

# MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, October 16, 2018 at 6:30 PM in the Council Chambers.

**PRESENT: COUNCILORS:** Deputy Mayor Robert Stackhouse, Councilor Matthew Bolster, Councilor Howard Margolskee, Councilor Timothy P. Nichols and Councilor Caleb Curtis

**ABSENT:** Mayor Michael Cianchette and Councilor Heather Donahue

Also present: Town Manager Kathryn Ruth and Assistant to the Town Manager Michael Feole

Audience members included: Don Hallenback, Joseph Sanborn, Scott Strom, Jessica Ouellette, Michael LeBlanc, Pete Logiodice, Melissa Bartlett, Jan Laux, Matt Junker and Pete Bickmore.

1. **Deputy 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 October 2, 2018.

Moved by **Councilor Nichols** and seconded by **Councilor Margolskee** that the minutes of the meeting held on October 2, 2018 be adopted.

**VOTE: UNANIMOUS AYE**

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

**A. Presentation by Jessica Ouellette from HealthySV on Maine Integrated Youth Health Survey:** Jessica provided a synopsis of the data collected for her service area. This is a survey that is taken every two years by students in school called the Maine Integrated Youth Health Survey.

#### **B. Community and Economic Development Activities and Events:**

##### **Reminder of upcoming meeting:**

Somerset County Spirit of America Award Ceremony on Wednesday, October 17, 2018 at 6:00 pm in the Superior Court Room. The family will be attending to receive the award in the Memory of Lancey Bradshaw. I spoke with Mary Jane Stafford, Lancey's daughter, and they are honored for Lancey and know she would have been very pleased. The Town Manager inquired if any of the Town Councilors would be attending and since no one will be attending, will make arrangements for coverage.

##### **Small Business Saturday is November 24, 2018:**

The Town has promoted this event since 2012 when officials in all 50 states participated. This is a program started by American Express. There are resources on the internet in which businesses and entrepreneurs can download materials from the Shop Small Movement. In an effort to support local shops that make our communities strong, American Express launched Small Business Saturday on the Saturday after Thanksgiving to encourage people to Shop Small and bring more holiday shopping to small businesses. In 2011, the Senate unanimously passed a resolution in support of the day. By 2012, all the States were on board. In 2013, more than 1,450 individuals and organizations signed up as Neighborhood Champions to rally their communities with events and activities on Small Business Saturday – and that number continued

to grow. By 2017, there were more than 7,200 Neighborhood Champions across all 50 states. 90% of consumers surveyed said that Small Business Saturday has had a positive impact on their community. Go to the American Express site or type in Shop Small for more information. This is important because a visit to a family-owned framing shop or a stop at the neighborhood barbecue truck not only supports our local economies, it also promotes more vibrant communities. That is true. **GET THE MOST OUT OF SMALL BUSINESS SATURDAY!** *One small purchase can make a big difference for neighbors, your community & you!* Small Business Saturday is a shopping holiday held on the Saturday after Thanksgiving during one of the busiest shopping periods of the year. Small businesses sometimes offer many similar discounts that large chain stores have, but without the marketing dollars to display the price cuts. Please join your neighbors this year on Saturday, November 24, 2018. Shop local and support your community, this day and every day!

**Report on New Business Activity & Opportunities in Pittsfield:**

We have several individuals looking at the Industrial Park lots so I thought I would review exactly what we have left in the **Industrial Park Addition**. This was the expansion finished in 2011 with a federal Economic Development Administration grant of \$880,000 and the Town's match which was federal funding reinvested from a former federal grant decades ago of \$220,000. The project was completed with zero taxpayer dollars except for employee time.

Map and Lot #	IP Addition #	Acreage	Price Proposed	
Map 27, Lot 79-2	2N	2.88	\$13,000	SOLD
Map 27, Lot 79-3	3N	3.24	\$15,000	SOLD
Map 27, Lot 79-4	4N	2.64	\$12,000	
Map 24, Lot 33	5N	3.99	\$18,000	
Map 27, Lot 79-6	6N	2.55	\$11,500	
Map 27, Lot 79-7	7N	2.09	\$10,000	

Lots 2N – 7N are owned by the Town of Pittsfield and require a two-step process for sale which includes a public hearing and adoption of an ordinance.

The **potential flower and gift shop** has settled on a property and is now making an offer so hopefully this will go forward as it would be great to have a florist back in Town.

The staff are working with a potential business owner for the **Muddy Waters Outpost** at 107 Waverly Avenue. The family purchased the former flower shop and are renovating for a coffee house with artists and entertainment. In addition, they will have river guide services for the Sebasticook River. It was only a matter of time from our strategic location. We were a bit ahead of our time. In 2008 we received 1 of the few River Bond CDBG grants to create economic and community development on the river. We received the funds to fix up and upgrade the Pinnacle which we did. Then the recession showed up so anyone looking to start a business on the river did not do it, although there were a lot of ideas. So this is a wonderful idea. The facility was verified by the CEO to be grandfathered so only a business permit is required and a building/plumbing permit depending upon what is to take place.

