

MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, January 5, 2016 at 6:30 pm in the Council Chambers.

PRESENT: COUNCILORS: Robert Stackhouse, Scott Strom, Tim Nichols, Trudy Ferland and Heather Donahue. **ABSENT:** Michael Cianchette and Marie Manning. Also present: Town Manager Kathryn Ruth and Town Clerk Nicole Nickolan. Audience members included: None.

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 December 15, 2015

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Donahue** that the minutes of the regular December 15, 2015 be adopted.

VOTE: UNANIMOUS AYE

It was noted that in the section under presentation by Town Manager of goals for 2016 the information under numbers 4 and 5 were cut off. These sections will be added as this was a technical error.

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

District 1: Timothy Nichols, District 2: Marie Manning, District 4: Heather Donahue

It was noted that Councilor Marie Manning and Councilor Michael Cianchette were not in attendance.

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

Presentation by Town Manager of Goals for 2016

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

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

I do not believe there are any surprises on this list of goal projects for 2015 given our concentration on town infrastructure. It is important to have focuses in this busy world and this community, which is surprising much busier than other. Requests can come from many levels of government and layers of the State, region and community, which often can be conflicting in nature. In order to have accomplishments, it is crucial to stay focused on the priorities. The Town has made many commitments and needs to follow through on them:

Those priorities are: Work with the Department Heads, Committees, Volunteers and Organizations to provide guidance and support in the following areas:

1. Economic & Community Development:

Regional Business Forum

Annual Job Fair

SVCC Annual Meeting is being held in Pittsfield for the first time

Egg Festival activities which generate extensive revenue for local businesses.

Promoting the Certified Business Friendly Designation

I will be working with the Pittsfield Economic Expansion Corporation (PEEC) on the Town's new **6 new Industrial Park Lots**, which are a very valuable inventory. The economy seems to be coming back with an increase in calls about the Town so our time can be put to good use now promoting the sites.

The UTC Factory as well as the SAS Building need to be pushed. In addition, **Business Visits** and working with local businesses on their expansion plans will continue into 2016 as well as representing the Town on multiple economic and community development regional groups.

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

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

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

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

We have commissioned a Needs Assessment for the building after raising sufficient funds to do so and having a committed Historic Architect Ellen Angel, who was able to reduce pricing to assist the Town. The Assessment begins tomorrow at the Theatre. In January 2016 it is expected we will receive the full Assessment.

4. Work with the Engineering Consultant and the Water/Sewer staff to continue the Sewer System Rehabilitation. The long-awaited sludge removal project was completed in 2011 to remove 30 years of sludge from the lagoon system. We completed engineering, bidding and project construction for nearly \$3.0 million dollars of projects on Nichols, Cianchette, Livingston, Somerset and School Street cross county line, Franklin, Davis, and Stinson. The Sewer System Evaluation provided for jetting of the lines, camera work and smoke testing to locate leaks in the system which has led to a recommended CIP for the

Town for sewer line replacement of \$9,005,000. We have made a great dent in this work and then were approved for the Clean Water State Revolving Loan (CWSRF) Project on Peltoma Avenue. The Town has pending pre-application materials at the USDA for funding for work on Madawaska, Detroit, Dobson, River Crossing and Manson Park project.

5. Work with the Engineering Consultant and the Assistant Water/Sewer Superintendent to move forward the Water System Enhancements. Over \$2.4 million dollars in priority water projects have been identified. The Town was fortunate to be awarded a low-interest Drinking Water Program loan to rehabilitate the Waverly Avenue River Crossing receiving a small grant and a low-interest loan for this project totaling \$508,350. We have applied for two large DWSRF projects and were on the back up list for the projects until the announcement today that our project was chosen.

With all the grants that we have received plus the extensive water and sewer low-interest loans and grants, we have had nearly \$15,000,000 in capital investment in our community.

Community and Economic Development Activities and Events:

Report on New Business Activity & Opportunities in Pittsfield:

General:

Wednesday, February 17, 2016: Seabasticook Valley Chamber of Commerce Annual Banquet at the MCI Cafeteria (snow date is Thursday, February 18, 2016) 5:00 pm Social Hour with Event starting at 6:00 pm

Wednesday, May 11, 2016: 9th Annual Regional Job Fair for Kennebec-Somerset Counties and the Seabasticook Valley co-sponsored by the Kennebec-Somerset Transition Team at Warsaw Middle School Gym and Cafeteria 3:30 pm – 6:30 pm

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 three proposals/ background materials for three business proposals/property inquiries on an intermittent basis. This summer – fall several new businesses opened up in Town.

