

# MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, May 17, 2016 at 6:30 pm in the Council Chambers.

**PRESENT:** COUNCILORS: Robert Stackhouse, Tim Nichols, Scott Strom, Michael Cianchette, Trudy Ferland, Heather Donahue and Marie Manning. **ABSENT:** None. Also present: Town Manager Kathryn Ruth and Finance Clerk Karen Baker. Audience members included: Scott Noble, Steve Vance and Annaleis Hafford.

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 May 3, 2016.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Cianchette** that the minutes of the regular meeting held on May 3, 2016 be adopted.

**VOTE: UNANIMOUS AYE**

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

### **Community and Economic Development Activities and Events May 11, 2016: 9<sup>th</sup> Annual Regional Job Fair**

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

Wednesday, May 11, 2016: 9<sup>th</sup> 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.

There were 56 businesses and resource providers present. We had a lower number of potential employees looking for work than usual with the number of job seekers at 202 for the 9<sup>th</sup> Annual Job and Resources Fair.

#### **A. General:**

A few private sector business activities remain under review and small projects continue to be underway. To address the few remaining available small locations, additional promotional pieces beyond our regular promotion of available properties had been provided to economic and community development resources and sites. As of the date of writing this agenda item, the Town continues to work on two proposals/ background materials for two business proposals/property inquiries on a regular basis. One additional project is not moving forward as the company cannot logistically move their multiple facilities this year to Pittsfield. The company plans to look at this option again in 2017.

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.

The Dunkin Donuts' restaurant received its Planning Board Site Plan Review approval on Monday, 02/08/2016. The Traffic Movement Permit was officially issued by MDOT and received by the Town later in 02/2016. The DEP Permit for the transfer of Somerset Plaza from Apple Mountain LLC to Dana Cassidy, the current owner, was received. The developer and the Plaza owner continue to work on this project.

Cianbro Corporation officially purchased the Tech Center on Thursday, 02/18/2016 from the Pittsfield Economic Expansion Corporation.

Blue Sky Produce officially purchased Lot #7 in the Pittsfield Industrial Park from the Pittsfield Economic Expansion Corporation on Tuesday, 03/01/2016 for its Produce Shipping Depot. This is the last lot in the original Industrial Park and has a small developable window which works well for this project. The project received Site Plan Review approval on Monday, 03/14/2016 from the Planning Board. The company worked with the Building Inspector to obtain the building permit to begin the project. The driveway, parking lot and the foundation for the building are in progress.

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 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 will be filed this week.

Congratulations to Jillyann Butler on her purchase of the former Chalice on Main Street. She is expanding her business Amici Nail Spa from further up Main Street in Stan's building. As she expands her business, a nice leased space will be available on Main Street for a new, small or start-up company to utilize. This space usually goes quite quickly. The Town will list this space once Amici is close to her re-location which is estimated to be August 2016. This property at the corner of Main Street and Central Street is already starting to look better as it receives much overdue attention.

A small business is moving into the former Real Estate Agency spot on Main Street by Vittles. More to come!

The Town Council has signed the following Business Certificates in 2016:

Puretech Window Cleaning at 115 Main Street

Pittsfield Redemption Center at 418 Main Street (new facility under new management on the other side of town).

There will be more Business Certificates to sign as we get into the development and construction period of the year. The Town has approved quite a few new projects this year and we are now awaiting approvals at other levels for permits for the projects and/or for construction to commence.

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. UTC Factory:** Please see the lengthy history in prior meeting minutes. On August 6, 2015, the Town was advised that the property will be available for occupancy in three months. Work continues at the facility. The Town has been advised that the property can now be marketed as of mid-November 2015. As of last contact with UTC on 12/31/2016, the Maine Department of Environmental Protection paperwork for closure of the facility had not been received. The Town was notified by UTC on 02/09/2016 that the property likely cannot be sold until later this year. The internal industrial cleaning was completed with very good results. MDEP is working on the final paperwork. The outside work was not totally completed prior to winter, therefore, it will resume this summer with MDEP signing off likely by early Fall 2016. Marketing has started again inside the State of Maine and then will start up outside the State of Maine with the Consulting Contract in the future so the timing should work well.

