

MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, June 19, 2018 at 6:30 PM in the Council Chambers.

PRESENT: COUNCILORS: Mayor Michael Cianchette, Deputy Mayor Robert Stackhouse, Matthew Bolster, Timothy Nichols, Howard Margolskee and Caleb Curtis. **ABSENT:** Heather Donahue. Also present: Town Manager Kathryn Ruth, Assistant Water/Sewer Superintendent Scott Noble, and Police Chief Harold V. Bickmore. Audience members included Don Hallenbeck, Jan Laux, Peter Logiodice, Peter G. Vigue, Scott Strom, Michael LeBlanc, Alex Oakes and John Chadwick.

1. **Mayor Cianchette** 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 June 5, 2018.

Moved by **Deputy Mayor Stackhouse** and seconded by **Councilor Bolster** that the minutes of the meeting held on June 5, 2018 be adopted.

VOTE: UNANIMOUS AYE

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

Community and Economic Development Activities and Events

Events Scheduled:

46th Central Maine Egg Festival scheduled for Monday, 07/09/2018 - Saturday, 07/14/2018

Updates:

Report on New Business Activity & Opportunities in Pittsfield:

A. General:

Two projects involving building/s are under review. One requires state and federal permits for renovations to a building that is currently unoccupied. This has become increasingly difficult as the State of Maine is having trouble obtaining the information from the federal government on the designation that is needed. Numerous discussions have taken place culminating in a recent discussion with the prospective business owner and State representatives regarding eligibility. The Town is awaiting the results of the discussion which will determine if the project will move forward or not. Additional paperwork has been submitted in support of the project. If the project can move forward, the Town will be assisting the prospective business owner with local permitting options. The other project would be in the future involving 1-2 Industrial Park Expansion lots for the construction of a new building.

Bangor Savings Bank plans to move into the former TD Bank location in 2018. The opening date has been announced as Monday, July 2, 2018. The current Bangor Savings Branch will close on Friday, June 29,

2018 and then open on Monday at the new location. Contractors have been working in the building for several weeks.

The **Community Development Block Grant Project for Innovative Specialties LLC** has started in the Industrial Park Expansion. This was a \$260,000 grant toward the cost of the new Manufacturing Facility. The foundation is in and the building has begun. As of April 25, 2018, the timbers for the roof were up and in May, the building had been framed in. The project is moving very quickly.

The Town was formally awarded a **Community Development Block Grant for Economic Development for the Main Street Sidewalk Project** on Wednesday, November 15, 2017. This will be a good project for the downtown. We have a group of volunteers ready to work on the project once the State of Maine starts moving forward with a plan for the Main Street Road Work. The State has not officially started the project yet. We need the State's schedule so that we can match with it appropriately. The bid specifications for the engineering consultant for the project have been drafted and were forwarded to the Maine Department of Transportation for review and approval.

The Northern Regional Border Commission Grant project is now underway with the issuance of the Request for Qualifications for Engineering for the Madawaska sewer main project. In June 2017, the Town asked for guidance from the federal government on this project and has been awaiting a response. After notifying the federal government agency in charge of the grant that the project has changed from an industrial complex as indicated in the grant application, the Town has been awaiting written confirmation that the project may proceed forward. The Town also filed for an amendment to the project. We had been checking on our request on a regular basis. Written confirmation was received on Tuesday, May 22, 2018 and interviews were scheduled with the interested engineers on Wednesday, May 23, 2018. An engineer was hired at the Tuesday, June 05, 2018 Council Meeting.

The Pittsfield Economic Expansion Corporation (PEEC) will be meeting on Monday, June 25, 2018.

4. **PUBLIC HEARINGS/OLD BUSINESS: NONE**

5. **REPORTS:**

A. COUNCIL COMMITTEES:

FINANCE & RECYCLING: No Report.

