

# MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, September 2, 2014 at 6:30 pm in the Council Chambers.

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

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 August 19, 2014.

Moved by **Councilor Curtis** and seconded by **Councilor Stackhouse** that the minutes of the regular meeting held on September 2, 2014 be adopted.

**VOTE: UNANIMOUS AYE**

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

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

Saturday, May 2, 2015: 19<sup>th</sup> Annual SVCC Trade Show and Community Fair

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

Important economic and community development events scheduled to be reported on:

Several private sector business activities remain under review and small projects continue to be underway. Several commercial properties have recently been sold, are under option or will be leased. The Family Dollar Store excavation continues and structural building materials have been delivered to the site. A pole permit is on its way for the Town's approval. We have been advised that the new store will open between Thanksgiving and Christmas.

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 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. A tour of the property took place, however, the Town was not involved.

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

This has affected one available property positively and resulted in some phone calls. Other locations have filled in or have commitments due to the strategic locations. We had planned to design spec sheets for the remaining available properties in Town - the Corner Cupboard, the Friends' property and the Quint's property off Central Street when time permits. One is a vacant building and two are undeveloped lots. These sheets are used to help promote properties to prospective businesses or developers. We have utilized spec sheets for other large projects in town such as the Plaza. I have been advised to just concentrate on the lots that have buildings so we will concentrate on the Corner Cupboard. The former Pizzeria building has undergone major renovations inside and hopefully will be completed shortly so that it can also be promoted. Five specialized promotional pieces have been issued with the last one in August 2014.

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. Background research is now taking place.

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

The MDOT mill and fill project is now scheduled to start after Labor Day.

#### **Report on Somerset Avenue Sidewalk Project:**

The third and last section of sidewalk to be rehabilitated/reconstructed - Oak to Central Street – is now nearly completed.

#### **Report on Meetings & Events:**

Bicycle Pedestrian Plan Informational Forum on Wednesday, July 30, 2014 at 6:00 pm in the Town Council Chambers – meeting was cancelled by KVCOG due to a family emergency.

Theatre Committee Meeting on Tuesday, August 26, 2014 at 6:00 pm

Ken-Som Transition Team Meeting on Thursday, August 28, 2014 from 10:00 am – 12:00 noon

**Upcoming Meetings & Events:**

FirstPark Marketing Committee Meeting on Wednesday, September 3, 2014 at 2:00 pm at the FirstPark Office in Oakland.

Recycling Committee Meeting on Wednesday, September 3, 2014 at 5:00 pm.

Sebasticook Valley Chamber of Commerce Strategic Planning Committee Meeting on Thursday, September 4, 2014 at 3:30 pm at the Chamber Office in Palmyra.

Sebasticook Valley Chamber of Commerce Board of Directors Meeting on Thursday, September 4, 2014 at 5:00 pm at the Chamber Office in Palmyra.

Comprehensive Economic Development Strategy Meeting on Tuesday, September 09, 2014 from 11:30 am – 1:30 pm at the KVCOG Office in Fairfield.

Sebasticook Regional Land Trust 2014 Farm and Habitat Tour on Saturday, September 13, 2014 at 9:00 am (registration at 8:00 am at Hathorn Park). Fully supported 10 and 36 mile rides with optional stops at family farms and conservation lands.

Sebasticook Healthy Communities/HealthySV Annual Meeting on Tuesday, September 16, 2014 at time and location to be determined.

Kennebec Valley Council of Governments Annual Meeting on Tuesday, September 23, 2014

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

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

**Town Manager's Report: Town Council Meeting of 09/02/2014:**

1. The FYI Folder: FYI Folder which contains items that come in between the Town Council Meetings has the following this evening: LIST READ

2. Tax Acquired Property Sale: The Town of Pittsfield 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 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 September 24, 2014 at 11:00 a.m., at which time they will be publicly opened. Late bids will not be opened or considered.

The following is required: a quotation sheet listing the parcel # and quotation amount. Also required is 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. 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. Failure to submit the narrative statement or deposit shall cause the quotation to be automatically rejected.

