

MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, January 19, 2016 at 6:30 pm in the Council Chambers.

PRESENT: COUNCILORS: Robert Stackhouse, Michael Cianchette, Scott Strom, Tim Nichols, Trudy Ferland, Heather Donahue and Marie Manning. **ABSENT:** None. Also present: Town Manager Kathryn Ruth and Town Clerk Nicole Nickolan. Audience members included: Scott Noble, Gary Jordan, Jr., Brad Jackson, Annaleis Hafford, Alan Dunphy, Joanne Dunphy, Holly Zadra, Royce Sposato, Jan Laux, Matt Bolster, Josh Linscott, Robert Engelhardt, Jane Woodruff, Don Woodruff, L. Michael LeBlanc, Tonja Lary, Ray Berthelette and Morris Pollard.

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 January 5, 2016

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Strom** that the minutes of the regular January 5, 2016 be adopted.

VOTE: UNANIMOUS AYE

3. Council Members elected at the November 2015 Election take the oath of office and are seated:

District 2: Marie Manning Councilor At Large: Michael Cianchette

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

Presentation by Executive Director Brad Jackson regarding Kennebec Regional Development Authority (KRDA) Activities and Future Plans

Brad Jackson, Executive Director for KRDA (FirstPark): I made a commitment to get out to the Towns at least annually. I want to thank you for your commitment and update on activities. Last time I was here I was still fairly new to the position. Since last time I was in front of you I have had the opportunity to shape events with the Board of Directors. We have discussed how to prioritize our resources. Mr. Jackson reviewed the chart of KRDA Operational Lines of Activity. I am trying to drive business to Central Maine and to FirstPark. The goal is by 2021 the KRDA will be self-sufficient, such that we will not be reliant on municipal obligations exclusively to maintain operations. What I am trying to do is address two items. First, to address the demand side of the park. Second, to address the supply side of the park. The first thing I asked the Board to do is change the administrative model of FirstPark. I spend a lot of time on the road. I make first class presentations selling the attributes of Maine and tell our story. We cannot get developers to think about putting up a building until we have given incentives financially or operationally. Many of the companies that I am getting in front of do not want to put up buildings. These are small to medium enterprises that are looking for a first phase expansion. As the region grows, FirstPark will grow. If the KRDA is allowed to grow the balance sheet between now and 2021, we will be

fine. We will do well. We will have a cash cushion with some years in the red and others in the black. That is my goal.

Community and Economic Development Activities and Events

Report on New Business Activity & Opportunities in Pittsfield:

- Wednesday, February 17, 2016 Sebasticook Valley Chamber of Commerce Annual Banquet at the MCI Cafeteria (snow date is Thursday, February 18, 2016) 5:00 pm Social Hour with Event starting at 6:00 pm
- Wednesday, May 11, 2016 9th Annual Regional Job Fair for Kennebec-Somerset Counties and the Sebasticook Valley co-sponsored by the Kennebec-Somerset Transition Team at Warsaw Middle School Gym and Cafeteria 3:30 pm – 6:30 pm

A few private sector business activities remain under review and small projects continue to be underway.

5. **PUBLIC HEARINGS/OLD BUSINESS: NONE**
6. **REPORTS: TOWN MANAGER, FINANCE, ORDINANCE & RECYCLING COMMITTEES:**

Town Manager's Report: Town Council Meeting of 01/19/2016:

1. The FYI Folder: FYI Folder which contains items that come in between the Town Council Meetings has the following this evening: NONE

2. Nolan's H.E.R.O. Foundation 1st Annual Concert & Talent Show: This is the first Annual Concert & Talent Show to be held on Saturday, February 13, 2016 at 7:00 pm at the Pittsfield Community Theatre at 137 Main Street, Pittsfield. This is an evening of music and local talent. All proceeds benefit Nolan's H.E.R.O. Foundation. Beatles music highly encouraged! Performances will be by Riff Johnson #NB13; #LoveNeverDies; #RockTheOrange; and by The Resistance. The Talent show is for students only with prizes of \$313 for 1st place; \$213 for 2nd place & \$113 for third place. Please e-mail Ray@NolansHEROFoundation.org to register for the talent show. All registrations must be submitted by February 1 - which is coming right up! Do not miss registering to show off your talents and try out some new acts. Tickets for the show are \$7 Adults and \$5 Students.

Hear some great music from very talented musicians; see some local student talent which will likely be quite interesting and entertaining; and help benefit Nolan's H.E.R.O. Foundation! Make sure to head to our local regional theatre and events center on Saturday, February 13, 2016. Show begins at 7:00 pm.

