

**Pittsfield Town Council Package
for the meeting of
Tuesday, 9/3/2019
at 6:30 pm
Council Chambers**

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- 2. Minutes for Regular meetings held on August 13, 2019.**
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**There should be a total of 35 pages
in one PDF file not including cover.**

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

AGENDA

for a regular meeting of the Pittsfield Town Council, to be held on Tuesday, September 3, 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 AUGUST 13, 2019.**
3. **PRESENTATIONS, CONGRATULATIONS AND INTRODUCTIONS**
 - A. Community and Economic Development Activities and Events

Events:
4th Annual Maine Cheese Festival Sunday, September 8, 2019 in Manson Park.
4. **PUBLIC HEARINGS/OLD BUSINESS: NONE**
5. **REPORTS:**
 - A. COUNCIL COMMITTEES: FINANCE, ORDINANCE AND RECYCLING
 - B. BOARD AND COMMITTEE UPDATES BY TOWN COUNCILORS AND MANAGER
 - C. TOWN MANAGER'S REPORT
6. **NEW BUSINESS:**

RESOLUTION 19-84: Resolved that the Town Council endorses Small Business Saturday on Saturday, November 30, 2019 in the Town of Pittsfield.

RESOLUTION 19-85: Resolved that the Town Council create the ad hoc Pinnacle Park Skating Rink Revitalization Committee to implement the plan to construct a quality rink.

RESOLUTION 19-86: Resolved that the Town Council appoint Lindsay Turner, Kyle Holmstrom, Natalia Hall, Ben Hall and Chris McDonald to the Pinnacle Park Skating Rink Revitalization Committee.

RESOLUTION 19-87: Resolved that the Town Council approve the renewal of the Alcoholic Beverage License for the Sebasticook Valley Elks at 140 Middle Street, Pittsfield, Maine 04967.

RESOLUTION 19-88: Resolved that the Town Council authorize the Town Manager to sign the Consent to the Assignment of Agreement from People's United to Bar Harbor.

RESOLUTION 19-89: Resolved that the Town Council authorize the Town Manager to sign the Letter of Intent to participate in the one-day Household Hazardous Waste Collection Event on Saturday, October 5, 2019.

RESOLUTION 19-90: Resolved that the Town Council proclaim November 8 – 15 as Maine Recycles Week for the Town of Pittsfield.

7. **DISCUSSION ITEMS:**
8. **REPORTS:** Audience, Council
9. **ADJOURNMENT**

MINUTES

for a regular meeting of the Pittsfield Town Council, held on Tuesday, August 13, 2019 at 6:30 PM in the Council Chambers.

PRESENT: COUNCILORS: Mayor Timothy P. 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 to the Town Manager Michael Feole

AUDIENCE: Bill Hall, Joe Sanborn, Steve Vance, Michael Gray, Amanda Collamore, Pete Logiodice, Jaime Jensen, Devon Varney, Dave Whitman, Ron Watson, Jan Laux, Michael Cray, Ann Mathews, Amber Quint, Michael Leblanc and Don Chute.

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 July 16, 2019.

Moved by Deputy Mayor Donahue and seconded by Councilor Stackhouse that the minutes of the meeting held on July 16, 2019 be adopted.

VOTE: UNANIMOUS AYE

Adoption of minutes of the special meeting held on July 15, 2019.

Moved by Councilor Billings and seconded by Councilor Curtis that the minutes of the special meeting held on June 15, 2019 be adopted.

VOTE: UNANIMOUS AYE

Adoption of minutes of the Workshop held on July 23, 2019.

Moved by Deputy Mayor Donahue and seconded by Councilor Margolskee that the minutes of the workshop held on July 23, 2019 be adopted.

VOTE: UNANIMOUS AYE

4. PRESENTATIONS, CONGRATULATIONS AND INTRODUCTIONS

A. Presentation by the Town Auditor Bill Hall of RHR Smith & Company on the Audit for the period ending 12/31/2018. The Town Manager advised that the Town Audit has been on the front page of the Town website which people can scroll down to in the documents section if anyone would like to review it on-line. The Town also has copies available this evening for people to review. Town Auditor Bill Hall indicated that pages 2-3 are the most important pages of the audit where the Auditor forms and states their opinion. The Town has received an unqualified opinion again this year which is the one that you would want. The other opinions are an adverse opinion or a qualified opinion which you would not want. He referred to the MD&A which is the only place where the Town can put information into the audit. This is the management discussion with information from the administrator. The rest of the audit is completed by the auditor. The Fund Balance was at \$3.4 million with \$2.4 committed, \$399,000 assigned which leaves you with an Unassigned Fund Balance of approximately \$599,000. In 2017 it was \$3.8 million so the fund balance dropped \$400,000 mostly due to spending some of the capital funds. The Ec Dev Fund had a tiny drop. Other Non-government funds of \$1.8 million consists of all the grants and special funds listed in the back of the audit. There are two Enterprise funds – Water and Sewer, Sewer’s fund balance was up \$20,000 and Water’s fund balance dropped \$20,000 which balanced each other out. These are operated like a business. The Notes were briefly mentioned. Note 2 discussed the breakdown on the cash, all of which is collateralized. Most of the budgets came in very close. The Town was not required to have a federal audit this year. The Auditor indicated that Kathryn does a really good job with the finances, you get a lot of

grants, and her paperwork is very meticulous. Bill explained that you had a clean audit and a good audit. It took 5 full days of field work and 3 days to put the statements together.

Councilor Margolskee questioned the Ec Dev Rev Loan Fund that has approximately \$250,000 in it, however, that it has been said that we do not have money for loans. The Town Manager noted that the funds in this account of \$250,000 were committed by the Town Council a couple of years ago as the required match for the CDBG Main Street Sidewalk Project so that we could apply for the grant. She explained that the Town Council had decided a few years ago to not loan out money unless it was a significant item for the Town and the Council decided to use these funds for this grant rather than get a loan or borrow other funds. The name was left as is as that was the account name on the Resolution. The Councilors agreed that we could not change the name of the account right now, however, could do so after the project was done if any funds remained.

B. Community and Economic Development Activities and Events

Events:

-4th Annual Maine Cheese Festival Sunday, September 8, 2019 in Manson Park.