**2. 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.

**3. Former Redemption Center:** Mrs. Goodridge has taken the facility back and has family members running it. The property and business are now for sale for \$35,000. The property is also being advertised by the Town. Due to illness in the family, the facility is now closed. We have been advised that the facility is no longer approved as a Redemption Center.

Another company located on the other side of Town that applied for a business permit for Pittsfield Redemption. This facility is located in the front of the former Corinne's Cleaning. A photography shop is scheduled to be located in the back of the building.

**4. Pittsfield Equipment Rental:** The building remains for sale and another buyer is being pursued. The property is also being advertised by the Town.

**C. Projects Under Review:**

**Hancock Lumber:**

Hancock Lumber was working on their development project to assist with production and has submitted the map for the agreement. The company is forwarding the Town agreement through the authorization process.

This is being checked upon to see if the Town can assist in any way. As of the writing of this agenda item, information has not been received.

**American Legion:**

The American Legion has received engineering assistance from Kleinschmidt Associates. An application for site plan review is being prepared for the building. Grant funding reviews have been underway with a couple of distinct possibilities located. The American Legion has launched a fundraising campaign to raise funds for the rehabilitation of their Middle Street property. At the 03/03/2015 Council Meeting, the Town Council approved a lease agreement for spots in the parking lot in order to meet site plan review requirements. The group continues their fundraising efforts. The group continues to work with the Code Enforcement Officer to obtain Site Plan Review. Offers have been made to assist with grant opportunities, which are limited in number. Another offer was made the week of 07/06/2015 to assist with writing grants for the organization. As of 08/19/2015, the American Legion has decided to tear down and remove the existing fire damaged structure and move in a different structure. On 11/11/2015, the Town Manager spoke with the Legion after the Veterans' Ceremony at Veterans Park. It has been advised that we need to move forward with a project and to work together on it. I have indicated that the Town and its staff will meet the American Legion Post leaders to discuss how to move the demolition project forward in 12/2015 for a Spring Project. I have some ideas and will note that this will need to be a community project.

The meeting with the American Legion representatives and departments has been scheduled for Friday,

12/11/2015. We had a very productive meeting resulting in a preliminary plan of action. There are a number of items that people are checking on in order to make demolition of the burned apartment complex a reality for the Spring/early Summer 2016. On 03/23/2016, the American Legion obtained a demolition permit for the Middle Street structure. Volunteers will be dismantling/clearing out materials inside and a company is involved with the heavy work of the actual building.

**D. Somerset Avenue Projects:**

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

The Town has been looking forward to a meeting with the State of Maine to discuss 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 regarding a proposed solution. MDOT has been trying to clean out and explore the catch basin system on Somerset Avenue due to issues.

**E. Report on Meetings & Events:**

**Report on Meetings:**

Sebasticook Valley Chamber of Commerce Strategic Planning Committee Meeting on Thursday, May 5, 2016 at 3:30 pm or 4:00 pm at the Chamber Office in Palmyra (cancelled)

Sebasticook Valley Chamber of Commerce Board of Directors Meeting on Thursday, May 5, 2016 at 5:00 pm at the Chamber Office in Palmyra (cancelled)

Eastern Somerset County Broadband Committee Meeting on Friday, May 6, 2016 at 6:00 pm

Recycling Committee Meeting on Wednesday, May 11, 2016 at 5:00 pm (cancelled)

First Park Special Executive Committee Meeting, Thursday, May 12, 2016 at 3:30 pm

Central Maine Egg Festival Committee Meeting on Thursday, May 12, 2016 at 6:30 pm

**Upcoming Meetings:**

Theatre Committee Meeting on Wednesday, May 25, 2016 at 6:00 pm

First Park Executive Committee Meeting, Thursday, May 26, 2016 at 5:00 pm at the FirstPark Office in Oakland

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

**Town Manager's Report: Town Council Meeting of 05/17/2016:**

**1. The FYI Folder:** FYI Folder which contains items that come in between the Town Council Meetings has the following this evening: See List

**2. Events which took place:**

National Prescription Drug Take Back Day on Sat., April 30 from 10:00 am - 2:00 pm at the Police Station at the Pittsfield Municipal Building (the event was held with over 80 lbs of unwanted prescription medication being dropped off)

