

MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, June 20, 2017 at 6:30 pm in the Council Chambers.

PRESENT: COUNCILORS: Robert Stackhouse, Timothy Nichols, Scott Strom, Michael Cianchette, Howard Margolskee, Heather Donahue and Marie Manning. **ABSENT:** None. Also present: Town Manager Kathryn Ruth. Audience members included Scott Noble, Don Hallenbeck and Peter Logiodice III.

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 meeting held on June 6, 2017.

Moved by **Councilor Cianchette** and seconded by **Deputy Mayor Nichols** that the minutes of the meeting held on June 6, 2017 be adopted.

VOTE: UNANIMOUS AYE

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

Community and Economic Development Activities and Events

Events being planned:

45th Central Maine Egg Festival scheduled for Monday, July 10, 2017 through Saturday, July 15, 2017

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

TD Building: The former bank building is now for sale. The Town will list it in its Economic Development Opportunities package.

Site Plan Review for Brewery: The Planning Board approved the Application by Outland Farm Brewery at 404 Phillips Corner Road.

CMP Site Plan Review for MEPCO project from Chester to Pittsfield: Still in progress. At their 06/14/2017 meeting, the Planning Board met with Central Maine Power about the enhancements to the Bean's Corner Road Substation.

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 2017-2018. Two other companies are still looking at the Industrial Park Expansion lots.

The Town has received a number of new inquiries about available buildings in Town and provided information and assistance to business representatives collecting information on potential sites for their business or client. Some of the inquiries were from our website marketing materials while others were from the economic development information that we sent out on the internet. Still other inquiries were from advertising conducted on behalf of the property owners by their real estate agent or themselves.

For the UTC Factory, please see the lengthy history in prior meeting minutes. The property has been acquired by a developer who is located in Southern Maine. The property is being marketed by The Dunham Group for lease opportunities. The Town has contacted the Lead Generation company to discuss the project and future direction as the building is now owned by a developer. RCI is working on leads.

The Dunkin Donuts' restaurant received its Planning Board Site Plan Review approval on Monday, 02/08/2016. The Traffic Movement Permit was officially issued by MDOT and received by the Town later in 02/2016. The DEP Permit for the transfer of Somerset Plaza from Apple Mountain LLC to Dana Cassidy, the current owner, was received. The developer and the Plaza owner continue to work on this project. The plans have been received for the building and reviewed by the third-party inspector. The contractor has been hired and we have been advised that the company will hire local subcontractors. The construction company has contacted the Town to start the sewer hookup process. On 09/01/2016, the Town received a copy of the DEP Site Location Permit for the project to proceed forward to construction. The Town has been advised that bids are being sought on the project. The Dunkin Donuts project began at the Plaza on 10/11/2016. Site work is underway. The restaurant was to be built over the winter. The construction is now scheduled with the facility to open in late Spring 2017. The Town was advised that once the project starts up 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. The new date is now July 15, 2017 which seems very do-able as ground work started in early May, 2017 and the building began the week of June 5, 2017. The Town is receiving comments multiple times a day asking when Dunkin will be open!

Cianbro Corporation officially purchased the Tech Center on Thursday, 02/18/2016 from the Pittsfield Economic Expansion Corporation. The building is under renovation inside as the building is to be tailored to Cianbro's needs. Cianbro has advised that now that they have completed their new Southern Maine location where they have a tenant that needed occupancy, that the company will be back working on the Tech Center. There has been some recent activity in the building. Mechanical work has been taking place in the facility over a

multi-week period. Cianbro's plans for the facility to be their company-wide training center are now underway. Major renovations are definitely taking place at the site!

Cianbro Corporation's Pittsfield Solar, a 9.9 Megawatt Solar Array Farm received Site Plan Review approval at the 03/14/2016 Planning Board Meeting. This is the first approval in a number of approvals required for the project to be built. This project is currently going through the CMP review process and discussions. The project is under development planning and moving forward. We have heard of good progress and more land is being purchased. Updates and meetings have started up in 03/2017. Cianbro is in hopes that the project will move forward in May 2017 to be completed by year-end. This is a \$24 million-dollar project. Meetings are on-going. Approval to utilize the Town's right of way for electrical lines for the project was approved at the Council Meeting on May 16, 2017. Discussion is on-going regarding the valuation of the project and how to proceed.

