

MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, December 19, 2017 at 6:30 pm in the Council Chambers.

PRESENT: COUNCILORS: Robert Stackhouse, Michael Cianchette, Scott Strom, Timothy Nichols, Howard Margolskee, Heather Donahue and Marie Manning. **ABSENT: NONE.** Also present: Town Manager Kathryn Ruth; Town Clerk Nicole Nickolan. Audience members included Ed Buzzell, Suzy Morton, Matt Bagley, Pete Logiodice, Ray Berthelette, Ron Watson, Nancy Monteryo, Bill Piatt and Police Chief Pete Bickmore.

1. **Mayor Stackhouse** opened the meeting by leading the Pledge of Allegiance. The Council observed a moment of silence.

2. Adoption of minutes of the regular meeting held on December 5, 2017.

Moved by **Councilor Cianchette** and seconded by **Councilor Margolskee** that the minutes of the meeting held on December 5, 2017 be adopted.

ABSTAIN: MANNING
VOTE: UNANIMOUS AYE

3. PRESENTATIONS, CONGRATULATIONS AND INTRODUCTIONS:

Community and Economic Development Activities and Events

Events scheduled:

2018 Annual Banquet for Seabasticook Valley Chamber of Commerce (SVCC) on Wednesday, 02/21/2018 from 5:00 pm – 8:00 pm at Maine Central Institute Savage Family Dining Room

Report on New Business Activity & Opportunities in Pittsfield:

A. General:

A few private sector business activities remain under review and small projects continue to be underway. To address the few remaining available small locations, additional promotional pieces beyond our regular promotion of available properties had been provided to economic and community development resources and sites. We have received inquiries about industrial park buildings owned by the Town and have provided information on the GE Building that is now available. Other inquiries have been received regarding the available industrial park

lots. Most inquiries received this summer and fall for industrial park lots need much larger parcels, therefore, we have provided information on private sector opportunities.

The Town has received a number of new inquiries about available buildings in Town and provided information and assistance to business representatives collecting information on potential sites for their business or client. Some of the inquiries were from our website marketing materials while others were from the economic development information that we sent out on the internet. Still other inquiries were from advertising conducted on behalf of the property owners by their real estate agent or themselves.

For the **UTC Factory**, please see the lengthy history in prior meeting minutes. The property has been acquired by a developer who is located in Southern Maine. The property is being marketed by The Dunham Group for lease opportunities. The Town has contacted the Lead Generation company to discuss the project and future direction as the building is now owned by a developer. RCI is working on leads. The Developer has advised this week that he has the entire building rented out for cold storage for the winter, however, would like to have a permanent business in the facility in Spring 2018. We discussed the Town's lead generation project with the Canadian firm and the planned timeframe.

Bangor Savings Bank plans to move into the former TD Bank location in early 2018. A deed has been issued from TD Bank and its affiliates to Bangor Savings Bank for the closed TD Bank Facility in Downtown Pittsfield. This is the only time that we are aware that a bank has allowed another bank to move into its closed facility at least in this part of the State. Generally, there is a restriction placed on the deed. In this case, the transfer was allowed and Bangor Savings Bank will move into a much larger office space on Main Street. That will leave the little branch office at the Somerset Plaza available for a small business venture, dependent upon the restrictions, if any, placed on the deed by Bangor Savings Bank. Another call has been placed to BSB seeking information on the timeframe as well as intentions regarding the little building at the Plaza.

The Town continues to work with an upcoming small company **Innovative Specialties**, with a great skillset seeking an expansion in our community in the Industrial Park Phase II. This item was on the agenda for the 04/19/2016 meeting with three actions listed and on the agenda for 05/03/2016 with two ordinances set to public hearing and a resolution. The CDBG grant was approved for submittal after a very positive public hearing was held. The grant application was filed by the deadline in May. The project was approved at the 09/12/2016 Planning Board Meeting. All grant paperwork for the Phase II Project Development was filed on time at the beginning of October. The project is under review by the State. An RFP was drafted by the Town and reviewed by the State for engineering assistance for Innovative Specialties. The RFP has been provided to the company along with a list of suggested engineers to contact as well as any engineers that Innovative Specialties would like to obtain pricing from for assistance with the building. The Town has received a number of approvals and is awaiting the Town Attorney's review of the Side Agreement with Innovative Specialties, LLC so that we can execute all paperwork and start the project. The

grant is in the process of encumbrance with the State of Maine. The engineering firm with the low bid was chosen by Chad Dow and is now working on the project's engineering required to obtain permits for construction. The owner has requested that the engineering firm have the project ready to go out to bid in February 2017. As of the writing of this agenda item, the project remains at the Engineering firm. The Engineering firm has filed a revised site plan for review at the March 13, 2017 Planning Board Meeting. Approval was received. Additional clearing is required on the property and is expected to start this week. The first bills for reimbursement have been received for engineering. Once this project starts up, it will take 10-20 hours a week for months until completion. The bid package has been received for review. The project is out to bid with a due date for bids of May 01, 2017. Due to extensive engineering revisions, the due date for bids had to be moved back. When bids were received, the bids were very high due to the engineering package that was put out to bid. Mr. Dow is reviewing his options at this time and is working on a solution. UPDATE: The State of Maine has issued a variety of instructions regarding this project. We are currently awaiting an answer to our request to meet in person with the State to discuss options to move toward the construction of this project. We had a very successful meeting with DECD and are working on this now. UPDATE: Chad Dow's bank and Chad are working on the arrangements for his loan to cover the amount of the CDBG Grant, which will be reimbursed by the State of Maine, upon completion of the project. We have received word directly from the bank that the project will be set to go. Chad has applied for his building permit, plumbing permit and sewer connection permit.

The Town Council signed the following Business Certificates in 2016:

1. Puretech Window Cleaning at 115 Main Street
2. Pittsfield Redemption Center at 418 Main Street (new facility under new management on the other side of town).
3. Andrea Amara for Andrea's Salon at 11 Huff Road for a hair salon.
4. Kimberly Wick for The Sitter Center Daycare at 50 Mount Road
5. Steven Lamarre for Off The Wall Collectibles at 129 Morrill Street
6. Bag End Suri Alpacas of Maine's new Farm Store at 226 Snakeroot Road
7. Dysart's expansion for restaurant seating in the North Main Street section of the building
8. Lisa Lewia, LMT with her massage therapy business at 15 Gleneagle Court. This is a home occupation.

The Town Council signed the following Business Certificates in 2017:

1. Eden Day Spa at 145 Main Street (the corner of Main and Central Streets)
2. Artful Alterations owned by Becky Thompson who has returned to our community.
3. A New You owned by Terri-Jean Wilkinson which is a new business to open at 113 North Lancey Street as of March 1, 2017.
4. Simply Efficient by Lorrie Farewell at 811 Main Street on 05/02/2017
5. Grandpa's Specialty Smoked Meats at 117 West Street on 07/18/2017
6. Helpful Hands at 430 Main Street on 07/18/2017
7. The Maine Federation of Farmers Markets on 08/15/2017 (new location at Cooper on Sebasticook Street).

