

MINUTES

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

PRESENT: COUNCILORS: Gary Jordan, Jr., Caleb Curtis, Tim Nichols, Trudy Ferland, Robert Stackhouse and Heather Donahue. **ABSENT:** Michael Cianchette. Also present: Town Manager Kathryn Ruth and Town Clerk Nicole Nickolan. Audience members included: Daren Harvey, Bo Steeves, Sean Stackhouse and Jessie Scardina.

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 March 18, 2014

Moved by **Councilor Donahue** and seconded by **Councilor Ferland** that the minutes of the meeting held on March 18, 2014 be adopted.

VOTE: UNANIMOUS AYE

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

Community and Economic Development Activities and Events:

Report on New Business Activity & Opportunities in Pittsfield:

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

Monday, July 14, 2014 – Saturday, July 19, 2014: 42nd Central Maine Egg Festival

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.

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. Another promotion piece will be issued the week ending March 14, 2014.

We plan to design 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 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 is considering 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. Several projects are underway to enhance the ability to develop this unique and interesting property. An amendment to the Shoreland Zoning Ordinance is under consideration to allow more options for the development of the facility.

UTC Plant Closing:

The Town of Pittsfield was notified this afternoon that the UTC Climate, Controls & Security plant will be closing effective March 1, 2015 with structured layoffs beginning in the Fall of 2014.

The Town has been in contact with UTC officials offering to work with the company in any way possible to keep the plant open through financial assistance or incentives. We have been advised that this closure is due to the need of UTC to reduce their floor space when looking at all of their facilities in and outside of the United States. It is an internal decision of the company and not due to the plant, the employees, the town or the state. It is an internal company business decision being made because of economics. The jobs are going to China, Mexico and North Carolina.

With that said, the plant is a family in the Town and the Town of Pittsfield will do everything that it can to assist the employees of the facility. We will work hand in hand with the Governor’s Office, DECD, DOL, our federal and state representatives and senators to assist the employees with available programs and training. UTC also will be providing an Employee Scholar program and severance packages.

This is a regional facility so UTC’s decision will affect the region. Approximately 25% of the employees are from Pittsfield with the remaining 75% spread out in every town surrounding our community from Waterville/Winslow up to Bangor.

The community of Pittsfield has provided over 2,600 jobs at our largest facilities and for the future we have asked UTC if this decision is inevitable that the company not let the plant sit there. We requested that UTC work with the State and the Town to market the facility at the appropriate time so that another company can come into Town to provide jobs to our community’s residents and those of the region.

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

RESOLUTION 14-18: Resolved that the Town Council approve the Town Manager’s appointment for the Recreation Director position pursuant to Town Regulations.

Moved by **Councilor Stackhouse** and seconded by **Councilor Donahue** that Resolution 14-18 be removed from the table.

Moved by **Councilor Stackhouse** and seconded by **Councilor Donahue** that Resolution 14-18 be adopted.

The Town Manager noted this item was on the last Council Meeting in case the process was completed. The resolution was tabled at the 03/04/2014 meeting. A conditional offer of employment has been issued for this position, which then allows the Town to complete the appropriate background checks and pre-placement employment exam.

Daren Harvey stated he appreciated the opportunity. I have been involved in sports as a parent, onlooker and a coach. It is a challenge but I am looking forward to it.

VOTE: UNANIMOUS AYE

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

Town Manager's Report: Town Council Meeting of 03/18/2014:

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

2. Tax Acquired Property Sale: The second TAP sale is underway for the three tax acquired properties that the prior owners did not have any interest in establishing a tax payment plan for and which need to be in the private sector in order to re-develop them. The Town is soliciting bids for the sale of the municipality's interest in tax-acquired properties. Each bid must be in writing and in a sealed envelope marked "Proposal - Tax Acquired Property" and "Parcel #___" on the exterior and addressed to the Town of Pittsfield. Each bid is to be for one property only; individuals wishing to bid on two or more of the parcels must submit a separate bid for each one in a separate envelope. Please mark the envelope with the parcel #. All bids must be received at the Pittsfield Town Office, Attention Deputy Tax Collector, 112 Somerset Avenue, Pittsfield, ME 04967-1432 by April 23, 2014 at 11:00 a.m., at which time they will be publicly opened. Late bids will not be opened or considered.