Bangor Savings Bank's proposed new bank facility on Somerset Avenue to be located next to Family Dollar was approved for its site plan review before the Planning Board. Neighbors in favor of the project attended. We were very impressed with the bank's plans for the property which will be an impressive addition to the community. The back of the lot will be left in its pristine natural condition. The engineering firm was very professional in its review and estimates that the bank will be in service in early 2018. The project has not yet begun.

The Town continues to work with an upcoming small company Innovative Specialties, with a great skillset seeking an expansion in our community in the Industrial Park Phase II. This item was on the agenda for the 04/19/2016 meeting with three actions listed and on the agenda for 05/03/2016 with two ordinances set to public hearing and a resolution. The CDBG grant was approved for submittal after a very positive public hearing was held. The grant application was filed by the deadline in May. The project was approved at the 09/12/2016 Planning Board Meeting. All grant paperwork for the Phase II Project Development was filed on time at the beginning of October. The project is under review by the State. An RFP was drafted by the Town and reviewed by the State for engineering assistance for Innovative Specialties. The RFP has been provided to the company along with a list of suggested engineers to contact as well as any engineers that Innovative Specialties would like to obtain pricing from for assistance with the building. The Town has received a number of approvals and is awaiting the Town Attorney's review of the Side Agreement with Innovative Specialties, LLC so that we can execute all paperwork and start the project. The grant is in the process of encumbrance with the State of Maine. The engineering firm with the low bid was chosen by Chad Dow and is now working on the project's engineering required to obtain permits for construction.

The owner has requested that the engineering firm have the project ready to go out to bid in February 2017. As of the writing of this agenda item, the project remains at the Engineering firm. The Engineering firm has filed a revised site plan for review at the March 13, 2017 Planning Board Meeting. Approval was received. Additional clearing is required on the property and is expected to start this week. The first bills for reimbursement have been received for engineering. Once this project starts up, it will take 10-20 hours a week for months until completion. The bid package has been received for review. The project is out to bid with a due date for bids of May 01, 2017. Due to extensive engineering revisions, the

due date for bids had to be moved back. When bids were received, the bids were very high due to the engineering package that was put out to bid. Mr. Dow is reviewing his options at this time.

The Town Council signed the following Business Certificates in 2016:

1. Puretech Window Cleaning at 115 Main Street
2. Pittsfield Redemption Center at 418 Main Street (new facility under new management on the other side of town).
3. Andrea Amara for Andrea's Salon at 11 Huff Road for a hair salon.
4. Kimberly Wick for The Sitter Center Daycare at 50 Mount Road
5. Steven Lamarre for Off The Wall Collectibles at 129 Morrill Street
6. Bag End Suri Alpacas of Maine's new Farm Store at 226 Snakeroot Road
7. Dysart's expansion for restaurant seating in the North Main Street section of the building
8. Lisa Lewia, LMT with her massage therapy business at 15 Gleneagle Court. This is a home occupation.

The Town Council signed the following Business Certificates in 2017:

1. Eden Day Spa at 145 Main Street (the corner of Main and Central Streets)
2. Artful Alterations owned by Becky Thompson who has returned to our community.
3. A New You owned by Terri-Jean Wilkinson which is a new business to open at 113 North Lancey Street as of March 1, 2017.
4. Simply Efficient by Lorrie Farewell at 811 Main Street (to be signed at the 05/02/2017 meeting)

The Economic Development Lead Generation Project went well with the issuance of the Situational Assessment and recommendations for sectors to promote for business attraction for the UTC Facility, SAS Facility and the Pittsfield Industrial Park Expansion, Phase II. The final report was issued in February 2017. Lead generation is now underway. One lead was obtained to date. We were advised that the company had expressed interest in one of the facilities here in Town and has talked about coming to Pittsfield in February – March 2017. No further information has been received. In April, the Town Manager spoke with the Lead Generation company and was making arrangements to call the company. There was an extensive phone conference regarding how to proceed. The company has located a lead and discussions are now underway regarding background material for the company. In addition, we will continue to work with several companies that wish to expand and/or locate in Pittsfield.

These are on-going in the development and feasibility phases.

