

MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, August 16, 2016 at 6:30 pm in the Council Chambers.

PRESENT: COUNCILORS: Robert Stackhouse, Tim Nichols, Scott Strom; Trudy Ferland and Marie Manning. **ABSENT:** Michael Cianchette and Heather Donahue. Also present: Town Manager Kathryn Ruth and Deputy Town Clerk Karen Baker. Audience members included 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 July 19, 2016.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Strom** that the minutes of the Regular Meeting held on July 19, 2016 be adopted.

VOTE: UNANIMOUS AYE

3. PRESENTATIONS, CONGRATULATIONS AND INTRODUCTIONS:

Community and Economic Development Activities and Events

Summer Concert Series from Thursday, July 21, 2016 through Wednesday, August 24, 2016: There was a brief discussion on the specific concerts and how the public really likes them.

Kennebec Valley Council of Governments (KVCOG) Annual Meeting on Tuesday, September 20, 2016 will take place in Pittsfield from 9 – 11 am at the Seabasticook Valley Elks Lodge.

BikeMaine Events were discussed by the Mayor. He advised that the Town Manager, Chamber Executive Director, Jane Woodruff and himself met with the BikeMaine Coalition regarding Pittsfield as a destination for 2017. Up to 400 people would come to the community from all over the country and the world. The specifics were discussed of events and activities that can take place. It is quite a selection process and we familiarized the Coalition with our qualities. Towns that are chosen must fit into their routes and an overall area. It was very interesting to learn more about the event and everything that was involved. It would be a great activity for the Town. The Town Manager noted that she had prepared a packet for the representatives and then after the meeting, sent more promotional materials to show how unique and interesting our community would be for such an event.

Proclamation and Certificates for Donations toward the Stein Park Fencing and Gardening Project

The Town Manager advised that a Proclamation for the Town Council to review and the Mayor to sign were completed prior to the Council Meeting on this beautiful revitalization project. The Town Council will be signing certificates this evening that will be provided along with the Proclamation to the parties that provided donations.

The following parties provided donations in terms of materials or time:

- a. Walpole Outdoors for the very generous donation of the cedar 3 railing fence to be placed along the steep drop off at the edge of Stein Park so that the view of Mill Pond could be opened up for everyone's enjoyment. Also, Walpole donated a beautiful white arbor for placement in the flower gardens.
- b. Debora Short for the visioning of the flower garden's color scheme and organizing the project.
- c. Debora suggested her husband Stanley Short for the Steel Garden Art (Flower and Birdhouse) put into place in 2015 which is quite attractive and well crafted
- d. Barney McGowan for his assistance in acquiring the fencing as he made the arrangements for the donation.
- e. The Pittsfield Garden Club for their hard work and dedication to the beautification of Pittsfield.
- f. Cianbro Corporation which arranged for the donated cutting of the area by a subcontractor (Comprehensive Land Technologies).

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.

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.

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.

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 plans.

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 and after this evening, all the public hearings will have been held for acceptance.

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 – September 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.

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. 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 property is now under contract by an investor. 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 had been working with SAS intermittently to see if a company could 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 Town then learned that proposals will be reviewed on this property so we are working with a company on a proposal for a 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 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 are dismantling/clearing out materials inside and a company is involved with the heavy work of the actual building removal when the volunteers have as much removed for recycling and re-use as practical and safe. As of 08/01/2016, the work is progressing slowly, however, progress is being made to re-use as much as possible from the building. Every week, more sections of materials are being removed. The American Legion is ready to have parts of the building taken away and requested consideration of a price reduction for the town container use and disposal on this Council agenda.

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:

Theatre Committee Meeting on Wednesday, July 27, 2016 at 6:00 pm

SVCC Strategic Planning Committee Meeting on Thursday, August 4, 2016 at 3:30 pm at the SVCC Office Building in Palmyra

Upcoming Meetings:

First Park Executive Committee Meeting, August 25, 2016 at 5:00 pm at the FirstPark Office in Oakland

SVCC Strategic Planning Committee Meeting on Thursday, September 1, 2016 at 4:00 pm at the SVCC Office Building in Palmyra

SVCC Board of Directors Meeting on Thursday, September 1, 2016 at 5:00 pm at the SVCC Office Building in Palmyra

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

Recycling Committee Meeting on Wednesday, September 14, 2016 at 5:00 pm

4. PUBLIC HEARINGS:

AMENDING ORDINANCE 16-04: (Public Hearing) That the Town of Pittsfield Town Council hereby ordains the purchase and financing of a fire truck ***or trucks*** on the following terms:

