

**Pittsfield Town Council Package
for the meeting of
Tuesday, 3/5/2019
at 6:30 pm
Council Chambers**

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- 1. Agenda for 3/5/2019;**
- 2. Agenda sheet details for Ordinance 19-2.**
- 3. Agenda sheet details for Resolutions 19-23 to 19-25.**
- 5. Discussion Items**

**There should be a total of 35 pages
in one PDF file not including cover.**

**Note: Copies of the materials will be available
at the Town Council Meeting.**

AGENDA

for a regular meeting of the Pittsfield Town Council, to be held on Tuesday, March 5, 2019 at 6:30 PM in the Council Chambers.

1. Open Meeting/Pledge of Allegiance, followed by Moment of Silence.
2. Adoption of minutes of the regular meeting held on February 19, 2019, and the minutes of the special meetings held on February 19, 2019 and February 26, 2019.
3. **PRESENTATIONS, CONGRATULATIONS AND INTRODUCTIONS**
 - A. Presentation by Town Manager of Goals in 2018 and 2019.
 - B. Community and Economic Development Activities and Events:
Earth Day Cleanup being planned by MCI's Jobs for Maine's Graduates (JMG)

4. PUBLIC HEARINGS/OLD BUSINESS:

ORDINANCE 19-2: (Public Hearing) The Town of Pittsfield hereby Ordains that Chapter 16 Shoreland Zoning Ordinance, Section 12-C Non-conforming Structures and 12-E Non-conforming Lots be rescinded and the new Section 12-C Non-conforming Structures and 12-E Non-conforming Lots be adopted.

5. REPORTS:

- A. **COUNCIL COMMITTEES: FINANCE, ORDINANCE AND RECYCLING**
- B. **BOARD AND COMMITTEE UPDATES BY TOWN COUNCILORS AND MANAGER**
- C. **TOWN MANAGER'S REPORT**

6. NEW BUSINESS:

RESOLUTION 19-23: Resolved that the Town Council waive the bid policy, Chapter 2, Administrative Code, Section 106, to accept the proposal from Toomey Water Services of North Brookfield, Mass. for a total to not exceed \$9500.00 for a Mi.Net Mobile Transceiver and EZ Reader Map 2 from Mueller Systems for reading water meters.

RESOLUTION 19-24: Resolved that the Town Council Write off Interest on Real Estate Accounts #503; #504; and #2164 in the amount of \$1,272.76 regarding the new owner being advised to hold off on paying the tax bill until the abatement request was processed.

RESOLUTION 19-25: Resolved that the Town Council accept Drug Forfeiture Funds in the amount of \$3,304.00 from Somerset County and authorize the expenditure of those funds to purchase equipment in support of drug investigations.

7. DISCUSSION ITEMS:

1. Council Committee Discussion to include membership review.
2. Pittsfield Economic Expansion Corporation (PEEC) Request for Proposals for Video Production Services to promote the Town.

3. Paving Plan Discussion on which roads to include in the Paving Plan.
4. Maine Town & City magazine Article- Civility 2.0 Discussion.
5. BikeMaine Community Grant Opportunity
6. Project Canopy Grant Opportunity

8. **REPORTS:** Audience, Council

9. **ADJOURNMENT**

MINUTES

of a regular meeting of the Pittsfield Town Council, held on Tuesday, February 19, 2019 at 6:30 PM in the Council Chambers.

PRESENT: COUNCILORS: Mayor Nichols, Deputy Mayor Donahue, Councilor Bolster, Councilor Margolskee, Councilor Curtis and Councilor Billings.

ABSENT: Councilor Stackhouse.

Also present: Town Manager Kathryn Ruth, Assistant to the Town Manager Michael Feole.

AUDIENCE: Michael Cianchette, Ann Mathews, Pete Logiodice, Jan Laux, Peter Vigue, Carol Vigue, Ron Watson, Pete Bickmore, Nancy Monteyro and Anna Bockis.

1. Mayor Nichols opened the meeting by leading the Pledge of Allegiance.
2. The Council observed a Moment of Silence.
3. Adoption of minutes of the regular meeting held on February 5, 2019.

Deputy Mayor Donahue had three amendments.

Moved by Councilor Bolster and seconded by Councilor Billings that the amended minutes of the meeting held on February 5, 2019 be adopted.

VOTE: UNANIMOUS AYE

4. **PRESENTATIONS, CONGRATULATIONS AND INTRODUCTIONS**

- A. 2019 Pittsfield Spirit of America Tribute Award
Councilor Margolskee nominated Tom Brown.
Councilor Billings nominated Bernard Williams.
Tom Brown was voted to be this year's nominee.
- B. Community and Economic Development Activities and Events

The 47th Central Maine Egg Festival theme is: Agriculture and "FarmEgging" Past-Present-Future.

The Central Maine Egg Festival is a group of volunteers who put on the week-long Egg Festival in Pittsfield for the region. The Committee works with the Greater Pittsfield Area Kiwanis Club and the Town of Pittsfield on the Festival.

The theme of the 47th Annual event has just been selected:

It will be Agriculture and "FarmEgging" Past – Present – Future

This decision was made due to this area's deep agricultural influence on the success of the festival. The Egg Festival was founded in part by the egg industry and its important role in the local economy.

Agriculture has definitely come back in our area with milk production, vegetables, several organic farms, alpaca farms among others.

The festival brings so many people to the community and region each summer who come to the Town and spend money. Many people come home to where they grew up for family gatherings. Many people plan their vacation for that week as we are a family-oriented town.

Its time to plan the Egg Festival this year so we are looking for volunteers. Please contact or drop by the Town Office to volunteer to plan or work the festival which is **Monday, July 8 – Saturday, July 13**

Major activities have been: Little Chick Contest, Cheesecake & Quiche Contest, Egg-Lympics; Kiddie Parade; Window Painting; Concerts in the Park; Annual Art Show; Sidewalk Art Contest; Street Dance; Open Houses; Marketplace for Maine Made Crafts; and last but not least the Famous Big Parade.

Pittsfield Economic Expansion Corporation (PEEC) Meeting on 02/13/2019:

A meeting of PEEC took place last Wednesday. Michael, our Assistant, accompanied me to the meeting to learn more about our economic development projects. The Directors are comprised of Timothy Nichols, Robert Stackhouse, Michael Gray and Gary R. Jordan, Jr, and myself as Treasurer. The Directors met with two business owners interested in purchasing lots in the Pittsfield Industrial Park Expansion. Meetings were held with each business owner, one being a business owner who wishes to expand here in Town and one which wishes to move his business from another community to Pittsfield. There is a lot of interest in the lots. A general discussion of their proposal and pricing offered took place. There were questions and answers and each business owner left knowing that PEEC was very interested in working with them, that their projects would be good for the Town. The projects involve manufacturing/warehousing and mechanical work. Each party had a few items that they needed to get back to the Town.

So once those materials are back, PEEC will hold another meeting and then make a recommendation to the Town Council. When property is sold, which would be Industrial Park Lots, there would be a Purchase and Sales Agreement signed for the lot/s with the business and then the sale of the lot/s would be set to public hearing. There are 3 steps which can be completed at 2 Council Meetings. Once a lot sale is approved, paperwork to sell the property is prepared by the Town Attorney and reviewed by the prospective buyer and then we go to the closing to exchange funds and the paperwork.

C. Video:

The other item of business was PEEC has agreed to put together a video to promote the Town which we have talked about before, PEEC will pay for this. We will be putting together an RFP and issuing it through PEEC to interested companies. Promotional items of the community, history, to promote our unique assets and being a family friendly community as well as our economic assets.

4. PUBLIC HEARINGS/OLD BUSINESS: NONE

5. REPORTS:

A. COUNCIL COMMITTEES:

FINANCE-No Report.

ORDINANCE-No Report.

RECYCLING-No Report.

B. BOARD AND COMMITTEE UPDATES BY TOWN COUNCILORS AND MANAGER

- **Communications Committee-No report.**
- **Bicentennial Committee-** The meeting for March has been canceled. The Head Quarters is open downtown. The Executive Committee will meet with Sub-committees and will hold it's meeting in the Council Chambers to televise the meeting. Jan Laux is working with Joe Levesque to design donuts for the Bicentennial week at Dunkin Donuts.
- **Theatre Committee-** Ann Mathews reported that the committee has reached out to the PTAN. Together they filled the theatre for the recent showing of Mary Poppins and had Mary actually show up to meet with the children. They have a Comic night planned for March 2, 2019 and hope to host an Independent Movie in April. They are updating policies and prices of concession items.

C. TOWN MANAGER'S REPORT

1. Tax Acquired Property Review for Automatic Foreclosure for 2016 Taxes:

Account #2322: Burnt mobile home, land not included, to be written off as uncollectible

Account #493: Map 5 Lot 2-A. Off the Taylor Road. This a vacant lot that does not abut any roads. The deed lists a R.O.W to the lot. An area that may be a woods road off the Taylor Road appears to lead toward this lot,

Account #2636: Map 4 Lot 29-A. 20 Barney Cianchette Road. There is 1978 mobile home on site which appears to be lived in.