B. Properties for Sale:

1. SAS Property: Please see the lengthy history in prior meeting minutes. We are working with SAS intermittently to see if a company can utilize the factory for storage as it is great space that is going to waste. It has been very hard to have any type of deal for a business at this facility due to its current organizational structure. The interested company has made contact with the SAS representative and is awaiting approval. The Town then has followed up numerous times to request that there be a decision made. The Town has now learned that

proposals will be reviewed on this property so we are working with a company on a proposal for a new manufacturing facility. The company is very interested in this facility.

The company has been requested to provide their proposal for the project to the Town in writing so that we can proceed ahead. A proposal has not been received. It is reported that other parties are looking at the facility. The Town has requested that the company move forward. The Town has not been contacted regarding another non-business use of the lot, however, a project seems to be in the planning stages for the future. The property is not listed for sale. The State of Maine called about the building in late Feb. 2017.

2. Former Sebecook Valley Health (SVH) Office Building: The former SVH Offices which included the Dental Clinic is now for sale. This property is in excellent condition inside. The Town has reviewed the facility with SVH Officers and will be listing the property to assist in its sale. SVH is also talking with real estate agents.

C. Projects Under Review:

American Legion:

The American Legion's demolition project is well underway with the building coming down the week of September 12, 2016. The demolition was concluded by September 23, 2016. Now the Legion is working on the details for the foundation. The site looks great! There have been many good comments about how nice the area looks. The foundation has been filled in. The American Legion is looking at options for a modular unit for the property. This is such an improvement to the neighborhood. A project is in the process of being planned.

D. Somerset Avenue Projects:

Report on Somerset Avenue Sidewalk Project and Impact of the Somerset Avenue Mill & Fill Project.

The Town inquired into the changes made in the road by MDOT during the paving in the Mill & Fill Project and the resulting water issues by Hartland Avenue. On 12/07/2015, the Public Works Foreman met with the Bangor Division Engineer John Devin about the continuous water problems at the end of Somerset Avenue and its intersection with Hartland Avenue, a very flat area without enough catch basins in the State system after the mill and fill project. To date, the Town has not been contacted with the proposed solution. MDOT has been trying to clean out and explore the catch basin system on Somerset Avenue due to issues.

There has not been any progress on the drainage issues on the State's road. Multiple requests have been made and to date, the Town cannot get an answer on how MDOT will resolve the extensive drainage issue on the section of Somerset Avenue prior to Hartland Avenue. MDOT has decided that it will complete some renovations to Somerset Avenue to address the drainage. This will involve bidding out the installation of two (2) catch basins near the intersection of Somerset Avenue with Hartland Avenue. This is a very good development and when the work is completed, it will be very beneficial for the neighborhood.

E. Report on Meetings & Events:

Report on Meetings:

200th Anniversary Committee Meeting on Wednesday, June 7, 2017 at 12:00 noon at the Pittsfield Public Library Warren Community Room

Central Maine Egg Festival Regular Meeting on Thursday, June 8, 2017 at 6:30 pm

Kennebec Valley Council of Governments Board of Directors and General Assembly Meeting on Tuesday, June 13, 2017 at 9:30 am in Fairfield

Kennebec Valley Comprehensive Economic Development Strategy (CEDS) on Tuesday, June 13, 2017 at 11:30 am in Fairfield

Recycling Committee Regular Meeting on Wednesday, June 14, 2017 at 5:00 pm

Planning Board Regular Meeting on Wednesday, June 14, 2017 at 7:00 pm

Upcoming Meetings:

HealthySV Executive/Finance Committee Meeting on Wednesday, June 21, 2017 at 8:00 am at 130 Leighton Street

Central Maine Egg Festival Regular Meeting on Thursday, June 22, 2017 at 6:30 pm

Theatre Committee Meeting on Wednesday, June 28, 2017 at 6:00 pm

Kennebec Regional Development Authority (KRDA) FirstPark Executive Committee Meeting on Thursday, June 29, 2017 at 5:00 pm

4. PUBLIC HEARINGS: NONE

5. REPORTS:

A. COUNCIL COMMITTEES: FINANCE, ORDINANCE & RECYCLING:

Recycling Committee: Deputy Mayor Nichols noted that the Committee met last Wednesday. We worked on a priority list as well as goals and objectives. These remain the same.

The group will be communicating by phone and e-mail during the summer collecting information and volunteering for projects. Meetings will resume in September on the third Wednesday of each month, unless revised, at 5:30 pm.

