

MINUTES

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

PRESENT: COUNCILORS: Gary Jordan, Jr., Caleb Curtis, Tim Nichols, Trudy Ferland and Robert Stackhouse. **ABSENT:** Michael Cianchette and Heather Donahue. Also present: Town Manager Kathryn Ruth and Town Clerk Nicole Nickolan. Audience members included: Scott Noble, Peter Snow, Donnie Chute, Steve Emery, Dean Billings, Bernard Williams and John Dickson.

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

Mayor Jordan, Jr. noted he would be voting tonight.

2. Adoption of minutes of the regular meeting held on October 21, 2014.

Moved by **Councilor Stackhouse** and seconded by **Councilor Ferland** that the minutes of the regular meeting held on October 21, 2014 be adopted.

VOTE: UNANIMOUS AYE

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

Community and Economic Development Activities and Events:

Community and Economic Development Activities and Events:

Saturday, May 2, 2015: 19th Annual SVCC Trade Show and Community Fair

Saturday, May 13, 2015: 8th Annual Regional Job Fair, Warsaw Middle School Gym

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 is closed in and interior work is on-going as well as all grounds work. We have been advised that the new store will open between Thanksgiving and Christmas. Hancock Lumber continues to work on their development project to assist with production and has just submitted a map for review.

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 is in the process of being compiled. In addition to the two resource days, a third resource fair for financial guidance is under consideration for

January – February, 2015. Discussions are 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.

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. Several referrals have been made to the Plaza. Some of the referrals have met with the Plaza owner to review possible leases.

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.

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.

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.

Report on Somerset Avenue Sidewalk Project:

The Preliminary Punch List was issued to the contractor along with a list of paperwork, which is required. The Town worked on the detectable basins for handicap accessibility, which are needed on the additional section of Somerset Avenue that was added to the project. It is anticipated that a meeting will be set to address the need for the lienholder waivers and to address the punch list items. The Contractor called back on 11/12/2014 to our written request from early 10/2014.

Report on Meetings & Events:

FirstPark Marketing Committee Meeting on Wednesday, 11/05/2014 at 2:00 pm at the FirstPark Office in Oakland

Sebasticook Valley Chamber of Commerce Strategic Planning Committee Meeting on Thursday, 11/06/2014 at 4:00 pm at the Chamber Office in Palmyra

Sebasticook Valley Chamber of Commerce Board of Directors Meeting on Thursday, 11/06/2014 at 5:00 pm at the Chamber Office in Palmyra

KVCOG Comprehensive Economic Development Strategy Meeting on Wednesday, 11/12/2014 at 11:30 am at the KVCOG Office in Fairfield

Recycling Committee Meeting on Wednesday, 11/12/2014 at 6:00 pm

Central Maine Egg Festival Committee Meeting on Thursday, 11/13/2014 at 6:30 pm

Somerset Economic Development Corporation Legislative Breakfast on Friday, 11/14/2014 at 7:30 am in Madison Elks Lodge

Kennebec Valley Council of Governments (KVCOG) Board of Directors Meeting on Tuesday, 11/18/2014 at 9:30 am at the KVCOG Office in Fairfield

Kennebec Valley Council of Governments (KVCOG) Comprehensive Economic Development Strategy Meeting on Tuesday, 11/18/2014 at 11:30 am at the KVCOG Office in Fairfield

Upcoming Meetings & Events:

Recycling Committee Meeting on Wednesday, 12/03/2014 at 5:00 pm

Sebasticook Valley Chamber of Commerce Strategic Planning Committee Meeting on Thursday, 12/04/2014 at 3:30 pm at the Chamber Office in Palmyra

Sebasticook Valley Chamber of Commerce Board of Directors Meeting on Thursday, 12/04/2014 at 5:00 pm at the Chamber Office in Palmyra

Kennebec Regional Development Authority (KRDA) Executive Committee Meeting on Thursday, 12/11/2014 at 5:00 pm at the FirstPark Office in Oakland

More meetings are being arranged.

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

ORDINANCE 14-15: (Public Hearing) That the Town of Pittsfield hereby ordains that Chapter 2B General Assistance Ordinance, Appendices B & C be rescinded and the new Appendices B & C be adopted to reflect the revised maximums for the period of October 1, 2014 – September 30, 2015. And to continue to use Appendices A, D-F set forth and filed with the Department of Health and Human Services (DHHS) until any new appendices are approved.