8. The Drooling Goat BBQ (at Stony Knolls Farm) owned by Ken and Janice Spaulding to Hathorn Park.
9. POPonOVERS at Big Bill's on Main Street by Nancy Monteryo
10. Dunkin' Donuts and Cafua Management Co, LLC
11. High Tide Low Tide by Wayne Dubay

Several business projects are under review for permits and approvals.

The Town Council signed the following Thank You Certificates in 2017:

1. Thank You for the great donation of materials by Hancock Lumber for the Hathorn Park Cupola.
2. Thank You to the Businesses supporting the Summer Concert Series: AAA Energy Service Co; Attorney Fred Bachrach; Bolsters Rubbish Removal; Bud's Shop 'n Save; Cianbro; Curtis Air; Dunkin' Donuts; Dysart's Travel Stop; Frost's Mobil Service; Hometown Healthcare Center; Houston-Brooks Auctioneers; Anonymous; Insource Renewables; McMann's Auto; Mike's Auto Body; Northeast Planning Association; Peoples United Bank; Pittsfield Redemption Center; Sebasticook Valley Health; Sebasticook Valley Regional Federal Credit Union; Skowhegan Savings Bank; United Insurance; and Varney Chevrolet.
3. Thank You to Sgt. Roussin for covering as Acting Police Chief from late October 2016 to early October 2017.

At this meeting, the Town Council signed a number of Thank You Certificates for the very nice **Christmas Tree Lighting Program** held on Wednesday, December 6, 2017.

The Economic Development **Lead Generation Project** went well with the issuance of the Situational Assessment and recommendations for sectors to promote for business attraction for the UTC Facility, SAS Facility and the Pittsfield Industrial Park Expansion, Phase II. The final report was issued in February 2017. Lead generation is now underway. One lead was obtained to date. We were advised that the company had expressed interest in one of the facilities here in Town and has talked about coming to Pittsfield in February – March 2017. No further information has been received. In April, the Town Manager spoke with the Lead Generation company and was marking arrangements to call the company. There was an extensive phone conference regarding how to proceed. The company has located a lead and discussions are now underway regarding background material for the company. After a Pittsfield Economic Expansion Corporation Director met with the lead generator in Canada, we began receiving other types of leads. PEEC will be discussing the type of leads desired for our community with RCI in September 2017 and this meeting was very helpful to define future direction. UPDATE: PEEC is working with RCI and Camoin Associates to schedule business visitations with multiple companies interested in the former UTC Facility during a several day period in January 2018 – February 2018.

The Town was formally awarded a **Community Development Block Grant for Economic Development for the Main Street Sidewalk Project** on Wednesday, November 15, 2017. This will be a great project. We have a group of excited volunteers ready to work on the project in 2018.

In addition, we will continue to work with several companies that wish to expand and/or locate in Pittsfield. These are on-going in the development and feasibility phases.

B. Properties for Sale:

1. SAS Property: Please see the lengthy history in prior meeting minutes. We are working with SAS intermittently to see if a company can utilize the factory for storage as it is great space that is going to waste. It has been very hard to have any type of deal for a business at this facility due to its current organizational structure. The interested company has made contact with the SAS representative and is awaiting approval. The Town then has followed up numerous times to request that there be a decision made. The Town has now learned that proposals will be reviewed on this property so we are working with a company on a proposal for a new manufacturing facility. The company is very interested in this facility. The company has been requested to provide their proposal for the project to the Town in writing so that we can proceed ahead. A proposal has not been received. It is reported that other parties are looking at the facility. The Town has requested that the company move forward. The Town has not been contacted regarding another non-business use of the lot, however, a project seems to be in the planning stages for the future. The property is not listed for sale. The State of Maine called about the building in late Feb. 2017. The Trust owning the property continues to not have much interest in selling the property.

The Northern Border Regional Commission Grant project is now underway with the issuance of the Request for Qualifications for Engineering for the Madawaska sewer line project. The Town has asked for guidance from the federal government on this project and is awaiting a phone conference.

2. Former Sebasticook Valley Health (SVH) Office Building: The former SVH Offices which included the Dental Clinic is now for sale. This property is in excellent condition inside. The Town has reviewed the facility with SVH Officers and will be listing the property to assist in its sale. SVH is also talking with real estate agents and has now officially listed the property for sale in late September 2017. Several referrals have been made by the Town.

C. Projects Under Review:

American Legion:

The American Legion's demolition project is well underway with the building coming down the week of September 12, 2016. The demolition was concluded by September 23, 2016. Now the Legion is working on the details for the foundation. The site looks great! There

have been many good comments about how nice the area looks. The foundation has been filled in. The American Legion is looking at options for a modular unit for the property. This is such an improvement to the neighborhood. A project is in the process of being planned. The lawn is being mowed regularly with grass returning to the lot. The American Legion continues to look for a suitable modular unit to place on the site.

D. Somerset Avenue Projects:

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

The Town inquired into the changes made in the road by MDOT during the paving in the Mill & Fill Project and the resulting water issues by Hartland Avenue. On 12/07/2015, the Public Works Foreman met with the Bangor Division Engineer John Devin about the continuous water problems at the end of Somerset Avenue and its intersection with Hartland Avenue, a very flat area without enough catch basins in the State system after the mill and fill project. To date, the Town has not been contacted with the proposed solution. MDOT has been trying to clean out and explore the catch basin system on Somerset Avenue due to issues. There has not been any progress on the drainage issues on the State's road. Multiple requests have been made and to date, the Town cannot get an answer on how MDOT will resolve the extensive drainage issue on the section of Somerset Avenue prior to Hartland Avenue. MDOT has decided that it will complete some renovations to Somerset Avenue to address the drainage. This will involve bidding out the installation of two (2) catch basins near the intersection of Somerset Avenue with Hartland Avenue. This is a very good development and when the work is completed, it will be very beneficial for the neighborhood. MDOT was called regarding the constant water problems at the location for cleanup which has not been taking place. As far as we know from inquiries, the installation of new catch basins is still underway for quotation. Further inquiries have been made to learn the status of this project and have not yet received an answer. No responses have been received from the Town's calls and filing of concern on the MDOT website for problems and issues.

E. Report on Meetings & Events:

Report on Meetings:

Kennebec Regional Development Authority (KRDA) FirstPark Executive Committee Meeting on Thursday, December 07, 2017 at 5:00 pm in Oakland at the T-Mobile Conference Room

Kennebec Valley Council of Governments (KVCOG) Board of Directors Meeting on Tuesday, December 12, 2017 at 9:30 am in Fairfield

Kennebec Valley Comprehensive Economic Development Strategy Committee Meeting on Tuesday, December 12, 2017 at 11:30 am in Fairfield

Upcoming Meetings:

More details after the Christmas Holiday. Meetings are being planned by the many intergovernmental agencies and committees.

