will be held at the Pittsfield Public Library on April 5, 2017 from 6:00 – 9:00 pm. To sign up, please contact info@mffm.org or call 487-7114 which is the Maine Federation of Farmers Markets.

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

4. Somerset Cultural Plan Surveys: Today the Town received notification of the surveys that are available through the Somerset Cultural Plan Committee of the Wesserunsett Arts Council.

The Wesserunsett Arts Council and Main Street Skowhegan are gathering information about cultural resources in Somerset County, including those related to recreation, agriculture, the arts, history, community, and more. We'll use the information to craft a cultural plan that will leverage and promote those resources to help drive tourism to the region and boost the economy.

Whether you live, work, or just spend time in Somerset County, your feedback is essential! Please help shape the cultural plan by taking a few minutes to complete the [Public Opinion Survey](#).

There is also an [Artist & Performer Survey](#) and a [Business & Cultural Organization Survey](#) for those who fit those categories. You may fill out as many of the surveys as apply to you.

Each survey takes 5-10 minutes, and by completing the Public Opinion Survey you will be entered into drawings for artwork from local artisans! Winners will be announced in May.

5. Anniversary Committee Meeting to be held on April 7, 2017 at 12:00 noon:

The next meeting of the 200th Anniversary Committee will be held on Friday, April 7, 2017 at 12:00 noon in the Warren Community Room. Please bring a brown bag lunch! The meeting will continue with brainstorming and exchanging ideas.

6. Central Maine Egg Festival to be a "Musical Egg-spression" for its 45th Year:

Central Maine Egg Festival Planning Meeting on Thursday, April 13, 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!

The 45th Year Egg Festival will be held on Monday, July 10 - Saturday, July 15 with the Kiwanis Karnival expanded to 4 days for the first time in our history. The Karnival will be here Wed., July 12 - Sat., July 15.

Our 45th Year Egg Festival will be exciting and such a dynamic event needs an equally dynamic theme. We received an amazing number of entries for the Egg Festival Theme - in fact, more than we have ever received for all of our past contests. The Egg Festival Committee chose the theme idea submitted by Kathryn Miller of Pittsfield. The 45th Egg Festival theme will be "Musical Egg-spression". Kathryn is a musician and piano teacher so she is very excited to join in the fun this year!

Please join our volunteers on April 13, 2017 to brainstorm ideas and activities to plan out this year's celebration. We need help to have a great Egg Festival and keep this tradition alive. You do not have to be on the Committee, just drop by to help out on some important projects and/or to find out how you can join in on an activity or event of interest. There will be a lot of "musical egg-spressions" this year! If you would like to volunteer, but cannot make the meeting, please contact Kathryn at the Town Office (487-3136) or townmanager@pittsfield.org

7. Agenda Items for the next Council Meeting:

We will have two consideration of approvals to file grant applications which will be for a Police Byrne JAG grant which will be through Somerset County for smaller police equipment items and a Safety Grant for items to be used by the departments. This time we are looking for some items for the fire department for the fire and accident scenes.

Ordinance Committee: The Ordinance Committee met tonight before the meeting to discuss proposed changes to the property maintenance code. The Planning Board sent a list of changes to the Ordinance Committee for review. Councilor Donahue and Mayor Stackhouse reviewed the information but still had some questions. This information will go back to the Planning Board with the proposed changes. This item will be on the Council agenda at some point in the near future.

Recycling Committee: No Report. **Finance Committee:** No Report.

6. NEW BUSINESS:

RESOLUTION 17-31: Resolved that the Town Council Adopt the Proclamation for the Mayor to sign proclaiming April 30 as Pay It Forward Day.

Moved by **Councilor Donahue** and seconded by **Councilor Manning** that Resolution 17-31 be adopted.

The Town Manager noted the Town Council received a copy of the sample proclamation submitted by Jane Woodruff. The official proclamation with Pittsfield's name was available at the Town Council Meeting for the Mayor's signature.

