

MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, February 18, 2014 at 6:30 pm in the Council Chambers.

PRESENT: COUNCILORS: Gary Jordan, Jr., Caleb Curtis and Trudy Ferland. **ABSENT:** Michael Cianchette, Tim Nichols, Robert Stackhouse and Heather Donahue. Also present: Town Manager Kathryn Ruth and Town Clerk Nicole Nickolan. Audience members included: Grace Lommel - Bangor Daily News.

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 February 4, 2014

This item was passed over, as there was not a quorum.

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

Community and Economic Development Activities and Events:

Report on New Business Activity & Opportunities in Pittsfield:

Thursday, February 20, 2014: Seabasticook Valley Chamber of Commerce Annual Banquet 5:00 – 9:00 pm

Wednesday, April 9, 2014: Regional Business Resources Night 6:30 pm – 8:30 pm

Wednesday, May 14, 2014: 7th Annual Regional Job Fair 3:30 pm – 6:30 pm

Several private sector business activities remain under review and projects continue to be underway. Several commercial properties recently sold, are under option or will be leased.

To address remaining available locations, an additional promotion piece beyond our regular promotion of available properties has 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 are planning on designing spec sheets for the remaining available properties in Town - the Corner Cupboard, the Hughes' storefront, the Friends' property and the Bois' property off Central Street.

Two are vacant buildings 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. The new Plaza owner has just agreed to provide details on site vacancies to the Town.

North Lancy Street Business Building placed on the market by Lancy Associates and is offered by Better Homes and Gardens Real Estate The Masiello Group. I spoke with Gary about a spec sheet for this property.

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.

Report on MDOT Somerset Avenue Mill & Fill Project:

MDOT contacted the Town late last week to request that we finalize the traffic calming items and let them know. I was to forward everything to them prior to this meeting. I contacted the citizens in the Heart of Pittsfield interested in this subject and they really want the bump out installed. I have asked MDOT questions again on the process and how items would look after discussing the list of items again. A few minutes before our meetings this evening I received a diagram of how the bump out would look. I printed out the diagram and have passed it around. At this point, there is no guarantee that any of the items will be included in the project. MDOT continues to recommend that the Town pay for all the items. We have reminded MDOT that they indicated they would check to see if any grant funds would be available left over from projects. Town Councilors agreed that three thermo-plastic crosswalks would be a great addition, as well as the beacons MDOT will be donating to the project. After some discussion, Town Councilors did not feel that bump outs were advisable in this area. Councilors expressed concerns with how narrow the area would be, the ability of bicyclists to fit with the vehicles in the narrow areas and the danger to the children standing out, exposed on the crosswalk/bump out.

Report on Meetings & Events:

Recycling Committee Meeting on Wednesday, February 05, 2014 at 5:00 pm (rescheduled to February 12, 2014)

Sebasticook Valley Strategic Planning Committee on Thursday, February 06, 2014 at 3:30 pm at the Chamber Office in Palmyra

Sebasticook Valley Chamber of Commerce Board of Directors Meeting on Thursday, February 06, 2014 at 5:00 pm at the Chamber Office In Palmyra

KVCOG Board of Directors Meeting on Tuesday, February 11, 2014 from 9:30 am – 11:30 am in Fairfield

KVCOG CEDS Meeting on Tuesday, February 11, 2014 from 11:30 am – 1:30 pm in Fairfield

KVCOG Mobilize Maine Natural and Built Environment Meeting on Tuesday, February 18, 2014 at 9:00 am in Fairfield

Upcoming Meetings & Events:

Theatre Committee Meeting on Tuesday, February 25, 2014 at 6:00 pm

Central Maine Egg Festival Regular Meeting on Thursday, February 27, 2014 at 6:30 pm

4. **PUBLIC HEARINGS/OLD BUSINESS:**

**TOWN OF PITTSFIELD
ORDER AND ORDINANCE AUTHORIZING TAX ANTICIPATION BORROWING**

ORDINANCE 14-01: (Public Hearing) That the Town of Pittsfield Town Council hereby ordains the tax anticipation note borrowing for the fiscal year ending December 31, 2014 on the following terms:

Ordered that, pursuant to Section 5771 of Title 30-A of the Maine Revised Statutes, as amended and the Ordinance adopted on the date hereof, the Town Treasurer is hereby authorized and empowered to borrow money from time to time during the fiscal year ending December 31, 2014 in the principal amount or amounts not exceeding \$500,000 at any one time outstanding, in anticipation of the collections or receipts from taxes, by the issuance of tax anticipation notes of the Town, each of which notes shall be designated "Town of Pittsfield 2014 Tax Anticipation Notes." All of such tax anticipation notes, and any extensions, renewals or replacements thereof, shall be signed by the Town Treasurer and countersigned by at least a majority of the members of the Town Council, shall be payable on or before November 1, 2014, out of money raised by taxation during the fiscal year ending December 31, 2014 shall bear interest payable at maturity at a rate determined in the manner as approved by the Treasurer, and shall contain such other terms and provisions, not inconsistent herewith, and be in such form, as shall be approved by the officers signing the same, whose approval shall be conclusively evidenced by their execution thereof, and