4. PUBLIC HEARINGS:

ORDINANCE 17-09: (Public Hearing) The Town of Pittsfield hereby ordains the 2018 Capital Budget be approved as follows:

Police Cruiser	\$ 37,000
Fire Equipment	100,000
Highway General Equipment	35,000
Recycling Equipment	8,000
Municipal Building Capital	5,000
Library Capital	5,000
Theatre Renovations	10,000
Fire Station Capital	5,000
Highway Grant Match	200,000
Industrial Park	300,000
Theatre Revitalization	50,000
Community Building	100,000
Downtown Revitalization	50,000
Town Celebration	<u>10,000</u>
 Total Projects/Reserves:	 \$ 915,000
 Funding by Loan	 -\$ 100,000
Funding by Lease/Purchase	-\$ 0
Funding by Reserves	-\$ 0
Funding by Special Revenues	-\$ 10,000
Funding by Grants	\$ 400,000
<u>Funding by Other Resources</u>	<u>-\$ 300,000</u>
Total to be raised by taxation	\$ 105,000

Mayor Stackhouse opened the Public Hearing.

Mayor Stackhouse asked if anyone wanted to speak in favor of Ordinance 17-09. No comments were received.

Mayor Stackhouse asked if anyone wanted to speak against Ordinance 17-09.

Ray Berthelette: He would like to have an explanation of the \$100,000 for the Community Building. The Town Manager noted that there is a large excel spreadsheet which lists the

capital projects for each of the years of the Capital Improvement Plan. There also is a large document with a description of each of the projects in the Capital Budget for this year and past years. Both documents are on the table of handouts if people are interested in picking up copies. Each of the items in this Ordinance starting with Police Cruiser down to Fire Station Capital are funded by tax dollars. The rest are funded by grants, donations or other special revenues when received by the Town. These items are listed in the Ordinance in case a project comes up in which funding is realized during the year. If items that are listed later on in the Ordinance were not included and funding was later located, the Town could not proceed forward without amending the budget. The Town Manager explained that amending the budget is a lengthy and costly process. Again, from Highway Grant Funding through Downtown Revitalization and Town Celebration, these are projects that only take place if funding is found such as a grant opportunity comes up, donations are received or special revenues are available. All of these additional projects only take place with appropriate votes of the Town Council to approve them moving forward. Therefore, we need to separate out those that are funded by tax dollars from those which are funded by grants, donations and other funding sources. The Town is raising tax dollars for a number of projects and the rest of the projects are listed in case funding is realized. It is not a guarantee that these additional items will be funded. Listing these other items is a proactive move on the part of the Town.

Ray Berthelette asked if we were allocating funding for those projects? The Town Manager indicated that the additional items in the second part of the ordinance are not being funded so funds are not being allocated. This is a proactive approach so that if funding did become available, the Town can take advantage of a grant program or donations.

Ray Berthelette asked if the Town had plans for a Community Building? The Town Manager advised that the Town does not have a plan for a Community Building. The Community Building project is listed as it was a project that was found to be important through the 1997 Comprehensive Plan and the subsequent plan. This is a proactive approach in case a project presents itself. One never knows what can happen. Perhaps part of a building could become available and then funding is located to operate a small project. We would not want to miss out on an opportunity because we did not have it in our Capital Improvement Plan or have to spend time attempting to amend the budget.

Ray Berthelette said that he asked as this is a project that people have wanted for a long time and questioned it as the resources are not there. The Town Manager agreed that the resources are not there and that it would be a nice project for the community. **Mayor Stackhouse** explained the past efforts in the late 1990's to move a Community Center project forward. The Town Manager said in case an alternative type project came up, this Ordinance would provide an opportunity to pursue it. It would not be a new building.

Ray Berthelette asked why there are two-line items for the Theatre with one item being Theatre Renovations and one being Theatre Revitalization. The Town Manager explained that the Town Theatre is over 100 years old so items can happen to it. It has come to our attention it is best to have some funds available in a Theatre Renovations Reserve in case something needs to be

fixed. She explained that the Theatre Revitalization Project is the large multi-year project in case we are able to completely revamp the theatre. Therefore, the second one is in case grant opportunities and a large fundraising effort develops. The first one is tax dollars to have a small amount of funding available in case repairs are needed so that we do not shut it down.

There was a discussion about how it has been identified that the Theatre needs revitalization. The Town Manager described this item on the Capital Improvement Plan.

Ray Berthelette asked why the Town is putting money into the Theatre when it loses money each year? Aren't we subsidizing it? Ray Berthelette stated that this should look at the theatre as we are asking to raise taxation by \$105,000 and we have projects listed without any plans and we are subsidizing the theatre.

The Town Manager said that was an opinion that was first expressed last year. The Town appropriates \$105,000 each year from tax dollars for capital projects so the Town is not raising taxation by \$105,000. The other projects such as the Theatre Revitalization will only take place if funding is located.

Councilor Manning stated that the Comprehensive Plan came out some years ago and that the figures for the Theatre Revitalization have been there for a long time. She asked about the Industrial Park Expansion project – do we put \$300,000 in money in there every year? The Mayor explained that we do list items for multiple years if needed, however that for these large projects that are not funded by taxation that the money is not actually there. This is placed on the CIP so that if the funds are received, that a project can go forward.

The Town Manager was called out of the room for a few moments to discuss a major water break with a staff member and apologized for the interruption.

Ed Buzzell noted that the numbers do not add up on the Ordinance. The Town Manager explained the math and how all of the projects have to be added together and then at the bottom of the Ordinance all the revenue sources are listed. The revenue sources are then subtracted out leaving the \$105,000 which is allocated for taxation. She noted that this is the way that the Town is required to write the Ordinance under the Town Regulations.

Nancy Monterey asked if the items such as Police Cruiser through Theatre Renovations are the items that will raise taxes. The Town Manager noted that there will not be a tax increase from those items. The Town Manager verified that the \$105,000 will not raise taxes. The Town Manager noted that this is the same amount of tax dollars that we place in the budget each year for capital projects so the funding listed here for the Police Cruiser and a number of other capital projects will not raise taxes. We have placed \$105,000 in the budget for several years. Each year, we choose the items that will be funded by tax dollars. We will receive \$1-\$2 million dollars' worth of requested projects to be funded and we have been approving \$105,000 in property tax dollars.

Nancy Monteryo asked about the Police Cruisers and whether they were funded each year? The Town Manager explained the schedule the Town has been using. She asked what happens if the money is not all spent. The Town Manager advised that if we did not spend all of the budget for the Police Cruiser that the funds that were not spent would go into the Police Cruiser Reserve and then we would be able to utilize that funding toward the next purchase.

Ray Berthelette noted that it has been said that the mil rate will not be raised by the capital budget. Will the mil rate be going up.? The Town Manager confirmed that the Capital Budget will not raise the mil rate. If it is raised, it would be from the Operations Budget which is the second ordinance on the agenda. The Town Manager advised that no one can state exactly how much the mil rate will go up as it is based upon the Town's valuation, the school budget, county budget and then the Town budget. At this point, we only know the Town's budget that is proposed. She can estimate it which she has if all else stays the same. However, the item that affects the tax rate the most is an increase in the school budget simply due to the size of the budget as the Town's budget raised by taxation is small.

Mayor Stackhouse closed the public hearing.

Councilor Manning asked a question about the Theatre Renovations. Do we put \$50,000 into Theatre Renovations each year and \$100,000 into the Community Center each year? The Town Manager indicated no, that the amounts can differ or not be on the chart any particular year. These are on the chart in case funds come in as grant opportunities are realized. There was another discussion about the items that are raised by taxation and those items listed on the Capital Improvement Plan in case funds are realized.