VOTE: UNANIMOUS AYE

RESOLUTION 17-32: Resolved that the Town Council authorize the Town Manager to execute a contract with “Twinkle” Marie Manning on behalf of SVTV (Sebasticook Valley Television Station) to re-establish the existence of Public Access Station channels in accordance with the Pittsfield Code Chapter 14 Cable Television Ordinance and Section 622 of the Cable Communications Act. The Town will provide SVTV the funds designed for the PEG station, in the Cable Access Reserve Account, to the amount of \$15,500.00, such funds to go toward capital expenses of the station including building a comprehensive website and purchasing equipment.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Strom** that Resolution 17-32 be adopted.

The Town Manager noted the Town Council received a copy of the two agenda items were filed by Councilor Manning for this meeting. In discussing the items, the Resolution to write a check to SVTV from the economic development funding account for start-up operating expenses has been withdrawn for now as these funds are already encumbered for projects. The Town is using the remainder of the economic development funding account for its match for the CDBG Application for Economic Development grant funding for the Main Street sidewalk project, the Town does not have \$25,000 available for operations of SVTV. The reason why the economic development funding was proposed by Councilor Manning is that the cable franchise fee was encumbered as part of the budget for 2017. For the 2018 budget, the Council can pass a motion to budget the funds for SVTV solely.

There was no time available to obtain a legal opinion as the agenda and package needed to be compiled. The Town Manager did add the regular agenda item for the transfer and use of Reserve funding. The dollar figure was left blank as the reserve funds fluctuate each month.

The Town Council had a lengthy conversation regarding the proposed station. Councilor Manning noted that a fiscal sponsor will be used to start as the 501c3 process can take over a year. A DBA account can be set up with Skowhegan Bank. The Town Manager noted that a legal entity needs to be involved. We can get legal clarification from the Town Attorney if necessary on the legal entity if it is not clear with the final proposal provided. The Town Manager noted that the prior vote can be used to start discussions with the Cable Company, however, Councilor Manning wants this settled before starting the process. Councilor Donahue noted she is ready to vote tonight and would like to see this move forward. Councilor Margolskee agreed with Councilor Donahue, however, had some questions first. Councilor Margolskee said it would be best to have the budget breakdown first. Councilor Manning advised that a general outline was provided with the agenda item. The Town Manager noted that even a mobile station would work well and be an improvement. Councilor Strom asked if it is guaranteed the cable company will provide funds. The Town Manager noted we are required by the cable franchise agreement in affect to receive 3% of the revenues. She noted that this figure can differ, however, cable companies are supposed to make a yearly payment to the Town. Until this year, there has never been any problems. However, with the changeover in companies, we have not yet received the background documentation. The bottom line is that the Town has to receive a franchise fee. If there is a higher percentage paid it will be built into the people’s bills by the company.

Deputy Mayor Nichols noted that he does not want on vote no on this Resolution, as it is a worthwhile project. His question is if we are comfortable voting tonight. Councilor Manning noted that she would like to make sure that the Council is going to support this project and it is important to move forward as soon as possible. Deputy Mayor Nichols asked the Town Manager if she was comfortable with us voting tonight without a legal opinion and if there could be any harm to the Town? The Town Manager noted that a long-term plan for public access is a good idea. It is not so much a legal issue as the concern of how are we going to pay for it. The Town Manager advised that we may need to get clarification on the fiscal sponsor issue when we know more. As to your specific question, I would feel more comfortable calling it an investment so this is an investment for five years just like it was an investment with Maine Central Institute when the school ran the public access station. We invested each year until MCI decided that it was costing them too much to run the station. Each year, we received service for our investment which made it worthwhile as the citizens had programming. So this is an investment in our future for as many years as it works well which may be a few or many. The bottom line is that even a mobile station with on-line programming is an advancement over not using the public access station. The Town Councilors really liked this concept. The Town Manager advised that Councilor Manning should ask to be excused from voting and Councilor Manning requested to be excused.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Donahue** that Councilor Manning abstains from voting on Resolution 17-32 and 17-33.