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.

Cianbro Corporation is now leasing to then purchase the former Tech Center owned by the Pittsfield Economic Expansion Corporation. The company started working on the property on Wednesday, 11/11/2015. A few trade people have been in the building working on enhancements.

We are working with SAS 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 a deal at that facility with its current organizational structure. The interested company has made contact with the SAS representative and is awaiting an approval.

B. Certificates for Business Development and Successes:

Since 06/01/2015, Certificate of Welcome for new businesses were signed by the Town Council:

- On 07/21/2015: Artful Alterations located at Copper Salon & Tanning
- On 06/16/2015: Skills, Inc. Thrift Shop, now open at the Somerset Plaza
- On 06/16/2015: JMR's Roofing & Painting which is located at 37 Canaan Road
- On 06/02/2015: S.P.C. Sacks Painting & Contracting which is located at 207 Waverly Street.
- On 09/15/2015: Detail & Color Tattoo which is located at 137 Crawford Road
- On 10/20/2015: Surplus and Salvage Store at the Somerset Plaza
- On 11/04/2015: Kennebec Behavioral Health at 442 Main Street

Since 06/01/2015, Certificate of Congratulations were signed by the Town Council:

- On 07/21/2015: Argo for its partnership with iYogi which will create 300 jobs.
- On 07/21/2015: Debora Short for her Revitalization Project at the Stein Park flower beds.
- On 06/16/2015: United Insurance has a brand new office at 121 Somerset Plaza, Suite 102.
- On 06/16/2015: Copper Salon & Tanning has a brand new building at Seabastcook Street
- On 10/20/2015: Advance Auto Expansion at the Somerset Plaza

On 12/01/2015: Bangor Savings Bank and Manager Robin Chase for sponsoring a Movie Night

On 12/15/2015: For volunteers and businesses involved with the Hathorn Park Christmas Lights Celebration

C. Business Development Projects Completed:

1. Somerset Plaza:
 - a. Thrift Shop operated by Skills, Inc. opening on June 8, 2015
 - b. United Insurance Company's new offices opening on June 1, 2015
 - c. Salvage & Surplus Store opening in October 2015
2. Family Dollar Store on Somerset Avenue
3. Insource Renewables conversion of the former Corner Cupboard into a Storage Facility
4. Copper Salon's renovation of the former Seabastcook Valley Federal Credit Union

D. Properties for Sale:

1. UTC Factory: Please see the lengthy history in prior meeting minutes.

On 08/06/2015, 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.

2. SAS Property: Please see the lengthy history in prior meeting minutes.

3. Pittsfield Redemption Center: Mrs. Goodridge has taken the facility back and has family members running it. The property and business are now for sale for \$35,000. The property is also being advertised by the Town.

4. Pittsfield Equipment Rental: The sale of the facility did not go through when the prospective buyer did not obtain a contract bid. The building remains for sale and another buyer is being pursued. The property is also being advertised by the Town.

E. 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.

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.

F. Somerset Avenue Projects:

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

All items which were designated as the responsibility of the contractor for the sidewalk project were completed. One driveway remains to be paved and tapered to address the water issues. This work was approved by the Town Council as it involves use of reserve funding. The Public Works Foreman has contacted the paving company numerous times and has been promised that the work will be completed.

The Town will look toward meeting with the State of Maine to discuss the changes made in the road by MDOT during the paving in the Mill & Fill Project and the resulting water issues by Hartland Avenue.

On 12/07/2015, the Public Works Foreman met with the Bangor Division Engineer John Devin about the continuous water problems at the end of Somerset Avenue and its intersection with Hartland Avenue, a very flat area without enough catch basins in the State system after the mill and fill project.

Report on Somerset Avenue Speed Limit Request:

Preliminary information was submitted to MDOT in late Fall 2014. Additional information was requested. Several extensive details were completed by the Police Chief to provide the additional information on days when the weather was clear, the roads were not snow covered and at a time in which the Police Chief did not have any commitments and the police department was fully staffed here in Town (not at court, out sick, etc.) MDOT has the additional information and will provide their answer on whether the speed zone from I-95 to the Varney Dealership can be lowered to 25 or 30 mph. With the information collected in 2014, it could not be lowered to 25 mph pursuant to their requirements. We will see what the additional information provides for an allowable speed limit under MDOT regulations. The Town has not been advised of a decision as of yet. There has been no response to requests for updates.