ORDINANCE COMMITTEE: This Committee consists of Michael Cianchette, Robert Stackhouse and Heather Donahue. A reminder was issued that we will be meeting in August so that everyone can participate. It will take that long to obtain the recommendations from the Planning Board on any proposed changes to the Home Occupations section of the Zoning Ordinance as requested of the Code Enforcement Officer and the other items that we will be studying. As you will recall, we are combining items unless they are time-sensitive as it will save time and legal advertising costs.

Shoreland Zoning Ordinance (Updated ordinance per State, no deadline set yet)

Sewer Use Ordinance (Asked to have reviewed)

Roundup Pesticide Ban on Public Properties (Asked to have reviewed as well as total ban)

Zoning Ordinance, Home Enterprise Language (to be reviewed at the next regular Planning Board meeting per a request)

B. BOARD AND COMMITTEE UPDATES BY TOWN COUNCILORS AND MANAGER

Bicentennial Committee: Council Margolskee advised of the results of the June 6 Committee Meeting. One group has met on the quilting show which had very good attendance. There will be an update on the Boat Launch project. Due to the property and the steep grade, the boat launch will be narrow, however, be available for both motorized and non-motorized boats. He explained that the grant was due on 07/25/2018 and the application is tedious and very detailed. The Town may not get all of the funds that would be requested and there is a lot of competition. If successful, the project could not start up until later this year. There are a number of folks who are interested in helping and supporting the project so it is hoped that it can be built without the grant. If for example, the cost of the project is \$10,000 in materials, the plan would be to push forward with Kleinschmidt and be able to use it sooner. If it is significantly more expensive, it would be prudent to file for the grant. He explained the grant requirements.

C. TOWN MANAGER'S REPORT

Town Manager's Report: Town Council Meeting of 06/19/2018:

1. UU Meeting House Presentation & Invitation to Participate: Holly Zadra will be attending the Town Council Meeting on July 17 to provide an update on the results of the discussion on June 15 and June 16 at the Meeting House on The Nordic Culture House Model and Design Lab.
2. I-95 North and Southbound in Pittsfield: After months of bridge work on I-95, both lanes are open. There will be periodical closures as work is finished on the three bridge projects. With the work being finished, the new Recreational Trail or Rail Trail span is open. It also looks quite large.
3. Snakeroot Bridge: MDOT has announced that the Snakeroot Bridge will be closed effective this morning for up to 56 days to rebuild the deck.
4. Primary Election: The Primaries and Referendums usually do not draw out many people. For example, the Primary on June 10, 2014 brought out 296 people. The Referendum on June 13, 2017 brought out 126. The count for June 12, 2018 was 618 voters so we were more than double the last Primary. It was good to see so many people. It was steady so that was good.

We had handouts out in the back area which is a really good way to get information to people. Of the 9 handouts everything was picked up with the new Recycling Brochures flying off the table.

5. Pittsfield Summer Recreation Program: Our Recreation programs will begin on June 25th or June 26th: Monday, June 25 will be: Soccer, Tennis, Arts & Crafts, Cheering and Swimming Lessons for Session 1 (4 weeks). Session 2 of Swimming Lessons will start July 23 for 4 weeks.

Tuesday, June 26 will be Basketball and Field Hockey.
Golf will start on Tuesday, July 3 at JW Parks Golf Course.

We would like to thank Warsaw teacher Jenn Saucier and her class for holding a fundraiser for scholarships for students to attend Pittsfield Recreation. The students raised \$650.00 to help send students to our summer programs.

Some day camps will be announced shortly which will be very popular with the children.

6. 2018 Summer Concert Series: This will be published in the Town Manager's Report. This series starts on July 12 in Manson Park during Egg Festival week with Yellow Brick Road, an Elton John Tribute Band. The schedule includes Phat Burger Deluxe, Meghan Clark, Cold Engines, Pete Kilpatrick, Riff Johnson, Denny Breau and Studio Two, all sponsored by local businesses.

7. 2018 Egg Festival Concert Series: This will be published in the Town Manager's Report. This week includes Riff Johnson, Open Mic hosted by Riff Johnson, The Wildwoods Band, Harold J. Crosby Community Band, Sus4, Seabasticook Valley Community Band, Paul Page, Sidney Morton and friends, Steve Dunphy and The Resistance.