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

The properties for sale are described on the Town's tax maps and minimum bids are required:

<u>Parcel</u>	<u>Parcel Description</u>	<u>Minimum Bid</u>	<u>Partial Description</u>
1	Map 23, Lot 56	\$6,000.00	Land only, +/- 0.38 acres
2	Map 25, Lot 68	\$8,500.00	Building & Land, +/- 0.20 acres
3	Map 29, Lot 25	\$8,000.00	Building & Land, +/- 0.47 acres

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

This is the second bid and the amounts requested cover the town's costs (taxes, interest, costs, legal, transfer tax and recording fees, etc.)

3. 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 Seabasticook 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. Due to everyone's work schedules and appointments, the Fire Chief will be representing the Town at this event. We have honored the recipients at two local ceremonies for their excellent work. The Red Cross breakfast will be a great event for the employees and their families.

4. Student Art Show at the Pittsfield Public Library: An exhibit of student artwork will be on display at the Pittsfield Public Library from Monday, March 24th, until Friday, April 4th, 2014. The show is a collaboration between Warsaw Middle School and MCI students and features select, high quality artwork. An opening will be held Wednesday, March 26th, from 4:00-5:30pm, and is open to artists and their families as well as the public. Please contact Ashley Pillsbury, Warsaw Middle School Art Teacher, at apillsbury@msad53.org with questions or for more details.

Finance Committee: None.

Ordinance Committee: None.

Recycling Committee: The Committee met on March 5, 2014. They discussed the clean up schedule for spring for the area behind MCI and Central Street. I want to thank the volunteers that will be working on that project. We also discussed Bike to School/Work Day, Trek Across ME, Bike Rodeo and the Easter Egg Hunt.

6. **NEW BUSINESS: NONE**

7. **DISCUSSION ITEMS:**

Financial Reports as of 02/28/2014:

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
Town Manager Briefly Reviewed

Other Reports as of 02/28/2014:

Building and Plumbing Permit Reports
Library Report-Librarian's and Library Trustees Minutes
Police Report

Self-Explanatory – Not Reviewed

Updates:

Water & Sewer Projects Update: Both Water and Sewer have been very busy with regular work including upgrading procedures/updating all Safety Regulations, interior upgrade of the garage facilities including the heating venting system, bathrooms, and eye wash area after checking with the Code Enforcement Officer. The Town has had several water breaks including First Street/Harriet Street; Detroit Avenue/Washington Street; and Stinson Avenue. On bad weather days, they are working on insulating the Water/Sewer Garage by placing spray foam in cracks.

Olver Associates is reviewing the telemetry system – computer programming that allows for monitoring and reporting on the water and sewer operations. It is an older system that was maintained by a company by its owner. The owner has passed away, we are unable to obtain the passwords from the individual who took over the company and we need a better setup. The Town has saved a lot of money over the years since we had this system set up in the 1990's and we need to update. We have asked Olver Associates to put together recommendations and it would be very good to bid out this project. We can use the system, however, it is now not maintained and cannot be upgraded and if problems develop, we may not be able to solve them. This is an important area to update.

Highway Projects Update: Highway has been extremely busy with storms, snow removal and water issues since the last meeting. Trucks have needed quite a bit of repairs due to age. Regular winter maintenance activities have been continuous including cleaning out catch basins, sanding gravel roads and salting areas that did not clear up. Potholes continue to be a challenge. During the last storm, which was challenging, S&G trucks broke down and needed repair. Another truck was dispatched to Town and the company continued its route. The sand pile is the lowest I have seen it. We have enough sand for approximately 1.5 – 2 storms depending upon the severity and type. The Town has located sand to purchase if absolutely necessary. Sand purchased last year was \$4.50/yard. Sand purchased during the middle of winter/end of winter will be much higher per yard. We continue to order salt and have just gone over the amount signed up for in the KVCOG bid. Salt is now much more expensive. It has been an usual winter and we have exhausted several allocations and will need to cover the overdrafts with other budgets through the charter transfer resolution at the end of the fiscal year or cut back on summer projects, which have been few due to the budget constraints.

MDOT Projects Update for 2014 and 2015-2016: The Town is listed for capital improvements on several State roads as long as funding permits. The plan is to conduct the following:

