

# MINUTES

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

**PRESENT:** COUNCILORS: Robert Stackhouse, Tim Nichols, Michael Cianchette, Trudy Ferland, Heather Donahue, Scott Strom and Marie Manning. **ABSENT:** None. Also present: Town Manager Kathryn Ruth and Deputy Town Clerk Karen Baker. Audience members included Public Works Foreman Steven Vance and Don Hallenbeck.

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 September 06, 2016.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Cianchette** that the minutes of the Regular Meeting held on September 06, 2016 be adopted.

VOTE: UNANIMOUS AYE

### 3. PRESENTATIONS, CONGRATULATIONS AND INTRODUCTIONS:

#### Community and Economic Development Activities and Events:

#### *Additional certificates of Thank You for the Pittsfield Summer Concert Series at Hathorn Park:*

The organizers have come up with a few more names of businesses/organizations that assisted them, however, were not listed as sponsors.

Rite Aid Store #04142:           Donated staff time  
First Universalist Church:       Donated the use of chairs

At the last Town Council Meeting, Councilor Manning pointed out that Riff Johnson had been advertising the event. We did some checking and found that during the Egg Festival concerts, Riff Johnson talked about the upcoming Summer Concert Series and promoted it. I created a special resolution for his assistance during the Egg Festival which then got people interested in coming to the Summer Concert Series that began later that month.

#### *Important Events:*

**Kennebec Valley Council of Governments (KVCOG) Annual Meeting** on Tuesday, September 20, 2016 at 9:30 am at the Sebesticook Valley Elks Lodge:

The Town Manager noted that the KVCOG meeting today was one of the best that she had attended for the organization. The attendance was high and the speaker was great.

Councilor Manning had attended the KVOCG event this morning and noted that Yellow Light Breen was an incredible speaker. The statistics that he provided were excellent and comprehensive.

Councilor Donahue thought the KVCOG meeting was very interesting and she was very impressed with the services that they offered.

**HealthySV Annual Coalition Meeting** on Wednesday, September 21, 2016 from 9 am - 2 pm at St. Martin's Episcopal Church in Palmyra

**Pittsfield ARTS Club Meet the Candidates Night** on Wednesday, October 19, 2016 at 6:00 pm in the Pittsfield Municipal Building Council Chambers

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

**A. General:**

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

To address the few remaining available small locations, additional promotional pieces beyond our regular promotion of available properties had been provided to economic and community development resources and sites. 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. The plans have been received for the building and reviewed by the third party inspector. The contractor has been hired and we have been advised that the company will hire local subcontractors. The construction company has contacted the Town to start the sewer hookup process. On 09/01/2016, the Town received a copy of the DEP Site Location Permit for the project to proceed forward to construction.

The Town has been advised that bids are being sought on the project.

Cianbro Corporation officially purchased the Tech Center on Thursday, 02/18/2016 from the Pittsfield Economic Expansion Corporation. The building is under renovation inside as the building is to be tailored to Cianbro's needs. Cianbro has advised that now that they have completed their new Southern Maine location where they have a tenant that needed occupancy, that the company will be back working on the Tech Center. There has been some recent activity in the building.

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 area and foundation were underway at the last meeting with more work being conducted since the building has been erected. Employees have been hired for the summer to move the products. Blueberries are evidently going to be ready sooner than usual. The owner is working away to get everything into order and is very excited to be working in Pittsfield. The blueberry season was officially over with last week. The owner is now down in New York promoting wild blueberries. The Town is looking into how to assist with making connections and networking opportunities for the company.

Cianbro Corporation's Pittsfield Solar, a 9.9 Megawatt Solar Array Farm received Site Plan Review approval at the 03/14/2016 Planning Board Meeting. This is the first approval in a number of approvals required for the project to be built. This project is currently going through the CMP review process and discussions. The project is under development planning.