Awards:

Federal Aviation Administration: Construct Building - Permitting and Preliminary Design to Construct 8-Unit T - Hanger and Apron in the amount of \$129,600

Certificates of Thank You for Safety Coordinator Don Chute; Transfer Station Employee David Whitman and Public Works Employee Matt Lary for Tree Cutting at the Airport to assist in obtaining grant funding. We learned that two other employees also worked at the Airport for a few hours up to a day. Mayor Nichols will pass out the Certificates to the following individuals: Safety Coordinator Don Chute; Transfer Station Employee David Whitman and Public Works Employee Matt Lary for Tree Cutting at the Airport to assist in obtaining grant funding. In addition, Harry Billington, a new employee at the Transfer Station and Zach Noble, who is a firefighter, assisted. Thanks so much to everyone. As the airport area that we must cut is rarely solidly frozen, equipment cannot get into the facility as far as we need to cut. Additional area needed to be cut this year and these individuals volunteered to do this and were paid, however, it is a difficult, hot and wet job due to the standing water and very large mosquitos. We are going to request funding in the 2020 budget to hire a contractor to cut this whole area once and for all to clear this out for years so that we can do minimal hand work.

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

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.

Amanda Sarples on Estelle Street with **Gracielyn Photography**.

Suzy Morton's new **Flower and Gift Shop** called The Flower Studio at 117 Somerset Plaza.

Holly Zadra's yoga studio **Sundew Studio** is located at 113 North Lancey Street.

Dental Lace's new packaging/fulfillment center for on-line orders on Main Street.

5. PUBLIC HEARINGS/OLD BUSINESS:

ORDINANCE 19-8 (Public Hearing) That the Town of Pittsfield hereby ordains that Chapter 13, Zoning Ordinance, Section 4 - Performance Standards, Home Occupations be rescinded and the Chapter 13, Zoning Ordinance, Section 4 - Performance Standards, Home Occupations be adopted.

Public Hearing opened by Mayor Nichols

For:

Pete Logiodice: What are the changes? The Town Manager advised that the intent is to make Home Occupations more user-friendly. The amendments address (1) outside storage; (2) the ability to have two vehicles used as business vehicles parked at the site outside a fenced area; and (3) signing enhancements. The Ordinance Committee approved the amendments at their meeting on April 25, 2019. The Planning Board approved the changes at their April 15, 2019 meeting and then held the required public hearing on June 10, 2019.

Against: None

Public Hearing closed by Mayor Nichols

Moved by Councilor Stackhouse and seconded by Councilor Billings that Ordinance 19-8 be adopted.

VOTE: UNANIMOUS AYE

ORDINANCE 19-9 (Public Hearing) That the Town of Pittsfield hereby ordains that Chapter 13, Zoning Ordinance, Section 4 - Performance Standards, Home Based Enterprise be amended as follows in the thirteenth paragraph under Regulations: Exterior storage of materials, product or equipment shall occupy a total area no more than 10,000 square feet and shall be shielded from the view of any road and of surrounding properties and be at least 100 feet from any residential dwelling other than owner's dwelling: **Sales area, office area or production areas and** interior storage in existing buildings is allowed in the setback areas. **Interior storage in detached buildings** would **not** count as to the 50% of the living calculation.

Public Hearing opened by Mayor Nichols

For: None

Against: None

Public Hearing closed by Mayor Nichols

The Town Manager advised that the amendments for Home Based Enterprises are to make it more user-friendly as follows: (1) provide more opportunities for home based enterprises; (2) open up more space on lots; and (3) to exclude interior storage in detached buildings from being calculated into the 50% of the living area calculation.

Moved by Councilor Stackhouse and seconded by Councilor Billings that Ordinance 19-9 be adopted.

VOTE: UNANIMOUS AYE

ORDINANCE 19-10 (Public Hearing) That the Town of Pittsfield hereby ordains to transfer property listed as Map 27, Lots 79-4, 79-6, and 79-7, and Map 24, Lot 33 on the Town of Pittsfield Property Tax Maps dated April 1, 2019 to Innovative Specialties LLC for the sum of \$40,000.00; and more particularly being a portion of a description in a deed to the Town of Pittsfield recorded in Somerset County Registry of Deeds in Book 1472, Page 297. Such lots are depicted on the Final Subdivision Plan of the Industrial Park Addition recorded in the Somerset County Registry of Deeds in Plan Book 1990, Page 175. The Town Council further authorizes the Town Manager to execute a municipal quitclaim deed to Innovative Specialties LLC.

Public Hearing opened by Mayor Nichols

For: None

Against: None

Public Hearing closed by Mayor Nichols

Moved by Deputy Mayor Donahue to amend the Ordinance as follows: change "79-4" to read "79-4, also known as Map 24, Lot 32," and seconded by Councilor Curtis.

VOTE: UNANIMOUS AYE

Moved by Councilor Stackhouse and seconded by Councilor Billings that Ordinance 19-10 be adopted.

VOTE: UNANIMOUS AYE

6. **REPORTS:**

A. COUNCIL COMMITTEES:

FINANCE: Had an informal meeting recently and discussed items on the capital projects on the agenda for the August 13, 2019 Town Council meeting.

ORDINANCE: No Report

RECYCLING: No Report

B. BOARD AND COMMITTEE UPDATES BY TOWN COUNCILORS AND MANAGER

Bicentennial Committee: We will be meeting this week to discuss the plans for the rest of this year. We had a good quilt show at the UU meeting house.

Theatre Committee: Ann Mathews: Thank you to Councilors Billings and Curtis for coming to the walk-through with the Architect and thanks to Jaime for her taking care of work from the past. Ms. Jensen explained the great turnout of over 200 attendees at one of the movies.

C. TOWN MANAGER'S REPORT

1.) We have started work on the design of a sign for the outside of the Pittsfield Train Station known locally as the Depot to thank Cianbro for all of the restoration work. The Town received numerous grants to save the building with the new roof installation and the foundation work. Without any more funding available from grants or foundations, the building renovations were put on hold. We are grateful to Cianbro for organizing many businesses to work on the building.