8. Pittsfield Community Theatre Movie Line-up: This will be published in the Town Manager's Report.
June 15-21 BOOK CLUB PG-13: Matinee Sunday June 17 at 2 PM no evening movie
June 16 THE COKEVILLE MIRACLE PG-13: PLAYING AT 2 PM, FREE TO THE PUBLIC
June 22-28 SHOW DOGS PG; Matinee Sunday June 24 at 2 PM no evening movie;
Matinee Wednesday June 27 at 10 AM also plays at 7:30 PM
June 29-July 9 SOLO: A STAR WARS STORY PG-13; Matinee Sunday July 1 & 8 at 2 PM no evening movie

9. Crosswalk Painting: Painting continues focusing on Somerset Avenue, School Street and Main Street. The new striping machine is wonderful. That was a recommendation to the Public Works Foreman back when he arrived in Town in 2015. He wanted to review all of the equipment needs first and I am so glad that this machine was purchased this year. It seems to be using less paint, staff like it and it will be interesting to see if the paint job lasts longer.

10. Mil Rate Comparison of Pittsfield vs. Communities in the State of Maine: I reported on this at the last meeting, however, two Councilors were absent and this is a very important item. Councilors had asked for information regarding how the Town of Pittsfield's tax rate matches up with other towns. While we always talk about how high our taxes are vs. other towns in the region and similar sized communities, we had not looked over the data for a few years. Many of us hear from the citizens about how our taxes are higher than other communities in the area, which is true, and how they do not want the taxes to increase. This has led to the Town having a lean budget and everything that goes along with that including having part-time department heads, relying on part-timers and community members work on items, lots of volunteers and committees and perhaps an overreliance on grants and special revenues.

The latest available data from the State of Maine is 2016. For 2016, there were 493 towns and plantations in the Bureau of Taxation's study. I did not extract plantations as some were higher or lower than the towns and I did not want to revise the official study. All tax rates were equalized so that all towns and plantations were at 100% full value so it is apples to apples. The Town of Pittsfield has the 58th highest tax rate in the State of Maine. Therefore, our tax rate is higher than 435 towns and plantations or higher than 88.2% of the plantations and towns. This is why we have been told to hold the line over the years and have not added staff, built new buildings or had lots of capital expenditures beyond grants and special revenue. Our auditors have noted that we are highly diversified on funding sources and have one of the most complex funding setups because we do not rely solely on tax dollars for everything. That is because we cannot. Over the last 15 years we have been fortunate to have had nearly \$20 million of federal and state grants as well as special revenues and discounted loans or low-interest loans. Our yearly budget is \$1.8

million dollars. Right now, we are working on several federally funded projects and likely will be adding the complex airport hangar project.

A copy of the 2016 study is available for your review this evening or after the meeting. When the 2017 study comes out, I will report to you on it.

6. **NEW BUSINESS:**

ORDINANCE 18-02 (Set to Public Hearing on July 17, 2018) That the Town of Pittsfield hereby ordains to re-enact the Town of Pittsfield Retail Marijuana Establishments and Retail Marijuana Social Clubs Moratorium Ordinance.

The Town Council re-approved the Moratorium on February 06, 2018, which went into effect on March 06, 2018. The 180 days will expire in early September. As we have one meeting per month scheduled in July and August, it would be prudent to schedule the Moratorium Ordinance continuation to public hearing at the July 17, 2018 meeting so that there is no gap in coverage. The Moratorium to be enacted is enclosed in the Town Council Package.

Moved by **Councilor Curtis** and seconded by **Councilor Margolskee** that Ordinance 18-02 be set to public hearing

VOTE: UNANIMOUS AYE

RESOLUTION 18-52: Resolved that the Town Council accept the bid of Knowles Industrial Services Corporation in response to the Invitation to Bid issued for the Seabasticook Street Culvert Repair and Crawford Road Bridge Repair, Pittsfield, Maine in the amount of \$110,680.00 for the Culvert Repair Bid for Seabasticook Street, being one of the two projects in the bid and authorize the Town Manager to execute the required contract and all other documents as necessary with change orders to come back to the Town Council for approval.

