

MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, September 19, 2017 at 6:30 pm in the Council Chambers.

PRESENT: COUNCILORS: Robert Stackhouse, Michael Cianchette, Timothy Nichols, Howard Margolskee and Marie Manning. Scott Strom arrived later in meeting. **ABSENT:** Heather Donahue. Also present: Town Manager Kathryn Ruth. Town Clerk Nicole Nickolan. Audience members included Don Hallenbeck, Mike Gray, Paul Bertrand, Pete Logiodice, Barbara Pomeroy, Pete Bickmore, Kyle Holmstrom, Donnie Chute

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 September 5, 2017.

Moved by **Councilor Cianchette** and seconded by **Deputy Mayor Nichols** that the minutes of the meeting held on September 5, 2017 be adopted.

VOTE: UNANIMOUS AYE

3. PRESENTATIONS, CONGRATULATIONS AND INTRODUCTIONS:

Community and Economic Development Activities and Events

Events reported on:

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

Events being planned:

POPonOVERS Grand Opening on Saturday, September 23, 2017 from 3 – 5 pm

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. We have received inquiries about industrial park buildings owned by the Town and have provided information on the GE Building that is now available. Other inquiries have been received regarding the available industrial park lots. Most inquiries received this summer for industrial park lots need much larger parcels, therefore, we have provided information on private sector opportunities.

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.

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. The Tax Increment Financing District Development Plan and Credit Enhancement Agreement discussions are now on-going with the documents provided to Cianbro. Cianbro's in-house legal counsel has provided language amendments. The calculations of tax shifts are being started this week. The license to work in the public right-of-way has now been issued. UPDATE: The TIF documents are currently under review by Cianbro's in-house staff attorney with questions being referred to the Town's Attorney for proposed language changes to the Town's standard TIF documents. The Tax Assessor has completed the calculations for the two documents regarding valuation and acreage for the TIF District for this project as well as the TIF Districts for all current projects. The legal review should be completed shortly so that the project can be placed on the agenda for consideration to be set to public hearing. The legal review has been completed.

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. UPDATE: A legal firm called to obtain real estate and other crucial information required for a closing. An official announcement is coming soon.

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 and is working on a solution. UPDATE: The State of Maine has issued a variety of instructions regarding this project. We are currently awaiting an answer to our request to meet in person with the State to discuss options to move toward the construction of this project. We had a very successful meeting with DECD and are working on this now.

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 on 05/02/2017
5. Grandpa's Specialty Smoked Meats at 117 West Street on 07/18/2017
6. Helpfull Hands at 430 Main Street on 07/18/2017
7. The Maine Federation of Farmers Markets on 08/15/2017 (new location at Cooper on Seabasticook Street).
8. The Drooling Goat BBQ (at Stony Knolls Farm) owned by Ken and Janice Spaulding to Hathorn Park.
9. POPonOVERS at Big Bill's on Main Street by Nancy Monteryo
10. Dunkin' Donuts and Cafua Management Co, LLC

The Town Council will sign Certificates of Thank You for the Volunteers at the BikeMaine event as well as Certificates for all of the businesses contributing to the Summer Concert Series at Hathorn Park. At the meeting on 09/05/2017, the Town Council signed Certificates of Thank You for the great donation of materials by Hancock Lumber for the Hathorn Park Cupola.

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. After a Pittsfield Economic Expansion Corporation Director met with the lead generator in Canada, we began receiving other types of leads. PEEC will be discussing the type of leads desired for our community with RCI in September 2017 and this meeting was very helpful to define future direction.

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. The Trust owning the property continues to not have much interest in selling the property.

The Northern Border Regional Commission Grant project is now underway with the issuance of the Request for Qualifications for Engineering for the Madawaska sewer line project. The Town has asked for guidance from the federal government on this project and is awaiting a phone conference.

2. Former Sebasticook 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. The lawn is being mowed regularly with grass returning to the lot.

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.

MDOT was called regarding the constant water problems at the location for cleanup which has not been taking place. As far as we know from inquiries, the installation of new catch basins is still underway for quotation.

E. Report on Meetings & Events:

Report on Meetings:

BikeMaine Volunteer Coordinator and Planning Committee Meeting on Wednesday, September 06, 2017 at 5:00 pm.