Be It Further Ordered that the Treasurer is hereby authorized to award the notes to such person or entity as approved by the Town Council, such approval to be conclusively evidenced by the execution of the 2014 Tax Anticipation Notes; and

Be It Further Ordered that the notes authorized by the foregoing are hereby designated as qualified tax exempt obligations for purposes of Section 265(b) of the Internal Revenue Code of 1986, as amended, and

Be It Further Ordered that the Treasurer of the Town be authorized to covenant with the purchasers of the notes on behalf of the Town and for the benefit of the holders of the notes, that the Town will take whatever steps, and refrain from taking any action, as may be necessary or appropriate to ensure that interest on the notes will remain free from federal income taxes, including without limitation, the filing of information returns and reports with the Internal Revenue Service and the payment of any rebate due to the United States of America.

The Public Hearing was opened. There was no one who wished to speak for or against Ordinance 14-01. The Public Hearing was closed.

The Town Manager noted this is the first step in the authorization process in order to issue a Tax Anticipation Note until the Town's major revenue source in the form of property taxes are received later this year. As the property tax bill is due in October of each year for the calendar year, the Town is spending funds for 8-9 months with smaller revenue sources coming in until October.

This item could not be voted on as there was not a quorum.

5. **REPORTS: TOWN MANAGER, FINANCE, ORDINANCE & RECYCLING COMMITTEES:**

Town Manager's Report: Town Council Meeting of 02/18/2014:

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

2. Sebasticook Regional Land Trust Farm & Habit Ride: The Town has been contacted by representatives of the Land Trust to start the collection of information for the 2nd Annual Farm & Habitat Ride. This year, the group is going to check all schedules to try to plan the ride on a day that another significant bike ride is taking place. This will lead to more participants as many of the regular bicyclists were at a large biking event. As soon as the date is chosen, we will start to promote and publicize the bike ride and padding event.

3. Central Maine Egg Festival: The Central Maine Egg Festival is seeking members for their Board of Directors. The Officers were chosen in 2013 and now the group needs to vote in members for several director positions as well as fill vacancies for committee chairs. The next meeting will be held on Thursday, February 27, 2014 at 6:30 pm in the Council Chambers. All of the volunteer organizations will be invited to the meeting in order to participate and share ideas. This meeting has been re-scheduled twice due to winter storms and the Chamber meeting so it is now scheduled for the 4th Thursday of February at 6:30 pm.

The Central Maine Egg Festival will be held Monday, July 14, 2014 – Saturday, July 19, 2014.

4. American Red Cross Real Hero Awards: The Real Heroes Nominating Committee of the Pine Tree Chapter of The American Red Cross has selected town employees for their awards. Police Chief Steve Emery, Officer Jeff Vanadestine and Firefighter Ryan Michael Havey were selected for this honor for their life saving efforts on October 7, 2013 when a car accident victim was pulled from the Sebasticook River. Their efforts definitely saved a life that day. The Annual American Red Cross Real Heroes Breakfast will take place on Thursday, March 20, 2014 at 7:30 am at Jeff's Catering & Event Center in Brewer.

5. Globetrotting Bookworms Club at the Pittsfield Public Library: Pick up your passport at the Pittsfield Public Library and get ready to travel the world of Tall Tales, Folktales, and Fairytales. Every Monday from 3:30 – 4:15, starting February 24, enjoy a story from a faraway land, make a story-based craft, and maybe even make a new friend. This program is an excellent way to encourage children to explore different cultures and other parts of the world. For more information, call the library at 487-5880

6. Pittsfield Library Trustees: As an advisory board, the members do not think that it is necessary to meet each month. The Trustees will meet quarterly on the second Tuesday at 4:15 pm in March, June, September and December. The Trustees recognize that a special meeting could be called is necessary.

7. Town Farm Lot Forest Management Plan: This project was going to begin this month to plan out a project for this year. The Trail Map data is not yet plotted for the communities for the HealthySV/Chamber of Commerce Project. When that lot is plotted with the GPS coordinates that were obtained by volunteers, we can provide this information to the Forester Mr. Gettle, who noted he would lay that map on his map of cutting areas free of charge so we could see what we

have. Then once we have everything laid out, the Town would hold some public sessions and also meet with all the various town boards/committees to update them. Therefore, this project will start when we have the trail map. HealthSV is talking with the mapper to see if he will map out this lot ahead of the others so we can start this project

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

6. **NEW BUSINESS:**

These items were passed over, as there was not a quorum.

RESOLUTION 14-16: Resolved that the Town Council authorize the Town Manager and Deputy Tax Collector to issue the notice of Tax Acquired Property Sale and place the Tax Acquired Parcels out to bid.

RESOLUTION 14-17: Resolved that the Town Council approve the issuance of a parade permit to Maine Central Institute for a 5K Fun Run/Walk on August 2, 2014 and waive the permit fees.