The Town continues to work with an upcoming small company Innovative Specialties, with a great skillset seeking an expansion in our community in the Industrial Park Phase II. This item was on the agenda for the 04/19/2016 meeting with three actions listed and on the agenda for 05/03/2016 with two ordinances set to public hearing and a resolution. The CDBG grant was approved for submittal after a very positive public hearing was held. The grant application was filed by the deadline in May. The project was approved at the 09/12/2016 Planning Board Meeting.

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. The property is undergoing a large renovation and face lift.

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).  
Andrea Amara for Andrea's Salon at 11 Huff Road for a hair salon.

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. The Town was able to receive a copy of the final paperwork for the inside of the building on 05/23/2016. 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 or another company may have to address this. Marketing has started again inside the State of Maine and then will start up outside the State of Maine with the Consulting Contract. The Town has contacted the company regarding a desirable business for the community that has interest in the building. The company has also received a proposal from someone else that is under consideration. The Town has learned that there is a Purchase Sale Agreement for the property. A tour was conducted of the facility at the end of July 2016.

**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 for a new manufacturing facility. The company is very interested in this facility.

## **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's demolition project is well underway with the building coming down the week of September 12, 2016. It is expected that it will be completed by October 2016.

**D. Somerset Avenue Projects:**

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

The Town inquired into the changes made in the road by MDOT during the paving in the Mill & Fill Project and the resulting water issues by Hartland Avenue. On 12/07/2015, the Public Works Foreman met with the Bangor Division Engineer John Devin about the continuous water problems at the end of Somerset Avenue and its intersection with Hartland Avenue, a very flat area without enough catch basins in the State system after the mill and fill project. To date, the Town has not been contacted with the proposed solution. MDOT has been trying to clean out and explore the catch basin system on Somerset Avenue due to issues.

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

**Report on Meetings:**

Somerset Economic Development Corporation (SEDC) Meeting on Thursday, September 8, 2016 at 10:00 am in Skowhegan

KVCOG Comprehensive Economic Development Strategy (CEDS) Meeting on Tuesday, September 13, 2016 from 11:30 am – 1:30 pm at the KVCOG Office in Fairfield (cancelled)

KVCOG Annual Meeting of the General Assembly and Board of Directors on Tuesday, September 20, 2016 from 9:30 am – 11:30 am at the Seabasticook Valley Elks Lodge

**Upcoming Meetings:**

Recycling Committee Meeting on Wednesday, September 21, 2016 at 5:00 pm

Theatre Committee Meeting on Wednesday, September 28, 2016 at 6:00 pm

FirstPark Executive Committee Meeting on Thursday, September 29, 2016 at 5:00 pm

**4. PUBLIC HEARINGS:**

***ORDINANCE 16-14: (Public Hearing)*** That the Town of Pittsfield hereby ordains that Chapter 13. Zoning Ordinance, Table P, C-4 District, be amended under Principal Uses to add that mobile home parks **“limited to no greater than 4 mobile homes”** and add under Principal Uses

that “**Large Scale commercial development in the C-4 district shall be limited to the CDOC Corridor Development Overlay District.**”

The Mayor opened the Public Hearing. There were no comments from the audience. The Public Hearing was closed.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Cianchette** that Ordinance 16-14 be adopted.

The Town Manager provided the background on the two ordinance amendments from the Planning Board meeting discussions.

**VOTE: UNANIMOUS AYE**

**ORDINANCE 16-15: (Public Hearing)** That the Town Council hereby Ordains that Chapter 2B General Assistance Ordinance, Appendices A-D be adopted to reflect the revised maximums for the period of October 01, 2016 – September 30, 2017. And to continue to use Appendices E-F set forth and filed with the Department of Health and Human Services (DHHS) until any new appendices are approved.

The Mayor opened the Public Hearing. There were no comments from the audience. The Public Hearing was closed.

Moved by **Councilor Cianchette** and seconded by **Councilor Strom** that Ordinance 16-15 be adopted.