Kennebec Regional Development Authority (KRDA) FirstPark Executive Committee Meeting on Thursday, September 13, 2017 at 4:00 pm

Somerset Economic Development Corporation Board of Directors Meeting on Thursday, September 14, 2017 at 10:00 am

BikeMaine Volunteer Coordinator and Planning Committee Meeting on Wednesday, September 14, 2017 at 5:00 pm.

Upcoming Meetings:

BikeMaine Volunteer Coordinator and Planning Committee Meeting on Wednesday, September 06, 2017 at 5:00 pm.

Recycling Committee Meeting on Wednesday, September 20, 2017 at 5:30 pm

Theatre Committee Meeting on Wednesday, September 27, 2017 at 6:00 pm

Kennebec Regional Development Authority (KRDA) FirstPark Executive Committee Meeting on Thursday, September 28, 2017 at 5:00 pm

HealthySV Annual Meeting on Wednesday, October 16, 2017 at TBA

4. PUBLIC HEARINGS:

ORDINANCE 17-05: (Public Hearing) That the Town Council hereby Ordains that Chapter 2B General Assistance Ordinance, Appendices A-D be rescinded and the new Appendices A-D be adopted to reflect the revised maximums for the period of October 01, 2017 – September 30, 2018. And to continue to use Appendices E-F set forth and filed with the Department of Health and Human Services (DHHS) until any new appendices are approved.

The Public Hearing was opened. No one wished to speak for or against Ordinance 17-05. The Public Hearing was closed.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Cianchette** that Ordinance 17-05 be adopted.

The Town Manager noted each year, MMA and the DHHS review the going rates for basic necessities in the State of Maine twice a year and propose revisions, if necessary. The Town Council received a copy of the appendices.

A review of the General Assistance Appendices shows the following changes for 2017-2018:

Overall Maximums increased \$10 to \$24/ month

Food Maximums have decreased a minor amount per week and month.

Housing Maximums for Heated has increased \$5 to \$9/month

Housing Maximums for Unheated Rents, Utilities and Personal Care & Household Supplies remain the same.

VOTE: UNANIMOUS AYE

ORDINANCE 17-06: (Public Hearing) That the Town Council hereby ordains to transfer property located at 235 North Main Street, Map 029, Lot 081 to Barbara Jean Pomeroy for the sum of \$5,475.00 as the result of acceptance of Tax Acquired Property offer. The Town acquired said property as a result of automatic foreclosure of a 2014 property tax lien, recorded in the Somerset County Registry of Deeds on June 19, 2015, at Book 4918, Page 343, which matured on December 19, 2016. The Town Council further authorizes the Town Manager to execute a municipal quitclaim deed releasing the Town's interest in said property to Barbara Jean Pomeroy.

The Public Hearing was opened.

Barbara Pomeroy spoke in favor of Ordinance 17-06. I'm not sure what we will be doing with the property right now. There is a process to clear the title. I can't get a mortgage until that title is clear. We will start working on it. It will look nicer from the outside at least.

No one wished to speak against Ordinance 17-06. The Public Hearing was closed.

Moved by **Councilor Cianchette** and seconded by **Councilor Manning** that Ordinance 17-06 be adopted.

The Town Manager noted Chapter 17, Tax Acquired Property, provides for the acceptance of a lower bid than the total cost of all taxes, liens, interest and costs when the property has been bid out twice through the required bid process. 235 North Main Street was bid out twice through the formal bid process with zero bids received.

Barbara has reviewed the property and is very interested in it. We discussed the total cost of the taxes, liens, interest and costs for the actual property lien process. She was very happy to offer the required amount and is having the property lien process reviewed.

Through this proposal, everything will be paid up except for the cost of the bid process itself and the insurance estimate (which was high). It would be great to have this property utilized again.

VOTE: UNANIMOUS AYE

5. REPORTS:

A. COUNCIL COMMITTEES: FINANCE, ORDINANCE & RECYCLING:

Ordinance Committee: Councilor Cianchette reported that the Committee met tonight before the Town Council meeting. We discussed changes to Chapter 13. Property Maintenance and Manufactured Housing and Chapter 13-C Land Use definitions. We reviewed the recommended changes and voted to send the changes to the Town Council.

