

# MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, July 22, 2014 at 6:30 pm in the Council Chambers.

**PRESENT:** COUNCILORS: Gary Jordan, Jr., Michael Cianchette, Tim Nichols, Trudy Ferland and Robert Stackhouse. **ABSENT:** Caleb Curtis and Heather Donahue. Also present: Town Manager Kathryn Ruth and Town Clerk Nicole Nickolan. Audience members included: Ron Smith and Donnie Hallenbeck.

1. **Mayor Jordan, Jr.** opened the meeting by leading the **Pledge of Allegiance**. The Council observed a moment of silence dedicated to Nolan Berthelette.
2. Adoption of minutes of the regular meetings held on June 3, 2014 and June 17, 2014.

Moved by **Councilor Stackhouse** and seconded by **Councilor Cianchette** that the minutes of the meetings held on June 3, 2014 and June 17, 2014 be adopted.

**VOTE: UNANIMOUS AYE**

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

#### **Presentation by Town Auditor Ron Smith of RHR Smith & Company on the audit for the period ending 12/31/2013:**

Auditor Ron Smith reported that the Town had \$4.6 million in assets and \$2 million in liability, with \$2.5 million in fund equity. We like to see you at around 60 – 90 days, and you are at 60 days. This is the same as last year. You maintained financial stability and in this economy that is difficult. Property tax collection was down less than 1%. Revenue sharing was down \$20,000. The Transfer Station was down \$20,000.

Mr. Smith indicated the Town is better off than it was last year. Pittsfield is a very busy Town. We found one issue with a name on a bank account of a former employee. The Town Manager noted that we have removed the former employee's name numerous times, but it keeps reappearing after removal and we have addressed it again. The Auditor noted the Town is well run and all is in order. The Town Councilors agreed this was good news.

#### **Community and Economic Development Activities and Events:**

Monday, July 14, 2014 – Saturday, July 19, 2014: 42<sup>nd</sup> Central Maine Egg Festival  
Saturday, May 2, 2015: 19<sup>th</sup> Annual SVCC Trade Show and Community Fair

#### **Report on New Business Activity & Opportunities in Pittsfield:**

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. Town Councilors will sign a Certificate of Welcome to a new business - Li'l Lemons Lemonade Stand.

Planning continues for the announced factory closure of the local UTC facility by Global UTC Headquarters beginning in the 3<sup>rd</sup> 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 second meeting is June 26, 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 has hired CBRE The Boulos Company, which deals extensively with commercial real estate across the United States and beyond.

To address remaining available locations, an additional promotion piece beyond our regular promotion of available properties had been provided to economic and community development resources and sites.

This has affected one available property positively and resulted in some phone calls. Other locations have filled in or have commitments due to the strategic locations. Four specialized promotional pieces have been issued with the last one in June 2014.

We had planned to design spec sheets for the remaining available properties in Town - the Corner Cupboard, the Friends' property and the Quint's property off Central Street when time permits. One is a vacant building and two are undeveloped lots. These sheets are used to help promote properties to prospective businesses or developers. We have utilized spec sheets for other large projects in town such as the Plaza. I have been advised to just concentrate on the lots, which have buildings.

The new Plaza owner has been providing details on site vacancies to the Town and these have been advertised for the Plaza.

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 may compile 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. 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 is working with the potential developer to line up interested agencies to tour the mill this summer. The first tour has taken place.

**Report on MDOT Somerset Avenue Mill & Fill Project:**

A brief report will be provided at meetings with the receipt of information from MDOT.

**Report on Somerset Avenue Sidewalk Project:**

A brief report will be provided at meetings with the receipt of information from Olver Associates.

**Report on Meetings & Events:**

KRDA (First Park) Executive Committee Meeting on Thursday, June 26, 2014 at 5:00 pm at the First Park Office in Oakland

Egg Festival Committee Meeting on Thursday, June 26, 2014 at 6:30 pm

KVCOG Natural and Built Environment Committee Meeting on Friday, June 27, 2014 at 9:00 am at the KVCOG Office in Fairfield

SVCC 1<sup>st</sup> Annual Open House on Tuesday, July 1, 2014 from 3:00 pm – 7:00 pm at the Chamber Office in Palmyra

Somerset Workforce Connect Meeting on Thursday, July 10, 2014 at 1:00 pm at the Kennebec Valley Community College Campus in Fairfield for discussion and a tour of the campus