2.) People are looking into painting the tunnel on the walking trail with murals led by Jane Woodruff. The reasons for this would include making this a significant art installation; could link the Town up with the Wessurunsett Art Trail; would enact recommendations from the Somerset County Cultural Plan of highlighting cultural attractions; and could help attract folks to other cultural attractions to Town including the UU Meeting House with its murals as well as its stained glass windows; the library with Tim Sample's mural and Bernard Langlais' pieces which are part of the Langlais Art Trail.

- 3.) At the wonderful Quilt Show we heard about an event called the Quilts of Valor which will take place on November 2 and 3. We will post information about the event.
- 4.) The Ordinance Committee will be talking about sludge management at their next meeting as well as a few other topics.
- 5.) We were able to close the 2019 Capital Improvement (CIP) loan a few weeks early which will help the Town to move forward on the CIP Projects and not have to transfer funds or obtain interim funds. This is excellent news and very helpful for purchasing on these projects. Several of the projects will be discussed later on the agenda.
- 6.) The office will be closed for floor tiling from Friday, August 23 to Monday, August 26 and will reopen on Tuesday, August 27.
- 7.) The Assessor has committed the taxes with a mil rate of \$21.95/\$1,000 valuation. This is an increase of 4.5% or .95 of a mil for 2019.
- 8.) We are having a security system installed in the town offices to improve security and safety. I have resisted this for a long time, however, with these times and how angry some people can be, this is needed.
- 9.) The town office staff will be trained in the MOSES online system in September 2019. Moses is a central data base that will help the employees with their work. People will still have to come to the Town Office for registrations. This is not the program that lets people register on-line outside of the office. The other web-based programs that will be presented at the next Council Meeting for on-line registrations.
- 10.) The Maine Digital Government Summit 2019 is coming up in October. Councilor Billings mentioned attending and other Councilors as well as staff may be interested. I will forward information so that we can register those who would like to attend. It is free.
- 11.) The Town received our rating for the latest year which is a Workers Comp experience of .84. Anything lower than 1.0 is very good and this rating is really good.
- 12.) The Federal Railroad Administration has advised that our Quiet Zone will remain in effect at the Main Street railroad crossing. This means that we qualify for the trains to come through the crossing without blowing the whistle. Most of the trains are at night so this was done to help people sleep.
- 13.) Thanks to Devon Varney of the Recreation Department for applying for a grant from Walmart for an AED device for the pool.
- 14.) The energy audit from KVCOG has been completed and they have reported their findings, which will be provided to the Town Council for the next meeting.
- 15.) After a review of the Kwatt usage information provided to Efficiency Maine of several public buildings, the agency has approved a grant for LED lighting at the library. We will keep looking for money from other sources for the remainder of the town buildings.
- 16.) Water System enhancements will be reviewed by Olver next month which works well for budget preparation.
- 17.) The Town's hydrants will be flushed during the next few weeks. Olver Associates will provide training on how to flush the hydrants which is to start at the water source and move through the town. There may be lower pressure at times and also yellow water or black particles may be in the water occasionally. The yellow is iron and the black particles are manganese. Olver suggests flushing heating systems after the hydrant flushing is completed.
- 18.) The license for the wastewater treatment plant has been applied for by Acheron for the next five years.
- 19.) The Town has been contacted regarding solar installation at the airport as have many communities with the recent changes in Maine's solar legislation. We will see where this goes.
- 20.) The KVCOG General Assembly Annual Meeting will be held on September 30 from 4:00 pm to 6:00 pm in Waterville. The invitation will be forwarded to the Town Councilors. The Town can register everyone who would like to attend.

7. NEW BUSINESS:

RESOLUTION 19-73: Resolved that the Town Council Authorize the Treasurer and Deputy Treasurer to Write off Uncollectible Personal Property Taxes for the Years 1998-2018.

It has been 7 years since the Town has written off personal property taxes. Tax Commitments for Personal Property during the affected years totals \$10,572,835.64. Generally, 1% or less of the year's commitment has been uncollectible. The amount currently outstanding is .20% or 2/10 of 1%. The amount to be written off is \$13,627.24. While we have made extensive collections on the past due personal property taxes, we still have some on the books that need to be written off as they are uncollectible. By leaving the personal property tax accounts on the books, we have collected funds that might not have otherwise been collected by being persistent. These accounts, however, have been uncollectible. We propose to write off uncollectible personal property taxes in 2020 and then every two (2) years thereafter. The Town staff has spent many years pursuing outstanding personal property taxes to collect as much as possible.

Councilor Billings noted that she was supportive of leaving the personal property taxes on the books for a few years to make all efforts to collect them as the Town has done.

Moved by Councilor Stackhouse and seconded by Councilor Billings that Resolution 19-73 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 19-74: 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 12. Lot 66 & Map 12, Lot 66-ON, located on 422 Hunnewell Avenue, Pittsfield, ME; Property Map 18. Lot 64, located on 456 Canaan Road, Pittsfield, ME; Property Map 33. Lot 41, located on 103 Waverley Street, Pittsfield, ME; Property Map 29. Lot 23, located on 367 North Main Street, Pittsfield, ME; Property Map 05. Lot 02-A, located on Snakeroot Road, Pittsfield, ME; and Property Map 04. Lot 46, located on 1044 Main Street, Pittsfield, ME.

The Town Manager provided brief background on each of the properties that are tax acquired and the efforts made to see if the individuals living at the properties would be able to pay the amount due in order to own the property again. One individual was able to do so and one has ignored all contacts made by the Town. The Council Package has a copy of the ad which follows the requirements of the Tax Acquired Property Ordinance.

Moved by Councilor Stackhouse and seconded by Councilor Margolskee that Resolution 19-74 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 19-75: Resolved that the Town Council sign the application for a license for Special Taste Testing Event for the Maine Cheese Festival to be held on Sunday, September 8, 2019 from 10:00 am to 5:00 pm at Manson Park.

Moved by Councilor Curtis and seconded by Councilor Bolster that Resolution 19-75 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 19-76: Resolved that the Town Council approve all necessary permits for the Maine Cheese Festival to include a Public Exhibition/Performance/Show; Special Amusement Permit; and Farmer's Market License, if applicable.