Recycling Committee: Deputy Mayor Nichols noted the Trash to Treasure building is going along well. You can hardly get the stuff in the door before it heads right back out. We will be open as long as weather allows. People really need this service and it is keeping items out of the waste stream.

B. BOARD AND COMMITTEE UPDATES BY TOWN COUNCILORS AND MANAGER

Councilor Margolskee: We recently had our first meeting since summer. It was well attended. We are still getting new members. We are planning a general town meeting to solicit ideas for activities. We want to make it activity orientated. We think businesses will help with activities and be able to be more involved.

C. Town Manager's Report: Town Council Meeting of 09/19/2017:

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. 2017 Tax Bills Summary: READ

3. Nomination Papers Available: READ

4. Pittsfield Summer Concert Series: The Concert Series sponsored by our local businesses will have one more concert scheduled for September 21. Music in the park sponsored by local businesses continues weekdays at Hathorn Park off Somerset Avenue beginning 6 pm to 8 pm. On Thursday, September 21 the band will be Phat Burger

Deluxe. The concerts are free to all. Hathorn Park is a two acre beautifully renovated park with a gazebo and other amenities. The park is located at the intersection of Somerset Avenue, Route #152 Hartland Avenue and Central Street. Plenty of parking. Some park benches and picnic tables available. If you have a lawn chair or blanket, bring it to the event so you can be seated where you would like. Concessions organized by Pittsfield Youth Athletics will be available for purchase. For more information or to follow the series, go to Facebook @hathornparkmusic or the Summer Concert series tab on the Town of Pittsfield website at www.pittsfield.org.

5. New Ventures Maine Workshop: READ

6. Library News: Friends of the Pittsfield Public Library will meet Wednesday, September 20 at 1:00 in the Warren Community Room at the Pittsfield Public Library. The Friends support quality library service through fund raising, volunteerism and serving as advocates for the library's programs. They provide funding for special library projects, programs, and library beautification. Current fund raising projects include used book sale in October and a bottle drive at the library; more ideas are welcome. All members and prospective members are invited to attend.

7. The SVCC and the Town of Pittsfield will be sponsoring a Business Networking event with speakers. Originally this was to be in September. The Chamber is getting the panel of speakers and there were some issues with scheduling so the event will need to be moved to October in order to allow proper publicity. The Town is obtaining the venue and doing the advertising. Some may remember our last events where we filled the Grange. I know that times are different now with people unable to attend events and doing a lot more on-line, however, I am sure we will have a very nice event. More information will be available.

8. Kennebec Valley Council of Governments: The Executive Director of KVCOG asked that I fill the vacancy of Secretary for KVCOG. This would be for the Board of Director Meetings that I already attend. I have been advised I will have assistance with the Minutes. The only other duty that I know about from my many years of assisting groups with minutes is that the Annual Report will need to be filed with the Bureau of Corporations. So I am on the ballot for that position for 2017-2018. I did not seek it – the organization simply needs assistance.

9. Spirit of America Award Ceremony: This week, we were notified that the Spirit of America Award Ceremony will be held on Wednesday, October 4, 2017 at 6:00 pm in the Superior Court Room of the Somerset County Building at 41 Court Street. The Town is receiving an award for our efforts with volunteerism. More importantly, this is the last ceremony of the year to recognize our former Police Chief Steven Emery – the award will be given in his memory and arrangements are being made to have his daughters accept the award.

6. NEW BUSINESS:

RESOLUTION 17-92: (To be set to Public Hearing on October 3, 2017) That the Town of Pittsfield hereby resolves that a Public Hearing be held to discuss the acceptance of a CDBG Economic Development Grant.

Public Hearing Notice Town of Pittsfield

The Town of Pittsfield will hold a Public Hearing on Tuesday, October 3, 2017 at 6:30 pm at the Pittsfield Municipal Building Council Chambers at 112 Somerset Avenue, Pittsfield Maine to discuss acceptance of an Economic Development CDBG Grant. The purpose of the grant is to utilize up to \$250,000 for the reconstruction of the Main Street sidewalk from its intersection with Somerset Avenue to the back entrance of the Pittsfield Industrial Park by Stinson Street. Public comments will be solicited at this Hearing and will be submitted as part of the Project Development Phase.