Councilor Margolskee asked the Town Manager to explain again the budget amendment process. The Town Manager explained the process to amend the budget which is time-consuming and costly, therefore, this proactive process of listing the potential long-range projects is very helpful to the Town as it saves a lot of time and money.

Moved by **Councilor Donahue** and seconded by **Deputy Mayor Nichols** that Ordinance 17-09 be adopted.

VOTE: UNANIMOUS AYE

ORDINANCE 17-10: (Public Hearing) The Town of Pittsfield hereby ordains that the 2018 Operating Budget in the amount of \$3,070,218 () be approved, and the total sum of \$3,985,218 () be appropriated (Operating plus Capital Budgets);

AND FURTHER, that \$1,324,404 () be raised through taxation; that \$1,221,508 () be raised from estimated revenues; that \$229,796 () be appropriated from State Revenue Sharing; that \$0 () be appropriated from Lease/Purchase; that \$100,000 be appropriated from Loans/Bonds; that \$0 ()

be taken from reserve funds; that \$10,000 be appropriated from Special Revenues; that \$400,000 () be appropriated from grants; that \$300,000 () be appropriated from other Revenue Sources; and that an additional sum of \$399,510 () be taken from undesignated fund balance.

Mayor Stackhouse opened the Public Hearing.

Mayor Stackhouse asked if anyone wanted to speak in favor of Ordinance 17-10. No comments were received. **Mayor Stackhouse** asked if anyone wanted to speak against Ordinance 17-10. No comments were received.

Mayor Stackhouse closed the public hearing.

Moved by **Councilor Cianchette** and seconded by **Deputy Mayor Nichols** that Ordinance 17-10 be amended as follows:

ORDINANCE 17-10: The Town of Pittsfield hereby ordains that the 2018 Operating Budget in the amount of \$3,070,218 (**\$3,117,424**) be approved, and the total sum of \$3,985,218 (**\$4,032,424**) be appropriated (Operating plus Capital Budgets);

AND FURTHER, that \$1,324,404 (**\$1,371,610**) be raised through taxation; that \$1,221,508 () be raised from estimated revenues; that \$229,796 () be appropriated from State Revenue Sharing; that \$0 () be appropriated from Lease/Purchase; that \$100,000 be appropriated from Loans/Bonds; that \$0 () be taken from reserve funds; that \$10,000 be appropriated from Special Revenues; that \$400,000 () be appropriated from grants; that \$300,000 () be appropriated from other Revenue Sources; and that an additional sum of \$399,510 () be taken from undesignated fund balance.

The Town Manager explained the amendment which is two part. First, the Town had an estimated figure for Health Insurance and for the first time, that amount was much higher than the final figure. Therefore, rather than leave the extra money in the budget, we would take it out and budget the exact amount for the health insurance throughout the budget and also provide funds for the flex plan administration. Second, the Town Council had expressed interest in adding a position to the budget to assist the Town Manager so that the Town Manager will be able to work less, which would be good. Basically, over the years, five positions have been deleted and the Town Manager has been covering for some of these positions or covering work so that it is done. The position to be added is an Assistant to the Town Manager. Several proposals were requested and the Finance Committee preferred the Assistant to the Town Manager position.

The Town Manager noted in addition to the increase of **\$15,740** in property taxes resulting from lowering health insurance costs from the original budget proposed with the estimated health insurance figure, this amendment will add **\$69,866** to the budget for the addition of

the Assistant to the Town Manager. The 2018 Proposed Budget would now raise \$85,606 more in property taxes.

There was a discussion of how the Assistant to the Town Manager would cover when the Town Manager was out of the office similar to what the Town had back 6-7 years ago.

Councilor Manning stated that there were things in the job description that were not healthy as it states so the Town Manager can take a vacation. The Town Manager stated that was not in the job description. Councilor Manning said that should be changed. Councilor Donahue verified that the statement was not in the job description. It was in the explanation letter that was with the job description. The Town Manager stated that the Finance Committee liked the job description. The Town Manager indicated that three position write-ups were requested by the Town Councilors. The first one being the one that Councilor Manning wanted that no one can afford as it was a Deputy Manager that one City had. The second one was for an Assistant Town Manager that Towns our size would not have and the last one was the one chosen by the Finance Committee. This was the Assistant to the Town Manager, which is similar to what we had before and discussed a bit earlier.

Moved by **Councilor Cianchette** and seconded by **Deputy Mayor Nichols** that Ordinance 17-10 be adopted as amended.

VOTE AYE: Manning/Donahue/Margolskee/Nichols/Cianchette/Stackhouse

VOTE NAY: Strom

MOTION PASSES

ORDINANCE 17-11: (Public Hearing) The Town of Pittsfield hereby ordains that the 2018 Water and Sewer Enterprise Fund budgets in the respective amounts of \$430,732 () and \$501,350 () be appropriated from the respective estimated departmental revenues.

Mayor Stackhouse opened the Public Hearing.

Mayor Stackhouse asked if anyone wanted to speak in favor of Ordinance 17-11. No comments were received. **Mayor Stackhouse** asked if anyone wanted to speak against Ordinance 17-11. No comments were received.

Mayor Stackhouse closed the public hearing.

Moved by **Councilor Cianchette** and seconded by **Councilor Margolskee** that Ordinance 17-11 be adopted.

VOTE: UNANIMOUS AYE

ORDINANCE 17-12: (Public Hearing) The Town of Pittsfield hereby ordains to authorize the transfer of unencumbered appropriation balances to various departments as follows:

FROM:	05-10	Police	\$17,000
	15-05	Transfer Station	\$10,010
TO:	05-20	Street Lights	\$ 2,000
	10-05	Public Works	\$22,400
	20-05	Airport	\$ 2,610

Mayor Stackhouse opened the Public Hearing.

Mayor Stackhouse asked if anyone wanted to speak in favor of Ordinance 17-12. No comments were received. **Mayor Stackhouse** asked if anyone wanted to speak against Ordinance 17-12. No comments were received.

Mayor Stackhouse closed the public hearing.

Moved by **Councilor Cianchette** and seconded by **Deputy Mayor Nichols** that Ordinance 17-12 be adopted.

VOTE: UNANIMOUS AYE

5. REPORTS:

A. COUNCIL COMMITTEES: FINANCE, ORDINANCE & RECYCLING:

B. BOARD AND COMMITTEE UPDATES BY TOWN COUNCILORS AND MANAGER

Councilor Margolskee: Just a quick update. The Executive Committee will likely meet at the first of the year to discuss moving forward. Our next regular meeting will be on 01/10/2018 at 6:00 pm at the library.

Theatre Report by Town Manager: The Christmas movie THE POLAR EXPRESS was a huge success. 182 people came to the movie on December 10th. The movie played at 6:30 PM. After the free treats, the theatre sold concessions bringing in around \$275.00. A surprise special guest showed up called Santa Claus. The Theatre gave away \$100.00 in gift certificates (10 gift certificates for the box office and 10 gift certificates for the concessions). The Theatre also was given two new stuffed animals as donations which they gave away. Everyone had a great time. We would like to thank Peg Gray for sponsoring this movie with her \$300 contribution.

