

**Pittsfield Town Council Package
for the meeting of
Tuesday, 11/19/2019
at 6:30 pm
Council Chambers**

Table of Contents:

- 1. Agenda for 11/19/2019;**
- 2. Minutes for the Regular Council Meeting held on 11/6/2019;**
- 3. Agenda sheet details for Ordinances 19-13 to 19-21; and**
- 4. Agenda sheet details for Resolutions 19-117 through 19-120.**

**There should be a total of 40 pages
in one PDF file.**

**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, November 19, 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 November 6, 2019.

3. PRESENTATIONS, CONGRATULATIONS AND INTRODUCTIONS:

Announcement and information regarding renovations at the Meeting House by Holly Zadra, Council President

Update regarding the Skating Rink Revitalization Project at the Pinnacle

Community and Economic Development Activities and Events

Events:

Small Business Saturday on Saturday, November 30, 2019

4. PUBLIC HEARINGS/OLD BUSINESS:

ORDINANCE 19-13: (Public Hearing) That the Town Council hereby ordains to transfer property located at 422 Hunnewell Avenue, Map 12, Lot 66-ON & Map 12, Lot 66 to Daniel L. Tozier for the sum of \$47,544.00 as the result of a Tax Acquired Property bid. The Town acquired said property as a result of automatic foreclosure of a 2016 property tax lien, recorded in the Somerset County Registry of Deeds on June 20, 2017, at Book 5169, Page 275 and Book 5169, Page 274, which matured on December 20, 2018. The Town Council further authorizes the Town Manager to execute a municipal quitclaim deed releasing the Town's interest in said property to Daniel L. Tozier.

ORDINANCE 19-14: (Public Hearing) That the Town Council hereby ordains to transfer property located at 103 Waverly Street, Map 33, Lot 41 to Kevin Heath for the sum of \$6,000.00 as the result of a Tax Acquired Property bid. The Town acquired said property as a result of automatic foreclosure of a 2016 property tax lien, recorded in the Somerset County Registry of Deeds on June 20, 2017, at Book 5169, Page 307, which matured on December 20, 2018. The Town Council further authorizes the Town Manager to execute a municipal quitclaim deed releasing the Town's interest in said property to Kevin Heath.

ORDINANCE 19-15: (Public Hearing) That the Town Council hereby ordains to transfer property located at 367 North Main Street, Map 29, Lot 23 to Kimberly M. Niles for the sum of \$5,000.00 as the result of a Tax Acquired Property bid. The Town acquired said property as a result of automatic foreclosure of a 2016 property tax lien, recorded in the Somerset County Registry of Deeds on June 20, 2017, at Book 5169, Page 310, which matured on December 20, 2018. The Town Council further authorizes the Town Manager to execute a municipal quitclaim deed releasing the Town's interest in said property to Kimberly M. Niles.

ORDINANCE 19-16: (Public Hearing) That the Town Council hereby ordains to transfer property located at Snakeroot Road, Map 05, Lot 02-A to Glen F. Wall and Ethan R. Wall for the sum of \$3,030.30 as the

result of a Tax Acquired Property bid. The Town acquired said property as a result of automatic foreclosure of a 2016 property tax lien, recorded in the Somerset County Registry of Deeds on June 20, 2017, at Book 5169, Page 190, which matured on December 20, 2018. The Town Council further authorizes the Town Manager to execute a municipal quitclaim deed releasing the Town's interest in said property to Glen F. Wall and Ethan R. Wall.

ORDINANCE 19-17: (Public Hearing) That the Town Council hereby ordains to transfer property located at 1044 Main Street, Map 04, Lot 46 to Richard A. Brown & Mary L. Brown for the sum of \$13,500.00 as the result of a Tax Acquired Property bid. The Town acquired said property as a result of automatic foreclosure of a 2016 property tax lien, recorded in the Somerset County Registry of Deeds on June 20, 2017, at Book 5169, Page 252, which matured on December 20, 2018. The Town Council further authorizes the Town Manager to execute a municipal quitclaim deed releasing the Town's interest in said property to Richard A. Brown & Mary L. Brown.

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:

ORDINANCE 19-18: (To be set to Public Hearing 12/17/2019) The Town of Pittsfield hereby ordains the 2020 Capital Budget be approved as follows:

Town Offices/Digitization	\$ 30,000
Municipal Building/Cosmetics	12,000
Police/Cruiser Video System	7,000
Police/Station Reserve	5,000
Police/Animal Control Officer Vehicle	25,000
Fire/Station Reserve	5,000
Airport/Obstruction Removal	49,000
Library/Capital Reserve Fund	<u>5,000</u>
 Total Projects/Reserves:	 \$ 138,000
 Total Projects/Reserves:	 \$2,531,800
Funding Breakdown:	
Funding by Loan	-\$ 1,360,000
Funding by Lease/Purchase	-\$ 0
Funding by Reserves	-\$ 75,000
Funding by Special Revenues	-\$ 10,000
Funding by Grants	-\$ 905,300
Funding by Other Resources	<u>-\$ 43,500</u>
 Total to be raised by taxation	 \$ 138,000

ORDINANCE 19-19: (To be set to Public Hearing 12/17/2019) The Town of Pittsfield hereby ordains that the 2020 Operating Budget in the amount of \$3,875,106 () be approved, and the total sum of \$6,406,906 () be appropriated (Operating plus Capital Budgets);

AND FURTHER, that \$1,964,900 () be raised through taxation; that \$1,537,305, () be raised from estimated revenues; that \$360,901 () be appropriated from State Revenue Sharing; that \$0 () be appropriated from Lease/Purchase; that \$1,360,000 be appropriated from Loans/Bonds; that \$75,000 () be taken from reserve funds; that \$10,000 be appropriated from Special Revenues; that \$905,300 () be appropriated from grants; that \$43,500 () be appropriated from other Revenue Resources; and that an additional sum of \$150,000 () be taken from undesignated fund balance.

ORDINANCE 19-20: (To be set to Public Hearing 12/17/2019) The Town of Pittsfield hereby ordains that the 2020 Water and Sewer Enterprise Fund budgets in the respective amounts of \$613,824 () and \$501,350 () be appropriated from the respective estimated departmental revenues.

ORDINANCE 19-21: (To be set to Public Hearing 12/17/2019) The Town of Pittsfield hereby ordains that the 2020 Water and Sewer Enterprise Fund Capital Budget in the amount of \$261,000 () be approved;

AND FURTHER, that \$232,000 () be appropriated from Water/Sewer Enterprise Additional Revenues and that \$29,000 () be appropriated from Water/Sewer Enterprise Loan/Lease-Purchase.

RESOLUTION 19-117: Resolved that the Town Council Abate Real Estate Property Account #2322 for 2017 and 2016 property taxes for principal in the amount of \$101.43 and \$98.98 plus costs and interest for a total to not exceed \$358.26 as the mobile home is uninhabitable and deteriorated.

RESOLUTION 19-118: Resolved that the Town Council authorize the Town Manager and Deputy Tax Collector to issue notices of Tax Acquired Property Sale and place a Tax Acquired Parcel out to bid as follows: Property Map 18, Lot 64, located on 456 Canaan Road, Pittsfield, ME.

RESOLUTION 19-119: Resolved that the Town Council approve the Request for Proposals for Power Line Tree Trimming and authorize the Town Manager and Public Works Foreman to issue the RFP for said work.

RESOLUTION 19-120: Resolved that the Town Council approve the Request for Proposals for Pittsfield Municipal Airport Obstructions Removal and authorize the Town Manager and Public Works Foreman to issue the RFP for said work.

7. DISCUSSION ITEMS:

A. Financial

1. Financial Reports as of 10/31/2019

Budget Expenditure Report

Revenue Collections Report

Excise Tax Collections Comparison Report

State Revenue Sharing Comparison Report
Economic Development Accounts Update
Housing Revolving Loan Update
Tax Increment Financing Update
Pittsfield Future Account Update
Transfer Station/Recycling Monthly Report
Theatre Monthly Report

2. Other Reports as of 10/31/2019

Building and Plumbing Permit Reports
Library Statistics
Police Statistics (not included)

8. **REPORTS:** Audience, Council

9. **ADJOURNMENT**

MINUTES

for a regular meeting of the Pittsfield Town Council, held on Wednesday, November 6, 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, Councilor Robert Stackhouse and Councilor Debra Billings.