Moved by Councilor Billings and seconded by Councilor Bolster that Resolution 19-76 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 19-77: Resolved that the Town Council sign the application for a license for Special Taste Testing Event for the Pittsfield Historical Society to be held on _____ from _____ at the Pittsfield Railroad Station.

The Town Manager advised that this item had been placed on the agenda in case it was needed in order to make sure that the event could go forward. The Historical Society has determined that its event will not require a permit as the vendors will have permits.

PASSED OVER

RESOLUTION 19-78: Resolved that the Town Council Approve the Request For Proposals to purchase Sand for the 2019-2020 winter season and authorize the Public Works Foreman to seek bids for same.

Moved by Councilor Stackhouse and seconded by Councilor Billings that Resolution 19-78 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 19-79: Resolved that the Town Council Approve the Request For Proposals to replace the Municipal Building and Fire Station Roof and authorize the Public Works Foreman to seek bids for same.

Moved by Councilor Billings and seconded by Councilor Stackhouse that Resolution 19-79 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 19-80: Resolved that the Town Council Approve the Request For Proposals to wash, seal and repoint the Municipal Building and authorize the Public Works Foreman to seek bids for same.

Moved by Councilor Billings and seconded by Councilor Stackhouse that Resolution 19-80 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 19-81: Resolved that the Town Council Approve the Request For Proposals to replace masonry that is part of the Fire Station and authorize the Public Works Foreman to seek bids for same.

Moved by Deputy Mayor Donahue and seconded by Councilor Stackhouse that Resolution 19-81 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 19-82: Resolved that the Town Council Approve the Request For Proposals to replace the Municipal Building Walkway and authorize the Public Works Foreman to seek bids for same.

Moved by Deputy Mayor Donahue and seconded by Councilor Bolster that Resolution 19-82 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 19-83: Resolved that the Town Council authorize the Town Manager to execute a Memorandum of Agreement (MOA) between the Federal Aviation Administration (FAA) and the Town of Pittsfield to supersede Leases No. DTFA12-99-15383, DTFANE-05-L-0036 and all other previous agreements for the construction, operation and maintenance of FAA owned navigation, communication and weather aids for the support of Air Traffic Operations at the Pittsfield Municipal Airport which are REIL and PAPI Facilities.

Moved by Councilor Bolster and seconded by Deputy Mayor Donahue that Resolution 19-83 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 19-84: Resolved that the Town Council appoint Devon Varney to fill the vacancy on the Pool Committee.

Moved by Councilor Billings and seconded by Councilor Curtis that Resolution 19-84 be adopted.

VOTE: UNANIMOUS AYE

8. DISCUSSION ITEMS:

A. Financial

1. Financial Reports as of 7/31/2019
 - 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 7/31/2019
 - 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: 58.33% of period; 51.2% of municipal; 47.0% municipal, water & sewer (depreciation and transfers done by Auditor so percentage will increase)

Revenue Collections Report: 58.33% of period; 37.9% municipal; 39.1% municipal, water & sewer

Excise Tax Collections Comparison Report: For this period, -\$19,841.84 behind 2018 collections at this time of the year.

State Revenue Sharing Comparison Report: For this period, +\$26,407.83 ahead of 2018 collections. This account needs to be watched closely in case it falls behind.

The remainder of the Financial Reports are self-explanatory.

9. REPORTS: Audience

Michael Cray: What is the status of the School Resource Officer position? (TM: The status is the same as I advised you when we met two weeks ago). Are we working under the same MOU? (TM: It is the same MOU and still the same position.)

Amber Quint: Are the old bills that came from the Theatre booker resolved and were we able to play the movie? (TM: Yes, as Jaime, the Theatre Manager would have told you, these were determined to be bills that the middleman on the film booking had not addressed before the Town took over the booking. They needed to be paid so that we could obtain the key for the movie so they were paid).

Ron Watson: The Pittsfield Chapter for Codes for America is going to become official. The Historic Society and local businesses will host a "Taste of Pittsfield" event. Can we use digital signatures on the Warrants? (TM: That is a good idea and we will look into it.)

Council:

Councilor Bolster: No Report.

Deputy Mayor Donahue:

I am glad to see us moving along on the buildings. We had a good Open Farm Day and we had tours of the farm and our new solar energy system. The Cheese Festival is looking for volunteers for the festival to help setup and to help during the festival.

Councilor Margolskee:

The former town manager's house on Somerset Ave is a safety hazard because of the way the ladders are positioned and it is also should be condemned.

Mayor Nichols:

Thanks to Devon for volunteering, Kathryn for the good audit, Donnie for the work that he and the others put in at the airport, and to Steve for coming down here to explain the issues that go along with the sand RFP and paving. I am happy to hear about the attendance at the Theatre. Ron had a good idea about electronic signing.

Councilor Curtis: No Report.

Councilor Stackhouse:

Thanks to Donnie and the others for the work at the airport, Jaime for the work at the Theatre, and to Kathryn for the audit and all of the hard work that she does.

Councilor Billings:

I think that Devon will be good for the Pool Committee.

10. ADJOURNMENT

Moved by Councilor Billings and seconded by Councilor Stackhouse to adjourn at 8:38 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 __09/03/2019__:

PUBLIC HEARINGS NEW BUSINESS
 REPORTS DISCUSSION ITEMS
 OLD BUSINESS EXEC. SESSION

ORDER 19-____ PACKAGE
 RESOLUTION 19-____ ADDITION
 ORDINANCE 19-____

TO BE TITLED: Resolved that the Town Council Endorses Small Business Saturday on Saturday, November 30, 2019 in the Town of Pittsfield

Small Business Saturday

Credits: Excerpts from Wikipedia for background:

Small Business Saturday	
	
Observed by	United States
Celebrations	Shopping
Date	Saturday after U.S. Thanksgiving
2019 date	November 30

2020 date	November 28
2021 date	November 27
Frequency	Annual

Small Business Saturday is an American shopping holiday held during the Saturday after [US Thanksgiving](#) during one of the busiest shopping periods of the year. This Saturday is always the last one in November, so falls between November 24 and November 30. ^[1]