The Town Manager advised that originally, Plymouth Engineering had estimated that both projects could be completed for \$125,000 so we obtained financing for this and dedicated the funds to this project. However, we received one bid in the amount of \$166,410. The Seabasticook Street Culverts were bid at \$110,680 and the Mosher Bridge was bid at \$55,730. By dedicating the funds to Seabasticook Street, more can be accomplished. While it would be good to repair both projects, the project that is most essential due to deterioration and future work would be on Seabasticook Street. The Town just received another State inspection which indicates that there are holes in the bottom of the culvert. The Council Package included the bid notice, bid tabulation sheet and the bid received.

Councilor Margolskee questioned the bid pricing, which the Town Manager agreed was high. The budget provided to the staff is over two years old, however, it seems high. She advised that this may be because there is so much bridge work being competed now that there is not a lot of competition. On regular construction projects such as rebuilding roads or paving, it can help to re-issue the bid. There are a lot less contractors available for bridge work and culvert lining, therefore, it is not anticipated that re-issuing this bid will help. A lot of bridge work is currently underway in the State with multiple projects here in Pittsfield this year and scheduled for next year. Plymouth Engineering advised that the bidder is reputable and the paperwork is in order. During the 2019 budget process, we will need to determine how best to

proceed forward on the Mosher Bridge Project. At this time, there are no other funds of the magnitude needed to complete both projects.

Moved by **Deputy Mayor Stackhouse** and seconded by **Councilor Curtis** that Resolution 18-52 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 18-53: Resolved that the Town Council waive the bid Policy, Chapter 2, Administrative Code, Section 106 to accept the proposal of Axon Enterprise, Inc of Scottsdale, Arizona in the amount of \$10,400.00 for eight (8) Tasers with hardware and authorize the Town Manager to execute all necessary documents including the required quotation, purchasing plan and agreement.

The Police Chief advised that eight (8) tasers with all necessary hardware including the cartridges, will be purchased and then paid for over 5 yearly installments. The agreement/s require that we make an annual appropriation and pay for the payment that is due each year similar to a lease or lease-purchase.

The Town Manager advised that she received a request to sign a purchase order for 8 Tasers and to sign the quotation for \$10,400.00 from the Police Chief on June 6, 2018. She was unable to sign these documents as several other steps were required under our regulations. First, we needed to waive the bid policy as it is a sole source purchase, however, we had to conduct research to address how this fit under our Administrative Code, Town Charter and the State Law. We have not had a purchasing plan that allowed for items to be utilized now and then owned after several yearly payments were made which was not a lease or lease-purchase. After some research, the Town Attorney advised on June 12, 2018 that this is very close to a lease but is not technically a lease so we can move forward with a resolution or other paperwork steps.

Moved by **Councilor Nichols** and seconded by **Deputy Mayor Stackhouse** that Resolution 18-53 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 18-54: Resolved that the Town Council authorize the Town Manager to execute a State of Maine Department of Transportation Municipal Partnership Agreement regarding pavement on Madawaska Avenue

The Town Manager advised of the background. As discussed at the last Council Meeting when the engineering contract was authorized for the Northern Regional Border Commission Grant (NRBC) project for 1400 +/- feet of Sewer Main rehabilitation, the MDOT Capital Plan indicates that Madawaska Avenue will be paved. Upon contact with MDOT about this issue, we found that the paving company hired by MDOT is coming through Town shortly. MDOT has offered to skip the area of the construction on Madawaska and provide the funds MDOT would have spent to the Town to pave the road at a later date when the sewer project is completed. This way, the State will not go through to pave the road and then a few months later, the Town will dig it up. On this road, the sewer runs down the middle of the road so it would definitely affect the paved area. We have just received the offer from MDOT for up to \$27,000 to be available to the Town to pave more than originally proposed for our project. We would be required to pave 2150' linear feet to Route #2 including the legs of the triangle at the Route 100 intersection.