B. BOARD AND COMMITTEE UPDATES BY TOWN COUNCILORS AND MANAGER

Councilor Manning noted that she received an email from Donna regarding the 40th Anniversary Event. It was not too successful. We had 9 people attend the event and 10 people at the dance. Councilor Manning also noted that she was recently invited to a Central Maine Group (CTOWN?) regarding that was a really good networking opportunity. This was only the second time the group met. The Town Manager noted this would be a good group to learn from. Franchise fees were discussed.

Councilor Margolskee noted that the Bicentennial Committee has been moving forward on the cupola. The wood and paint was donated from Hancock Lumber. We are hoping to have it ready for priming on Thursday. We are hoping to still have the dedication this year. The hats and shirts, which we have 200 of each, are reasonably priced and we are hoping to start selling them at the Summer Concert Series. The logo "Pittsfield, A good place to call home" is on the shirts and hats. Maine Public Radio wished us a Happy Birthday the other day. We are hoping to have a budget together by September. Mayor Stackhouse asked if memorabilia will be collected. The Town Manager noted we will be doing an ad and once we do this, and many people will come forward with items. Councilor Margolskee noted that the Hathorn Family has expressed interest in attending the event. Some of them are thinking of flying in from California. We are hoping to create some nice souvenirs and a book about the Town in time for Christmas 2018.

C. Town Manager's Report: Town Council Meeting of 06/20/2017:

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. Pittsfield Public Library News: The Pittsfield Public Library Summer Reading Kickoff will be held on Monday, June 26th from 10:30 am – Noon. Please register your children for the summer reading program – free books; food; sea dogs tickets and lots of fun!

3. Central Maine Egg Festival to be a "Musical Egg-spression" for its 45th Year:
The next Central Maine Egg Festival Planning Meeting will be held on Thursday, June 08, 2017 at 6:30 pm in the Council Chambers - come to help and support your EGG FESTIVAL for the children, our non-profits and our community to 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 June 08, 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

Lots of free activities including some new ones – Wooden Egg Decorating for the children at the Library; a Farmers Market at Hathorn Park for everyone and all of our old favorites. READ the Entertainment Listing.

4. Pittsfield Summer Concert Series: The Concert Series organized by our Super Hard Working Volunteers and sponsored by our local businesses kicks off on June 28 with Red Eyed Fox. A complete listing of these FREE concerts is at the Town Office, town website and at their Facebook page at @hathornparkmusic. See the list of concerts.

5. Pittsfield Theatre Committee Fundraiser for our Theatre Revitalization: The Theatre Manager reports the following stats on the recent fundraiser James Bond 007 in “The Spy Who Loved Me” shown to celebrate the Town of Pittsfield’s 40th year anniversary of ownership of the Theatre:

The Town Manager noted that there was low attendance at the movie and dance, although the gross profit from the dance and movie was \$665.70 as a lot of people purchased tickets to support the theatre, they just did not attend. We did have a DJ cost of \$150.

In kind sponsorships were:

Kelly-Smith printing for \$85

4 Season's Flower Shop \$110

Bud's Shop N` Save \$50

Pittsfield Elks Lodge \$300

The total of the in-kind sponsorships was \$545.

The Town Manager compared the overall gross to the largest nights from movies during the year which were more than the \$665.70

The gross was: :

03/20 with Offed At the Bake Off with \$866.75 gross and

05/02 with Beauty and the Beast at \$835.55 gross. Every other day was less.

6. Hooked on Fishing Outside Recreational Opportunity for Youth: 4th grade classes loved the event on Friday and a low attendance on Saturday from the public.

7. Recreation Swimming at the Paul E. Bertrand Community Pool: Extra Classes for 2017: READ Notice.

6. NEW BUSINESS:

RESOLUTION 17-61: Resolved that the Town Council waive the Regulation of Bid and Contracts (Section 106 of the Administrative Code) and authorize the Town Manager and the Public Works Foreman to purchase ¾” crushed gravel at \$5.25/yard in place and to have Snowman’s deliver such crushed gravel at \$75.00/hour to not exceed \$35,669.00 in total to be paid for as follows:

Highway Dept./1,000 yards/\$10,460.00/Account #G1-607-00/Road Construction Reserve PITT #20
Sewer Enterprise/1,000 yards/\$10,460.00/Account #75-05-60-70/Capital Projects
Transfer Station/1,000 yards/\$10,460.00/Account #G1-670-00/ C/F Transfer Station
Cemetery Dept./410 yards/\$4,289.00/Account #G7-127-00/Cemetery Capital Reserve PITT #1

Moved by **Councilor Cianchette** and seconded by **Deputy Mayor Nichols** that Resolution 17-61 be adopted.

