

# MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, October 3, 2017 at 6:30 pm in the Council Chambers.

**PRESENT:** COUNCILORS: Michael Cianchette, Scott Strom, Timothy Nichols, Howard Margolskee, Heather Donahue and Marie Manning. **ABSENT:** Robert Stackhouse. Also present: Town Manager Kathryn Ruth. Town Clerk Nicole Nickolan. Audience members included Mike Gray, Pete Logiodice, Justin Wiles, Todd Gilley, Cianbro Representative, Holly Zadra and Jim Dunphy.

1. **Deputy Mayor Nichols** 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 19, 2017.

Moved by **Councilor Cianchette** and seconded by **Councilor Manning** that the minutes of the meeting held on September 19, 2017 be adopted.

**VOTE: UNANIMOUS AYE**

### 3. PRESENTATIONS, CONGRATULATIONS AND INTRODUCTIONS:

#### Community and Economic Development Activities and Events

##### Presentation:

Update by Holly Zadra, Council Moderator on the First Universalist Church Building Fund and Community Work

The First Universalist Church held their 150<sup>th</sup> Anniversary Celebration on Sunday, September 10, 2017. Holly will discuss an upcoming community development project in Town – the church’s plans for renovations and how to involve the community more with the Church’s facilities. She would like to draw folks into the history and architecture that compliment and make Pittsfield beautiful and unique. Restoring the building has value far beyond solely the people that identify with the church. Holly hopes to get folks talking about it and thinking about its place in Pittsfield's future and how it can serve the wider community and region.

Holly Zadra: I am the Moderator of the Council. On Sunday we officially changed the name to Unitarian Universalist Meeting House. Please come visit us if you have not been there before. We would like to draw you into the beauty of the church. There is an unparalleled amount of art at the church. There are 16 Harry Cochran murals. He usually does abstract and florals. We have 1600 speaking pipes at the center of the church. It is a timber frame

Queen Ann style building. I am here tonight to talk about the renovation and restoration plan. We are currently painting the street side of the building. We are launching a fundraising campaign. It is expected that this will take 10 years and over \$1 million dollars. In order to do this we need to think outside the box. Our membership alone cannot raise this amount of money. We are looking to be used as a meeting place. The area can be used for dances, theatre shows, meeting, etc. It could be rented for weddings or musical events. Holly gave a brief overview of the buildings history.

The Town Manager noted that the church is a beautiful building. She has been in it many times for events, including art displays. It is one of our four historic buildings on the National Register in Town. The Town Manager advised that this project is similar to the Library as it is also over \$1 million dollars in cost and it will take time, however, like the Library, it will happen. Holly noted that is her view also, that this beautiful building will be restored.

Michael Gray noted it would be interesting if the Town Council had a meeting there.

Events reported on:

POPonOVERS Grand Opening on Saturday, September 23, 2017 from 3 – 5 pm: The Town Manager noted that this was a wonderful event with a huge crowd at the ribbon cutting as well as the remainder of the day.

**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. Helpful 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 Sebesticook 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 signed the following Thank You Certificates in 2017:

1. Thank You for the great donation of materials by Hancock Lumber for the Hathorn Park Cupola.
2. Thank You to the Businesses supporting the Summer Concert Series: AAA Energy Service Co; Attorney Fred Bachrach; Bolsters Rubbish Removal; Bud's Shop 'n Save; Cianbro; Curtis Air; Dunkin' Donuts; Dysart's Travel Stop; Frost's Mobil Service; Hometown Healthcare Center; Houston-Brooks Auctioneers; Anonymous; Insource Renewables; McMann's Auto; Mike's Auto Body; Northeast Planning Association; Peoples United Bank; Pittsfield Redemption Center; Seabasticook Valley Health; Seabasticook Valley Regional Federal Credit Union; Skowhegan Savings Bank; United Insurance; and Varney Chevrolet.

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 and has now officially listed the property for sale in late September 2017.