1. The Town waives the requirement of a competitive bid for the ~~fire truck~~ purchase ***of a fire truck or trucks*** and authorizes the purchase of ~~a~~ replacements for the fire truck known as Engine 1 with ~~an Pumper-Aerial Device~~ ***and a Pumper*** at a purchase price to not exceed \$750,000, which amount is hereby appropriated.
2. The purchase of the fire truck ***or trucks*** authorized above shall be financed by borrowing up to \$750,000 with such dates, maturities, denominations, interest rate(s) and other details as the Town Treasurer and the Mayor of the Town Council shall determine. The Town is further authorized, if deemed appropriate by the Town Treasurer and

Mayor of the Town Council to borrow up to \$750,000 by a lease purchase agreement, which agreement may be with the vendor of the fire trucks, its finance company or another finance company.

3. This Ordinance shall take effect in 30 days.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Strom** that Amending Ordinance 16-04 be adopted.

The original Ordinance was approved on May 3, 2016 and went into effect on June 3, 2016.

The Fire Chief has reviewed the situation of the available inventory, current proposed purchase and worked with Pierce to come up with the following plan: To purchase two vehicles for \$750,000 which was an option that came up at one of the past Town Council meetings.

The Fire Chief has met with Pierce and discussed the purchase of a new pumper and is investigating a used aerial device. It is therefore proposed that two vehicles be purchased for a total to not exceed \$750,000. This requires the amendment of the Ordinance that was approved. In discussion with the Town Attorney, the following is proposed:

At the July 19, 2016 meeting, the Fire Chief had the preliminary cost for a new pumper. The Fire Chief had also investigated a used aerial device. The Fire Chief is now away on vacation visiting family members.

Deputy Mayor Nichols indicated that if we could get two vehicles with one in really good shape, that this would be excellent.

Mayor Stackhouse advised that knowing Bernard, he will get a very good price.

VOTE: UNANIMOUS AYE

ORDINANCE 16-09: (Public Hearing) That the Town of Pittsfield hereby ordains that Chapter 13. Zoning Ordinance, Section 1 General, E. Conflicts with other Ordinances be amended to add the language, other than Shoreland Zoning Ordinance; Chapter 13. Zoning Ordinance, Section 4. Performance Standards be amended to add Home Based Enterprises; Chapter 13. Zoning Ordinance, Section 4. Performance Standards, height be amended to add 4.; Chapter 13. Zoning Ordinance, Section 4. Performance Standards be amended to add Wind Energy Facility; Chapter 13. Zoning Ordinance, be amended to add Communication Towers and Meteorological Towers; Chapter 13. Zoning Ordinance, be amended to add Appendix A, B and C; and Chapter 13. Zoning Ordinance, Tables P, Q and R be amended to add Wind Energy Facility, Communications Towers and Meteorological Towers as a Conditional Use.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Strom** that Ordinance 16-09 be adopted.

The Town Manager noted that in your Ordinance Package are the proposed amendments which the Planning Board has approved, which in their opinion, implements the Comprehensive Plan. In addition, they also proposed language for several items that the Ordinance Committee brought to their attention in accordance with recommended revisions by the CEO and the Town Attorney. There were also items that the CEO had proposed to clarify situations that the Planning Board approved. This process began over 2.5 years ago and has taken up extensive time. We need to move forward. There are other ordinance subjects that need to be addressed. This information is relevant to Ordinances 16-09 through 16-12.

VOTE: UNANIMOUS AYE

ORDINANCE 16-10: (Public Hearing) That the Town of Pittsfield hereby ordains that Chapter 13B Site Plan Review Ordinance, Section 2. Applicability of Site Plan Review, 1. be replaced with the new language, The construction or replacement of any new building or structure for a nonresidential use, including, but not limited to, accessory buildings, accessory structures, communication towers, and wind energy facilities; Chapter 13B Site Plan Review Ordinance, Section 8. Submission Requirements, Subsection 8.1 General Information be amended to add Letter J, K and L; and Chapter 13B Site Plan Review Ordinance, Section 9. Approval Standards and Criteria be amended to add Subsection 9.22. Use of Public Roads.

Moved by **Councilor Ferland** and seconded by **Councilor Strom** that Ordinance 16-10 be adopted.

VOTE: UNANIMOUS AYE

ORDINANCE 16-11: (Public Hearing) That the Town of Pittsfield hereby ordains that Chapter 13C. Land Use Definitions Ordinance be amended to add twenty (20) Wind Energy Definitions, Large Scale Commercial Development, Prime Farm Land and Project Definitions.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Strom** that Ordinance 16-11 be adopted.