Each year, MMA and the DHHS review the going rates for basic necessities in the State of Maine twice a year and propose revisions, if necessary. The Town Council received a copy of the appendices.

A review of the General Assistance Appendices shows the following changes for 2016-2017:

Overall Maximums increased \$1 to \$4/month.

Food Maximums, Housing Maximums for Heated and Unheated Rents, Utilities and Personal Care & Household Supplies remain the same.

**VOTE: UNANIMOUS AYE**

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

### **Town Manager's Report: Town Council Meeting of 09/20/2016:**

**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:**

Pittsfield ARTS Meet the Candidates Night on Wednesday, October 19, 2016 at 6:00 pm at the Pittsfield Municipal Building Council Chambers.

National Drug Take Back Day will be held on Saturday, October 22, 2016 from 10:00 am – 2:00 pm in the back Municipal Parking Lot at the Police Station

The 2<sup>nd</sup> Annual Winter Holiday Celebration at the Hathorn Park Gazebo will be held on Wednesday, December 7, 2016 with the Warsaw School students.

**3. Household Hazardous Waste Day:** The event will be held on Saturday, October 01, 2016 From 9:00 am – 12:00 noon. Pre-registration is required to participate. In conjunction with the Kennebec Valley Council of Governments, Ewaste Recycling Solutions, Environmental Projects, Inc. and other communities, the Town of Pittsfield will host a Regional Household Hazardous Waste Drop-off Day at the Pittsfield Recycling/Transfer Station at 601 Peltoma Avenue. Residents of Unity and Palmyra who would like to participate must pre-register with their own towns. For Pittsfield residents, call the Recycling/Transfer Station at 487-3361 to pre-register. Pre-registration is required to participate and you must sign up prior to the event in order to reserve a spot. Brochures available at the Pittsfield Town Office, Pittsfield Recycling/Transfer Station and on line at <http://www.pittsfield.org> listing details about the event.

**4. Nomination Papers:** Candidates are needed for the following elected offices for the Town: 1 - District 3 Council Member (3 year term); 1 – At Large Councilor Member (3 year term); and 3 - SAD #53 Board Members (3 year term). Nomination Papers can be obtained starting on August 15, 2016 from the Town Clerk’s Office, 112 Somerset Avenue, and must be returned to the Town Clerk by 5:00 PM, September 23, 2016.

**5. Library News:** Storytime at the Pittsfield Public Library resumes on Mondays at 10:15 for infants, toddlers, and preschoolers in the Warren Community Room. Sing songs, listen to stories, play games, and make messy art. Homeschool students in grades 4-6 are invited to join Lindsey from HealthySV for Nutrition to Grow On, a series of hands-on gardening and nutrition classes. Classes take place on Mondays at 12:30 on Sept 12, 19, 26, and Oct 3, 17, and 24. The library will resume Saturday hours, open from 10:00 – 1:00, on September 10.

**6. 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 and would plan on announcing our formation of a committee at the widely popular Annual Winter Holiday Celebration on December 7, 2016.

**Finance Committee:** No report

**Ordinance Committee:** No Report

**Recycling Committee:** No Report

## **6. NEW BUSINESS:**

**RESOLUTION 16-119:** Resolved that the Town Council accept the bid of David Odell in the amount of \$2,211.00 for Map 026, Lot 027, property on Detroit Street from the 09/07/2016 Tax Acquired Property Bid.

David Odell asked to speak. The Mayor allowed it as he was the potential purchaser and his comments would be germane to the subject matter.

Mr. Odell wanted the Town Council to know that this property abuts his lot and he has the budget to restore it. David indicated that he will bring it up to the Maintenance Code. He discussed the items needed with the Code Enforcement Officer. Since about 1980, nothing has been done to the property which is why it is the way it is now. He will put a new roof on it. David plans to have this done by next year. In the future, he may give all of his property back to the Town because he does not have any heirs.