**Upcoming Meetings & Events:** (multiple meetings being scheduled for regional committees)

Bicycle Pedestrian Plan Informational Forum on Wednesday, July 30, 2014 at 6:00 pm in the Town Council Chambers

4. **PUBLIC HEARINGS/OLD BUSINESS: NONE**

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

**Town Manager's Report: Town Council Meeting of 07/22/2014:** None.

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

6. **NEW BUSINESS:**

**ORDINANCE 14-07:** (To be set to Public Hearing on 08/19/2014) That the Town Council hereby Ordains that Chapter 2B General Assistance Ordinance, Appendices A be rescinded and the new Appendices A be adopted to reflect the revised maximums for the period of July 1, 2014 to June 30, 2015.

Moved by **Councilor Cianchette** and seconded by **Councilor Stackhouse** that Ordinance 14-07 be set to Public Hearing on 08/19/2014.

The Town Manager noted each year the Maine Municipal Association conducts a review to determine if the maximum allocations for basic necessities should be increased due to the federal poverty levels and the state-wide and/or county-wide conditions. The State of Maine has prepared a review of the revisions, which was enclosed in the Council Package.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 14-69:** (To be set to Public Hearing on 08/19/2014) Resolved that the Town Council approve a new application for a liquor license for The Pitt Stop Tavern at 613 Main Street, Pittsfield, Maine 04967.

Moved by **Councilor Cianchette** and seconded by **Councilor Stackhouse** that Resolution 14-69 be set to Public Hearing on 08/19/2014.

The Town Manager noted The Pitt Stop Tavern is owned by Kyle Pacquin. Kyle is proposing to lease and/or lease/purchase the facility to E&A Enterprises of Dexter. As there would be a new operator, a new liquor license would be required. New licenses require a public hearing. The potential transfer date would be 09/01/2014 if licensing is completed.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 14-70:** Resolved that the Town Council accept the gift on behalf of the Library of an informational kiosk from Healthy SV.

Moved by **Councilor Cianchette** and seconded by **Councilor Stackhouse** that Resolution 14-70 be adopted.

The Town Manager noted this outdoor information kiosk is a gift from Healthy SV. It will be branded with their name and a drug free slogan and the name of the library. It will be installed by members of the Town Highway Crew. It will be located on the corner of Library and Main Street with guidance from Steve Seekins for setbacks. It will be maintained by library staff.

The Librarian reports all Polly message centers are built to survive. 100% recycled plastic frame; maintenance free, poly carbonate window; scratch & break resistant; recycled rubber tack board; hidden from the weather. Recycled rubber tack board lasts longer than cork and is weatherproof and washable. It will be green to match the library windows.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 14-71:** Resolved that the Town Council approve a renewal application for a liquor license for the Sebasticook Valley Lodge of Elks at 140 Middle Street, Pittsfield, Maine 04967.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Ferland** that Resolution 14-71 be adopted.

The Town Manager noted this is a renewal application, which does not require a public hearing. Both applications are in order.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 14-72:** Resolved that the Town Council approve a renewal application for a special amusement permit for the Sebasticook Valley Lodge of Elks at 140 Middle Street, Pittsfield, Maine 04967.

Moved by **Councilor Cianchette** and seconded by **Councilor Stackhouse** that Resolution 14-72 be adopted.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 14-73:** Resolved that the Town Council approve a renewal application for a liquor license for Vittles Restaurant at 107 Main Street, Pittsfield, Maine 04967.

Moved by **Councilor Ferland** and seconded by **Councilor Stackhouse** that Resolution 14-73 be adopted.

The Town Manager noted this is a renewal application for an alcoholic beverage license. All is in order

**VOTE: UNANIMOUS AYE**

**RESOLUTION 14-74:** Resolved that the Town Council sign the Application for Catered Function by Qualified Catering Organization for a MCI Class Reunion to be held on 08/01/2014 from 4:00 pm - 9:00 pm at Maine Central Institute by qualified caterer Jeff's Catering & Banquet Center.

Moved by **Councilor Cianchette** and seconded by **Councilor Ferland** that Resolution 14-74 be adopted.

The Town Manager noted State law requires that the Town sign off on catering applications. Jeff's Catering & Banquet Center is a qualified caterer. All applications are in order for the MCI Class Reunion.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 14-75:** Resolved that the Town Council sign the Application for Catered Function by Qualified Catering Organization for a MCI Snow Ball to be held on 08/01/2014 from 8:00 pm - 11:00 pm at Maine Central Institute by qualified caterer Jeff's Catering & Banquet Center.