3. 1st Annual Ice Fishing Derby on Sat., Jan. 23, 2016 – Sebasticook Valley Chamber of Commerce: The Chamber of Commerce will hold its 1st Annual Ice Fishing Derby on Sat., Jan 23, 2016 from 7:00 am - 3:00 pm in 3 locations - Dexter, St. Albans and Hartland. The derby will be held at Lake Wassookeag (Dexter), Big Indian Pond (St. Albans) & Great Moose Lake (Hartland).

Cash Prizes will be awarded to the heaviest brook trout, lake trout and bass. 1st place is \$250; second place is \$100; and 3rd place is \$50. Weigh-in Stations will be located on each lake! Tickets are \$2.00 each & with your ticket purchase, you are automatically entered into the Grand Prize Drawing of 100 gallons of home heating oil from Snowman's Oil (it is getting colder out so this is a great prize!). A complete list of ALL rules and regulations is available at the Chamber website: www.ourchamber.org right on the front page. For more information on this event, please contact Nicole, Chamber Executive Director at 207-368-4698. The SVCC 1st Annual Ice Fishing Derby is a rain or shine event and it will not be rescheduled due to permitting requirements. The derby will only be cancelled in the event of insufficient ice making it unsafe for access. If the derby is cancelled due to ice conditions, all tickets purchased will still be used for the raffle prize drawings. Visit our website (www.ourchamber.org) and our Facebook page (Sebasticook Valley Chamber of Commerce) for regular updates and a complete list of rules, regulations, and prizes. Please verify the ice conditions prior to the event and use good judgment. You may contact the Maine Warden Service for ice conditions. This event is proudly presented by SVCC and proudly sponsored by Sebasticook Valley Federal Credit Union.

4. Maine Central Institute's 150th Anniversary: MCI's 150th Anniversary is on February 1, 2016. MCI plans to have activities during the year. The Town Manager updated the Town Council on the meeting with Joe Roberts who is handling this project for MCI.

5. Kennebec Valley Community College: President Richard Hooper cordially invites town officials to attend the 2016 KVCC Legislative Breakfast on Thursday, February 4, 2016 from 7:30 – 9:00 am at the KVCC Harold Alfond Campus Center for Science & Agriculture, Lecture Hall at 23 Stanley Road in Hinckley. Please RSVP by January 25th to KVCC. Snow date is Friday, February 5, 2016. If any Councilors would like to attend, please let the Town Manager know and we will call to register you.

6. Ordinance Committee's Meetings: The Ordinance Committee is now meeting prior to the Town Council Meeting to start the review of all of the Comprehensive Plan Ordinance Amendments as well as the housekeeping revisions from staff and a citizen's request.

Finance Committee: None. **Recycling Committee:** None.

Ordinance Committee: The Committee met tonight before the meeting. We reviewed quite a few Ordinance changes. We will be sending a few items back to the Planning Board for additional information and will need additional Public Hearings on a few items. These items should be in front of the Council sometime in April 2016.

7. **NEW BUSINESS:**

ORDER 16-05: Ordered that the Town expend up to \$25,000 from the Town's Project Cost Account created pursuant to the New, LLC Municipal Development and Tax Increment Financing District and Development Program to pay for costs of improvements to the sidewalk, cross walks and tip down curbing along Somerset Avenue in the Town of Pittsfield, and the Town Manager is authorized to enter such agreements on behalf of the Town to carry out such work as recommended by the Pittsfield Economic Expansion Corporation and approved by the Town Attorney.

Moved by **Councilor Donahue** and seconded by **Councilor Cianchette** that Order 16-05 is adopted.

The Town Manager noted some quick background information on Dunkin Donuts due to the concern and questions that a few citizens have mentioned: The Town has worked with the various Mall Owners since 2004 on bringing either a Dunkin Donuts or Tim Horton's to Town. Most of the franchisees have wanted to place a free standing Dunkin Donuts in the front of the Plaza for good visibility. There is a pad at the front that has been there for many years for a project. There have been several different franchise owners who have looked at the site. Ultimately, the Mall Owner and the Franchise owner could not come to agreement on terms. In 2008-2009, prior to the recession, both Tim Horton's and Dunkin Donuts had been discussing offers with the Mall owner at that time. It seemed very likely that a deal would be struck. However, the economy fell through and all plans at that time for a number of business projects were shelved or stopped. Last year by late Summer, it was clear the economy in Central Maine, which includes Pittsfield, was looking up. We had a lot of inquiries about property, more homes started selling, several new businesses came to Town and the Town is currently working on 4 business projects. If ½ of them went through, it would be wonderful, however, business expansions or new developments are entirely different now than they were back prior to 2009. This is a new world and one that is of caution.