Pittsfield Greater Area Kiwanis Club Bike Rodeo on Saturday, May 7 from 9:00 am - 1:00 pm at the Pittsfield Rite Aid, Somerset Avenue (in conjunction with the Pittsfield Rite Aid Customer Service Day from 10:00 am - 1:00 pm)

Pittsfield Garden Club Annual Plant Sale on Saturday., May 14, 2016 at 8:30 am in the Cianbro Parking Lot

Regional Job Fair on Wednesday, May 11, 2016 from 3:30 - 6:30 pm at the Warsaw Middle School Gym and Cafeteria

**3. Upcoming Events:**

NB13 - The Nolan Berthelette Story on Friday-Saturday, May 20-21 at 7:30 pm at the Pittsfield Community Theatre. The After Party is on Friday evening at 9:00 pm at the Seabasticook Valley Elks Lodge on Central Street. Reserve your tickets at [quareup.com/market/nolansherofoundation](http://quareup.com/market/nolansherofoundation)

HealthySV High on Life 5K Run/1K Walk on Saturday, May 21, 2016 starting at 10:00 am with registration open at 8:30 am at Maine Central Institute

Police Hooked on Fishing on Saturday, May 28, 2016 from 9:00 am – 1:00 pm at the Manson Park Lower Parking Lot and the Seabasticook River

44th Annual Central Maine Egg Festival on Monday, July 11 - Saturday, July 16, 2016 at Manson Park, Hathorn Park, and many other locations!

2016 Maine Central Institute Reunion on Friday, August 5 – Sunday, August 7, 2016 at the campus

**4. Library Event to be held at the Theatre:**

Children's Book Give-Away at Pittsfield Public Library

The Pittsfield Public Library is holding Children's Book Give-Away Monday, May 23 starting at 11:00. There are many children's books available from personal collections, as well as discards from the library shelves. The books are free as a way to build a child's home library and encourage reading for pleasure. They could also be used in school classrooms. Any monetary donations for the books will be used for funding children's programs at the library. For more information, call the library at 487-5880.

**5. Town Farm Trails Kiosk Unveiling:** We had a wonderful time with the Warsaw Middle School Students as they unveiled the Town Farm Trails Kiosk on Wednesday, May 4, 2016 from 5:00 – 5:30 pm on the Town Farm Property down by the Driftbusters Snowmobile Club. The 8<sup>th</sup> Grade students have done a great job with the kiosk. After the unveiling, there was a short hike through the woods. They were very organized, had a nice little map of the area and presented myself as Town Manager with a wonderful plant and card that they all signed.

**6. Project Canopy – Pittsfield Community Project: Gateway to Downtown:**

The Town has been fortunate to receive grant funding through the Maine Forestry Service to purchase up to 20 shade trees along Somerset Avenue for planting this Spring. The Town's Comprehensive Plan identifies Somerset Avenue as one of the gateways to the community. As the shade trees along Somerset Avenue were planted many years ago, a number have been removed due to deterioration. Planting new shade trees along Somerset Avenue would be advantageous for many reasons.

Letters were sent to property owners along Somerset Avenue to see if they would be interested in the planting of a tree in the right-of-way of Somerset Avenue along their property. The Town will be working with a MDOT Licensed Landscape Architect to determine the appropriate locations for trees along Somerset Avenue. The trees will need enough room to grow; enough sunlight for growth; and to be located away from infrastructure such as poles, water and sewer lines and power lines. This means that some locations along Somerset Avenue will not be appropriate for a tree to be planted. The Town has ordered Flowering Crab, Ginkgo, Hawthorn and Red Maples.

The Town has been fortunate to have had some extensive capital improvements over the last decade, funded in large part through extensive grant and foundation awards. Several businesses in Town have overwhelmingly supported a number of projects by providing personnel, equipment and/or supplies as match for some of the grants, for which the Town is extremely grateful. We are pleased to now be able to turn our attention to the beautification of Somerset Avenue.

The State of Maine Transportation Department Landscape Architect will be down on Wednesday, 05/18/2016 to meet with the Public Works Foreman to review the tree locations. We still have a few trees left that need homes along Somerset Avenue.