History

First observed in the United States on November 27, 2010, it is a counterpart to [Black Friday](#) and [Cyber Monday](#), which feature [big box retail](#) and [e-commerce](#) stores respectively. By contrast, Small Business Saturday encourages holiday shoppers to patronize [brick and mortar](#) businesses that are [small](#) and [local](#). *Small Business Saturday* is a registered trademark of American Express. ^[2]

The first event was created by American Express, in partnership with the non-profit [National Trust for Historic Preservation](#), Boston Mayor Thomas M. Menino, and Roslindale Village Main Street. In 2010, the holiday was promoted by [American Express](#) via a nationwide radio and television [advertising campaign](#). That year Amex bought [advertising inventory](#) on [Facebook](#), which it in turn gave to its small [merchant account](#) holders, ^[2] and also gave rebates to new customers to promote the event. ^{[2][4]}

American Express publicized the initiative using [social media](#), advertising, and [public relations](#). Many local politicians and small business groups in the United States issued proclamations concerning the campaign, ^{[5][6][7]} which generated more than one million Facebook "like" registrations and nearly 30,000 tweets under the [Twitter](#) hashtags #smallbusinessaturday and #smallbizaturday. ^[8]

Hashtag

The [Twitter](#) hashtag #SmallBusinessSaturday has existed since early 2010 and was used to promote small businesses on any Saturday (not solely that Saturday between Black Friday and Cyber Monday). The hashtag is used in a manner similar to #FollowFriday to highlight favorite local businesses. Additionally, some small business owners have run marketing specials on the November Small Business Saturday to help capitalize on the boost in foot or online traffic, as most customers in this time period are actively shopping for the holidays.

SUBMITTED BY:
DATE:
AGENDA-5294

(KR)

08/28/2019



Pinnacle Park Skating Rink 2020 Revitalization Proposal to Town of Pittsfield



“The hardest part of skating... is the ICE.”

--Author unknown

September 3, 2019

Proposal Executive Summary

The Pinnacle Park Skating Rink has not been in operation for several years. A group of interested Pittsfield citizens wishes to return it to use, and is willing to undertake the work necessary to construct a quality rink by raising money and utilizing volunteer labor. The total upfront cost to make the rink sustainable is approximately \$1,000-\$2,000, with an annual amount of approximately \$500 thereafter. The group is confident that it can raise the money necessary or successfully procure in-kind donations.

The group wishes to construct 2 foot tall removable boards around the perimeter of the existing 80' x 40' rink footprint, work with Cianbro to make the footprint completely flat, and procure a recommended liner. These three actions will help ensure ease of maintenance of the ice throughout the skating season, and better ensure the rink continues to be utilized beyond the 2020 season. Upon completion of construction, rink operations will fall under the responsibility of the Pittsfield Rec Department Manager. Similar to other programs, the Rec Department Manager will utilize certain key volunteers to maintain the ice and ensure successful operations.

Pinnacle Park Skating Rink 2020 Revitalization Committee Charter

Committee Members: Lindsay Turner (Chair), Kyle Holmstrom, Natalia Hall, Ben Hall, Chris McDonald

Key Town Personnel: Kathryn Ruth, Suzy Morton, Bernard Williams

Duties to be carried out by committee members:

- Partner with Rec Dept to solicit monetary and in-kind donations in support of constructing a skating rink on the existing Pinnacle Park skating rink footprint for the 2019-2020 season
- Work with Cianbro to flatten existing rink footprint to ensure ice quality and water efficiency
- Procure plastic liner (\$400 estimate)
- Procure lumber for rink boards (\$350 estimate)
- Procure braces/brackets for boards (have a lead on an in-kind donation)
- Procure snow blower (have a lead on an in-kind donation)
- Procure Large Ice Scoop (\$50 estimate)
- Construct ice rink with volunteer labor, including help from Town of Clinton Parks & Rec Director
- Work with Pinnacle Park Committee to run electricity to light pole overlooking rink. Procure light and electrical services or partial in-kind donations
- Work with Town Manager to procure signage indicating rules of usage
- Work with Town Manager to procure signage thanking donations
- Solicit donation of ice skates from Warsaw
- Work with Pinnacle Ski Club on lodge access and storage of skates and snow blower
- Procure a hose and spray nozzle (\$50 estimate)
- Work with Rec Dept to come up with a 2019-2020 operational plan
- Work with Fire Department to flood rink to make ice when weather allows (\$50-100 estimate)

Pinnacle Ice Rink Project Proposal Draft

Preliminary Site Review with Conceptual Location of Structure (see photos below):



BUREAU OF ALCOHOL BEVERAGES AND LOTTERY OPERATIONS
 DIVISION OF LIQUOR LICENSING AND ENFORCEMENT
 8 STATE HOUSE STATION, AUGUSTA, ME 04333-0008 (Regular Mail)
 10 WATER STREET, HALLOWELL, ME 04347 (Overnight Mail)
 TEL: (207) 624-7220 FAX: (207) 287-3434
 EMAIL INQUIRIES: MAINELIQUOR@MAINE.GOV

DIVISION USE ONLY	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Cash Ck Mo:	
Good SOS & DBA: YES <input type="checkbox"/> NO <input type="checkbox"/>	

PRESENT LICENSE EXPIRES: _____

NEW application: Yes No

If business is NEW or under new ownership, indicate starting date: _____

Requested inspection (New Licensees/ Ownership Changes Only) Date : _____ Business hours: _____

INDICATE TYPE OF PRIVILEGE: MALT VINOUS SPIRITUOUS

INDICATE TYPE OF LICENSE:

- RESTAURANT (Class I,II,III,IV) RESTAURANT/LOUNGE (Class XI) CLASS A LOUNGE (Class X)
 HOTEL (Class I,II,III,IV) HOTEL, FOOD OPTIONAL (Class I-A) BED & BREAKFAST (Class V)
 GOLF COURSE (Class I,II,III,IV) TAVERN (Class IV) QUALIFIED CATERING
 OTHER: Club and Catering SELF-SPONSORED EVENTS
 (QUALIFIED CATERERS ONLY)

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

Corporation Name:		Business Name (D/B/A)		
APPLICANT(S) –(Sole Proprietor)		DOB:		
DOB:		Physical Location:		
Address		City/Town	State	Zip Code
City/Town		State	Zip Code	
Telephone Number		Fax Number		Business Telephone Number
Federal I.D. #		Seller Certificate #:		
Email Address:		Website:		

Sebastiancook Valley FKS #2713
 140 Middle St.
 Pittsfield ME 04967
 PO Box 459
 Pittsfield ME 04967
 207 487-4300
 0246796

1. If premise is a Hotel or Bed & Breakfast, indicate number of rooms available for transient guests: _____

2. State amount of gross income from period of last license:

ROOMS \$ 0 FOOD \$ 329.⁰⁰ LIQUOR \$ 18,5700.⁵⁰

3. Is applicant a corporation, limited liability company or limited partnership? YES NO

If Yes, please complete the Corporate Information required for Business Entities who are licensees.

