

# MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, December 20, 2016 at 6:30 pm in the Council Chambers.

**PRESENT:** COUNCILORS: Robert Stackhouse, Timothy Nichols, Michael Cianchette, Heather Donahue, Trudy Ferland and Scott Strom. **ABSENT:** Marie Manning. Also present: Town Manager Kathryn Ruth and Deputy Clerk Karen Baker. Audience members: Acting Police Chief Timothy Roussin.

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 Meetings held on December 6, 2016.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Cianchette** that the minutes of the Regular Meeting held on December 6, 2016 be adopted.

**VOTE: UNANIMOUS AYE**

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

1. Presentation by Town Manager of Goals for 2017:

A brief presentation of focuses for 2017 was addressed. Focuses are crucial so that the most important projects can be accomplished in an extremely busy community.

The Town Manager thanked the Town Councilors for her evaluation and noted that she greatly appreciated their comments.

The Town Council decided several years ago that at this time of the year, the Town Manager would report on the goals for the next year.

The Town Manager noted that she did not believe there are any surprises on this list of goal projects for 2017 given our concentration on town infrastructure. It is important to have focuses in this busy world and this community which is surprising much busier than other communities. Requests can come from many levels of government and layers of the State, region and community, which often can be conflicting in nature. In order to have accomplishments, it is crucial to stay focused on the priorities. The Town has made many commitments and needs to follow through on them.

Those priorities are:

**1. Economic & Community Development:**

With many projects such as:

Regional Business Forum

Annual Job Fair

SVCC Annual Meeting has been held in Pittsfield and I am proud to announce that

SVCC will be holding its Annual Meeting in Pittsfield again this year in February 2017.

Egg Festival activities which generate extensive revenue for local businesses.

Promoting the Certified Business Friendly Designation

SEDC Meeting to be held in Pittsfield in January 2017 with a meeting that day with our local businesses to talk about SEDC's availability to assist them/provide information.

I will continue to work with the Pittsfield Economic Expansion Corporation (PEEC) on the Town's new **Industrial Park Lots**, which are a very valuable inventory. The economy seems to be coming back with an increase in calls about the Town so our time can be put to good use promoting the sites. We have sold 2 lots which means that 3 are now sold with 4 to go.

PEEC also sold the Tech Center to Cianbro; sold the last Industrial Park lot to a Maine Food company that we will be pleased to work with in the future; and signed a long-term arrangement with Sonoco for a lease-purchase of the PEEC manufacturing and warehousing facility in the Industrial Park. In all it was an extremely productive year!

**The UTC Factory as well as the SAS Building need to be pushed.** In addition, **Business Visits** and working with local businesses on their expansion plans will continue into 2017 as well as representing the Town on multiple economic and community development regional groups.

There are a variety of additional ideas that can be implemented beyond the very successful **Buy Pittsfield Buy Local Day** that raised \$4,190 for the Theatre. We would continue to work with businesses to promote their discount programs and to buy in Town or some other activities of this nature to promote the businesses.

**2. Work with many parties on the Historical Depot Preservation/Restoration**

**Fundraising.** We need to team up with other groups and organizations to assist with this crucial project and other group's projects, which would be beneficial for all. There have been preliminary discussions of a large donation in the future which coupled with our \$11,000 grant that is being held for that project.

**3. Work with many parties on the Theatre Restoration Project Fundraising.** We need to team up with other groups and organizations to assist with this crucial project and other group's projects, which would be beneficial for all. We need an overall action plan, engineering and/or architectural work, and extensive fundraising. To date, we have not located the big grant that would move the project forward as we are looking for funds for a movie theatre owned by a town, which is a bit of a novelty.

We have the finalized Needs Assessment for the building after raising sufficient funds to have the work completed and having a committed Historic Architect Ellen Angel, who was able to reduce pricing to assist the Town. In January - February 2017 one of the Theatre Committee members and myself will meet to review the foundations we have located that may be available for funding for our Theatre.