The Town, through the Pittsfield Economic Expansion Corporation, its economic development group, has been working on bringing Dunkin Donuts to Town since late last Summer when the economy started coming back. The proposal has made it to the Planning Board for a pre-application which is the first time in the last decade of discussions with various franchise owners that the project has come so far. If the project is formally filed for the February Planning Board Meeting, a discussion on the proposed project will be held on Monday, February 8, 2015 at 7:00 pm in the Council Chambers.

This item is on the agenda this evening for two reasons – 1st, the Town needs to close out a special economic development account as the Tax Increment Financing District which encompasses Varney's and is now completed under the law and the district has expired. 2nd, as part of the process before Town permits were applied for, the Dunkin Donuts Franchise Owner filed with the Maine Department of Transportation for its Entrance Permit onto a State Road through the state process with a Traffic Study. A special state meeting called a scoping meeting was held with Town officials. MDOT was clear that a sidewalk was needed for the project to go forward. This was due to safety and traffic concerns with increased pedestrian travel in that area projected due to the Dunkin Donuts after the current situation was studied by MDOT Traffic Engineers.

As of 12/31/2015, the New, LLC TIF District Facilities Account has \$48,931.21 plus interest that will accumulate.

Order #1: Sidewalk, Crosswalks and Tip Down Curbing along Somerset Avenue:

This is a project that the Town Council has discussed in detail.

As discussed through several meetings, the Town is interested in contributing funding for the sidewalk project on Somerset Avenue that will make the area much safer for pedestrians. Until recently, the area by Somerset Plaza had not been looked at comprehensively. The

Town had looked at the old uneven sidewalks along Somerset Avenue from the Plaza by the Motel down to Main Street. A large project was undertaken with the funds available from several accounts including this TIF Account. Since that project was commissioned, the last two tax payments were made which has resulted in the balance we have today. With the advent of the Dunkin Donuts project, the area along this State road was required to be studied in depth. MDOT has required a sidewalk be installed from where the Town's sidewalk finishes by the Plaza entrance (by the Motel) up to the proposed Dunkin Donuts location along with other suitable traffic enhancements which include the required tip down curbing and crosswalks.

It is unusual for a Dunkin Donuts project to be required to install a sidewalk along a larger area than its project site. In reality, MDOT is requiring this project to fix all of the issues viewed as important for enhancement in this unregulated traffic area. These are improvements that will make the area safer in the public way and of great benefit to the community and its visitors. Outside of the public way in the Somerset Plaza, the Dunkin Donuts project will be required to also make improvements that will enhance the safety of the area including traffic markings and lighting which will be outside of their project site.

The Town is quite fortunate to have funding available in the New, LLC Municipal Development and Tax Increment Financing District and Development Program which can pay for some of these enhancements.

The TIF was approved for 10 years and needs to be closed out in the near future or shortly. It will be great to continue the enhancements to Somerset Avenue that were started in 2013.

As we know from the many people asking for a Dunkin Donuts for well over a decade, this is a project that is certainly desired in the community. The Plaza has had the pad in place for a project since it was built in the 1970's.

The Town Attorney has noted that since the Developer would be hiring a contractor for this work that the following steps would apply:

1. The Developer or his agent would be required to provide plans and specifications for the work which are satisfactory to the Town (and also MDOT as it is a State Road); They must do this for MDOT anyway in order to work within the State ROW.
2. The Town would agree to reimburse the developer upon satisfactory completion and inspection by the Public Works Foreman or an Engineer; and
3. The Town would hold back a reasonable retainage (5 or 10%) for a year to cover any issues that arise after completion of the work as a performance and completion guarantee.

If we can have the developer (and their chosen contractor) complete this work, it will be much easier for the Town and certainly cost much less than if the Town had to oversee and complete the work.