### **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.

Bicentennial Committee Meeting on Tuesday, September 12, 2017 at 12:00 noon at the Pittsfield Public Library Warren Community Room

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

Egg Festival Committee Meeting on Thursday, September 14, 2017 at 6:30 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

**Upcoming Meetings:**

Sebasticook Valley Chamber of Commerce (SVCC) Board of Directors Regular Meeting on Thursday, October 5, 2017 at 5:00 pm at the Palmyra Office

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

Recycling Committee Meeting on Wednesday, October 18, 2017 at 5:30 pm

Theatre Committee Meeting on Wednesday, October 25, 2017 at 6:00 pm

Kennebec Regional Development Authority (KRDA) FirstPark Executive Committee Meeting on Thursday, October 26, 2017 at 5:00 pm

**4. PUBLIC HEARINGS:**

***RESOLUTION 17-92:*** (Public Hearing) 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.



The Public Hearing was opened.

Deputy Mayor Nichols opened the Public Hearing and asked for comments from the public starting with those in support of the project.

Mike Gray spoke in favor of Resolution 17-92:

Pittsfield Economic Expansion Corporation  
Town of Pittsfield  
112 Somerset Avenue  
Pittsfield, Maine 04967  
Tel: 1-207-487-3136  
Fax: 1-207-487-3138  
[www.pittsfield.org](http://www.pittsfield.org)

October 3, 2017

Kathryn Ruth, Town Manager  
Town of Pittsfield  
112 Somerset Avenue  
Pittsfield, ME 04967

Dear Kathryn:

On behalf of the Pittsfield Economic Expansion Corporation, I am here this evening to pledge our support for this grant and for The Cianbro Companies' rehabilitation of the former town-owned Technology Center in downtown Pittsfield. The Town is very fortunate to have a project of this magnitude in our downtown.

I was involved with the team which assisted the Town in selling the former Technology Center to Cianbro. The creation of a company-wide Training Center for many of their trades has long been a goal of Cianbro. Thousands of employees will be going through "The Cianbro Institute". It is crucial that our downtown be able to support this large influx of employees in a safe and professional manner. It has been many decades since the downtown was rehabilitated. Our sidewalks have been worked on quite a bit but need to be replaced. Due to the cost, the Town has never been able to undertake this reconstruction project. With this grant, long-overdue plans are now underway for the rehabilitation of our Main Street.

The Pittsfield Economic Expansion Corporation has been working with the Town Manager and Cianbro on this project. Cianbro's company-wide training center in conjunction with a revitalized Main Street is the most important downtown project that has come before our community in decades.

Sincerely yours,

Michael Gray,  
Director  
Pittsfield Economic Expansion Corporation

Holly Zadra spoke in favor of Resolution 17-92: I am in favor of the project. I have a question regarding the materials being used. Will it be a concrete or asphalt sidewalk? The downtown area would benefit from a concrete sidewalk. Cianbro did the sidewalks in concrete in this Institute area and it is beautiful.

Deputy Mayor Nichols asked for those against the project and there were none. He asked if anyone had any questions and there were none. Deputy Mayor Nichols closed the public hearing.

Moved by **Councilor Cianchette** and seconded by **Councilor Manning** that Resolution 17-92 be adopted.

The Mayor then recognized the Town Manager. Town Manager Kathryn Ruth provided background on the grant application. 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 checklist of steps to follow and the checklist is underway including environmental clearance. The environmental package has been completed. We are now working on the policies and regulations required, reviewing the budget and jobs creation as well as compiling many project components.

Cianbro is one of the United States' largest, most diverse and 100% employee-owned construction and construction services companies. Operating in more than 40 states and 12 markets, Cianbro's headquarters is located in downtown Pittsfield on Main Street. Having acquired the former town-owned downtown Technology Center in 2016 and planning a major rebuild, the company was finding it difficult to attract employees.

Main Street is comprised of an older sidewalk system including curbing, lighting and greenscape which has severely deteriorated over the last 40 years. The sidewalk is heaved and the antique lighting system is poor. The Town has saved funds for over 15 years for this project, however, due to the cost, has been forced to continue to repair the facilities. Cianbro proposed to rehabilitate the Center into their company-wide training facility which will result in extensive foot traffic and use of downtown public facilities. Concern exists with the condition and safety of the sidewalk system. The timing is perfect as MDOT plans to rehabilitate Main Street in 2018 which includes the stormdrains. The sidewalks, stormdrain and road profiles are intertwined and must be reconstructed at the same time. The downtown will be revitalized through replacement of the sidewalk in its entirety including curbing, lighting and greenscape.