**4. Work with the Engineering Consultant and the Water/Sewer staff to continue the Sewer System Rehabilitation.** The long-awaited sludge removal project was completed in 2011 to remove 30 years of sludge from the lagoon system. We completed engineering, bidding and project construction for nearly \$3.0 million dollars of projects on Nichols, Cianchette, Livingston, Somerset and School Street cross county line, Franklin, Davis, and Stinson. The Sewer System Evaluation provided for jetting of the lines, camera work and smoke testing to locate leaks in the system which has led to a recommended CIP for the Town for sewer line replacement of \$9,005,000. We have made a great dent in this work and then were approved for the Clean Water State Revolving Loan (CWSRF) Project on Peltoma Avenue and North Main Street/Grove Hill. The Town has pending pre-application materials at the USDA for funding for work on Madawaska, Detroit, Dobson, River Crossing and Manson Park project. We have been approved for projects but may be on hold as we need to be careful about how much debt service we issue and use this as a planning year.

**5. Work with the Engineering Consultant and the Assistant Water/Sewer Superintendent to move forward the Water System Enhancements.** Over \$2.4 million dollars in priority water projects have been identified. The Town was fortunate to be awarded a low-interest Drinking Water Program loan to rehabilitate the Waverly Avenue River Crossing receiving a small grant and a low-interest loan for this project. We had applied for two large DWSRF projects and were on the back up list for the projects and then were approved for both. We chose to proceed forward on the low-interest loan for the North Main Street/Grove Hill project which was completed in 2016 and will be finalized in 2017. We have been approved for engineering only for the Peltoma Project. This will also be a planning year.

With all the grants that we have received plus the extensive water and sewer low-interest loans and grants, we have had nearly \$18,000,000 in capital investment in our community. We are basically \$1,200 away on the master list, however, there are projects not yet listed which are underway so we are well over that mark.

#### **4. PUBLIC HEARINGS:**

**ORDINANCE 16-19:** (Public Hearing) The Town of Pittsfield hereby ordains the 2017 Capital Budget be approved as follows:

Highway General Equipment	\$ 65,000
Waste Transporter	15,000

Municipal Building Capital	5,000
Library Capital	5,000
Theatre Renovations	10,000
Fire Station Capital	5,000
Park Projects	30,000
Airport Hangers	300,000
Theatre Revitalization	216,000
Community Building	100,000
Downtown Revitalization	50,000
Town Celebration	<u>15,000</u>
Total Projects/Reserves:	\$ 816,000
Funding by Loan	-\$ 0
Funding by Lease/Purchase	-\$ 0
Funding by Reserves	-\$ 0
Funding by Special Revenues	-\$ 15,000
Funding by Grants	-\$ 180,000
<u>Funding by Other Resources</u>	<u>-\$ 516,000</u>
Total to be raised by taxation	\$ 105,000

Mayor Stackhouse opened the public hearing and closed it after there were no comments or questions from the public.

Moved by **Councilor Cianchette** and seconded by **Councilor Strom** that Ordinance 16-19 be adopted.

The Town Manager explained the Charter requirements for the budget ordinances and how this particular ordinance works. It was explained how the first items were financed by tax dollars from the Highway General Equipment to the Fire Station Capital in the amount of \$105,000. The remaining items starting with the Park Projects are financed only if funds are received for them such as grants, donations, loans, etc. and when approved by the Town Council. Having these items in the Capital Improvement Program has been beneficial for the Town because a grant program can come up quickly or a low interest loan opportunity and the Town will already have the items listed in the CIP. All of these items still require authorizing ordinances and/or votes by the Town Council.

**VOTE: UNANIMOUS AYE**

**ORDINANCE 16-20:** (Public Hearing) The Town of Pittsfield hereby ordains that the 2017 Operating Budget in the amount of \$2,886,633 ( ) be approved, and the total sum of \$3,702,633 ( ) be appropriated (Operating plus Capital Budgets);

AND FURTHER, that \$1,286,004 ( ) be raised through taxation; that \$1,076,990 ( ) be raised from estimated revenues; that \$229,129 ( ) be appropriated from State Revenue Sharing; that \$0 ( ) be appropriated from Lease/Purchase; that \$0 be appropriated from Loans/Bonds; that \$0 ( ) be taken from reserve funds; that \$15,000 be appropriated from Special Revenues; that \$180,000 ( ) be appropriated from grants; that \$516,000 ( ) be appropriated from other Revenue Sources; and that an additional sum of \$399,510 ( ) be taken from undesignated fund balance.