The trees have been ordered and we had contacted the property owners who signed up for a tree planting in the State right-of-way in front of their property. The tree plantings will take place on Monday, 05/23/2016 and likely continue on Tuesday, 05/24/2016. Some classes at Vickery and Warsaw Schools will be taking walks down Somerset Avenue to check out the tree plantings and see how to plant a tree.

**7. Pittsfield Summer Concert Series:** FYI: We have a small group of citizens led by Jan Laux and Barbara Denaro who are organizing a summer concert series in the park to start after the Egg Festival for four weeks. They are doing a wonderful job and there will be more to come on this great summer activity.

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

**Ordinance Committee:** We met to discuss 2 Ordinance changes for the Pittsfield Public Library. These will be set to Public Hearing at the next Council meeting.

5. **NEW BUSINESS:**

***RESOLUTION 16-55:*** Resolved that the Town Council accept the proposal of Ranger Contracting of Winslow, ME for the North Main Street (Grove Hill) Water System

Improvements, DWSRF No. 2016-28 in an amount to not exceed \$ 765,741.00 and authorize the Town Manager to execute a contract for same once approved by the State of Maine Department of Health and Human Services Drinking Water Program (DHHS) and contingent upon the Maine Municipal Association Bond Bank financing.

Moved by **Councilor Cianchette** and seconded by **Deputy Mayor Nichols** that Resolution 16-55 is adopted.

The Town Manager noted the low bidder is Ranger Contracting of Winslow, Maine in the amount of \$765,741 for the sewer project.

At the 04/05/2016 Town Council Meeting, the DWSRF North Main Street (Grove Hill) Water System Improvements were authorized to be put out to bid with the pre-bid meeting held on Wednesday, 04/20/2016 and the bid opening on Wednesday, 04/27/2016. The Town Council received a recommendation from Olver Associates discussing the low bid of Ranger Contracting in the amount of \$765,741 for the Water Project.

Also included were the bid results as the pricing differed from a low of \$765,741 to a high of \$1,262,565 for this project (did not include Ranger's bid as it was already included above in Olver's package, therefore, the other two bidders' information is included for comparison).

Olver Associates also discusses the Alternate Sewer Project and recommends that the Town award Ranger Contracting this project in the amount of \$240,739, which can be discussed at the meeting, however, requires funding in order to be accepted. A discussion on this item, the town's debt service, available funding and the specific project timing can be discussed along with the DWSRF project as the sewer project was bid as an Alternate to the main project.

The original estimate for the project which became the basis for the DWSRF application was \$1,287,000. With this bid, the engineering cost, other costs such as the MDOT pavement fee and a larger contingency to make sure we are all set, the loan amount can be lowered from \$1,287,000 to \$1,057,500, a decrease of \$229,500 which we do not have to borrow.

Annaleis attended the meeting to review the project and answer any questions. She gave a brief overview of the project. Scott Noble noted that he personally called around to other jobs performed by Ranger and everyone agreed they did good work.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 16-56:** Resolved that the Town Council accept the proposal of S&G Construction of Detroit, ME in an amount to not exceed \$64,889.50 at a unit price of \$74.50/ton with 9.5 mm SuperPave mix for the paving of roads; also for such project to include an additional 135 tons of 9.5 mm SuperPave at \$74.50/ton for a total for the paving to not exceed \$75,000.00; and in an amount to not exceed \$15,106.00 for the parking lot for the 2016 Paving Program – Street and Parking Lots; such project to also include an additional 355' of curbing at \$12.00 lin. foot in the Municipal Park Lot in an amount to not exceed \$4,260.00; for a total Municipal Parking Lot Project of \$19,366.00; and authorize the Town Manager to execute the Town's

standard general services contract for same with a grand total of both projects to not exceed \$94,366.00; with the acceptance of this bid contingent upon the receipt of the loan funds from the 2016 Paving Program and Bridge/Culvert Improvements Loan approved by the Town Council.

Moved by **Councilor Cianchette** and seconded by **Councilor Donahue** that Resolution 16-56 is adopted.