VOTE: UNANIMOUS AYE

ORDINANCE 16-12: (Public Hearing) That the Town of Pittsfield hereby ordains that Chapter 15. Subdivision Ordinance, Article 6. Minor Subdivision, Section 6.3 Submissions to add 5. Prime Farm Lands and Chapter 15 Subdivision Ordinance, Article 7. Preliminary Plan for Major Subdivision, Section 7.2 Submissions to add 5. Prime Farm Lands.

Moved by **Councilor Strom** and seconded by **Councilor Ferland** that Ordinance 16-12 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 16-86: (Public Hearing) That the Town of Pittsfield hereby Ordains that a Public Hearing be held to discuss the acceptance of CDBG Economic Development Grant.

**Public Hearing Notice
The Town of Pittsfield**

The Town of Pittsfield will hold a Public Hearing on Tuesday, August 16, 2016 at 6:30 pm at the Pittsfield Municipal Building Council Chambers at 112 Somerset Avenue, Pittsfield Maine to discuss acceptance of an Economic Development CDBG Grant. The purpose of the grant is to utilize up to \$260,000 for the construction of a manufacturing facility in the Pittsfield Industrial Park Addition, Phase II for Innovative Specialties. Public comments will be solicited at this Hearing and will be submitted as part of the Project Development Phase.

All persons wishing to make comments or ask questions about the acceptance of these funds are invited to attend this Public Hearing. Comments may be submitted in writing to Kathryn Ruth, Town Manager, Pittsfield Municipal Building, 112 Somerset Avenue, Pittsfield, Maine at any time prior to the Public Hearing. TDD/TTY users may call 711. If you are physically unable to access any of the Town's programs or services, please call Kathryn Ruth, Town Manager at 207-487-3136 so that accommodations can be made.



Moved by **Councilor Strom** and seconded by **Councilor Ferland** that Resolution 16-86 be adopted.

The Town Manager advised that the Town was fortunate to be invited into Phase II to develop the Economic Development Grant project for Innovative Specialties. The Town Manager read the following letter into the record received from Mr. Gray, who could not be present this evening:

Michael R. Gray
319 Main Street
Pittsfield, ME 04967

August 16, 2016

Kathryn Ruth
Town Manager
Town of Pittsfield
112 Somerset Avenue
Pittsfield, ME 04967

Dear Kathryn:

As you know, I was a long-term business owner in Pittsfield and have a great appreciation for the dynamics of the Town and its business community. I was extremely pleased to see that the Town of Pittsfield was invited into Phase II for the development of the Innovative Specialties Economic Development Grant.

As I noted at the original public hearing on submittal of the grant application, Pittsfield has a long history of manufacturing and this is one of the target industries for our community. I have been very impressed by the company's history and product lines. The Pittsfield Economic Expansion Corporation and the Town of Pittsfield have been very supportive of manufacturing and have worked hard to develop the Pittsfield Industrial Park Expansion for our target industries. The Industrial Park Expansion with lots on Business Court are ideal for Innovative Specialties as the park is strategically located to major transportation routes and it is approved for development opportunities of this nature.

With the recent closure of the Edwards plant which was the community's largest manufacturing facility due to consolidation plans of its new owner, the Town has many unemployed factory workers experienced in manufacturing. The expansion plans of Innovative Specialties provide a great opportunity for the community to move forward with the creation of jobs.

I look forward to working with Chad Dow and yourself on this project as we proceed forward to developing the project. As a member of the Pittsfield Economic Expansion Corporation which will be very involved with the project, I am pleased to lend my support.

Yours Very Truly,

Michael R. Gray
Pittsfield Economic Expansion Corporation
Board of Directors

The Town Manager and Town Councilors discussed the project. The Town Manager noted that she had completed the environmental contacts and forms on the project and that we were now waiting for the Site Plan Review which is being compiled by the applicant's engineering firm.

VOTE: UNANIMOUS AYE

5. OLD BUSINESS: None

6. REPORTS: TOWN MANAGER, FINANCE, ORDINANCE & RECYCLING COMMITTEES:

Town Manager's Report:

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:

Concert series covered under the Economic and Community Development Report

Pittsfield Community Theatre Renovation Fundraiser Dinner and a Movie to be held on Sunday, August 21, 2016. Tickets are \$15 each for a BBQ Chicken Dinner from 4 pm – 6 pm and a movie at 6:30 pm. The movie to be shown is Ice Age: Collision Course, which is PG. The Cianbro Hunnewell Avenue Parking Lot will be utilized for the Dinner by the former location of United Bank. The movie would be across Main Street at the Pittsfield Community Theatre.