Also present: Town Manager Kathryn Ruth, Assistant Michael Feole

AUDIENCE: Joe Sanborn, Pete Logiodice, Steve Vance and Pete Bickmore.

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 OCTOBER 15, 2019.**

Moved by Councilor Bolster and seconded by Councilor Billings that the Minutes of the regular meeting held on October 15, 2019 be adopted.

VOTE: UNANIMOUS AYE

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

Presentation by the Town Manager on Town Goals and Achievements

As an introduction for the upcoming budget process for 2020, the departments prepared a list of accomplishments and determined goals for the future. These materials are in the budget books under Tab 9. While we did start the budget process earlier this year, it is still a good idea to review goals and indicate our achievements. The Town Manager briefly reviewed a number of the departments' 2019 achievements and then a number of the 2020 goals developed by the departments.

Community and Economic Development Activities and Events were briefly noted

People were encouraged to participate in Small Business Saturday on Saturday, November 30, 2019

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

6. **REPORTS:**

A. COUNCIL COMMITTEES:

FINANCE: We met last Thursday and discussed the Capital Improvement Projects, the Budget and the Capital Improvement Budget.

ORDINANCE: We have not met because we are waiting for information from the Planning Board.

RECYCLING: No Report

B. BOARD AND COMMITTEE UPDATES BY TOWN COUNCILORS AND MANAGER: No Report

C. TOWN MANAGER'S REPORT

1.) Time Warner announcement: Name Change to Spectrum Northeast, LLC: READ for tonight:

2.) Kiosk or new Display Board in the Municipal Parking Lot for Public Notices: Compliments to the Boy Scout Troop #63 and especially Michael Killam. At long last we have a new Display Board for the island by the Recycling Trailer. Notices can be posted as well as materials that the public can view. The boy scouts worked getting this project approved and it has been a bit under 2 years since the Town was contacted about a project. This was Michael's Eagle Scout project. We will process a Certificate of Thanks at the next meeting for Michael and the Troop.

3.) New Transfer/Recycling Office Built and Ready for Delivery: Our Transfer Station/Recycling Coordinator Don Chute reports that the new building structure is complete. Coordination is taking place to get the building here for a weekend when everyone is available to work on it for their part. We will advise when that weekend will be for public notice just in case the project does not all get done in a tiny window utilized as the electrical and all controls need to be changed over and everything hooked up.

4.) Budget Calendar for 2020: READ for tonight

5.) Commercial Insurance Company: Glatfelter, our current insurance company is changing over to American Alternative Insurance Corporation at the next renewal in July 2020. The renewal process will be the same and the transfer should be seamless. There are some items that will need to be worked on before that time. There will be a Department Head/Supervisor meeting in January 2020 to work on a Comprehensive fleet safety program. We have bits and pieces that are completed, but not a uniform system. This will apply to not only the vehicles, but also all of the equipment that the Town has in the various departments.

6.) Annual Notices: The Annual Notice of our Sexual Harassment Policy and prohibition of sexual harassment in the workplace was distributed to employees with their last paycheck. We also distributed a copy of the notice of the Employee Assistance Program. So many employees seem to be going through some personal issues, financial issues or medical issues. This is a free program through our insurance program for all employees, even if they do not have insurance with the Town. It can also be used by their spouse which is awesome. It is free confidential help in which an individual can talk to the Anthem office by phone, in-person or on-line. An employee or spouse can have up to 3 free counseling visits per issue. We pay for this through our insurance and people should take advantage of it. Dealing with grief, alcoholism, pain, divorce, and so many other issues can be addressed.

7.) Cracksealing at the Airport: The cracksealing that was authorized this summer was completed at the airport this weekend. The company that was commissioned with the best pricing is very busy doing this work all across the State. Cracksealing can take place as long as there is not ice in the cracks. It is a hot product that seals the crack. This will be Year 1 of a 3 year project for the Town. Once we get the more important areas fixed, we will be further down the road toward an official FAA/MDOT cracksealing project in the Year 2025. At that time or around that time, the FAA and MDOT are talking about a \$350,000 project. \$4,400 was approved from the Airport Improvement Reserve for the initial work this year.

8.) Recreation Department Winter Sports 2019-2020 Registration: READ Notice

9.) Property Tax Relief Payment for the Homestead Exemption: The Town received an official notice from the State of Maine explaining the media item that had caused confusion about what was taking place and whether an individual has to reapply. No, anyone who qualified in 2019 for the Homestead Exemption will qualify for a \$100 relief payment to be sent out in January – February 2020. So, if someone qualified and had the exemption of 04/01/2019, he/she should receive the check.

10.) The Tax Acquired Property that did not receive any bids will be brought back for TAP Sale again with a reduced minimum bid.

7. **NEW BUSINESS:**

ORDINANCE 19-13: (Set to Public Hearing on 11/19/2019) That the Town Council hereby ordains to transfer property located at 422 Hunnewell Avenue, Map 12, Lot 66-ON & Map 12, Lot 66 to Daniel L. Tozier for the sum of \$47,544.00 as the result of a Tax Acquired Property bid. The Town acquired said property as a result of automatic foreclosure of a 2016 property tax lien, recorded in the Somerset County Registry of Deeds on June 20, 2017, at Book 5169, Page 275 and Book 5169, Page 274, which matured on December 20, 2018. The Town Council further authorizes the Town Manager to execute a municipal quitclaim deed releasing the Town's interest in said property to Daniel L. Tozier.

Moved by Councilor Stackhouse and seconded by Councilor Bolster that Ordinance 19-13 be moved to public hearing on 11/19/2019.

VOTE: UNANIMOUS AYE

ORDINANCE 19-14: (Set to Public Hearing on 11/19/2019) That the Town Council hereby ordains to transfer property located at 103 Waverly Street, Map 33, Lot 41 to Kevin Heath for the sum of \$6,000.00 as the result of a Tax Acquired Property bid. The Town acquired said property as a result of automatic foreclosure of a 2016 property tax lien, recorded in the Somerset County Registry of Deeds on June 20, 2017, at Book 5169, Page 307, which matured on December 20, 2018. The Town Council further authorizes the Town Manager to execute a municipal quitclaim deed releasing the Town's interest in said property to Kevin Heath.

Moved by Deputy Mayor Donahue and seconded by Councilor Margolskee that Ordinance 19-14 be moved to public hearing on 11/19/2019.

VOTE: UNANIMOUS AYE

ORDINANCE 19-15: (Set to Public Hearing on 11/19/2019) That the Town Council hereby ordains to transfer property located at 367 North Main Street, Map 29, Lot 23 to Kimberly M. Niles for the sum of \$5,000.00 as the result of a Tax Acquired Property bid. The Town acquired said property as a result of automatic foreclosure of a 2016 property tax lien, recorded in the Somerset County Registry of Deeds on June 20, 2017, at Book 5169, Page 310, which matured on December 20, 2018. The Town Council further authorizes the Town Manager to execute a municipal quitclaim deed releasing the Town's interest in said property to Kimberly M. Niles.

Moved by Councilor Bolster and seconded by Councilor Stackhouse that Ordinance 19-15 be moved to public hearing on 11/19/2019.

VOTE: UNANIMOUS AYE

ORDINANCE 19-16: (Set to Public Hearing on 11/19/2019) That the Town Council hereby ordains to transfer property located at Snakeroot Road, Map 05, Lot 02-A to Glen F. Wall for the sum of \$3,030.30 as the result of a Tax Acquired Property bid. The Town acquired said property as a result of automatic foreclosure of a 2016 property tax lien, recorded in the Somerset County Registry of Deeds on June 20, 2017, at Book 5169, Page 190, which matured on December 20, 2018. The Town Council further authorizes the Town Manager to execute a municipal quitclaim deed releasing the Town's interest in said property to Glen F. Wall.

Moved by Councilor Stackhouse to amend as follows: add Ethan Wall to the quitclaim deed, seconded by Councilor Billings.

VOTE: UNANIMOUS AYE

Moved by Councilor Stackhouse and seconded by Deputy Mayor Donahue that Ordinance 19-16 be moved to public hearing on 11/19/2019.