Account #1283: Map 18 Lot 64. 456 Canaan Road. Map 18 Lot 64
On 12-19-18. Don Chute and Steve Seekins walked through the buildings. The out buildings have leaking roofs and falling ceilings, junk, non-food trash, open eaves, and poor wiring. The house is mostly cleaned out and could be fixed up fairly easy. The basement is dry. There is no evidence of a rat infestation, there appears to be a few mice and Don saw a racoon living in the ceiling of one of the out buildings. There is food in the kitchen cabinets that was un-touched, indicating no rats. Pictures were taken. The site will require removal of boats, junk and buildings.
A windshield survey was done on 02-06-19 and there are no changes since last visit to site.

Account #489: Map 4 Lot 6. 1044 Main Street. This a vacant lot that once had a home that burnt. There is a drilled well on site. Most likely there was a subsurface disposal system on site. The lot is snow covered that prevents seeing if debris from the burn or if a foundation exists.

Account #2605 & #2606: Map 12 Lot 66 and 66-ON. 422 Hunnewell Ave. There is a 1998 mobile home on site which appears to be lived in. There is a garage near the mobile and another building (ON) that appears to be an unfinished home. The site and building appear well kept.
Margaret Sinclair is listed as having a life tenant for the mobile home.

Account #323: Map 33 Lot 41, 103 Waverley Street. Building is vacant. A truck, canoe, large flatbed trailer, refrigerator and possible other junk is on site. These items most likely belong to Dream Builders Inc. Sidney Scott.

2. Report by the Maine Service Center on the 2020-2021 Biennial Budget Proposal Highlights:
The Town Manager briefly reviewed highlights of Governor Mill's proposed State of Maine Budget.

3. Next Pittsfield Historical Society:

The Pittsfield Historical Society will be meeting in the conference room of the Pittsfield Public Library on Thursday, February 2, 2019 at 6:30 pm. The Town Manager briefly listed the agenda items.

4. Earth Day Community Cleanup on Monday, April 22, 2019: The Town is pleased to announce that we are teaming up with HealthySV and Maine Central Institute for a Community Earth Day Cleanup. In 2019, school will be in session on Earth Day, which rarely happens. MCI Students will be in charge of organizing the event. We have contacted all SAD#53 schools and they will participate based upon the activities involved. The students are working on the day's activities and we will know more in the near year.

6. NEW BUSINESS:

ORDINANCE 19-2: (To be set to Public Hearing 3/5/2019) The Town of Pittsfield hereby Ordains that Chapter 16 Shoreland Zoning Ordinance, Section 12-C Non-conforming Structures and 12-E Non-conforming Lots be rescinded and the new Section 12-C Non-conforming Structures and 12-E Non-conforming Lots be adopted.

An inquiry was received to learn more about why this would be proposed. The Town Manager read an example that had been compiled by the staff as to how this amendment could assist people to expand their building when located in shoreland zoning.

Moved by Councilor Bolster and seconded by Councilor Curtis that Ordinance 19-2 be put to Public Hearing.

VOTE: UNANIMOUS AYE

RESOLUTION 19-20: Resolved that the Town Council accept the proposal of Harris Computer to add the PayPort module to our TRIO service to support Credit Card processing for the sum of \$900.00 and authorize the Town Manager to execute the Contract.

The Town Manager explained that Harris/TRIO had agreed to move forward without the contract in order to not hold up the process if the State completed their steps.

There was a discussion about the fees that would be charged for using this service. Only those who use the service will pay the processing fees so the cost will not be borne through tax dollars.

Moved by Councilor Curtis and seconded by Deputy Mayor Donahue that Resolution 19-20 be adopted.

**VOTE: AYES: Bolster, Donahue,
Margolskee, Curtis, Nichols
NAY: Billings**

RESOLUTION 19-21: Resolved that the Town Council approve paying Animal Control Officer (ACO) Connie Cummings on a weekly basis.

There was a lengthy discussion regarding this request. The Town will call the IRS to glean more information about how this arrangement could be set up. The request involves a payment to an employee for a set number of hours regardless of the hours worked. The set number of hours would provide for a set amount of pay per week.

Moved by Councilor Curtis and seconded by Councilor Bolster that Resolution 19-21 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 19-22: Resolved that the Town Council authorize the expenditure of \$39,806.90 from the Pittsfield Future Fund for the 2019 Ford Utility Police Interceptor and required equipment, with such funds to be reimbursed to the Pittsfield Future Fund if and when a loan or bond is processed to fund 2019 Capital projects.

The Town Manager advised that there was sufficient interest available in the Pittsfield Future Fund to pay for the new Police vehicle and required equipment.

A discussion took place regarding how many steps will be involved in determining the cost for each of the projects contained in the bond/loan to be issued. Because of the need to determine the roads to be paved, estimates of costs put together and RFPs issued for building enhancements, a RFP for a loan will not be issued at this time.

Moved by Councilor Curtis and seconded by Deputy Mayor Donahue that Resolution 19-22 be adopted.

VOTE: UNANIMOUS AYE

7. **DISCUSSION ITEMS: NONE**

8. **REPORTS:**

Audience:

Carol Vigue-

- Rocks are being spread on roads in addition to sand. This is dangerous and could cause damage to snow blowers when plowed into driveways.

Peter Vigue-

- The Town Report has personal property listed for those who have passed.
- This report and the accounting report are signed by the Town Council and Town Manager.

Ron Watson-

- Thank you for putting the Town Council package online and for the website update.
- Stated that the Finance committee needs to follow the list of items in the Town Ordinances. Advised that he asked the staff for copies of the minutes of their meetings as they were not on the website. He feels that there need to be minutes.
- Thank you for nominating Tom Brown.
- Would like the Ordinance Committee to update the Council Committee lists to reflect the current work being done.

Jan Laux-

- Can we put the Town Council's goals into the time capsule?

Michael Cianchette-

- Thank you to the Town Councilors for the time and effort that they put in.
- Remember the town when you make your hard decisions.
- We could put the goals on a wall and check them off as we meet them.

Council:

Councilor Bolster:

- Thank you to Heather for being so together.
- Thank you to Tom Brown for all of your work.
- Recommended making on-line vehicle registration to be a goal for March.
- Likes the idea of having residents on the Town Council committees as a balance.
- Recommended having a discussion on which roads will be paved this year.

Deputy Mayor Donahue:

- Thank you to the audience for sitting through these meetings.
- Thank you to Tom Brown.
- Thank you to the Historical Society.
- Thank you to Pete for pointing out dead people on the property list.
- Told Ron to hold our feet to the fire on the Finance committee.
- I would like these goals: Economic growth measured by events rather than manufacturing and to promote the town more through tourism.

Councilor Margolskee:

- Thanked everyone for coming tonight.
- Thanked Ron for becoming an asset to the town.
- Interested in having residents on the Town Council committees.
- Thank you to the Egg Festival Committee for the theme this year.

Mayor Nichols:

- Likes the idea of a Vision.
- Thank you to Kathryn for all of her hard work and also the staff.
- Supports having the Comprehensive Plan reviewed..

Councilor Curtis:

- Thank you to the audience for a lot of good comments.
- I think that the idea of goals for the Town Council is a good idea.

Councilor Stackhouse: absent.

Councilor Billings:

- I want to thank everyone for coming tonight.
- I would like a copy of the 2019 budget that has all of the changes.
- Suggested cutting down how many pages we have in the package. Requested that we receive just the pages with amendments rather than the entire Ordinance.

- Interested in making changes to the Ordinance to allow residents to be a part of Town Council committees. Requested that this be a discussion item for the next meeting.

9. **ADJOURNMENT**

Moved by Councilor Billings and seconded by Councilor Bolster to adjourn at 9:00 PM.

VOTE: UNANIMOUS AYE

Michael Feole, Deputy Town Clerk

Minutes are a synopsis of a meeting. For more detail, please go to www.pittsfield.org and click on Town Meeting Videos to listen to videos of Town Council and other Board/Committee Meetings.

MINUTES

of a special meeting of the Pittsfield Town Council, held on Tuesday, February 19, 2019 at 3:30 p.m. in the Council Chambers.

PRESENT: COUNCILORS: Mayor Timothy Nichols, Deputy Mayor Heather Donahue, Councilor Matt Bolster, Councilor Howard Margolskee, Councilor Caleb Curtis and Councilor Debra Billings.

ABSENT: Councilor Robert Stackhouse.