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

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

3. Tax Acquired Property Sale: Revised the Public Notice.

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. Pittsfield's Birthday on June 19, 2019: The Town was incorporated on June 19, 1819 so our 200th 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

7. NEW BUSINESS:

ORDINANCE 16-13: (To be set to Public Hearing on 09/06/2016)

**TOWN OF PITTSFIELD
ORDINANCE AUTHORIZING ISSUE OF UP TO \$85,000
PRINCIPAL AMOUNT OF GENERAL OBLIGATION BONDS**

The Town of Pittsfield Town Council hereby ordains improvements to the Town's water system and financing thereof pursuant to the State's Drinking Water State Revolving Fund on the following terms:

1. Pursuant to the Constitution of the State of Maine, Maine law, including Title 35-A and Title 30-A, Section 5772 of the Maine Revised Statutes, as amended, and the Town Charter, and all other authority thereto enabling, the Town of Pittsfield is authorized to sell its general obligation bonds and notes in anticipation thereof and to borrow from the Maine Municipal Bond Bank State Revolving Fund (SRF) and to expend, a principal amount not to exceed Eighty Five Thousand Dollars (\$85,000), the proceeds of the loan or loans to be used to finance the design of improvements to the Town's water system including the Hunnewell Avenue Water Main Replacement and Secondary Route from Treatment Plant (the "Project"), said loan or loans to be evidenced by a General Obligation Bond or Bonds of the Town, for a term not to exceed 20 years, and any Notes in anticipation of such Bonds, such Bonds and Notes to be executed on behalf of the Town by the Town Treasurer and counter-signed by the Mayor of the Town and to be at such interest rates, if any, as may be established by the Maine Municipal Bond Bank and approved by the Treasurer and the Mayor, with such maturities, and to be on such further terms and conditions as may be prescribed by the Maine Municipal Bond Bank and the State of Maine Drinking Water Program, and approved by the Treasurer and the Mayor (the "Bonds" and the "Notes"), such approval to be conclusively evidenced by their execution of the Bonds or Notes.
2. The Mayor and the Treasurer are hereby authorized to execute and deliver on behalf of the Town a loan agreement, relating to the issuance of the Bonds and any Notes in anticipation thereof, in such form and on such terms as the Maine Municipal Bond Bank shall require.
3. The Mayor and the Treasurer are hereby authorized to execute and deliver on behalf of the Town loan application and other applications with the State of Maine Drinking Water Program and the Maine Municipal Bond Bank and an application to the Maine Public Utilities Commission for approval to issue the Bonds or Notes.
4. The municipal officers and officials of the Town are hereby authorized to execute all documents and certificates, and to take all action, including affixing the seal of the Town, as may be necessary or convenient to carry out the full intent of the foregoing votes or any one of them.
5. This Ordinance shall take effect 30 days after its adoption.

Moved by **Councilor Ferland** and seconded by **Deputy Mayor Nichols** that Ordinance 16-13 be adopted.

The Town Manager advised as discussed at the last Council Meeting, the Town has received an offer for a 1.0% loan over 20 years for the design work for the Hunnewell Avenue Water Main Replacement and Secondary Route from the Treatment Plant DWSRF project. This project will allow the Town to design the work and make sure that this project will work well as well as provide for additional points in the State of Maine's ranking of future DWSRF funding rounds as the project will be ready to move forward. A copy of the DWSRF application for the project was provided in the Town Councilors' Package.

VOTE: UNANIMOUS AYE

ORDER 16-08: Ordered that the Town Council reduce the container fee from \$225.00 per load to \$180.00 per load for usage of the Pittsfield Transfer Station for the American Legion for clean-up of the former tax acquired property sold to the Legion after the Town foreclosed upon the burnt apartment building to assist with the removal of this structure's roof as a one-time request for 2016 only.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Strom** that Order 16-08 be adopted.

The Town Manager advised that the American Legion is industriously working through donated time and donations to take down the former TAP property that the organization bid on and provided its plan of action. The project has been difficult and taken much more time than expected, however, is moving along quite quickly now with a contractor on board and several volunteers. In order to aid the project which is being commissioned through the volunteer fundraising efforts and donations, the American Legion has asked for a one-time donation of the cost of the containers. Transfer Station/Recycling Coordinator Donnie Chute calculated the costs of the service and was agreeable to reducing the fee from \$225 per container load to \$180 per container load as with the current MSW/Demolition Debris disposal cost, fuel, payroll, etc., he has stated that his department's costs can be covered. This is a one-time reduction on this particular property in the downtown which used to be a TAP for 2016 only. Once the roof is off and disposed of, the Legion will be having the other materials hauled and addressed. The roof is demolition and cannot be recycled and/or sorted. It is estimated that there will be no more than 4 loads. This is not a fee reduction for disposal of an entire apartment building minus all the re-use efforts of the American Legion to date – it is for the roof only.