The Town Manager noted Public Works Foreman Steve Vance came across a deal on crushed gravel and would like to purchase a quantity. He presented me with a request to purchase \$47,000.00 of gravel. He decided that he wanted to spread the cost over 5 departments. Obviously, the Town does not have these funds available in the budget as our budgets are very conservative and our revenues are coming in under budget, therefore, we cannot utilize the budget.

We did have funds available in the Carry Forward Funds designated for the Transfer Station road and building so we can purchase the gravel needed for the road. As we all know, the Transfer and Recycling Center Road is extremely rough so proper drainage and proper gravel would be a great enhancement for customer service.

The Sewer Enterprise Account does have satisfactory funding available so we can utilize that account which is based upon user billings. As long as we do not have a year of extensive sewer breaks as we had many years in the past, we will be fine with this purchase.

The Water Enterprise Account does not have funding available as we must have the expenses equal the revenues as best as possible. Adding over \$10,000 in expenses to the Water Account as current rates of spending and revenue would lead to an overdraft.

The Highway and Cemetery Budgets do not have funding for the purchase of a large amount of gravel. Therefore, I have completed an extensive review of the reserve accounts to determine that we can utilize the accounts above.

As of 05/31/2017, the accounts listed above had the following funds:

Road Construction Reserve:	\$36,605.88	For all road projects including emergencies
Sewer Capital Projects	\$14,317.37	For all sewer capital projects
Carry Forward – Transfer Station	\$12,669.61	For the road rebuild and the building
Cemetery Capital Reserve	\$ 4,341.41	For cemetery capital projects

The gravel would be used to rebuilt the gravel roads; for sewer projects; rebuilt the Transfer Station/Recycling access road; and to build out part of the Cemetery due to lot sales.

VOTE: UNANIMOUS AYE

RESOLUTION 17-62: Resolved that the Town Council authorize the Town Manager and Deputy Treasurer to expend and transfer \$10,460.00 from the Road Construction Reserve PITT #20 (G1-607-00) for the purchase of gravel.

Moved by **Councilor Cianchette** and seconded by **Councilor Donahue** that Resolution 17-62 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 17-63: Resolved that the Town Council authorize the Town Manager and Deputy Treasurer to expend and transfer \$4,289.00 from the Cemetery Capital Reserve PITT #1 (G7-127-00) for the purchase of gravel.

Moved by **Councilor Cianchette** and seconded by **Councilor Donahue** that Resolution 17-63 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 17-64: Resolved that the Town Council authorize the Town Manager and Deputy Treasurer to expend and transfer up to \$5,000.00 from the Economic Development Account G4-110-02 for purchases for the Bicentennial Project.

Moved by **Councilor Cianchette** and seconded by **Councilor Manning** that Resolution 17-64 be adopted.

The Town Manager noted The Committee has discussed the following projects for this summer:

1. Purchase of Bicentennial tee-shirts and hats to spread the word about the 200th Birthday of the Town and to promote Town spirit for the upcoming anniversary. The tee-shirts will be sold with the receipts placed in a Bicentennial Revenue account for future activities and events. Quotations from multiple vendors are underway and pricing looks very good for 200 tee-shirts and 100 hats.
2. Repair costs for the Cupola for placement in Hathorn Park to honor its history and promote the upcoming Bicentennial. More information will be forthcoming as two members solicit donations and pricing.

Expenditures will be made in accordance with town regulations for quotation and bidding procedures. **VOTE: UNANIMOUS AYE**

RESOLUTION 17-65: Resolved that the Town Council revise the Parade Permit for the Central Maine Egg Festival Committee and the Greater Pittsfield Area Kiwanis Club for the Kiddie Parade from Wednesday, July 12, 2017 at 6:00 pm to Thursday, July 13, 2017 at 6:00 pm.

Moved by **Councilor Cianchette** and seconded by **Councilor Manning** that Resolution 17-65 be adopted.

The Town Manager noted at the 05/02/2017 meeting, the Town Council approved:

A resolution for a Parade Permit to the Central Maine Egg Festival Committee and the Greater Pittsfield Area Kiwanis Club for the Kiddie Parade on Wednesday, July 12, 2017 to begin at 6:00 pm and to waive the fee.