Cianbro believes this will assist the company to attract qualified employees, resulting in an increase of 9 positions. This project will create a safe ADA compliant walkway to all facilities including the Maine Central Institute Campus. The cost of the project is now estimated at \$500,000. The Town has \$250,000 which has been set aside in the Economic Development Fund for a town project of substantial magnitude to enhance economic development. The remaining approximately \$900 in the account is set aside to pay for the advertising requirements. The gap for the project is \$250,000. The timeline for the project is to be designed during the Fall-Winter 2017-2018, bid in Winter 2018 and built in 2018. The schedule for construction will have to match the State of Maine's schedule for rehabilitation of Main Street as the projects are interrelated and must be completed together. If the MDOT project is pushed back, the Town's project will need to be pushed back. Designing the project over the winter will put the Town in an advantageous position to be ready to go when MDOT is ready to proceed forward.

In regard to the question earlier on the type of sidewalk to be built, the project will be designed this winter. We hope to have concrete remain in the downtown along the businesses on Main Street as is the current situation. It is likely that the remainder of the project will be asphalt. This is due to the cost. Due to the length of the sidewalk, it would be advantageous to bid out the project with an addendum for the end of the sidewalk from

Raymond Street to the back of the Industrial Park. There is a lengthy curb cut across the Storage Garage. We do not know how the State MDOT will address this. Therefore, if we bid out the sidewalk from Main/Somerset to Main/Raymond and then handle the rest as an addendum, we should be safe both in terms of cost and in terms of how MDOT will proceed with the road project.

Councilor Margolskee questioned if the downtown area would be concrete and bricks as it currently is. The Town Manager noted it would need State approval but can not see a reason why not. It would be preferable to leave the downtown area as concrete and the project can be bid out that way.

**VOTE: UNANIMOUS AYE**

## **5. REPORTS:**

### **A. COUNCIL COMMITTEES: FINANCE, ORDINANCE & RECYCLING:**

Recycling Committee: The committee met on September 20, 2017. We reviewed the new brochure. It's available at the Town Office and the Library. We discussed projects and recycling statistics. Donnie attended to give us an update. We discussed the possibility of an informational board. Perhaps the Scouts or MCI students will help with the project. We are reviewing a possible container for glass. We are planning to close the reuse building on November 1<sup>st</sup> and open on the 2<sup>nd</sup> Saturday in April. This is all weather dependent. Biomass was discussed as well as getting heavy items out of the waste stream. Councilor Donahue asked about municipal composting. Deputy Mayor Nichols said this is still being researched. Food waste was discussed with the major sources being Buds, the hospital and schools. Councilor Donahue was suggesting composting here, not hauling it away. The Town Manager noted as there are old landfills underneath the transfer station and the State has advised it can not be used for additional programming.

### **B. BOARD AND COMMITTEE UPDATES BY TOWN COUNCILORS AND MANAGER**

The Theatre is putting together an advertising policy so that Donna can streamline decisions on granting approval to businesses and organizations who wish to advertise on screen. I was surprised to discover the theatre has not had one to date. We are also putting together some recommendations to enhance the budget request in a small and measured way for the 2018 budget season to include some training and promotions. And we have begun the work of researching possibilities to present as viable options for the theatre. This will take time and at present Lori Swartz and I are going to be working on pulling together the pieces and creating a more comprehensive business plan looking towards creating a sustainable future for the theatre. We have the consultant who has been spearheading the Somerset Cultural Planning sessions who is interested in helping us with the mission of revitalizing the theatre and making it profitable.

## **C. Town Manager's Report: Town Council Meeting of 10/03/2017:**

**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. November Municipal and SAD #53 Ballot:**

**Council:** At Large: Matthew Bolster, District #2: Caleb Curtis

**SAD #53:** Margaret Holmes, Amy Wilson and Michael Wylly

**4. Pittsfield Public Library News:**

Kindness Rocks! at the Pittsfield Public Library Saturday, October 7 at 10:30 -12:00.

April and Danika, a mother daughter team, will show us how and why to make kindness stones and artfully painted rocks. Supplies will be provided. All ages welcome for a fun and inspirational morning. This program is part of Pittsfield's Year of Kindness, promoting being kind to people in your community.

The Friends of the Pittsfield Public Library are soliciting donations of good gently used books for their next book sale. Children's books are especially popular at the sale. Used audio books, DVDs, and music are also welcome. Some of the donations may be considered for use in the library circulating collection. Donations may be brought to the library during regular library hours. Proceeds from the sale will be used to support library programs. The book sale will be held October 12-14. For more information, please call the library 487-5880.

