

MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, January 20, 2015 at 6:30 pm in the Council Chambers.

PRESENT: COUNCILORS: Gary Jordan, Jr., Tim Nichols, Trudy Ferland and Heather Donahue. **ABSENT:** Michael Cianchette and Robert Stackhouse. Also present: Town Manager Kathryn Ruth and Town Clerk Nicole Nickolan. Audience members included: Scott Noble, Peter Hussey, Caleb Curtis and family.

1. **Mayor Jordan, Jr.** 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 January 6, 2015 and Budget Workshop held on December 2, 2014.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Donahue** that the minutes of the regular meeting held on January 6, 2015 and Budget Workshop held on December 2, 2014 be adopted.

VOTE: UNANIMOUS AYE

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

Commendation for Town Service: Caleb Curtis:

The Mayor presented a plaque to former Councilor Caleb Curtis to thank him for his six years of service on the Town Council. Caleb thanked the Town Council and noted he really enjoyed being on the Town Council.

Community and Economic Development Activities and Events:

Wednesday, February 18, 2015:	Large Resource Fair for Unemployed and Underemployed
Thursday, February 19, 2015:	Annual SVCC Banquet & Awards Ceremony
Saturday, May 2, 2015:	19 th Annual SVCC Trade Show and Community Fair
Wednesday, May 13, 2015:	8 th Annual Regional Job Fair

Several private sector business activities remain under review and small projects continue to be underway. Several commercial properties have recently been sold, are under option or will be leased. The Family Dollar Store is closed in, grounds work is completed and all interior work is on-going. We were originally advised that the new store would open by Christmas. There is a lot of work going on to finish the interior. I will advise when we hear of the grand opening date. Hancock Lumber continues to work on their development project to assist with production and has submitted the map for the agreement. The company is forwarding the Town agreement through the authorization process. We were advised that their project is scheduled for Spring 2015.

Planning continues for the announced factory closure of the local UTC facility by Global UTC Headquarters beginning in the 3rd quarter of 2014 through full closure in March, 2015. Planning consists of two phases, which includes recovery for the employees and for the site/community. The first Kennebec-Somerset Transition Team Meeting took place on May 01, 2014. The Pittsfield Economic Expansion Corporation has met with UTC at the plant

and reviewed the factory on a detailed tour on May 23, 2014. Several tours have taken place. UTC hired CBRE The Boulos Company, which deals extensively with commercial real estate across the United States and beyond. Multiple tours of the property have taken place, however, the Town was not involved. Multiple opportunities are being made available to UTC employees to meet with resource providers during their lunch one-half hour in the lunchroom. A schedule of dates/subjects was being scheduled and several events took place. In addition to the two resource days, a third resource fair for financial guidance was under consideration for January – February, 2015. Discussions were also underway regarding small job fairs in addition to the yearly Regional May Job Fair that Pittsfield and the Ken-Som Transition Team holds for several counties. Several events were being planned for UTC lunch breaks at the facility specialized in areas such as banking/financial planning; education opportunities; etc.

At the last Ken-Som Transition Team Meeting, it was agreed to combine a number of events into one large resource fair to take place during February vacation when the schools are available for use. This event will be scheduled for Wednesday, February 18, 2015 at Warsaw Middle School Gym from 1:30 – 4:30 pm.

To address remaining available locations, an additional promotion piece beyond our regular promotion of available properties had been provided to economic and community development resources and sites. This has affected one available property positively and resulted in some phone calls. Other locations have filled in or have commitments due to the strategic locations. We had planned to design spec sheets for the remaining available properties in Town - the Corner Cupboard, the Friends' property and the Quint's property off Central Street when time permits. One is a vacant building and two are undeveloped lots.

These sheets are used to help promote properties to prospective businesses or developers. We have utilized spec sheets for other large projects in town such as the Plaza. I have been advised to just concentrate on the lots that have buildings so we will concentrate on the Corner Cupboard. The former Pizzeria building has undergone major renovations inside, however, has been taken off the market. The Town is not promoting this property at this time. Five specialized promotional pieces had been issued with the last one in August 2014. The focus is now on the former Corner Cupboard property. A company has been reviewing the building as its potential new location.

The new Plaza owner has been providing details on site vacancies to the Town and these have been advertised for the Plaza. Several referrals have been made to the Plaza. Some of the referrals have met with the Plaza owner to review possible leases. There are several potential business projects, therefore, reviewing the applicability of a Tax Increment Financing District (TIF) has begun. Further information required to evaluate this opportunity has not been received from the developer.

