

MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, April 7, 2015 at 6:30 pm in the Council Chambers.

PRESENT: COUNCILORS: Gary Jordan, Jr., Tim Nichols, Trudy Ferland and Robert Stackhouse. **ABSENT:** Heather Donahue and Michael Cianchette. Also present: Town Manager Kathryn Ruth and Town Clerk Nicole Nickolan. Audience members included: Scott Strom, Bob Engelhardt, Kelly Carter and Dom DePatsy.

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

Mayor Jordan, Jr. noted for the record that he would be voting tonight to make a quorum.

2. Adoption of minutes of the regular meeting held on March 17, 2015.

Moved by **Councilor Stackhouse** and seconded by **Councilor Ferland** that the minutes of the regular meeting held on March 17, 2015 be adopted.

VOTE: UNANIMOUS AYE

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

Meeting with SAD #53 Superintendent Dominic DePatsy re: Update on the 2015 – 2016 Budget: Superintendent Dominic DePatsy was joined by Kelly Carter of MSAD #53 Board of Directors. Mr. DePatsy apologized for the scheduling misunderstanding at the last meeting. With the Federal and LaPage push for Pre-K, we applied for and received a grant to start Full Day PreK at Manson Park. We will be offering a full day Pre-K next year with 2 Full Time Classrooms. For the first year we will also have a Part Time classroom for parents to have a transition year. There are many pieces to this grant. We will be offering parents/family night and literary pieces among other additions. What we really need to do is go out into the community and start teaching parents. We are finding, parents don't have the skills they need to help our students succeed. The big push in the District over the last few years has been a 90% literacy goal. Our 1st grade class is still at 90%. We have had 14 move-ins just in first grade. This year has been the most transient in history of MSAD #53. We are seeing a large number of children moving in and out of the district. I believe this is from the economy. The Middle School is doing great with project-based education. We had a few expeditions last year involving the Town. Mr. DePatsy discussed the budget process that MSAD #53 uses. I went out and solicited information from the teachers and the staff. It is important for them to be part of the process. We narrow down to the top three things wanted in each building. Manson/Vickery had a top priority of a Tech Integrationist. We are doing a lot of testing and assessment that is mandated. In Warsaw we have been missing a 6th Grade teacher. As far as fixed cost drivers, tuition is set in December while the School Budget is finalized in June. This is kind of backwards. Last year once the numbers came in the increase was 6.4%. We had only planned for a 3.7% increase. We made cuts and additional changes. We froze certain lines. We didn't want to demoralize these teachers anymore. They have cuts year after year. For next year we put the increase in at 5%, as last year our estimate was too low. Mr. DePatsy noted the Master Plan is primarily finished and it will be going to the Board on April 13th. State imposed costs and taxes were briefly discussed. These are items

that we have no control over. We just got the medical numbers in and there is a 5% increase. The Transportation Budget is up 5% as well as a small increase in local repairs. We have proposed additions for a 6th grade teacher and the Tech Integrationist. We will also be facing 2 deletions in the budget to balance that, which are currently going to the Board for approval. We received a check in October from Maine State Retirement for \$240,000. We had been paying into Maine State Retirement for 10 years for an Ed Tech or Custodian. The Finance Committee decided that money needed to go to help pay for the budget. Our projected increase for Pittsfield this year is 3.5% increase. The budget is going to the Board in April for approval.

Kelly Carter noted that Dominic DePatsy would be resigning as he has accepted a position in Saco. We have enjoyed his time here with us. The Board would like to acknowledge everything Dominic has done for the program. His energy and enthusiasm that he brought to the District was really good. The next candidate search process is just getting underway.

Deputy Mayor Nichols noted that we appreciate the update and wish Mr. DePatsy good luck in his future endeavors. The Town Manager noted at this point we still do not know our valuation. We have also received some abatement requests. We have no idea what will happen with the valuation or the State Budget items at this time. Town Councilors would like an update on the Budget before the Budget Validation Vote. Mr. DePatsy stated they would be happy to come back with an update sometime in May.

Community and Economic Development Activities and Events:

Saturday, May 2, 2015: 19th Annual SVCC Business and Community Expo

Wednesday, May 13, 2015: 8th Annual Regional Job Fair

Other Important Events:

Saturday, April 4, 2015: Easter Egg Hunt at the Pinnacle sponsored by the Greater Pittsfield Area Kiwanis Club

Saturday, May 2, 2015: Earth Day/Arbor Day Celebration: Cleaning up the Town Farm Trail System

Saturday, May 9, 2015: Bike Rodeo sponsored by the Greater Pittsfield Area Kiwanis Club; Bike Swap Corner with Recycling Committee; and Bud's Shop N' Save Anniversary Celebration

General: 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 small to medium locations, additional promotional pieces beyond our regular promotion of available properties had been provided to economic and community development resources and sites. All properties have been acquired or are in process except the former Ben's Breakfast which has suffered some internal damage that is currently being addressed (before being marketed) and the former Chalice which has been taken off the market.

UTC Factory: 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. 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 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 was held on Wednesday, February 18, 2015 at Warsaw Middle School Gym from 1:30 – 4:30 pm. It was a great success with approximately 52 businesses and resource providers. Over 303 people attended.

The last notices were provided by UTC to employees. Approximately 60 will be left with some working on production until May 1, 2015. After that will be a group of around 20 who will be on site during the Summer. Review of the UTC Facility continues by parties. Hopefully a proposal will continue forward.