**5. Spirit of America Award Ceremony:**

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 were being made by the Police Department to have his daughters accept the award. I have contacted both daughters to work with them on attending the meeting.

## **6. NEW BUSINESS:**

***ORDINANCE 17-07*** (Set to Public Hearing on 10/17/2017) That the Town of Pittsfield hereby ordains the following listed amendments to the Zoning Ordinance: Chapter 13. Zoning Ordinance, Section 4, Property Maintenance and Screening and Chapter 13, Zoning Ordinance, Section 4. Manufactured Housing

Moved by **Councilor Cianchette** and seconded by **Councilor Margolskee** that Ordinance 17-07 be set to Public Hearing on October 17, 2017.

The Town Manager noted this public hearing will address the proposed Amendments from the Planning Board regarding property maintenance and screening; and also manufactured housing. The Town Council received copies of the proposed amendments in their package materials.

These proposed amendments were recommended by the Planning Board earlier this year. We were asked to address them in Fall. In addition, due to the cost of addressing ordinance amendments, they were held to see if any further amendments would be brought forth.

The Ordinance Committee previously discussed the proposed recommendations on April 04, 2017; clarified that property maintenance relates to only vacant properties; and then reviewed the proposed amendments again on September 19, 2017.

Councilor Donahue asked if changes can be made at the Public Hearing. The Town Manager noted if it was a substantial change, we wouldn't be able to change the intent. Councilor Cianchette noted that he had some reservations as well when it was reviewed by the Ordinance Committee. He clarified that there are avenues and options to work with people.

**VOTE: UNANIMOUS AYE**

**ORDINANCE 17-08** (Set to Public Hearing on 10/17/2017) That the Town of Pittsfield hereby ordains the following listed amendments to the Land Use Definitions Ordinance: Chapter 13-C, Land Use Definitions, Adding "Grounds".

Moved by **Councilor Cianchette** and seconded by **Councilor Strom** that Ordinance 17-08 be set to Public Hearing on October 17, 2017.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 17-99:** Resolved that the Town Council Sign the State of Maine Community Development Block Grant Program Resolution Authorizing the Town Manager to submit an application for the Economic Development Grant in the amount of \$250,000; to make assurances on behalf of the Community of Pittsfield as required and is authorized and directed upon acceptance of said funds to carry out the duties and responsibilities, and the laws and regulations for such program.

Moved by **Councilor Cianchette** and seconded by **Councilor Donahue** that Resolution 17-99 be adopted.

The Town Manager noted an official Resolution is required as part of Project Development Phase II for the Main Street Sidewalk Economic Development Grant project. The Resolution was included in the Town Council Package and forms the basis of the town's responsibilities and project requirements.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 17-100:** Resolved that the Town Council sign the Standards of Conduct for the CDBG Program.

Moved by **Councilor Donahue** and seconded by **Councilor Cianchette** that Resolution 17-100 be adopted.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 17-101:** Resolved that the Town Council sign the Fair Housing Resolution for the CDBG Program.

Moved by **Councilor Cianchette** and seconded by **Councilor Strom** that Resolution 17-101 be adopted.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 17-102:** Resolved that the Town Council authorize the Town Manager to sign the Fair Housing Self-Assessment for the CDBG Program.

Moved by **Councilor Cianchette** and seconded by **Councilor Manning** that Resolution 17-102 be adopted.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 17-103:** Resolved that the Town Council authorize the Town Manager to sign the ADA/Section 504 Certification for the CDBG Program.

Moved by **Councilor Cianchette** and seconded by **Councilor Donahue** that Resolution 17-103 be adopted.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 17-104:** Resolved that the Town Council sign the Section 504 Self Evaluation and Transition Plan for the CDBG Program.

Moved by **Councilor Cianchette** and seconded by **Councilor Donahue** that Resolution 17-104 be adopted.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 17-105:** Resolved that the Town Council sign the Residential Antidisplacement & Relocation Assistance Plan for the CDBG Program.

Moved by **Councilor Cianchette** and seconded by **Councilor Manning** that Resolution 17-105 be adopted.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 17-106:** Resolved that the Town Council sign the Equal Employment Opportunity Policy Statement for the CDBG Program.