Deputy Mayor Nichols indicated that he has known David Odell for 20 years. He keeps his house and yard decent. Dave is fussy about his stuff.

David Odell said that it would be best to restore and not burn it as it is very close to the homes on that road. He advised that the Twitchells do not realize that they lost the property.

The Town Manager advised that the Twitchells have been in as the Town called them prior to foreclosure to try to get them to pay up the taxes. The heirs were at the counter and stated they did not want the property to the staff.

David Odell said that the Twitchells are going to plant flowers and make a pole barn on the property.

The Town Manager noted that the Town will check into this to make sure that other relatives who are not direct heirs in that neighborhood are aware of the situation. Anything else such as a pole barn will need to be built on their own property and not this tax acquired parcel.

Mr. Odell said that he plans to start working on the property tomorrow. The Town Manager explained the process with scheduling a public hearing, holding the public hearing and then approving the quit claim deed to be issued to Mr. Odell. Mr. Odell can receive the quit claim deed on October 19, 2016.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor \_\_\_\_\_** that Resolution 16-119 be adopted.

**VOTE: UNANIMOUS AYE\***

\*Clerk's note: As it was realized after the meeting that this item did not receive a second due to the extensive back and forth discussion, it will be placed on the next agenda for resolution.

**RESOLUTION 16-120:** Resolved that the Town Council accept the bid of Ronald and Lyn Hawkins in the amount of \$51,100.00 for Map 005, Lot 020, property on Hussey Road from the 09/07/2016 Tax Acquired Property Bid and to require full payment of the bid price within 21 days.

Moved by **Councilor Cianchette** and seconded by **Deputy Mayor Nichols** that Resolution 16-120 be adopted.

The Tax Acquired Property Bid was authorized by the Town Council with bids due on 09/07/2016. The minimum bid was \$15,000 to cover the taxes, interest and costs plus it was a large lot. The Assessor assisted with a value given the location.

Seven bids were received ranging in price from a low of \$15,105 to a high of \$51,100. The high bidders are Ronald and Lynn Hawkins of Wesley, Maine. They plan to obtain the land, improve the access and then build a hunting camp or two on the property.

**Councilor Manning** asked if we are able to make sure that anyone who is chosen follows through on their plan. The Town Manager advised that the narratives are completed to assist the Town Councilors in making a decision, however, there is no mechanism in the bid process to ensure that any bidder follows through on their proposed plan.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 16-121:** Resolved that the Town Council authorize the Town Manager to sign Change Order #1 for the North Main Street Water Main Replacement and Sanitary Sewer Project adding the Sanitary Sewer Project previously approved to the Contract and increasing the days allotted to finish the work.

Moved by **Councilor Cianchette** and seconded by **Councilor Manning** that Resolution 16-121 be adopted.

Ranger Contracting has asked for an extension of time for the installation of the sewer project so that the company can start and complete it next Spring rather than ending up with late fall/early winter construction. The price for the work will remain the same.

Councilor Donahue asked if this effects the Route #100 paving.

The Town Manager advised that the project was coordinated with MDOT so that the agency would pave after the project was completed.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 16-122:** Resolved that the Town Council approve the Request for Proposals for Maintenance Services for the HVAC system for a five-year period at the Pittsfield Public Library and authorize the Town Manager and the Librarian to seek proposals for the same.

Moved by **Councilor Cianchette** and seconded by **Councilor Ferland** that Resolution 16-122 be adopted.

The library needs a service contract for its heating and ventilation system. We are seeking qualified and experienced contractors to perform preventive maintenance of the heating and ventilation equipment as well as other maintenance that may be required during the year.

We will advertise for proposals on September 21 with a bid deadline of October 11. We are looking for a five-year contract beginning November 1, 2016. There will be a legal ad and copies of the RFP will be sent to prospective bidders.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 16-123:** Resolved that the Town Council authorize the filing of an Economic Development Grant Application under the Community Development Block Grant program in the amount of \$260,000 for Innovative Specialties LLC to make assurances as required by the application; to accept funds; to carry out duties; and to sign documents necessary for the grant as depicted in the Council Resolution.