Also present: Town Manager Kathryn Ruth; Police Chief Harold Bickmore and Town Attorney Pat Dunn of Jensen Baird Gardner and Henry

AUDIENCE: None

1. Mayor Nichols opened the meeting by leading the Pledge of Allegiance.

2. **EXECUTIVE SESSION:**

Title I, Section 405, 6. E. Consultation between a body or agency and its attorney concerning its legal rights and duties regarding a Police Union Grievance

Motion by Deputy Mayor Donahue, seconded by Councilor Margolskee to move into Executive Session under Title 1, Section 405, 6.E. on legal rights and duties regarding the Police Union Grievance.

VOTE: UNANIMOUS AYE

The Town Councilors entered executive session at 3:45 p.m.

Motion by Councilor Margolskee and seconded by Deputy Mayor Donahue to exit Executive Session.

VOTE: UNANIMOUS AYE

The Town Council exited executive session at 4:56 p.m.

Motion by Deputy Mayor Donahue that the Town Council direct Attorney Dunn to respond to the grievance with a denial based on timeliness and announce the posting of the full time School Resource Officer Position. The motion was seconded by Councilor Bolster.

VOTE: UNANIMOUS AYE

3. **ADJOURNMENT**

Moved by Councilor Billings and seconded by Councilor Curtis to adjourn at 5:04 p.m.

VOTE: UNANIMOUS AYE

Kathryn Ruth, Deputy Town Clerk

MINUTES

of a special meeting of the Pittsfield Town Council, held on Tuesday, February 26, 2019 at 6:30 PM in the Council Chambers.

PRESENT: COUNCILORS: Mayor Timothy Nichols, Deputy Mayor Heather Donahue, Councilor Matt Bolster, Councilor Howard Margolskee, Councilor Caleb Curtis (arrived a few minutes late) and Councilor Debra Billings.

ABSENT: Councilor Stackhouse.

Also present: Town Manager Kathryn Ruth; Town Attorney Natalie Burns of Jensen Baird Gardner and Henry; and Attorney John Hamer of Rudman and Winchell.

AUDIENCE: Police Chief Harold Bickmore

1. Mayor Nichols opened the meeting by leading the Pledge of Allegiance.

The Council observed a Moment of Silence.

2. **EXECUTIVE SESSION**

The Mayor announced that we will need to enter executive session pursuant to Title 1, Section 405, 6.E. to consult with the Town Attorney on the Town Council's legal rights and duties regarding the Town Manager's performance evaluation.

Moved to enter Executive session to discuss legal rights and duties by Deputy Mayor Donahue, seconded by Councilor Margolskee.

VOTE: UNANIMOUS AYE

The Town Council entered Executive Session at 6:40 p.m.

Motion by Deputy Mayor Donahue and seconded by Councilor Billings to return to regular session.

VOTE: UNANIMOUS AYE

The Town Council exited Executive Session at 7:04 p.m.

Motion by Councilor Billings and seconded by Deputy Mayor Donahue to move into executive session according to Title 1, Section 405, 6.A., Personnel: 2018 Yearly Evaluation of the Town Manager.

VOTE: UNANIMOUS AYE

The Town Council entered Executive Session at 7:06 p.m.

Motion by Councilor Billings and seconded by Councilor Bolster to return to regular session having reviewed and completed the Town Manager's Evaluation.

VOTE: UNANIMOUS AYE

The Town Council exited Executive Session at 10:56 pm.

3. ADJOURNMENT

Motion by Councilor Billings and seconded by Councilor Curtis to adjourn the meeting at 10:58 p.m.

VOTE: UNANIMOUS AYE

Kathryn Ruth, Deputy Town Clerk

TOWN COUNCIL MEETING OF __03/05/2019__:

____PUBLIC HEARINGS

____NEW BUSINESS

X____REPORTS

____DISCUSSION ITEMS

____OLD BUSINESS

____EXEC. SESSION

____ORDER 19-____

X____PACKAGE

____RESOLUTION 19-____

____ADDITION

____ORDINANCE 19-____

TO BE TITLED: Presentations, Congratulations and Introductions

DESCRIPTION:

1. Presentation by Town Manager of Goals in 2018 and 2019:

A brief presentation of the goals completed in 2018 will take place as well as focuses for 2019. The goals for 2019 will be general so that they can be tweaked as needed from Councilor input. Focuses are crucial so that the most important projects can be accomplished in an extremely busy community.

SUBMITTED BY:

DATE:

AGENDA-5225

KR

02/27/2019

TOWN COUNCIL MEETING OF __3/5/2019__:

PUBLIC HEARINGS
 REPORTS
 OLD BUSINESS

NEW BUSINESS
 DISCUSSION ITEMS
 EXEC. SESSION

ORDER 19-_____
 RESOLUTION 19-_____
 ORDINANCE 19-2_____

PACKAGE
 ADDITION

TO BE TITLED: *ORDINANCE 19-2*: (Public Hearing) The Town of Pittsfield hereby Ordains that Chapter 16 Shoreland Zoning Ordinance, Section 12-C Non-conforming Structures and 12-E Non-conforming Lots be rescinded and the new Section 12-C Non-conforming Structures and 12-E Non-conforming Lots be adopted.

DESCRIPTION: There is a footprint requirement that limits an expansion to 30%. The Planning Board has approved a revision in the Shoreland Zoning Ordinance to allow building a second story and that would not be counted as changing the footprint for the limitation purposes. In the previous version, it listed volume or floor space, whichever was greater as the limiting factor. They have changed this to allow people to increase the value of their home by building upwards. The original intent of this ordinance was to limit runoff during rainstorms. This change should have no effect on such runoff.

SUBMITTED BY: Steve Seekins
DATE: 2/11/2019
AGENDA-

thereto shall be allowed to continue, subject to the requirements set forth in Section 12. Except as otherwise provided in this Ordinance, a non-conforming condition shall not be permitted to become more non-conforming.

B. General

- (1) **Transfer of Ownership.** Non-conforming structures, lots, and uses may be transferred, and the new owner may continue the non-conforming use or continue to use the non-conforming structure or lot, subject to the provisions of this Ordinance.
- (2) **Repair and Maintenance.** This Ordinance allows, without a permit, the normal upkeep and maintenance of non-conforming uses and structures including repairs or renovations that do not involve expansion of the non-conforming use or structure, and such other changes in a non-conforming use or structure as federal, state, or local building and safety codes may require.

C. Non-conforming Structures

(1) Expansions. All new principal and accessory structures, excluding functionally water-dependent uses, must meet the water body, tributary stream, or wetland setback requirements contained in Section 15(B)(1). A non-conforming structure may be added to or expanded after obtaining a permit from the same Planning Board, if such addition or expansion does not increase the non-conformity of the structure and is in accordance with subparagraphs (a) and (b) below.

(a) Expansion of any portion of a structure within 25 feet of the normal high-water line of a water body, tributary stream, or upland edge of a wetland is prohibited, even if the expansion will not increase nonconformity with the water body, tributary stream or wetland setback requirement. Expansion of an accessory structure that is located closer to the normal high-water line of a water body, tributary stream, or upland edge of a wetland than the principal structure is prohibited, even if the expansion will not increase nonconformity with the water body, tributary stream, or wetland setback requirement.

(b) Notwithstanding paragraph (a), above, if a legally existing nonconforming principal structure is entirely located less than 25 feet from the normal high-water line of a water body, tributary stream, or upland edge of a wetland, that structure may be expanded as follows, as long as all other applicable municipal land use standards are met and the expansion is not prohibited by Section 12(C)(1).

(i) The maximum total footprint for the principal structure may not be expanded to a size greater than 800 square feet or 30% larger than the footprint that existed on January 1, 1989, whichever is greater. The maximum height of the principal structure may not be made greater than 15 feet or the height of the existing structure, whichever is greater.

(c) All other legally existing nonconforming principal and accessory structures that do not meet the water body, tributary stream, or wetland setback requirements may be expanded or altered as follows, as long as other applicable municipal land use standards are met and the expansion is not prohibited by Section 12(C)(1) or Section 12(C)(1)(a), above.