Moved by **Councilor Cianchette** and seconded by **Councilor Strom** that Resolution 17-106 be adopted.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 17-107:** Resolved that members of the Economic Development Team and Pittsfield Economic Expansion Corporation be appointed as the Community Development Advisory Committee.

Moved by **Councilor Cianchette** and seconded by **Councilor Manning** that Resolution 17-107 be adopted.

The Town Manager noted the Town solicited interest from members of these two groups for the Community Development Advisory Committee.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 17-108:** Resolved that the Town Council approve the CDBG Program Complaint Policy.

Moved by **Councilor Cianchette** and seconded by **Councilor Donahue** that Resolution 17-108 be adopted.

The Town Manager noted the State provided a copy of a CDBG Standard Complaint Policy that we have adopted before and would utilize for the upcoming project. A copy was included in the Town Council's Package.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 17-109:** Resolved that the Town Council approve the Bonding and Insurance Requirements for CDBG Funded Contracts.

Moved by **Councilor Cianchette** and seconded by **Councilor Strom** that Resolution 17-109 be adopted.

The Town Manager noted the State provided a copy of the CDBG Bonding and Insurance Requirements that we have adopted before and would utilize for the upcoming project. The copy was included in the Town Council's Package.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 17-110:** Resolved that the Town Council Approve and Authorize the Town Manager to Sign the Application/Agreement for the Grant-in-Aid Program for the Department of Conservation, Bureau of Parks and Lands Snowmobile Program for an estimated project of \$37,710.00 to improve the snowmobile trails for the Driftbusters Snowmobile Club.

Moved by **Councilor Cianchette** and seconded by **Councilor Donahue** that Resolution 17-110 be adopted.

Councilor Cianchette questioned if costs are tracked. Jim Dunphy explained that a large part of the funds go to the groomer.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 17-111:** Resolved that the Town Council authorize the Town Manager to enter into an agreement with the in-town bank which provides the best proposal for cash depositing in response to the Town's quotations for a three-year period with additional renewals negotiated.

Moved by **Councilor Cianchette** and seconded by **Councilor Strom** that Resolution 17-111 be adopted.

**VOTE: UNANIMOUS AYE**

Councilor Cianchette asked the Town Manager to briefly review how this works.

The Town Manager noted as Skowhegan Bank has announced that it is closing four banks due to on-line banking becoming more popular, we will need to obtain a new bank for the cash ACH process. This process allows the cash to be transferred to Androscoggin Bank which had been the facility to provide the highest interest in terms of the Request for Proposals put out earlier this year. As Androscoggin Bank is located outside the Town, we then put out a Request for Proposals for a cash depository bank to transfer the funds. The Cash Depository bank would need to be in-town.

Skowhegan closes in mid-January 2018, therefore, we will put out an RFP when time permits and then go with the lowest cost option. Both People's United and Bangor Savings Bank had previously been interested in this opportunity.

It would be easiest to start this process at the beginning of January 2018. It will take awhile to get everything lined up with the RFP, negotiation, creation of the account and testing of the account. Having the approval at this time allows the Town to do this when it fits into a busy schedule.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 17-112:** Resolved that the Town Council Approve a business license application for High Tide Low Tide at 30 Main Street, Madison, ME 04950.

Moved by **Councilor Cianchette** and seconded by **Councilor Margolskee** that Resolution 17-112 be adopted.

The Town Manager noted this business will be located at Hathorn Park on Thursday and Saturday. Insurance has been received listing the Town as additional insured. The business will sell seafood. It holds an enhanced retail certificate to buy, sell, transport, ship and/or serve seafood.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 17-113:** Resolved that the Town Council Appoint members to fill the vacancies on the various Town Boards and Committees.

Moved by **Councilor Cianchette** and seconded by **Councilor Donahue** that Resolution 17-113 be adopted.

The Town Manager noted Margaret Gray has volunteered for the vacancy on the Theatre Committee created when Jim Higgs resigned. I believe the position is until 12/31/2019. Donna is very excited that Peg is coming back!