VOTE: UNANIMOUS AYE

ORDINANCE 19-17: (Set to Public Hearing on 11/19/2019) That the Town Council hereby ordains to transfer property located at 1044 Main Street, Map 04, Lot 46 to Richard A. Brown & Mary L. Brown for the sum of \$13,500.00 as the result of a Tax Acquired Property bid. The Town acquired said property as a result of automatic foreclosure of a 2016 property tax lien, recorded in the Somerset County Registry of Deeds on June 20, 2017, at Book 5169, Page 252, which matured on December 20, 2018. The Town Council further authorizes the Town Manager to execute a municipal quitclaim deed releasing the Town's interest in said property to Richard A. Brown & Mary L. Brown.

Deputy Mayor Donahue abstained from voting.

Moved by Councilor Bolster and seconded by Councilor Margolskee that Ordinance 19-17 be moved to public hearing on 11/19/2019.

VOTE: UNANIMOUS AYE

RESOLUTION 19-112: Resolved that the Town Council accept the bid of Michael Bolster of Burnham, ME in the amount of \$17,500.00 for Surplus 2004 Sterling Rolloff Truck and allocate the funds to PITT#13 Recycling Equipment (G1-603-00).

Councilor Bolster abstained from voting.

Moved by Councilor Stackhouse and seconded by Councilor Margolskee that Resolution 19-112 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 19-113: Resolved that the Town Council authorize the Town Manager to execute an easement to the Town of Burnham for Map 009, Lot 015 of the Town of Burnham Tax Maps for the construction of a gravel pad for use as a turnaround.

Moved by Councilor Bolster and seconded by Councilor Billings that Resolution 19-113 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 19-114: Resolved that the Town Council approve the expenditure of the remaining Bicentennial Funds at the end of 2019 for the following projects; (1) Historical Tour Signs and Installation Project for \$2,500 and (2) Boat Launch Development Project for \$2,500, both in 2020 and (3) the creation of an Account for the remaining funds to be expended for an annual Pittsfield Day Celebration.

Councilor Margolskee explained the proposal. The Town Manager noted that any additional funds to be raised by the Committee during the year such as collectibles would be placed in the fund for the future Pittsfield Day. Everyone agreed that this was an excellent approach.

Moved by Councilor Bolster and seconded by Councilor Billings that Resolution 19-114 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 19-115: Resolved that the Town Council waive the Bid Policy and accept the proposal of RHR Smith & Company, CPA of Buxton in the amount of \$10,400 for the Municipal, Water Enterprise and Sewer Enterprise Audits and \$2,500 for Single Audit for Grants if required for the Audit Year of 2019 and Approve the firm as the external auditor for the Town's 2019 Audit.

Moved by Councilor Stackhouse and seconded by Councilor Billings that Resolution 19-115 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 19-116: Resolved that the Town Council Authorize the Town Manager to Execute an Amendment to the Contract for Professional Engineering Services for the project of Environmental Permits for the Pittsfield Municipal Airport to include permitting and preliminary design to construct 8-unit T-Hanger and Apron under the Airport Improvement Program (AIP) Project No. 3-23-0036-017-2019 between the Town of Pittsfield and Hoyle, Tanner & Associates (HTA) after Maine Department of Transportation approval in an amount to not exceed \$43,400 for a total contract of \$143,400.

The Town Manager discussed the grant project history, completed work and upcoming work.

Moved by Councilor Bolster and seconded by Deputy Mayor Donahue that Resolution 19-116 be adopted.

VOTE: UNANIMOUS AYE

8. **DISCUSSION ITEMS:**

9. **REPORTS:**

AUDIENCE:

Steve Vance: Do I need to stay for the rest of the budget meeting? (The Town Manager advised no and noted the meeting date for the Highway budget review).

Council:

Councilor Bolster: No report.

Deputy Mayor Donahue: Police Chief Bickmore sent an e-mail today notifying us that he received a grant for a cruiser system and body cameras. She inquired if the \$7,000 can be deleted from the capital budget. (The Town Manager did not think that it was an exact match and will inquire). The Universalist Unitarian meeting house will be closed due to renovations being done on the lower level.

Councilor Margolskee: Congratulations to the Police Chief regarding the grant for body cameras. He has done a good job going out and making the Police Department safer and being around.

Mayor Nichols: Congratulations to Amanda and Pete in their council wins. Congratulations to the Police Chief for the grant. Kathryn, the staff upstairs and all other employees have done a wonderful job. I am glad that Howard's resolution passed. A Pittsfield Day would be awesome.

Councilor Curtis: No report.

Councilor Stackhouse: Resolution 19-114 is a great project and idea. Congratulations to Pete and Amanda for the Town Council wins. Kathryn - thanks for a great job upstairs.

Councilor Billings: Congratulations to the Police Chief on the grant. Thanks to Kathryn for keeping me updated while I was out. Also, thanks to Kathryn for help in the office when I was doing the efficiency study. I spent over 200 hours in the office reviewing the work and know what is needed. I like Howard's idea for a Pittsfield Day.

10. **ADJOURNMENT**

Moved by Councilor Stackhouse and seconded by Councilor Margolskee to adjourn at 7:30 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.

TOWN COUNCIL MEETING OF __11/19/2019__:

PUBLIC HEARINGS

NEW BUSINESS

REPORTS

DISCUSSION ITEMS

OLD BUSINESS

EXEC. SESSION

ORDER 19-_____

PACKAGE

RESOLUTION 19-_____

ADDITION

ORDINANCE 19-_____

TO BE TITLED: Presentations, Congratulations and Introductions

DESCRIPTION:

1. Update regarding the Skating Rink Revitalization Project at the Pinnacle

The project is moving right along with many donations of materials/supplies/construction work as well as several fundraising projects. The Committee plans to construct the exterior structure for the skating rink the weekend of 11/16-11/17/2019 through the efforts of volunteers. The Town Council will receive an update at the meeting. This is a very nice community project.

SUBMITTED BY: _____

KR

DATE: _____

11/13/2019

AGENDA-5327

TOWN COUNCIL MEETING OF __11/19/2019__:

<input type="checkbox"/> PUBLIC HEARINGS	<input type="checkbox"/> NEW BUSINESS
<input checked="" type="checkbox"/> REPORTS	<input type="checkbox"/> DISCUSSION ITEMS
<input type="checkbox"/> OLD BUSINESS	<input type="checkbox"/> EXEC. SESSION
<input type="checkbox"/> ORDER 19-_____	<input checked="" type="checkbox"/> PACKAGE
<input type="checkbox"/> RESOLUTION 19-_____	<input type="checkbox"/> ADDITION
<input type="checkbox"/> ORDINANCE 19-_____	

TO BE TITLED: **Presentations, Congratulations and Introductions**

DESCRIPTION:

1. Community and Economic Development Activities and Events: Further updates will be provided regarding projects as information becomes available:

Events:

Small Business Saturday on Saturday, November 30, 2019

Report on New Business Activity & Opportunities in Pittsfield:

A. General:

Calls continue to be received regarding private sector business activities that remain under review and small projects continue to be vetted. The Town has received a number of inquiries about available buildings in Town and provided information and assistance to business representatives collecting information on potential sites for their business or client. As we know, our available commercial business stock is limited. It is good that most buildings are occupied, however, the structures that are available are older and/or limited. A number of private sector business projects continue to be vetted. Not every business wishes to work with the Town and/or PEEC as some businesses wish to take care of their business needs themselves. A few projects are moving forward, although slowly due to their complexity. We have seen plans for the new brewery in the downtown. Some of the projects under review are very interesting.

B. Certificates for New Businesses and/or Projects:

Certificate to thank Michael Killam and Boy Scout Troop #63 for the Information Kiosk for the Recycling Drop Off Trailer in the Municipal Parking Lot

C. Promotion of Businesses that recently opened:

Cross Roads Case Management by Barry Morriss at 442 Main Street

P Squared Tax and Accounting by Michele Peterson at 113 N. Lancey Street

This Place at 445 Canaan Road by Joseph and Jennifer Perkins, who have received their Second Hand Dealer License

Pittsfield Medical Center at 105 Main Street by Dr. Alexandra Idenburg, M.D.