At the last meeting, I had announced **Dental Lace's** new packaging/fulfillment center for on-line orders to be located at the former McMann's Auto property on Main Street (formerly known as South Main). This is exciting especially as the company is owned by a former citizen who grew up in Pittsfield.

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

5. **REPORTS:**

A. **COUNCIL COMMITTEES:** Finance-No Report; Ordinance-No Report; and Recycling-No Report

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

Councilor Margolskee reported that the Bicentennial Committee is moving along well and finalizing plans for the week of the Bicentennial. The festivities will begin on December 5<sup>th</sup> with a tree lighting. We will have mementos such as flags for the bicentennial. Still waiting on the boat ramp launch. The next meeting will be on November 14<sup>th</sup> due to the Town Council meeting being moved for the Elections.

**C. TOWN MANAGER'S REPORT**

**Town Manager's Report: Town Council Meeting of 10/02/2018:**

1. Elections:

On Election Day, November 6, the Municipal Ballot will include:

MSAD #53 Board Members, 3 year terms, 2 positions: Christopher Weymouth and Carla Kelley

Councilor at Large, 3-year term, 1 position Debra Billings and Jason Hall

District 1, 3-year term, Melissa Bartlett and Timothy P. Nichols

District 4, 3-year term, no declared candidates

Under the State law, we can have write-ins for District 4 only. The Town Clerk indicates "Those write-in votes will be counted if the individual puts a cross (X) or a check mark ( ) in the proper square at the left. Names written in must show residence of each write-in candidate."

The Town Attorney indicates that the State statutes do not require than an address be included. So, we would have to count the votes even if the voter does not put the address.

2. Pittsfield Fall Recreation Program:

All Fall Sports Recreation Programs are coming to an end and the children have had a great time. THANKS to all of the many volunteer coaches as well as our Recreation Director Suzy Morton.

3. Pittsfield Community Theatre Movie Line-up: This will be published in the Town Manager's Report.

Oct. 12-18

OPERATION FINALE

Rated: PG-13

Running Time: 2 hr.

Matinee Sunday, Oct.28 at 2 PM no Sunday evening movie...

Oct. 19-25

THE HOUSE WITH A CLOCK IN IT'S WALLS

Rated: PG

Running Time: 1 hr. 45 min

Matinee Sunday, Oct. 21 at 2 PM no Sunday evening movie...

Oct. 26-Nov. 1

SMALLFOOT

Rated: PG

Running Time: 1 hr. 40 min  
Matinee Sunday, Oct. 28 at 2 PM no Sunday evening movie...

4. The Pittsfield THEN and NOW Pittsfield History with current information is a beautiful collection of interesting information about the community, its facilities, homes and the people. In addition, the pictures are quite nice. We will be looking into selling the book at the Town Office. It is available for order at Bud's Shop N' Save and on line at Amazon.com. The Town is placing an order this week.

5. Pittsfield Solar TIF: The \$272,141.10 tax bill on the largest solar array in the state at this point has been paid. The overall assessment which is sheltered in the tax increment financing district was valued at \$12,959,100. For year 1, the company's proration was 69.5% and the Town's was 30.5%, and then over the life of the TIF, the Town's ratio will increase and Cianbro's will decrease. The Town received a payment of \$83,003.04 which will be allocated toward the Economic Development Budget next year in 2019 as a revenue source. This will allow for staffing for economic development assistance and projects. There is a lot to do and until right now, I have been covering many jobs. We are now beginning to move items over to Michael. He had been assisting the staff in the front office learning the front office functions while leaves were taking place. We have had several people out and taxes rolling in so we hope to shortly get Michael moved out back to actually work on economic development items. I am still covering everything in the interim.

6. Pittsfield Historical Society and Historical Collection Inventory: We are working with the PHS to obtain the inventory in a format that we can utilize it and store it here at the Town Office. The actual inventory of the history and collectibles is on a Paradox system which is related to the former Corel which had Word Perfect. We have a copy and inputted it into excel. As the PHS is probably not going to be able to enhance the listing and setup, we have identified some steps to determine exactly what is on the inventory vs. what is in the depot. Regarding insurance, we have the most insurance that is available with the listing and the items which are scheduled. We may need to hire an appraiser for some items. We had planned to complete this work over the winter.