Mayor Stackhouse opened the public hearing. After receiving no questions or comments from the public, the public hearing was closed.

Moved by **Councilor Cianchette** and seconded by **Councilor Strom** that Ordinance 16-20 be adopted.

**Mayor Stackhouse** and the Town Manager advised that the budget remains the same as it was in the original budget proposal.

**VOTE: UNANIMOUS AYE**

**ORDINANCE 16-21:** (Public Hearing) The Town of Pittsfield hereby ordains that the 2017 Water and Sewer Enterprise Fund budgets in the respective amounts of \$430,732 ( ) and \$501,350 ( ) be appropriated from the respective estimated departmental revenues.

**Mayor Stackhouse** opened the public hearing. After receiving no questions or comments from the audience, the public hearing was closed.

Moved by **Councilor Cianchette** and seconded by **Councilor Strom** that Ordinance 16-21 be adopted.

**VOTE: UNANIMOUS AYE**

**ORDINANCE 16-22:** (Public Hearing) The Town of Pittsfield hereby ordains to authorize the transfer of unencumbered appropriation balances to various departments.

FROM: 05-05	Communications	\$ 4,000
05-20	Street Lights	2,500
05-25	Animal Control	5,000
15-05	Transfer Station	2,500
35-05	Unclassified/Contingency	7,000
35-05	Unclassified/Grant Match	10,000

TO:	05-10	Police Department	\$ 14,000
	35-05	Unclassified/Payroll	17,000

**Mayor Stackhouse** opened the public hearing. After receiving no questions or comments from the audience, the public hearing was closed.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Cianchette** that Ordinance 16-22 be adopted.

**Councilor Cianchette** noted that he had not been at the last meeting when this was discussed and asked if there was a budget shortfall. The Town Manager advised of the history of this ordinance.

05-10: Police Department: Overtime, part-time coverage and gasoline costs drive this budget. In addition, personnel costs were increased due to pay out costs. Personnel costs also increased with everything that the Town has been going through with the Police Chief's passing.

35-05: Unclassified / Payroll: By waiting to see how the budgets came out, the Town has been able to save \$17,000 in taxpayer dollars by transferring funds between the budgets in utilizing unencumbered available funds. The 53<sup>rd</sup> payroll should not come up again for another 7 years. Basically, this turned out to be a win-win.

The Town also has 3 departments that will have expenditures which are very close for the end of the year and these are being watched carefully. By tightening the budgets and utilizing budgets which do not cover any emergency and additional expenses, the transfer system is very important. The transfer system **assists in raising less taxpayer dollars** as we know at the end of the year that we can transfer funds between budgets. This system does create extra work, however, it also does save taxpayer dollars.

Total Transfers for the Year 2016 are preliminarily projected at \$31,000 between accounts. No transfer of funds is required from unappropriated surplus.

**VOTE: UNANIMOUS AYE**

## **8. REPORTS: TOWN MANAGER, FINANCE, ORDINANCE & RECYCLING COMMITTEES:**

### **Town Manager's Report: Town Council Meeting of 12/20/2016:**

**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. Upcoming Events:**

All holiday events have taken place. Today was the **Felted Gnome Making Workshop** from 1:00 - 5:00 pm that just got done. Learn how to needle felt a gnome like the ones in the book "The Gnome Project" with Maine Artist /Author Jessica Peill-Meininghaus. You'll learn to use a felting needle and create a little gnome in colors of your choosing. It's always fun! You can add details and decorations to make him or her even more personal. Teens and adults attending must have good manual dexterity. Supplies will be provided. Please contact the library at 487-5880 to sign up as the class limited to twelve people. The class is taught by Jessica Peill-Meininghaus is the author of "The Gnome Project" and is an accomplished fiber artist - felting gnomes, pictures, and decorative accessories.

## **3. Pittsfield's Birthday on June 19, 2019:**

The Town was incorporated on June 19, 1819 so our 200<sup>th</sup> birthday is coming up. We should start making plans in January 2017.