Decked out Skateboards at 145 Hartland Avenue by Jacob Hinsch

Sebasticook Trading Center at 1457 Main Street by James Martin, Jr.

Central Maine Motors on Main Street

Gracielyn Photography on Estelle Street by Amanda Sharples

The Flower Studio at 117 Somerset Plaza by Suzy Morton which is a Flower and Gift Shop at the Somerset Plaza

Sundew Studio at 113 North Lancey Street by Holly Zadra which is a yoga studio. 113 North Lancey Street is a wonderful Business Center that houses a variety of small businesses and entrepreneurs.

Dental Lace's new packaging/fulfillment center for on-line orders located at the former McMann's Auto property on Main Street (formerly known as South Main). This is exciting especially as the company is owned by a former citizen who grew up in Pittsfield. Dental Lace has been chosen as one of the 7 companies to be featured at the Maine International Trade Center's Global Event in 2019. Dental Lace is located in Scarborough and Pittsfield.

D. Large Grants:

The Community Development Block Grant Project for Innovative Specialties LLC – Received the close-out package and am waiting for the auditor. Paperwork was submitted to the State of Maine after approval of the auditor.

The Community Development Block Grant Project for Economic Development for the Main Street Sidewalk – waiting for the MDOT Survey that started in mid-May 2019 to near completion. It is expected in late September 2019 and we have inquired again as to the status. The survey has not yet been received with both the Town's Engineering Consultant CES, Inc. and the Town inquiring of MDOT. We would like to obtain the information and set up a site visit with interested parties while the weather still permits, then design the sidewalk and put the work out to bid this winter for the best pricing that we can obtain. This is a CDBG project, therefore, the full federal requirements must be bid. Another option is to have it designed and then have the sidewalk folded into the State's project. There are pros and cons, however, there would not be any coordination issues as there would be one entity in charge. Due to MDOT's schedule, the Town did receive additional time to complete this project. We are still waiting for MDOT to sign a contract with a design firm as it will take a lot longer for the design to be completed if MDOT does it themselves. The first team meeting on the Department of Transportation's Main Street Project has been set for the end of November 2019.

The Northern Regional Border Commission Grant project – began in May 2019 and construction as concluded in July 2019. Received paperwork and am working on the materials for the federal government. Had been waiting for materials so that this project can be closed out and the materials have just been received. This will take several days to complete. Clarification has been received regarding the materials to be submitted and the project is on-going to file the appropriate paperwork.

E. Report on Meetings & Events:

Report on Meetings:

Upcoming Meetings:

TOWN COUNCIL MEETING OF 11/19/2019:

PUBLIC HEARINGS
 REPORTS
 OLD BUSINESS

NEW BUSINESS
 DISCUSSION ITEMS
 EXEC. SESSION

ORDER
 RESOLUTION
 ORDINANCE 19-13

PACKAGE
 ADDITION

TO BE TITLED: Please see below Public Hearings.

DESCRIPTION:

Town of Pittsfield
Public Notice

ORDINANCE 19-13: That the Town Council hereby ordains to transfer property located at 422 Hunnewell Avenue, Map 12, Lot 66-ON & Map 12, Lot 66 to Daniel L. Tozier for the sum of \$47,544.00 as the result of a Tax Acquired Property bid. The Town acquired said property as a result of automatic foreclosure of a 2016 property tax lien, recorded in the Somerset County Registry of Deeds on June 20, 2017, at Book 5169, Page 275 and Book 5169, Page 274, which matured on December 20, 2018. The Town Council further authorizes the Town Manager to execute a municipal quitclaim deed releasing the Town's interest in said property to Daniel L. Tozier.

SUBMITTED BY: Emmalee Reed
DATE: 11/8/19
AGENDA-R2606 & R2605

TOWN COUNCIL MEETING OF 11/19/2019:

PUBLIC HEARINGS
 REPORTS
 OLD BUSINESS

NEW BUSINESS
 DISCUSSION ITEMS
 EXEC. SESSION

ORDER
 RESOLUTION
 ORDINANCE 19-14

PACKAGE
 ADDITION

TO BE TITLED: Please see below Public Hearings.

DESCRIPTION: Town of Pittsfield
Public Notice

ORDINANCE 19-14: That the Town Council hereby ordains to transfer property located at 103 Waverly Street, Map 33, Lot 41 to Kevin Heath for the sum of \$6,000.00 as the result of a Tax Acquired Property bid. The Town acquired said property as a result of automatic foreclosure of a 2016 property tax lien, recorded in the Somerset County Registry of Deeds on June 20, 2017, at Book 5169, Page 307, which matured on December 20, 2018. The Town Council further authorizes the Town Manager to execute a municipal quitclaim deed releasing the Town's interest in said property to Kevin Heath.

SUBMITTED BY: Emmalee Reed
DATE: 11/8/2019
AGENDA-R323

TOWN COUNCIL MEETING OF 11/19/2019:

PUBLIC HEARINGS
 REPORTS
 OLD BUSINESS

NEW BUSINESS
 DISCUSSION ITEMS
 EXEC. SESSION

ORDER
 RESOLUTION
 ORDINANCE 19-15

PACKAGE
 ADDITION

TO BE TITLED: Please see below Public Hearings.

DESCRIPTION:

Town of Pittsfield
Public Notice

ORDINANCE 19-15: That the Town Council hereby ordains to transfer property located at 367 North Main Street, Map 29, Lot 23 to Kimberly M. Niles for the sum of \$5,000.00 as the result of a Tax Acquired Property bid. The Town acquired said property as a result of automatic foreclosure of a 2016 property tax lien, recorded in the Somerset County Registry of Deeds on June 20, 2017, at Book 5169, Page 310, which matured on December 20, 2018. The Town Council further authorizes the Town Manager to execute a municipal quitclaim deed releasing the Town's interest in said property to Kimberly M. Niles.

SUBMITTED BY: Emmalee Reed
DATE: 11/8/19
AGENDA-R1471

TOWN COUNCIL MEETING OF 11/19/2019:

PUBLIC HEARINGS
 REPORTS
 OLD BUSINESS

NEW BUSINESS
 DISCUSSION ITEMS
 EXEC. SESSION

ORDER
 RESOLUTION
 ORDINANCE 19-16

PACKAGE
 ADDITION

TO BE TITLED: Please see below Public Hearings.

DESCRIPTION: Town of Pittsfield
Public Notice

ORDINANCE 19-16: That the Town Council hereby ordains to transfer property located at Snakeroot Road, Map 05, Lot 02-A to Glen F. Wall and Ethan R. Wall for the sum of \$3,030.30 as the result of a Tax Acquired Property bid. The Town acquired said property as a result of automatic foreclosure of a 2016 property tax lien, recorded in the Somerset County Registry of Deeds on June 20, 2017, at Book 5169, Page 190, which matured on December 20, 2018. The Town Council further authorizes the Town Manager to execute a municipal quitclaim deed releasing the Town's interest in said property to Glen F. Wall and Ethan R. Wall.

SUBMITTED BY: Emmalee Reed
DATE: 11/07/2019
AGENDA-R493

TOWN COUNCIL MEETING OF 11/19/2019:

X PUBLIC HEARINGS
____ REPORTS
____ OLD BUSINESS

X NEW BUSINESS
____ DISCUSSION ITEMS
____ EXEC. SESSION

____ ORDER ____
____ RESOLUTION ____
X ORDINANCE 19-17

X PACKAGE
____ ADDITION

TO BE TITLED: Please see below Public Hearings.

DESCRIPTION:

Town of Pittsfield
Public Notice

ORDINANCE 19-17: That the Town Council hereby ordains to transfer property located at 1044 Main Street, Map 04, Lot 46 to Richard A. Brown & Mary L. Brown for the sum of \$13,500.00 as the result of a Tax Acquired Property bid. The Town acquired said property as a result of automatic foreclosure of a 2016 property tax lien, recorded in the Somerset County Registry of Deeds on June 20, 2017, at Book 5169, Page 252, which matured on December 20, 2018. The Town Council further authorizes the Town Manager to execute a municipal quitclaim deed releasing the Town's interest in said property to Richard A. Brown & Mary L. Brown.