C. Town Manager's Report: Town Council Meeting of 12/19/2017:

1. The FYI Folder: FYI Folder which contains items that come in between the Town Council Meetings has the following this evening: READ List.

2. Theatre Golden Ticket Sale: Need a last minute Christmas present for someone hard to buy for? Does he/she like movies? Going to the Theatre? Buy the Theatre Gift Certificate Book for them and enter the drawing for a Golden Ticket. Two lucky winners will be drawn to have free admission to the Pittsfield Community Theatre for the entire year of 2018. WOW! Purchase at the Theatre by Dec. 31 (if not sooner for Christmas).

Gift Certificate sale for a book of 10 Gift Certificates are \$55.00

Come into the Pittsfield Community Theatre on Dec. 10 and have a chance to win a golden ticket for every book of ten gift certificates you buy, you will get a ticket to put your name and phone on, that ticket goes into a drawing for the golden ticket which will get two lucky winners free admission for the whole year 2018. We will be drawing the lucky tickets on Jan. 1st. 2018. To get in on the golden ticket ends Dec. 31 2017.

6. NEW BUSINESS:

(TABLED AT THE 12/05/2017 MEETING):

RESOLUTION 17-125: Resolved that the Town Council confirm the Town Manager's appointment for the Part-Time Recreation Director position in accordance with the Personnel Policy Regulations.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Cianchette** that Resolution 17-125 be removed from the table.

VOTE: UNANIMOUS AYE

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Cianchette** that Resolution 17-125 be adopted with the name Suzy Morton.

The Town Manager noted the reference and employer checks have been received and are very good. A copy of the background materials on the candidate were provided under separate cover. Under the Personnel Policy, a six-month probationary period is required.

Our current Recreation Director Deedra Jensen would like to resign due to additional duties at her current position and more importantly due to her continuing education as she has gone back to school. She has done an amazing job, however, it is too much for her to do all of these items at once. After advertising in multiple forums, we received an application.

Deedra has noted that she will continue to assist as long as necessary for a smooth transition.

Suzy was introduced to the Town Councilors prior to the meeting. Those Councilors who knew Suzy remarked how happy they were that she would be taking on this rewarding position and thanked her for her dedication.

VOTE: UNANIMOUS AYE

RESOLUTION 17-127: Resolved that Town Council allocate to the SVTV project (Sebasticook Valley Regional PEG Media and Television Station) all funding received from the Cable Companies, including but not limited to franchise fee revenues and capital expense funding. This allocation is to remain in effect for the duration of the contract signed on May 1st, 2017 between the Town of Pittsfield and the SVTV Station Liaison, "Twinkle" Marie Manning.

Moved by **Councilor Cianchette** and seconded by **Councilor Donahue** that Resolution 17-127 be set to discussion.

Councilor Manning indicated the reason she submitted the Resolutions is because she asked the Town Manager how best to get this into the budget. My assumption is that this was placed in the back of the budget book along with the proposal to have the Assistant Town Manager. My assumption is that while the Assistant Town Manager was placed in the budget, that SVTV was not. Have the franchise fees been allocated toward the SVTV project?

The Town Manager noted no, in fact in the five times that we have discussed this, the budget calendar that was put together with the goals and process that was approved established exactly how this would be addressed. New items are Additional Items. You submitted an Additional Item as you should have done. The Additional Item was reviewed by the Finance Committee. They did not vote on it as they needed more information. You were requested to provide information, however, indicated that you would provide your Annual Report in December. At that time, you did answer a lot of questions. So, the item was placed in the appropriate location in the Budget Book as it was an Additional Item. This was the process voted on by the Town Council. It is the same process that we utilized previously.

Councilor Manning stated so essentially, the Town receives money from the cable company and ideally it will go for the cost of a TV station. Now our Town puts it toward the overall budget. In April, I was give leadership over the project and I was told by the Town Council that it would support it with franchise fees. Right now, we get around \$23,000 in franchise fees. Part of my contract is to go negotiate with the cable company for the funds that we have as well for funds we should be getting for equipment. We should be getting funds of \$75,000 - \$100,000 for equipment. We do not have a station to even plug in equipment. My contract with the Town is to start up and grow a station starting with a mobile station for the website and grow that. And to negotiate with the cable company to get this done. And to make sure that that station is properly funded. We went forward in April

receiving start-up money from the Town and we are asking that the spirit of our agreement be kept and that the Town provide us with the franchise fees it is getting from the cable company.

Mayor Stackhouse asked if there were any more questions or discussion by the Councilors.

Councilor Donahue asked for clarification. If we vote in the affirmative on the first one, it will be all the franchise fees we receive as well as capital funds?

Councilor Manning stated that was correct. She noted that the reason she put both of her resolutions on the agenda is that she is still unclear. We just voted on a budget and now we have add ons to the budget – mine and there might be another one. I am still unclear how this gets resolved. I put in the two because I do not want to be responsible for raising taxes and have \$23,000 impact our town negatively. SVTV will be supported with everything above that \$23,000 consumed in the general budget. So basically, we ask for the funds because in the spirit of the agreement we ask to have the funds. Really, I would ask for all of it right now.

Councilor Margolskee asked in looking at the budget, my question revolves around the budget. In 2017, we had \$15,500 for the station. At the last meeting, we heard that the \$15,500 had not been spent or touched. Is that still the case?

Councilor Manning said no, it has been allocated to the website because I received queries from this council as it was curious as to why the funds had not been spent. It was allocated.

Councilor Margolskee inquired specifically when was it spent and do you have a receipt for it?

Councilor Manning advised she spoke to Gary today, I had sent him an e-mail and had not heard back from him. The memo to him to allocate the funds to the website and the back side of the website has taken place. I adjusted the budget as we do not know and we need to make sure that the website portion is moving forward. The budget that was presented in the official Annual Report also had the \$25,000 included. The budget created by the Town Manager specified an exact amount of \$23,148. So, this is the most accurate not knowing anything yet. We will gain the franchise fee from Pittsfield. Our intent is to reach out to other municipalities.

Councilor Margolskee asked when did this get allocated?

Councilor Manning noted we just allocated after this last meeting.

The Town Manager asked for clarification - so on December 5th, the monies had not been spent?

Councilor Manning answered that the monies had not been spent.

Town Manager asked so you are saying that on December 19, it has been allocated?

Councilor Manning answered yes, it has been allocated to the website.

The Town Manager asked if allocated means spent in this case? Have the funds actually been spent?

Councilor Manning stated yes.

The Town Manager asked if the funds were spent in a two-week period?

Councilor Manning stated yes, the feedback from this Council was that it was very upset. I have been spending my own funds and my own time is not reflected in this. It seemed you wanted a clear division between the startup funds and the franchise fees.

Councilor Cianchette stated that the Council was not upset that the funds were not spent. The Council was upset as there was no report.

Councilor Manning responded that there were reports.

Councilor Cianchette wanted to clarify this statement. I was not upset that the funds were not spent. I was upset as there has not been any accounting of the funds and expenditures. This is not a discussion, it is simply a clarification.