## **4. Pittsfield Spirit of America for 2017:**

Bruce Flaherty who operates the Maine Spirit of America Foundation Awards has congratulated the Town on its Gold Spirit Award and states that it is not too early to be thinking of the Spirit of America Candidate for 2017. We can honor the person anytime from February – April to receive the annual award for the individual and our community. So be thinking about volunteer candidates.

## **5. TAPs:**

The Town has acquired three actual properties. There are also two liens that need to be written off as one was an assessing error due to misinformation involving several companies over towers and one property was cut up and demolished while the owner was in jail. So the Town has acquired three actual properties and due to how the property has been taxed for years on two of them we have been trying to figure this out and it is going to take time. This involves issues from decades ago. The new property that we have acquired is on North Main Street formerly owned by Daniel Sullivan.

## **6. Drinking Water Program Testing Requirement Violation on Disinfection Byproducts Monitoring:**

All water testing requirements were met by the Department except the Disinfection Byproducts one which has apparently changed this year from every 3 years to once per year. The Assistant Water/Sewer Superintendent found out about this and will ensure that the testing is done every year. There has been some confusion on the testing requirements due to changes as of yet and we are one of the communities that had that. That test is being required to be completed by next summer. The Assistant Water/Sewer Superintendent now has that requirement posted on his screen so that he will meet it. All water testing that the department tested for was well within parameters and has been for years.

**7. Legal Marijuana and Municipalities:**

Read MMA's Notice to all communities. The Ordinance Committee will be meeting prior to the first Council Meeting in January 2017 and it is likely that a Moratorium will proceed forward so that the Town will have time to research and place regulations on the books. There would then be a review of regulations for where such facilities can be located in the community or if they should be located in the community. Much more information is needed on this subject in order to understand and then make an informed decision.

**8. Sebasticook Valley Chamber of Commerce Annual Banquet will be held in Pittsfield in February 2017:**

More information to come shortly and will be distributed.

**9. Somerset Economic Development Corporation Board of Directors Meeting in Pittsfield:**

Somerset Economic Development Corporation Board of Directors Meeting will be held in Pittsfield on:

Thursday, January 12, 2016 at 10:00 am

We will start at CM Almy for a tour of their beautiful and unique creations for the clergy. It is amazing that this manufacturing facility that has customers all over the world is here in Maine and in Pittsfield.

Then we will adjourn to the Town Council Chambers for the Board's Meeting.

After that time to be determined, 12:30 pm, meet with the local businesses for SEDC to discuss their services and how to help them. Presentation and then an informal setting.

**Finance Committee:** **Councilor Strom** reported on the Finance Committee Meeting which took place prior to the Town Council Meeting. The Finance Committee has recommended that the Town place the Checking Account for the Town out to bid as our current bank is leaving the community. Along with the proposed Request for Proposals for the checking account will be an option for the Town's consideration of the investment of \$1.5 million dollars of the former MainePERS funds for a three and five year period. The Town Council will hear more about the Request for Proposals later this evening.

**Ordinance Committee:** No Report;

**Recycling Committee:** No Report

## 6. NEW BUSINESS:

**ORDER 16-11:** Ordered that the Town expend \$12,593.22 plus accrued interest from the Town's Project Cost Account created pursuant to the New, LLC Municipal Development and Tax Increment Financing District and Development 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 **Deputy Mayor Nichols** that Order 16-11 be adopted.

The Town Manager advised earlier this year, the Town Council had approved the expenditure of the funds that were available from the New LLC TIF. Another tax payment has been received by the Town and the funds have been transferred to the TIF Account. The funds should now be encumbered for an economic development project.

The prior two approvals this year were committed:

1. \$25,000.00 toward the cost of the new sidewalk to be constructed on Somerset Avenue along the Somerset Plaza. The development project is on-going and will be completed by late Spring 2017.
2. \$24,000.00 for the Camoin Situational Assessment and Lead Generation (\$23,931.21 was available plus any accrued interest which would add up to \$24,000.00). This project has advanced from the market analysis to the lead generation. The first lead has been identified with the company potentially to be available to come to Pittsfield in February – March 2017.

With the final TIF payment placed in the account, the Town will have that payment of \$12,503.80 plus accrued interest available (as of today \$89.42 is available).