All persons wishing to make comments or ask questions about the acceptance of these funds are invited to attend this Public Hearing. Comments may be submitted in writing to Kathryn Ruth, Town Manager, Pittsfield Municipal Building, 112 Somerset Avenue, Pittsfield, Maine at any time prior to the Public Hearing. TDD/TTY users may call 711 If you are physically unable to access any of the Town's programs or services, please call Kathryn Ruth, Town Manager at 207-487-3136 so that accommodations can be made.



Moved by **Councilor Cianchette** and seconded by **Councilor Manning** that Resolution 17-92 be set to Public Hearing on October 3, 2017.

The Town Manager noted this is the required public hearing under the Community Development Block Grant Program for the Project Development Phase for the sidewalk project.

The Town's Letter of Intent was accepted by the State of Maine Department of Economic Development and the Town was provided with the opportunity to file a grant application for the project. The Town's application scored well so the Town was offered the opportunity to enter Phase II Project Development. This project has a long checklist of steps to follow and the checklist is underway including environmental clearance.

VOTE: UNANIMOUS AYE

RESOLUTION 17-93: (To be set to Public Hearing on October 17, 2017) Resolved that the Town Council hold a Public Hearing for the purpose of receiving public comments on the designation of its proposed Pittsfield Solar, LLC Municipal Development and Tax Increment Financing District and the adoption of a Development Program for said District.

Moved by **Councilor Cianchette** and seconded by **Councilor Margolskee** that Resolution 17-93 be set to Public Hearing on October 17, 2017.

The Town Manager noted the Town Council received a copy of the proposed Tax Increment Financing District and Development Program for Pittsfield Solar, LLC. This district designation has taken several hundred hours to put together involving many people given its complexity. It is important to schedule the public hearing on this matter. In order to thoroughly review this tax increment financing district, we will have three meetings available for discussion.

The valuation estimate from the Tax Assessor is contained in the charts. This amount is lower than the estimated cost of the project as the estimated cost includes extensive soft costs such as engineering, development of the project, license fees and other costs.

It was recommended that the amount of taxes to be available to the Town be evened out over the 20-year period so that there would be a reasonably steady income source for the Town for acceptable projects under the State Law. As this project is located along a busy state road as well as a town road in the rural section of town, capital projects, which have to be in the district itself, such as sidewalks, sewer and water mains were not relevant. The Pittsfield Economic Expansion Corporation (PEEC) recommended that the funds to be allocated to the Town from the taxes assessed each year be used for Economic Development assistance for the Town Manager as well as match for economic development grants. This would be highly beneficial to the Town and the staff.

VOTE: UNANIMOUS AYE

RESOLUTION 17-94: Resolved that the Town Council confirm the Town Manager's appointment for the Police Chief position in accordance with the Personnel Policy Regulations.

Moved by **Councilor Cianchette** and seconded by **Deputy Mayor Nichols** that Resolution 17-94 be adopted.

Late Spring, the Town advertised the Police Chief's position extensively and received an excellent response. The Town received 23 written inquiries in varying medium and depth. Throughout the process, there were a number of vacations to avoid of the Committee members as well as the candidates which added to the length of the process as well as negotiation with out of state candidates.

The process included the following steps:

1. Ranking the thirteen (13) complete applications for interviews.
2. Offering eight (8) first interviews with all eight (8) individuals accepting interviews
3. A few hours prior to the first interviews, one (1) candidate cancelled indicating that if we did not acquire the right candidate, to contact him for the position. A second candidate was not present for the scheduled interview that he had confirmed in writing.
4. Holding six (6) first interviews which were all quite interesting with all candidates fully answering the questions and being engaged in the discussion.
5. After evaluating the interviews, it was decided that all candidates would not move forward.
6. Second interviews were conducted.
7. After reviewing the second interviews, it was decided that all third interviews would need to be conducted in person here in Maine.
8. Third interviews were held and a recommendation was determined.
9. The process was delayed a bit to address candidate vacations and previous commitments.
10. Background checks of references and past employers took place. A conditional offer of employment was made contingent upon background checks, results of the physical required for the position, Professional Assessment as this is a Police Chief position and confirmation of the Town Council as this is a department head position.