Councilor Manning indicated that this was not clear to me. She noted that she had asked the Councilors for feedback on the 40-page report and received none. I reached out to you several times.

Councilor Cianchette responded that we had feedback at the meeting which was the forum for this. If you did not understand my feedback then we have had a serious breakdown in communication.

Councilor Manning responded that there was no feedback on the report. I gave my report. There was a 40-page report. You did not give feedback.

Councilor Cianchette said that he does not want to discuss what went on at the last meeting, simply to give clarification. Thank you.

Councilor Manning thanked him.

Mayor Stackhouse said that we are not clear on where the money is. I want to see an invoice of when it was spent, something that said on 12/05 that the money was someplace in an account.

Councilor Manning said that no one is going to be releasing their bank statement.

Mayor Stackhouse said then produce an invoice.

Councilor Manning commented this item is not about that. This is about the franchise fee not the \$15,500. So, in order for me to live up to my part of the contract, at the last meeting, what I heard was that you want to hold my feet to the fire to go to get as much money as possible from the cable company and franchise fee, however, this Council is reticent to honor its commitment. I cannot in good faith negotiate for a television station you will not allow to exist.

Councilor Margolskee asked if Councilor Manning had verified or clarified that SVTV is a legal entity?

Councilor Manning answered that SVTV has a fiscal sponsor.

Councilor Margolskee stated that is not what I asked.

Councilor Manning said that she did not understand.

Councilor Margolskee stated that SVTV does not have a fiscal sponsor in the State of Maine.

Councilor Manning stated that it has a fiscal sponsor

Councilor Margolskee said I understand. Is SVTV a legal entity?

Councilor Manning stated that the Town Council has not provided the funds to do that. Over the last several discussions, it can take up to 3 years to get the status. This Council wanted a 501c3. I went and got a 501c3. Other 501c3s in Pittsfield and Central Maine did not have the background to do this. So, I reached out to a Florida non-profit that had a 501c3, so we met the requirement of the contract.

Mayor Stackhouse asked if there is any further discussion and if not, then are we ready to vote on the resolution. After the vote, the Mayor called for a roll call.

ABSTAIN: Manning
VOTE AYE: Donahue/Strom
VOTE NAY: Margolskee/Nichols/Cianchette/Stackhouse

MOTION FAILED

RESOLUTION 17-128: Resolved that the Town Council allocate to the SVTV project (Sebasticook Valley Regional PEG Media and Television Station) all funding received from the Cable Companies, including but not limited to franchise fee revenues and capital expense funding (with the exception of the first \$23,148 in franchise fees received from the Cable Companies in 2018 as this amount has been seemingly encumbered towards the Town's general operating budget in the 2018 fiscal year). This allocation is to remain in effect for the duration of the contract signed on May 1st, 2017 between the Town of Pittsfield and the SVTV Station Liaison, "Twinkle" Marie Manning.

Moved by **Councilor Cianchette** and seconded by **Councilor Donahue** that Resolution 17-128 be set to discussion.

A question was posed from **Councilor Manning**. So, this is over and above for all the money I am supposed to go negotiate for. For all of those who want to say no on this project can you explain to me why? You gave money for the project, 100's of hours were put into it, and I am to go with Mark to negotiate for more money and equipment. What to do with the money and equipment to come in?

Councilor Cianchette stated as has been noted before and not to my satisfaction, 501c3 Positively Florida is noted as a religious organization. Your response was dismay and expressing why did I not bring this to you. Second, no accounting for the \$15,500 for weeks and weeks and weeks of asking. You provided that it was on Sheet 7 and Sheet 8. I asked about it as it was not on those sheets. You said it was not spent.

Councilor Manning stated I presented a report.

Councilor Cianchette continued: Third, no other Town is fiscally responsible. No one has kicked in a penny. We should not fund the other towns' cable. Fourth, the cable company has yet to be approached. Equipment that they are contractually obligated in your estimation which could be up to \$70,000. You have not bothered to approach them as you have no place to plug it in.

Councilor Manning injected that was not what she said. Councilor Cianchette said that is exactly what you said. The report gives examples of a what other towns received which is a lot more.

Councilor Cianchette said that he is responding to her comments and not the report.

Councilor Manning asked what is the Town going to do with the equipment?

Councilor Cianchette advised that we can review the meeting minutes at another meeting. We do not need to continue on this point now. This is why I am not in favor of this project. I am not going to justify my answers as we have gone over this.

Councilor Manning noted at the last meeting when we were discussing this, I asked each one of you five gentlemen, I asked what it would take for you to approve this project and you refused to tell me. I heard I cannot do hypotheticals; asked for an attorney, I heard every excuse, but I did not hear what it would take to approve this project which you have already committed to “verbally.”

Councilor Cianchette stated I have already explained 4 items that need clarification or why there are so many questions. That is well documented. I do not have to list it out for you. Those are my concerns.

Councilor Manning said so at the last meeting you cited an aggregated website that has rampant misinformation on it that when you put in PEEC, nothing comes up. But that is the sacrament site that you are going to use to railroad my project?

Councilor Cianchette stated I was not the only person who found that site.

Councilor Manning said yes, Howie also found it. If you went to the Florida non-profit website, you would find accurate information about this 501c3, but you do not want transparency in government.

Councilor Cianchette stated that he did not want words put in his mouth.

Councilor Manning stated that conjuncture is what takes place in this room, thank you for being far more respectful then you were the last time.

Councilor Donahue noted that she was sorry that she did not have any of her notes from her conversations. I went on line and found the same information as Mike and Howard. I called the Florida website Bizstar and found that website, looked at Gary’s Facebook and the last 15 years for this 501c3. all Facebook pages for all the members that are President, V-P and Secretary and the Boards that you need to have to have a 501c3. I looked through all their information I could find on-line as well. I looked at Sunbiz.org and talked to a gentleman there on the non-profit registrations. They filed each year on time. I talked to a gentleman in the business department where they would have registered. Talked at length on how Florida does their registrations. I asked how we would be able to find records as they are not listed on-line. For owners of 501c3, income does not appear, a 501c3 does not file, it goes to the members. They then file it on their own personal income tax. It does not have to be open and available to the public unless they choose to do that. These are not items that raised red flags. I ran out of time to go to the federal government so I did not go above the state to the federal. In the two hours on the web, looking at profiles. I was satisfied with the people involved, the address was stable for the past 15 years and in the same neighborhood

or town. For me, I will once again vote in the affirmative to fund this project. We cannot measure everything in dollars. People can know what is going on in the School Budget Meetings and other events to know what is going on in this Town. So, to me this is worth it and I will be voting in the affirmative again.

The **Mayor** checked to see if there was any other discussion and called the vote on the resolution. After the vote, the Mayor then asked for a roll call.

ABSTAIN: Manning
VOTE AYE: Donahue/Strom
VOTE NAY: Margolskee/Nichols/Cianchette/Stackhouse

MOTION FAILED

After the vote, Councilor Donahue expressed her disappointment in the Town Council for a project that they had previously supported earlier this year.

Councilor Manning thanked Councilor Donahue and then spoke to the audience stating that the website and the station is still operational and will continue to operate. I am the station liaison for Pittsfield and have a contract with this Town Council for five years and while at this time, they may not be willing to fund it, SVTV will continue to provide programming.