4. Do you permit dancing or entertainment on the licensed premises? YES NO

5. Do you own or have any interest in any another Maine Liquor License? Yes No (Use an additional sheet(s) if necessary.) If yes, please list License Number, Name, and physical location of any other Maine Liquor Licenses.

License # _____ Name of Business _____

Physical Location _____ City / Town _____

6. If manager is to be employed, give name: Susan Stafford

7. Business records are located at: 140 Middle St Pittsfield

8. Is/are applicants(s) citizens of the United States? YES NO

9. Is/are applicant(s) residents of the State of Maine? YES NO

10. List name, date of birth, and place of birth for all applicants, managers, and bar managers.

Full Name (Please Print)	DOB	Place of Birth
Susan Stafford	11/07/1960	Waterville ME
Lyn Lary	01/27/1971	Brunswick ME
Michael Hovey	08/16/1961	New London, CT

11. Residence address on all of the above for previous 5 years (Limit answer to city & state)

Name: _____	City: <u>Pittsfield</u>	State: <u>ME</u>
Name: _____	City: <u>Pittsfield</u>	State: <u>ME</u>
Name: _____	City: <u>Pittsfield</u>	State: <u>ME</u>

12. Has/have applicant(s) or manager ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States? YES NO

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____ (use additional sheet(s) if necessary)

13. Will any law enforcement official benefit directly in your license, if issued?

Yes No If Yes, give name: _____

14. Has/have applicant(s) formerly held a Maine liquor license? YES NO

15. Does/do applicant(s) own the premises? Yes No If No give name and address of owner: _____

16. Describe in detail the premises to be licensed: (On Premise Diagram Required) _____

17. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services?

YES NO Applied for: _____

18. What is the distance from the premises to the NEAREST school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? 500 Ft

Which of the above is nearest? Church

19. Have you received any assistance financially or otherwise (including any mortgages) from any source other than yourself in the establishment of your business? YES NO

If YES, give details: _____

The Division of Liquor Licensing & Enforcement is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.

NOTE: "I understand that false statements made on this form are punishable by law. Knowingly supplying false information on this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up to \$2,000 or both."

Dated at: Pittsfield, NE on August 27, 20 19
Town/City, State Date

PLEASE SIGN IN BLUE INK

Signature of Applicant or Corporate Officer(s)

Signature of Applicant or Corporate Officer(s)

Michael Havery
Print Name

hyn hary
Print Name

FEE SCHEDULE

FILING FEE: (must be included on all applications)	\$ 10.00
Class I Spirituous, Vinous and Malt	\$ 900.00
CLASS I: Airlines; Civic Auditoriums; Class A Restaurants: Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers; OTB	
Class I-A Spirituous, Vinous and Malt, Optional Food (Hotels Only)	\$1,100.00
CLASS I-A: Hotels only that do not serve three meals a day.	
Class II Spirituous Only	\$ 550.00
CLASS II: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; and Vessels.	
Class III Vinous Only	\$ 220.00
CLASS III: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	
Class IV Malt Liquor Only	\$ 220.00
CLASS IV: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	
Class III & IV Malt & Vinous Only	\$ 440.00
CLASS III & IV: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	
Class V Spirituous, Vinous and Malt (Clubs without Catering, Bed & Breakfasts)	\$ 495.00
CLASS V: Clubs without catering privileges.	
Class X Spirituous, Vinous and Malt – Class A Lounge	\$2,200.00
CLASS X: Class A Lounge	
Class XI Spirituous, Vinous and Malt – Restaurant Lounge	\$1,500.00
CLASS XI: Restaurant/Lounge; and OTB.	
SELF-SPONSORED EVENTS: Qualified Caterers Only	\$ 700.00

UNORGANIZED TERRITORIES \$10.00 filing fee shall be paid directly to County Treasurer. All applicants in unorganized territories shall submit along with their application evidence of payment to the County Treasurer. All applications for NEW or RENEWAL liquor licenses must contact their Municipal Officials or the County Commissioners in unincorporated places for approval and signatures for liquor licenses prior to submitting them to the bureau.

All fees must accompany application, make check payable to the **Treasurer, State of Maine.**

This application must be completed and signed by the Town or City and mailed to:
Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing and Enforcement
8 State House Station, Augusta, ME 04333-0008 (Regular address)
10 Water Street, Hallowell, ME 04347 (Overnight address)
Payments by check subject to penalty provided by Title 28A, MRS, Section 3-B.

TO STATE OF MAINE MUNICIPAL OFFICERS & COUNTY COMMISSIONERS:

Hereby certify that we have complied with Section 653 of Title 28-A Maine Revised Statutes and hereby approve said application.

Dated at: _____, Maine _____
City/Town (County)

On: _____
Date

The undersigned being: Municipal Officers County Commissioners of the
 City Town Plantation Unincorporated Place of: _____,
Maine

THIS APPROVAL EXPIRES IN 60 DAYS

NOTICE – SPECIAL ATTENTION

§653. Hearings; bureau review; appeal

1. Hearings. The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, may hold a public hearing for the consideration of applications for new on-premises licenses and applications for transfer of location of existing on-premises licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

A. The bureau shall prepare and supply application forms. [1993, c. 730, §27 (AMD).]

B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located. [1995, c. 140, §4 (AMD).]

C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premises license or transfer of the location of an existing on-premises license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premises license that has been extended pending

renewal. The municipal officers or the county commissioners shall take final action on an on-premises license that has been extended pending renewal within 120 days of the filing of the application. [2003, c. 213, §1 (AMD).]