SAS 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. 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 were underway to purchase the building. The negotiations were confidential. In the end, the negotiations did not yield a buyer. Another company has been reviewing the facility to see if it is interested. The review continues and further information is not available at this time.

Somerset Plaza: The new Plaza owner has provided 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 and will continue once information is received. Further information required to evaluate this opportunity has not been received from the developer. The popular **Ken-A-Set Thrift Shop operated by Skills, Inc.** will move to the Plaza to the former Family Dollar Store location once vacated. Many calls have already been received by the Town Office staff from citizens and neighboring residents asking when the store will open! People are very excited about Ken-A-Set moving to Town. **United Insurance Company** has announced that it will be moving to the Plaza to the former Natural Food Store location across from Subway. The **Discount Warehouse** space has been thoroughly reviewed for retail with **Advance Auto** expanding into the area.

North Lancey Building: 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 interest in the location.

Family Dollar: The Family Dollar Store is basically complete except for landscaping. Merchandise is being moved into the store to open the first week of April 2015. If a notice is provided of a Grand Opening, that information will be forwarded to the Town Council.

Hancock Lumber: 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 when weather permits.

American Legion: The American Legion has received engineering assistance from Kleinschmidt Associates. An application for site plan review is being prepared for the building. Grant funding reviews have been underway with a couple of distinct possibilities located. The American Legion has launched a fundraising campaign to raise funds for the rehabilitation of their Middle Street property. At the 03/03/2015 Council Meeting, the Town Council approved a lease agreement for spots in the parking lot in order to meet site plan review requirements.

Former Corner Cupboard: Officially the former grocery store (and auto shop) will become the new home for Insource Renewables. The business vehicles and inventory will be stored on the site. The office will continue to be located at North Lancey Street.

Pittsfield Redemption Center: The facility had been closed for awhile when Ms. Goodridge's tenant ceased operations. The facility is now open with regular hours. It has been reported that the property has been sold.

Pittsfield Equipment Rental: This facility had been shut down by the owner and put on the market. It has been reported that the property has been sold to a truck repair company.

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. As of 03/11/2015, the company had been to town to quote the cost to hook up the solar traffic light system. Several other companies were also contacted with two more providing bids. A local company has been hired to complete the work before the end of 04/2015. Insource Renewables has been working on the special School Blinking Lights and all devices are now powered up. Public Works was to test it to ensure all is working well. Then we will promote its use.

Report on Meetings & Events:

Special FirstPark Meeting on Thursday, 03/19/2015 at 4:00 pm at Inland Hospital Conference Room in Waterville

Sebasticook Valley Chamber of Commerce Trade Show (Business and Community Expo) Committee Meeting on Wednesday, 03/25/2015 at 5:00 pm at the Chamber Office in Palmyra

Theatre Committee Meeting on Wednesday, 03/25/2015 at 6:00 pm

Kennebec-Somerset Transition Team Meeting on Thursday, 03/26/2015 at 10:00 am

FirstPark General Assembly Meeting on Thursday, 03/26/2014 at 5:00 pm at T-Mobile Conference Room in Oakland

Upcoming Meetings & Events:

Recycling Committee Meeting on Wednesday, 04/01/2015 at 5:00 pm

Sebasticook Valley Chamber of Commerce Board of Directors Meeting on Thursday, 04/02/2015 at 5:00 pm at the Chamber Office in Palmyra

Central Maine Egg Festival Committee Meeting on Thursday, 04/09/2015 at 6:00 pm (includes dinner)

Planning Board Meeting on Monday, 04/13/2015 at 7:00 pm

Sebasticook Valley Chamber of Commerce Business and Community Expo (Trade Show) Committee Meeting on Wednesday, 04/15/2015 at 5:00 pm at the Chamber Office in Palmyra

Sebasticook Valley Chamber of Commerce Business and Community Expo (Trade Show) Committee Meeting on Wednesday, 04/29/2015 at 5:00 pm at the Chamber Office in Palmyra

Theatre Committee Meeting on Wednesday, 04/29/2014 at 6:00 pm

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 04/07/2015:

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 received 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 which opened July 19, 2014.

The Town has kept in contact with the Kohler Foundation and were on a short list for consideration for additional works if they did become available. We were notified last week when I inquired as to the status, that it does not look like there will be any further works to be gifted. I thanked the foundation and their representative for all of their assistance and advised how much we like our art.

3. Special Municipal Election on April 23, 2015: The Town of Pittsfield will be holding a Special Municipal Election on April 23, 2015 from 12:00 pm - 4:00 pm in the Council Chambers to elect a Councilor At Large for a currently vacant seat. Please be sure to join us to vote.

4. Superintendent Search Committee needs a Town Official: As the current Superintendent has resigned at the end of the school year to be Superintendent of the Saco School Department, a replacement Superintendent is needed for MSAD#53.

The first meeting of the search committee is scheduled for April 15th at 5:30 at Warsaw. The School Board would like to have a Town Official from each community. The composition of the search committee is:

3-4 Board members
3 teachers/Ed techs
3 parents/community members
2 administrators
3 town officials.
District Business Manager

The Search Committee will propose several candidates to the School Board, who will then make the decision.

5. Library Program for Book Discussions: The book discussion group meets Thursdays at 4:00 pm. Everyone is welcome to join. The library can help you get the books.
Thursday, April 9 -- Grant and Twain: the Story of a Friendship That Changed America
Thursday, May 14 -- Whistling Past the Graveyard

6. Grow Your Own Organic Garden: Free Gardening Class on April 8th 6:00 pm – 9:00 pm at the Maine Federation of Farmers’ Markets Office at 113 North Lancey Street. Register by calling 487-7114 or email info@mffm.org. Pre-registration is required. Tom Roberts of the Snakeroot Organic Farm is the instructor so we know it will be really interesting!