Kiwanis has changed the parade back to Thursday night which is its traditional date/time. Therefore, this item has been submitted in order to update the schedule

VOTE: UNANIMOUS AYE

RESOLUTION 17-66: Resolved that the Town Council Approve a renewal application for a liquor license for the Seabasticook Valley Lodge of Elks at 140 Middle Street, Pittsfield, Maine 04967

Moved by **Councilor Cianchette** and seconded by **Councilor Strom** that Resolution 17-66 be adopted.

The Town Manager noted a renewal application is required every year for the operations at the Elks Lodge. They are always very helpful if any items are identified for repair or upgrade.

VOTE: UNANIMOUS AYE

7. DISCUSSION ITEMS:

Updates – Financial:

- A. Financial Reports as of 05/31/2017
 - 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 05/31/2017
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: 41.67% of period; 37.0% of municipal, 33.1% municipal, water & sewer (depreciation and transfers done by Auditor so percentage will increase)

Revenue Collections Report: 41.67% period; 26.6% municipal, 29.5% municipal, water & sewer

Excise Tax Collections Comparison Report: For this period, \$-6,397.29 behind 2016 collections at this time of the year.

State Revenue Sharing Comparison Report: For this period, \$-2,437.46 behind the 2016 collections. This account needs to be watched closely as it continues to fall behind.

The remainder of the Reports are self-explanatory.

Updates:

Water Projects/Issues:

In the past few weeks the water and sewer departments have been busy with many regular tasks. These include: Customer service, turning on seasonal services, hydrant replacement, leak locating, Wastewater plant adjustments and monthly sampling.

They have focused on the Water Hydrant BIG Project which the Town Councilor received information on in their packages and which Assistant Water/Sewer Superintendent Scott Noble is here to update the Town Councilors on.

Assistant Water/Sewer Superintendent Scott Noble noted on Monday, June 26, 2017 we will be changing 7 hydrants out in the Detroit/Hunnewell area on that one day. This will avoid 7 different boil orders. We are hoping to have the entire project completed by 3:00 – 3:30 pm. The Water and Sewer Department will be assisted by the Highway Department, the Transfer Station, Clinton Water and Sewer, Brent Newhouse and Cianbro. I was able to get 2 more excavators for \$600.00. On Sunday we will be going door to door to let people know what we will be doing. We are doing a media blitz and letters were mailed to the residents. The Town Manager noted this is an older area of Town that has had problems in the past. Scott noted that once the area is dug up we never know what we will find. However, 1 day of inconvenience is better than 7 days and 7 boil orders. It is very stressful and confusing to do a boil order. We got a great deal on the tools, supplies and equipment. Shop and Save is ordering extra water if it is needed. We will have 3 excavators running. We will be doing

pre-dig, replacement and backfill. The Assistant Water/Sewer Superintendent stated that the Town Manager helped him a lot. The Town Manager noted that Scott was really thorough and did well with his plan. The Council wished Scott good luck on this big project.

Sewer Projects/Issues:

Same as above

North Main Street Water and Sewer Project:

Ranger Contracting was in town two weeks ago to finish the lawn work that was left from last season. They did loam and seed the areas that they had disturbed. It is anticipated that they will have to come back due to rain washouts to redo some areas. Since it has rained nearly every day since then, the Assistant Water/Sewer Superintendent has not called them back yet. The paving of the road edge and a few driveways were completed. All in all, Scott is very happy with the quality of work performed by Ranger. I have asked him to check with the property owners along the road to make sure that all is fine with them. We are trying to get Olver Associates to close out the project.

Economic Development CDBG for Innovative Specialties, LLC: There were issues with the bid document which Chad advises me adds on to all the issues with the engineering. The bid results were received. The expansion project bid out by the engineering firm in the midst of a busy building season resulted in highly expensive bids. We are reviewing options. The State will grant an extension and is offering advice. I have advised Chad that the State of Maine and the Town are behind him. He has confirmed that his bank remains behind him in support. DECD has issued a one-year extension to the Town of Pittsfield for Chad's project. We had to present our case and if the project is worthy and we were working hard on the project, however, ran into obstacles beyond our control, we can be issued an extension. We have that extension today so the project must be completed in full by June 30, 2017. Later this week, I will schedule a meeting with Chad and others that can be helpful to see how to proceed with a timetable and steps for the project.