The decision was the unanimous recommendation of the entire interviewing committee.

Some towns and cities will have the Maine Chiefs Association come in to assist, some will have a board of officers from other towns, some will have their town attorney and some will have a professional assessment with a Selection Committee which is how the Town has done this in the past.

We have Harold Bickmore here this evening, known as “Pete” for confirmation as Police Chief of Pittsfield. Pete came in early to meet the Town Councilors he had not previously met. He is ready to start working for the benefit of Pittsfield and will be looking for a place to live.

Pete Bickmore: I want to thank the Town Manager and selection committee. I am glad to be here and I am looking forward to working together. Councilor Cianchette noted he is anxious to have Pete on board and welcomed him. Mayor Stackhouse congratulated Pete and welcomed him to Town. Deputy Mayor Nichols welcomed Pete aboard.

VOTE: UNANIMOUS AYE

RESOLUTION 17-95: Resolved that the Town Council adopt the Budget Calendar for the 2018 Budget Process.

Moved by **Councilor Cianchette** and seconded by **Deputy Mayor Nichols** that Resolution 17-95 be adopted.

The Town Manager noted the Town Council received a copy of the Town's regular budget calendar that has worked exceptional well in the past. If we are able to process the reviews listed at the Regular meetings and have time available, we would continue with budget items, thereby deleting Special meetings. The Special meetings have never been utilized, however, are available in case there is an issue or a meeting is cancelled due to an emergency, weather conditions or a quorum issue.

We should also discuss budget goals. The Town Council has agreed upon budget goals each year which has provided direction.

In addition, if Councilors have specific projects or items that they would like to see reviewed for the budget process - this would be the meeting to list them out so that the staff can review and provide information for an alternate to the general budget.

Please keep in mind that the Town's valuation has been deeply affected by the loss of personal property tax which we have discussed every year since the State Legislature decided to phase out most personal property tax over a period of time. In many cases, new personal property is not taxed. Personal property in some classifications does continue to be taxed. The Town has been reimbursed for a % of the valuation lost – but for only a % of the valuation and not all of the loss. Therefore, the taxpayers have been picking up the cost. This is why we have been very cautious with the budget and any increases.

VOTE: UNANIMOUS AYE

RESOLUTION 17-96: Resolved that the Town Council approve filing a recording at the Registry of Deeds to continue a number of paper streets which were listed in the 1997 Notice to Extend Time to Prevent Vacation of Proposed, but Unaccepted Ways.

Moved by **Councilor Cianchette** and seconded by **Deputy Mayor Nichols** that Resolution 17-96 be adopted.

The Town Manager noted a "paper street" is a street on an approved subdivision plan that was never built.

As discussed in the past at Town Council Meetings, the Town did not have interest in many of the over 200 items that were filed in the Registry of Deeds in 1997. In 1997, the Town, at the recommendation of the Planning Board had over 200 items recorded to remain as paper streets. Unfortunately, the list that was filed contained many items that

were roads already built, parcels of land and items that we still do not know what are due to the lack of information. As discussed, we thought that perhaps the individual who went to the Registry to research this was unsure about their work or did not have enough time to check into matters so everything contained in the plans was listed in order to save it in case a paper street was needed for some reason in the future.

Over the years, people have requested that the Town vacate the “paper street” that runs over their property. Due to the high cost of going through a vacation of ways which mandates having the metes and bounds that in many cases would require a survey by the Town, two public hearing notices and other costs, the Town has not proceeded forward. After discussing this at multiple Town Council Meetings, it was the consensus of the Town Council in the past that we tell people that these ways on the filing at the Registry will simply go away in September 2017. This is pursuant to the law as they automatically “extinguish” 20 years from the filing date if not re-filed at the Registry. Nearly all of these ways (and roads and parcels of land) should not be re-filed.

The Code Enforcement Officer researched this issue and presented to the Planning Board on September 12, 2017 a list of 26 items to continue. While many of these are quite legitimate to carry forward, the list contains a few other items such as roads.