SUBMITTED BY: Emmalee Reed
DATE: 11/8/2019
AGENDA-R489

TOWN COUNCIL MEETING OF 11/19/2019:

<input checked="" type="checkbox"/> PUBLIC HEARINGS	<input checked="" type="checkbox"/> NEW BUSINESS
<input type="checkbox"/> REPORTS	<input type="checkbox"/> DISCUSSION ITEMS
<input type="checkbox"/> OLD BUSINESS	<input type="checkbox"/> EXEC. SESSION
<input type="checkbox"/> ORDER 19- <input type="checkbox"/>	<input checked="" type="checkbox"/> PACKAGE
<input type="checkbox"/> RESOLUTION 19- <input type="checkbox"/>	<input type="checkbox"/> ADDITION
<input checked="" type="checkbox"/> ORDINANCE 19- <input type="checkbox"/>	

TO BE TITLED: Ordinances to be set to public hearing on 12/17/2019:

DESCRIPTION: Four ordinances are involved with the adoption of the Municipal Budget and the Water and Sewer Enterprise Funds as follows:

ORDINANCE 19-: (To be set to Public Hearing 12/17/2019) The Town of Pittsfield hereby ordains the 2020 Capital Budget be approved as follows:

Town Offices/Digitization	\$ 30,000
Municipal Building/Cosmetics	12,000
Police/Cruiser Video System	7,000
Police/Station Reserve	5,000
Police/Animal Control Officer Vehicle	25,000
Fire/Station Reserve	5,000
Airport/Obstruction Removal	49,000
Library/Capital Reserve Fund	<u>5,000</u>
 Total Projects/Reserves:	 \$ 138,000
 Total Projects/Reserves:	 \$2,531,800
Funding Breakdown:	
Funding by Loan	-\$ 1,360,000
Funding by Lease/Purchase	-\$ 0
Funding by Reserves	-\$ 75,000
Funding by Special Revenues	-\$ 10,000
Funding by Grants	-\$ 905,300
Funding by Other Resources	<u>-\$ 43,500</u>
 Total to be raised by taxation	 \$ 138,000

ORDINANCE 19-___: (To be set to Public Hearing 12/17/2019) The Town of Pittsfield hereby ordains that the 2020 Operating Budget in the amount of \$3,875,106 () be approved, and the total sum of \$6,406,906 () be appropriated (Operating plus Capital Budgets);

AND FURTHER, that \$1,964,900 () be raised through taxation; that \$1,537,305, () be raised from estimated revenues; that \$360,901 () be appropriated from State Revenue Sharing; that \$0 () be appropriated from Lease/Purchase; that \$1,360,000 be appropriated from Loans/Bonds; that \$75,000 () be taken from reserve funds; that \$10,000 be appropriated from Special Revenues; that \$905,300 () be appropriated from grants; that \$43,500 () be appropriated from other Revenue Resources; and that an additional sum of \$150,000 () be taken from undesignated fund balance.

ORDINANCE 19-___: (To be set to Public Hearing 12/17/2019) The Town of Pittsfield hereby ordains that the 2020 Water and Sewer Enterprise Fund budgets in the respective amounts of \$613,824 () and \$501,350 () be appropriated from the respective estimated departmental revenues.

ORDINANCE 19-___: (To be set to Public Hearing 12/17/2019) The Town of Pittsfield hereby ordains that the 2020 Water and Sewer Enterprise Fund Capital Budget in the amount of \$261,000 () be approved;

AND FURTHER, that \$232,000 () be appropriated from Water/Sewer Enterprise Additional Revenues and that \$29,000 () be appropriated from Water/Sewer Enterprise Loan/Lease-Purchase.

DESCRIPTION:

Each year the Town Council sets the originally proposed budget to public hearing for the second meeting in December. The meeting will be published to meet the Town Charter requirements as recommended by the Town Attorney as we always advertise the original budget proposal, location of the meeting and where copies of the budget can be viewed. Any changes made to the budgets at the budget workshops and subsequent meetings will be tallied up for the motions to be made for adoption after the public hearing on 12/17/2019.

It is much more efficient to make any changes needed all at once rather than at separate meetings. All revisions can all be made at once after the budget hearing, which makes for a very streamlined budget process and much easier to document revisions and final approval.

SUBMITTED BY: _____ (KR)
DATE: _____ 11/13/2019
AGENDA-Budget 2020

**RE Account 2322 Detail
as of 11/19/2019**

Name: CROSS, ANTHONY

Land: 0
Building: 4,900
Exempt: 0

Total: 4,900

Location: 20 HOOD BROOK CT
Acreage: 0 Map/Lot: 013-009-ON
Book Page:

Ref1: 1990 14x66 MOBILE HOME
Mailing 7 HOOD BROOK CT
Address: PITTSFIELD ME 04967

2018-1 Period Due:

Year	Date	Reference	P	C	Principal	Interest	Costs	Total
2018-1	R				0.00	0.00	0.00	0.00
2017-1	L	*			101.43	14.79	57.67	173.89
2016-1	L	*			98.98	21.47	63.92	184.37
2015-1	R				0.00	0.00	0.00	0.00
2014-1	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
Account Totals as of 11/19/2019					200.41	36.26	121.59	358.26

Per Diem

2017-1	0.0195
2016-1	0.0190
Total	0.0384

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

TOWN COUNCIL MEETING OF 11/19/2019:

 PUBLIC HEARINGS
 REPORTS
 OLD BUSINESS

 X NEW BUSINESS
 DISCUSSION ITEMS
 EXEC. SESSION

 ORDER 19-
 X RESOLUTION 19- 118
 ORDINANCE 19-

 X PACKAGE
 ADDITION

TO BE TITLED:

RESOLUTION 19-__: Resolved that the Town Council authorize the Town Manager and Deputy Tax Collector to issue notices of Tax Acquired Property Sale and place Tax Acquired Parcels out to bid as follows:

Property Map 18, Lot 64, located on 456 Canaan Road, Pittsfield, ME.

Please see attached for additional information.

SUBMITTED BY: Emmalee Reed
DATE: 11/13/2019
AGENDA-

**TOWN OF PITTSFIELD
NOTICE OF TAX ACQUIRED PROPERTY SALE**

The Town of Pittsfield is soliciting bids for the sale of the municipality's interest in tax-acquired properties. Each bid must be in writing and in a sealed envelope marked "Proposal - Tax Acquired Property" on the exterior addressed to the Town of Pittsfield.

All bids must be received at the Pittsfield Town Office, Attention Deputy Tax Collector, 112 Somerset Avenue, Pittsfield, ME 04967-1432 by December 18, 2019 at 11:00 a.m., at which time they will be publicly opened. Late bids will not be opened or considered.

The following is required: a quotation sheet listing the parcel # and quotation amount. Also required is the proposer's name, mailing address and daytime phone number; a narrative statement as to what the proposer intends to do with the property and within what time frame. A certified check, bank money order, or postal money order in an amount not less than twenty percent (20%) of the quotation price shall be included as a deposit on the quoted price. Failure to submit the narrative statement or deposit shall cause the quotation to be automatically rejected.

Each successful proposer will be notified. The Town shall retain the submitted deposit of the successful party as a credit to payment and will return all other submitted deposits. The Town Council shall retain the right to reject any and all quotations submitted, to waive any formally in any proposal, that in its sole discretion, appears to best serve the interests of the municipality and the residents and property owners in proximity of the property.

The Town shall require payment in full from any successful proposer within twenty one (21) days of acceptance of the quotation. Should the successful proposer fail to complete the purchase, their deposit shall be forfeited to the Town which will retain title to the property. The Town Council at their discretion may accept the proposal of the next highest acceptable proposer. The Town shall issue a Municipal Quit Claim Deed Without Covenant to convey title. All property is sold "as is".

The successful proposer shall be responsible for the removal of all occupants of purchased tax acquired property and shall, in writing, forever indemnify and save harmless the municipality from any and all claims arising out of the sale of the tax acquired property brought by the occupants of the purchased property, their heirs or assigns.