D. If an application is approved by the municipal officers or the county commissioners but the bureau finds, after inspection of the premises and the records of the applicant, that the applicant does not qualify for the class of license applied for, the bureau shall notify the applicant of that fact in writing. The bureau shall give the applicant 30 days to file an amended application for the appropriate class of license, accompanied by any additional license fee, with the municipal officers or county commissioners, as the case may be. If the applicant fails to file an amended application within 30 days, the original application must be denied by the bureau. The bureau shall notify the applicant in writing of its decision to deny the application including the reasons for the denial and the rights of appeal of the applicant. [1995, c. 140, §5 (NEW).] [2003, c. 213, §1 (AMD).]

2. Findings. In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:

A. Conviction of the applicant of any Class A, Class B or Class C crime; [1987, c. 45, Pt. A, §4 (NEW).]

B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control; [1987, c. 45, Pt. A, §4 (NEW).]

C. Conditions of record such as waste disposal violations, health or safety violations or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner; [1993, c. 730, §27 (AMD).]

D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises; [1989, c. 592, §3 (AMD).]

E. A violation of any provision of this Title; [2009, c. 81, §1 (AMD).]

F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601; and [2009, c. 81, §2 (AMD).]

G. After September 1, 2010, server training, in a program certified by the bureau and required by local ordinance, has not been completed by individuals who serve alcoholic beverages. [2009, c. 81, §3 (NEW).]

[2009, c. 81, §§1-3 (AMD).]

3. Appeal to bureau. Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.

A. [1993, c. 730, §27 (RP).]

B. If the decision appealed from is an application denial, the bureau may issue the license only if it finds by clear and convincing evidence that the decision was without justifiable cause. [1993, c. 730, §27 (AMD).]

[1995, c. 140, §6 (AMD).]

4. No license to person who moved to obtain a license. [1987, c. 342, §32 (RP).]

5. Appeal to District Court. Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

[1995, c. 140, §7 (AMD); 1999, c. 547, Pt. B, §78 (AMD); 1999, c. 547, Pt. B, §80 (AFF).]

Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing & Enforcement
8 State House Station, Augusta, ME 04333-0008
10 Water Street, Hallowell, ME 04347 (overnight)
Tel: (207) 624-7220 Fax: (207) 287-3434
Email Inquiries: MaineLiquor@maine.gov



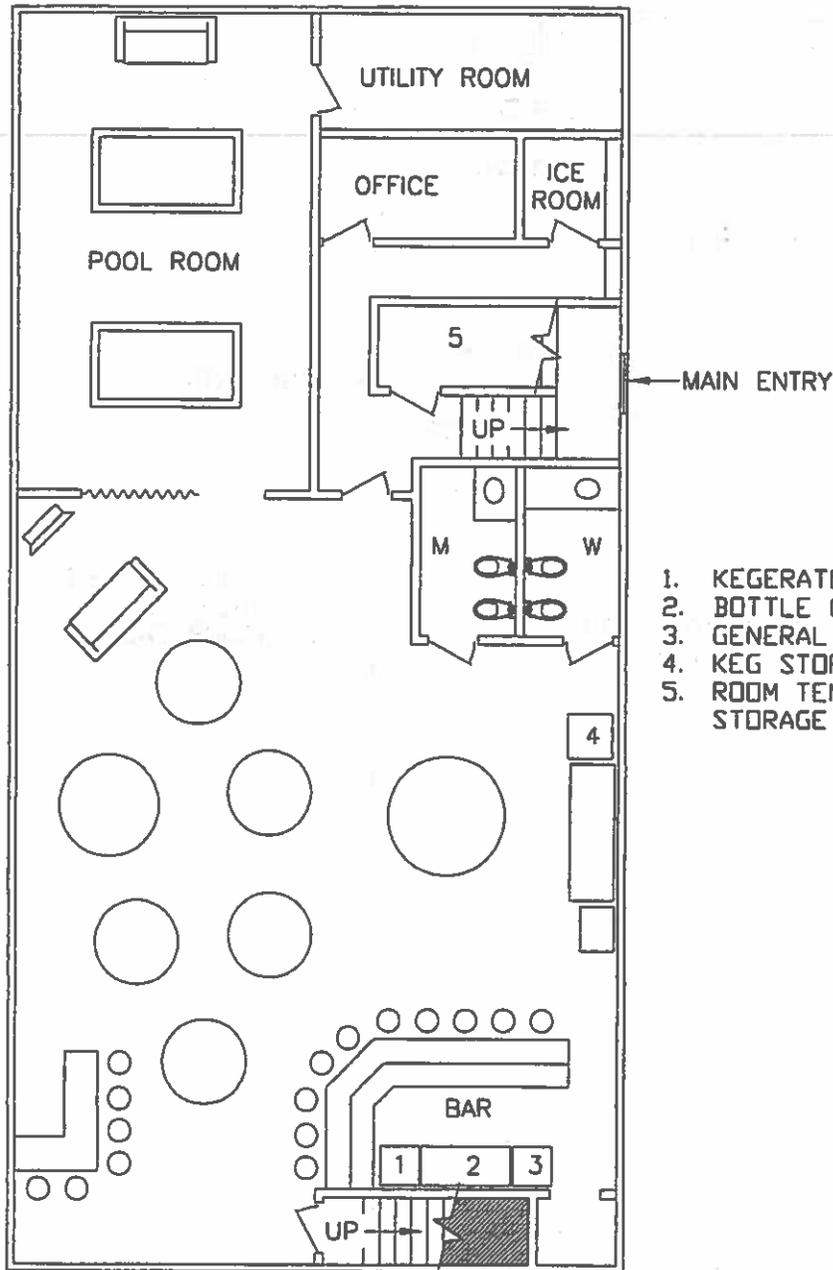
ON PREMISE DIAGRAM
(Facility Drawing/ Floor Plan)

In an effort to clearly define your license premise and the area that consumption and storage of liquor is allowed. The Division requires all applicants to submit a diagram of the premise to be licensed in addition to a completed license application.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas with the following: • Entrances • Office area • Kitchen • Storage Areas • Dining Rooms • Lounges • Function Rooms • Restrooms • Decks • All Inside and Outside areas that you are requesting approval.