The Town Manager asked the Assistant Water/Sewer Superintendent to review the options. Scott Noble spoke of the ability of lining the sewer main on Madawaska rather than excavation. This is being reviewed right now. We are looking at trenchless sewer line installation, however, the engineer could not get Ted Berry company here until tomorrow. The State wants the answer by tomorrow. The Town was given two options by MDOT: Dig up the road if a construction bid is accepted for the sewer project and trench pave the new pavement; or receive funding from MDOT to pave the entire width of the road (which may not cover the entire cost of paving as we will not be bidding out the quantity of tonnage that the State would bid). Paving the entire width of the road is better than trench paving.

The Town Council, as well as the audience and the town staff were not happy with the State's request that we make an immediate decision. All of the information is not available. The Mayor stated that this was unreasonable. The Town Manager and Assistant Water/Sewer Superintendent reviewed the instructions received from MDOT. Pete Vigue stated that he was meeting with the Commissioner later this week and would discuss this issue as well as make a phone call tomorrow. He asked for the contact individuals at MDOT and requested the Town Manager advise him of the results that she receives when she sends an e-mail this evening.

Moved by **Councilor Margolskee** and seconded by **Deputy Mayor Stackhouse** that Resolution 18-54 be voted down.

VOTE: UNANIMOUS AYE

RESOLUTION 18-55: Resolved that the Town Council set the rate of interest to be charged on delinquent taxes for 2018 at 8.0% and the due date for payment of taxes at the end of the business day on Friday, October 18, 2018.

Moved by **Deputy Mayor Stackhouse** and seconded by **Councilor Curtis** that Resolution 18-55 be adopted.

The Town Manager advised that the next three agenda items are regular housekeeping motions each year based upon the State Law.

VOTE: UNANIMOUS AYE

RESOLUTION 18-56: Resolved that the Town Council set the rate of interest for overpayments for 2018 a 4% to conform with 36 M.R.S.A. Section 506-A.

Moved by **Deputy Mayor Stackhouse** and seconded by **Councilor Curtis** that Resolution 18-56 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 18-57: Resolved that the Town Council authorize the Tax Collector/Treasurer to accept prepayments or decline prepayment of taxes not yet committed or received prior to the due date and pay no interest thereon in accordance with 36 M.R.S.A. Section 506.

Due to a question from Councilor Bolster, the Town Manager advised that this motion saves the Town money in the cases when people pay ahead. She offered an example. With the constant change-over in mortgage companies or property owners having more than one mortgage on their property, the Town can occasionally receive more than one check to pay the taxes for an account and then have to send one back or rebate the additional monies paid. In addition, some tax bills will be overpaid which then becomes a prepayment for 2019 taxes. By this agenda item, the Town would not pay interest on the prepaid 2019 taxes.

Moved by **Deputy Mayor Stackhouse** and seconded by **Councilor Bolster** that Resolution 18-57 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 18-58: Resolved that the Town Council accept the recommendation of the Airport Committee, Fixed Base Operator and the Town Manager to hire Hoyle, Tanner & Associates as the Airport Engineering Consultant for the next Maine Department of Transportation Airport Consulting Period as the highest ranked consultant from the Request for Qualifications Process required by the Maine Department of Transportation **and authorize the Town Manager to execute the Airport General Consultant Agreement (AGCA) for the next Consulting Period of 5 years.**

The Town Manager advised that Hoyle, Tanner & Associates, the current airport consultant, was ranked much higher than any of the other proposals, therefore, under the MDOT process, the Town would choose the company. In addition, the firm can hit the ground running in a time-sensitive process as depicted by the FAA and MDOT at the mid-May Capital Improvement Plan Meeting.

Moved by **Councilor Nichols** and seconded by **Councilor Margolskee** that Resolution 18-58 be adopted as amended.