Then the Town was notified that the stain-glass window specialist is available prior to the previously expected availability of springtime 2019. This is work being donated by a local business. We need to mobilize to move by November 12. To prepare for the Depot Window Restoration/ Renovation, the Depot will need to be empty of its entire contents in order to preserve the collection and allow the contractor to extract the windows. The Pittsfield Historical Collection will be relocated in an in-town facility. The environmentally controlled space will have lighting with UV filtering and temperature and humidity levels maintained within recommended levels for a mixed collection. Security will be managed with key card entry to authorized staff with motion detection sensors. There are surveillance cameras outside the building. Cost estimates from moving companies are being reviewed and examined for the move of the Pittsfield Historical Collection to the destination. Packing items will need to be purchased and volunteers coordinated to facilitate the packing. This will require volunteer background checks, education on handling historical items and volunteers to be organized by the Pittsfield Historical Society. The United States National Park Service publications and documentation regarding handling, packing and moving of the collection are to be followed. After the windows are moved, plywood is to be placed over the openings and the depot made weather tight. The plywood will be painted the same or near the same color of the Depot to comply with the Zoning Ordinance. The exterior clapboards will be addressed in the spring if possible. The Town's Code Enforcement Officer will assist with the necessary documentation to the Maine Historic Preservation Commission for the windows and exterior restoration plans to maintain the registration of the Depot on the National Register of Historic Places (U.S. National Park Service).

The Town is making great efforts to conserve, preserve and protect the Pittsfield Historical Collection for future generations to enjoy. More than 137 hours have been invested by the Town in the Depot since September 2018. These hours represent the Town's efforts to verify insurance coverage is sufficient, inventory new items, verify previously listed items and to facilitate the move of the Pittsfield Historic Collection to an alternate location while restoration on the Depot continues. The hours are as follows;

- 36+/- hours cataloging & organizing
- 73+/- hours researching currently available grants (to supplement restoration funding, for the exploration of other privately funded opportunities to increase current reserves and to obtain additional resources that could potentially help raise the Depot to the 'Nationally Significant' designation level on the National Register of Historic Places.)
- 28+/- hours preparing administrative documentation, forms for volunteers, forms for controlling inventory during packing and storage, collecting data and research on move expenditures, National Park Service historic item handling review, and historic collection move supplies research and price comparisons.

## 6. NEW BUSINESS:

**RESOLUTION 18-96:** Resolved that the Town Council accept the bid of \_\_\_\_\_ of \_\_\_\_\_ in an amount to not exceed \$\_\_\_\_\_ for the Pittsfield Maine Sewer-Madawaska Sewer Reconstruction and Authorize the Town Manager to execute a contract for same, pending concurrence of the award by the Northern Border Regional Commission as the project is partially funded by said agency.

The Town Council authorized the issuance of the Request for Proposals for reconstruction of approximately 1,434 feet of sewer main plus associated work as described in the Invitation to Bid for Madawaska Avenue developed by the Engineering Consultant. The project is financed in part by the Northern Border Regional Commission grant received by the Town. This is a reimbursement grant; therefore, the Town will issue payments for the work and be reimbursed in accordance with federal requirements. We received a \$250,000 grant toward this very important sewer project. The project starts 460' north of North Main Intersection with Madawaska, by the snowmobile trail crossing, proceeding all the way to the intersection of Waverly and Madawaska. Although it appeared that we would be able to have two-way traffic if it is planned right, calls were made to MDOT requesting to detour traffic. The Town did not ask about this as it is rare that MDOT will allow a state road to be closed. As noted in the RFP that was issued, the project is subject to the requirements of the grant program to include bid requirements, selection and contract requirements. Bids were due by Friday, October 12, 2018 at 10:00 am. Work must be completed by June 15, 2019.

The Town Councilors have a copy of the Bid Tally received from the Engineer. T Buck is the low bidder. Qualifications have been requested by the Engineer and not received as of yet. This item was on the agenda in case all worked out miraculous in the short timeframe. We do have approval of the NBRC to move forward with acceptance of a bid once the Engineering Consultant Plymouth Engineering is able to certify that the bid is in accordance with the bid book. The firm has requested the qualifications. It was also noted that due to the difficulty in addressing the opening permit on the roadway with the engineer being told that we needed to pay \$25,000 or so rather than the usual 10% deposit of \$2,535, that it would be good to table this to obtain more information.

This resolution was motioned to be tabled due to the certification of the lowest bidder not having been completed by Plymouth Engineering as the firm did not receive the qualifications from the low bidder by the Town Council Meeting.

Moved by **Councilor Nichols** and seconded by **Councilor Curtis** that Resolution 18-96 be tabled.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 18-97:** Resolved that the Town Council Approve the RFP for Tax Assessor Services and authorize the Town Manager and Deputy Tax Collector to issue an RFP for said work.

The Town Council received a copy of a draft RFP for Tax Assessor Services. The Town's Assessor is unable to continue to cover the Town. He is giving up a number of towns as he addresses his personal situation.

Councilor Margolskee asked if we had coverage and the Town Manager advised that the Assessor has sent one of his employees to cover basics.