Tax Acquired Property Bid: The bid is out with the bids due by June 21, 2017 at 11:00 am. There has not been much interest. If we do not get bids, we will need to brainstorm about how to dispose of these two properties and hopefully acquire some of the back taxes. Still no interest.

8. REPORTS: Audience, Council

Audience: None

Council:

Councilor Manning: My son took part in the Hooked on Fishing event. He loved it. It is a great way to connect youth and Law Enforcement. He was so excited. There is a Lacrosse group who would like to become part of recreation. This would make them better known and be able to involve more kids. They want to promote the school and Town. I would like

to help them achieve this. What can be done? The Town Manager noted she would need to talk to Deedra. We would need to look at insurance and governance items. At this time, the Recreation Department is at its maximum capacity for programming with the staffing budget. Cheerleading was added after discussions over a couple of years and the Department is adjusting to covering it.. Councilor Manning noted they are self-sustaining. I want to thank Scott for all his work. You have a full-fledged summer tan already! I just wanted to recognize my parents. They have been married for 47 years. Cheers to them.

Councilor Donahue: Good luck Scott on his project. Dysart's is doing sandwiches for lunch, how about some cookies too? I have seen some places are doing a Birthday Party for the Town. That would be a great idea for the Bicentennial. I think this would be a great event to have every year with a concert, dancing and cake and ice cream. We used to do something similar in my old Town. Councilor Donahue asked Councilor Strom if he had any information on the Food Sovereignty Bill. Councilor Strom noticed he can research that and get back to her. Councilor Donahue noted that it is regarding food for Maine's future. It was signed today. It gives local farmers the ability to sell anything without inspection. The Town can pass language saying it will not accept. This is something to be concerned about. The issue is the way it is presented. Councilor Donahue noted the licensing fee for her business is only \$200 a year.

Councilor Margolskee: I just want to give a shout out to Heather and The Farm for a great Father's Day brunch. It was a great meal. I want to wish Scott good luck next week on his big project.

Deputy Mayor Nichols: The bank for sale on Main Street is a prime piece of property. It is a perfect spot for a restaurant or retail. I couldn't attend the Theater event as I was working. I'm glad to hear they will be working on the hydrants all in one day. It was a lot of work to prepare for and a great example of working together.

Councilor Strom: I was told the proposed opening date for Dunkin Donuts to open is July 27th. They are accepting applications at the Newport store. There is a new push for the passenger rail. Someone is pushing for a bond. There was a big change signed into law regarding getting 30,000 signatures for each congressional district so there is equal representation for each district rather than getting the signatures from one location, such as Portland, which often happens.

Councilor Cianchette: No Report.

Mayor Stackhouse: No Report.

Councilor Manning requested the Town Council enter executive session for a discussion regarding a personnel. The Town Manager noted we would need to state what it is about and people need to know what it is. It is supposed to be listed on the agenda. The Town Manager asked what it is about. **Councilor Manning** noted it is under Title 1, Section 405 6.a personnel. The Town Manager noted it can't just be stated as personnel as there are so many items. **Councilor Manning** noted there is an executive session on the Agenda and

asked to use that Executive Session. The Town Manager noted it is for Economic Development. **Deputy Mayor Nichols** stated the public has the right to know we are going into an executive session to discuss an item. **Councilor Manning** advised that MMA has been contacted and they have confirmed we should be able to call an executive session during a meeting. **Deputy Mayor Nichols** stated this goes against Roberts Rules of Order. **Councilor Cianchette** noted it protects the Town, Council and public. You can't have a last minute agenda item where a person may or may not be directly affected and it gives everyone an opportunity to speak if they choose. It doesn't mean it can't be brought up at the next meeting, but not at this point as there has not been any notice. Our next meeting is July 18, 2017. It doesn't mean we can't call a special meeting. The Town Manager noted that we need to know what the item is and it is obvious that most people do not know what the item is. **Councilor Donahue** tried looking up Roberts Rules of Order.

9. EXECUTIVE SESSION: NONE

10. ADJOURNMENT

Motion by **Deputy Mayor Nichols** and seconded by **Councilor Cianchette** that the meeting be adjourned at 7:58 p.m. All in agreement.

VOTE: UNANIMOUS AYE

Nicole Nickolan, Town Clerk