The properties for sale are described on the Town's tax maps:

<u>Parcel #</u>	<u>Parcel Description</u>	<u>Minimum Bid</u>	<u>Parcel Address</u>
1.	Map 18, Lot 64	\$15,000.00	456 Canaan Road, Pittsfield, ME

Tax maps and other public information concerning the properties may be viewed at the Town Office during regular business hours, 8:00 a.m. to 5:00 p.m.; Monday - Friday or by calling (207) 487-3136. Please visit Pittsfield's website for more details: www.pittsfield.org.

TOWN COUNCIL MEETING OF 11/19/2019:

 PUBLIC HEARINGS

 X NEW BUSINESS

 REPORTS

 DISCUSSION ITEMS

 OLD BUSINESS

 EXEC. SESSION

 ORDER 19-

 X PACKAGE

 X RESOLUTION 19-

 ADDITION

 ORDINANCE 19-

TO BE TITLED: Resolved that the Town Council approve the Request for Proposals for Power Line Tree Trimming and authorize the Town Manager and Public Works Foreman to issue the RFP for said work

DESCRIPTION:

In 2009, the Town staff embarked upon a team project to cut a portion of the growth under the power line that lies between the Transfer Station and the Water Treatment Facility. We had found that the Town owned this power line due to arrangements made back in the late 1990's. The power line needed trimming, therefore, several departments performed the work under the supervision of the Safety Coordinator after CMP inactivated the power line. This took care of some of the brush and trees closest to the line.

In 2010, the Town hired a tree cutting company after issuing a RFP for Power Line Tree Trimming and receiving excellent bids.

In 2014, the project was again completed after issuing a RFP for the trimming along the Power Line. Only one bid was received, however, it was an excellent price and the company did a great job.

It is proposed to again go out to bid to clear away the debris and trees that have grown during the last 5 years.

SUBMITTED BY: _____

 KR

DATE: _____

 11/13/2019

AGENDA-5324

QUOTATION FOR POWER LINE TREE TRIMMING

TOWN OF PITTSFIELD
WATER WORKS
112 SOMERSET AVENUE
PITTSFIELD, ME 04967

INQUIRY ONLY

November 19, 2019

TO:

SPECIAL NOTICE TO INTERESTED PARTIES:

1. To receive consideration, an original copy of the quotation pages of this inquiry with the quotations filled in must be signed and returned within the stated period, by mail, parcel delivery service, or by hand delivery.
2. Quotations will be received in the Office of the Town Manager, 112 Somerset Avenue, Pittsfield, Maine 04967 until 11:00 AM prevailing time, Wednesday, December 11, 2019. All quotations shall be submitted in sealed envelopes which are plainly marked, "Quotation – Power Line Tree Trimming." No quotations will be accepted by facsimile (FAX) transmission.
3. Quotations will be opened publicly by the Town Manager or her designated representative at 11:00 AM, prevailing time, Wednesday, December 11, 2019. Firms or their representatives are invited to be present at the opening of the quotations.
4. All quotations shall be valid until December 30, 2019. All quotations shall list a ground cutting and overhead tree trimming price and a total price. It is the intent of the Town not to divide the work among contractors. The unit price will be used only for deletion purposes to bring the total contract price within budget. The Town reserves the right to accept as much of both the ground cutting and/or overhead tree trimming work as will fit within the budget. This means that work authorized, if a quotation is accepted, may pertain only to ground cutting or only to overhead tree trimming or could pertain to both types of work.
5. The contractor shall furnish all materials, labor, and equipment to complete the work as detailed or reasonably implied herein.
6. **All quotations must include a certificate of insurance providing proof of insurance. Insurance requirements are listed in the Specifications: Insurance, Warranty and Damage.**
7. The successful bidder will be required to sign the Town's Standard Services Contract.
8. Each contractor should visit the site and become familiar with the work involved and the conditions surrounding the work area.

9. The Town of Pittsfield reserves the right to reject any or all quotations, to waive any formality or technicality in the quotations, and to accept the quotation which is deemed to be in the best interest of the Town. It is anticipated that the Town will consider the bids by December 20, 2019.

SPECIFICATIONS

Insurance, Warranty, and Damage:

Quotations must include a certificate of insurance providing proof that he/she/it is adequately covered by public liability/general liability insurance (\$400,000 minimum), automobile liability insurance (\$400,000 minimum) and workers' compensation insurance. He/she/it must also provide evidence that any employees, or employees of subcontractors with CDL licenses, are participating in testing programs mandated by Federal Law under the 1988 Drug Free Workplace Act and Omnibus Transportation Employee Testing Act of 1991. The contractor shall assume all responsibility for damage done to structures or to property and for personal injury during the performance of work conducted under this RFQ.

Completion

The contractor shall begin the work in accordance with an agreed upon date with the Town and must complete the work by the date listed in the contract that is executed.

Billing and Payment

The Contractor shall submit a bill for work performed within seven (7) days after the completion of the work. Payment shall be made on a lump sum basis as per quotation after the work has been completed and accepted by the Town of Pittsfield.

SCOPE OF WORK

- A. All Ground Clearing and Tree Trimming are to be accomplished without endangering human life or personal or public property. Contractor shall coordinate work with utility companies when necessary.
- B. Contractor shall take appropriate measures to assure that traffic and pedestrian flow and conditions are maintained as near normal as practicable.

All trees limbs are to be removed and their locations are described as follows. Please contact the Water/Sewer Department at 487-5203 for any questions as to location or procedure.

	LOCATION	DESCRIPTION OF WORK	QUOTE
1.	Peltoma Avenue	Overhead trimming of 1.1 miles of Town owned power line.	
2.	Peltoma Avenue	Ground Clearing of 1.1 miles of Town owned power line.	
3.			
4.			
5.			
6.			

Unit Price per .50 mile for overhead trimming: _____

Unit Price per .50 mile for ground clearing: _____

Date by which all work in the bid will be completed: _____

TOTAL QUOTATION: _____

NAME OF COMPANY: _____

ADDRESS: _____

TELEPHONE: _____ **FAX:** _____

E-MAIL ADDRESS: _____

BY: (Print Name and Title) _____

SIGNATURE: _____

I certify that I am authorized to bind the company to this quotation.

By signing this agreement, the company agrees that the pricing shall be valid until December 30, 2019.

**TOWN OF PITTSFIELD
112 SOMERSET AVENUE
PITTSFIELD, MAINE 04967**

**PITTSFIELD MUNICIPAL AIRPORT OBSTRUCTIONS REMOVAL
REQUEST FOR QUOTATIONS**

November 19, 2019

The Town of Pittsfield, Maine is seeking proposals for (1) the removal of previously cut and dropped trees, stumps, brush, logs and slash including the disposal of materials from the designated areas; and (2) the cutting and removal of new growth (to include all trees, stumps, brush and slash). The grubbing of stumps and roots will not be required in the wetlands. All work is located at the end of Runway 1. The Town also seeks pricing for three alternate proposals as detailed on the quotation sheet.

SPECIAL NOTICE TO VENDORS

1. To receive consideration, an original copy of the quotation page of the inquiry with the quotations filled in must be signed and returned within the stated period, by U.S. Mail, postage prepaid, by a parcel delivery service, or by hand delivery. Quotations will NOT be accepted by facsimile (FAX) transmission.
2. Quotations must be submitted in a sealed envelope plainly marked on the outside:
"Pittsfield Municipal Airport – Obstructions Removal"
"BID – DO NOT OPEN"
and shall be addressed to Town Manager, Town of Pittsfield, 112 Somerset Avenue, Pittsfield, Maine 04967.
3. All quotations shall be received by 11:15 AM on Wednesday, December 11, 2019 at which time they will be opened publicly by the Town Manager or her designated representative. Vendors or their representatives are invited to be present at the opening.
4. Quotations must include a certificate of insurance providing proof that he/she/it is adequately covered by public liability/general liability insurance (\$400,000 minimum), automobile liability insurance (\$400,000 minimum) and workers' compensation insurance. He/she/it must also provide evidence that any employees, or employees of subcontractors with CDL licenses, are participating in testing programs mandated by Federal Law under the 1988 Drug Free Workplace Act and Omnibus Transportation Employee Testing Act of 1991. The bidder shall assume all responsibility for damage done to structures or to property and for personal injury during the performance of work conducted under this RFQ.
5. The successful bidder will be responsible for compliance with all applicable Federal, State and local laws and codes. All work must be in compliance with Town permits.
6. All quotations shall list a per unit price. The unit price will be used only for deletion purposes to bring the total contract price within budget.
7. The Town reserves the right to reject any or all quotations, to waive any technicality or formality in the quotations, and to accept any quotation which it may deem to be in the best interest of the Town.
8. The work must meet a minimum of the standards attached (See Attachment #1).
9. The successful bidder will be required to sign the Town's Standard Services Contract.