On 09/16/2015, the MDOT Division 4 Engineer agreed to meet with the Town Police Chief, Public Works Foreman and Town Manager when he was in the area for other projects to discuss how we would like this area approached with the results received. The 25 mph speed limit does not meet MDOT regulations. Another arrangement may be able to be made. The Bangor MDOT Engineer has agreed to move forward a 30 mph speed limit for Somerset Avenue from the Varney Dealership down to the I-95 Exchanges. This will take a few months and likely, if approved, will be received in February 2016.

G. Report on Meetings & Events:

Theatre Committee Meeting on Wednesday, December 30, 2015 at 6:00 pm

Upcoming Meetings & Events:

FirstPark Marketing Committee Meeting on Wednesday, January 6, 2016 at 2:00 pm at the FirstPark Office in Oakland

Recycling Committee Meeting on Wednesday, January 6, 2016 at 5:00 pm

Kennebec Valley Council of Governments Strategic Planning Committee Meeting on Thursday,

January 7, 2016 at 1:00 pm at the KVCOG Office in Fairfield

Sebasticook Valley Chamber of Commerce Strategic Planning Committee Meeting on Thursday,
January 7, 2016 at 4:00 pm at the Chamber Office in Palmyra

Sebasticook Valley Chamber of Commerce Board of Directors Meeting on Thursday,
January 7, 2016

Other meetings will be scheduled after New Year's Day.

5. **PUBLIC HEARINGS/OLD BUSINESS: NONE**

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

Town Manager's Report: Town Council Meeting of 01/05/2016:

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

2. Next Town Council Meeting: For the next meeting, we will have the following items in addition to regular subjects:

- a. Brad Jackson, the Executive Director of FirstPark (KRDA) will be presenting the short and long range plans for FirstPark, the 24 town industrial park in Oakland.
- b. Spirit of America is asking that the Town go forward to determine and hold an awards ceremony for our 2016 Pittsfield Spirit of America awardees. We are currently a 2015 Gold Distinction Town. If we determine and award our Spirit of America winner for volunteerism in February 2016, we will become a Pace Setter Community. We can talk about this at our next meeting. Be thinking of those you feel should be considered.
- c. There are very few appointments to boards and committees needed. We have had trouble getting a hold of a few people. The list to fill will be ready for the next meeting for your consideration and ideas.

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

4. Ordinance Committee's Next Meeting: The Ordinance Committee will need to meet on January 19, 2016 prior to the next Council Meeting to start the review of all of the Comprehensive Plan Ordinance Amendments as well as the housekeeping revisions from staff and a citizen's request.

Finance Committee: None. **Ordinance Committee:** None.

Recycling Committee: The Recycling Committee met on 12/02/2015. We discussed the re-use center. We discussed end of year recognition for volunteers. We welcomed a new volunteer. We talked about Earth Day and Arbor Day. We discussed ways to promote the re-

use center next year. We talked about building needs. The roof is holding up well. We will be replacing the flush. We have been looking at a grant to get a furnace for the building.

7. **NEW BUSINESS:**

ORDER 16-01: Ordered that the Town Council elect from among its members a Mayor to serve for the 2016 year.

Moved by **Councilor Nichols** and seconded by **Councilor Strom** that Order 16-01 be adopted inserting Robert N. Stackhouse.

VOTE: UNANIMOUS AYE

ORDER 16-02: Ordered that the Town Council elect from among its members a Deputy Mayor to serve for the 2016 year.

Moved by **Councilor Strom** and seconded by **Councilor Donahue** that Order 16-02 be adopted inserting Timothy P. Nichols.

VOTE: UNANIMOUS AYE

ORDER 16-03: Ordered that the Mayor appoint from among the Councilors a Finance Committee, an Ordinance Committee and a Fair Hearing Authority consisting of three (3) members each and a Police Labor Negotiating Committee consisting of two (2) Councilors and the Town Manager.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Donahue** that Order 16-03 be adopted inserting the following names:

Finance – Robert Stackhouse, Trudy Ferland and Scott Strom
Ordinance – Michael Cianchette, Robert Stackhouse and Heather Donahue
Fair Hearing – Michael Cianchette, Heather Donahue and Marie Manning
Police Labor Negotiating –Tim Nichols, Scott Strom and Kathryn Ruth

VOTE: UNANIMOUS AYE

ORDER 16-04: Ordered that the Town Council revise the Official Town of Pittsfield Fee Schedule by adding the Theater Committee's amendments to the Pittsfield Community Theater fee listing for facility rental.