Deputy Mayor Jordan, Jr. opened the Public Hearing. No one wished to speak for or against Ordinance 14-15. The Public Hearing was closed.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Stackhouse** that Ordinance 14-15 be adopted.

The Town Manager noted each year, MMA and the DHHS review the going rates for basic necessities in the State of Maine twice a year and propose revisions, if necessary. This is the second review of the year. The Town Council received a copy of the appendices.

Appendices B&C are being amended. Appendix B contains the Food Maximums. Assistance with food has increased a few dollars a week. Appendix C contains the Housing/Rental Assistance: Assistance with rental assistance has also increased a few dollars a month. These areas are increased as costs have been found to be higher in Somerset County for food and rental assistance.

VOTE: UNANIMOUS AYE

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

Town Manager's Report: Town Council Meeting of 11/18/2014:

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

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 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 19th. The scheduled launch date of the Langlais Art Trail was July.

3. Committee/Board Appointments: This is the time of the year that the list of expiring Committee positions is posted. The Town has over 20 boards and committees. Since the terms are staggered, positions come up each year. If anyone has an interest in serving on a Committee, we will have several choices for your consideration. Please contact the Pittsfield Town Office at 487-3136 and ask for the Town Clerk.

4. Household Hazardous Waste Collection: The Pittsfield Area or Southern Somerset HHW Colleciton took place on Saturday, 10/04/2014. Pittsfield and Unity participated. Usually we have Palmyra and Canaan, however, due to the cost and budgets and location, they did not participate this year. Canaan went with Skowhegan due to proximity and we believe the nicely rebuilt Route #2. The total cost for Pittsfield was \$2,287.34. There were 23 appointments for Pittsfield with 67 units received. The HHW program and unwanted mediations collection represented 350 gallons and 1400 lbs of hazardous materials waste that was divereted out of the waste stream and properly disposed of by an environmental contractor.

5. Request of Property Owner to Donate Property to the Town: The Town received a letter from a property owner on Route #100 which owns a parcel which is .32 acres in size with taxes of \$57.30 a year. The property owner would like the Town to take over the property as it is too small to do anything with such has locating a house. Normally, we advise people that we are not interested in adding land to the Town's holdings as we have many parcels, however, the request was received in writing after talking to the individual. The land is a tiny piece located on Route #100 and we can not see any town use for it. The tiny parcel is surrounded on two sides for another parcel so we can suggest to the owner to contact the abutting property owner.

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

Recycling Committee: The Committee met on 11/12/2014. The Town Manager provided an update on recycling statistics. We are hoping to advertise the reopening of the re-use center in the spring. We discussed the possibility of a heat pump for a longer season at the re-use center. We discussed providing flyers to different stores with information.

6. **NEW BUSINESS:**

ORDINANCE 14-16: (EMERGENCY) That the Town of Pittsfield hereby ordains by Emergency Ordinance The Town of Pittsfield Moratorium Ordinance on Methadone Clinics to become effective immediately.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Curtis** that Resolution 14-16 be adopted.

The Town Manager noted with larger buildings on the market for some time and the fact that that pricing will likely be reduced so that entities or uses that normally could not afford the facilities may be able to bid on them, a review of our regulations has taken place. Different uses could be introduced into the Town's critical industrial zones reserved for development and

job growth. It is quite apparent that the Town could have property critically needed for our health, safety and welfare be utilized for other functions and the Town would not have sufficient input to protect the health, safety and welfare. Understanding that uses can not be prohibited throughout the entire community, the Town needs time to review such uses and determine the needed regulations as well as the zoning district/s for such uses.

This item is on the agenda in both the form of an Emergency Ordinance and a regular ordinance. An Emergency Ordinance can be adopted immediately at the 11/18/2014 meeting if the Council so desires and there are 5 members present voting in the affirmative. If we find ourselves in the situation of not having 5 members, this Ordinance is proposed in a second form of a regular ordinance.

The Town Councilors received a copy of the proposed Ordinances. If the Emergency Ordinance is passed, then the next Ordinance, which is the Regular Ordinance, can then be passed over.

VOTE: UNANIMOUS AYE

ORDINANCE 14-17: (To be set to Public Hearing on 12/02/2014) That the Town of Pittsfield hereby ordains The Town of Pittsfield Moratorium Ordinance on Methadone Clinics.