In addition, there was some concern at the Planning Board that people would then have to pay taxes on the road. A request was made to continue the process for 6 months (or another period of time). As the recording automatically extinguishes later in September, this could not take place. A request was originally made by a member to hold a meeting with (or call) all abutters of all the items on the original list that would extinguish to see if they would like the road or not. A method did not exist to do this within the next few days nor is there a need to do this as the imaginary road was always supposed to be taxed to the party whose land it went over during this 20-year period.

In a few cases, we did notice that a solid line was drawn on the tax maps for a road that does not exist. To resolve this in these cases, I suggested that the Code Enforcement Officer meet with the Assessor to determine what had transpired. **NO PAPER STREETS** are supposed to be placed on the tax maps as they do not exist. The research is on-going to see if the property owners were taxed properly or not. If they were not taxed properly (not taxed for the land), the Planning Board members were concerned that the individuals did not know that they might have to pay higher taxes and so a motion was made and seconded to also leave to the discretion of the Code Officer, the additional list to carry forward.

Therefore, the Planning Board’s recommendation is two lists.

These vacations (or not carrying the items listed in the 1997 order forward) results \$0 cost plus the one filing fee of \$19 for the first page and \$2 for the second page or a cost of \$21.00 for the list to be saved for the future.

If we need to vacate any of the paper streets carried forward in the future, the cost is estimated at \$1,500.00 - \$2,500.00 per vacation. This is an estimate by myself based upon a past vacation order that I was involved in years ago. Some will be less and some will be more.

The list that was proposed by the Code Enforcement Officer of paper streets to be carried forward for 20 more years is attached. A second list of 5 under research is also attached. On the second list, please disregard the ones listed under "Paper Streets Not Shown on Tax Maps." If they are not shown on the tax maps, then the property owners are already being taxed for them. This taxing issue only comes up if a paper street was incorrectly listed on the tax map. We do not know if the property owner is being taxed for the street or not in this case and need to have the Assessor determine this from calculating the amount of linear feet and acreage in the lot.

Any items to be carried forward must be filed at the Registry within 20 years. Given that there are different numbers of days in some of the years, we really should take the document that will be filed to the Registry shortly after the Town Council's September 19, 2017 meeting.

After the Planning Board Meeting, the Code Enforcement Officer and Tax Assessor reviewed the second list of possible paper street tax issues. The 6 paper streets incorrectly placed on the tax maps back in the 1970's and 1980's were reviewed. One paper street would result in higher taxes of about \$40 per lot for 3 property owners. The Code Enforcement Officer called the property owners with the property owners very willingly accepting the ability to have that land without a paper street across it. The fourth owner is a bank which was not called. Therefore, the second list created due to the Planning Board's concern over taxes is not warranted.

We are back to the original list proposed by the Code Enforcement Officer to carry forward or retain 26 paper streets out of the list of 213 paper streets/roads/lots.

VOTE: UNANIMOUS AYE

RESOLUTION 17-97: Resolved that the Town Council approve the Request for Proposals for the Replacement of the current 2003 Sterling Waste Transporter with a new Waste Transporter and authorize the Town Manager and the Transfer Station/Recycling Coordinator to seek bids for the same.

Moved by **Councilor Ciancheete** and seconded by **Deputy Mayor Nichols** that Resolution 17-97 be adopted.

The Town Manager noted the Transfer Station/Recycling Coordinator is here this evening to discuss the Waste Transporter with the Town Council.

This project has been approved on the Capital Improvement Plan for a lease-purchase and will likely require a public hearing to approve the funds. Currently the Waste Transporter Reserve has \$21,219.03 after emergency repairs had taken place several years ago and the cost was authorized from the Reserve by the Town Council.

Donnie Chute noted this is the second most vital piece of equipment. It makes 300 – 350 trips a year. It is in rough shape due to the salt on the road. I spoke to Steve Vance and we may be able to keep the truck in the fleet. If we can get it inspectable we can use it to haul snow. Councilor Cianchette asked if this is an emergency. Donnie noted it isn't an emergency, but it is urgent. If we don't do something soon we will end up having to hire Bolsters or Pine Tree. Councilor Margolskee asked if this will be a bond. The Town Manager noted that we have put it out as a lease purchase. Councilor Manning thanked Donnie for all his research on this.