Moved by **Councilor Donahue** and seconded by **Councilor Strom** that Order 16-04 is adopted.

The Town Manager noted nearly all fees and charges are established by the Town Council. In a few cases, the Town charges the fees established by State law for services. In the case of the Pittsfield Community Theatre, the Theatre Committee is responsible for establishing the fees and charges for the use of the theatre as it deems necessary and reasonable for the proposed use.

At their 12/30/2015 Theatre Committee Meeting, the Theatre Committee approved a revised fee schedule for the use of the theatre with the intent of opening the theatre up to more use

and therefore, more revenue. The movie theatre must become more versatile in order to survive in the future and continue to change with the times. With the competition of on-line movies on one's computer and phone, the movie theatre is not always first on one's mind when planning to see a movie. Other fee schedules have not always worked well or required a vote of the Committee each time an item came up. In addition, there have been many different arrangements made.

We have looked to standardize the schedule with just a few categories for the rental fee. In addition, a non-profit that has a IRS designation will be able to have one free event at the theatre a year if their event is free. This will allow plays, musical performances and other events to take place at the theatre that did not have the funds to pay a fee in the past or were unable to make an arrangement to split the ticket cost. If the non-profit with the IRS designation wishes to hold a fundraising event for their cause, then a fee is applicable. The use has been opened up for private events. Businesses will be encouraged to have promotional events or fundraising events at the theatre.

VOTE: UNANIMOUS AYE

RESOLUTION 16-01: Resolved that the Town Council appoint Kathryn Ruth as Official Representative, Councilor Stackhouse as Official Representative and Councilor Nichols as Alternate to the General Assembly for the Kennebec Valley Council of Governments (KVCOG).

Moved by **Councilor Donahue** and seconded by **Councilor Strom** that Resolution 16-01 is adopted.

The Town Manager noted this is a yearly appointment. KVCOG is the planning agency for Kennebec, Somerset and a part of Knox County. KVCOG also serves as the agency representing the region before the federal government through the Comprehensive Economic Development Strategy Program (CEDS) for regional economic opportunities. The Annual Meeting is held in September during the day, generally on a weekday morning. Once in awhile there will be a General Assembly Meeting on a Wednesday morning if business cannot be held until September.

Last Year, Mayor Stackhouse was the Official Representative and former Town Councilor Gary Jordan was the Alternate.

VOTE: UNANIMOUS AYE

RESOLUTION 16-02: Resolved that the Town Council appoint Councilor Strom as the Alternate Representative to the General Assembly for the Kennebec Regional Development Authority (KRDA) also known as FirstPark.

Moved by **Councilor Donahue** and seconded by **Councilor Strom** that Resolution 16-02 is adopted.

The Town Manager noted KRDA is the group that oversees the FirstPark regional business park in Oakland. It would be helpful to have an Alternate for the KRDA General Assembly Meetings in case the Town Manager can not attend. These are generally held at 5:00 p.m. on the fourth Thursday of the month several times a year.

Last year, former Town Councilor Gary R. Jordan, Jr. was the Alternate.

VOTE: UNANIMOUS AYE

RESOLUTION 16-03: Resolved that the Town Council appoint Councilor Nichols as an Alternate to the Maine Services Center Coalition in addition to the Town Manager.

Moved by **Councilor Donahue** and seconded by **Councilor Ferland** that Resolution 16-03 is adopted.

The Town Manager noted the Maine Services Center Coalition assists communities with updates and legislation. Communities such as Pittsfield are recognized as service centers because they have more of a burden on their services than other communities in the State.

Last year Deputy Mayor Timothy Nichols was the Alternate.

VOTE: UNANIMOUS AYE

RESOLUTION 16-04: Resolved that the Town Council appoint Councilor Ferland as Council Representative to the Housing Revolving Loan Committee.

Moved by **Councilor Ferland** and seconded by **Councilor Strom** that Resolution 16-04 is adopted.

The Town Manager noted last year Trudy Ferland was the Council Representative.

VOTE: UNANIMOUS AYE

RESOLUTION 16-05: Resolved that the Town Council sign the Expense Warrants upon recommendation of the Finance Committee for the year 2016.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Donahue** that Resolution 16-05 is adopted.

The Town Manager noted the Town is governed by a variety of rules, regulations and laws which sometimes makes action a bit complicated. By signing and/or reporting on the Expense Warrants at each meeting and between meetings, the Finance Committee as a Council Committee is recommending their approval. We should have a majority of the Councilors then sign the warrants after the Finance Committee reviews them. This resolution authorizes that action for the Year 2016.