VOTE: UNANIMOUS AYE
ABSTAIN: Councilor Manning

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Donahue** that Resolution 17-32 be adopted inserting \$15,500.00.

VOTE: UNANIMOUS AYE
ABSTAIN: Councilor Manning

RESOLUTION 17-33: Resolved that the Town Council authorize the Town Manager and Deputy Treasurer to transfer and expend up to \$15,500.00 from PITT #14 (G 1-618-00) Cable Access Reserve for the capital expenses of the Seabasticook Valley Television Station (SVTV).

Moved by **Councilor Donahue** and seconded by **Deputy Mayor Nichols** that Resolution 17-33 be adopted inserting \$15,500.00

VOTE: UNANIMOUS AYE
ABSTAIN: Councilor Manning

RESOLUTION 17-34: Resolved that the Town Council authorize the Town Manager and Deputy Tax Collector to issue notices of Tax Acquired Property Sale and place Tax Acquired Parcel out to bid as follows: Property Map 029, Lot 081 located on 235 North Main Street, Pittsfield, ME.

Moved by **Councilor Donahue** and seconded by **Councilor Margolskee** that Resolution 17-34 be adopted.

The Town Manager noted the background on the parcels that are now owned by the Town through tax or water automatic foreclosure was reviewed as well as the proposed low bid amount. 235 North Main Street was previously bid out with no bids received

VOTE: UNANIMOUS AYE

RESOLUTION 17-35: Resolved that the Town Council authorize the Town Manager and Deputy Tax Collector to issue notices of Water Lien Acquired Property Sale and place Acquired Parcel out to bid as follows: Property Map 029, Lot 023 located on 367 North Main Street, Pittsfield, ME.

Moved by **Councilor Donahue** and seconded by **Councilor Manning** that Resolution 17-35 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 17-36: Resolved that the Town Council accept the Finance Committee's recommendation that the proposal, including supplemental information of Androscoggin Bank with Portland Trust Company, be accepted by the Town for Checking Account Bank Services in response to the Town's Request for Proposals for a three-year period, with additional renewals at the option of the Town; and further to authorize the Town Manager to execute all necessary paperwork as recommended by the Town Attorney.

Moved by **Councilor Donahue** and seconded by **Councilor Manning** that Resolution 17-36 be adopted.

The Town Manager noted as reported at prior Town Council Meetings, the Town Council has received updates on the process as the Finance Committee has vetted the proposals received in response to the Request for Proposals.

Considerable due diligence has been conducted. The entire file which is comprised of over a foot of materials, were available at the Town Council Meeting.

In summary, the Town received proposals from 6 financial institutions. Interviews were extended to five financial institutions as one did not answer all the questions nor complete the correct request. All banks were well prepared for their interviews. The same questions were asked of all banks and then specific questions were asked of the banks based upon their presentations and materials. One bank was unable to accommodate a variety of needs.

Background was then conducted as well as supplemental information on four banking institutions. Androscoggin Bank with its partner facility, Portland Trust Company, has the highest rates and was very accommodating. As the bank does not have a branch in town, Androscoggin agreed to pay for the cost of deposit services at an in-town facility. This is needed for cash deposits. The checks can be put by the staff through a check machine similar to those at the banks.

We had put out a Request for Quotation to the in-town banks, which is limited to three that could bid. The least costly and the one that was quite agreeable to provide deposit services only was Skowhegan Bank.

The RFP was not limited to in-town banks for the RFP for Bids for the Checking Account and Option for the Pittsfield's Future Account as we did not want to limit the banks that could bid and also to not have such a small pool that it was not as competitive as it could have been. This was a very competitive process.