By designating the up to \$25,000 for the sidewalk in the public way, the Town will be able to obtain long needed public improvements that should have been in that area anyway. The savings will include a number of items: Bidding out the sidewalk project for engineering work; paying an engineer to design the sidewalk; bidding out the sidewalk work to contractors; and to conduct all inspections and certification work. This is a project that is in the State right-of-way which requires all of the necessary inspections and sign-offs. As we found with the work on Somerset Avenue, all kinds of items can be under the ground on this

old state road. Up to \$25,000 is very little compared to what it would cost the Town to do this project. There will also be economies of scale as it is likely that the same contractor who does the earth work for the Dunkin Donuts will do the sidewalk work so that will save money also.

This is how we are finally going to get a sidewalk down by the Plaza with crosswalks and proper curbing.

The Dunkin Donuts has had significant extra work required of it – which includes moving the lights in the Plaza, fixing up and stripping an area for the parking for the informal State Ride Lot, and moving the private sewer line that is under the pad in the Plaza where the building will go. These are not items that the Town would not participate in as they are on private property. This is going to be an expensive project and one that will add significantly to the tax base as well as provide jobs.

Councilor Manning had some questions regarding the project. She had received questions from a few citizens. What will happen if the Dunkin Donuts project doesn't go through? The Town Manager noted that we would not pay for the sidewalk. The Order would still be here that designates \$25,000 for the sidewalk. Nowhere in the Order does it state Dunkin Donuts and at some point the Council may decide to cancel out the order. Councilor Manning questioned if Dunkin Donuts fits with the Comp Plan. The Town Manager noted the Dunkin Donuts fits with the Ordinances, which fits with the Comp Plan. The Town Manager noted that this sidewalk has been discussed for years, however, the Town has not had the funds to extend sidewalks, let alone fix all of them.

VOTE: UNANIMOUS AYE

ORDER 16-06: Ordered that the Town expend up to \$23,931.21 plus any accrued interest from the Town's Project Cost Account created pursuant to the New, LLC Municipal Development and Tax Increment Financing District and Development Program to pay for general economic development costs of marketing of the Town as a business location and the Town Manager is authorized to enter such agreements on behalf of the Town as recommended by the Pittsfield Economic Expansion Corporation and approved by the Town Attorney upon approval of the Town Council.

Moved by **Councilor Cianchette** and seconded by **Councilor Strom** that Order 16-06 is adopted.

The Town Manager noted this is a project that the Town Council has discussed, however, not in final detail as the Pittsfield Economic Expansion Corporation is still working on it.

The Town currently has \$11,100 available as a 2015 Carry Forward for marketing and promotion of the town for a business location. In order to have an impact, additional funds are necessary. The Town Attorney has approved the use of the TIF funds from this project for overall marketing of the Town as a business location.

As noted at prior meetings, the Town must utilize the funds or notify the state that funding is left over and start a payback process.

The Pittsfield Economic Expansion Corporation would propose to make an offer to the consultants that originally proposed a larger project than would be affordable resulting in a leaner and more actionable project in reaching markets that we do not have access to in order to bring business to Town. The Consultant Camoin and Research Consultants Inc. (RCI) were agreeable to a specific actionable project at the last Pittsfield Economic Expansion Corporation Meeting. The research on specific sectors including a review of the town and region, workforce and assets would be an abbreviated market study. We have many of the materials available from our own work in order to assist. The database development for the lead generation would be the second step. The third and last step, which is the most important would be an estimated 10 meetings with vetted businesses looking to move to Maine and specifically to the type of facilities available in Pittsfield. The Town only pays for the meetings that actually take place at \$950 per meeting. Both Camoin Associates and Research Consultants Inc. from Canada are very experienced firms which deliver. FirstPark is utilizing this approach and actually has a number of leads, meetings, letter/s of intent and other activities taking place. Before this approach, very little had been going on for years. The companies were agreeable with this approach and the Pittsfield Economic Expansion Corporation would like to offer a project to not exceed \$25,000 which would include a negotiated agreeable scope of services. As \$11,100 is currently available from the C/F Account as approved by the Town Council, an additional \$13,900 would be necessary.

This would then leave \$10,031.21 for general economic development marketing for the town as a whole and other businesses/activities for promotion. A project can be developed to market the community as a whole for business attraction.

The Town Council would receive a final recommendation from the Pittsfield Economic Expansion Corporation on the specific business attraction for our larger assets. Then we would develop the second business attraction project for the Town Council's review.