VOTE: UNANIMOUS AYE

RESOLUTION 16-06: Resolved that the Town Council sign the Certificate of Commitment for Sewer User Rates and Water User Rates during the Year 2016.

Moved by **Councilor Donahue** and seconded by **Councilor Strom** that Resolution 16-06 is adopted.

The Town Manager noted this agenda item is a housekeeping function only and does not address rate changes. In 2005 – 2015, the Town Council has authorized the signing of the certificates for that year. This resolution authorizes the signing of the certificate of commitment of sewer user rates and water user rates for the calendar Year 2016. It may be necessary to put sewer and/or water liens on some of the accounts if they are not paid in a timely fashion. To do so, the Town Council needs to sign the Certificate of Commitment.

Sewer liens are very similar to the tax lien process. The State law was changed in 2006 to allow municipal water departments (similar to Pittsfield) and quasi-municipal water districts to place liens on unpaid water accounts.

Water liens follow the State of Maine and Public Utilities Commission requirements.

VOTE: UNANIMOUS AYE

RESOLUTION 16-07: Resolved that the Town Council authorize the Town Manager to execute the amendment to the Police Contract reflecting the wage re-opener increase of 2% for 2016 for the full-time police officers in accordance with the approved 2016 budget.

Moved by **Councilor Ferland** and seconded by **Deputy Mayor Nichols** that Resolution 16-07 is adopted.

The Town Manager noted the Police Association currently has a three year contract for the period of 2014 – 2016. This covers the full-time police officers excluding the Police Chief. The Police Association had proposed the same exact police contract as the 2012 - 2013 contract with the same pay rate increase as the other part-time and full-time permanent employees for 2014 with a wage re-opener for 2015 and 2016.

The amendment to the Police Contract reflects that a 2% wage increase is approved for the full-time police officers, which is the same increase provided to all full-time and part-time permanent employees of the Town.

VOTE: UNANIMOUS AYE

RESOLUTION 16-08: Resolved that the Town Council sign the Earth Day Proclamation supporting community-wide activities (Earth Day is Friday, April 22, 2016).

Moved by **Councilor Donahue** and seconded by **Councilor Ferland** that Resolution 16-08 is adopted.

The Town Manager noted Earth Day celebration activities have been taking place for years in the Town of Pittsfield with a Council proclamation endorsed since 2003. Earth Day activities in Pittsfield used to take place during several days as the Recycling Committee and staff would go into the schools to talk to the students. Over the last few years, events have been combined with Arbor Day and/or Recycling-Reduce-Reuse events. The Town now promotes Earth Day activities throughout the month and all year long. Earth Day Activities in 2011 were focused on hosting the Warsaw Middle School classes at the Transfer Station/Recycling Center/Trash to Treasure Re-Use Center and Wind Turbine when we received a grant for an extra large Earth Day educational celebration. Earth Day Activities in 2012 and 2013 involved activities in the school system and with the Trash to Treasure

Building. Earth Day Activities in 2014 and 2015 included the re-opening of the Trash to Treasure Re-Use Center when it resumed its weekly Saturday schedule and activities being planned with other town organizations/groups.

The Recycling Committee will be planning its Earth Day Celebration activities, which are likely to be combined with other events, at its January and February, 2016 meetings.

VOTE: UNANIMOUS AYE

RESOLUTION 16-09: Resolved that the Town Council sign the Arbor Day Proclamation supporting community-wide activities (National Arbor Day is the last Friday in April: Friday, April 29, 2016) and Maine's Arbor Day Week is the 3rd full week in May: Sunday, May 15 – Saturday, May 21, 2016.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Ferland** that Resolution 16-09 is adopted.

The Town Manager noted this is Pittsfield's twelfth Arbor Day Proclamation recommended by the Recycling Committee to the Town Council. At the January and February, 2016 meetings, the Recycling Committee will plan a number of activities to celebrate Arbor Day. It is likely that the Arbor Day and Earth Day activities will be celebrated together.

VOTE: UNANIMOUS AYE

RESOLUTION 16-10: Resolved that the Town Council authorize the Town Manager to hire Independent Review(s) and execute all paperwork for Airport Grants for the Year 2016 as necessary in accordance with the Town's Bid Policy, the Federal Aviation Administration (FAA) regulations and the Maine Department of Transportation (MDOT) regulations.

Moved by **Councilor Donahue** and seconded by **Councilor Ferland** that Resolution 16-10 is adopted.