As the Tax Increment Financing District expires this year, it is important to encumber the funds. It is recommended that we utilize the same language for the next project as that approved earlier this year. As this is marketing of the Town as a business location, a project of interest can be created, an RFP issued for that project and the Town Council then approve the award of that project.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 16-148:** Resolved that the Town Council Authorize a total of \$28,000.00 for Carry Forwards from the 2016 Budget and Encumber the funds for 2017.

Moved by **Councilor Cianchette** and seconded by **Councilor Donahue** that Resolution 16-148 be adopted.

The Town Manager noted the Town Charter allows for funds to be carried forward into the next year if the purpose for the funds has not yet been addressed and/or to encumber the funds for

that future use. Generally, Carry Forwards take place due to circumstances beyond a department's control in which staff were unable to complete a large budgeted project. Due to the State Revenue Sharing situation, the departments have been extremely conservative with spending in order to make sure that revenue collections support the budget that is spent. In 2016, the Town carried forward \$42,300 for projects not yet completed. For 2016, it is proposed that we encumber funds for two Carry Forward accounts. This will be for Community & Economic Development for Assistance and Consulting Project which will support on-going grant projects not yet completed and grant projects under consideration.

01-45-01-15: Comm & Ec Dev. - \$11,000.00 for Secretarial, admin & clerical P/T Secretarial Assistance.

01-45-25-05: Comm & Ec Dev. - \$17,000.00 for Ec Dev Assistance on consulting on Special Projects and assistance on Special Projects.

Total Carry Forwards: \$28,000.00

**VOTE: UNANIMOUS AYE**

**RESOLUTION 16-149:** Resolved that the Town Council approve the expenditure of \$2,280.00 from the Library Capital Reserve PITT #41 (G#1-649-00) to spend on labor and parts to replace one heat pump.

Moved by **Councilor Cianchette** and seconded by **Councilor Strom** that Resolution 16-149 be adopted.

In response to a question from **Councilor Cianchette**, the Town Manager explained the background on this request. Heat was not coming out of several of the library's registers in early December. When called to investigate, AAA Energy found that both heat pumps had mechanical failure "for no particular reason". The impeller was seized up and the motor was burned out so water couldn't move. While both pumps were not functioning in early December, it is unknown when the first one broke. The pumps are redundant, so the second took over until it too seized up. The pumps almost seven years old and they had a two year warranty. They were, at the time, new technology with unknown lifespan. The labor and installation of the first pump has been completed as the library needed functioning heat immediately. The cost was \$2,895. Since the expenditure needed to take place, the library operational budget was utilized. The second pump has not been installed yet. The cost is \$2,280, which is requested to come from the Library Capital Reserve. The reserve has a balance as of 10/31/2016 of \$28,557.83. The new pumps are expected to last around ten years.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 16-150:** Resolved that the Town Council approve the Request for Proposals for Checking Account Banking Services and to Authorize the Town Manager and Deputy Treasurer to seek bids for same.

Moved by **Councilor Cianchette** and seconded by **Councilor Strom** that Resolution 16-150 be adopted.

The Town Manager noted as **Councilor Strom** indicated, the Finance Committee met prior to the last two Town Council Meetings to address the need of having a checking account within the community for efficiency and effectiveness for daily deposits and special account services. This discussion came forward as TD Bank is closing its Pittsfield branch thereby leaving three other banks and one credit union in the community. The Finance Committee met prior to the meeting this evening to make a recommendation that we issue the Checking Account Banking Services with the Town's Future Account (adding \$1.5 million in funds for investment along with the Checking Account Investments). This document, due to its importance with collateral and meeting all the GASB requirements, is currently at the Town Attorney's Office for review.. There will likely be a few revisions after the Attorney's review.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 16-151:** Resolved that the Town Council endorse the actions of the Pittsfield Economic Expansion Corporation (PEEC) for 2015 – 2016.

Moved by **Councilor Cianchette** and seconded by **Deputy Mayor Nichols** that Resolution 16-151 be adopted.