VOTE: UNANIMOUS AYE

RESOLUTION 18-59: Resolved that the Town Council authorize the Town Manager to execute the contract for Professional Engineering Services for the project of Environmental Permits for the Pittsfield Municipal Airport to include preliminary design, permits, final design for bidding, bidding and construction management for hanger development and construction under the Airport Improvement Program (AIP) Project No. 3-23-0036-01-____-2019 between the Town of Pittsfield and Hoyle, Tanner & Associates (HTA) after Maine Department of Transportation approval in an amount to not exceed \$100,000.00, such amount to be determined by the required Maine Department of Transportation Independent Review Process.

Councilor Curtis, who is also the Fixed Base Operator at the Airport and Airport Manager for operations, explained the process utilized by the Federal Aviation Administration and the Maine Department of Transportation. Basically, to accomplish the environmental work which will lay the groundwork to pursue the hanger, the environmental work must be completed this year and the Town is required to front the money. Since a hanger generates revenue, it is not covered under the FAA grant program. This means that the Town needs to utilize its yearly allocations plus other funds to pay for a hanger. An Airport can only

accumulate yearly allocations up to \$600,000 as funds must be used within a few years. This means that we can never have enough money for a hanger which we are now being told will cost around \$1.4 million dollars. The only option available at this time is to receive funds from other airports either through transfers of available funds that we do not have to pay back or to borrow money from other airports that have excess money they do not need and then pay them back when we get future allocations. MDOT will work with the airports that will be losing funds back to the FAA and Pittsfield to organize this. Transferred funds, such as those we received from other airports to crack seal several years ago do not need to be paid back whereas, loaned funds need to be paid back from our future allocations. We need to pay the airports back at the right time for their projects so that they don't get too much money at once and lose their money. This is the process that MDOT has available at this time to fund large projects which do not qualify for grant funding.

The Town Manager advised that a number of purposes can be achieved through this process.

1. The Town was able to successfully have the FAA required fencing project for the entire airport removed from the Capital Plan. This was a deterrent to growth due to the need to fund a massive project. This achievement allows the project of a new hanger for the airport to move forward. That hanger is being reviewed as a nested hanger with 6-8 units for potential leases.
2. For this project to move forward environmental permits are needed as the airport is approaching its maximum growth potential under state permitting.
3. It is cost prohibitive and cumbersome for individual prospective owners of hangers to obtain all of the permits required. This project would assist the independent developers in the future to fall under some of the Town's amended permits. The developers will still have to obtain their own specific permits; however, he/she will not have to deal with the overall master permits of the Town. A proposal to move a hanger to allow for the development of another hanger is under review.
4. This is the first time that the Town can apply for these permits under a project so it would be beneficial to apply now when we can and then be reimbursed by the FAA and MDOT at a later date. As noted previously, there is no written guarantee that the Town will be reimbursed, however, to the knowledge of MDOT, all towns/airports have been reimbursed to date.

There will be one grant application applied for no later than May 1, 2019 to include a reimbursement request for all engineering services for the hanger development and construction. While grant funding may be available in the next federal grant year beginning October 1, 2019, it is unknown at this point as to when the funding will be reimbursed to the Town.

The next step is to allocate the \$100,000 for environmental work as we were notified by FAA on May 22 that we need all permits in hand by December 31. We thought that the \$1.4 million was ridiculous. We did learn that it has extra paving added in and some realignment of taxi-ways/taxi-lines. With the notifications by the FAA and MDOT at the meeting, this is a time-sensitive project that needs to be a priority if we wish to proceed forward.

Moved by **Deputy Mayor Stackhouse** and seconded by **Councilor Curtis** that Resolution 18-59 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 18-60: Resolved that the Town Council authorize the expenditure of up to \$100,000.00 provided by the Pittsfield Economic Expansion Corporation (PEEC) for engineering services for the environmental permits and related services for improvements to the Town of Pittsfield Municipal Airport, including a proposed hanger, with such funds to be reimbursed to PEEC if and when funded through a grant application to the Federal Aviation Administration (FAA).

Michael Gray, Pittsfield Economic Expansion Corporation (PEEC) Director spoke of the economic development group's support of this project. The group will meet later this month to approve the use of the funds.