Moved by **Councilor Cianchette** and seconded by **Deputy Mayor Nichols** that Resolution 16-123 be adopted.

The Town Manager advised that the Project Development Phase II process requires a Council Resolution with this specific language for the CDBG filing for Innovative Specialties LLC.

The Resolution reads as follows:

### **COUNCIL RESOLUTION**

**WHEREAS**, the Town of Pittsfield wishes to apply to the Department of Economic and Community Development for a Community Development Block Grant to carry out a community development program; and

**WHEREAS**, the planning process required by Maine Law and the CDBG Program have been complied with, including participation in the planning process by low and moderate income families and individuals and the community has conducted at least one duly advertised public hearing; and

**WHEREAS**, the Town of Pittsfield is cognizant of the requirement that should the intended National Objective of the CDBG program not be met all CDBG funds must be repaid to the State of Maine CDBG program; and

**NOW THEREFORE**, be it resolved by the Council of the Town of Pittsfield that the Town Manager

- 1) Is authorized and directed to submit an application for the following program(s) and dollar amount(s) within the State of Maine's CDBG Program:

Program: Economic Development                      Amount: \$260,000

To the Department of Economic and Community Development on behalf of the Town of Pittsfield, substantially in the form presented to this council;

- 2) Is authorized to make assurances on behalf of the Town of Pittsfield required as part of such applications, and
- 3) Is authorized and directed, upon acceptance of said funds to carry out the duties and responsibilities for implementing and said program(s), consistent with the Charter of the Town of Pittsfield and the laws and regulations governing planning and implementation of community development programs in the State of Maine.

**Councilor Cianchette** asked if there is any possibility that a deadline will be missed and the project will stop?

The Town Manager advised that deadlines to date have been met and the project is moving forward. The next deadline comes up at the end of the month.

**Councilor Cianchette** asked what is the deadline for the project completion.

The Town Manager noted that it will be one year from the date of the contract for the funding that will be issued to the Town by the State of Maine.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 16-124:** Resolved that the Town Council approve the Community Development Block Grant (CDBG) Bonding and Insurance Requirements for CDBG Funded Contracts.

Moved by **Councilor Cianchette** and seconded by **Councilor Manning** that Resolution 16-124 be adopted.

The Town Manager indicated that the State provided a copy of Policy Statement #4 for Bonding and Insurance Requirements for CDBG Funded Contracts. The Town has followed these requirements on prior CDBG Economic Development Projects. The State of Maine now requires the official adoption of the policy requirements. The Town Council has a copy of Policy Statement #4 for Bonding and Insurance Requirements.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 16-125:** Resolved that the Town Council authorize the Town Manger to execute a Memorandum of Understanding between the Town of Pittsfield and Innovative Specialties, LLC d/b/a Nitro Trailers and Chad Dow to depict the roles and responsibilities for implementing and adhering to the terms of the Community Development Block Grant (CDBG) Economic Development Grant Program for the federal funds administered by the State of Maine as approved by the Town Attorney.

Moved by **Councilor Cianchette** and seconded by **Councilor Donahue** that Resolution 16-125 be adopted.

The Town Manager advised that the Town Council received a draft copy of a memorandum of understanding for the roles and responsibilities for establishing communication, responsibilities and requirements in following the State of Maine Community Development Block Grant procedures for the \$260,000 grant which was applied for and invited into Phase II Project Development for Innovative Specialties, LLC. Their manufacturing facility will be the first business to locate in the Industrial Park Expansion, Phase II. This is a draft agreement as the Town has not been able to acquire the current Riders for review as they will not be prepared until the Town's Contract with the State for the receipt of the \$260,000 is received. Understanding that the contract is not ready as of yet, we tried to obtain generic Riders, which were also not available. Therefore, we are utilizing the last set of riders which the Town has in its records which were dated 2/1/2012. It is expected that there will be some revisions.