The Town Manager noted every few years when there has been an especially active year, there will be a number of actions taken by the Pittsfield Economic Expansion Corporation Board of Directors (PEEC). It has been recommended that the Town Council, which appoints the Directors, endorse the action of the Directors of the PEEC 501c3 Corporation

The Board Director Meeting Minutes which have the motions clearly depicted are available for the Town Council's review and have been available in a book in the Town Office since the last time that the Town Council approved the organization's actions. The minutes of the corporation are not public. It is important to have this 503c3 Economic Development Corporation for a variety of reasons regarding economic and community development especially for those businesses which will not meet with a Town; for those businesses which require confidentiality; and for funding applications for certain types of foundations and grants which require a 501c3 status. The motions which were made in 2015 did not become relevant or final until 2016, therefore, this agenda item, which is processed at the end of the year, was not necessary in calendar year 2015.

The Town Manager listed the motions for action items during 2015 and 2016 for the Town Council's review. The Meeting Minutes of the Pittsfield Economic Expansion Corporation were available at the Town Council Meeting for review.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 16-152:** Resolved that the Town Council approve a Policy on Educational Incentive and Required Training for Town Councilors effective January 1, 2017.

Moved by **Councilor Cianchette** and seconded by **Councilor Donahue** that Resolution 16-152 be adopted.

The Mayor and the Town Manager reviewed the history of this resolution. For several years, the Town has recommended that Town Councilors attend the Maine Municipal Association Elected Official training. It has now been recommended that this be a requirement. Background regarding legal responsibilities and legal liability is important for incoming Town Councilors. It has been recommended that the policy be:

Effective January 1, 2017, all new incoming Town Councilors will be required to attend the Maine Municipal Association Elected Officials training seminar by July 31 of the first year of their term. The training cost shall be paid for by the Town. Any Town Councilor who has already taken the training is not required to take it a second time. Any Town Councilor who has already served a term is not required to take the training.

With over one-half of a year provided for this requirement, a training should be provided by the Maine Municipal Association within a reasonable travel distance. It is expected that several trainings will have been provided so this will allow for one which is convenient and will fit into schedules.

With most of the Councilors having anywhere from extensive background to newbies who are learning, we can also offer a session at the Town Council Meeting in January in which we talk about roles and responsibilities – either myself as I have the materials or the Town Attorney if we can get a deal.

There will be several sessions during the year and I have provided those training announcements to the new Town Councilors. If it is too difficult to travel or get time off during the day, we can certainly figure out how to address this at a workshop. The next session is Wednesday, 01/24/2017 and I can register any brand new or newer Councilors who would like to attend.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 16-153:** Resolved that the Town Council accept a grant from the U.S. Department of Justice (DOJ) FY2016 Bulletproof Vest Partnership Program in the amount of \$1,317.00 and authorize the expenditure of those funds for same.

Moved by **Councilor Cianchette** and seconded by **Councilor Strom** that Resolution 16-153 be adopted.

The Town Manager noted the Town has been awarded funds toward the purchase of bulletproof vests for (3) three officers. The Town is eligible for one-half of the cost of the bulletproof vests. The Town is awaiting the federal payment maximum allotment for the Town of one-half of the cost or \$1,317.00. The other 50% of the cost or \$1,317.00 will come from the Police Budget.

The Acting Police Chief and I have reviewed the Department of Justice Grant Program for bulletproof vests. The Town should be able to obtain grant funding for bulletproof vests on a regular basis as long as the current regulations are in effect. The Acting Police Chief will keep a list of the bulletproof vest details including when the vests expire. This will allow for the Police Department to apply for the funds on a regular basis.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 16-154:** Resolved that the Town Council approve the filing of a grant to the Maine Humanities Council and if approved, further authorize the Town Manager and Librarian to expend the funds in accordance with the grant requirements and town regulations.

Moved by **Councilor Cianchette** and seconded by **Councilor Donahue** that Resolution 16-154 be adopted.

The Town Manager noted this would be an interesting project.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 16-155:** Resolved that the Town Council accept all cash donations for the Library Donations (G#1-634-00) for 2016 and authorize the expenditure of the funds in accordance with Town Rules and Regulations.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Donahue** that the Town Council suspend the Rules.

**VOTE: UNANIMOUS AYE**

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Donahue** that the Town Council vote upon Resolutions 16-155 through 16-162 as a group and adopt the Resolutions as presented.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 16-156:** Resolved that the Town Council accept all cash donations for the Community Swimming Pool Donations (G#1-643-00) for 2016 and authorize the expenditure of the funds in accordance with Town Rules and Regulations.