Councilor Manning made a motion to adjourn. There was no second to the motion.

The Town Manager noted it would be good to finish out the last meeting of the year.

Mayor Stackhouse noted that he saw that Councilor Manning was taking pictures. She stated it was a public meeting. He stated he does not want photos of him posted on Facebook. If I see any posted you can expect a call. Matt Bagley, in the audience, stated he saw pictures being taken and stated that he feels the same.

Councilor Manning exited the meeting.

RESOLUTION 17-129: Resolved that the Town Council authorize a total of \$18,650.00 for Carry Forwards from the 2017 Budget and Encumber the funds for 2018.

Moved by **Councilor Cianchette** and seconded by **Deputy Mayor Nichols** that Resolution 17-129 be set to discussion.

The Town Manager noted the Town Charter allows for funds to be carried forward into the next year if the purpose for the funds has not yet been addressed and/or to encumber the funds for that future use. Generally, Carry Forwards take place due to circumstances beyond a department's control in which staff were unable to complete a large budgeted project. Due to current revenue collections, the departments have been extremely conservative with

spending in order to make sure that revenue collections support the budget that is spent. In 2015, the Town carried forward \$42,300 for projects not yet completed and in 2016, the Town carried forward \$28,000.

For 2017, it is proposed that we encumber funds for one Carry Forward account. This will be for Community & Economic Development for projects. The review of the two historic dams owned by the Town and leased to a contractor could become an excellent economic development project. The dams and their history need to be reviewed back to the 1880's as well as the boundaries.

01-45-25-05 Comm & Ec Dev - \$18,650 Ec Dev projects, Planning, Legal, PEEC and Grant Review

VOTE: UNANIMOUS AYE

RESOLUTION 17-130: Resolved that the Town Council authorize the Town Manager and Deputy Treasurer to expend and transfer \$1,571.00 from the Highway Equipment Reserve PITT #05 (G1-601-00) for the purpose of installing two radios in the new vehicles (Loader and One-Ton Truck) and working on other radios.

Moved by **Councilor Cianchette** and seconded by **Deputy Mayor Nichols** that Resolution 17-130 be set to discussion.

The Town Manager noted the Highway Budget is in distress due to a number of items. Purchasing and installing radios for the new Loader and the new One Ton Truck so that they can communicate with each other and the fleet during the winter is a legitimate expense for the Highway Equipment Reserve. Other radios will be fixed as needed.

VOTE: UNANIMOUS AYE

RESOLUTION 17-131: Resolved that the Town Council authorize the Town Manager to execute a contract for the Police Department with the Humane Society – Waterville Area for the period of January 1, 2018 – December 31, 2018 at the sum of \$_____ per quarter to not exceed \$_____ for the year and authorize the Town Manager to sign same.

Moved by **Councilor Cianchette** and seconded by **Councilor Donahue** that Resolution 17-131 be tabled to the next meeting.

The Town Manager noted as of yet, the Town has not received a call back from the Humane Society. Generally, at this time, the Board of Directors would have had a meeting to set the per capita cost for 2018. The Society may not be at full staff right now. We will continue to call until the meeting. If we have the price and it is reasonable, we will be all set. If we do not have the price, we can table the item until the Human Society has the approved pricing in place. The Society will continue to take our animals.

VOTE: UNANIMOUS AYE

RESOLUTION 17-132: Resolved that the Town Council accept a grant from Somerset County and the Maine Emergency Management Agency (MEMA) in an amount to not exceed \$1,795.00 and authorize the expenditure of those funds for same.

Moved by **Councilor Cianchette** and seconded by **Deputy Mayor Nichols** that Resolution 17-132 be set to discussion.

The Town Manager noted all grant funds need to be approved by the Town Council.

Under the 2017 Homeland Security Grant Program, the Town was eligible for a mobile data terminal. Sgt. Roussin completed the paperwork for the State. The grant funds will come through Somerset County as each County is allocated a certain amount of funds under this particular Homeland Security Grant.

It is likely that the purchase will end up costing less, coming in around \$1,592.00. A new sturdy laptop will be a great enhancement.

VOTE: UNANIMOUS AYE

RESOLUTION 17-133: Resolved that the Town Council write off two years of taxes on Robert A Neal, Sr. on Map 27, Lot 59-9 being the 2014 and 2015 tax years to not exceed \$401.62.

Moved by **Councilor Cianchette** and seconded by **Deputy Mayor Nichols** that Resolution 17-133 be set to discussion.

The Town Manager this is not an abatement as it does not qualify under the State Law. The property was wrecked and ripped apart by the next-door neighbor who stated he had an arrangement with the owner to take the metal. The owner was in jail and stated he did not provide permission for this. The Police attempted to resolve the situation for restitution however it was so confused with the people involved that it was not suitable for prosecution.

Basically, we have two years of taxes with no way to collect the outstanding taxes. The property owner left town as he had no place to live. The next-door neighbor then wrecked his own property and left town so trying to collect from him is out of the question. It would be prudent to just write off these taxes. Once before the Town had to do this as collection attempts have been futile and in the future, would waste staff time. As this will be a Write Off of Taxes and not an abatement, we do not have a background memo from the Assessor. I did speak with Mr. Van Tuinen and he does agree with this approach.

VOTE: UNANIMOUS AYE

RESOLUTION 17-134: Resolved that the Town Council accept all cash donations for the Library Donations (G#1-634-00) for 2017 and authorize the expenditure of the funds in accordance with Town Rules and Regulations.

Moved by **Councilor Cianchette** and seconded by **Deputy Mayor Nichols** that the Town Council suspend the Rules.

VOTE: UNANIMOUS AYE

Moved by **Councilor Cianchette** and seconded by **Deputy Mayor Nichols** that the Town Council vote upon Resolutions 17-134 through 17-141 as a group and adopt the Resolutions as presented.

The Town Manager noted under the State Law, the Town needs to authorize the acceptance of all cash donations.

VOTE: UNANIMOUS AYE

RESOLUTION 17-135: Resolved that the Town Council accept all cash donations for the Community Swimming Pool Donations (G#1-643-00) for 2017 and authorize the expenditure of the funds in accordance with Town Rules and Regulations.

RESOLUTION 17-136: Resolved that the Town Council accept all cash donations for the Underage Drinking Program (R-85-65-10) for 2017 and authorize the expenditure of the funds in accordance with Town Rules and Regulations.

RESOLUTION 17-137: Resolved that the Town Council accept all cash donations for the Theatre Fundraising Campaign (R-86-09-01) for 2017 and authorize the expenditure of the funds in accordance with Town Rules and Regulations.

RESOLUTION 17-138: Resolved that the Town Council accept all cash donations for the Pittsfield Keep Neighbors Warm Program (referred to by staff and citizens as Pittsfield Keep Me Warm) (R-86-10-01) for 2017 and authorize the expenditure of the funds in accordance with Town Rules and Regulations.

RESOLUTION 17-139: Resolved that the Town Council accept all cash donations for the Re-Use Building (R-86-11-01) for 2017 and authorize the expenditure of the funds in accordance with Town Rules and Regulations.