The properties for sale are described on the Town's tax maps:

<u>Parcel #</u>	<u>Parcel Description</u>	<u>Minimum Bid</u>	<u>Partial Description</u>
1	Map 23, Lot 56	\$3,950.00	Land only, +/- 0.38 acres
2	Map 29, Lot 25	\$5,150.00	Building & Land, +/- 0.47 acres
3	Map 25, Lot 68	\$ no minimum	Building & Land, +/- 0.20 acres

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

4. Seabasticook Regional Land Trust Farm & Habit Ride: The 6<sup>th</sup> Regional Land Trust Farm & Habitat Tour will be held on Saturday, September 13, 2014 at 9:00 am now starting at Hathorn Park. . This will be our 2<sup>nd</sup> Tour in Pittsfield. You can Pedal or Paddle Your Way through the Seabasticook Valley. Explore the heart of Maine with Seabasticook Regional Land Trust at the 6<sup>th</sup> Annual Farm & Habitat Tour. There will be a registration tent for participants to sign in or register for the bike/paddle tour. The bike trip will feature Balfour Farm at 461 Webb Road, which is an organic dairy farm owned by Doug and Heather Donahue and the Bag End Suri Alpacas of Maine at 226 Snakeroot Road owned by Jill McElderry-Maxwell. There will also be trips to the Triple B Farm in St. Albans and the Madawaska Bog located between White and Douglas Ponds along Madawaska Brook.

Registrations will be accepted beginning at 8 a.m. the day of the ride, but people are encouraged to register early to ensure they receive this year's tour t-shirt. The registration fees for either the bike or paddle tour are \$15 per person or \$30 per family (up to 2 adults and unlimited children).

All stops will offer locally produced or sourced refreshments, and hosts will be available to answer questions and provide assistance. A bicycle support vehicle will be available to attend to minor bike repair, first aid needs and weary riders.

For those who would rather be out on the water, there will be a guided paddle along the Seabasticook River beginning in Pittsfield. Please note that the paddle will likely last no more than 2 hours and will end sooner than the bike tour. Paddle participants must provide their own boat and wear a personal flotation device (PFD).

Brochures are now available on-line at [www.SeabasticookRLT.org](http://www.SeabasticookRLT.org)

5. Business After Hours: Everyone is invited to a Business After Hours at The House Next Door on Tuesday, 09/09/2014 at 5:30 pm at 303 Main Street. This is the very nice Bed and Breakfast owned by Milton Webber.

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

## 6. **NEW BUSINESS:**

**RESOLUTION 14-91:** Resolved that the Town Council authorize the Town Manager to execute the Road License Agreement for Hancock Lumber Company.

Moved by **Councilor Stackhouse** and seconded by **Councilor Curtis** that Resolution 14-91 be adopted.

Scott Pease from Hancock Lumber was present to discuss the agreement.

The Town Manager noted that the Town Council received a copy of the proposed Road License Agreement for use and ability to build up sections of Stinson Street and Library Street not currently in place. These areas will be utilized by Hancock Lumber to access the new siding to be built for use of the business for transporting logs. The logs brought in by the railroad will then be unloaded on the Pan Am property from the Pan Am siding into tri-axle trucks to be brought into the Mill located further down Stinson Street.

The Road License Agreement was drafted by the Town Attorney. Hancock Lumber has reviewed the document. The Town Council, Town Manager and Hancock Lumber discussed a few minor revisions as follows: Delete requirement for engineered diagrams, make sure the road is built for tractor trailers and there will need to be a few lines added which require Hancock Lumber to repair the water line in the road if it is damaged as it is in the middle of the access point.

Everyone was in agreement with the approach being used and the changes.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 14-92:** Resolved that the Town Council approve the RFP for Power Line Tree Trimming and authorize the Town Manager and Assistant Water/Sewer Superintendent to issue an RFP for said work.

Moved by **Councilor Curtis** and seconded by **Councilor Donahue** that Resolution 14-92 be adopted.

The Town Manager in 2009, the Town staff embarked upon a team project to cut a portion of the growth under the power line that lies between the Transfer Station and the Water Treatment Facility. We had found that the Town owned this power line due to arrangements made back in the late 1990's. The power line needed trimming, therefore, several departments performed the work under the supervision of the Safety Coordinator after CMP inactivated the power line. This took care of some of the brush and trees closest to the line.