- (i) For structures located less than 75 feet from the normal high-water line of a water body, tributary stream, or upland edge of a wetland, the maximum combined total footprint for all structures may not be expanded to a size greater than 1,000 square feet or 30% larger than the footprint that existed on January 1, 1989, whichever is greater. The maximum height of any structure may not be made greater than 20 feet or the height of the existing structure, whichever is greater.**
- (ii) For structures located less than 100 feet from the normal high-water line of a great pond classified as GPA or a river flowing to a great pond classified as GPA, the maximum combined total footprint for all structures may not be expanded to a size greater than 1,500 square feet or 30% larger than the footprint that existed on January 1, 1989, whichever is greater. The maximum height of any structure may not be made greater than 25 feet or the height of the existing structure, whichever is greater. Any portion of those structures located less than 75 feet from the normal high-water line of a water body, tributary stream, or upland edge of a wetland must meet the footprint and height limits in Section 12(C)(1)(b)(i) and Section 12(C)(1)(c)(i), above.**
- (iii) In addition to the limitations in subparagraphs (i) and (ii), for structures that are legally nonconforming due to their location within the Resource Protection District when located at less than 250 feet from the normal high-water line of a water body or the upland edge of a wetland, the maximum combined total footprint for all structures may not be expanded to a size greater than 1,500 square feet or 30% larger than the footprint that existed at the time the Resource Protection District was established on the lot, whichever is greater. The maximum height of any structure may not be made greater than 25 feet or the height of the existing structure, whichever is greater, except that any portion of those structures located less than 75 feet from the normal high-water line of a water body, tributary stream, or upland edge of a wetland must meet the footprint and height limits in Section 12(C)(1)(b)(i) and Section 12(C)(1)(c)(i), above.**
- (d) An approved plan for expansion of a nonconforming structure must be recorded by the applicant with the registry of deeds, within 90 days of approval. The recorded plan must show the existing and proposed footprint of the non-conforming structure, the existing and proposed structure height, the footprint of any other structures on the parcel, the shoreland zone boundary and evidence of approval by the Planning Board.**
- (2) Foundations. Whenever a new, enlarged, or replacement foundation is constructed under a non-conforming structure, the structure and new foundation must be placed such that the setback requirement is met to the greatest practical extent as determined by the Planning Board, basing its decision on the criteria specified in Section 12(C)(3) Relocation, below.**
- (3) Relocation.** A non-conforming structure may be relocated within the boundaries of the parcel on which the structure is located provided that the site of relocation conforms to all setback requirements to the greatest practical extent as determined by the Planning Board or its designee, and provided that the applicant demonstrates that the present subsurface sewage disposal system meets the requirements of State law and the State of Maine Subsurface Wastewater Disposal Rules (Rules), or that a new system can be installed in compliance with the law and said Rules. In no case shall a structure be relocated in a manner that causes the structure to be more non-conforming.

- (2) **Contiguous Built Lots:** If two or more contiguous lots or parcels are in a single or joint ownership of record at the time of adoption of this Ordinance, if all or part of the lots do not meet the dimensional requirements of this Ordinance, and if a principal use or structure exists on each lot, the non-conforming lots may be conveyed separately or together, provided that the *State Minimum Lot Size Law* (12 M.R.S.A. sections 4807-A through 4807-D) and the State of Maine Subsurface Wastewater Disposal Rules are complied with.

If two or more principal uses or structures existed on a single lot of record on the effective date of this ordinance, each may be sold on a separate lot provided that the above referenced law and rules are complied with. When such lots are divided each lot thus created must be as conforming as possible to the dimensional requirements of this Ordinance.

- (3) **Contiguous Lots - Vacant or Partially Built:** If two or more contiguous lots or parcels are in single or joint ownership of record at the time of or since adoption or amendment of this Ordinance, if any of these lots do not individually meet the dimensional requirements of this Ordinance or subsequent amendments, and if one or more of the lots are vacant or contain no principal structure the lots shall be combined to the extent necessary to meet the dimensional requirements.

This provision shall not apply to 2 or more contiguous lots, at least one of which is non-conforming, owned by the same person or persons on the July 30, 1992 and recorded in the registry of deeds if the lot is served by a public sewer or can accommodate a subsurface sewage disposal system in conformance with the State of Maine Subsurface Wastewater Disposal Rules; and

(a) Each lot contains at least 100 feet of shore frontage and at least 20,000 square feet of lot area; or

(b) Any lots that do not meet the frontage and lot size requirements of Section 12(E)(3)(a) are reconfigured or combined so that each new lot contains at least 100 feet of shore frontage and 20,000 square feet of lot area.

13. Establishment of Districts

- A. **Resource Protection District.** The Resource Protection District includes areas in which development would adversely affect water quality, productive habitat, biological ecosystems, or scenic and natural values. This district shall include the following areas when they occur within the limits of the shoreland zone, exclusive of the Stream Protection District, except that areas which are currently developed and areas which meet the criteria for the Limited Commercial, General Development I, or Commercial Fisheries/Maritime Activities Districts need not be included within the Resource Protection District.

- (1) Floodplains along rivers and floodplains along artificially formed great ponds along rivers, defined by the 100-year floodplain as designated on the Federal Emergency Management Agency's (FEMA) Flood Insurance Rate Maps or Flood Hazard Boundary Maps, or the flood of record, or in the absence of these, by soil types identified as recent floodplain soils. This district shall also include 100-year floodplains adjacent to tidal waters as shown on FEMA's Flood Insurance Rate Maps or Flood Hazard Boundary Maps.
- (2) Areas of two or more contiguous acres with sustained slopes of 20% or greater.

TOWN COUNCIL MEETING OF _____ 3/5/2019 _____ :

____ PUBLIC HEARINGS
____ REPORTS
____ OLD BUSINESS

X NEW BUSINESS
____ DISCUSSION ITEMS
____ EXEC. SESSION

____ ORDER 19-_____
X RESOLUTION 19- 23
____ ORDINANCE 19-_____

X PACKAGE
____ ADDITION

TO BE TITLED: Resolved that the Town Council waive the bid policy, Chapter 2, Administrative Code, Section 106, to accept the proposal from Toomey Water Services of North Brookfield Mass. for a total to not exceed of \$9500 for a Mi.Net Mobile Transceiver and EZ Reader Map 2 from Mueller Systems for reading water meters.

DESCRIPTION:

The original reading radio has failed; it was purchased with the first round of Hersey Radio Read Meters in 2007. At this time we cannot read the meters. Mueller Systems Tech support has checked the two computers used for reading and billing; they updated the software and cannot get the radio to receive readings.

The Mi.Net Transceiver is \$8358
The EZ Reader Map 2 is \$975
Shipping is estimated at under \$50

Toomey Water is the authorized vendor for Mueller Systems meters and reading equipment for the Northeast. There are no other legal vendors in our area.

SUBMITTED BY: Scott Noble _____
DATE: 02/26/2019 _____
AGENDA-



15 Rufus Putnam Road
North Brookfield, Mass. 01535
t 508-867-5016 f 508-867-4380
e-mail ToomeyWater@aol.com

QUOTATION

Date: 2/21/2019

Customer: Pittsfield Water Department

Price on 2/25/2019

Items quoted:

Transceiver Kit -- \$8,358.00/Kit -- 3 to 4 weeks

EZ Reader Map 2 -- \$975.00 -- Download as soon as the order is in the system

Lead time from the Factory is typically four to eight weeks.

**RE Account 503 Detail
as of 03/05/2019**

Name: 129 NORTH MAIN STREET , LLC
Location: 129 NORTH MAIN ST
Acreage: 6.5 Map/Lot: 028-130
Book Page: B4759P100, B5144P20, B5298P234

Land: 73,100
Building: 1,915,000
Exempt 0

Total: 1,988,100

2018-1 Period Due:
1) 42,939.68

Ref1: B4759P100
Mailing 101 CIANBRO SQUARE
Address: PITTSFIELD ME 04967

Year	Date	Reference	P C	Principal	Interest	Costs	Total
2018-1	R			41,679.03	1,260.65	0.00	42,939.68
2017-1	R			0.00	0.00	0.00	0.00
2016-1	R			0.00	0.00	0.00	0.00
2015-1	R			0.00	0.00	0.00	0.00
2014-1	R			0.00	0.00	0.00	0.00
2013-1	R			0.00	0.00	0.00	0.00
2012-1	R			0.00	0.00	0.00	0.00
2011-1	R			0.00	0.00	0.00	0.00
2010-1	R			0.00	0.00	0.00	0.00
2009-1	R			0.00	0.00	0.00	0.00
2008-1	R			0.00	0.00	0.00	0.00
2007-1	R			0.00	0.00	0.00	0.00
2006-1	R			0.00	0.00	0.00	0.00
2005-1	R			0.00	0.00	0.00	0.00
2004-1	R			0.00	0.00	0.00	0.00
2003-1	R			0.00	0.00	0.00	0.00
2002-1	R			0.00	0.00	0.00	0.00
2001-1	R			0.00	0.00	0.00	0.00
2000-1	R			0.00	0.00	0.00	0.00
1999-1	R			0.00	0.00	0.00	0.00
1998-1	R			0.00	0.00	0.00	0.00
Account Totals as of 03/05/2019				41,679.03	1,260.65	0.00	42,939.68

Per Diem

2018-1	9.1351
Total	9.1351

Note: Payments will be reflected as positive values and charges to the account will be represented as negative values.