VOTE: UNANIMOUS AYE

RESOLUTION 16-110: Resolved that members of the Economic Development Team and Pittsfield Economic Expansion Corporation be appointed as the Community Development Advisory Committee.

Moved by **Councilor Strom** and seconded by **Councilor Ferland** that Resolution 16-110 be adopted.

The Town Manager noted that the Town is soliciting interest from members of these two groups for the Community Development Advisory Committee.

VOTE: UNANIMOUS AYE

RESOLUTION 16-111: Resolved that the Town Council approve the CDBG Program Complaint Policy.

Moved by **Councilor Strom** and seconded by **Deputy Mayor Nichols** that Resolution 16-111 be adopted.

The Town Manager noted that the State provided a copy of a CDBG Standard Complaint Policy that we have adopted before and would utilize for the upcoming project. The copy of the CDBG's Standard Policy was included in the Town Council Package

VOTE: UNANIMOUS AYE

RESOLUTION 16-112: Resolved that the Town Council authorize the Town Manager to execute the agreement and all other necessary paperwork for the Northern Border Regional Commission grant for \$250,000 in federal funds; authorize the expenditure of the funds in accordance with town regulations for the sewer project; and authorize the expenditure of up to \$260,000 from the Sewer Restoration Reserve (G-3-711-00) as the Town's match for this grant project.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Strom** that Resolution 16-112 be adopted.

The Town Manager noted that at the June 7, 2016 regularly scheduled Town Council Meeting, the Town Council authorized the Town Manager to submit a grant application under the Northern Border Regional Commission Grant Program for an economic development opportunity along the East Interceptor.

The Town has been notified that the project has been chosen and received the grant award paperwork which was included in the Council Package. The Town was approved for the amount of the request which was the maximum grant award of \$250,000. The project chosen was for rehabilitation of the problematic Madawaska Sewer line which desperately needs repair

if the SAS Facility/property is to be fully utilized. This will greatly assist in reduction of infiltration which leads to the bottleneck along the East Interceptor. The Town, as discussed at the June 7, 2016 Town Council Meeting, would need to provide the match for the project which would be \$260,000. The project was estimated by Olver Associates at \$510,000.

The paperwork must be returned by September 1, 2016 in order to have the funding reserved for the project and for the award to remain in place.

VOTE: UNANIMOUS AYE

RESOLUTION 16-113: Resolved that the Town Council approve a permit for the Nolan's H.E.R.O. Foundation Run/Walk Event on Saturday, September 10, 2016 at 10:00 am.

Moved by **Councilor Manning** and seconded by **Councilor Ferland** that Resolution 16-113 be adopted.

The Town Manager noted that the Annual Run/Walk will be held on Saturday, September 10, 2016 with a route designated around the community. The MCI Football Field will be utilized as the staging area. There may be some musicians this year. The Town Council is approving the route along the public ways. The application for the permit was included in the Town Council Package.

VOTE: UNANIMOUS AYE

RESOLUTION 16-114: Resolved that the Town Council revise the permit for the Portugal Soccer Trip 2017 for a 5K Fitness Event on Sunday, August 21, 2016 from 8:00 am – 11:00 am approved previously by Resolution 16-99 to the date of October 8, 2016.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Manning** that Resolution 16-114 be adopted with the date of October 8, 2016.

The Town Manager noted that at their regularly scheduled meeting on July 19, 2016, the Town Council approved the following request: The community group raising funds for the Portugal Soccer Trip for 2017 would like to hold a 5K Fitness Event on Sunday, August 21, 2016 which will start and end at Manson Park along a designated route. The fee has been waived for non-profit and community events.

It is likely that due to the group wanting an obstacle course for the parks, which they were advised was an issue when the subject was broached with the Town after the Town Council's approval, that the date of the event would need to be moved back for adequate publicity. The event has been changed to exercising in the parks during the walk/run. Therefore, it will still be a fitness event which should work out quite nicely with the same timeframe of 8:00 am – 11:00 am, but may require a later date. The group decided that the event would take place on Saturday, October 8, 2016.