7. Sebasticook Family Doctors Retirement: The Town was contacted by SFD regarding the retirement of James Love, PA-C which will take place on May 9, 2015 at 5:00 pm at the Millenium in Palmyra. SFD would like a commendation from the Town so I asked for some background materials and will draft a Resolution for the Town Councilors to review at the next Council Meeting.

8. SKILLS, Inc. Programs: SKILLS, Inc. is working with the Transfer Station on providing opportunities for their clients. The Town has been involved with the program in the past and it was a rewarding experience.

9. Unemployment Insurance Policy. The Town’s accumulated balance for the Unemployment Program which is unexpended is \$33,440.86 as of January 1, 2015. With the unemployment dividend, cost for the 2015 premium, administrative costs and claims paid last year, we would have enough funds for the next 5 years at least. If towns go into the negative, which many are, the MMA Fund works with them to get them back into the black. It is not believed that this will take place for the Town as we have a very healthy balance.

10. Pittsfield Spirit of America 2015 Award: At the last Council Meeting, the Town Councilors chose Beverly Rollins for the award for 2015 from the many long-term volunteers. The award ceremony will be held at the next Town Council Meeting on April 21, 2015 at 6:30 pm. Bevy thanks the Town Council for choosing her and is deeply touched. I wanted to note that we heard from Bevy this week that is on vacation but planning out a Welcome Table meal for this Friday.

Finance Committee: None. **Ordinance Committee:** None. **Recycling Committee:** The Committee met last Wednesday. We will be doing a walk through of the Re-Use Building with Donnie Chute to see any needs we have before it opens. We discussed the Boy Scouts and what equipment will be needed for the clean up. We discussed the May 9th Bike Rodeo and Bike Swap in conjunction with the Shop N’ Save Anniversary. We talked about Arbor Day and Earth Day. We also discussed the Project Canopy Grant.

6. **NEW BUSINESS:**

ORDINANCE 15-08: (To be set to Public Hearing on 04/21/2015) The Town of Pittsfield hereby Ordains to accept all tax year payments of David Hudson, including interest and lien costs, for the property at 146 Waverly Street (Map 033, Lot 017), the Town having acquired said property as a result of automatic foreclosure of a 2003 property tax lien, recorded in the Somerset Registry of Deeds on June 9, 2004 at Book 3322, Page 267, which matured on December 9, 2005. The Town Council further authorizes the Town Manager to execute a municipal quitclaim deed releasing the Town’s interest in said property to David Hudson.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Stackhouse** that Resolution 15-08 is adopted.

The Town Manager noted the 2003 taxes on this property matured on December 9, 2005. On March 31, 2015, Mr. Hudson, who has been in possession of the property since 2003, has paid off the taxes. The Town Attorney recommends that the property be quit claimed to Mr. Hudson. As you know, a quitclaim deed releases any interest that the Town has in a property.

The Town Charter requires that all property, which is deeded by the Town, have an ordinance and resulting public hearing; therefore, this Ordinance would be set to public hearing on 04/21/2015.

VOTE: UNANIMOUS AYE

RESOLUTION 15-31: Resolved that the Town Council abates Personal Property Tax Account #465 for 2013 for Icon Financial Inc. in the amount of \$238.65 as two companies listed the same copier on their personal property declaration listings, thereby creating a duplicate account.

Moved by **Councilor Stackhouse** and seconded by **Deputy Mayor Nichols** that Resolution 15-31 is adopted.

The Town Manager noted the Assessor received a request from Icon Financial Inc. to abate the tax on a copier that had been duplicated on two declaration (canvassing) listings for personal property at businesses. This created a duplicate account. This was discovered when the Town continued to pursue personal property tax collection for outstanding accounts. The Assessor wrote off the 2014 tax. As the 2013 tax is beyond the time limit for the Assessor to write it off, the Town Council would address this request. The Town Council is able to abate taxes within a three-year period from the tax commitment date to correct an error. Two tax bills on the same copier qualify as an error. The Town Council received a copy of the background materials.

VOTE: UNANIMOUS AYE

RESOLUTION 15-32: Resolved that the Town Council accept a cash escrow from Hunt Real Estate Services, Inc. for landscaping for the new Family Dollar store pursuant to the Site Plan Review Ordinance and to authorize the Town Manager and Deputy Treasurer to open a bank account for such escrow.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Stackhouse** that Resolution 15-32 is adopted.

The Town Manager noted the Town was advised that Family Dollar would like to open its new store at the beginning of April 2015. The building is in very good order with some minor punch list items that we expect will be completed prior to the Town Council Meeting. The landscaping is not completed due to the weather conditions – snow cover, frost and cold weather. Family Dollar has offered a cash escrow of \$25,000 to cover the planned landscaping until it is completed so that it can obtain its certificate of occupancy.

VOTE: UNANIMOUS AYE

RESOLUTION 15-33: Resolved that the Town Council approve the Request for Proposals for the 2015 Super Pave Hot Bituminous Paving – Town Streets with Alternate Type “C” Mix and authorize the Town Manager and Public Works Foreman to seek proposals for it.

Moved by **Councilor Fenland** and seconded by **Councilor Stackhouse** that Resolution 15-33 is adopted.