Androscoggin Bank has compiled a great transition plan. It usually takes 2 months to move over to another facility completely as we need to clear out all the checks. However, we can start within 2 -3 weeks once all the documents are approved for signature by the Town Attorney. The bank proposal with its supplemental information requested was provided to the Town Attorney for review. The Town Attorney was comfortable with the documents.

VOTE: UNANIMOUS AYE

RESOLUTION 17-37: Resolved that the Town Council accept the Finance Committee's recommendation that the Town Manager be authorized to enter into an agreement with the in-town bank which provides the best proposal for cash depositing in response to the Town's quotations solicited which was Skowhegan Bank for a three-year period with additional renewals as negotiated.

Moved by **Councilor Donahue** and seconded by **Deputy Mayor Nichols** that Resolution 17-37 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 17-38: Resolved that the Town Council consider the offer of funding from the State of Maine as described in the Notification of Approval for 2017 Drinking Water State Revolving Loan Funding (DWSRF) project funding for Phase II Construction – Hunnewell Avenue Water Main Replacement and to regretfully decline the funding offer from the State of Maine due to the inability of the Town to be able to make another large debt service payment at this time.

Moved by **Councilor Strom** and seconded by **Councilor Margolskee** that Resolution 17-38 be adopted inserting: to regretfully decline the funding offer from the State of Maine due to the inability of the Town to be able to make another large debt service payment at this time.

The Town Manager noted as discussed at prior Town Council Meetings, it is very hard for the Town to qualify for Drinking Water State Revolving Loan Funding as our water rates are lower than the average for the State of Maine. In the case of the North Main Street (Grove Hill) Project, we scored higher as the main had over 30 bands in a small stretch and supplies the Grove Hill tank and hospital facilities. Therefore, we were awarded a project over \$1 million in value. We certainly did not expect to be offered a second large project, again over \$1 million dollars in such a short period of time.

Our past strategy, which we have utilized several times, is to absorb the new debt service payment and monitor this for 2-3 years or more as needed to make sure we are all set with revenues prior to issuing more debt and having to absorb another payment. Our intent was to make sure that to the best of our ability, we did not create the need for a rate increase due to the economies in this area of the State.

However, we are being offered a second large project for Hunnewell Avenue and Peltoma Avenue to provide for a backup main for the water supply and a replacement main.

I reviewed the water revenues over last weekend to further review the revenue generation and collection trends. The new Dunkin Donuts will have some impact on our collections which is yet to be determined. The bottom line is that my opinion remains the same that we cannot afford another new debt service payment at this time without a rate increase which we did not want to have.

The offer from the State of Maine was provided in the Council package.

VOTE: UNANIMOUS AYE

RESOLUTION 17-39: Resolved that the Town Council approve the renewal of the Special Amusement Permit for the Broken Putter Restaurant & Lounge at 382 Hartland Avenue, Pittsfield, Maine 04967.

Moved by **Councilor Donahue** and seconded by **Councilor Margolskee** that Resolution 17-39 be adopted.

The Town Manager noted this is a housekeeping item and a renewal application.

VOTE: UNANIMOUS AYE

7. DISCUSSION ITEMS:

Updates – General:

Water and Sewer Projects/Issues:

The Assistant Water/Sewer Superintendent Scott Noble indicates that the Department is staying busy doing:

Their normal daily duties.

Working with the Public Works crew on snow removal.
We dealt with a couple water loss issues, on Leighton St. and Third St.
Cleaning at the garage.
Updating our Safety Manual and SDS.(Safety Data Sheets for Global Harmonization)
Getting vehicles and equipment serviced.
Planning summer projects.

DEP Stormwater and Exclusion Permits:

Still working on the Airport Stormwater Permit which should be done on Friday of this week for submittal.