VOTE: UNANIMOUS AYE

RESOLUTION 16-115: Resolved that the Town Council Adopt the Budget Calendar for the 2017 Budget Process.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Strom** that Resolution 16-115 be adopted.

The Town Manager advised that the Town Council received a copy of the Town's regular budget calendar that has worked well in the past. If we are able to process the reviews listed at the Regular meetings and have time available, we would continue with budget items, thereby deleting Special meetings.

There was a discussion about budget goals. In addition to the recovering economy, the Town will need to keep in mind that there is an automatic property tax increase starting out with the 2017 budget due to the two new loans. The two loans will have their first loan payments due in 2017 (Public Works Paving and Bridge/Culvert Works \$200,000 Loan and the Fire Truck/s \$750,000 Loan/Lease-Purchase Financing). It was determined to have the same goals as in the past in which the operating budgets would not be increased unless there was an increase in a cost that is unavoidable such as electricity or safety items which needed to be addressed.

The Town Manager noted that if Councilors have specific projects or items that they would like to see reviewed for the budget process - this would be the meeting to list them out so that the staff can review and provide information for an alternate to the general budget. We will need to be very conservative in addressing the budget for the upcoming year.

The Town Councilors and Town Manager discussed how this would be a tough budget year.

VOTE: UNANIMOUS AY

8. DISCUSSION ITEMS:

Updates:

- A. Financial Reports as of 07/31/2016
 - 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 07/31/2016

Building and Plumbing Permit Reports

Library Report – Librarian’s and Library Trustees Minutes

Police Report

Budget Expenditure Report: 58.3% of period; 53.1% municipal, 47.0% municipal, water & sewer (depreciation and transfers done by Auditor so percentage will increase)

Revenue Collections Report: 58.3% period; 44.1% municipal, 45.5% municipal, water & sewer

Excise Tax Collections Comparison Report: For this period, \$22,696.19 ahead of 2015 collections at this time of the year.

State Revenue Sharing Comparison Report: For this period, \$31,551.63 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

Highway Projects Update

MDOT Bridge Project over Town Recreational (Rail) Trail

Pittsfield Community Theatre Update

Commercial Insurance Program

Bicycle Pedestrian Plan Draft

Code Enforcement Update

Leonard Street Court Case

Rice Street Mobile Home Park referred to the State of Maine

Other Code Violations

Water Projects Update

Sewer Projects Update

A majority of the Water/Sewer Department’s time has been working with the Public Works Department doing traffic control.

Replaced two hydrants.

Had new gate installed at the Detroit Water Plant.

Repaired several curb boxes and gate boxes.

Explored a water issue at Manson Park School.

Daily rounds at the facilities and routine customer work.

Periodic checks on the North Main street Project.

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

The second construction meeting took place on this project which is moving along really well.

It is going fast for the main installation. There have been no concerns or issues brought up to date.

The work has been quality and Ranger Contracting has been a very professional company to deal with on organizing the project and provision of information.

The next part of the project

which will be coming up in early to mid-September will be the actual crossings to be replaced and the installation of the service lines that need to be replaced. When the actual crossings are excavated and replaced, there will need to be one lane traffic and traffic signals will be utilizing. This will likely be a setup similar to that utilized by MDOT on the little bridge/big culvert installations down on the other side of Route #100 by Webb Road. So there will be more delays at that time. In addition, at that time, the ends of Livingston and Washington Streets will actually need to be closed to traffic instead of just having barricades up which people on the road go around. There will be one entrance to both of these streets during this period of time.

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.

Highway Projects Update:

The Town originally did not receive one of the Dynamic Speed Message Signs that are programmable and move around town. Evidently some of the towns that were awarded them did not show up to training so we got an offer to get one if we went to training. Public Works had a several hour training course. In addition to the Dynamic Speed Message Sign, we also have received two (2) Rapid Flashing Beacons (1 for Hartland and 1 for Main Street)

MDOT Bridge Project over Town Recreational (Rail) Trail:

MDOT again contacted the Town asking if the Town Council had approved the span without lighting and I again advised of the need to see how well lit the tunnel will be in various scenarios. I was then contacted again so I put it in writing:

“As last noted, the Town Council and the citizens continue to request lighting for the arch/tunnel. We would need to have some documentation from the MDOT that shows that it will be light enough for people to go through and be able to see to the other side of the tunnel in order to approve this without lighting. As discussed, we have a large number of citizens who utilize this trail system and expect the numbers to grow once we start on our Pittsfield Walks To Its Parks Series next year. The citizens have made it clear to the Town that they do not want to go through a dark tunnel. If there was some information or study that could show that it will be lit enough to see through (except at night of course or very late in the afternoon for winter days), I believe the Council would consider changing its opinion. At this time, the Town Council is not in favor of the tunnel without lighting. The Town greatly appreciates your efforts to reduce the arch length and make it airier, however, is deeply concerned about safety and visibility in an unlit tunnel. Therefore, the Town Council still requests in accordance with the Town’s letter on file at the MDOT that the tunnel be lighted. If it is the decision of MDOT to not light the tunnel/arch, is there an appeal process and timeframes? I will need to provide this information

to the Town Council. Again, we do appreciate the fact that you did reduce the length of the tunnel.”