**Councilor Cianchette** asked if there was any potential for the Town to be left owing funds.

The Town Manager advised that to protect the Town, all of the businesses receiving CDBG Economic Development funds sign an agreement with the Town to pay back the funds if the grant requirements are not followed. This project is a very good one and the owner is looking at all scenarios to ensure it is successful.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 16-126:** Resolved that the Town Council Proclaim November 08 – 15 as Maine Recycles Week for the Town of Pittsfield.

Moved by **Councilor Donahue** and seconded by **Councilor Cianchette** that Resolution 16-126 be adopted.

The Town Manager noted that the Recycling Committee plans to celebrate National Recycling Week with activities in the school system and the community as scheduling allows. This Proclamation is the first step in that process.

For the record, the proclamation reads as follows:

WHEREAS, recycling enjoys the support of the vast majority of the people of Maine who now have the opportunity to participate in recycling programs; and

WHEREAS, the State of Maine recognizes that “closing the loop” and buying products with recycled content is essential to the success of recycling and practices this principle in its purchases; and

WHEREAS, for over a decade, the State of Maine has made the commitment to the hierarchy of Reduce, Reuse, Recycle; and

WHEREAS, recycling has become fundamental to the health and welfare of the people of the State of Maine and to their economy through manufacturing and tourism; and

WHEREAS, recycling and buying recycled directly contributes to the prosperity of the people of Maine through jobs in manufacturing, collection, processing, marketing, and transportation throughout the state,

NOW, THEREFORE, the Pittsfield Town Council does hereby proclaim November 08 – 15 as Maine Recycles Week in Pittsfield and urge all citizens to participate in their community’s recycling efforts.

**VOTE: UNANIMOUS AYE**

## **7. DISCUSSION ITEMS:**

### **Updates:**

- A. Financial Reports as of 08/31/2016
  - Budget Expenditure Report
  - Revenue Collections Report
  - Tax Acquired Property Report
  - Economic Development Revolving Loan 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 08/31/2016
  - Building and Plumbing Permit Reports
  - Library Report – Librarian’s and Library Trustees Minutes
  - Police Report

**Budget Expenditure Report:** 66.67% of period; 62.7% municipal, 55.2% municipal, water & sewer (depreciation and transfers done by Auditor so percentage will increase)

**Revenue Collections Report:** 66.67% period; 54.2% municipal, 54.7% municipal, water & sewer

**Excise Tax Collections Comparison Report:** For this period, \$31,224.13 ahead of 2015 collections at this time of the year.

**State Revenue Sharing Comparison Report:** For this period, \$31,619.44 behind the 2015 collections. This account needs to be watched closely as it continues to fall behind.

**Remainder** of the Financial Reports are self-explanatory.

**Updates:**

Water Projects Update

Sewer Projects Update

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

Clean Water State Revolving Loan (CWSRF) North Main Street Project

Highway Projects Update

MDOT Bridge Project over Town Recreational (Rail) Trail and Acquisition of Rights and/or Property

Pittsfield Community Theatre Update

Commercial Insurance Program

Code Enforcement Update

Leonard Street Court Case

Rice Street Mobile Home Park referred to the State of Maine

Other Code Violations

Property Maintenance Code Request

**Water Projects Update:** No report

**Sewer Projects Update** No report

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

Update: the trenches are all cut and work will start on 09/26/2016 through the use of one-way traffic on North Main Street. The Town will advertise to advise of the on-way traffic pattern starting on North Main Street.