Councilor Manning noted what she heard Brad Jackson say was FirstPark will not be successful until downtown Waterville is upgraded. Will some of this money be allocated to small businesses? The Town Manager noted this money will be used to promote the Town in general. The Economic Development Consultants will help market the large buildings and the general Economic Development marketing will market the Town including the small businesses. The Town Manager notes she does a lot of promotion on free websites and online with Bangor Daily News. These items do generate phone calls, but we are not getting to who we need to with just these promotions. Councilor Manning asked if there was a Committee that will be helping with this? Kathryn noted that she receives assistance from PEEC (Pittsfield Economic Expansion Corporation). For new marketing materials, packages can be made up for the public to view. We did this in 2002 when we started a new marketing approach.

Councilor Ferland noted she really liked what Brad mentioned about 1st phase expansion and smaller businesses and trying to attract some of those. I know how long we have been looking for that one big business to come to Town, but I am hoping we branch out to look for smaller businesses too.

Mayor Stackhouse stated that if we can get one of the larger businesses filled, like SAS or UTC, it will bring in smaller business that compliment it.

Deputy Mayor Nichols notes he feels that this is a 2 prong approach. The Town needs both small and large businesses. We need to have big business for the tax base and small businesses at the same time for way of life living, which attracts people to the area. The Town has had a number of small businesses open up during the last year.

VOTE: UNANIMOUS AYE

RESOLUTION 16-12: Resolved that the Town Council accept the offer of the State of Maine Drinking Water Program (DWSRF) for the Water Main Replacement and Upgrade Project – North Main Street (Grove Hill) Water Main Upgrade and to authorize the Town Manager to execute the applicable paperwork for this project.

Moved by **Councilor Cianchette** and seconded by **Councilor Donahue** that Resolution 16-12 is adopted.

The Town Manager noted the Town Council was advised at the 01/05/2016 meeting that the Town's project for a water main upgrade on North Main Street (Grove Hill) was approved for placement on the priority listing for funding. DWSRF has placed the project on the priority listing in the amount of \$1,283,000 with principal forgiveness of \$64,150 (or 5% of the final loan amount based upon the current budget). The interest rate is projected by DWSRF to be 1.0% and the term is no more than 20 years.

DWSRF has also indicated that the Town will need to have a Comprehensive System Facilities Plan completed for Pittsfield Water Works which Olver Associates estimates is \$8,000. DWSRF has offered a 50% grant for this plan with the remaining 50% to be added to the loan.

DWSRF is finalizing the list of projects, therefore, as we were so recently added to the projects to be funded, the Town has been provided until 01/20/2016 to accept their offer and to agree to proceed forward.

This year's state program is, as always, based upon the approval of Maine' Grant application to the U.S. Environmental Protection Agency (EPA);.

This is a great opportunity for the Town as the Grove Hill line is problematic. This section of line breaks constantly and is covered with bands over the breaks. This problem exists as the main is very shallow and being near the surface, the main moves more when the weather changes than other mains in town which were installed much deeper.

Next steps will involve an Ordinance for Bonding to be approved after public hearing; the filing of a complete Maine Municipal Bond Bank Application; the filing of a PUC Issuance of Securities Approval; approval of a contract with Olver Associates; and then the regular steps in a construction project including design, bidding, etc.

As noted at previous meetings, both the Town Attorney and Town Auditor have indicated that the Town can utilize the funds in the Water Restoration Account for loan payments if the Town wishes to do so. There would be a few steps in this process including the establishment and transfer of funds to a new debt service account.

An estimate at the quoted 1% interest rate and the forgiveness listed above would result in a payment of \$67,265.04 per year for 20 years. There will also be some DEP administrative costs on top of this.

Annaleis noted that it is a very competitive process on the Drinking Water side compared to the Waste Water side. If this item is turned down and you try to do it next year you are not guaranteed that you will get this next year. Another requirement is that if your Water System does not have a current Comp Plan, they require that you must include a Comp Plan with this loan. This has been a big headache for Scott. With the current condition of the water main, and the amount of bands it has, Pittsfield could have a major break. It is probably one of the most important projects on the Water side. Mayor Stackhouse questioned if this is for infrastructure only or will it include a pump that will be put in for faster water draw? Annaleis noted that the estimate right now is for piping and all services to the right of way as well as replacement of all hydrants. If there is excess money, the Drinking Water Program may approve a request like that, but currently that is not intended. Scott noted that we can fill that tank to around 70% or approximately 175,000 gallons. If we had to shut the line off, this would provide water to the Hospital and homes in the area for 3-4 days.