VOTE: UNANIMOUS AYE

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Stackhouse** that Resolution 15-33 is amended with two revisions – filling in the description in #9 and adding the Municipal Parking Lot paving to the bid.

VOTE TO AMEND: UNANIMOUS AYE
VOTE AS AMEND: UNANIMOUS AYE

The Town Manager noted the Town Councilors received the standard RFP for Paving. Traveling the Town’s roads, it would be easy to double or triple the paving list of proposed roadways, however, we have limited funds. Funds are much more limited now with the current economic conditions as well as from the high cost of pavement.

Another section of both the Higgins Road and the Bean’s Corner Road must be paved this year due to their condition.

Last year, a section of Higgins Road by its intersection with Snakeroot Road was paved after it completely broke up with nearly a hundred potholes created. This happened all at once in late 2013 and the Town paved as much as it could in 2014. This was an older pavement that withstood time for decades until the strange weather patterns of the last few years. The Town should continue the paving in that area.

The Bean’s Corner Road was scheduled for paving for the last several years. With the budget freezes and State Revenue Sharing issues, much less paving was completed. In 2013, the worst sections of the Bean’s Corner Road were to be paved and then the paving company used more pavements on the Webb Road than originally planned due to the extent of the deterioration. This resulted in pavement not being placed on the Bean’s Corner Road. Several small sections were paved in 2014. The Town should continue paving in this area.

We have also picked out a few areas in Town where small sections of pavement will create the most impact as the beginning of the roads is broken up by their intersections.

In addition, if the pavement costs came in lower than expected, another section of the Bean’s Corner may be able to be paved which is included on the RFP from Box #91 Bean’s Corner Road at the corner of the Notch Road to Box #289 Bean’s Corner Road toward Route #2. The worst section of Bean’s Corner Road today is #8 and the next worst section is #9.

The Public Works Foreman also recommended that the Municipal Parking Lot be added to this bid spec rather than being its own RFP in a few weeks. This is a very good idea. It may result in a better price.

The Town has standard language for a RFP for a parking lot, which can be added to the paving RFP as a second section of the bid. The parking lot area that is significantly breaking

up is the area out back closest to the Town Office and a section leading into the back parking lot. The measurements are 135' X 135'. The estimated cost is under \$20,000, which is available in Municipal Parking Lot Reserve, which has a balance of \$71,208.69 as of 03/31/2015.

VOTE: UNANIMOUS AYE

RESOLUTION 15-34: Resolved that the Town Council approves a second-hand dealer license application for Skills, Inc at 105 Somerset Plaza, Pittsfield, Maine 04967.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Stackhouse** that Resolution 15-34 is adopted.

The Town Manager noted under the Town's regulations, the new Ken-A-Set Store to be located at the Somerset Plaza would qualify as a second-hand dealer. Chapter 2A of the Town Code addresses business permits. The Town Council considers the first application for a second-hand dealer and the Town staff approves subsequent applications for renewal.

VOTE: UNANIMOUS AYE

RESOLUTION 15-35: Resolved that the Town Council Approve the Renewal of the Alcoholic Beverage License for the Broken Putter Restaurant & Lounge at 382 Hartland Avenue, Pittsfield, Maine 04967.

Moved by **Councilor Fenland** and seconded by **Councilor Stackhouse** that Resolution 15-35 is adopted.

The Town Manager noted under the State Law, alcoholic beverage licenses must have a recommendation from the Town. The Town holds a public hearing on new applications only. This is a renewal application as the property as the restaurant has been on site for many years.

VOTE: UNANIMOUS AYE

RESOLUTION 15-36: Resolved that the Town Council Approve the Renewal of the Special Amusement Permit for the Broken Putter Restaurant & Lounge at 382 Hartland Avenue, Pittsfield, Maine 04967.

Moved by **Councilor Stackhouse** and seconded by **Councilor Fenland** that Resolution 15-36 is adopted.

The Town Manager noted under the State Law and town regulations, a Special Amusement Permit is required if there is any music on site beyond a radio. A live band is planned for at least one event, so a Special Amusement Permit is required.

VOTE: UNANIMOUS AYE

RESOLUTION 15-37: Resolved that the Town Council Approve the issuance of a parade permit to Healthiest for a 5Km Race on May 9, 2015 and waive the permit fees.

Moved by **Councilor Fenland** and seconded by **Councilor Stackhouse** that Resolution 15-37 is adopted.

The Town Manager noted as part of the Seabasticook Valley Health Fair on Saturday, May 9, 2015, there will be a 5 K Race (Run, Walk). The event this year will be held at MCI. A copy of the proposed route of the 5 K Race was provided to the Town Councilors. As this is a community event held by a non-profit, the Town has waived the fee in the past.

VOTE: UNANIMOUS AYE

7. **DISCUSSION ITEMS:**

Updates:

Water & Sewer Projects Update – The Assistant Water/Sewer Superintendent has been busy with all the routine tasks that are required under the State law and items for common sense to be proactive as possible with very limited staff. Over the past few weeks the Water/Sewer Department has thawed a frozen water main at Rite Aid, went back to re-dig to tighten the repair band as it started leaking. Thawed a couple water service lines. Continued cleaning at the drinking water plant and cleaning at the garage. The Department has been putting holes in the ice on the lagoons at the waste water plant to help with the treatment process (experimental). The staff has cleaned out the storm drain, line and drainage ditch in the yard at Public Works. The staff has Inspected and found a broken sewer main on Hamilton Terrace which they will be fixing on their own using a pipe patch repair without excavating the road.(This will be our first ever attempt on our own)

Scott, the Assistant/Water Superintendent has also been doing extensive research on early removal of sludge at the wastewater plant, to prevent the need to dredge in the future and save money as we move forward. The Department is purchasing a system to start monitoring the sludge component in the lagoons their selves as we are approaching the 5 year mark on the removal of the sludge. The system was \$221.00. In addition, the old aluminum boat at the plant that has been there since the late 1970's – early 1980's needs to be replaced as it is not serviceable. They will need a safe unit to sample sludge depths. The old boat is going to be sold for metal with a check issued to the Town to be placed in the Sewer Revenue account. The Department will acquire a Jon boat which is a flat bottom boat designed to have occupants standing and moving around. Obviously, there will be some safety training on all of this before they use it.