North Lancey Street Business Building placed on the market by Lancey Associates and is offered by Better Homes and Gardens Real Estate The Masiello Group. Gary has compiled a spec sheet for this property and it is on the web site as well as having been distributed. There has been some renewed interest in the location.

SAS Property placed on the market by MTC Holdings, LTD of San Antonio, Texas and is offered by the LandVest, a Luxury Property Real Estate Company in Camden – The website promoting the property is linked to the Town's website. The Town has recommended that the building be available for lease of needed space, however, the company would like to sell the

entire building/s. The December appointment with the out of state developer/investor was cancelled due to the winter storm. The Town met with commercial interests about the property in January 2014. Several projects are underway to enhance the ability to develop this unique and interesting property. The pre-application required for the Historic Status of the SAS property (former Waverly Mill) to proceed forward to the National Register was completed in April and submitted. The Town has been advised that the Mill has received approval of its pre-application and has been placed on the State of Maine Historic Sites database. The Town now has a State of Maine Historic Commission letter stating the Mill's suitability for the National Register which can be presented to a developer who wishes to pursue the National Register application process or the Town can utilize the letter to hire an architectural historian or other expert to complete the process (upon receipt of appropriate funding source, i.e., grant or donation). The Town worked with the potential developer to line up interested agencies to tour the mill this summer. The first tour has taken place. Background research continues to take place to locate funding resources. Recently there have been multiple contacts regarding the future of this site and the property is now in the process of being auctioned off. The Town Manager attended the Preview of the property on Monday, 11/24/2014. The Auction was set for 12/09/2014. As many people have been contacted that we can think of who could be interested in the facility. After the auction took place, we learned that negotiations are underway to purchase the building. The negotiations were underway, therefore, confidential at the time of writing of this agenda item and continue to be confidential as of the date of this agenda item.

Report on MDOT Somerset Avenue Mill & Fill Project:

The MDOT Mill and Fill project is now completed with the exception of several safety enhancements. The School Blinking Solar Lights need to be installed and locations are being staked out by Public Works to show MDOT on 11/14/2014. The Town and Pittsfield Water Works will be meeting with MDOT on 11/14/2014 regarding the manhole cover issue. The ADA detection basins have been installed along the section of Somerset Avenue added to the project. The Town has been advised of the locations for the special School Blinking Lights and is installing the poles after Dig Safe notification during the week of 11/24/2014. The poles are up, however, the electrical company has not yet been available to come review the project. This is the only part of the project that remains.

Report on Somerset Avenue Sidewalk Project:

The Preliminary Punch List was issued to the contractor along with a list of paperwork which is required. The Town worked on the detectable basins for handicap accessibility which are needed on the additional section of Somerset Avenue that was added to the project. It is anticipated that a meeting will be set to address the need for the lienholder waivers and to address the punch list items. The Contractor called back on 11/12/2014 to our written request from early 10/2014. So far, the Town has not received the required documentation nor has the Contractor met with the Public Works Foreman on the punch list. Therefore, the final payment has not been issued. On 12/08/2014 the Contractor called back, a meeting took place and the Town received all of the necessary information in order to release the final payment (with 2% retainage held).

Report on Somerset Avenue Speed Limit Request:

Preliminary information was submitted to MDOT in late Fall, 2014. Additional information was requested. Several extensive details were completed by the Police Chief to provide the

additional information on days when the weather was clear, the roads were not snow covered and at a time in which the Police Chief did not have any commitments and the police department was fully staffed here in Town (not at court, out sick, etc.) MDOT has the additional information and will provide their answer on whether the speed zone from I-95 to the Varney Dealership can be lowered to 25 or 30 mph. With the information collected in 2014, it could not be lowered to 25 mph pursuant to their requirements. We will see what the additional information provides for an allowable speed limit under MDOT regulations.