QUOTATION

BIDS MUST BE FIRM FOR 30 DAYS AFTER THE 12/11/2019 BID OPENING DEADLINE

ESTIMATED _____ ACRES

CLEAR DOWNED TREES, STUMPS, BRUSH,
LOGS & SLASH AND REMOVE.
ALSO CUT NEW GROWTH AND REMOVE.
PRICE PER ACRE.

\$ _____

ALTERNATE #1:
CUT JUST NEW GROWTH AND REMOVE.
PRICE PER ACRE.

\$ _____

ALTERNATE#2:
CUT UP DOWNED TREES, STUMPS, BRUSH,
LOGS & SLASH.
CUT NEW GROWTH.
PLACE ON CHAINS PROVIDED BY PW DEPARTMENT.
NO REMOVAL FROM AIRPORT PROPERTY
REQUIRED OF CONTRACTOR.
PRICE PER ACRE

\$ _____

ALTERNATE#3:
CUT ALL DOWNED TREES, STUMPS, BRUSH, LOGS
& SLASH AND ALL NEW GROWTH AS CLOSE TO
GROUND AS POSSIBLE. NO REMOVAL FROM AIRPORT
PROPERTY REQUIRED OF CONTRACTOR.
PRICE PER ACRE

\$ _____

BY SIGNING BELOW, THE COMPANY GUARANTEES THAT THE PROJECT WILL BE
COMPLETED BY _____:

NAME AND ADDRESS OF FIRM:

NAME OF AUTHORIZED PERSON: _____

SIGNATURE: _____

PHONE: _____

FAX: _____

E-MAIL ADDRESS: _____

Should you have any questions regarding this quotation or wish to schedule an inspection, please contact
Public Works Foreman Steve Vance at 487-6942.

ATTACHMENT #1

PITTSFIELD MUNICIPAL AIRPORT OBSTRUCTIONS REMOVAL

STANDARDS

1. GENERAL. The special requirements listed below shall govern any aspect of the work where the Owner or the Owner's Representative, thereafter known as Owner, deems such requirements applicable. The purpose of these requirements is to ensure that the work does not damage private property or create any hazard to aircraft operations, and point out special coordination or schedule conditions that the Contractor should understand. It shall be the Contractor's responsibility to conduct all work in strict accordance with the special requirements set forth herein and to fully cooperate with the Owner in every way necessary to fulfill the purposes of these requirements.

2. DESCRIPTION. The work generally consists of (1) the removal of previously cut and dropped trees, stumps, brush, logs and slash including the disposal of materials from the designated areas; and (2) the cutting and removal of new growth. The grubbing of stumps and roots will not be required in the wetlands. All work is located at the end of Runway 1. The Town also seeks pricing for three alternate proposals.

3. CONSTRUCTION METHODS. All timber, stumps, roots, branches, brush, weeds, and other perishable material resulting from the clearing and grubbing operations shall be legally disposed of off Airport property by the Contractor. The Contractor shall be responsible for obtaining all permits and paying all fees associated with the disposal of the materials resulting from the clearing and grubbing operations.

All salvaged wood and/or chips resulting from the clearing and all debris from the clearing and/or grubbing shall be removed from airport property before the project will be considered complete.

The Contractor shall clear the assigned area of all objectionable materials. Trees unavoidably falling outside the specified limits must be cut up, removed, and disposed of in a satisfactory manner. The Contractor shall preserve and protect from injury all trees not to be removed. The trees, stumps, and brush shall be cut flush with the ground wherever possible.

4. PROJECT SCHEDULE. The Owner has a Department of Environmental Permit. It shall be the Contractor's responsibility to incorporate all permit requirements into the project. The Contractor shall pay any fines assessed against the Owner for failure of the Contractor to comply with any and all permit requirements.

The Contractor shall be required to submit a tentative schedule of how the work will be accomplished while the ground is solidly frozen. In all cases, work must be completed on or by March 31, 2020. The Contractor shall notify the Owner at least 72 hours in advance of the time he/she intends to start work. It should be noted by the Contractor that 72 hours is the time required by the Owner to issue a proper Notice to Airmen (NOTAM) of the pending construction activities. The Contractor's daily schedule must be coordinated with the Owner.

5. WEEKLY AND DAILY SCHEDULES REQUIRED. To facilitate the specific requirements and intent of this section, the Contractor shall prepare and submit weekly, a schedule of operations for the following work week. The schedule shall be given to the Owner by the end of the work week preceding the week covered by the schedule. The weekly schedules shall be subject to the approval of the Owner and shall include the following: (a) Major work items to be accomplished; (b) Number of personnel to be on site; (c) Type and

quantity

of equipment to be on site; (d) Areas of the site where construction is scheduled; (e) Any anticipated closing of facilities that will be required; and (f) Other information requested by the Owner.

The Contractor shall have a competent foreman on the worksite at all times who is fully authorized to act as his/her agent on the work. The foreman shall be capable of reading and thoroughly understanding the plan and specifications and shall receive and fulfill instructions from the Owner.

The Contractor shall provide the Owner with the name(s) and telephone number(s) of a person or persons that can be contacted before or after work hours for emergency situations effecting the construction. The Contractor shall be "on call" at all times during the length of the construction period.

6. AIRCRAFT OPERATIONS AREAS. The Contractor shall keep his/her personnel and equipment at least 200 feet from the centerline of temporary Runway 1-19 and at least 50 feet from the edge of taxiways and aprons for aircraft movements. No equipment will be allowed to penetrate the Runway 1 approach surface and transitions. The Contractor shall take into account that construction will be performed on an active airfield with ongoing aircraft operations.

The Contractor shall be aware of the runway safety areas, and other restricted work areas. Constant radio contact and monitoring of the UNICOM frequency shall be required during all phases of the project.

7. OPEN TRENCHES OR EXCAVATIONS. The Contractor will not be permitted to leave any trenches or other excavations open at night, on weekends or at other times when the Contractor is not on the site. There shall be no excavations left open within the safety areas while the runways, taxiways, and aprons are in use unless the excavations are covered with approved plates. All excavations shall be backfilled and the pavement repaired and properly cured prior to the area being reopened to traffic.

Prior to the close of work each day the Contractor shall insure that the work area within the safety areas of the runways, taxiways and aprons are graded away from the pavements at a maximum slope of 5% and shall be left in such condition that it will drain readily and effectively and will not pose a hazard to aircraft. No piles of soil shall be left unspread, no sharp changes in grade will be permitted, and the surface shall be thoroughly compacted.

8. RADIO CONTROL. The Town, through its Airport Manager, shall provide the appropriate two-way radio to the Contractor. The Contractor shall be required to utilize this radio. The Contractor shall have two-way radio communication between his/her vehicle, Foreman's vehicle, flaggers, and escort vehicles at all times. No FAA or other airport frequency will be used for this purpose. The Contractor shall have on site at all times at least one radio equipped vehicle with operator who shall monitor the radio during all working hours. The radio vehicle shall have a two-way radio on the UNICOM frequency of 122.8 MHZ and the radio shall be capable of reliable two-way communication with the UNICOM from any location on the airport.

The Contractor shall, before the start of construction, test the radio/s with the appropriate agencies to demonstrate the capabilities and to demonstrate the performance of the operator and the equipment, the radio vehicle shall have a rotating amber light on the roof, which shall be in operation at all times. The radio car will be parked in an appropriate location so that the operator can view the work. Radio control will be required whenever the Contractor is working in or adjacent to the aircraft operations areas. Radio control will be required whenever the Contractor's vehicle and equipment are on or crossing active runways or crossing the approach to the runways.