The Town Manager advised that PEEC has discussed the needs of the airport, which is an economic engine for the Town. As the environmental permits are needed for future growth as well as engineering services for preliminary design, final design for bidding, bidding and construction management, this is an economic development project. The Town will need to conduct the project in 2018 and then be reimbursed through a grant application being filed by May 1, 2019. There is no guarantee of funding, however, MDOT has not heard of any cases in which the Town/Airport was not later reimbursed. PEEC will need to vote at its next meeting to be called later this month on the following resolution:

Moved by **Deputy Mayor Stackhouse** and seconded by **Councilor Curtis** that Resolution 18-60 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 18-61: Resolved that the Town Council authorize the Experimental Aircraft Association (EAA) Chapter 736 to hold the Great Central Maine Everything That Flies Fly-in at the Pittsfield Municipal Airport on Saturday, July 14, 2018.

Yearly housekeeping item for a popular event at the Airport held in conjunction with the Central Maine Egg Festival. A copy of the application for the Business Permit/License for the event is included in the Council Package.

Moved by **Deputy Mayor Stackhouse** and seconded by **Councilor Nichols** that Resolution 18-61 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 18-62: Resolved that the Town Council approve the issuance of a parade permit to the Egg Festival Committee/the Pittsfield Greater Area Kiwanis for the Kiwanis Kiddie Parade on Thursday, July 12, 2018 and the Egg Festival Big Parade on Saturday, July 14, 2018 and waive the fees.

Yearly housekeeping item for our popular parades – The Kiwanis Kiddie Parade which is a favorite of children and their families and the Big Parade which is one of the largest parades in the region. A copy of the application for the Business Permit/License for the event is enclosed in the Council Package.

Moved by **Councilor Nichols** and seconded by **Deputy Mayor Stackhouse** that Resolution 18-62 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 18-63: Resolved that the Town Council appoint members to fill the vacancies on the various Town Boards and Committees.

Three appointments to the Theatre Committee were under consideration: Patty Barry, Ryan Miller and Stephanie Baird.

Councilor Margolskee questioned the Town Manager as to why there were three vacancies. The Town Manager advised that there were three resignations which she was advised were due to one member having to work at night and unable to attend, one member has been sick and one member has lost her significant other so it is due to a life change.

Moved by **Councilor Nichols** and seconded by **Deputy Mayor Stackhouse** that Resolution 18-63 be adopted.

VOTE: UNANIMOUS AYE

7. **DISCUSSION ITEMS:**

A. Financial Reports as of 05/31/2018:

- 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 Report

B. Other Reports as of 05/31/2018:

- Building and Plumbing Permit Reports
- Library Report – Librarian’s and Library Trustees Minutes
- Police Report

DESCRIPTION:

The Town Manager advised of the following:

Budget Expenditure Report: 41.7% of period; 39.6% of municipal; 35.6% municipal, water & sewer (depreciation and transfers done by Auditor so percentage will increase)

Revenue Collections Report: 41.7% of period; 27.2% municipal; 29.4% municipal, water & sewer

Excise Tax Collections Comparison Report: For this period, \$35,233.16 ahead of 2017 collections at this time of the year.

State Revenue Sharing Comparison Report: For this period, \$13,017.93 ahead of 2017 collections. This account needs to be watched closely in case it falls behind.

The remainder of the Financial Reports are self-explanatory.