Moved by **Councilor Cianchette** and seconded by **Councilor Stackhouse** that Resolution 14-75 be adopted.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 14-76:** Resolved that the Town Council sign the Application for Catered Function by Qualified Catering Organization for a MCI Class Reunion to be held on 08/02/2013 from 12:00 pm - 5:00 pm at Maine Central Institute by qualified caterer Jeff's Catering & Banquet Center.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Stackhouse** that Resolution 14-76 be adopted.

**VOTE: UNANIMOUS AYE**

7. **DISCUSSION ITEMS:**

**Financial Reports as of 06/30/2014:**

Budget Expenditure Report  
Revenue Collections Report  
Tax Acquired Property Report  
Economic Development Revolving Loan Update  
Housing Revolving Loan Update  
Transfer Station/Recycling Monthly Report  
Theatre Monthly Report  
Excise Tax Collections Comparison Report  
State Revenue Sharing Comparison Report  
Personal Property Tax Collection Report  
Real Estate Property Tax Collection

**Briefly reviewed by Town Manager**

**Other Reports as of 06/30/2014:**

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

**Self Explanatory – Not Reviewed**

**Updates:**

**Water & Sewer Projects Update:** The water main was finished on Greeley Street/Cedar Mill; multiple hydrants have been installed; curb stops were fixed and a gate valve was replaced at SAS; and yards were fixed up.

**USDA Grant Project: Franklin Street; Davis Street; and Stinson Street Sewer Projects:** Franklin had been finished by our last meeting; Davis Street was worked on after the last Council Meeting and completed; and Stinson Street is underway.

**Water/Sewer SCADA System Upgrade Project:** A copy of the low bidder's proposal was included in your Council Package. The next step is to figure out how to fund this from the budget, which will mean not doing some water and sewer items in the budget. We looked at trying some other approach, however, these are the companies that are involved with this type of work. Just completing the project and deleting the alternates would be the recommended approach. The current system works, however, once in a while there is a gap in information regarding the sewer flow. DEP requires continuous recordings. In addition, if this older system breaks down, we would be back to a manual system, which will greatly increase hours worked and overtime. This item will be on the next month's agenda with recommended funding sources in the budget.

**Highway Projects Update:** Highway is back from their two week vacation and hit the ground running with lots of items to address including spending a couple of days preparing

for the Egg Festival. The paving Small projects work was awarded to Wellman Paving. Public Works is coordinating the work with the company.

**SAD#53 Building Master Plan & Future Meeting:** The Superintendent has requested that the Building Committee be on the next Council agenda, which is August 19. The purpose of this meeting is to solicit input from towns on the schools and inform the towns what will be involved in the Master Plan. The School Board voted for a Master Plan in order to make future decisions around the buildings. The Architects will be asking questions and giving an overview of what the School will be doing over the next year step by step. The results will be shared with the Town around March based on the School's timeline. SAD#53 is 32 on the list and they could open up the list next year. The firm that the School hired is PDT, which will help the School develop the necessary paperwork to get ready when it opens.

**Kennebec Valley Community College (KVCC) Information Technology Grant for Business Training Opportunities:** The Kennebec Valley Community College (KVCC) has been awarded a large Information Technology Grant to provide training. Last week I went on a tour of the campus and have learned that the program offerings can also take place in a community if there is enough interest and a location available. We are also fortunate that the KVCC campus is close by in Fairfield right off the Interstate.

To ensure that the Town's businesses knew about this new opportunity, a copy of the spreadsheet of options available along with a flyer were forwarded to the businesses we thought might be interested.

KVCC has several tracks of delivery: College Degree, Certificate Program, Certification Course, Professional Development (learn some new skills).

In addition if a company had several employees who wanted to take a specific computer-training course, KVCC may be able to create it and/or deliver it under this grant. Alexander Clifford, Maine is IT! Program Coordinator at 207-453-5159 or aclifford@kvcc.me.edu is the contact if anyone has questions or would like to explore one of these programs or just talk about the opportunities. Alex will provide assistance in connecting people up to the direct contact for the program of your interest or choice.