7. **DISCUSSION ITEMS:**

Updates:

Water & Sewer Projects Update: Both Water and Sewer have been very busy with regular work created by the interesting and challenging weather conditions. Scott Noble is back to light duty. We had a large water main break on Saturday, February 08, 2014. This one was difficult to find so the water was being loss as fast as it was being pumped into the tank. Generally, the leaks area the road and someone phones it in or the Town crew sees it. This one was on the site of a closed industrial wood mill and could not be seen from the road. The area was narrowed down and it was located. Then, the water could not get turned off, which has happened before, so a valve was installed. Installing valves is good, however, it is better to be installing them as an addition not as part of an emergency. By Sunday, the next day, the tanks were filling up nicely.

Highway Projects Update: Highway has been extremely busy addressing our winter weather conditions. Snow removal was a bit slow this week as equipment was broken down. Luckily not during a storm so items have been repaired and piles of snow are being moved from the downtown.

Program Staffing Levels: As we know, Recreation has been a challenging area due to having a part-time director and full-time expectations. We have an amazing recreation program with literally hundreds of volunteers during the year. Our current Recreation Director Jared Foster has done a great job, however, his time is limited and he cannot keep on. His position at MCI is much more than 40 hours a week and Spring Sports is coming up which is very intensive. Last year, Jared advised that he would continue until Spring Sports or through Basketball.

We have several applications and interviews will take place next Wednesday, February 26, 2014.

Personal Property Tax: One of the companies with several years' personal property tax outstanding has agreed to a payment plan, offering to pay a year's worth of taxes every 3 months so that was excellent. We have compiled all the information we have in the files for the Town Attorney on the other properties.

State Revenue Sharing & Budget Cuts: It appears that Revenue Sharing for the Towns has been saved at this time. Due to last year's cuts and the economy, as long as the new proposed bill is not vetoed, we will receive about ½ of the amount of revenue sharing that we normally would.

Building Repairs: We are soliciting proposals for the work on the building to be paid for by the insurance claim. The Transfer Station, which was previously denied by the insurance company, for repairs to the roof damaged during the ice storm, will now be covered. We received a denial, which seemed to be due to the different issues going on at the facility, which are buildings meshed together. I asked our Department Head to write up the actual claim asked for, provide copies of the estimates and then we made sure it was clear what the claim was based on so it has been approved. Basically, there is other damage in that building that has nothing to do with the damage from the ice storm and apparently there was confusion. The contractor fixing the damage from the ice storm was there when the adjuster showed up for a second visit, so this was resolved. This ice storm was the first time there was any report of water leakage at that facility. There are some other problems there such as the ripped insulation and wind barrier that need to be repaired, however, that is not ice related so not insurance related.

Grants Update:

New Grants:

HealthySV Tobacco, Alcohol and Drug Prevention – The Town has a unique opportunity to be a pilot project in providing for more Community Policing without having to hire an additional officer. The Chief is talking to the officers now about this. Basically, a certain amount of time will be dedicated per week with 1-2 individuals who have the proper background and certifications currently officers to focus on community work – prevention of tobacco, alcohol and drug use of the students, meeting with community groups, etc. The grant will pay for the example of 10 hours a week for that officer/officers to not be on patrol and dedicate time to community policing. That shift or period of time would be covered by another police officer. The details will be worked out this Spring/Summer. The program would likely start in October 2014.

Historic Preservation Foundation – New funding opportunity by invitation only. Our Historic Preservation Architect has submitted our name.

Jump Start Our Youth (JOY through JMG) Historic Depot – An application will be completed for the Historic Depot.

8. **REPORTS:** Audience, Council

Audience: None

Council:

Councilor Donahue: Absent.

Councilor Stackhouse: Absent.

Councilor Ferland: I spent the day at the State House. I was chaperoning some students. I saw Vaughn Woodruff there for solar energy. I attended the press conference on revenue sharing. It was very interesting. The Heart of Pittsfield is organizing a Map Up at MCI. We are trying to get Pittsfield updated on Google Maps. Mayor Jordan discussed details of the project and different items that residents will be working on including pinpointing businesses and adding photos. Councilor Ferland noted that she had a constituent call her a few weeks ago regarding home

repairs. Councilor Ferland has called KVCAP two times, leaving messages both times, and still has never received a response. The Town Manager noted if Councilor Ferland would forward the information we can start calling.

Councilor Nichols: Absent.

Councilor Curtis: Jack has been doing a great job plowing at the airport, as there have been a lot of storms. We have been busy. We love the new apron. We had someone fly in from Texas that had not been to the airport since the apron was done. He was very happy with the work that has been done. The Town Manager noted we should do a welcome package for airport users that fly in from out of the area. Councilor Curtis noted he took his wife to Vittles for Valentine's Day dinner. It was very good.

Councilor Cianchette: Absent.

Councilor Jordan: Tax Pro has officially purchased a property on Main Street. They will be gutting the inside and remodeling and putting on a new roof. They are hoping for a July move in. Highway has been busy moving snow. The Pinnacle is open. There have been a lot of kids up there skiing. There was a photo posted on the Pinnacle webpage the other day. Within 2 days 2,000 viewers had seen it!

9. **ADJOURNMENT**

Motion by **Councilor Curtis** and seconded by **Councilor Ferland** that the meeting be adjourned at 7:44 p.m. All in agreement.

Nicole Nickolan, Town Clerk