Report on Meetings & Events:

Kennebec Regional Development Authority Marketing Committee Meeting on Wednesday, 01/07/2015 at 2:00 pm at the FirstPark Office in Oakland

Recycling Committee Meeting on Wednesday, 01/07/2015 at 5:00 pm

Somerset Economic Development Corporation Board of Directors Meeting on Thursday, 01/08/2015 at 10:00 am in Skowhegan

Somerset Workforce Connect Committee Meeting on Thursday, 01/08/2015 at 1:00 pm in Skowhegan

Sebasticook Valley Chamber of Commerce Strategic Planning Committee Meeting on Thursday, 01/08/2015 at 3:30 pm at the Chamber Office in Palmyra

Sebasticook Valley Chamber of Commerce Board of Directors Meeting on Thursday, 01/08/2015 at 5:00 pm at the Chamber Office in Palmyra

Central Maine Egg Festival Organizational Meeting on Thursday, 01/08/2015 at 6:30 pm

Kennebec Valley Council of Governments Comprehensive Economic Development Strategy Meeting on Tuesday, 01/13/2015 at 11:30 am at the KVCOG Office in Fairfield

Kennebec-Somerset Transition Team Meeting on Thursday, 01/15/2015 at 10:00 am

Pittsfield Historical Society Meeting on Thursday, 01/15/2015 at 6:00 pm

Upcoming Meetings & Events:

Kennebec Valley Council of Governments Strategic Planning Committee Meeting on Thursday, 01/22/2015 at 1:30 pm at the KVCOG Office in Fairfield

Kennebec Regional Development Authority Legislative Forum and General Assembly Meeting on Wednesday, 01/28/2015 at 5:00 pm in Waterville

The remainder of the meetings are in the process of being scheduled

4. **PUBLIC HEARINGS/OLD BUSINESS: NONE**
5. **REPORTS: TOWN MANAGER, FINANCE, ORDINANCE & RECYCLING COMMITTEES:**

Town Manager's Report: Town Council Meeting of 01/20/2015:

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

2. Langlais Art Trail includes Pittsfield: The Town of Pittsfield is part of the Colby College Langlais Art Trail. Colby College is producing a state-of-the-art interactive map, which will serve as an extensive guide to Langlais works across the state of Maine. The launching of the Trail recognizes a state-wide art community that was created through the Kohler Foundation and celebrates the collaborative efforts to recognize this influential artist. The Town will receive a copy of *Bernard Langlais*, a copiously illustrated 250-page monograph on the artist, with essays by Hannah W. Blunt, Diana Tuite, Vincent Katz, and Leslie UMBERGER. This monograph is produced in conjunction with the Museum's retrospective exhibition this summer, opening July 19th. The scheduled launch date of the Langlais Art Trail was July.

3. Dog Licenses for 2015 due by January 31, 2015: The 2015 Dog Licenses are now available. All dogs are to be licensed prior to January 31, 2015. Starting on February 1, 2015 owners who have not licensed their dogs will be charged a \$25.00 late fee per dog. The registration fees are as follows: \$6.00 for altered dogs and \$11.00 for unaltered dogs. Please bring in your current rabies certificate and proof of spay or neuter, if applicable. If you no longer have your dog, please call the Town Office to let us know so we can remove them from our list. We are available Monday - Friday from 8:00 am - 5:00 pm. Thank you!

4. Free Western Classic Matinees: The Pittsfield Community Theatre is pleased to announce free western movies each month during the winter at Saturday matinees. All Western Movies Will Show At 2 PM Doors Open At 1:30 PM

January 17

(1939) Zorro's Fighting Legion: Chapter 1 "The Golden God"
Feature (1948) Loaded Pistols Starring Gene Autrey

February 14

(Cartoon 1937) Popeye The Sailor Meets Ali Baba's Forty Thieves
(1939) Zorro's Fighting Legion: Chapter 2 "The Flaming Z"
Feature (1931) The Hard Hombre Starring Hoot Gibson

March 14

(Cartoon 1939) Gold Rush Daze
(Cartoon 1929) Finding His Voice
(1939) Zorro's Fighting Legion: Chapter 3 "Descending Doom"
Feature (1931) Range Feud Starring Buck Jones With John Wayne

5. Exciting News for the Theatre: The Pittsfield Community Theatre has been chosen to be on the ballot for the upcoming 2015 Community Matters More campaign put on by the Bangor Savings Bank. By being accepted for the ballot, the Theatre is guaranteed \$1,000.00. We will receive a packet in the mail with information on the campaign and in mid-January, 2015 receive ballots and posters. Balloting begins in February 2015. We will need to organize a massive campaign through e-mail, facebook and other publicity to obtain votes for the Theatre. We submitted the next project of a new roof for the facility. This was great news as it hard to get on the ballot because there are so many good causes. It is also hard to

win when it is a town or regional facility as we will be competing with non-profits and organizations which have a state-wide reach so we need a really organized campaign.

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

Recycling Committee: The Committee met on January 7, 2015. We talked about Earth Day and Arbor Day. We discussed uses for the land by the Reuse Center. We discussed a joint effort with the schools to clean up the trails with the students. Kevin Bryant gave the Committee an update on the sign he is making.