In 2010, the Town hired a tree cutting company after issuing an RFP for Power Line Tree Trimming and receiving excellent bids.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 14-93:** Resolved that the Town Council authorize the Town Manager and Public Works Foreman to obtain quotations for further paving on the Somerset Avenue Sidewalks, accept the lowest qualified proposal; and authorize the Town Manager to execute a contract for same if sufficient funds remain for further work after completion of the Somerset Avenue Sidewalk Improvement Project.

Moved by **Councilor Donahue** and seconded by **Councilor Curtis** that Resolution 14-93 be adopted.

The Town Manager noted originally the Town had bid out four sections of the sidewalk on Somerset Avenue. Ultimately, three sections of sidewalk were approved for work as follows: (1) Hartland to School Street – rehabilitation only, removing selected deteriorated granite and replacing it, excavating the pavement, adding 2” of gravel and paving; (2) School Street to Somerset Plaza – full reconstruction; and (3) Oak to Central – full reconstruction.

The section of sidewalk bid for full reconstruction that the Town was unable to include in the Somerset Avenue Sidewalk project was from Main Street to Middle Street which is comprised of (1) Main Street to Connors Street which is in very deteriorated condition and (2) Connors to Central Street which is out of shape. The Town did not have the additional \$32,000 that was needed for this project.

Once all the bills come in from the projects taking place, we will know if we can complete paving on one or both of these sections of sidewalk. As it is getting later in the year, this authorization is sought so that we can determine if any additional paving can take place.

Public Works would carefully remove the pavement and rough grade the area while quotations would be sought to fine grade and replace pavement. We are working on the bid specifications now.

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Public Works would carefully remove the pavement and rough grade the area while quotations would be sought to fine grade and replace pavement. The bid will require 2” of binder and 1” of surface for the sidewalk.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 14-94:** Resolved that the Town Council proclaim November 8 – 15 as Maine Recycles Week for the Town of Pittsfield.

Moved by **Councilor Curtis** and seconded by **Councilor Donahue** that Resolution 14-94 be adopted.

The Town Manager noted The Recycling Committee plans to celebrate National Recycling Week with activities in the school system as scheduling allows. This Proclamation is the first step in that process. The Town Council received a copy of the background materials.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 14-95:** Resolved that the Town Council adopt the Budget Calendar for the 2015 Budget Process.

Moved by **Councilor Curtis** and seconded by **Councilor Stackhouse** that Resolution 14-95 be adopted.

The Town Manager noted the Town Council received a copy of the Town's regular budget calendar that has worked well in the past. If we are able to process the reviews listed at the Regular meetings and have time available, we would continue with budget items, thereby deleting Special meetings. We should also discuss budget goals.

In addition to the effects of the nation's economy that are continuing to effect business in the State of Maine, the Town will need to address the current State Revenue Sharing situation for 2015 and be careful with budgeting due to projected decreases in the Town's Valuation in 2015.

If Councilors have specific projects or items that they would like to see reviewed for the budget process - this would be the meeting to list them out so that the staff can review and provide information for an alternate to the general budget. We will need to be very conservative in addressing the budget for the upcoming year.

The Town Councilors and Town Manager discussed budget goals with the same goals to be used as last year.

**VOTE: UNANIMOUS AYE**

## 7. **DISCUSSION ITEMS:**

### Updates:

**1. Water Projects & Sewer Projects Update:** Water/Sewer has spent time addressing issues as the plants and at customer locations checking meters. They have been working on SCADA checks, water pump inspection and review, water leaks, possible water leaks and sewer backup issues on an old line that apparently was never discontinued many years ago. Part of the Small Paving Projects was to pave around the sewer main hole covers so that vehicles are not constantly hitting the covers.

**2: CWSRF Peltoma Avenue Project:** The Town has received confirmation in writing from the CWSRF program at DEP that our project is approved and eligible for funding at \$445,000. We were also advised that we can fund the design work by obtaining a CWSRF interim loan, bank loan or internal town funding mechanism. As the design and bidding work that would get the Town to a project would be \$24,000 at the most, we should be able to fund this internally. I will work with the Town Attorney and Town Auditor to determine how to do this.