CWSRF Peltoma Avenue Project –The Town's request for a CWSRF loan was approved by the MMBB on March 31, 2015. The confirmation letter was received on Friday, April 3, 2015. By the Ordinance authorizing the \$445,000 loan under this DEP program, the Town Manager is authorized to sign the loan as we are committed to it. As in past years, I have brought the letter to the Town Council Meeting in case anyone would like to review it. As of today, the loan interest rate remains around .5 of a percent.

On April 3, 2015, the bid opening took place for the Peltoma Avenue Sewer Main Replacement Project. This is to replace 1,000 linear feet of sewer main. Of the 8 contractors who expressed interest, 3 bid on the project. Nitram Excavation & General Contractor, Inc. was low bidder at \$352,869. The high bidder was at \$397,635. Of the three that bid, Nitram has the capacity to do the job and we do have the background now on the firm's procedures. The bid is within the budget leaving a small contingency. This item will

be on the next agenda for acceptance pending the closing of the loan which normally would be closed by then, however, with the new procedures, may take a few more days.

Sewer Treatment Plant Inspection - The Town received a copy of the late 2014 Inspection of the Wastewater Treatment Plant this year. The results were quite good. DEP is very happy that we have been addressing the condition of the Sewer Mains with the replacement of mains from the USDA and now CWSRF funding as well as the GPS manhole project, cleaning of lines and on-going updating of the sewer line maps. The Town needs to add landscape fabric and riprap on the lagoon beam and address the fencing around the lagoon, which is falling into disrepair (basically very old). The inspection reports are certainly vastly different than the ones issued 15 years ago.

Highway Projects Update – Since the last meeting, Public Works has not been completing snow removal, which is wonderful. They have done some sanding, but a minimum amount. Addressing areas with water and basic beginning spring maintenance has been on going as well as filling potholes and filling by heaves/sink holes as this interesting frost comes out of the roads. The Town Sweeper has been out a bit although it was early and we knew it could snow which it did. The wind was up and the sand was flying around downtown so Public Works did sweep some areas. Shortly, the Sweeper will be out for a few weeks on the roads and parking lots. The Public Works Foreman has been compiling statistics for the Paving Bid with recommendations on sections of roads to pave. The Department has been working on the vehicles for maintenance and repair issues as well as cleanup of debris around Town (trash). John Dickson, Public Works Foreman, has completed a few projects for the other departments including myself to inventory our signs.

Brush and Tree Cutting - The Safety Coordinator and the Woodruffs, who requested that the brush and some trees be cut around Mill Pond, went on a tour of Mill Pond, which worked out quite well. Prior, to the tour, it was very icy and Donnie was very busy. They went at the very end of March. It was agreed that we would not be cutting the items growing out parallel to the ground as you have to lean over the steep bank in Stein Park and we will not be trimming from below on the bank. Public Works had a small break in projects last week and went out to clean up the brush on the bank and hauled away dead wood. So Stein Park has been completed. The Town needs to file for a permit for any work on State roads, which will be done once all required deadline work is completed. This would be for Hartland Avenue cutting and a very small amount by the guardrail on North Main. Any cutting of the North Main section in the State right-of-way beyond a few items will require a professional tree cutter due to the steep slope and dangerous conditions. This is why it has not been cut by anyone. The PW crew will also cut along the guardrail by the Loon Habitat on Seabasticook Street, however, we will not go out and cut on the peninsula as that is the required Loon Habitat from our Grant project/DEP review for Fendler Park. And of course, Fendler Park was cut last year along the bank in accordance with the Shoreland Zoning Ordinance. We were fortunate to get 3 days of good weather without snow on the ground and it was solidly frozen without bad weather or high winds so Public Works cut that area. It has a high growth of poison ivy and needs cold weather so that the poison ivy is dormant.

MDOT Pittsfield – Waterville I-95 Southbound project - The State is planning a 1.75” Mill and Fill project from Bridge #1447 (over Somerset Avenue) southerly 19.44 miles to Bridge #1457 (Main Street/Route #104 (Waterville) for the Summer of 2016. This would be a great project if it is able to go forward.

Recreation Advisory Board - Recreation Director Daren Harvey is looking at forming a Recreation Advisory Board to assist with recreation programs. The Recreation Committee also known as the Manson Park Committee addresses Manson Park. This Committee would not be for the parks, but rather for the programs. The Recreation Director has identified individuals for the group, the group will advise him on programming, indicated he will run the committee meetings and if not present, he will choose someone to run them and if there are any issues, the individuals will leave the committee. By reading the proposal, it is clear that this is more of an adhoc group of interested parties to advise the Recreation Director. It is not a Town Committee or Board so it does not require a vote of the Town Council. It is a group of volunteers who will assist the Recreation Director. I did want to advise you that this was taking place. I requested than Daren obtain the concurrence of the Recreation Committee before forming the group.