A large, empty rectangular box with a thin black border, intended for the applicant to draw and label their facility drawing or floor plan.

8.5X11 = FULL SCALE



BASEMENT PLAN

N.T.S.

					B.P.O.E. # 2713		
					SEBASTICOOK VALLEY ELKS		
					LODGE PLANS		
					BASEMENT LAYOUT		
					140 Middle Street P.O. Box 459 Pittsfield, Maine 04967 Telephone: (207) 487-6300		
0	INITIAL	6/2/17	LJD	LLC			
No.	Revision	Date	Drawn	Checked			
		Designed	Drawn	Checked	Project No.	Date Revised	Drawing No.
		LJD	LJD	LLC	N/A	06/02/17	A1
							Rev.
							0

Jan. 2, 2017 - 4:26 PM L:\E\ba\Plans.dwg



Division of Alcoholic Beverages and Lottery
Operations
Division of Liquor Licensing and Enforcement

**Corporate Information Required for
Business Entities Who Are Licensees**

Questions 1 to 4 must match information on file with the Maine Secretary of State's office. If you have questions regarding this information, please call the Secretary of State's office at (207) 624-7752.

Please clearly complete this form in its entirety.

1. Exact legal name: _____
2. Doing Business As, if any: _____
3. Legal Entity's FEIN #: _____
4. Date of filing with Secretary of State: _____ State in which you are formed: _____
5. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine: _____
6. List the name and addresses for previous 5 years, birth dates, titles of officers, directors and list the percentage ownership: (attach additional sheets as needed)

NAME	ADDRESS (5 YEARS)	Date of Birth	TITLE	Ownership %

(Stock ownership in non-publicly traded companies must add up to 100%.)

7. If Co-Op # of members: _____ (list primary officers in the above boxes)

8. Has any principal person involved in the entity ever been convicted of any violation of the law, other than minor traffic violations, in the United States? Yes No
9. If Yes to Question 8, please complete the following: (attached additional sheets as needed)

Name: _____

Date of Conviction: _____

Offense: _____

Location of Conviction: _____

Disposition: _____

Signature:

PLEASE SIGN IN BLUE INK

Signature of Owner or Corporate Officer

Date

Print Name of Owner or Corporate Officer

Submit Completed Forms to:

Bureau of Alcoholic Beverages
Division of Liquor Licensing and Enforcement
8 State House Station, Augusta, Me 04333-0008 (Regular address)
10 Water Street, Hallowell, ME 04347 (Overnight address)
Telephone Inquiries: (207) 624-7220 Fax: (207) 287-3434
Email Inquiries: MaineLiquor@Maine.gov



STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT
8 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0008
TELEPHONE: (207) 624-7220
FAX: (207) 287-3434
EMAIL INQUIRIES: MAINELIQUOR@MAINE.GOV

NOTICE

To avoid any delay in the processing of your application and issuance of your liquor license, please make sure that:

- You completed the application in full. It is suggested to have submitted 30 days prior to the expiration date of your liquor license.
- Application and Corporate Questionnaire forms are signed by the owner(s) or corporate officer(s).
- The application is signed by the Town or City Municipal Officers or County Commissioners.
- The license fee submitted is for the correct Class you are applying for and includes the \$10.00 filing fee. The check can be made payable to "Treasurer, State of Maine" and both fees can be submitted on one check. If the business is located in an unorganized township, the application must be approved by the County Commissioners and the \$10.00 filing fee must be paid to them. Please be sure to include a copy of the receipt of payment with your application.
- Your room (if applicable), food and liquor gross income for the year is filled in
- A diagram of the facility to be licensed needs to accompany ALL New and Renewal applications.
- Corporations, limited liability companies, partnerships must complete and submit the Corporate Information Required for Business Entities who are Licensees. If not a publicly traded entity, ownership must add up to 100%.

Submit Completed Forms to:

Bureau of Alcoholic Beverages

Division of Liquor Licensing and Enforcement

8 State House Station, Augusta, Me 04333-0008 (Regular address)

10 Water Street, Hallowell, ME 04347 (Overnight address)

CONSENT

In Connection with the sale of the Investment Management business of People's United Bank, N.A. ("People's United") to Bar Harbor Bank & Trust ("Bar Harbor") ("the Transaction") the undersigned, hereby consents to the assignment of the Investment Management Agreement from People's United Advisors, Inc. to Bar Harbor, effective on, and conditioned upon, the closing of the Transaction.

Dated, this _____ day of _____, 2019.

Account Name: _____

Authorized Signer's Name: _____

Authorized Signer's Name: _____

Signature: _____

Signature: _____

August 28, 2019

Town of Pittsfield
ATTN: Kathryn Ruth, Town Manager
112 Somerset Avenue
Pittsfield, ME 04967
Re: TOWN OF PITTSFIELD IMA 61B295014

Dear Kathryn,

As we have previously announced, People's United Bank, N.A., ("People's United"), parent company of People's United Advisors, Inc. ("PUA") has entered into an agreement to sell its Retail, Commercial and Wealth Management Franchise in Central Maine (the "Transaction") to Bar Harbor Bank & Trust ("Bar Harbor"). People's United chose Bar Harbor because they are a community-centric financial services company serving individuals, families and businesses. With branch locations across Maine, New Hampshire and Vermont, Bar Harbor has a shared focus on providing quality of service, a strong corporate culture and a commitment to community giving, backed by a 130-year track record.

In connection with the Transaction, PUA intends to assign your Investment Management Agreement to Bar Harbor, effective upon the closing of the Transaction. Your agreement requires your prior consent to the assignment. To ensure your account receives ongoing services after the closing of the Transaction, we need you to sign and return the attached consent by July 31, 2019.

Please sign the consent below and return it to me by mailing it to the address provided below, or in the alternative, scan the signed consent and email the signed consent to the email address below. As noted above, the assignment will not be effective unless and until the Transaction is consummated. If you have any questions or need any additional information, please contact me. Your prompt attention to this matter would be greatly appreciated.

Sincerely,



Donna M. Temple
Senior Relationship Manager