Moved by **Councilor Margolskee** and seconded by **Councilor Curtis** that Resolution 18-97 be adopted.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 18-98:** Resolved that the Town Council Approve the second amendment to the Curtis Air, Inc. Lease Agreement and the Cianbro Corporation Lease Agreement which allows the transfer of land at the airport as follows: Parcel B in the Curtis Air, Inc. Agreement to the Cianbro Corporation Lease Agreement with square footage charged at \$.06 per square foot added to the Cianbro Agreement and deleted from the Curtis Air Agreement, payment effective 01/01/2019.

After review by Cianbro's attorney, it was recommended that both the previous parcel C as approved this summer for transfer and parcel B are needed for their project. Parcel C was viewed as an even trade. Parcel B is additional land so the square footage charged at \$.06 per square foot will be added to the Cianbro Agreement and deleted from the Curtis Air Agreement, payment effective 01/01/2019 pursuant to a Second Amendment.

Councilor Curtis apologized for this additional resolution. The Town Manager noted that it was not an issue at all and we will have two very brief and concise amendments attached to their lease agreements rather than one. Councilor Curtis asked to recuse himself from the vote and the Town Council concurred.

Moved by **Councilor Nichols** and seconded by **Councilor Bolster** that Resolution 18-98 be adopted.

**VOTE: PASSED**

**AYE:** Stackhouse; Nichols;  
Margolskee and Bolster

**NAY:** None

**ABSTAINED:** Curtis

**RESOLUTION 18-99:** Resolved that the Town Council accept the proposal of Town Hall Streams of York, ME in an amount to not exceed \$3500.00 for the 2018/2019 calendar year (14 months), for video streaming services of meetings to be held in the Council Chambers and authorize the Town Manager to execute the contract.

Moved by **Councilor Curtis** and seconded by **Councilor Margolskee** that Resolution 18-99 be adopted.

**VOTE: UNANIMOUS AYE**

7. **REPORTS:** Audience, Council

**Audience:** No Comments

**Council:**

**Councilor Bolster:** Get out and vote – we have the freedoms to vote. This election is important. There was a big turnout in the last midterm elections.

**Councilor Donahue:** Absent

**Councilor Margolskee:** Seconds Tim on getting out to vote. Important to take civic duty seriously. Had a few questions about card payment (Assistant: We have chosen the InforME service since it integrates with the software that we use in the Town Office. We will be ordering card readers. We plan to start using the new service on January 1, 2019 to match with the fiscal year) Great that Chad Dow will open Innovative Specialties soon in the Industrial Park. Thanks to Pete for putting together the Meet & Greet at Dysarts which went well. Announced the Somerset Emergency grant that will help the police (\$15000.00). How will the money to be spent from the Our Future fund be allocated? (Town Manager: As discussed at the last Council Meeting, the Finance Committee would be tasked with making recommendations to the Town Council. The Town Council should really make the decision.) Advised that he has a fire hydrant with stones around it by his house and he has hit some of them with his lawn mower. This will be the second winter with it this way and the neighborhood will survive another winter. Also stated South St. has a dip in it with water puddling during inclement weather. (Town Manager: Water/Sewer advised that the hydrant is scheduled for paving this week with the other paving projects. We have to fit into the paver's schedule. Public Works has the South Street dip which has water in it on its lengthy To Do List and she has reminded them that we need a solution. Usually the asphalt plants close on November 15<sup>th</sup>.)

**Councilor Nichols:** It is good that the Bicentennial is doing well. It is great that Chad Dow's place is coming along well. We will have some jobs coming into town (10-15 to start). Feels that the SAS property will be filled soon. In the past we had many grants that helped keep our taxes down. We are now ready to go and do not have to dig out of a hole like other towns after the bubble burst. We can now move forward. We can spend some money on issues to be fixed like the Town Offices. Thank you to Kathryn for working so hard getting us all of these grants. Announced that his daughter turns 30 tomorrow-Happy Birthday! The next meeting is after the election, please get out to vote. Hopes to be here another 3 years now that he is retired from the State.

**Councilor Curtis:** Nothing to Report.

**Deputy Mayor Stackhouse:** Condolences to Walter Ames who passed away last week. Thanks to Jessica for coming in to present. Thanked the audience for attending. Thanks to Kathryn for all of the grants; for working with Chad at Innovative Specialties to help him relocate his business here in town and to expand his business by getting the \$250,000 grant; for the Northern Border Regional Grant of \$250,000.00 which was the only one in Somerset County, and for not using any tax dollars for the Industrial Park expansion.

**Mayor Cianchette:** Absent

## 8. **ADJOURNMENT**

Motion by **Councilor Nichols** and seconded by **Councilor Curtis** to adjourn at 7:45 pm.

**VOTE: UNANIMOUS AYE**

---

Michael Feole, Deputy Town Clerk