**RESOLUTION 16-157:** Resolved that the Town Council accept all cash donations for the Underage Drinking Program (R-85-65-10) for 2016 and authorize the expenditure of the funds in accordance with Town Rules and Regulations.

**RESOLUTION 16-158:** Resolved that the Town Council accept all cash donations for the Theatre Fundraising Campaign (R-86-09-01) for 2016 and authorize the expenditure of the funds in accordance with Town Rules and Regulations.

**RESOLUTION 16-159:** Resolved that the Town Council accept all cash donations for the Pittsfield Keep Neighbors Warm Program (referred to by staff and citizens as Pittsfield Keep Me Warm) (R-86-10-01) for 2016 and authorize the expenditure of the funds in accordance with Town Rules and Regulations.

**RESOLUTION 16-160:** Resolved that the Town Council accept all cash donations for the Re-Use Building (R-86-11-01) for 2016 and authorize the expenditure of the funds in accordance with Town Rules and Regulations.

**RESOLUTION 16-161:** Resolved that the Town Council accept all cash donations for the Historical Depot (R-86-20-01) for 2016 and authorize the expenditure of the funds in accordance with Town rules and regulations.

**RESOLUTION 16-162:** Resolved that the Town Council accept all cash donations for the Police Donations (R-86-62-05) for 2016 and authorize the expenditure of the funds in accordance with Town Rules and Regulations.

**Note:** *Resolutions 16-155 through 16-162 were voted upon as a group in one motion and adopted.*

**RESOLUTION 16-163:** Resolved that the Town Council appoint Stephen Seekins as Code Enforcement Officer for the period of 01/01/2017 – 12/31/2017

Moved by **Councilor Donahue** and seconded by **Councilor Ferland** that Resolution 16-163 be adopted.

The Town Manager noted that each of the yearly appointments required separate votes.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 16-164:** Resolved that the Town Council appoint Stephen Seekins as Licensed Plumbing Inspector for the period of 01/01/2017 – 12/31/2017

Moved by **Councilor Donahue** and seconded by **Councilor Ferland** that Resolution 16-164 be adopted.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 16-165:** Resolved that the Town Council appoint Brian Croft as Code Enforcement Officer Alternate for the following area: Zoning & Land Use Ordinances, Third Party Licensed Inspector for the period of 01/01/2017 – 12/31/2017.

Moved by **Councilor Ferland** and seconded by **Councilor Donahue** that Resolution 16-165 be adopted.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 16-166:** Resolved that the Town Council appoint Brian Croft as Licensed Plumbing Inspector Alternate for the period of 01/01/2017 – 12/31/2017.

Moved by **Councilor Cianchette** and seconded by **Councilor Donahue** that Resolution 16-166 be adopted.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 16-167:** Resolved that the Town Council appoint Albert Tempesta as Code Enforcement Officer Alternate for the following areas: Zoning & Land Use Ordinances, Shoreland Zoning Ordinances for the period of 01/01/2017 – 12/31/2017.

Moved by **Councilor Cianchette** and seconded by **Councilor Ferland** that Resolution 16-167 be adopted.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 16-168:** Resolved that Town Council appoint Albert Tempesta as Licensed Plumbing Inspector alternate for the period of 01/01/2017 – 12/31/2017.

Moved by **Councilor Cianchette** and seconded by **Councilor Strom** that Resolution 16-168 be adopted.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 16-169:** Resolved that the Town Council appoint members to fill the vacancies on the various Town Boards and Committees.

Moved by **Councilor Ferland** and seconded by **Councilor Cianchette** that Resolution 16-169 be adopted with all of the names as presented.

The Town Manager explained the appointments.

**Councilor Cianchette** noted that times have changed and it would be a good idea to look at combining boards such as having a Recreation Board which addressed several areas such as the Pinnacle and Swimming Pool.

The Town Councilors and the Town Manager thought that this was an excellent idea and should be reviewed in 2017.