Councilor Cianchette questioned when we could break ground on this project. The Town Manager noted this is the beginning of the process, with the other necessary steps, it would still take some time. Annaleis noted that initially we were hoping to get the project done this year, but it has dragged in the approval process. Pittsfield was not notified until recently that they were on the approved list so we have lost a few months already. It will most likely be the Spring or Summer of 2017. One positive is that the bidding will be done at a good time for quotes. Deputy Mayor Nichols noted that we have to fix this. If we wait, it will cost a fortune.

Councilor Cianchette noted that if wait until it is an emergency situation it will be 2 or 3 times the cost.

VOTE: UNANIMOUS AYE

RESOLUTION 16-13: Resolved that the Town Council sign the Application for Catered Function by Qualified Catering Organization for the Seabasticook Valley Chamber of Commerce Chamber Dinner to be held on 02/17/2016 from 5:00 pm – 10:00 pm at Maine Central Institute by qualified caterer Jeff's Catering & Bake Shop.

Moved by **Councilor Donahue** and seconded by **Councilor Cianchette** that Resolution 16-13 is adopted.

The Town Manager noted this is a requirement of the State Law that the Town in which a catered event is taking place approves the event. This is the Annual Meeting of the Chamber of Commerce. All the businesses and community organizations get together to celebrate the year as well as to present awards.

VOTE: UNANIMOUS AYE

RESOLUTION 16-14: Resolved that the Town Council appoint Amy Wilson as an interim director for the MSAD #53 Board of Directors to serve until the next annual municipal election and until a successor is elected and qualified.

Moved by **Councilor Cianchette** and seconded by **Councilor Ferland** that Resolution 16-14 is adopted.

The Town Manager noted the School Board has a vacancy. MSAD#53 has proposed that Amy Wilson, who is interested in filling that vacancy, be appointed. The State law allows for the appointment until the next annual municipal election which is November 2016.

VOTE: UNANIMOUS AYE

RESOLUTION 16-15: 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 Strom** that Resolution 16-15 is adopted.

The Town Manager noted Shawn Bickford was on the Economic Development Team and has confirmed that he would like another term for the future so this is a renewal.

Karen Oakes would be a new appointment to the Library Trustees.

VOTE: UNANIMOUS AYE

8. **DISCUSSION ITEMS:**

Updates:

Water and Sewer Projects Update: In the past few weeks the water/sewer departments have been busy as we continue cleaning and organizing the yard with the highway department. We have been doing winter preparations and maintenance at the facilities. The finish water pump and motor got installed by Frank Hegarty's crew, they are just waiting for a part so we can finish the project and run the new setup. Scott notes that he wants to let us know that we are currently running on our small well pump alone. The large well pump has been going in to fault, I have pulled fuses and had to special order them at Gilman Electric. I requested overnight delivery. Scott reports that we are in no danger at this time, this has happened before and I am taking the same steps as I did in the past. I am replacing fuses as a start, if the fuses don't resolve the issue then Tom Chadwick will dig further in to the issue. Tom is already aware of the trouble and will respond as soon as I call him.

Drinking Water State Revolving Loan program (DWSRF): There is exciting news. As of today, the Town's application for the Water Main Replacement and Upgrade for North Main Street has made it onto the Primary Project list for approval if the State receives the federal grant funding. The Town Councilors have received a copy of a letter received today from the State of Maine for the Drinking Water State Revolving Loan Fund Program. The Town is being offered a loan of up to \$1,283,000 with principal forgiveness of \$64,150 or 5% of the Final Loan Amount. The interest rate is current 1% which will save the Town \$309,649 in interest over the traditional current tax exempt rate. The term would be 20 years. By running an amortization calculator, it appears that the yearly payment would be \$67,265.04 if the entire amount was utilized and the payments are the same each year.

As you have recall, we consulted with the Town Auditor and Town Attorney late last year regarding payment of an additional debt service requirement. The Town may utilize funds in the water restoration reserve for debt service payments for a DWSRF loan if we choose to do so. It was recommended that we establish the debt service reserve and transfer funds to it if we are interested in utilizing these funds for debt service. This will be an item to consider if Pittsfield is chosen for a DWSRF low-interest loan.

Highway Projects Update: Highway has been quite busy with many highway and building projects. Several pieces of equipment are being updated and/or repaired. We are going to have some Municipal Building Work done by the employees during non-winter storm and cleanup period.