Councilor Manning's initial concern was because Peg had stated that she is out of the country half the year. Given that already we struggle to have our committee members attend meetings, I question if we should give the open spot on the committee to someone who has stated she will not be present for half of that. She is lovely and has a decade of prior experience, her insights could be valuable - yet perhaps her input is best given as an advisor. We should give the official committee position to someone who can be present more. The Town Manager and Deputy Mayor noted that because the committee was not subject to the strict guidelines of the Town Council and standing committees such as the Planning Board, we could have individuals attend and participate without having them formally appointed. Councilor Manning noted if we can have additional members join the theatre committee meetings, I withdrawn my concern and look forward

to welcoming Peg onto the theatre committee. Mike Gray noted Peg will call into the meetings. She will probably attend more than some other members, even being out of the country for a few months.

**VOTE: UNANIMOUS AYE**

## **7. DISCUSSION ITEMS:**

### **Updates – General:**

1. Water Projects/Issues: In addition to normal daily duties and customer needs, the Water Department has been busy with the following:

Water service replacements

Had meeting with the Drinking Water Program for a Sanitary Survey (inspection of water facilities)

Reviewing Department policies (per inspection)

Curb box repairs

Hydrant flushing (will continue into October)

Assisting other departments as necessary

2. The Sewer Department has been busy with the following:

Sewer service replacement inspections

Had meeting with DEP for annual inspection

Addressing concerns addressed during inspection (composite sample refrigerator and thermometer)

Meeting with contractors to get discharge gate replaced. (per inspection)

Review department policies (per inspection)

Cleaned influent flume at plant. (per inspection)

Jetted Madawaska sewer main

3. Code Enforcement Update:

The Code Violation Listing and resolutions/suggested actions was provided in your Council Package. There are a few that will require more assistance than just sending letters. Some are police issues. Some are regular code enforcement. The Town Manager reviewed some of the items.

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 that the Governor has called the legislature into session. We will be working on the food sovereignty bill. I imagine we will be voting on the marijuana bill as if there is no vote it will pass as written. There have been no changes.

5. Economic Development CDBG for Innovative Specialties, LLC for \$260,000:

Chad Dow, the owner continues to compile the information needed to revise the project for the grant funding as recommended by the Director of the CDBG program. At this time, the Town is putting together the paperwork for the employee hiring program toward the number of positions required on the grant.

6. Economic Development CDBG for Main Street Sidewalk Project for \$250,000:

The Town has until October 31, 2017 to full design 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. As of the last meeting of the many environmental reviews were 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 work was completed the weekend after the last Town Council Meeting. The materials required for the submission package are well underway.

7. Northern Border Regional Grant for \$250,000:

We are waiting for verification from the federal government on how to proceed with this project. This project is still on hold.

**8. REPORTS:** Audience, Council

**Audience:**

Mike Gray: At the last Council meeting, I asked for an update on the new cable television station. I was referred to the website which didn't answer any of my questions. I am concerned regarding how invoices are submitted and paid through the Town. What do we have for equipment? How much does it cost? Is there marine coverage for that equipment in case it is dropped or mishandled? How will this progress? I wondered why a check was issued to a Florida 501c3 company. Councilor Manning stated she had reached out to a local 501c3 and they were not able to take on sponsorship. I reached out to a colleague in Florida who has a corporation who has done this before and it was approved by Kathryn. The Town Manager stated that it was not approved by Kathryn, but rather, it met the requirements of the agreement. Mike Gray said that it was set aside for equipment. Do we have it? Where is it? What type of insurance is there? Who is responsible for it? When will it be utilized? Councilor Manning stated she will be offering a full report in December. Mike Gray asked about the report in July. Councilor Manning said that a report was offered in July. Mike Gray stated that it was not in the minutes. Councilor Manning noted that a lot did not get into the minutes in July. We are working with a number of

towns. We are conducting research to find out the status of the cable company and the Towns that they have given franchise fees. I am part of a group in Central Maine that are station producers and liaisons who get together on a monthly basis. We suggested Fairfield talk to the cable company as they were not getting what they are supposed to be getting. They got a check for \$300,000. We want to have research in place so we will be in a good position to understand what is going on when we are in negotiations. Councilor Manning stated she asked Kathryn about audits over the years, her response was they were unreadable as they were in a format that we were unable to access. The Town Manager advised that was only for one year. Mike Gray stated that we got those updates when we were on the Council and they were understandable. He suggested putting together a timeline with drop dead dates. Councilor Manning advised that website building is the focus now. \$15,000 is not going to go very far. It is bare bones now. We do not have video content to share right now. I will share the plan in December. Mike Gray is concerned with following the money. The Town Manager noted Fairfield's contract is much different from what the other Towns have and is different than Pittsfield's. For years, they thought that something was wrong with the calculations for the franchise fee and it took them years to resolve this. They had to go to court. Councilor Manning said there are a number of towns going through this as well receiving money throughout New England and down into New York since Spectrum took charge. Spectrum has issued a boiler plate agreement. The Town Manager advised she recently received notice from Spectrum that they had not heard from the Town and requested that we sign the agreement.