Proposed State Budget Impact/Legislation affecting Municipalities & Proposed Legislation - The Town Councilors received a copy of the proposed bills that have been printed for the 2015 legislative session as of 03/26/2015 with comments written on them by MMA. The pages with bills affecting the Towns are listed on the front of the document.

Tax Acquired Property Sale Status - The bids are due on April 8, 2015 for the two TAPs – one on West Street by the former Railroad Tracks/recreational trail with a small building; and one with just land along the Pittsfield/Palmyra town line off the Phillips Corner Road. There has not been a lot of interest. This will be the second bid on these two properties after the prior owners indicated they did not want the property (in fact one threatened to sue us if we sent them any more information/contacted them).

Code Enforcement/Junky Yards - Due to snow cover and the ordinance amendment project, the CEO has not been out to assess exactly what is on the property now and to take photos. This is for the code violation on Leonard Street.

Grants Update:

New Grants:

Airport Grants: Airport Master Plan Update – On-going, should have a summary document shortly. Town received projections of usage and requested they be revised.

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
Belvedere Fund for Historic Preservation

HealthySV: Community Resources Program – Events have been scheduled in Warsaw Middle School, Vickery School and Manson Park School. Officer Mike Cote is the Visiting Resource Officer. Reviewed the updated handout with the Town Council

Project Canopy Grant: Gateway to Downtown – The project has been approved by the State to proceed once the training video is available. Reviewed handout with Town Council.

USDA Sewer Rehabilitation Grant – Retainage is left and will be addressed later this year so that this grant can be closed out.

Other Grant Opportunities:

Efficiency Maine Incentives – will be exploring possibilities for some of the town buildings
Local Roads Sign Replacement Program – The Town applied for a grant for replacement of directional signs that are outdated, not reflective, missing/damaged due to vandalism or would be new ones that should be installed. The match for the award will be 10% which is a wonderful deal. Depending upon the number of towns that applied and the funds available,

we will see if we qualify later this year. The Town identified 84 signs for replacement. The Town would not receive a grant for 84 signs, but we could receive a grant for a percentage which would be great. Signs and sign posts are extremely expensive.

PeopleForBikes Grant – obtain funds for a variety of projects is under review. In order to apply the Bike Pedestrian Committee will need to meet and we have made another request to KVCOG's Planner who was organizing this project free of charge.

Rural Development – USDA has advised that they have RD funds available through loan and grant that would fit well with the future sewer work. If the Town would like, RD will meet with the Town. There was a discussion about our new debt and how it is being handled in the sewer enterprise fund.

Located possible foundation funding: Review Opportunities

Resurfacing of the Municipal Airport: Since the Resurfacing of the Municipal Airport in 2003-2004, the Town has hired contractors who crack seal as needed every other year. We are falling behind on the cracksealing the last couple of years as we do not have enough funds to do as much as is needed. This process worked well for a number of years. Now that the markings are faded, there are more cracks and the sides of the runway are breaking up, we need a more professional comprehensive approach. In addition, the FAA regulations have just been revised to require that when there is cracksealing that there is line painting to meet FAA requirements.

It has been pointed out to the Town by the MDOT and FAA that our cracksealing must now follow the FAA Bulletin as well as any RFP for line painting. We would need to have technical assistance which we would have to pay for in order to have the proper specs.

This is why the MDOT is putting together this bid for towns so that they are creating an economy of scale, providing the technical assistance and ensuring that proper oversight of the contractor takes place by qualified people.

As this is an airport, we need to follow the regulations and in order to use our accumulated funds which are unencumbered, we need to be a part of this MDOT project. We can not go out on our own to do this and still use our funds.

The cost of the project is now lower estimated at \$166,000 for the entire runway:
This will include much more than what the Town was doing:
Entire Airport all at once for crack sealing
Entire Airfield for remarking
The Town does not have to provide the 10% match as required for FAA projects,
MDOT will provide this entire match
The old material will be removed from the cracks.
The cracks will be cleaned
Proper crack sealant for airport will be utilized
FAA spec paint will be used with glass beads
The old paint will be removed
There will be a resident inspection

Let's say we did not do the project with the MDOT and did our own, which might cost less or not do anything, we still can not utilize our unencumbered funds for the hanger that we need as everything is filled up. The FAA will require the Town to fence the entire Airport (or some parts of it) as the next project as all safety projects need to be done first.

I would much prefer to spend our funds on proper cracksealing, which makes the runway safe than spend money on airport fencing. The Town Councilors thought this was the best Solution for the cracksealing and line marking.

Background Summary with UTC closure eminent:

The Town Manager was advised of a citizen's concern with the UTC shutdown and the town's actions. The Town Manager put together a summary for the Town Council and public compiling the Town's efforts to date with Global UTC's decision to shut down the Pittsfield plant:

UTC has had a plan to result in net workforce reductions of about 7,000 hourly and salaried employees, the exiting of approximately 2.6 million net square feet of facilities and the disposal of assets associated with the exited facilities. We were notified Pittsfield's 144,000+ square feet were to be closed. It was a small amount in the 2.6 million net square feet of facilities to be closed but very large to the Town and region.

Pittsfield Maine was served with a copy of a WARN Notice indicating the impending closure of the UTC facility with 295 employees in March 2014. 72 employees or 24.4% live in Pittsfield. The remaining 223 live in the several counties surrounding Pittsfield, however, the highest numbers are in the communities abutting Pittsfield.