**RE Account 504 Detail
as of 03/05/2019**

Name: 129 NORTH MAIN STREET, LLC
Location: 129 HUNNEWELL AVE
Acreage: 0.83 Map/Lot: 025-120-C
Book Page: B4759P97, B4759P100, B5144P20

Land: 10,200
Building: 0
Exempt: 0

Total: 10,200

2018-1 Period Due:
1) 220.34

Ref1: B4759P100
Mailing: 101 CIANBRO SQUIRE
Address: PITTSFIELD ME 04967

Year	Date	Reference	P	C	Principal	Interest	Costs	Total
2018-1	R				213.87	6.47	0.00	220.34
2017-1	R				0.00	0.00	0.00	0.00
2016-1	R				0.00	0.00	0.00	0.00
2015-1	R				0.00	0.00	0.00	0.00
2014-1	R				0.00	0.00	0.00	0.00
2013-1	R				0.00	0.00	0.00	0.00
2012-1	R				0.00	0.00	0.00	0.00
2011-1	R				0.00	0.00	0.00	0.00
2010-1	R				0.00	0.00	0.00	0.00
2009-1	R				0.00	0.00	0.00	0.00
2008-1	R				0.00	0.00	0.00	0.00
2007-1	R				0.00	0.00	0.00	0.00
2006-1	R				0.00	0.00	0.00	0.00
2005-1	R				0.00	0.00	0.00	0.00
2004-1	R				0.00	0.00	0.00	0.00
2003-1	R				0.00	0.00	0.00	0.00
2002-1	R				0.00	0.00	0.00	0.00
2001-1	R				0.00	0.00	0.00	0.00
2000-1	R				0.00	0.00	0.00	0.00
1999-1	R				0.00	0.00	0.00	0.00
1998-1	R				0.00	0.00	0.00	0.00
Account Totals as of 03/05/2019					213.87	6.47	0.00	220.34

Per Diem

2018-1	0.0469
Total	0.0469

Note: Payments will be reflected as positive values and charges to the account will be represented as negative values.

RE Account 2164 Detail
as of 03/05/2019

Name: 129 NORTH MAIN STREET, LLC

Land: 8,900

Location: 129 HUNNEWELL AVE

Building: 0

Acreage: 0.62 Map/Lot: 025-120-B

Exempt 0

Book Page: B4759P100, B5144P20

Total: 8,900

2018-1 Period Due:

1) 192.26

Ref1: B4759P100

Mailing 101 CIANBRO SQUIRE

Address: PITTSFIELD ME 04967

Year	Date	Reference	P	C	Principal	Interest	Costs	Total
2018-1	R				186.62	5.64	0.00	192.26
2017-1	R				0.00	0.00	0.00	0.00
2016-1	R				0.00	0.00	0.00	0.00
2015-1	R				0.00	0.00	0.00	0.00
2014-1	R				0.00	0.00	0.00	0.00
2013-1	R				0.00	0.00	0.00	0.00
2012-1	R				0.00	0.00	0.00	0.00
2011-1	R				0.00	0.00	0.00	0.00
2010-1	R				0.00	0.00	0.00	0.00
2009-1	R				0.00	0.00	0.00	0.00
2008-1	R				0.00	0.00	0.00	0.00
2007-1	R				0.00	0.00	0.00	0.00
2006-1	R				0.00	0.00	0.00	0.00
2005-1	R				0.00	0.00	0.00	0.00
2004-1	R				0.00	0.00	0.00	0.00
2003-1	R				0.00	0.00	0.00	0.00
2002-1	R				0.00	0.00	0.00	0.00
2001-1	R				0.00	0.00	0.00	0.00
2000-1	R				0.00	0.00	0.00	0.00
1999-1	R				0.00	0.00	0.00	0.00
1998-1	R				0.00	0.00	0.00	0.00
Account Totals as of 03/05/2019					186.62	5.64	0.00	192.26

Per Diem

2018-1	0.0409
Total	0.0409

Note: Payments will be reflected as positive values and charges to the account will be represented as negative values.

Motion Rewritten. See Below. (KR)

TOWN COUNCIL MEETING OF 03/05/2019:

PUBLIC HEARINGS
REPORTS
OLD BUSINESS

X NEW BUSINESS
DISCUSSION ITEMS
EXEC. SESSION

ORDER 19-
X RESOLUTION 19- 25
ORDINANCE 19-

X PACKAGE
ADDITION

TO BE TITLED: Resolved that the Town Council accept a check from the Somerset County Sheriff's Office (SCSO) and these funds be deposited into the police equipment budget (05-10-15-10) to purchase equipment in support of drug investigations.

DESCRIPTION:

In 2018 the Pittsfield Police Department and SCSO initiated a joint drug investigation in Pittsfield. After a six-month investigation a state search warrant was executed and approximately \$10,000.00 in US currency was seized. The SCSO has shared \$3,304.00 of these funds (see attached). These funds are to be used to be used for drug related investigations, i.e., to purchase equipment, evidence, pay for overtime related to drug investigations, etc. Sheriff Dale Lancaster believes in the task force concept of working investigations. It's been refreshing to combine the resources of both agencies to protect the citizens of Pittsfield and Somerset County.

SUBMITTED BY: Pete Bickmore, Chief of Police
DATE: February 22, 2019

AGENDA-

Resolved that the Town Council accept Drug Forfeiture Funds in the amount of \$3,304.00 from Somerset County and authorize the expenditure of those funds to purchase equipment in support of drug investigations

As discussed at the last Council Meeting, grant and/or special revenue funds will continue to be placed in their own budget line in either Grants or Special Revenues as appropriate.



Somerset County
41 Court Street
Skowhegan, ME 04976

BANGOR SAVINGS-County

106763

DATE 11/06/18

PAY THREE THOUSAND THREE HUNDRED FOUR AND 00/100*****

AMOUNT
*****3,304.00

TO THE
ORDER TOWN OF PITTSFIELD
OF 112 SOMERSET AVENUE

PITTSFIELD, ME 04967

Tracey H. Rotond

FD Security Features. Details on back.

⑈ 106763⑈ ⑆ 211274382⑆ 9359802078⑈

-- A/P CHECK -- DATE 11/06/18

PAYEE: 00416 TOWN OF PITTSFIELD

CHECK 106763

WRNT	DESCRIPTION-----	REFERENCE-----	CREDIT	-DISC-	-AMOUNT-
0055	PITTSFIELD PD FORFEITURE	416/110718	0.00	0.00	3,304.00

Received 11/13/18
T.E.

Somerset County AMOUNT- *****3,304.00



SOMERSET

Tracey -
When you mail this,
please mail it to the
Police Dept, attention
Chief Peter Buckmore
112 Somerset Ave, Pittsfield
thank-you. 04967

Tracey Rotondi, Treasurer
County of Somerset
41 Court Street
Skowhegan, ME 04976

COPY

RE: Drug Forfeiture of Todd M. Anderson Jr.

Dear Tracey:

Please be advised that Somerset County Sheriff's Office in conjunction with the Pittsfield Police Department arrested Mr. Anderson. Therefore, Pittsfield Police Department is entitled to \$3,304.00 of the money forfeited.

Please issue a check to the Town of Pittsfield on behalf of the Pittsfield Police Department in the amount of \$3,304.00 from the Drug Forfeiture account.

Thanking you in advance for your assistance in this matter.

Sincerely yours,

Dale P. Lancaster, Sheriff

DPL/lbd

#416

E 4120-5430-4550

11-7-18

APPROVED FOR PAYMENT - SOMERSET COUNTY	
Vendor #	Invoice #
Date of Invoice: 10-1-18	Total \$ 3304.00
Acct #: 4120-5430-4550	
Acct #	
By	Date

Drug Acct

TOWN COUNCIL MEETING OF 03/05/2019:

<u> </u> PUBLIC HEARINGS	<u> </u> NEW BUSINESS
<u> </u> REPORTS	<u> X </u> DISCUSSION ITEMS
<u> </u> OLD BUSINESS	<u> </u> EXEC. SESSION
<u> </u> ORDER 19- <u> </u>	<u> X </u> PACKAGE
<u> </u> RESOLUTION 19- <u> </u>	<u> </u> ADDITION
<u> </u> ORDINANCE 19- <u> </u>	

TO BE TITLED: Discussion Items: As Listed Below:

DESCRIPTION: Brief updates and/or discussions will take place on the following items:

1. Council Committee Discussion to include membership review
2. Pittsfield Economic Expansion Corporation (PEEC) Request for Proposals for Video Production Services to promote the Town
3. Paving Plan Discussion on which roads to include in the Paving Plan
4. Maine Town & City Magazine Article - Civility 2.0 Discussion
5. BikeMaine Community Grant Opportunity
6. Project Canopy Grant Opportunity

SUBMITTED BY: _____

KR

DATE: _____

02/27/2019

AGENDA-5222



BikeMaine Community Grant Process

BikeMaine Community Grant Program

The BikeMaine Community Grant Program supports bicycle infrastructure projects that make it easier and safer for people of all ages and abilities to ride in Maine. BikeMaine accepts grant applications from communities who have hosted BikeMaine for lunch or an overnight stay.