Future Project: The Town received a set of Rapid Rectangular Beacons which are stored in the Town Garage: The history of this project is: The Town is on the list for the distribution of the Rapid Rectangular Beacons similar to those installed on Somerset Avenue. Tentatively, we have requested 2 sets – one for Main Street by Maine Central Institute and one for Lancey Street for the Elementary School. These would be blinking lights that allow for the ability to get across the road. The sets will be available next year as we received a set this year. Main Street looks like a good location for a set. For Lancey Street, it does not seem that the small children at the school should be crossing the street in the vicinity of the school on any of the roads. The Town would receive the units free and then be responsible for installing them. We have Insource Renewables here in Town which installed the first set and they work quite well. Are there any other locations that we can think of that we need assistance with crossing the roads that would be a better location than Main Street or Lancey Street?

Program Staffing Levels: With the budget and carry forward funds, the Town will start the publicity to fill the secretarial position for the Town Manager in the near future. We should have enough funding available to attract qualified candidates to choose from for this needed position. It was certainly clear to the Town Council that the Town Manager needs assistance and she noted that she greatly appreciated their support and help.

Ordinance Amendments: The Town Manager will be meeting with the Planning Board to discuss the findings of the review by the Town Clerk and herself. This will include the revisions necessary and an approximate schedule. After this discussion, the Ordinance Committee can be called into action.

Codes Enforcement: As building permits have slowed down, the CEO has been asked to increase visitation to these locations to initiate cleanup prior to extensive snow.

Code Violation Scheduled for Court: The Town Council authorized the multiple code violations at the Sprague property to go to court at their meeting on 08/21/2015. The Town Attorney compiled a draft complaint on 08/28/2015 to the Town with items required of code enforcement. I have spoken with the CEO about providing the additional information which he has been working on and been promised that this project will be completed shortly. There has been an abundance of permit for projects including new homes, which is very good news. Richard has been working on the side of his home with a natural wood type siding composite.

The complaint with all of its handouts has been compiled. The initial appearance is scheduled for October 30, 2015. Mr. Sprague has made some efforts at cleanup with the creation of piles rather than material spread completely across the property. There has been work on the siding of the home. The property continues to remain in violation of numerous regulations.

Update: The Town received notification that the complaint is scheduled before the judge later this month. The Town Attorney will assist the CEO with the session at the court.

Personal Property Tax Update: The Town has the lowest amount of personal property taxes due that it has ever had in the last 15+ years. It was very hard to obtain collections on some of the older accounts, however, all of the personal property tax owners who agreed to pay are making payments. A significant amount of taxes have been paid off and no longer remain on the books. There are a few accounts that were bankruptcies, the owner has passed away or the business cannot be located after an exhaustive search, therefore, in the near future, these will be presented for write-off.

Tax Acquired Properties – 2 foreclosures: The Town Manager updated the Town Council on the progress to move the two new tax acquired properties to a sale. The Deputy Treasurer is checking with MMA Legal on a few items. The Town also has the TAP that is landlocked at the Pittsfield/Palmyra boundary line that could be added to the list at very little cost.

9. **REPORTS:** Audience, Council

Audience:

Joanne Dunphy: When they plow the sidewalks, can you ask them to please plow out the cutouts for the crosswalk areas. We should also plow the location of the push button for the crosswalk at School Street. The Town Manager noted she would speak to Public Works to remind the Department and thanked Mrs. Dunphy for advising.

Holly Zadra: I have a question and a comment. The comment is in relation to the funds to be used for Economic Development. I am for sidewalks and pedestrian walkability in Town, but sidewalks as Economic Development? We just started working on a bicycle and pedestrian plan which is draft form. Who is the PEEC? Who is in it, how did they get there and what are the qualifications. The Town Manager noted the members of the non-profit corporation. There has been a list available of the members for the public for over a decade in the Economic Development corner. This Corporation is a 501c that was formed in the 1990's to help with the Town's Economic Development. Sidewalks would be an appropriate use for TIF funding and has been approved by the Town Attorney. PEEC has owned buildings for the Town. The Tech Center and the Sonoco building are some of these buildings. Holly asked if anyone is paid on the Board? The Town Manager noted there is no salary. Holly questioned what is the philosophy behind not hiring an Economic Development professional? Kathryn does such good work, way too much work. The Town Manager noted before she arrived the Economic Developer/Assistant Town Manager positions were deleted by the Town Council for a budget/tax savings. In my job description it stated I would do the Economic Development for the Town. I was instructed to perform these duties. I would say Budget Goals would be the reasoning to not hire out for this position.

Councilor Stackhouse noted that an Economic Development person is very expensive and what we could afford to pay an Economic Development person it would be for things that Kathryn already does.