**3. Madawaska Old Sewer Line:** When calls came in indicating that the sewer was backing up, the line was cleaned out as much as it could be and a camera run down it. It was determined that apparently, four homes on the Madawaska Road are hooked to an old sewer line that has now failed. This is similar to the other locations we found in town – Waverly and Raymond. The homes were never hooked to the new sewer line and after many years, the line is full or the sewerage is going elsewhere. This is one of the reasons why we now have full-time inspection on sewer lines as well as the fact that the funding agencies require it. Olver Associates was hired at a cost to not exceed \$1,500 to determine how to proceed – can the Town hook them up to the new line, are there stubs, is the plumbing in the basements at the right level and setup to hook to the new line, etc. and to provide a recommendation. This work is engineering design work and beyond what the employees do day to day. Once it is determined what to do and the funds that are necessary to do it, a recommendation will come back to the Town Council for vote unless this becomes an easy fix which can be done within the budget. The Assistant Water & Sewer Superintendent discussed the need to fix this area.

**4. Highway Projects Update:** Highway is spending most of its time addressing routine maintenance – mowing, bush cutting, trimming hedges, assisting at buildings and sites, and patching potholes. John Dickson has spent most of his day overseeing the contractors, especially on the Somerset Avenue Sidewalk Project until late last week. Now, Public Works will get caught up on sign replacement, trimming, and other projects.

**5. Small Projects Paving:** Approximately 26 locations – all small paving jobs – were completed by Wellman Paving. The only area that did not get done was adding to Library Street as the contractor and Public Works Foreman were not able to talk before the company left town. The company has provided a quote for this work as well as a large culvert bump on Raymond Avenue that needs to be fixed. On Library Street, the area is so broken up that a large area needs to be fixed because the pavement put down will not bind due to so many broken areas. As other areas needed to be fixed due to several culverts needing to be fixed after the bid, we are over budget by approximately \$2,800. The work that was completed was excellent.

**6. Somerset Avenue Sidewalk Project:** The contractor has the third section which is Oak to Central completed and it looks very nice. Paving was completed on the binder on the third section. All paving should be completed this week and landscaping of lawns will take place this week. John will be inspecting all of this. There will be a lot of yard work completed which we will have to look over carefully.

**7. Handicap Accessibility along Main Street:** The CEO has been out on medical leave, therefore, I have been working on this project. I had provided the CEO with a list of the Council concerns after the last meeting. We then learned that the CEO had surgery. Peoples' United representatives were here from the Mass. Office. The Mayor and I spoke with them. This e-mail is the result of the discussion and list of concerns from the meeting.

It would be good to make this into a win-win. The current proposal has an extensive amount of the sidewalk being dug out. This does not seem to be just in front of the door as on the diagram, it is along the entire length of the building.

**8. Bicycle Pedestrian Plan:** The first meeting of the work group was cancelled due to a family emergency of the planner from KVCOG. In the interim, Public Works is going to inventory the sidewalks with length, width, square yards and condition of pavement.

**Grants Update:**

All grants are going along.

8. **REPORTS:** Audience, Council

**Audience:** None

**Council:**

**Councilor Donahue:** Looking forward to the Farm & Habitat Ride.

**Councilor Stackhouse:** None.

**Councilor Ferland:** Absent.

**Councilor Nichols:** Absent.

**Councilor Curtis:** None.

**Councilor Cianchette:** Absent.

**Councilor Jordan:** None.

9. **EXECUTIVE SESSION:**

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

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

**VOTE: UNANIMOUS AYE**

Motion by **Councilor Stackhouse** to exit the executive session having discussed Economic Development, Disposition of Property and Acquisition of Property at 7:55 p.m. The motion was seconded by **Councilor Donahue**.

**VOTE: UNANIMOUS AYE**

10. **ADJOURNMENT**

Motion by **Councilor Stackhouse** and seconded by **Councilor Donahue** that the meeting be adjourned at 7:56 p.m. All in agreement.

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Nicole Nickolan, Town Clerk