9. FLAGGERS. The Contractor shall provide flaggers at each active pavement being crossed by his/her equipment to assure that moving aircraft are given the right-of-way at all times. Flaggers shall also be required when vehicles on a service road are crossing the approach to an active runway in addition to previously specified radio vehicles. The flaggers shall be carefully selected and fully instructed as to their

duties regulating the Contractor's equipment crossing the aircraft pavement. They shall also be provided with broom, shovel, and brush and instructed to remove any debris that might be left by the equipment on the aircraft pavement where it might be ingested by an aircraft engine. Each flagger shall be provided with and shall wear at all times he/she is directing traffic, an approved striped vest of a type specifically designed for use by traffic control personnel.

The Contractor shall also provide flaggers at locations where the haul routes enter public streets or highways from airport property in accordance with the applicable local requirements.

10. BARRICADES. The Contractor shall furnish and place as required, lighted barricades to clearly define and close work areas to aircraft operations.

The barricades shall be placed as directed by the Owner. The barricades shall be low profile type, a maximum of 24 inches high including light, shall be bright orange and white and when used to define hazardous areas at night, shall be lighted in a manner approved by the Owner. No open flame lighting shall be used.

All temporary lights and barricades shall be weighted against jet blasts (100 mph). **The Contractor will be responsible for providing, relocating, and maintaining the barricades throughout the duration of the project.**

11. CONTRACTOR'S STAGING AREA. An area will be designated for storing materials, servicing, parking, and repairing construction equipment. The Contractor will be required to return all equipment to the appropriate Contractor's staging area at the end of work, each day, unless otherwise approved by the Owner. All equipment booms shall be lowered at the close of each day's work.

All equipment will be parked in the staging area at the close of work each day and whenever it is not in use.

The Contractor shall provide all necessary temporary fencing and gates to protect materials and equipment from pilferage. The Owner will not be responsible for any vandalized equipment or material stored on the airport property.

Any area occupied by the Contractor shall be maintained in a clean and orderly condition satisfactory to the Owner. Particular attention shall be given to the elimination of combustible rubbish or debris in the areas and none shall be left exposed overnight or at other periods of time the work is shut down.

At the completion of the contract, all Contractor's facilities will be removed promptly in a workmanlike manner and the area left clean and free of all debris or surplus material.

12. HAUL ROUTES. When public roads must be used for haul routes, it will become the contractor's responsibility to obtain the proper permits needed and to obey all rules and regulations pertinent to the public roads. The Contractor shall stake or otherwise clearly delineate the haul routes. The Contractor's vehicles and equipment shall operate within the limits of the marked haul route.

Contractor's vehicles will not be allowed access to portions of the airport other than the work and staging areas.

All paved haul roads or access roads shall be kept clean at all times to prevent the accumulation of dirt and mud and the generation of dust by sweeping, washing or other methods directed by the Owner. Unpaved haul roads, if any, shall be maintained by blading and filling when directed by the Owner and dust shall be controlled at all times.

All paved haul roads disturbed shall be restored to their original condition or better before the contract will be considered complete. All restoration and dust control on haul roads shall be at the Contractor's expense.

All non-paved areas on the airport disturbed by the Contractor's operations shall be scarified or otherwise loosened to a depth not less than 5 inches. Clods shall be broken and the top 3 inches of soil shall be worked into a satisfactory seedbed by dicing, or by use of cultipackers, rollers, drags, harrows, or other appropriate means. This area shall then be seeded, fertilized and mulched.

The Contractor is hereby made aware that most of the existing turf areas of the airport are soft throughout the year. Therefore, it will be necessary to stabilize some of the haul routes in turfed areas. The stabilization of haul routes will not be paid for separately but rather it shall be considered incidental to the project. The stabilized haul routes shall remain after the construction is completed.

13. AIRPORT OPERATION AND SAFETY REQUIREMENTS. Normal airport operation will be conducted on the airfield during construction and the work shall be carried out in such a manner as not to interfere with the necessary operation of the airport. The Contractor shall take all precautions necessary to ensure the safety of operating aircraft as well as his/her own equipment and personnel.

No construction operations shall be carried on within 50 feet from the edge of any taxiway or within 200 feet of the centerline of any active runway or within the limits of active runway approach zones unless prior approval has been obtained. When permission has been granted to work inside these limits, no equipment shall be left within the lines when not actually working. During lunch hour breaks in the daily work schedule, and the days when work is not permitted or is not progressing, the equipment shall be located outside of these restriction lines. All booms shall be lowered when the equipment is not in operation. No construction operations, including an open flame such as welding or burning, shall be carried on near any aircraft. Equipment is to be stored in the Contractor's staging areas during nights and weekends when no work is scheduled.

Each Contractor's motorized vehicle shall be equipped with an amber flashing light and a 3-foot square flag consisting of international orange and white squares not less than 1-foot square displayed in full view above the vehicle. In addition, all Contractors' vehicles shall have the company identification plainly visible on both sides of the vehicle in order to identify the vehicle.

The Contractor shall obey all instructions as to the operation and routes to be taken by equipment traveling on Airport property. Any signs, lights, signals, markings, traffic control and other devices which may be required shall be provided and maintained by the Contractor during the course of the work, subject to the approval of the Owner. No aircraft pavement or navigation aid currently in service shall be left out of service overnight unless approved by the Owner. The Contractor shall check all permanent and temporary lighting to assure its operating condition before leaving the job each day.

The Contractor shall stake and permanently mark on the ground with a readily recognizable marking (football field marking or similar material) the restriction lines parallel to the taxiways and runways adjacent to the work and the approach zone limits so that workmen can readily recognize the limitations.

14. CROSSING ACTIVE AIRCRAFT AREAS (INCLUDING RUNWAY APPROACHES). In the event that construction activities require trucking or traveling across an active aircraft operation area, including crossing the approach ends of the runways, the Contractor shall supply a radio equipped flag person station at the location of the crossing. The flag person shall monitor the radio and be aware of any aircraft in route to that location. Aircraft shall be given the right of way at all times. The Contractor shall also provide a sweeper to be station at the crossing to clear any dirt, mud, or other Foreign Object Debris (FOD) that is tracked or spilled on the pavement. The cleaning of the pavement shall be an on going process as the pavement must be clear of any FOD prior to use by aircraft. The cost for the flag person and keeping the pavement clear of FOD shall not be measured separately for payment but rather shall be considered incidental to the project.

15. DISPOSAL OF MATERIALS. The Contractor shall be required to dispose of all materials in a legal manner in an approved landfill. Any excess topsoil shall remain property of the Owner and shall be stockpiled on the airport in a location to be determined by the Owner.

16. MAINTENANCE OF THE CONSTRUCTION SITE. The Contractor shall keep the construction site free of paper, boxes, and other debris that could be blown onto the runways and taxiways. All airport pavements shall be kept clear and clean at all times. All rocks, mud, and other debris carried onto the airport pavement the Contractor's equipment must be reported to the Owner. The Airport will then be closed in the affected area to air traffic and the Contractor will immediately sweep the area to the satisfaction of the Owner.

The Contractor shall also be responsible for supplying any other equipment as may be necessary to clean all areas that are contaminated a result of his/her operations to the complete satisfaction the Owner.

Trucks loaded in the construction area shall have loads trimmed as necessary to assure that no particles, stones or debris will fall off and that no legal load limits are exceeded.

The Contractor shall be particularly careful not to track foreign material onto pavements outside of and within the airport. The Contractor shall be responsible for removing foreign materials from vehicle tires prior to the vehicle leaving its work area.

TOWN COUNCIL MEETING OF 11/19/2019 **:**

<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: Financial As Listed Below

DESCRIPTION:

- A. Financial Reports as of 10/31/2019
 - Budget Expenditure Report
 - Revenue Collections Report
 - Excise Tax Collections Comparison Report
 - State Revenue Sharing Comparison Report
 - Economic Development Accounts Update
 - Housing Revolving Loan Update
 - Tax Increment Financing Update
 - Pittsfield Future Account Update
 - Transfer Station/Recycling Monthly Report
 - Theatre Monthly Report

- B. Other Reports as of 10/31/2019
 - Building and Plumbing Permit Reports
 - Library- Statistics
 - Police - Statistics (not included)

SUBMITTED BY: _____
DATE: _____
AGENDA-5325

 KR

11/13/2019