The Town Manager noted the Public Works Foreman performed a thorough review of all 12 bids received for the 2016 Paving Program. The initial review included the total quotation for the 2016 Paving Program streets and the parking lots as called out in the bid package. Further review of the 12 bids included the quotes provided by each bidder for the Additional Hand Placed Mix per ton quotation and the Standard Bituminous Curbing per lineal foot quotation. When the identified amount (355') of Standard Bituminous Curbing needing to be replaced was factored in to the overall cost, it was clear that S&G Construction had provided the overall lowest bid for 2016 Paving Program.

Steve Vance noted he also recommends that the Town choose the 2016 Streets – Superpave mix, 1.5” thick quotation and also the 2016 Paving Program Parking Lot, Section bid as provided by S&G Construction. When considering the 1.5” thickness of paving coverage that we specified in the bid package for both streets and parking lots it has been recommended by the Public Works Foreman that we only accept the 9.5mm SuperPave Mix design for both the Road/Street Sections identified and also for the Parking Lot Sections identified in the 2016 Paving Program. Steve noted that he will be making changes to the bid next year.

The use of funds from the Town’s reserve accounts require authorization from the Town Council. The total request for authorization and expenditure for the amount of **\$19,366.00** from the **Municipal Parking Lot Reserve** includes **\$15,106.00** for the paving of the parking lot with Superpave 9.5 mm mix design and an additional 355’ of curbing at **\$12.00** lin. foot in an additional amount to not exceed **\$ 4,260.00** to be placed in the parking lot.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 16-57:** Resolved that the Town Council authorize the Town Manager and Deputy Treasurer to transfer and expend \$19,366.00 from PITT#40 Municipal Parking Lot (G#1-631-00) for the paving of the parking lot.

Moved by **Councilor Cianchette** and seconded by **Deputy Mayor Nichols** that Resolution 16-57 is adopted.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 16-58:** Resolved that the Town Council authorize the Town Manager and Assistant Treasurer to transfer and expend up to \$500 from the Hooked on Fishing Account at Peoples United Bank (G 1-104-06) for the Hooked on Fishing School and Community events in May 2016.

Moved by **Councilor Cianchette** and seconded by **Councilor Donahue** that Resolution 16-58 is adopted.

The Town Manager noted it is time for Hooked on Fishing activities again this year. The 4<sup>th</sup> grade class will go to Manson Park for their fishing instructions and fun field trip on Friday, May 27, 2016. The Community Event will be held on Saturday, May 28, 2016 from 9:00 am – 1:00 pm at Manson Park. I have left the encumbrance at up to \$500.00 in case poles or other materials are needed. The food is estimated at \$155.76. It is expected that the expenditures will be far less than \$500.00.

Councilor Cianchette noted that this is a great activity. It is always good to see children on their first fishing adventure. Councilor Donahue noted she attended this event when she was a teacher. Councilor Ferland noted she attended and it was a great event.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 16-59:** Resolved that the Town Council approve the transfer of expiring non-primary entitlement funds from the Pittsfield Municipal Airport to the Augusta State Airport and authorize the Town Manager to execute the AIP Transfer Agreement.

Moved by **Councilor Cianchette** and seconded by **Councilor Donahue** that Resolution 16-59 is adopted.

The Town Manager noted the Town Council received a copy of the paperwork that the Federal Aviation Administration (FAA) has advised is required for the Maine Department of Transportation's request that the Town transfer the expiring funds left over from projects which Pittsfield is unable to utilize to another airport. The Town has been the recipient of a large amount of funding through this process and greatly benefited during the last 10 years.

In this case, we do not have a qualifying project small enough to fit into the amount of the expiring funds and have agreed with the State of Maine to not file for a project this year in order to complete and start to implement the new Airport Master Plan which is key to the Airport's future development.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 16-60:** Resolved that the Town Council authorize the Town Manager to execute the Application for an Outdoor Fireworks Display as property owner for the Greater Pittsfield Area Kiwanis Fireworks for the 2016 Egg Festival to be conducted by Central Maine Pyrotechnics subject to receiving approval of the FAA and the appropriate insurance certificate naming the Town of Pittsfield as additional insured.

Moved by **Councilor Cianchette** and seconded by **Councilor Strom** that Resolution 16-60 is adopted.