**Hunnewell Engineering Project only:** The State of Maine Drinking Water Program approved the use of the funding for \$85,000 for a loan which would be paid for through the water revenues. We were partially through the approval process with the public hearing coming up when I was advised that we needed to borrow \$95,000, which is not what was on the paperwork we received. Since the ordinance is clear and the paperwork is \$85,000 for engineering, this is the amount of the ordinance. Late last week, the MMBB approval came for \$1,253,000 for the entire project when we filed the loan application for \$85,000. The MMBB then will permit that \$90,000 can be borrowed for the engineering. We are trying to get the offer letter clarified and if Olver Associates and the Town are not able to, I will forward it to the Town Attorney for a recommended course of action. An offer of 1% interest to engineer a project for \$85,000 so that we can see if it will work and so it will put the Town into a better scoring position in the future is an excellent offer. At this time, an offer for \$1,253,000 to engineer and build the project when we have not received DWSRF funding and with our current budgetary and revenues, would not be sensible.

**Clean Water State Revolving Loan (CWSRF) North Main Street Project:**

This project has not yet started. The loan was secured on July 22, 2016 and is set up ready to go. There is a discussion that it may need to take place next Spring due to making sure the DWSRF work is all done and so we will not be working in cold weather. I have emphasized that on the CWSRF project that we pieced together three funding sources and only have that amount of money and no more funds. Often when these items are started and stopped, there are more mobilization charges and such. So the company has been told that we have exactly the amount of their bid for the construction and the engineering is the amount that we have for Olver as listed in the bid which we accepted. The company has agreed to the same price if the project begins next year and has officially requested that the project not be started this year and we started next Spring with a 60-day period. The State programs have just agreed to this. The company does not think that they can get the sewer installed and do a good job as we head into the winter months. Update: This project was on the agenda for this meeting for approval of additional time, however, no additional funding is needed.

**Highway Projects Update:**

The Public Works Foreman asked the Town Councilors if they had any questions for him. The Town Councilors did not. The Public Works Foreman asked about the asphalt reclaim zipper demo and their availability for a meeting next week on the equipment that he is interested in obtaining. Councilor Donahue reported that she advised Kathryn she would be out of Town. Councilor Manning advised that she let Kathryn know that she had previous commitments. The Town Manager reported that she had forwarded an e-mail to all of the Town Councilors last evening after she heard back from the Public Works Foreman yesterday afternoon regarding the dates. The Mayor asked why the meeting needs to be 4 or 5 or 6 hours instead of 1 hour. The Public Works Foreman discussed the necessary components of a demonstration with a video presentation, discussion with questions/answers and then the actual road work. The Town Manager noted that she is providing a few days for everyone to check their calendars and availability. She noted as she recommended before if there are 2 Councilors for a day meeting, that is very good and that the Public Works Foreman should schedule a meeting for all of the surrounding larger Public Works Departments with personnel and equipment so that there is full representation. The Town Manager will advise of availability once she hears back from the Councilors.

**MDOT Bridge Project over Town Recreational (Rail) Trail:**

MDOT contacted the Town indicating that the Department will acquire a portion of the Town's property and/or rights in land as a part of this project. No response on the lighting, however, it appears that the answer must be no. They will be inspecting and photographing the properties between August 30 to September 2. The appraiser stopped by the Town Office unannounced to try to hold a meeting while I was on my way out to multiple meetings after getting the Council package together with the staff. The appraiser was shocked it was a dirt path and that it was not paved. We have contacted the appraiser requesting her e-mail address and a list of items that she will need to compile her appraisal. Update: We have made contact with the Assessor. The project has been turned over to MDOT ROW and there is no further information available at this time. I am writing up the history of the project for the MDOT Contracted Appraiser.

**Pittsfield Community Theatre Update:**

The Theatre Committee has some fundraisers under review. We had to concentrate on the equipment first when the digital projector went down. It turned out to be from the hard drives, however, it was hard to determine as the company that sold the equipment to the Town, the company that manufactures the equipment and the internet company all had to work with the Town at the same time. Enough was accomplished so that the movies were re-established, however, it is not networked the way it should be for service so the Theatre Manager continues to work on this issue.