Many trade adjustment petitions have been filed for plants and factories under UTC ownership that were closed which means that the jobs were going out of the US. The decisions were made internally and nothing that was done externally made any changes. This was also the case in Pittsfield where nearly 40 phone calls were made by the Town and by others on the Town's behalf to try to keep the plant open and to meet with UTC by the congressional delegation, legislators, state officials, business leaders and town staff. Senator Collins, Senator King and Congressman Michaud's Office all have assisted as much as possible. The decision to close the plant was final.

UTC has more than 4,000 locations in approximately 71 countries. UTC companies do business in approximately 180 countries. UTC is a Foreign For Profit Corporation.

In 2012, 60% of the company's operations were outside the USA with 20% in Asia Pacific; 26% in Europe and 14% in a number of other countries. The 2014 statistics now show that percentage increased to 62% outside the USA with 21% in Asia Pacific; 27% in Europe and 14% in all the other countries.

14 media contacts were made to provide information on the Town, its workforce and the desire to re-gain these positions. This resulted in inquiries from several companies.

Early on due to our persistence, the Town was authorized to enter the UTC factory. PEEC went on a tour as well as the Town Manager with business leaders several times.

Also, early on we decided to work hand in hand with the company officials to try to make this transition as smooth as it could be, to obtain as many opportunities for the employees that were to be laid off and to get the property listed for as reasonable price as possible under the circumstances. A three-prong approach was developed.

A. Promotion Plans for the Facility to Become Available by Summer 2015:

1. The Town requested that UTC market the property so that there could be a successor company so that the property would not be locked up and sit empty as so many plants in Maine and New England have.
2. The Town created a Spec Sheet for the UTC Facility which was distributed and placed on the Town's website.
3. The Town was authorized to enter the factory on business tours.
4. PEEC was involved with a business proposition regarding the company, however, this did not move forward as it became clear it would not be possible.
5. The Town wanted to create a larger package for the property, so we compiled a Marketing Package that was authorized for use by UTC. We worked with UTC staff to produce a quality package. The Town sent the package to over 40 contacts, researched businesses that were expanding for distribution of the package, provided the package to several commercial real estate agents who had contacted the Town in the past looking for properties and listed it on numerous websites and Loop Net.
6. The Town was then contacted by Global UTC and instructed to cease its use of the marketing materials. The marketing package was removed from the Town's website.
7. The Town requested that UTC market the property by listing it with a commercial real estate company.
8. After a number of requests, the property was listed with CBRE Boulos Company. The Town discussed the property with the assigned RE agent. The agent sent out extensive package information to companies of a similar type across the world from their database. In addition to Loop Net, the property is listed in several commercial real estate networks including the New England Commercial Property Exchange.
9. As leads came in, they were passed to CBRE Boulos Company as requested. The businesses that the Town spoke with are confidential as they all asked to not be identified. After promoting the Town and its workforce, the leads were turned over to CBRE Boulos Company. Confidentiality agreements are in place which require that the Town not discuss these leads.
10. Several tours of the facility have taken place, however, the Town was not invited to participate. The Town has indicated several times that they would be very willing to attend the tours in order to provide financial incentive information and data on the community as desired by the companies touring the facility.
11. The Town was advised of one offer (which we determined from being contacted by the prospective company). UTC turned down the offer due to not matching the company's philosophy. This business would have provided 50 jobs, however, resulted in significant issues with other businesses in the community as well as residents.

Since the Town does not own this facility, there is only so much we can do as the private sector has the ability to sell, shut down and lay off employees at their facilities.

B. The Town then turned its energies and limited resources to locating available jobs and encouraging local businesses to hire UTC employees.

1. Several local employers were introduced or connected to UTC personnel for discussions about employment opportunities when the plant starts to close down.
2. Ken-Som Transition Team meetings for the two counties were moved to Pittsfield with additional meetings scheduled.

3. UTC personnel were invited to the Ken-Som Transition Team meetings.
4. Multiple information and training opportunities were provided for the employees in literature and meetings on-site.
5. An educational forum was held for UTC employees with little attendance.
6. Multiple forums on health insurance, schooling, adult ed courses, training opportunities, career planning, financial planning and other subjects were provided on site.
7. A special Jobs and Resources Fair was held on February 18, 2015 which had over 50 employers, staffing agencies and resource providers with over 200 positions available (much higher as these were just the documented ones) with 303 job seekers. Although the information was provided to every UTC employee by management, only a few attended.
8. A Special WorkReady session to begin in April 2015 was scheduled and advertised to UTC employees with distribution by KVCAP and the State of Maine. Due to very little interest, the session was cancelled.
9. The planning for the Annual Regional Jobs and Resources Fair on May 13, 2015 is underway with over 20 employers registered with with 5 weeks to go. The Town has been told by several staffing agencies that the Pittsfield job fairs are among the best that they attend in the State.

The Town contacted 22 media resources in February 2015 promoting the Special Jobs and Resources Fair that was scheduled to assist UTC employees who were in the process of being laid off in January – March 2015. Of the 22 media resources, 4 responded. 2 conducted interviews and 2 placed information on their websites. This was in addition to the newspaper ads purchased in the Rolling Thunder that are distributed to 16,000 homes and the local advertising that the Town conducts:

Distribution of 500+ flyers at the Pittsfield Bud's Shop 'N Save
 Distribution of 1000+ flyers at the Newport Bud's Shop 'N Save
 Distribution of 707+ flyers through the MSAD#53 School System
 Distribution of 2000+ flyers throughout the surrounding towns from Waterville to Skowhegan to Dexter to Unity
 Advertising on a list of free websites for TV and Radio Stations,
 Web listings of events, local chambers, economic development agencies, universities, etc.
 distributed to Town offices, list serves, etc.