This is a unique opportunity to take a free class and learn new skills or brush up on skills. Information technology background is invaluable! Once this program is introduced everywhere, I would expect this opportunity for a free course will be grabbed up so please review the materials and contact KVCC if you would like to pursue a course.

**Town Farm Property/Shooting Range:** Since the increased publicity about the Town Farm Property, people were noticed wandering around down by the shooting range so signing is going to be put up. There are no trails down past the shooting range so this should not detract from hiking. In addition, at this time of year, one will be running if down in that area due to the bugs!

**Bicycle Pedestrian Plan Project with the Kennebec Valley Council of Governments Technical assistance (part of dues):** An initial meeting will be held with the KVCOG Planner Joel Greenwood on Wednesday, July 30, 2014 at 6:00 pm in the Town Council Chambers. With the commitment now of every penny of funds available for sidewalks and pedestrian improvements with the Somerset Avenue Sidewalk project with several enhanced crosswalks, we will need to develop a plan in order to have future projects. The Capital

Improvement Plan has been very helpful in obtaining grant funding for many other types of projects. Currently, there are not specific funds that the Town can receive for sidewalks or pedestrian improvements except for the Safe Routes to School Grant program. With 140 requests for funds received in the last round and only a few larger projects approved, this will likely not be a source of funding. It would seem to me that we would need to differentiate ourselves and develop a plan in order to compete for any future funds that may become available under other programs. In addition, we are receiving extensive requests to perform work in many areas of town. This would provide people who would like these improvements to participate in the process. So planning is good and prioritization is even better.

KVCOG will provide planning services to the Town under our dues and state funds received for planning.

### **Other Items:**

Tax Acquired property bids were due on July 18, 2014 – The bid resulted in 0 bids for the Middle Street property; 0 bids for the Livingston property and 1 bid for Estelle Street for \$1,550 which covers the cost of taxes only, not all other costs such as advertising, legal, quit claim deed, sales tax, etc. The property is a record developable lot and is worth much more than this bid, however, people do not have money.

USDA Sewer Project Inspection – Olver Associates has advised they are up to the budget on the last projects as approved for an additional \$9,000. The contractor's long-term foreman left and the project is running slower. I understand there is two more weeks of work left. I advised of our meeting schedule and asked for what was an amount that would not be exceeded. I did not receive any information.

USDA Sewer Project Construction – Haley Construction will close Stinson Street if we agree in order to get the work done faster. Stinson will be closed at the intersection of Raymond and Stinson as well as closed at the intersection of Library and Stinson. All detour and closed signs will be erected. So if the Town Council is alright with this, we can start it tomorrow. The Police Department has approved it. The Town Councilors felt this would be fine as long as the roads were open during the weekend for the upcoming funeral service and for the MCI Reunion weekend.

CWSRF Project – The Town received the State Plan today and our project for Peltoma Avenue is on the list for financing through the SRF. We would need to process all the paperwork, which would take place after the project was designed so this is a project for this Fall with bidding this late winter in order to obtain the best pricing.

Peoples United Bank – Peoples United Bank has applied to MDOT for approval of a handicap access ramp on Main Street. They have received approval from MDOT. The Building Inspector has not issued the building permit at this time. Town Councilors would like to see plans for this item before the permit is issued to be sure it will not hinder foot traffic or drastically change Main Street dynamics.

### **Grants Update:**

#### **New Grants:**

**Airport Grants: Airport Master Plan Update** – The FAA held a scoping meeting on Friday, January 24, 2014 to agree upon the specifics for the project. A grant application was

filed for the project prior to the May 1, 2014 deadline. The Town received the grant award, executed the agreement and forwarded it to the Town Attorney for review and approval, received the grant package back approved and forwarded it to the FAA for processing. The Grant was finalized and we are getting ready to work on this project as soon as the other Airport Grants are tied up.

**Airport Grants: Airport Taxiway Reconstruction** – The remaining punch list of work to be completed is underway.

**Airport Grants: Airport Apron Expansion** – The remaining punch list for work is also underway.

**Airport Grants: Engineering to Design the Apron Expansion** – still processing paperwork for this grant, however, it will be closed out later this year when the Taxiway and Apron projects are closed out. As the Taxiway grant did not provide for any engineering/inspection work, these three grants will be closed out with amendments to reconcile this project. We discussed this last year. The Engineering Consultants recommended this in order to complete most of the project in 2013.

**Belvedere Fund for Historic Preservation** – The Town has \$11,000 saved toward the clapboard replacement, which is part of a much larger project.