Jim Dunphy: I have a bit of a concern. I drive a school bus and I have noticed basketball baskets hanging over the road. The Town Manager noted to please give a list of locations so we can look into the issue. This would be a Police item.

Pete Logiodice: I want to voice my concern about the campers and motorhome ordinance changes. I don't agree fully with them.

### **Council:**

**Councilor Manning:** Has the ACO position been filled? The Town Manager noted this is one of the first projects for the new Chief. A constituent noted that the Affordable Care Act is not being publicized as it was in the past. Can the Town do anything to get the word out? Deputy Mayor Nichols noted that HealthySV has done forums in the last regarding this. Councilor Manning noted there was a horrific house fire on Peltoma. People are hurting. May we send light into the darkness.

**Councilor Donahue:** The Bicentennial sweatshirts are available and comfy. There will be upcoming creamery tours. I want to congratulate the new Police Chief. Congratulations to the Fire Department on the new truck. Councilor Donahue asked Jim Dunphy if there are any snowmobile maps. Jim stated that we need to have a new one drafted. The Wyman Farm is still listed but it is the Belfour Farm now. Councilor Donahue asked if we have park maps. The Town Manager noted we do have park maps.

We may be able to create a map with certain items on it. We learned a lot doing the maps for BikeME.

**Councilor Margolskee:** I want to thank Holly for the church discussion. The Town would benefit from the building. I am glad for the sidewalk grant. It will really help the downtown area. The reuse center has proven its worth. When I take stuff down people are looking at it while it is still on the truck. I would rather have someone here for half the year on the Theatre Committee than someone who never comes. The sweatshirts are selling wonderfully. The Bicentennial group had an open meeting. Many people showed up to brainstorm. There were even people new to Town that wanted to get involved. The next meeting is 10/10/2017 at noon at the library.

**Deputy Mayor Nichols:** Thank you to the audience. Thank you to Holly for coming in with an update. Popovers is a great addition to Town. The new seafood company will be too. We have so many new food businesses coming in we have quite the variety. That will draw people into Town. I am getting many positive comments on the redemption center. It is so clean and customer friendly. He may be looking at expanding in the future. I was just in Vegas in June. That could have happened anywhere. You can't legislate evil. To find a positive we can look at how communities come together during this time.

**Councilor Strom:** I had the great pleasure to go to MCI to speak to the JMG classes. We started talk to them about what we can do to keep them here in Town. None of them were actually looking to leave. We talked about the Theatre. Not many students use this service. Many students mentioned they used the Pinnacle. Not for skiing but for summer activities. Many students mentioned wanting a skate park. They offered to help build it or raise funds for it. They discussed that the basketball courts at Manson Park are never used. Maybe that would be a good area to look at? They can use the project for a community project or Senior project. The Town Manager noted we would need a shellac that can preserve the woods when outside. All my kids and his friends skateboard. After the fire Adam Bertrand took it upon himself to run water to the firemen. He is a great kid. Councilor Strom asked what happened to the tunnel we were due to get on the trail. The Town Manager noted the project is due to start in October and should be coming right up.

**Councilor Cianchette:** I had a call on my answering machine about issues with the water quality. I asked them to call in on Monday. Councilor Cianchette asked if there were any issues. The Town Manager noted that fire hydrant flushing is ongoing and can cause discoloration. Thank you to the audience for showing up. This past week has really out things in perspective. Compare where you are to where others are. Things can always be worse. Be grateful for what we have.

**Mayor Stackhouse:** Absent.

## 10. ADJOURNMENT

Motion by **Councilor Cianchette** and seconded by **Councilor Manning** that the meeting be adjourned at 8:44 p.m. All in agreement.

**VOTE: UNANIMOUS AYE**

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Nicole Nickolan, Town Clerk