The Town conducted extensive research on financing mechanisms, and state and federal programs that would be available to prospective buyers of the plant in order to provide financial incentives.

C. The Town owns the Tech Center which is to become available in May 2015:

1. The Town has reviewed the facility several times to survey the premises and take photographs.
2. The Town consulted with UTC on the projected exit period for the facility. At last discussion, UTC determined that the facility would be vacated in May 2015.
3. A Marketing Package was compiled.
4. A commercial appraisal was completed in order to list the property.
5. The Town and PEEC determined the list price for the property.
6. The property was placed on the market with advertising as follows:
 - a. Marketing Package placed on the Town's website in several strategic locations;

- b. Marketing Package sent to over 40 contacts at state, federal and regional economic development entities for distribution;
- c. Loop Net Account created with the Marketing Package available for download –as this is the free site and not the premium site, it has low visibility.
- d. Goggle Page created by Pittsfield Economic Expansion Corporation and Marketing Package added to it – it has received over 600 views.
- e. Goggle Page of the Town/Kathryn Ruth updated with Tech Center Marketing Package – it has 9,192 views, however, is for many economic and community development town subjects so this is not reflective of the Tech Center views.
- f. Goggle Page for the Town Office updated with the Tech Center Marketing Package; and
- g. Reviewed numerous free Commercial Real Estate sites to determine those sites the Town could utilize without having a Real Estate Agent (most sites are for current real estate professionals to utilize as members).

The Town Councilors thought that the Town’s efforts were extremely proactive and that although we are disappointed with this decision, that ultimately it is the decision of a Global Company under their Strategic Planning process.

8. **REPORTS:** Audience, Council

Audience: None

Council:

Councilor Donahue: Absent.

Councilor Stackhouse: Questioned if the damaged curbing around Town will be fixed by the snow removal contractor. The Town Manager noted the Contractor and the Public Works Foreman will go out to review the area and determine the list of repairs to take place. A percentage of the final payment is retained until repairs are made. Councilor Stackhouse thanked Mr. DePatsy for coming in tonight to give an update on the Budget.

Councilor Ferland: The Welcome Table is still doing well. We were talking about the possibility of the Town Council maybe hosting a date this summer. Councilor Ferland also reminded everyone that there would be two upcoming forums on Universal Healthcare and Lyme disease.

Councilor Nichols: I wanted to thank Mr. DePatsy and the School Board Members for coming in tonight and updating us. I recommended the Council host the Welcome Table as it is good for the Council to get out among the Public, helping people. I am glad to see the possibility of the old Credit Union building being used. Tax Acquired properties are way down. It looks like the Redemption Center is open again. I’m glad Kathryn made the presentation on UTC for the record. Now it is a matter of Public Record how much time the Town Manager and Town Council have put into this. We all know that everyone is working hard and we appreciate all the hard work that the Town Manager, Town Employees and Town Council have done. I know how many hours the Town Manager puts in. Someone who works over 100 hours a week doesn’t need people coming in and telling people they aren’t doing anything. The person has the right to complain, but now it’s a matter of Public Record and the information is out there. I have said it before – when the economy turns around, Pittsfield is all set to go by all the actions we have taken and all the work completed.

Councilor Cianchette: Absent.

Councilor Jordan: It was nice to hear from the Superintendent of Schools. It is always interesting to hear from them. As far as our two large plants, it is difficult to hear criticism about the Town Council, Town Manager and Town Employees in belief of not doing enough to bring large businesses back into Town. We have been doing a great job at soliciting what we are able to do. UTC is a private business; they can do what they want. A private business is just that. They have their own master plan. We, as the Town, have confidentiality requirements that we must uphold. Businesses are very private about expansions, closings and moving into Towns. I don't know how many years I have been involved in Town government but over 20 years for sure. Many of you know I have another home in Hampden. I will be resigning and tonight will be my last Council meeting. I need to concentrate on my other home and my business. This has been a great Council. I have known Councilor Nichols for a long time. We have been on the Council for many, many years. I have enjoyed all the Councilors I have met and Committees I have served on. We need to preserve the Town the way we feel it should be, for families. Pittsfield has not changed that much, and I have been here for 42 years. It's a safe community and a great family town. People know each other and you don't want to lose those characteristics. People come here to buy real estate and they can't believe everything we have. We are lucky to have a hospital, airport, library, numerous parks, all in our community. Its easy to forget how lucky we are. I want to thank everyone and the members of the Town Council for all the years of service and getting to know you. One of the highlights of all the years is right beside me, Kathryn. We went through a lot of turmoil prior to her. I was directly involved in getting Kathryn as the Town Manager. She was an important part of the Town moving forward and taking care of the loose ends behind that. Kathryn has done an excellent job reorganizing the Town. She has moved the Town forward. She has worked to secure many grants. She has brought a tremendous amount of money into this Town. She puts in many hours people just do not see. We are lucky to have her.

The Town Council and Town Manager thanked Gary for his many years of service and noted that his work and commitment on behalf of the Town would indeed be missed.

9. **EXECUTIVE SESSION:**

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

This item was passed over as it was not needed.

10. **ADJOURNMENT**

Motion by **Councilor Stackhouse** and seconded by **Deputy Mayor Nichols** that the meeting be adjourned at 8:27 p.m. All in agreement.

Nicole Nickolan, Town Clerk