**Commercial Insurance Program:**

All three insurance claims have just been settled matching up with the estimates provided by the Town once we resolved exactly what was taking place with the antique fire truck. The Police Vehicle was fixed shortly after the incident, the Fire Station Door was just fixed with the small window trim item left, and the antique fire truck has not been worked on to my knowledge.

**Code Enforcement Update:** New updates have not been received.

**Property Maintenance Code Request:**

The Planning Board had a long meeting on the Property Maintenance Code and it has been agreed that I will work with the Code Enforcement Officer to determine exactly what the issues are that require enforcement and why the items are not solved. There was a lengthy discussion at the Planning Board Meeting about requirements, not having requirements, junky yards, culture, personality/need for the junk, etc. Is there a way to address this in a positive fashion?

**8. REPORTS:** Audience, Council

**Audience:**

Don Hallenbeck advised that the Library would be having their annual used book sale the first week of October from Thursday through Saturday.

**Council:**

**Councilor Ferland:** Advised that Warsaw is composting this year with fruits and vegetables through a grant that was received. She advised that the garden is doing very well this year and that Eric Wade who is in charge of it is doing a great job.

**Councilor Manning:** She is very impressed with KVCOG. All of the presenters seemed happy with their work. Thanks to Deedra and the parents for the Soccer Program! Advised that 09/21 is the International Day of Peace.

**Councilor Donahue:** She also agreed with all the comments on KVCOG. Announced that the Common Ground Fair will be this weekend and that Open Creamy Day will be 10/09 at the Farm. On 10/16 there will be a Cheese Festival at the Appleton Savage Oakes Winery.

**Deputy Mayor Nichols:** He is looking forward to working with the School on Recycling. He would like to thank Mr. Odell for coming to the meeting and committing to fixing up the property. He is glad that Councilors Donahue and Manning were able to attend the KVCOG meeting. Advised that gardening is a giving skill. He has a friend who works at a Soup Kitchen who is expert on composting. They are starting to grow a garden. He would like to thank Pete Vigue who has met with the Food Pantry regarding making sure that they will have turkeys this year for Thanksgiving. He is very pleased that the Middle Street building is gone!

**Councilor Strom:** He has talked to a lot of residents on his door to door walks. People are eager to talk about the town! He also spoke with a resident who is no longer looking to purchase in Pittsfield due to the tax rate. He also noted that he received a compliment from a resident on Library Street about the Town Manager. The citizen noted that she does an excellent job “pinching pennies.”

**Councilor Cianchette:** Noted his appreciation for the Council’s patience with his absences. When he came back from his work trips, he was very impressed with all of the improvements around town. Much is going on with the building on Middle Street being torn down, the water/sewer work plus more. He would like to encourage everyone to get out and vote! Also, if people can attend Candidates Night they should as it is very interesting. The Town Manager advised that Gary R. Jordan, Jr. will moderate again this year.

**Mayor Stackhouse:** He was at the theatre when the projector broke. Noted that the water project was going well and he noticed that some of the fill was going to the control burned house foundation. He will have to drive by the former Chalice to check out all of the work. The Legion Building lot is looking really good. He is very pleased with the CDBG Economic Development Grant and encouraged Kathryn to keep up the great work. He would also like to encourage the staff to keep up the great work upstairs. The crew upstairs always does such a great job. **Councilor Cianchette** echoed the sentiments about all the great work being done. **Mayor Stackhouse** concluded his comments with “Get out and vote!” **Deputy Mayor Nichols** advised that every candidate that he has meets is a quality person and will represent us well. We will have competent leaders no matter how this election goes.

**9. EXECUTIVE SESSION:** Not Needed

**10. ADJOURNMENT**

Motion by **Deputy Mayor Nichols** and seconded by **Councilor Cianchette** that the meeting be adjourned at 7:59 p.m. All in agreement.

**VOTE: UNANIMOUS AYE**

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Kathryn Ruth, Deputy Town Clerk