VOTE: UNANIMOUS AYE

RESOLUTION 17-98: Resolved that the Town Council authorize the Town Manager to sign the Letter of Intent to participate in the one-day Household Hazardous Waste Collection Event on Saturday, October 7, 2017.

Moved by **Councilor Cianchette** and seconded by **Councilor Manning** that Resolution 17-98 be adopted.

The Town Manager noted for several years, the Town participated in this one-day event which has provided residents the opportunity to dispose of household hazardous materials rather than leaving the materials at their homes or throwing them away with trash.

In 2016, the Town spent \$2,399.68 for the project plus staff time.

In 2015, the Town spent \$1,234.63 for the project plus staff time.

In 2014, the Town spent \$2,209.66 for the project plus staff time.

In 2013, the Town spent \$1,797.16 for the project plus staff time.

In 2012, the Town spent \$2,066.81 for the project plus staff time.

In 2011, the Town spent \$1,472.74 for the materials, including prescription drug incineration plus staff time to organize and assist with the event.

In 2010, the Town spent \$620.24 for the materials that were collected plus staff time to organize and assist with the event.

In 2009, the Town spent \$978.96 for the materials that were collected plus staff time to organize the event.

The amount that we spend will be dependent upon the amount of material that is collected. In the past we have capped the cost that can be expended and will do so this

year also. The Recycling/Transfer Station/Safety Coordinator has proposed a cap of \$2,500.00 for this event after reviewing the Department's budget. As in the past, pre-registration is required.

VOTE: UNANIMOUS AYE

7. DISCUSSION ITEMS:

Updates – General:

A. Brief Updates will be presented on the following items:

1. Water Projects/Issues: North Main Street DWSRF Project: The project was closed out in July. Pay #7 was issued for a reimbursement of \$10,178.33. The funds were received in September after the approval was tracked down at DHS. The entire loan was \$842,416.02. The Town also received a grant or forgiveness of \$46,232.42.

2. North Main Street CWSRF Project: The project again was closed out in July. Pay #7 was issued for a reimbursement of \$6,297.17 which has been issued by the State. The project is being closed out with the issuance of the last expense warrant. The entire loan was \$149,928.35.

3. Code Enforcement Update

Code Violations – CEO has been asked to provide an updated list of violations so that people can work on their items during good weather. The Town Council received the list previously and it is being reviewed internally for recommendations.

4. Legislation on Marijuana Sales and Social Clubs: Councilor Strom, who is also our State Representative, will update the Town Councilors on what has been taking place at the Legislature regarding this issue. Councilor Strom noted there is a joint standing committee that has created a bill to be voted on. The biggest change is that the last bill showed a 10% tax where this bill has it at 20%. One thing that will be different is the sales tax percentage that will be given to the towns. It is up to towns to allow the establishments. Councilor Cianchette questioned why the State would promote this type of business and not others, as far as sales tax. Councilor Strom stated that this was a good question.

5. Economic Development CDBG for Innovative Specialties, LLC for \$260,000: The Owner and Town Manager had an excellent meeting with the Department Head in charge of the CDBG Grants. An option was provided to the Owner that the grant would remain in the same amount of funds, however, be shifted over to working capital rather than construction funds. This is an acceptable category for use within the CDBG Economic Development program. This would greatly assist with the project due to the issue that happened when it was bid out as a more complex project than actually proposed.

6. Economic Development CDBG for Main Street Sidewalk Project for \$250,000: The Town has until October 31, 2017 to fully develop the project and meet all requirements in Phase II Project Development. Therefore, all permits, job information, final budget and a host of other regulations must be met. The normal Phase II Project Development is 6 months which we thought we had, however, the State has reduced the few projects approved to 3 months. All of the many environmental reviews have been started for the area of the sidewalk from Main/Somerset to Main/Stinson (back entrance to the Industrial Park). I have been advised by one federal department to enter the environmental federal portal. The last time that I worked on this, it ended up taking all of a night to get the various possibilities of endangered species. This item is also on the agenda this evening to schedule to public hearing in October.