The Town Manager noted some of the projects we are awarded require an Independent Review and advice to the Town on the engineering and specialty consulting work estimates provided to the Town by the Airport consultants. All independent reviews are paid for by the grants. Once the work on the grants start, it moves very quickly and this authorization will assist the process.

The Town's bid policy will be utilized unless the FAA regulations for funding require a different set of steps.

This is a housekeeping item that we have started approving on a yearly basis to assist in facilitating airport grants.

Although this particular housekeeping approval may not be required this year, no one really knows if one of the projects that we have applied for may be moved up or moved back due to federal and state funding issues.

As of this agenda item, we have not yet received our final Capital Improvement Plan (CIP) from the State for the next five years of airport projects due to the issues with the federal

discussion on having the airport fenced for wildlife, which the Town is opposed to due to phenomenal cost.

I have attached the draft 2016 plan prior to our yearly meeting held with the State this summer.

We have been fortunate that for the last few years, MDOT has performed the Independent Review for the towns. If this continues, this agenda item is not needed. However, we will not know if we can receive this assistance until the item develops so it is best to be covered by having approval.

VOTE: UNANIMOUS AYE

RESOLUTION 16-11: Resolved that the Town Council authorize the Town Manager and Town Clerk to sign the user agreement from the Department of Elections for the DS200 Scanner and Tabulator to expire December 31, 2019.

Moved by **Councilor Donahue** and seconded by **Councilor Strom** that Resolution 16-11 is adopted.

The Town Manager noted this is the renewal of the agreement to utilize the scanner and tabulator for the elections from the State of Maine.

VOTE: UNANIMOUS AYE

8. **DISCUSSION ITEMS:**

Updates:

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

Drinking Water State Revolving Loan program (DWSRF):

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

that the yearly payment would be \$67,265.04 if the entire amount was utilized and the payments are the same each year.

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

History:

The Town has been working with Olver Associates on two proposed projects to submit due to the time involved. We started out with the 4 projects discussed at the last meeting and have narrowed it down to the two projects as follows:

Hunnewell Avenue line replacement and Cross Country Line (for redundancy): This project has turned out to be estimated at \$1,253,000. Hunnewell Avenue line just broke again since our last meeting. There are continual water main breaks. In addition, we need redundancy in case there is an issue on Peltoma and the water can not make it into town, this would be a backup to provide water.

Water Main Replacement and Upgrade for North Main Street: This project has been estimated at \$1,283,000. There are multiple breaks along this line going up the hill to the hospital. There are many bands on this line. It is not buried very deeply due to ledge.

The interest rate on our CWSRF was .15. The interest rate estimate for the DWSRF is approximately 1% at a maximum of 20 years.

As of today, the interest rate remains at 1%.

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

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

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

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

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

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

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

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

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

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

9. **REPORTS:** Audience, Council

Council:

Councilor Donahue: Congrats to the Councilors that were re-elected.

Councilor Manning: Absent.

Councilor Ferland: Congrats to Robert and Tim on being re- elected. I was also thinking about the idea of an email list for the Theatre. There are free resources for things like this, like mailchimp.com. It may help get the word out there.

Councilor Nichols: I want to thank everyone for voting me in as Deputy Mayor. Congratulations to Robert for being re- elected as Mayor. I want to thank Heather for running again. Councilor Nichols asked if the redemption center was open again yet. The Town Manager noted that we do not have any knowledge of the current situation but have not seen it open. I think the water project would be a very, very good idea. I am looking forward to working with everybody in the next year.

Councilor Strom: Congrats to everyone who was re-elected.

Councilor Cianchette: Absent.

Councilor Stackhouse: Congrats to Tim on being re-elected as Deputy Mayor. I want to thank everyone for their support as Mayor. Keep up the good work upstairs.

10. EXECUTIVE SESSION

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

Motion by **Deputy Mayor Nichols** to enter into executive session to discuss Economic Development, Disposition of Property and Acquisition of Property under Title 1, Section 405, 6.C. at 7:49 p.m. The motion was seconded by **Councilor Ferland**.

Motion by **Deputy Mayor Nichols** to return to regular session. The motion was seconded by **Councilor Strom**. The Town Council exited executive session at 8:08 p.m.

VOTE: UNANIMOUS AYE

11. ADJOURNMENT

Motion by **Deputy Mayor Nichols** and seconded by **Councilor Strom** that the meeting be adjourned at 8:10 p.m. All in agreement.

Nicole Nickolan, Town Clerk