Criteria for Community Grants

BikeMaine is soliciting grant proposals for bicycle-related projects from Maine communities that have hosted BikeMaine overnight or for lunch during the 2013 - 2018 events. BikeMaine has \$15,000 to award this year. **Interested applicants are asked to submit a maximum two-page letter of interest describing the project by e-mail to marybeth@bikemaine.org by March 31, 2019.**

What We Fund

BikeMaine provides match funding for bicycle infrastructure projects such as:

- Bike paths, lanes, trails, route signage, and bridges
- Mountain bike facilities
- Bike parks and pump tracks
- BMX facilities
- End-of-trip facilities such as bike racks, bike parking, bike repair stations, and bike storage

What We Don't Fund

- Feasibility studies, master plans, policy documents, or litigation
- Travel
- Events, races, clinics/classes, or bicycle rodeos
- Bike recycling, repair, or earn-a-bike programs
- General operating costs
- Staff salaries, except where used to support a specific advocacy initiative
- Rides and event sponsorships
- Planning and retreat

All grant submissions will receive a confirmation email acknowledging receipt. If you have not received a confirmation email within two business days of submitting your application, please contact the BikeMaine Ride Director at ride@bikemaine.org.

The BikeMaine Community Grant application has two parts:

1. **Letter of Interest:** Interested applicants should submit a letter of interest (LOI) to marybeth@bikemaine.org by **March 31, 2019**. LOIs should include basic information about the applying organization and contact person, as well as an overview of the

project proposed for funding.

2. **Full Application:** BikeMaine will request a full project application from a shortlist of qualified applicants. Invited organizations will receive access to the full online application by **April 15, 2019**.

The Grant Committee will evaluate each application based on the following criteria:

- Project quality - project scope, applicant's ability to complete project successfully, resources available, alignment between community need and project response, thoughtfulness in location and purpose
- Benefits to the community - population(s) reached, reason and methods for picking this project at this time, potential to increase ridership
- Measurement and evaluation - measurement methodology, applicant's ability to conduct measurement
- Community support and partnerships - reasons for project prioritization, capacity to make the project a success, community, business, and leadership engagement
- Role of BikeMaine funding - ability of BikeMaine funds to make a difference, attract matching funds, or leverage existing funds
- Diversity - geographic, project type, size of community

Final selection will be made and communities will be notified by **June 15, 2019**. A presentation of the grants will also be made during the week of BikeMaine, **September 7-14, 2019**.

Reapplying for Additional Support

BikeMaine does not consider additional funding requests from prior grantees for at least three years from the time of the original grant. This policy is designed to promote geographic and project diversity among our grant recipients.

Reporting Requirements for Grant Recipients

BikeMaine requests that grant recipient(s) keep us updated on the progress of their projects. Articles, photos, or other information is always welcome; additionally, we would like a brief letter or email every six months that includes:

- An update on the current status of your project
- An overview of upcoming project components or efforts
- A list of partners or supporters participating in your project

A final report upon completion of your project is required. The final report should be three pages or less and include the following:

- Outcome: what did your project build, improve, develop or accomplish?
- Measurement of Success: how will you determine the success of this project going forward?
- Who participated: identify volunteers, supporters, businesses, other groups who helped make your project a reality, including any political support received
- Benefits to the community, including economic impact if information is available
- Impact on ridership
- Keys to success and lessons learned: help us help others with what worked and what did not

- Summary of media coverage
- How BikeMaine support was recognized

Please attach:

- Project income and expense report reflecting all funding sources for the whole project
- Copies of or links to press clippings
- Two or three photos - we love pictures of people on bikes!

Submit reports via email to: ride@bikemaine.org

Questions?

Please contact:
 BikeMaine Ride Director
 207-623-4511
ride@bikemaine.org

2019 Timeline Summary

Date	Action
March 1	Send out solicitation to all former BikeMaine host and lunch communities requesting 2-page letter of interest/project description
April 1-15	Review proposals
April 15	Identify top 3 proposals and invite them to complete full application
May 31	Full application due
June 15	Final decision made

Grant History

After completing its three year start-up phase, BikeMaine awarded its first Community Grant in 2016 to the Town of Gardiner. In 2017, BikeMaine awarded two Community Grants - one to Regional School Unit 1 in Bath and one to the Washington County Council of Governments. In 2018, three Community Grants were awarded to the towns of Skowhegan, Bethel, and Kingfield.

About BikeMaine

BikeMaine is an event of the Bicycle Coalition of Maine, a statewide membership organization whose mission is to make Maine better for biking and walking. BikeMaine is a week-long bicycle tour designed to celebrate Maine’s people, places, culture, and food, and to encourage bicycle tourism in Maine’s rural communities. Proceeds from the event are used to support the Coalition’s programs and advocacy work, and to fund the BikeMaine Community Grants Program.

Eligible Communities:

2013: Orono, Milo, Dover-Foxcroft, Dixmont, Belfast, Blue Hill, Castine, Ellsworth, Bar Harbor, Eastbrook

2014: Westbrook, Casco, Norway, Monmouth, Winthrop, Sidney, Gardiner, Newcastle,

Boothbay Harbor, Dresden, Bath

2015: Kittery, Old Orchard Beach, Sebago Center, Bridgton, North Waterford, Bethel, Fryeburg, Sweden, Limerick, Kennebunk

2016: Winter Harbor, Harrington, Jonesport, Machiasport, Machias, Charlotte, Eastport, Edmunds, Lubec, Whitneyville, Milbridge

2017: Skowhegan, Unity, Pittsfield, Emben, Kingfield, Eustis, Rangeley, Carthage, Hartford, Livermore Falls, Farmington

2018: Presque Isle, Limestone, Caribou, Van Buren, Madawaska, Fort Kent, Allagash, St. Agatha

PROJECT CANOPY TREE PLANTING GRANTS 2019 APPLICATION GUIDELINES

**THE DEPARTMENT OF AGRICULTURE, CONSERVATION, AND FORESTRY'S
MAINE FOREST SERVICE
USDA FOREST SERVICE – URBAN AND COMMUNITY FORESTRY CFDA 10:675**



**Mandatory Grant Workshop
February 12, 2019
10am**

**Application Deadline
April 12, 2019
5pm**

**Project Canopy
Maine Forest Service
22 State House Station
Augusta, ME 04333
1-800-367-0223**

Project Canopy

INTRODUCTION:

Project Canopy is seeking proposals from municipal governments, non-profit organizations, and educational institutions that support community forestry planting and maintenance projects in Maine communities.

The amount of grant dollars available to the Department of Agriculture, Conservation and Forestry's Maine Forest Service (MFS) for this grant program is approximately \$90,000. This amount is contingent on federal and state funding levels. Applicants are eligible to submit proposals for up to \$8,000. The grant period is from May 13, 2019 to June 30, 2020.

BACKGROUND AND PURPOSE:

The Urban and Community Forestry Assistance Program is a national initiative designed to strengthen the connections between people and their environment. The USDA Forest Service Urban and Community Forestry Program was authorized by the Cooperative Forestry Assistance Act of 1978 (PL95-313) and revised by the 1990 Farm Bill (PL101-624) to promote natural resource management in populated areas and improve quality of life. Urban and Community Forestry Program goals of awareness, outreach and environmental equity, partnerships, and comprehensive natural resource management focus on achieving healthy sustainable forests, sustainable economic development, and information management.

Project Canopy has a vision that *every community will actively and wisely manage its community forestry resources in a sustainable manner, and that all Maine citizens become well informed as to the proper management of these resources and the benefits derived from them.* Project Canopy has identified four goals to support this vision. Projects proposed under this grant program must effectively contribute toward the following Project Canopy goals and USDA Forest Service national goals:

Project Canopy Goals:

1. Increase the number of managing community forestry programs.
2. Stimulate and heighten public awareness of what the community forest is, its role and benefits.
3. Create and maintain partnerships.
4. Promote comprehensive resource management of community forests and related natural resources.

USFS National Goals:

1. Sustain Our Nation's Forests and Grasslands
 - a. Strategic Objective A. Foster resilient, adaptive ecosystems to mitigate climate change
 - b. Strategic Objective B. Mitigate wildfire risk
 - c. Strategic Objective C. Conserve open space
2. Deliver Benefits to the Public
 - a. Strategic Objective D. Provide abundant clean water
 - b. Strategic Objective E. Strengthen communities
 - c. Strategic Objective F. Connect people to the outdoors
3. Apply Knowledge Globally
 - a. Strategic Objective G. Advance knowledge

- b. Strategic Objective H. Transfer technology and applications
- c. Strategic Objective I. Exchange natural resource expertise

The goal of this grant program is to support community efforts to develop and maintain long-term community forestry programs. Planting trees and caring for existing trees is an integral part of sustainable community forestry management. These grants provide an excellent opportunity for communities to increase tree cover, tree health, engage citizen volunteers, and build support for their community forestry program. Applicants are encouraged to contact Project Canopy staff to discuss project ideas. Examples of eligible projects include, but are not limited to:

- ◆ **Improved community health and quality of life** – Plant trees in visible, contiguous locations where they make a direct, positive impact on the community. Tree planting projects improve air and water quality, reduce noise pollution, and beautify neighborhoods and travel corridors.
- ◆ **Buffer plantings** – Trees naturally filter air and water, limit storm runoff, and stabilize soil. Proper tree planting in urban areas can have a positive impact on water quality, aesthetics, and wildlife habitat.
- ◆ **Business district enhancement** – Trees planted in business districts can have a positive impact on the economy. Consumers are more willing to patronize business districts that have tree lined streets, shaded parking, and green spaces.