6. **NEW BUSINESS:**

RESOLUTION 15-13: Resolved that the Town Council authorize the Town Manager to sign a lease agreement for high-speed internet service.

Moved by **Councilor Donahue** and seconded by **Councilor Ferland** that Resolution 15-13 be adopted.

The Town Manager noted the current provider of high-speed internet services servicing the Town's water and sewer facilities, Town Office/Police/Fire Station and Water/Sewer Garage and 3 customers in Town will cease service, providing 30 days notice which expires at the beginning of February 2015.

The in-town buildings will be serviced by Time Warner and we expect excellent service. The out of town buildings in unique locations will require a unique solution. Our Assistant Water/Sewer Superintendent Scott Noble has spent a lot of time contacting providers to find one very good solution to high-speed internet for the SCADA systems at the water and sewer facilities. Again, we would provide space to a company that would provide internet services free of charge to the four water/sewer facilities in exchange for use of the Town's water towers for the placement of equipment.

This time we are starting fresh with a revised agreement Draft #1 detailing out those areas that have been an issue in the past in the pre-2000 year document. In discussions with Peter, we have addressed the electricity reimbursement, which is very minor and updated the language for Draft #2. The minor change was reviewed.

The Town Councilors received extensive background information given the short period of time that has been available to the Town as follows:

1. Recommendation from Assistant Water/Sewer Superintendent Scott Noble;
2. Town of Pittsfield quotation sheet from the 6 companies that did call the Town back;
3. Proposals from the two companies that placed their quotation/offer in writing; and
4. Draft Lease Agreement for the services

Given the remote location of two of the facilities this is a very good offer for the Town at this time.

Mr. Hussey gave a brief history of his company. He currently has about a dozen towers with approximately 500 customers on the system. Mr. Hussey noted he has a straight line of site from the Winslow tower to the Pittsfield tower. He is pleased to offer this service and the Councilors thanked him for coming to Town.

VOTE: UNANIMOUS AYE

RESOLUTION 15-14: Resolved that the Town Council authorize the Town Manager to renew the Airport Lease to Cianbro Corporation for a five year period through 12/31/2019.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Donahue** that Resolution 15-14 be adopted.

The Town Manager noted the Town Councilors received a copy of the most recent least at the Airport for Cianbro Corporation for consideration for another five-year period. We have proposed the same agreement, same lease fee and same conditions. The dates will be updated in the agreement. The Minimum Standards have been updated since the last Cianbro lease was approved, therefore, the most current version of the Minimum Standards was attached to the agreement.

VOTE: UNANIMOUS AYE

RESOLUTION 15-15: Resolved that the Town Council declare the seat of former Councilor Caleb Curtis vacant and call a special election for Councilor At Large on Thursday, 04/23/2015.

Moved by **Councilor Donahue** and seconded by **Deputy Mayor Nichols** that Resolution 15-15 be adopted.

The Town Manager noted nomination papers were not filed by any candidates for Councilor Curtis' seat which became vacant on 01/01/2015. Due to the timing and state regulations, there was not enough time for write-ins to be declared.

The Council's first meeting was organizational in nature, therefore, it is now time to move forward with the Special Election to fill the vacant seat on the Town Council.

The Town Clerk has calculated the dates in accordance with the election process listed in the State Statutes. If there is concern with the length of the process, we can shorten it up, however, will need enough time for proper advertising and information. Also, April normally will not have any snow storms once we reach mid month.

VOTE: UNANIMOUS AYE

RESOLUTION 15-16: Resolved that the Town Council approve the nomination papers for Councilor At Large be made available on Wednesday, 01/28/2015 and that the filing deadline for said nomination papers will be Monday, 03/09/2015 at 5:00 PM.

Moved by **Councilor Ferland** and seconded by **Councilor Donahue** that Resolution 15-16 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 15-17: Resolved that the Town Council appoint Deputy Mayor Timothy Nichols to attend the meeting at the Somerset County Courthouse on 01/21/2015 at 3:30 pm to comply with the Somerset County Charter, Article V, Budget Procedures.

Moved by **Councilor Donahue** and seconded by **Councilor Ferland** that Resolution 15-17 be adopted.

The Town Manager noted the Town has received the County Caucus package. The Caucus is scheduled for Wednesday, 01/21/2015 at 3:30 pm for District 3 which includes Pittsfield. If one of the Councilors would like to attend, we will need to make an appointment. Town Councilors received the package of materials from the County in their package.