Town Councilors discussed how they would not approve the design without lighting for the arch for the safety of the citizens and visitors.

Pittsfield Community Theatre Update: The Theatre Committee has some fundraisers planned and others under review. One idea to run past the Town Council if it is acceptable from the auditor’s review is the Sponsorship of Movies.

The Committee has suggested asking the businesses in the community and in the region to sponsor a movie for a week. In doing so, the business will be in the spotlight and utilize this donation as publicity, etc. while assisting the Theatre to raise money. This is a great idea. The question comes up with how the moneys are accounted for. The Committee has recommended that the sponsorship cost of the movie be placed entirely in a fundraising account and the Town continue to pay from the Town Theatre budget the bill to the movie company for the movie that week, even though we have received the funds for the movie from the business.

As background, the Town has an expense and revenue budget for the Theatre. The cost of the movies comes from the Contractual Account in the budget. The ticket sales and concession sales go into the Revenue Account for the Theatre in the Revenue budget. For the fundraising for the Theatre for the Revitalization efforts which to date have included the stabilization of the 1915 building and the digital projector, we have a separate Revenue and Expense lines down in the Special Revenues accounts (past the actual budget numbers). So the Committee members would like the cost of the movie sponsorship which is the average cost of the movie per week to go into the Fundraising Special Revenue Account, the Town to continue to pay for the cost of the movie from the budget and continue to place the revenues from the ticket sales and concessions into the Theatre Revenue account.

The Town Manager found that this was permissible from both an auditing standpoint and from a legal standpoint. She asked the Town Councilors if they were alright with this and if so, a resolution would be placed on the next agenda to approve it.

The Town Councilors discussed having the full sponsorship cost placed in the fundraising account and thought that it would be helpful to do so.

Commercial Insurance Program: The three types of damage from the vehicle collision here from the citizen who blacked out are in progress. The citizen’s insurance company has been very easy to deal with thus far. As one of the claims pieces’ seemed to have some differences of opinion on who should work on their vehicle. I was able to have the company approve separating all of these items so that we could authorize the work on the police vehicle and the fire bay door at the Municipal Building. The antique fire truck will await movement forward on the part of the fire department as they submitted an estimate to the staff, however, also were trying to get another estimate. We do not know the specific on this situation. Generally, if you cash an insurance check, you are signing off that you accept the claim. The company has agreed

that we can cash the check/s for the police vehicle and the fire bay door to have the work done and these will be treated separately from the antique fire truck.

Bicycle Pedestrian Plan Final Draft: The Final Plan was received and submitted to the ad hoc work group. We received some revisions which I sent out to the members. The deadline for any further submission is Friday, August 19, 2016. Then we will have the plan announced again for a public meeting and proceed from there to introduce it to the community.

Code Enforcement Update: The Town Manager advised she had the CEO put together a spreadsheet of the junky yard and home issues as this was getting confusing as there are a number of them. So there were 46 of them in Town and 14 are now resolved, leaving 32 issues. Another 14 have had improvement and actions taken by the owners and are in progress. This leaves 18 which are unmaintained, letters sent certified are not picked up and/or items are not done. In the 18 are 2 bank ownerships and an IRS seizure. Of the banks, one is attached to the Maine State Housing Authority so this particular situation should be resolved.

Leonard Street Court Case – completed, still in compliance with the Court Order; and Rice Street Mobile Home Park referred to the State of Maine as this is an official mobile home park, to date there is no update from the State.