The Town Manager noted this item is on the agenda as the Pittsfield Greater Area Kiwanis Club and the Central Maine Egg Festival Committee have finalized details with Central Maine Pyrotechnics on the fireworks display for the 44th Anniversary of the Egg Festival. The Application for Outdoor Fireworks Display was received this week. In order to file with the FAA, we will need the completed State Fire Marshal Office's Application for Outdoor Fireworks Display including the map and materials from the fireworks company. The Greater Pittsfield Area Kiwanis has hosted the fireworks for decades at the Egg Festival and the Central Maine Egg Festival has also been a co-host of the event. As the Town is the property owner, we are required to sign the State application. The application materials have been under progress for awhile now and we will be submitting just prior to the cutoff date for approval. The same company will be conducting the fireworks. The company has had ample insurance in the past. The Town will need to apply to the Federal Aviation Administration (FAA) for approval for the Greater Pittsfield Area Kiwanis to be able to utilize the airport for the fireworks. This process requires the obstruction review to be filed at least 45 days in advance of the event and the FAA likes the obstruction filing to take. I will file for the FAA permit as soon as I can after the Town Council Meeting. As we get closer to the federal deadline, it is harder to obtain approval and very time-consuming. If we can apply earlier, it is much better. We should be a few days earlier than the deadline if all goes well.

**VOTE: UNANIMOUS AYE**

## 6. **DISCUSSION ITEMS:**

### **Updates:**

#### **Water & Sewer Projects Update:**

Over the past couple of weeks, the Water/Sewer Department has worked on the following:

Reviewing the Town to locate items for upcoming projects

Worked on the easements for the DWSRF Program

Curb Box adjustments

Valve exercising

Meter work

Shut offs and door postings

Spring cleaning

General Maintenance

Billing background on meters

Assisted other departments as necessary

**Selling Water for the filling of swimming pools:** The Mayor received a request from a company in Newport to sell town water to them to fill swimming pools. This is not something that the Town does any more in terms of the Fire Trucks due to possible contaminants. This is a company that regularly fills pools. In discussing this and to accommodate the need for citizens to have their swimming pools filled with Town of Pittsfield water, we feel that we would need a separate hose used only for this which is secured and kept clean and the Assistant Water Superintendent felt that we needed a backflow preventer. As the Terms and Conditions were updated with a blanket liability for the use of any water, the Town Attorney did not have concerns with this. Prior to that change, we would have needed waivers for everything and likely would

not have done this. The Assistant Water/Sewer Superintendent projects a cost of a bit over \$1500 to set up this meter.

**Drinking Water State Revolving Loan (DWSRF) North Main Street Project:**

Discussed above.

**Clean Water State Revolving Loan (CWSRF) Remaining Funding:**

Discussed under the North Main Street (Grove Hill) Project

**CWSRF Notice for funding for 2016-2017 came out just prior to the 05/03/2016 Meeting:**

The State will have another round of CWSRF projects with principal forgiveness. The next project we spoke of was specifically on Detroit, Dobson, under the river/bridge, down to Manson Park. Perhaps this small area could be hooked to this larger project. We would get some more points on the application because some of it is already designed.

We should go for the new CWSRF program as this is a very good deal if we qualify high enough on the list. We need to remember that the projects that have health, safety and welfare issues, sewer pollution into the rivers, and high sewer bills score better and we do not have those items, which we thankfully do not, so it is a challenge to qualify.

Annaleis Hafford from Olver Associates and the Town Manager spoke about the sewer line from the SAS Facility to Detroit by Dobson, under the river, through Manson Park and then to the Treatment Plant. It would be sensible to divide up the project into several components and apply for those which are upstream from the siphons.

**Highway Projects Update:**

Highway has been quite busy!

**Pittsfield Community Theatre Update:**

Same report. We have contacted the Historic Architect to obtain the final figures for the estimated costs for the report so that it can be utilized.

A draft copy of the findings of the Assessment with cost figures was provided to the Theatre Committee and extensively discussed at the last meeting. The total cost of the items identified by the Assessment were \$519,735.46 plus the costs of the Interior Finishings which are not technically part of a needs assessment of the building under architectural standards, but added in due to common sense. We have calculated the cost of the chair replacement and have added the architect to add costs for new carpeting, lighting allowance; electrical wire update allowance; concession update; and re-painting inside the building. Pricing for a range for the cost of a new canopy vs. a smaller canopy will also be included. Therefore, we seem to be headed back to our original figure of \$780,000 which included the projector at that time. When the study is issued, we will distribute and then start to utilize.