VOTE: UNANIMOUS AYE

7. **DISCUSSION ITEMS:**

Financial Reports as of 12/31/2014:

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
Briefly Reviewed by the Town Manager

Other Reports as of 12/31/2014:

Building and Plumbing Permit Reports
Library Report-Librarian's and Library Trustees Minutes
Police Report
Self Explanatory – Not Reviewed

Updates:

Water & Sewer Projects Update – Winter cleanup, addressing issues that develop, cleaning up the facilities, improving the facilities and working on inventory. The Town had its first water break on School Street, which was time-consuming, however, did not result in water being turned off which was very good.

Highway Projects Update – Since the last meeting, a lot less sanding and plowing. The Equipment is being worked on, trees cleaned up that have fallen over/broken off, carpentry work in the buildings and other municipal needs.

MDOT Light Capital Paving – The newly released listing was reviewed with the Town Council. Very few projects were included for Somerset County.

Program Staffing Levels – The Public Works Foreman's position will be advertised at the unemployed/underemployed resource fair on 02/18/2015 as well as the part-time secretarial/administrative position.

Code Enforcement Update – the CEO was requested to provide a summary of what he has been working on so that we can understand the code enforcement actions and progress that is

taking place. Rather than have a lengthy set of logs that would be hard to follow, we requested an excel spreadsheet with certain pertinent information on it, which was attached to the Discussion Items agenda sheet. A number of violations have been addressed, some have been cleaned up and then re-appear a few months later which requires follow-up and some are hard to determine the best solution due to their unique circumstances. At this point, I have one file to submit to the Town Attorney for review for recommendation as the Town had cleaned it up in the past and has now been refused access to assist with cleaning and it is getting worse. The file is hard to follow so I have asked for it to be put in into a chronological order.

Tax Acquired Property – a brief update on the process was provided.

Grants Update:

New Grants:

Airport Grants: Airport Master Plan Update – On-going, should have a summary document shortly

Airport Grants: Airport Taxiway Reconstruction – to be completed late this spring/early summer

Airport Grants: Airport Apron Expansion – to be completed late this spring/early summer

HealthySV: Community Resources Program – received first reimbursement. Project update provided.

MMA Safety Grant: Exterior Signs – received funding and will close down.

MMA Safety Grant: Interior Signs – received funding and will close down.

8. **REPORTS:** Audience, Council

Audience: None

Council:

Councilor Donahue: My first thought when hearing about the trails being cleaned up was how great it is that we are able to include the students. It's a good way to keep the kids involved with the project they worked on.

Councilor Stackhouse: Absent.

Councilor Ferland: The Friends of the Library have posted on Facebook a link for a special foundation grant. This morning I smiled. I saw a coffee cup on School Street. It is so rare to see trash in Town – it really stood out. Our residents and the Public Works Department are so good about keeping things picked up. Councilor Ferland asked if there has been any answer on the Mill Pond brush-cutting request. The Town Manager noted we have not received a response from the insurance company. We were able to make contact with MDOT and they stated they will not get involved with aesthetics. They just do not have the time. The Town can apply for permits to trim the area. It seems to be achievable. We received a large map from Vaughn Woodruff with cutting areas. The Public Works Department will take a look at the areas and see what is possible to tend to. John Dickson will be reviewing the cost of fencing. Councilor Ferland also noted that she was so pleased that the students will be helping clean up the trails. This lets them stay involved in the project they worked so hard on.

Councilor Nichols: I would like to volunteer to help out with the Resource Fair and the Job Fair. I will go to the Budget Meeting tomorrow and report back at the next meeting.

Councilor Cianchette: Absent.

Councilor Jordan: No Report.

9. **EXECUTIVE SESSION:**

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

Motion by **Deputy Mayor Nichols** to enter into executive session to discuss Economic Development, Disposition of Property and Acquisition of Property under Title 1, Section 405, 6.C. at 7:34 p.m. The motion was seconded by **Councilor Donahue**.

Motion by **Deputy Mayor Nichols** to return to regular session. The motion was seconded by **Councilor Donahue**. The Town Council exited executive session at 7:51 p.m.

VOTE: UNANIMOUS AYE

10. **ADJOURNMENT**

Motion by **Deputy Mayor Nichols** and seconded by **Councilor Donahue** that the meeting be adjourned at 7:52 p.m. All in agreement.

Nicole Nickolan, Town Clerk