RESOLUTION 17-140: Resolved that the Town Council accept all cash donations for the Historical Depot (R-86-20-01) for 2017 and authorize the expenditure of the funds in accordance with Town rules and regulations.

RESOLUTION 17-141: Resolved that the Town Council accept all cash donations for the Police Donations (R-86-62-05) for 2017 and authorize the expenditure of the funds in accordance with Town Rules and Regulations.

Note: Resolutions 17-134 through 17-141 were voted upon as a group in one motion and adopted.

RESOLUTION 17-142: Resolved that the Town Council appoint Stephen Seekins as Code Enforcement Officer for the period of 01/01/2018 – 12/31/2018.

Moved by **Councilor Cianchette** and seconded by **Deputy Mayor Nichols** that Resolution 17-142 be set to discussion.

ABSTAIN: Donahue
VOTE: UNANIMOUS AYE

RESOLUTION 17-143: Resolved that the Town Council appoint Stephen Seekins as Licensed Plumbing Inspector for the period of 01/01/2018 – 12/31/2018.

Moved by **Councilor Cianchette** and seconded by **Deputy Mayor Nichols** that Resolution 17-143 be set to discussion.

ABSTAIN: Donahue
VOTE: UNANIMOUS AYE

RESOLUTION 17-144: Resolved that the Town Council appoint Brian Croft as Code Enforcement Officer Alternate for the following areas: Zoning & Land Use Ordinances, Third Party Licensed Inspector for the period of 01/01/2018 – 12/31/2018.

Moved by **Councilor Cianchette** and seconded by **Councilor Margolskee** that the Town Council suspend the Rules.

VOTE: UNANIMOUS AYE

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Cianchette** that the Town Council vote upon Resolutions 17-144 through 17-145 as a group and adopt the Resolutions as presented.

VOTE: UNANIMOUS AYE

RESOLUTION 17-145: Resolved that the Town Council appoint Brian Croft as Licensed Plumbing Inspector Alternate for the period of 01/01/2018 – 12/31/2018.

Note: Resolutions 17-144 through 17-145 were voted upon as a group in one motion and adopted.

RESOLUTION 17-146: Resolved that the Town Council appoint Albert Tempesta as Code Enforcement Officer Alternate for the following areas: Zoning & Land Use Ordinances, Shoreland Zoning Ordinances for the period of 01/01/2018 – 12/31/2018.

Moved by **Councilor Cianchette** and seconded by **Deputy Mayor Nichols** that Resolution 17-146 be set to discussion.

VOTE: UNANIMOUS AYE

RESOLUTION 17-147: Resolved that Town Council appoint Albert Tempesta as Licensed Plumbing Inspector alternate for the period of 01/01/2018 – 12/31/2018.

Moved by **Councilor Cianchette** and seconded by **Deputy Mayor Nichols** that Resolution 17-147 be set to discussion.

VOTE: UNANIMOUS AYE

7. DISCUSSION ITEMS:

- A. Financial Reports as of 11/30/2017
 - Budget Expenditure Report
 - Revenue Collections Report
 - Tax Acquired Property Report
 - Economic Development Revolving Loan Update
 - Housing Revolving Loan Update
 - Transfer Station /Recycling Monthly Report
 - Theatre Monthly Report
 - Excise Tax Collections Comparison Report
 - State Revenue Sharing Comparison Report
 - Personal Property Tax Collection Report
 - Real Estate Property Tax Collection Report

- B. Other Reports as of 11/30/2017
 - Building and Plumbing Permit Reports
 - Library Report – Librarian’s and Library Trustees Minutes
 - Police Report

The Town Manager advised of the following:

Budget Expenditure Report: 91.7% of period; 83.3% of municipal, 74.7% municipal, water & sewer (depreciation and transfers done by Auditor so percentage will increase)

Revenue Collections Report: 91.7% period; 77.6% municipal, 78.0% municipal, water & sewer

Excise Tax Collections Comparison Report: For this period, \$-8,794.65 behind 2016 collections at this time of the year.

State Revenue Sharing Comparison Report: For this period, \$8,929.91 ahead of 2016 collections. This account needs to be watched closely as it continues to fall behind.

The remainder of the Financial Reports are self-explanatory.

8. REPORTS: Audience, Council

Audience:

Nancy Monteryo: As a citizen and someone not as faithful in attending meetings, I feel there is a disconnect between the Council and the Town. It is as if there is a resentment of us against them.

Council:

Councilor Donahue: I am assuming everyone knows we have had a fire on our farm. I want to thank everyone in the Fire and Police Departments. Everyone in Town has been very supportive. People are asking what they can do to help. Right now, we are not sure what we need but your good thoughts and well wishes are appreciated.

Councilor Margolskee: My thoughts are with Heather and Doug. Councilor Strom, it was good working with you. I look forward to working together in the future. I wish Councilor Manning was here. She added to the Council. I hope I can count on her as a friend and citizen. Councilor Cianchette, I know it has been a hard year for you. I want to wish you a Merry Christmas and I hope 2018 is better. It is nice to try and keep taxes low, but times change and things get old and need changing. We need to keep the best workers we can. I suggest we evaluate the salaries of the employees compared to other towns. We need to retain these excellent people. We need to see where we stand with other Towns our size. The Town Manager noted in looking at wages, we also need to include the benefits as it is an entire package that needs to be compared. Our wages are low; however, the benefit package is large. This is something that can be done in 2018, perhaps with the Finance Committee. Councilor Margolskee wished everyone a Merry Christmas and a Happy New Year.

Deputy Mayor Nichols: Heather I wish everything well for you and your family. I want to support you in any way I can. I wish Councilor Manning well in her future. She had boundless energy. Councilor Strom, I wish you good luck with everything you have going. Merry Christmas and Happy New Year to everyone. I realize it may seem like there is a

disconnect, but situations are different for people based on location. I hope for a better year next year.

Councilor Strom: It was a great fall/winter with MCI athletics. I went to Millinocket to run a half marathon. There were probably 3000 people in that town. We shopped in town and met people from all over. I hope to get an event like that to bring people in Town. I look back at the last 2 and a half years on the Council and all the businesses that have come to town. I look forward to more to come.

Councilor Cianchette: Anyone who knows me knows I always thank the audience first. Tonight, Heather, you are first. My heart sank when I heard the news. I am glad the family is ok. Please let us know if there is anything we can do. I want to thank everyone for showing up. I wish Councilor Manning had stayed. I want to thank Councilor Manning and Councilor Strom for serving. Thank you to Suzy for taking on the Recreation program. She will be a good fit. The other night I drove by the tree lighting. I was stunned at how large it was and glad to see it. Merry Christmas and Happy New Year.

Mayor Stackhouse: Heather, I am sorry for what happened. Your new business will be bigger and better than before. I want to reiterate Councilor Cianchette's comments about the audience. Kathryn, thank you for all your hard work this year. I wish everyone a safe and happy holiday.

8. ADJOURNMENT

Motion by **Councilor Cianchette** and seconded by **Deputy Mayor Nichols** that the meeting be adjourned at 8:53 p.m. All in agreement.

VOTE: UNANIMOUS AYE

Nicole Nickolan, Town Clerk