As we did not have the funds to analyze the heating system, that component was not included in the Assessment. The Theatre had donations and a few events for a small fund built up after the projector installation. Then we were able to obtain the BSB Matters more foundation grant of \$5,000 from our little campaign so we had enough to finally do the Needs Assessment. A review of the more items would have been at least \$5,000 which we did not have. I would note that the furnace was installed in 2003-2004 so it is not the old boiler that we had when I arrived so we are not as concerned with having this reviewed.

We needed a professional document to see exactly where we are at for revitalizing this facility.

**Commercial Insurance Program:**

Due to so much grant activity, I have not worked on this item. I do need to file the Airport Insurance Liability Policy. The Town has filed the application for the renewal of the commercial insurance company. I have asked the agency to submit the application to more than the current commercial insurance company. There are not many companies that cover municipal government, but they will provide materials to as many as we can.

The volunteer coverage has been an issue with the need for more policies, policies which as part of an overall approach and liability waiver is not an issue. However, with the extreme approach of the insurance company on sexual abuse, sexual misconduct, sexual molestation, etc. I am not sure as to how to reconcile this to a productive volunteer program. Several volunteers have been disenchanted due to wanting to cut trees, use chain saws, clearing brush, and other manual labor items. Regardless of whether we have volunteer coverage, it is not going to cover these type of items as the volunteers should not be doing this type of work under any insurance policy or lack of insurance policy. Planting trees with the public works crew, planting flowers, working at the re-use building or items of a similar nature are different than these more physically challenging operations. I will continue to work on this as a risk management and volunteer retention item, however, there will not be any tree cutting or trimming activity or similar construction activities.

**Project Canopy Gateway to Downtown:** Covered under the TM's Report.

**Bicycle Pedestrian Plan Draft:**

No update, project has not moved. There has been no progress on the end of KVCOG and the planner who was working on this document. A number of us have discussed this and given that there has been sufficient time to finish this project and to have the ad hoc group involved and that has not taken place, that we will initiate the meetings ourselves as soon as I finish off some important grant projects and work on the draft inviting KVOCG to the meeting.

**Ordinance Amendments Update:**

The Planning Board has scheduled a public hearing for the last two amendments.

The Planning Board discussed the CEO's proposed revisions and/or additional language at their May 9, 2016 meeting which concluded with scheduling a public hearing.

The Planning Board discussed the two items that were referred to them by the Ordinance Committee for resolution – the Visual Assessment and how it would be done on a wind turbine and the Home Enterprises which appeared to be vague in parts and overregulating in other parts. The CEO is still studying these items and will be bringing in revised language to the next meeting. These have been the only two pending items since earlier this year.

The Planning Board voted down moving forward on the Outside Boiler Ordinance or provision as there are provisions in the State Law now. It was thought that those who are concerned should utilize the State law and work with the State before coming to the Town.

A local business owner has asked to put senior housing into the motel and this would require a zoning change. I had the CEO check to see if it was possible to change the acceptable uses for the Zone rather than a time-consuming and expensive zoning change as these must be done in a precise orderly fashion. It appears that the change must be one of changing the zone for the property moving the zoning lines on the map. This would require a multi-step process with notification of abutters. This type of item is similar to that of an ordinance change, the individual will need to submit an application fee if the Town is going to work on this as it will require multiple public hearings which require legal ads. We do not charge for personnel costs or supplies – just the ads as they are the major out of the pocket cost.

The PB has its public hearing on the 22 wind turbine definitions and the 1 Site Plan definition set for their meeting on 03/14/2016. These items were approved to be forwarded to the Town Council. Due to the lateness of the hour, the other two items were tabled regarding the standards for the scenic view assessment for a wind turbine project and the home based enterprises section. The items are on their 04/11/2016 meeting for discussion.

The Planning Board is to receive the information that Councilor Cianchette compiled on scenic view and how it could be determined regarding wind turbines at their 03/14/2016 meeting. Also the Planning Board will have on its agenda a discussion regarding the legal advice from the Town Attorney on the proposed language for home enterprises on the questions raised by the Ordinance Committee.