Holly questioned why was the PEEC was involved with Dunkin Donuts. The Town Manager noted that citizens have been asking for years for a Dunkin Donuts or a Tim Horton's. Residents want this, they ask about this constantly.

Jane Woodruff: A while back an Economic Development Team was discussed that would be advisory to the Town Council. Jane quoted language from the Town of Pittsfields website on Economic Development. A member of this PEEC group, I am told, stated that the advisory group is unnecessary. This group is inaccessible to the public. It seems the focus has been the large places in Town. I sent a letter asking for focus on small business. The other item is the Comp Plan and the gateway to Town. A building like Dunkin Donuts would change the look of the incoming street to Town. We don't want this Town to turn into Newport.

Councilor Manning noted she wanted to offer my agreement to Jane and Holly. I myself was taken by the charm of the Town. Then I saw the Family Dollar store and asked is this what we want to draw in the type of small businesses and people.

Gary Jordan: Gary indicated that he would like to respond to Holly Zadra and Jane Woodruff. I have been a Director of PEEC for many years. I have a lot of knowledge and emotion regarding this as Pittsfield has been a big part of my life for 20 years. PEEC and the Town have worked very hard to bring business to Town. We don't troll for businesses. We get involved due to requirements. Discussions are delicate so they are confidential. The Town would benefit from traffic coming into Town. There is congestion in that area and a sidewalk would help and the funds can be used for this purpose.

SAS and UTC buildings have been extensively viewed. SAS is a hard building to sell as there is much that would need to be spent getting it back in order. UTC is very attractive to people. This is going to go somewhere. It is a unique building. I have been impressed with the consultant we need to hire.

Deputy Nichols mentioned there is huge potential in Canada, which the consultant mentioned. They deal with a large amount of people.

Don Woodruff: I have been involved in this Town for many years. It is always a good idea to bring in others. The Pittsfield Development Corporation is run through the Heart of Pittsfield. The PDC is not a part of the Town. Everyone wants this Town to succeed.

Council:

Councilor Donahue: I just want to welcome Marie to the Council. Welcome back Mike. I think we discussed a lot of items that are positive. It is very encouraging that people are involved. The projects and approvals from tonight on the sidewalk contribution, Economic Development Consultants and the water main projects are all very good for the Town.

Councilor Manning: None.

Councilor Ferland: Welcome to Marie and Welcome back Michael. It was good to see Gary. I learned a lot at the meeting. I forgot to mention that The Welcome Table celebrated its 7th anniversary recently.

Deputy Mayor Nichols: Marie, Welcome. It is overwhelming when you first start out. All of us sitting here, we all want the same thing. It will all work out with big and small businesses. We are ready for business due to Kathryn and her crew's hard work.

Councilor Strom: I know that there is a lot of excitement for Dunkin Donuts. Since I have become a Councilor it has been the number one request.

Councilor Cianchette: I want to thank the audience for taking the time to come and speak tonight. Tim, with all your comments, you really knocked my list down of comments. We are all here for the same purpose. The Dunkin Donuts is an end to a means. We have talking about building this sidewalk for years. We are not doing this for Dunkin Donuts. This solves the issue. I have gone on the record several times saying that no one wants this Town to be Newport or have the traffic like Newport. I have had the opportunity to live many places. We have the best hospital, the best parks, a Municipally owned theatre, a golf course and great education in this Town. We are poised and we are ready for business.

Mayor Stackhouse: Welcome to Marie. Gary, I want to thank you for coming in. Thank you to all the audience members. We are ready for what comes, we are ready for business. This is because of all the hard work to obtain funding and to position the Town. Thank you to Kathryn Ruth and the girls upstairs. Kathryn, make sure you get some rest as you work too hard!

10. EXECUTIVE SESSION

Executive Session for Title 1, Section 405, 6.C., Economic Development, Disposition of Property and Acquisition of Property

Motion by **Deputy Mayor Nichols** to enter into executive session to discuss Economic Development, Disposition of Property and Acquisition of Property under Title 1, Section 405, 6.C. at 9:10 p.m. The motion was seconded by **Councilor Cianchette**.

Motion by **Deputy Mayor Nichols** to return to regular session. The motion was seconded by **Councilor Cianchette**. The Town Council exited executive session at 10:01 p.m.

VOTE: UNANIMOUS AYE

11. ADJOURNMENT

Motion **Deputy Mayor Nichols** and seconded by **Councilor Strom** that the meeting be adjourned at 10:02 p.m. All in agreement.

Nicole Nickolan, Town Clerk