7. Northern Border Regional Grant for \$250,000: Request for Qualifications for the Madawaska Sewer Rehabilitation Project – Engineering & Design Services was issued with bids due on August 11, 2017. We received 4 bids with varying degrees of pricing and other information. The Town is required to issue a Qualifications rather than Proposals so we have to rank the proposals on a host of items which includes cost. So this is not a low bid item. Most bids are over the initial pricing that we had received in order to put together the initial grant application. We will need to discuss this more with the federal government. No response yet from the federal government. We would need to verify that our project is eligible without the business that we applied with which has been meandering around the entire State now, not settling anywhere. We are waiting for verification from the federal government on how to proceed with this project.

8. Airport Stormwater Program: The State DEP Inspector requests that the Town's Stormwater Testing Program be downgraded from the current plan effect which had been created by the Airport Engineering Consultant. Basically, the Town will be able to test one area, which is a reasonable area to check for pollution. The other areas that were required to be testing were so far away from the fueling/travel route of the planes that it now being viewed by our DEP Inspector as too much to test and unnecessary. The Town is working on the revised Stormwater Plan.

8. REPORTS: Audience, Council

Audience:

Mike Gray: I want to compliment the Council on a well-run meeting. There were no ancillary discussions. I would like to hear more information on the TV station. Councilor Manning advised the SCTV.me site will give more information on the project.

Pete Logiodice: I was looking over the Ordinance Committee paperwork. Is the new code going to be signed in to code? I understood there would be a Public Hearing. The Town Manager noted the Ordinance Committee reviewed the information tonight and then it is placed on the next agenda to be set to Public Hearing.

Council:

Councilor Manning: I want to welcome our new Police Chief. I also want to thank Robin Chase for her work on BikeME. I also wanted to thank Jan and Barbara for the concerts in the park. I will be happy to attend the POPonOVERS opening for the Council. Thursday, September 21st is International Day of Peace. May we ever strive to co-create a world where all are safe and free and welcome.

Councilor Donahue: Absent.

Councilor Margolskee: Congratulations to the folks responsible for the BikeMe event. It was very successful with people being engaged. It was well attended. It was a learning process, but as the 1st stop on tour, we did pretty darn good. I want to welcome the new Police Chief and I hope he is as successful as the last Chief. I just want to remind everyone of the Bicentennial Committee meeting so all can attend. We want this to be a Town celebration.

Deputy Mayor Nichols: I want to thank Kathryn and all the volunteers that worked so hard on BikeME. The people who attended couldn't say enough about the Town. We are very fortunate to have so many volunteers. The Spirit of America will be a nice dedication to Police Chief Emery. I want to welcome the new Police Chief. He will be a good addition. It is good the transporter is being replaced. I will try to attend the POPonOVERS opening. We have lost a few people in Town. I want to send my condolences to Tim Huff's family.

Councilor Strom: If anyone has any feelings on the marijuana issue, please come see me. There are a few other items coming up. I will be at the POPonOVERS opening. I have been receiving emails from residents regarding DHHS and kids in need. Some of these families have been on a waiting list for 8 months. I was on the phone for hours, only to be told, we will get to it when we can. These emails are coming from Pittsfield residents as well.

Councilor Cianchette: I just want to thank the audience for showing up. I want to thank everyone in Town who is an employee. People here do 10 times more with what we have than probably any town in the State. Donnie, you do a very good job and I always hear great comments about the transfer station. I am anxious to have the new Police Chief. Steve left some big boots to fill. I hope the new Police Chief will be successful. Congratulations on BikeME. I have heard positive remarks about the event.

Mayor Stackhouse: I want to congratulate the new Police Chief. I think he will do a great job for Town. Bike ME went well and was well attended. The crafters tent went very well. The library was a big hit. When will we be getting the new firetruck? The Town Manager noted it should be in 2 weeks. Congratulations to POPonOVERS.

10. ADJOURNMENT

Motion by **Deputy Mayor Nichols** and seconded by **Councilor Manning** that the meeting be adjourned at 8:20 p.m. All in agreement.

VOTE: UNANIMOUS AYE

Nicole Nickolan, Town Clerk