8. **REPORTS:** Audience, Council

Audience:

Ronald Watson: Indicated that the School Resource Officer will be paid for 2/3 by the school and 1/3 by the Town. The Police Chief has identified a grant. He quoted figures and noted that they do not have a solid figure yet. There is an additional concern. A qualified candidate has been identified for the part-time school resource officer position. He requires a 2-month lead time. A decision needs to be made. Ron advised that the Police Chief had indicated that the only cost for Project Hope is the administrative cost to staff the police station. The Town Manager noted that she just found out today about the two-month notice. She noted that she had shared the Mayor's concern that the school pay for the cost of the program. The Police Chief explained that the school would pay for 2/3 of the year and the town would pay for 1/3. It would be 1 or 2 officers although 1 is preferable. The candidate that he has identified has a job and will give his employer 2 months' notice. If we delay this, we may not have anyone. He spoke of the grant as few are approved and they are hard to obtain. The school has funded the program. The Town Manager apologized that there is not a write-up for this evening as she did not know that this item was going to be discussed. It had been agreed that the item would be scheduled for the July 17 meeting. The Mayor indicated that the item is not on the agenda, so no further explanation was needed and it would be addressed when it is on the agenda at the next meeting on July 17. The Mayor requested that the Town Manager ask the School Superintendent to be present. Michael Gray asked to speak from the audience and advised that he was at the School meeting. He advised the school was funding a full-time position. There was no discussion about 2/3 and 1/3.

Pete Vigue: Thanked Ron for his work and indicated that this is a serious problem. Stated several weeks ago he asked about the unfunded liability for the employees' time. The Town Manager advised that she had presented that information to the Town Council at that next meeting and would e-mail it to him. Indicated that it is important to hire the engineer for the Main Street Sidewalk as soon as possible and asked for a progress report. The Town Manager advised that after the last meeting she sent the RFQ out to engineers and to the newspaper with a due date prior to the July meeting. Other engineering firms were then identified. Pete indicated that the Railroad Station windows will be taken out. He has talked to the railroad. We will have the windows and doors back to their original condition before the Bicentennial. They will be taking the windows away and asked the Mayor if there was anything that he needed to do. The Mayor indicated no and advised Pete that you have our support and that it is long overdue.

The Police Chief asked to speak. He had advised the Mayor of the incident with Officer Locke. All Police Departments in the State have been advised. He would like a donation from the Town. The Town Manager noted that she had advised the Police Chief that the Town does not make donations, however, we have held community fundraisers such as with the Cotes or taken up a collection.

Council:

Councilor Bolster: Thanked Pete for the railroad station. Indicated by 2020, a lot of projects will be done – the bridge projects, Snakeroot Road bridge, Main Street, etc. The improvements will be great!

Councilor Donahue: Absent.

Councilor Margolskee: Has been involved with Kathryn in seeking the Assistant to the Town Manager which will help with the workload. They have interviewed people but not found the right person. He indicated the Town Manager has advised of a new plan. The Town Manager noted that she had given the Councilors a write-up on this. After spending considerable funds and even more in time and energy of not only herself but also of the Councilors, it is clear that in this labor market that we need some help. She has hired an employment agency, which are experts in matching people to employers, to assist with recruitment.

Councilor Nichols: Stated that the airport hangar will be a great project. Having the Fly-in is a good idea as it places attention on the Town. Stated that Pete will work with Kathryn to help with the issues with MDOT. There are always roadblocks for the Town in dealing with the State so Pete can assist.

Councilor Curtis: Thanked Pete for his comments on the Madawaska sewer project and MDOT paving. Indicated that it had been helpful in the past when the Council had a construction expert. The Town Manager noted that it had been very helpful when Bill Bradshaw was on the Council as he had contributed a lot to discussions.

Deputy Mayor Stackhouse: Indicated that the I-95 bridge projects look good. The tunnel turned out quite good and is much larger. The Town Manager advised that it does look spacious as MDOT had indicated it would. The Deputy Mayor thanked the Town Manager for all of her good work.

Mayor Cianchette: Officer Locke is very fortunate. The Chief stayed with him showing he was human and not a machine. Please keep us informed of his progress. The I-95 overpasses are open. Thanked everyone for voting last week. Acknowledged that John Campbell had retired from teaching. Jan Laux presented a beautiful picture of the depot to the Mayor who thanked him.

9. **ADJOURNMENT**

Motion by **Councilor Stackhouse** and seconded by **Councilor Nichols** to adjourn at 8:59 pm.

VOTE: UNANIMOUS AYE

Kathryn Ruth, Deputy Town Clerk