**Davis Family Foundation** – the sill work was completed and paid for with excellent work completed. The temporary boards placed where the clapboards were broken prior to the work were placed at the site and will be painted. At this point, all funding for the Depot project will be expended with the exception of the saved Belvedere Fund grant award that is encumbered for the sill work.

**HealthySV: Tobacco Free Signage** – temporary signing was received for Manson Park for the Egg Festival.

**Kiwanis Mini-Grants for Programming & Sponsorship for children** – to be utilized as needed.

**Library Mini-Grants (Cornerstone of Science and Gates for computers)** All of the other small grants have been closed out and these two grants basically remain from the grant acquired during the last several years. The Librarian is working on closing out these two grants also.

**USDA Sewer Rehabilitation Grant** – The last four projects are underway or will begin shortly.

**HealthySV Tobacco, Alcohol and Drug Prevention (new)** – 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 taking 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 who currently are 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 Summer/Fall once the Police Chief returns. The program would likely start in October 2014.

**Historic Preservation Foundation (new)** – Our Historic Preservation Architect has submitted the Town's Theatre Restoration Project for review. This is by invitation only so if the project is viewed well, the Town will be invited to complete the Foundation paperwork.

**Jump Start Our Youth (JOY through JMG) Historic Depot (new)** – An application for this mini-grant for the Historic Depot for the Historical Society was applied for on February 28, 2014.

**Workforce Investment Board and KVCAP agency reimbursements** – The Town received nearly \$400.00 toward the cost of administrating and operating the 7<sup>th</sup> Annual Regional Job Fair in May 2014.

**New Grant Opportunities:**

**TIGER Transportation Grant** – The Town is part of a several town area for bus commuter system to assist those areas that have had economic distress due to large closures – Lincoln, East Millinocket and Newport/Pittsfield. This is a federal grant application that will be quite competitive.

8. **REPORTS:** Audience, Council

**Audience:**

**Donnie Hallenbeck:** Listening to the discussion on the ramp at the bank, it seems they would have to remove the front step to put in a ramp. Happy Birthday to Trudy!

**Council:**

**Councilor Donahue:** Absent.

**Councilor Stackhouse:** Condolences to the Berthelette Family and the Godsoe Family on the passing of their loved ones. There was a great turnout for the Egg Festival and the Fly-In. The weather was beautiful.

**Councilor Ferland:** I was also at the airport. It was very impressive. I will be anxious to see how the sidewalk turns out. I was really impressed with the school district on Saturday. They opened the school to kids, staff and parents for counseling. It was a heartbreaking, yet beautiful thing to see the kids taking care of each other.

**Councilor Nichols:** Sorry for being late. We had a good Egg Festival this year. It didn't look like a heavy turnout, but a steady stream. The fireworks went well. I am glad to see Stinson Avenue is being done. Hopefully we can get the TAP sold. I want to pass my condolences on to the Berthelette Family and the Godsoe Family. They will need a lot of support.

**Councilor Curtis:** Absent.

**Councilor Cianchette:** I want to also give my condolences to the Berthelette Family. It was a tragic event. I want to send my well wishes to Steve Emery for his upcoming surgery. It always does my heart good to see the traditions kept in our small Town. It is something for people to look forward to. Kathryn does a fantastic job, as well as all the Town Employees.

**Councilor Jordan:** This tragic event has shown how strong the people of our Town are. Happy Birthday to Trudy! The Egg Festival and the Fly-In went well. That was a great thing to add to the Egg Festival.

9. **EXECUTIVE SESSION:**

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

Motion by **Councilor Cianchette** to enter into executive session to discuss Economic Development, Disposition of Property and Acquisition of Property under Title 1, Section 405, 6.C. at 7:55 pm. The motion was seconded by **Deputy Mayor Nichols**.

**VOTE: UNANIMOUS AYE**

Motion by **Deputy Mayor Nichols** to exit the executive session having discussed Economic Development, Disposition of Property and Acquisition of Property at 8:35 pm. The motion was seconded by **Councilor Cianchette**.

**VOTE: UNANIMOUS AYE**

## 10. **ADJOURNMENT**

Motion by **Deputy Mayor Nichols** and seconded by **Councilor Cianchette** that the meeting be adjourned at 8:36 p.m. All in agreement.

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Nicole Nickolan, Town Clerk