ELIGIBLE GRANTEES:

Local municipal units of government, educational institutions, and non-profit entities, may be awarded grants for proposals that meet program guidelines.

COST-SHARING REQUIREMENT:

This is a 50/50 (Project Canopy/local) match program based on reimbursable costs. The maximum amount of federal funds awarded may not exceed 50% of the project cost and shall be no more than **\$8,000** per community application. Applicants must match federal funds, dollar for dollar, in the form of cash, services or in-kind contributions that meet program standards and guidelines. Applicants must match federal cost-share funds with nonfederal funds and/or contributions. The applicant may use current reasonable rates, i.e. the value of a professional consultant's time based upon his/her standard hourly rate of pay, when estimating the value of non-cash donations and in-kind services, e.g. volunteer time.

ELIGIBLE AND INELIGIBLE COSTS:

Eligible Reimbursable Costs:

The only costs eligible for reimbursement are those associated with one or more of the following:

- Fees charged by private contractors and/or consultants.
- Purchase of essential supplies and materials.
- Purchase and planting of trees, along with maintenance during the grant period. Three-year maintenance with a 90% survival rate is expected on all plantings, however, **maintenance costs outside of the grant period are ineligible.**
- Costs associated with site preparation and soil amendments.

Eligible Non-reimbursable Costs (Applicant's Share or Match):

The following costs are not reimbursable, BUT are allowed to meet the community's minimum cost-sharing requirements of 50% of the total project cost.

- Cash or in-kind donations and services.
- Salaries, fringe, and overhead costs.
- Volunteer labor, machinery and equipment.

Ineligible Costs (And NOT allowed as part of the community's cost-share):

This cost-share program is for projects and/or activities not currently funded. It is not intended to be a substitute for existing funding levels. The focus of the program is to support new initiatives that would not otherwise occur during the funding cycle.

- Purchase of machinery or equipment.
- Construction of any kind, e.g. sidewalks or roads.
- Purchase of land or land charges.
- Purchase of plant material classified as invasive species by the Maine Department of Agriculture, Conservation, and Forestry.
- Purchase and planting of Norway maples (*Acer platanoides*) (including cultivars).
- Purchase and planting of ash species (*Fraxinus* sp.)— due to likelihood of eventual spread of the Emerald Ash Borer (*Agrilus planipennis*).
- Normal, community wide periodic maintenance of utility (telephone, electric, and cable) lines unless it is site specific and necessary to the project.

APPLICATION INSTRUCTIONS:

To be considered for funding, applicants must meet the following requirements:

Training:

Attend the grant information workshop held via web conference. **Attendance is required.** Grant workshops will cover topics including grant writing, project development, sustainable community forestry management, and grant administration. **Please register** with Jan Ames Santerre (207-287-4987) to let us know you will be attending. All grant workshops are conditional on registration.

*Please note: The workshop is a distance learning workshop offered on the internet. Please contact us for more information.

Application Form:

- Complete the application form, including budget information. Project Canopy recommends that applicants obtain quotes for the cost of trees from nurseries and include the quotes with the application.
- The application must be signed by the designated and official representative.

Narrative: (1-3 pages)

Applicants are required to submit a narrative with their application containing the following information:

- A brief history of your community downtown tree program including mission and goals for the next several years.

- A description of the project, including what you expect to be developed, produced, performed and/or implemented; a clear and measurable work plan for the project; and a timeline for completion of the process.
- A description of how your project will effectively contribute to Project Canopy and USDA Forest Service goals.
- A description of how this project will enhance your community's capacity for long-term and sustainable urban and community forestry management.

Three-Year Maintenance Plan:

A three-year maintenance plan must be included in your application. The plan should identify individuals and resources responsible for tree maintenance over a three-year period. Only tree maintenance costs during the grant period are eligible for reimbursement or may be used as match.

Project Map/Planting Locations:

Include a map of the project area, clearly delineating planting locations. Trees must be planted on public property or on property with free public access that is visible from, or contiguous to, transportation corridors.

Letters of Support:

Applications that include a broad range of participants will be favored. Applicants are required to include letters of support from partners that include specific commitments and contributions to the project, e.g. amount of volunteer labor committed, estimated services provided, donated equipment or labor, and not just a general statement of support.

Community Capacity Checklist:

Please complete the community capacity checklist and submit it with your application.

FUNDING REVIEW AND CRITERIA:

Proposals will be evaluated on a competitive basis. Project proposals will be reviewed by an evaluation team made up of individuals from the Department of Agriculture, Conservation and Forestry's Maine Forest Service and Project Canopy partners. The evaluation team will make recommendations on applications to the State Forester, who will make final determinations. The grant review criteria are:

Project contributes to the goals of Project Canopy and the USFS	10 Points
Project helps support and build a sustainable community forestry program	10 Points
Project need and value to the community are evident	10 Points
New community (has not received funding from MFS/Project Canopy)	5 Points
Tree City USA	5 Points
Project has a realistic budget and timeline	5 Points
Community partnerships are evident and described in letters of support	5 Points
Community has a state approved comprehensive plan	5 Points
Application is complete, legible, and clearly presented	5 Points

IF AWARDED A GRANT:

Each grantee is required to sign an agreement for performance containing the required Federal General Assurances. The grant period is from May 13, 2019 to June 30, 2020.

Successful applicants cannot commence work or incur any expenses against the grant until an agreement between Project Canopy and the authorized agency/organization has

been signed. Expenses incurred outside the agreement period shall be deemed ineligible for reimbursement.

TIME TABLE:

- 1/2019: Grant announcement
- 2/12/2019: Grant workshop – Web based, 10am
- 4/12/2019: Applications are due to MFS no later than 5 p.m.
- 5/13/2019: Successful applicants will be notified by the MFS of conditional project approval

Successful applicants must spend allocated federal funds between **May 13, 2019 and June 30, 2020**. Applicants must complete final project reporting procedures, furnish documentation of project completion, and submit expenses to the MFS within 30 days following completion. Unless prior approval has been granted, grantees will be ineligible for reimbursement if completed grant documentation is not furnished to MFS by **July 31, 2020**.

PAYMENT PROCESS:

Funds will be awarded on a reimbursement basis only. This means that all expenses have been paid in full and the project is complete before filing for grant payment. Funds awarded under the grant are available once satisfactory work has been completed, within the contract period as described in the original scope of work, and after verification of expenditures and match. Grantees must file a request for reimbursement, and send records of expenditures and match to the MFS, within 30 days following completion of the project, but in no case later than July 31, 2020. Payment shall be made to the authorized local government unit, educational institution, or non-profit organization. Grantees can normally expect payment within 60 days of receipt of expenditure documentation.

All records and receipts associated with the project must be maintained and available for inspection by the Maine Forest Service and State and Federal auditors for three (3) years after the grant period.

TECHNICAL ASSISTANCE:

Technical assistance is available to all grant applicants from the Maine Forest Service. Applicants are strongly encouraged to seek assistance from MFS personnel. Questions concerning the application process and/or project development, should be directed to Jan Ames Santerre, Project Canopy Coordinator at (207) 287-4987; Kimberly Ballard, Outreach Coordinator at (207) 408-1226; or your local District Forester (listed below).

**THE DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY
MAINE FOREST SERVICE DISTRICT FORESTERS**

- | | |
|--|----------------|
| Oliver Markewicz, MFS, 2281 Alfred Road, Lyman, Maine 04002 | (207) 441-3712 |
| Morten Moesswilde, MFS, 536 Waldoboro Road, Jefferson, Maine 04348 | (207) 441-2895 |
| Terri Coolong, MFS, P.O. Box 415, Old Town, ME, 04468 | (207) 215-0679 |
| Dan Jacobs, MFS, 2 Forestry Road, Island Falls, ME, 04747 | (207) 441-4128 |
| Michael Jensen, MFS, P.O. Box 130, Jonesboro, Maine 04648 | (207) 441-4924 |
| Shane Duigan, MFS, 356 Shaker Rd., Gray, ME, 04039 | (207) 592-1251 |
| Patty Cormier, MFS, PO Box 416, Norridgewock, Maine 04976 | (207) 592-2238 |
| Adam Cates, MFS, PO Box 1107, Greenville, Maine 04441 | (207) 441-4139 |
| Michael Richard, MFS, 131 Bethel Road, West Paris, Maine 04289 | (207) 441-3276 |

Randy Lagasse, MFS, 45 Radar Road, Ashland, Maine 04732

(207) 557-1086

PROJECT CANOPY PLANNING AND EDUCATION GRANTS 2019 APPLICATION GUIDELINES

**THE DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY'S
MAINE FOREST SERVICE
USDA FOREST SERVICE – URBAN AND COMMUNITY FORESTRY CFDA 10:675**