1. Madawaska Road – Shoulder work including drainage beginning at the I-95 Overpass and extending 2.74 miles to Route #2 (Pittsfield and Palmyra).
2. Bridge Improvement – Preliminary Engineering for several bridges/large culverts:
Bridge/Culvert located .16 mile northeast of I-95 NB/Route 152 (Hartland Avenue)
Bridge/Culvert located .03 mile southwest of Route #152 (Hartland Avenue)
Bridge/Culvert located 2.83 miles north of the Pittsfield I-95 On Ramp
3. Bridge Wearing Surface Replacement: Deck, wearing surface and joint repairs to coordinate with the I-95 SB Paving Project – 4 bridges to have work completed along that section.
4. Highway Preservation Paving – Preliminary Engineering for Mill & Fill on I-95 Northbound - .03 of a mile north of Johnson Flat Road/I-95 Bridge extending 5.02 miles
5. Route #100/#11 – Large Culvert replacement .41 of a mile north of Webb Road
6. I-95 Lighting – Replace lighting at I-95 NB and SB Exit 150 – also states PE
7. Route #100/#11 – Bridge widening and wingwall repair on South of Village Bridge over

- Farnham Brook located .69 of a mile southeast of Stinson Road
8. I-95 Mill and Fill on I-95 Southbound beginning .24 of a mile south of Somerset Avenue and extending southerly 19.45 (from Pittsfield to Waterville)
 9. Somerset Avenue Mill and Fill Project beginning at I-95 On Ramp and extending easterly 1.11 miles to Route #152 (was starting at Spring Road).

Basically, Southbound I-95 Mill & Fill with bridge wearing surface replacement and preparation work on bridges, culverts and shoulders for future Northbound I-95 Mill & Fill work, plus Somerset Avenue Mill and Fill and a few spot safety repairs.

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. Considering the time of the year with heating bills and bleak weather, we waited until March to make the phone calls to the delinquent taxpayers with several years of taxes due.

Building Repairs: The proposals received for the Municipal Building work were very good and within the insurance proceeds. We are waiting for the Contractor to arrive as his schedule is busy.

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 adjustor 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.

The Department Head was advised that we would receive adequate funds for the project. The insurance proceeds arrived and are a fraction of the cost so we need to file another appeal for payment. The work was completed as the company ordered the Town to have the work done before any decision was made.

The appeal was forwarded to the company and after several calls and discussions, the Town will receive another check so that we will have received the cost of the actual repairs – the deductible.

The Town also had \$600 worth of additional work completed to build an overhang where the two buildings come together to protect that area from further issues with heavy ice storms.

Proposed Ordinance Amendments:

Shoreland Zoning: Utilize option to allow greater residential densities

After discussion at the Planning Board meeting on 03/10/2014, the Planning Board voted to send a proposed amendment to public hearing at their 04/14/2014 meeting.

It is proposed that a note is added to Section 15 Land Use Standards of the Shoreland Zoning Ordinance to read as follows under the densities:

NOTE: ***In the General Development District that is served by municipal water and sewer systems, capable of supplying service, the Planning Board may approve greater residential or use densities than set forth in Section 15 (1) (a)(b)(c) above provided the development is contained in the foot print of the existing structures only.***

This will assist with developing the SAS property and any properties that require a more concentrated density in order to be developed or built. It will allow for more units – such as apartments, condos, mixed use – rooms, restaurant, artist studios, etc. and other ideas. Currently, with the minimum lot acreage and shore frontage, it would be very hard to develop the SAS buildings as there need to be enough units to realize a profit at some time.

This language leaves the decision with the Planning Board, which would review any proposed project in depth under the Town's regulations.

Grants Update:

The Town Manager noted that there are a lot of outstanding Account Receivables, especially for the Airport Grants.

8. **REPORTS:** Audience, Council

Audience: None

Council:

Councilor Donahue: Welcome to Daren. I'm sure you will have a wonderful season ahead, if spring ever gets here. Councilor Donahue noted that the Farm Bike Tour has chosen a date for the tour. It will be held September 13, 2014.

Councilor Stackhouse: Congrats to Daren. Thank you for taking this on. Good Luck!

Councilor Ferland: Welcome to Daren. Councilor Ferland asked when we would be meeting with the school to review the budget. The Town Manager confirmed we would be meeting with them on 04/01/2014.

Councilor Nichols: Congrats to Daren. You have your work cut out for you. There are many enthusiastic parents in Town. There are many people that will be affected by this closing at UTC. We will come out of it and will have a good, decent place for these people to work. I know Kathryn and Gary will work hard on this. Whenever we see this happen here it always disappointing. You don't see companies in China or Mexico reducing floor space.

Councilor Curtis: Congrats to Daren. You have a lot of work ahead of you, but you have a good resume.

Councilor Cianchette: Absent.

Councilor Jordan: No Comment.

9. **ADJOURNMENT**

Motion by **Councilor Stackhouse** and seconded by **Councilor Nichols** that the meeting be adjourned at 7:19 p.m. All in agreement.

Nicole Nickolan, Town Clerk