**VOTE: UNANIMOUS AYE**

## **7. DISCUSSION ITEMS:**

- A. Financial Reports as of 11/30/2016
  - Budget Expenditure Report
  - Revenue Collections Report
  - Tax Acquired Property Report
  - Economic Development Revolving Load Update
  - Housing Revolving Loan Update
  - Transfer Station/Recycling Monthly Report
  - Theatre Monthly Report
  - Excise Tax Collections Comparison Report
  - State Revenue Sharing Comparison Report
  - Personal Property Tax Collection Report
  - Real Estate Property Tax Collection
  
- B. Other Reports as of 11/30/2016
  - Building and Plumbing Permit Reports
  - Library Report – Librarian’s and Library Trustees Minutes
  - Police Report

### **DESCRIPTION:**

Budget Expenditure Report: 91.7% of period; 84.4% municipal, 76.6% municipal, water & sewer (depreciation and transfers done by Auditor so percentage will increase)

Revenue Collections Report: 91.7% period; 75.7% municipal, 76.1% municipal, water & sewer

Excise Tax Collections Comparison Report: For this period, \$35,293.72 ahead of 2015 collections at this time of the year.

State Revenue Sharing Comparison Report: For this period, \$29,959.10 behind the 2015 collections. This account needs to be watched closely as it continues to fall behind.

The remainder of the Financial Reports are self-explanatory.

## **8. REPORTS:** Audience, Council

**Audience:** No comments were received this evening.

**Council:**

**Councilor Manning:** Absent.

**Councilor Donahue:** Wished everyone a Merry Christmas and happy holidays.

**Councilor Ferland:** Noted that it was a pleasure to serve as a Town Councilor. She enjoyed working with everyone!

**Deputy Mayor Nichols:** Advised it was fun working with Trudy and we will certainly miss her. He is glad to see Mike back in town. He wished everyone a Merry Christmas and a Happy New Year. He is excited about submitting names for the 2017 Spirit of America Award for Pittsfield and encouraged everyone to come up with names of volunteers.

**Councilor Strom:** Updated the Town Council on his experience with the Marathon in Millinocket on December 17<sup>th</sup>. It was very cold and there were large audiences for every event. People packed the Town. An event such as this would be great for Pittsfield. The Town Manager noted that she had an update for Councilors for the Executive Session that will make them very happy!

**Councilor Cianchette:** Thanked Trudy for serving. He always makes sure that he thanks those in the audience who attend and stay for the meeting so he would like to thank Tim Roussin for attending. He was away during the period of Steve Emery's passing and would like to say a few words. He thought Steve was a very good person and considered him to be an icon. He did not fill Spencer's boots but created his own boots. He will be sorely missed. Steve was a great asset for this town. Councilor Cianchette thanked everyone for their continual patience with his work situation and absences. He is working on this item. He also shared that some of his absences were due to a personal situation that his family has been dealing with which has been difficult. His wife had liver cancer and she is now cancer free. She is home from Boston and doing very well.

**Mayor Stackhouse:** Thanked Trudy for serving. It has been a pleasure working with you. He thanked the Councilors for their year of hard work. Noted the trailer on Livingston Street and wanted to know the status. The Town Manager provided the information available which is that the trailer can be stored on the lot legally and it is not clear if it can be installed or not on that lot or would be going to a lot in the country. More information will be available shortly from the Code Enforcement Officer. He wanted to thank Kathryn for all of her hard work and advised her to not work too much. He also thanked the staff for all of their work. He hoped that the Pinnacle will be going shortly with snow coming. He would like to see it the way it was when he was growing up as the center of entertainment for the children. **Mayor Stackhouse** wished everyone a Merry Christmas!

## **9. EXECUTIVE SESSION:**

### **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 for Title 1, Section 405, 6.C., Economic Development, Disposition of Property and Acquisition of Property at 7:55 p.m. The motion was seconded by **Councilor Cianchette**.

**VOTE: UNANIMOUS AYE**

Motion by **Deputy Mayor Nichols** seconded by **Councilor Cianchette** to return to regular session. The Town Council exited executive session at 8:20 p.m.

**VOTE: UNANIMOUS AYE**

## **10. ADJOURNMENT**

Motion by **Deputy Mayor Nichols** and seconded by **Councilor Cianchette** that the meeting be adjourned at 8:21 p.m. All in agreement.

**VOTE: UNANIMOUS AYE**

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Kathryn Ruth, Deputy Town Clerk