This will mean that as we will be reviewing all of these land use ordinance amendments together that it is likely that our public hearing will now be pushed back.

#### **Codes Enforcement:**

**Leonard Street Violation:** There are definite violations of the court order on site although there has also been progress. The CEO drafted a letter to be sent to the property owner which has been reviewed by the Town Attorney. It will be sent out later this week. Basically, the items need to be completed by June 1 which is an extension of the May 1 deadline as the property owner did work on it.

The date of the consent agreement for the yard to be cleaned up has come. Mr. Sprague's family members paid the Town's cost of prosecution being a few dollars under, however, made a good

faith effort. The items to be completed, although the yard has come a long way, does not seem to be in compliance with the court directive. The CEO is to provide a full inspection this week to determine what remains to be done and recommend what to do to be in compliance. It is now \$100 fine per day as long as the violations remain. It would be good to conclude this matter.

**Rice Street Mobile Home Park Referred to the State of Maine:** The clean up of one violation is taking place slowly. The property owner refuses all certified mailings and phone calls. I have advised the CEO that the Police Department will help him have the letter served in Florida so that we can move forward with the property owner actually having a copy of the violations in front of him. Further, I believe it would be a good idea to list out in a letter to the State of Maine all of the violations in the Mobile Home Park which they had licensed at one time and ask for assistance. This has been done verbally to no avail so it would be good to put it in writing.

**Somerset County Broadband Grant and Committee Activity:** The Mayor and I attended the Eastern Somerset County Committee meeting to learn about the grant opportunity, that it was approved and how it would proceed over the next few months. We have completed several steps already for our community and will work on the project as the larger Somerset County group is brought together. That meeting took place on Friday, May 6 in the early evening.

7. **REPORTS:** Audience, Council

**Audience:**

None.

**Council:**

**Councilor Donahue:** None.

**Councilor Manning:** I had a question from my neighbors regarding Lancey Street and Nichols Street. We are wondering what to do to get the 15 MPH area extended and school/children signs. The Town Manager noted she will send the Police Department to review.

**Councilor Ferland:** One of the items I like on the Town Managers report are the upcoming items. The Town Manager noted that these items are on the website with a running list. Councilor Ferland noted that the kids are going to the ballet this week and will be walking to the Library to learn about summer reading.

**Deputy Mayor Nichols:** Wanted to thank everyone who helped at the job fair. Due to the lower number of attendees there was more one on one time. It is good we are getting these water & sewer projects out of the way. Hopefully the Police will be able to help at Lancey and Nichols Street.

**Councilor Strom:** The job fair was a great day. I got my older son in to see the National Guard. Councilor Strom also noted that we are on the short list for a Town Hall meeting with Governor LePage.

**Councilor Cianchette:** I want to thank everyone for showing up tonight. The people that work for this Town are exceptional and they all put a lot of effort into running the Town. I want to thank everyone for all their hard work. For those here this evening, Kathryn, Nicole and Steve – thank you. I want to thank all the Councilors for voting to keep me on the Council. I appreciate your patience. I wasn't here to talk about Spencer Havey. He was an Icon in this Town. He was one of a kind and will be missed. I have been thinking about an idea for a memorial. It can be through private funding. It would be nice to have a memorial with plaques for exceptional citizens. An example would be someone like Spencer. We have also had 2 or 3 former Governors from Pittsfield. I wanted to get the idea out there.

**Mayor Stackhouse:** It is good to see people in the audience. Thank you to Kathryn Ruth and the crew upstairs for all the hard work. Kathryn, Trudy, Scott and I attended the kiosk event. I was part of the ribbon cutting event and the kids did a great job. We were lucky to get so many low bids on the Water and Sewer project. Mayor Stackhouse asked if we have heard anything more on lighting at the Rail Trail tunnel. The Town Manager noted we have not heard back yet.

## 8. **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 8:09 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 8:40 p.m.

**VOTE: UNANIMOUS AYE**

## 9. **ADJOURNMENT**

Motion by **Deputy Mayor Nichols** and seconded by **Councilor Cianchette** that the meeting be adjourned at 8:41 p.m. All in agreement.

**VOTE: UNANIMOUS AYE**

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Nicole Nickolan, Town Clerk