Property Maintenance Code Request: The Planning Board reviewed the Property Maintenance Code and relayed a whole host of concerns and questions. The Board did provide the CEO with some areas to review and bring back to their next meeting. While there are some very helpful parts, there are also sections that require all homes to have certain items and the homes from the early 1900's often do not have these items. Most housing here is older and would be affected. The Planning Board had no interest in bringing forward any of those items due to the hardship. I have advised the CEO if he finds items that have not been indicated by the Planning Board that would help with the junky yard issues, to bring those in for further review even though they were not listed by the Planning Board. The document was lengthy in nature. It certainly will require considerable study to mold it to fit the community's uniqueness and to assist with these junky yards and some residence problems. Some of this too is the fact that more time needs to be spent on codes enforcement. I also asked the Planning Board to think up some creative proactive ways to address the junky yard situation rather than taking people to court. I understand that we had a unique case that had to be taken to court in order to get the situation under control, however, not all of these cases are that way. We likely have 2 more that will need to go that route but nearly everything else should be able to be resolved. There is simply no need or any logic in having garbage and junk in the front yard piled out onto the road or even visible to the road.

The Town Council discussed how some of this had to do with the economy and other items had to do with individual viewpoints for the use of their property. Councilors wanted to know if this was like the Bangor Code. The Town Manager advised that the Code that was recommended to the Town is very similar to the Bangor Code. Councilors advised that we cannot afford to do what Bangor does. Councilors wanted to know if there was any grandfather clause and from what the Town Manager has been advised by the Code Enforcement Officer, there is not. The

Town Councilors felt that money issues would stop people from getting their houses to code. The Town Manager advised that we will look at the new code that was proposed to the Town to see what will work here to improve the situation with the junky yards and house situation. The Town Manager advised again that this is partially a code enforcement issue with the time available for code enforcement.

9. REPORTS: Audience, Council

Audience:

Don Hallenback: (1) Advised he was glad to be back at meetings. (2) Next year is the 50th anniversary of the construction of Warsaw School. He will be conducting some research. (3) He also advised of an issue with cars blocking the road on Seabastcook Street so that people were having trouble getting through. The cars need to park in the spaces and not along the narrow road. It was determined that this was the exercise group that was meeting in the parks. Marie will find the Facebook page and send it to the Town Manager. (4) Noted that the Historical Society would like to have a quilt raffle. (5) He also needs to talk to the Town Clerk to find the papers for the historical society on the coding system. The Town Manager advised that she has a copy of this up to 2003 and does not believe it has been updated since then. Don verified that it had not been updated. The Town Manager will provide a copy to the Librarian who will give it to Don.

Council:

Councilor Ferland: She finds the concerts delightful and they are growing, drawing crowds. She also spoke with the Public Works Department as there is sand in the road across from the Post Office. She was concerned someone would get hurt riding a bike.

Councilor Manning: She also finds the concerts delightful. She likes being in a community of this size after being in much larger areas. She is very pleased with Manson Park and the Summer Swim Program.

Councilor Donahue: Absent

Deputy Mayor Nichols: Very positive news about Blue Sky Produce moving into the Industrial Park and the new building. People want to know if they can buy items from the her at the building. The Town Manager noted that it is wholesale right now with distribution in southern Maine and New England. She advised that they want to reach out to the farmers to introduce them to the Blue Sky Produce Owner to see if people can use the refrigerated unit and/or distribution once her busy season is concluded.

Tim also noted that it was very positive about Stein Park and all the contributions. He also hopes that the BikeMaine Event will happen as it will be great PR for the Town. The Mayor noted that BikeMaine would give a stipend to volunteer agencies to run items as well as \$2,000 to the Town for our costs.

Tim would like to see the Pinnacle going like it used to when he was growing up – but then we would need a lot more snow!

Councilor Strom: He participated in Alumni Weekend which had events lined up the entire weekend. The Putter was packed that night. The Headmaster spoke with him regarding Stinson Street.

Councilor Cianchette: Absent

Mayor Stackhouse: Wanted to acknowledge the passing of Mike O'Connor last week. He will be missed. He went on over 45,000 ambulance calls and delivered 22 babies. He expressed his condolences to his family and friends.

Bob indicated that the concert series were very nice events.

He stated that Stein Park looks great as well as the new tennis courts are looking great.

10. EXECUTIVE SESSION:

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

Deputy Mayor Nichols made a motion to enter Executive Session for Title 1, Section 405, 6.C., Economic Development, Disposition of Property and Acquisition of Property, seconded by **Councilor Manning**.

VOTE: UNANIMOUS AYE

Deputy Mayor Nichols made a motion to exit Executive Session at 8:43 pm, seconded by **Councilor Strom**.

The Deputy Mayor noted that no decisions were made.

VOTE: UNANIMOUS AYE

11. ADJOURNMENT

Motion by **Deputy Mayor Nichols** and seconded by **Councilor Manning** that the meeting be adjourned at 8:44 p.m. All in agreement.

VOTE: UNANIMOUS AYE

Kathryn Ruth, Deputy Town Clerk