**Mandatory Grant Workshops
February 12, 2019
10am**

**Application Deadline
April 12, 2019
5pm**

**Project Canopy
Maine Forest Service
22 State House Station
Augusta, ME 04333
1-800-367-0223**

PROJECT CANOPY

INTRODUCTION:

Project Canopy is seeking proposals from municipal governments, non-profit organizations, and educational institutions that support community forestry planning and education projects in Maine communities. **The ultimate goal of this grant program is to support community efforts to develop and maintain long-term community forestry programs.**

Project Canopy estimates that approximately **\$90,000** will be available for this grant program. This amount is contingent on federal and state funding levels. Applicants are eligible to request up to **\$10,000** in federal funds under this program. The grant period is from May 13, 2019 to October 31, 2020

BACKGROUND AND PURPOSE:

The Urban and Community Forestry Assistance Program is a national initiative designed to strengthen the connections between people and their environment. The USDA Forest Service Urban and Community Forestry Program was authorized by the Cooperative Forestry Assistance Act of 1978 (PL95-313) and revised by the 1990 Farm Bill (PL101-624) to promote natural resource management in populated areas and improve quality of life. Urban and Community Forestry Program goals of awareness, outreach and environmental equity, partnerships, and comprehensive natural resource management focus on achieving healthy sustainable forests, sustainable economic development, and information management.

Project Canopy delivers the urban and community forestry program in Maine. Project Canopy has a vision that *every community will actively and wisely manage its community forestry resources in a sustainable manner, and that all Maine citizens become well informed as to the proper management of these resources and the benefits derived from them.* Project Canopy has identified four goals to support this vision. Projects proposed under this grant program must effectively contribute toward the following Project Canopy goals and USDA Forest Service national goals:

Project Canopy Goals:

1. Increase the number of managing community forestry programs.
2. Stimulate and heighten public awareness of what the community forest is, its role and benefits.
3. Create and maintain partnerships.
4. Promote comprehensive resource management of community forests and related natural resources.

USFS National Goals:

1. Sustain Our Nation's Forests and Grasslands
 - a. Strategic Objective A. Foster resilient, adaptive ecosystems to mitigate climate change
 - b. Strategic Objective B. Mitigate wildfire risk
 - c. Strategic Objective C. Conserve open space
2. Deliver Benefits to the Public
 - a. Strategic Objective D. Provide abundant clean water
 - b. Strategic Objective E. Strengthen communities
 - c. Strategic Objective F. Connect people to the outdoors

3. Apply Knowledge Globally
 - a. Strategic Objective G. Advance knowledge
 - b. Strategic Objective H. Transfer technology and applications
 - c. Strategic Objective I. Exchange natural resource expertise

ELIGIBLE GRANTEEES:

State, county, and municipal units of government, educational institutions, and non-profit entities, may be awarded grants for proposals that meet program guidelines. Preference will be given to applicants that have not recently received funding through this program.

ELIGIBLE PROJECTS:

This grant program supports projects and activities that develop and maintain managed, long-term community forestry programs. Applicants are encouraged to contact Project Canopy staff to discuss project ideas. Proposals that support the following urban and community forestry program elements will receive preference under the 2019 grant program.

- **Street Tree Inventory** - A management tool documenting tree species, location, condition and maintenance needs.
- **Long-Term Planning** – Develop a strategic/management plan that addresses long-term goals or strategic planning by a tree board, tree commission, or beautification committee. Plan may include tree planting, maintenance, and replacement needs of community trees. Communities are strongly encouraged to establish a Tree Board or Conservation Commission, and complete a tree inventory before developing a strategic plan.
- **Tree Board Development** - Organize and establish a new tree board or commission to develop or administer a community forestry program. The group should be charged by municipal ordinance to act on behalf of town/city or in coordination with a city forester/arborist or public department.
- **Public Tree Ordinance** - Develop or revise a municipal tree ordinance that addresses authority over public trees, assigns responsibility to a public department or individual, establishes a tree board and sets management and maintenance standards. Communities are strongly encouraged to establish a Tree Board or Conservation Commission and develop a municipal tree ordinance if one is not already in place.
- **Forest Management Planning** – Develop or revise forest management plans for publicly owned or accessible parcels of forestlands in accordance with Maine Forest Service Wood-sWISE standards. Consultants providing these services must be on the Maine Forest Service Stewardship Forester List.
- **Invasive forest pest response plans** – develop plans to address resiliency of community trees and forests to present and imminent forest pests.

COST-SHARING REQUIREMENT:

This is a 50/50 (Project Canopy/local) match program based on reimbursable costs. The maximum amount of federal funds awarded may not exceed 50% of the project cost and shall be no more than \$10,000 per community application. Applicants must match federal funds, dollar for dollar, in the form of cash, services or in-kind contributions that meet program standards and guidelines. Applicants must match federal cost-share funds with nonfederal funds and/or contributions. The applicant may use current reasonable rates, i.e. the value of a

professional consultant's time based upon his/her standard hourly rate of pay, when estimating the value of non-cash donations and in-kind services, e.g. volunteer time.

ELIGIBLE AND INELIGIBLE COSTS:

Eligible Reimbursable Costs:

The only costs eligible for reimbursement are those associated with one or more of the following:

- Fees charged by private contractors and/or consultants.
- Purchase of essential supplies and materials.
- Purchase and planting of trees, along with maintenance during the grant period, for research and demonstration projects only. For all other tree planting and maintenance projects, refer to Project Canopy's Planting and Maintenance grant program. Three-year maintenance with a 90% survival rate is expected on all plantings. **Only maintenance costs incurred during the grant period are eligible for reimbursement.**
- Costs associated with site preparation and soil amendments.

Eligible Non-reimbursable Costs (Applicant's Share or Match):

The following costs are not reimbursable, **BUT** are allowed to meet the community's minimum cost-sharing requirements of 50% of the total project cost.

- Cash or in-kind donations and services.
- Salaries, fringe, and overhead costs.
- Volunteer labor, machinery and equipment.

Ineligible Costs (And NOT allowed as part of the community's cost-share):

This cost-share program is for projects and/or activities not currently funded. It is not intended to be a substitute for existing funding levels. The focus of the program is to support new initiatives that would not otherwise occur during the funding cycle.

- Purchase of machinery or equipment.
- Construction of any kind, e.g. sidewalks or roads.
- Purchase of land or land charges.
- Purchase of plant material classified as invasive species by the Maine Department of Agriculture, Conservation, and Forestry.
- Purchase and planting of Norway maples (*Acer platanoides*) (including cultivars).
- Purchase and planting of ash species (*Fraxinus* sp.)— due to likelihood of eventual spread of the Emerald Ash Borer (*Agrilus planipennis*).
- Normal, community wide periodic maintenance of utility (telephone, electric, and cable) lines unless it is site specific and necessary to the project.

APPLICATION INSTRUCTIONS:

To be considered for funding, applicants must meet the following requirements:

Training:

Attend the grant information workshop held via web conference. **Attendance is required.** Grant workshops will cover topics including grant writing, project development, sustainable community forestry management, and grant administration. ***Please register*** with Jan Ames Santerre (207-287-4987) to let us know you will be attending. All grant workshops are conditional on registration.

***Please note:** The workshop is a distance learning workshop offered on the internet. Please contact us for more information.

Application Form:

- Complete the application form.
- The application form must be signed by designated and official representatives.

Narrative: (3 page maximum)

Applicants are required to submit a narrative with their application containing the following information:

- A brief history of your community program, school or nonprofit organization, including mission and goals for the next several years.
- A description of the project, including what you expect to be developed, produced, performed and/or implemented; a clear and measurable work plan for the project; and a timeline for completion of the process.
- A description of how your project will effectively contribute to Project Canopy and USDA Forest Service goals.
- A description of how this project will enhance your community's capacity for long-term and sustainable urban and community forestry management.

Detailed Budget:

Use the budget form to provide a detailed estimate of costs and applicant's match. The following should be addressed in detail:

- Costs eligible for reimbursement.
- Applicant's share match. Indicate the source of matching funds and whether they are in-hand or pending.

Three-Year Maintenance Plan:

If tree planting is part of your proposal, a three-year maintenance plan must be included in your application. The plan should identify individuals and resources responsible for tree maintenance over a three-year period. **Only tree maintenance costs during the grant period are eligible for reimbursement or may be used as match.**

Letters of Support:

Applications that include a broad range of participants will be favored. Applicants are required to include letters of support from partners that include specific commitments and contributions to the project, e.g. amount of volunteer labor committed, estimated services provided, donated equipment or labor, and not just a general statement of support. **For applicants that are not a municipality, a letter of support from a sponsoring municipality is strongly recommended.**

Community Capacity Checklist:

Please complete the community capacity checklist and submit it with your application.

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