MDOT Bridge Project on I-95 North and the Pittsfield Recreational Trail:

The Town has learned that the information from a contractor was not correct. There is no specific decking project for the bridge over the Recreational Trail. That bridge is still coming out. Robbin Lanpher is the MaineDOT Resident Engineer for the project and will be the primary MaineDOT contact. The Three bridges were awarded to CPM Constructors of Freeport, ME on January 20, 2017. The scope of work is still to remove the bridge over the rail trail and replace it with a “large tunnel” with solar lighting. The other two bridges north of the rail trail will have the concrete decks completely replace. The Contractor has just begun making submittals for the project. A Preconstruction Meeting will be scheduled in the very near future. The Contractor is scheduled to begin work at this point sometime around October 2, 2017 and the project will be completed by July 30, 2018. The Resident Engineer has noted that he will keep the Town updated as he learns more.

Police Chief Recruitment Process:

As a Police Chief’s position is very important for a community and we have not advertised for this position for a very long time, it was important to get the word out. Advertising is very expensive so we have spent around \$2,000 now for small ads and the related internet postings for ads in the Rolling Thunder, Bangor Daily News, The Portland Sunday Telegram with its Monster Recruitment, Jobs in the Us.com and a very inexpensive web posting for Minorities which goes out to 145 websites. The applications are coming in from across the U.S. I will establish a pay range because if we are going to invite people to interviews from other states, we need to tell them an upper limit before they spend money to come there. We can emphasize quality of life issues because people who can retire from a first job or young families looking for a safe environment will be attracted here.

2017 Budget Update:

We have budgetary issues in several departments already due to the winter weather and two blizzards for what were beyond what unexpected expenses would be – Public Works, Municipal Building and the Airport. Extensive overtime for the Public Works Department. Cleaning off the MB roof which had to be done as the roof is failing so if we have huge snowstorms two in a row, I had to have the work done by a professional company. The Airport as they work all week with the Loader to haul away snow from the storms and Public Works was unable to deal with getting a contractor for the airport. The PW Foreman was asked by the Airport FBO to obtain a contractor; however, it was in the wintertime and rather late to hire a contractor as they already had their work booked. The Theatre also has

spent a lot on snow removal, however, we had planned for it.

As you know from the monthly expense and revenue financial reports, the expenses are coming in overall on target for the month as we have cut back so the budgets that are over expended are being balanced out with those that are trying very hard to save money. The revenues are coming in very under budget.

I am in hopes that this will work itself out, however, if it does not by May, we will need to install a budget freeze which is for all items that are not mandatory.

8. REPORTS: Audience, Council

Audience:

Peter Logiodice IV: Questioned how to get copies of the proposed Ordinance changes. Copies were available at the meeting and provided to Peter.

Council:

Councilor Manning: I am looking forward to sheparding the TV station. Congrats to Ray & Amy and thank you for bringing ice cream back to Town. The 200th Anniversary FB page is getting a lot of traffic. I recently went to Foxcroft Academy for Maple Syrup Day. They had a Town fundraiser by hosting the event. Maybe this would be a way to funnel money into our budget. I want to thank all the staff upstairs. They all work so hard and always keep a smile on their face. I don't know how they do it!

Councilor Donahue: It is exciting that Ray has bought Big Bills. I will put the BikeME event on my calendar.

Councilor Margolskee: No Report.

Deputy Mayor Nichols: No Report.

Councilor Strom: The MCI Robotics Team did extremely well. They have moved to the next round but have no funding. There is a GoFundMe page if anyone is interested in donating. The passenger train proposal funding study was not approved, so that project will not be going forward.

Councilor Cianchette: Absent.

Mayor Stackhouse: No Report.

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 8:47 p.m. The motion was seconded by **Councilor Strom**.

Motion by **Deputy Mayor Nichols** to return to regular session. The motion was seconded by **Councilor Manning**. The Town Council exited executive session at 9:15 p.m.

10. ADJOURNMENT

Motion by **Deputy Mayor Nichols** and seconded by **Councilor Donahue** that the meeting be adjourned at 9:16 p.m. All in agreement.

VOTE: UNANIMOUS AYE

Nicole Nickolan, Town Clerk