This item was passed over as Emergency Ordinance 14-16 was approved by Town Council

RESOLUTION 14-119: Resolved that the Town Council authorize the Town Manager and Deputy Treasurer to transfer and expend \$231.00 from Skowhegan Bank Animal Control Account (G-7-132-00) for Veterinary bills for 2014 for stray cats.

Moved by **Councilor Stackhouse** and seconded by **Councilor Curtis** that Resolution 14-119 be adopted.

The Town Manager noted generally, the Town would have 1-2 issues with cats a year and be able to absorb the cost in the Animal Control budget. This year, the Animal Control budget is being strained by much more activity than usual with stray dogs and cats, therefore, the ACO costs have been higher. This year, several stray animals were hurt and had to be examined, treated or cremated at the Vet's Office. To date the costs are \$231.00. This transfer will address the additional budget expenses. The Special Revenue account had a balance of \$2,589.62 as of 10/31/2014.

VOTE: UNANIMOUS AYE

RESOLUTION 14-120: Resolved that the Town Council confirm the Town Manager's Appointment of William E. Van Tuinen as Assessor and authorize the Town Manager to execute a contract with William E. Van Tuinen Tax Assessment Services of Madison, ME in the amount of \$ 24,000 (60 days at \$400/day) for 2015; \$ 416 per day for 2016; and \$ 433 per day for 2017, for a total of \$24,000 for 2015 and the number of days to be determined for 2016 at \$416 per day and the number of days to be determined for 2017 at \$433 for the three-year period.

Moved by **Councilor Stackhouse** and seconded by **Deputy Mayor Nichols** that Resolution 14-120 be adopted.

The Town Manager noted interviews were held on Monday, 11/10/2014 with all five firms. Mayor Gary Jordan assisted with the interviews. Two firms emerged as candidates for the position. Three firms were disqualified due to the interviews. Several firms did not provide the required insurance certificate. Background checks took place.

The Towns RFP reserves the right to reject any or all quotations, to waive any formality or technicality in the quotations and to accept the quotation which is deemed to be in the best interest of the Town.

Mr. Van Tuinen is very experienced with industrial and commercial properties, especially with State Valuation appeals, paper company and other large company facilities, personal property and the state reimbursement programs for Business Taxes. Mayor Jordan may wish to discuss this particular area as it was very impressive.

Towns were chosen randomly from the extensive list of clients and all towns were extremely pleased with the high quality services. It was noted that he is exceptional thorough, very fair, and calm at all times. Customer service was highly rated.

Mr. Van Tuinen has confirmed his interest in being appointed as Assessor and is comfortable with working out the number of days for 2016 and 2017 based upon how things go for 2015. Therefore, the cost per day is listed in the motion for 2016 and 2017. The pricing for the years reflects a 4% increase, which is low for these type of services when looking at the market.

The Town will propose its General Services Contract and write in some parameters for the years 2016 and 2017 by working with the company.

Mayor Jordan advised the Council of the wealth of knowledge and expertise that Mr. Van Tuinen possessed, which matches the Town's needs for the next few years. He is very well spoken, knowledgeable and understandable. The Mayor is looking forward to his expertise in assessing matters.

VOTE: UNANIMOUS AYE

7. DISCUSSION ITEMS:

Financial Reports as of 10/31/2014:

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 10/31/2014:

Building and Plumbing Permit Reports
Library Report-Librarian's and Library Trustees Minutes
Police Report
Self-Explanatory – Not Reviewed

8. **REPORTS:** Audience, Council

Audience: None.

Council:

Councilor Donahue: Absent.

Councilor Stackhouse: I want to wish the Huskies good luck at State competition.

Councilor Ferland: People in my neighborhood are happy the speed limit is being reviewed

Councilor Nichols: No Report.

Councilor Curtis: It is getting cold out! The old dome shaped hanger sil is being replaced. The Town Crew is jacking the building up and setting new pressure treated lumber. We have been being told it would cost \$500,00 to build a new hanger for 2 – 3 years. The Engineers changed the price to \$1.2 million at the last moment, without advising us. I am working with a private company to get some quotes. We are beginning to work with MCI on a ground program, with the hopes of a future aviation program.

Councilor Cianchette: Absent.

Councilor Jordan: No Report.

As the Department Managers were present, it was decided to adjourn the Council temporarily to hold the budget workshop, which will have separate minutes.

9. **EXECUTIVE SESSION:**

Executive Session for the purpose of deliberating over poverty abatement case #2014-01 pursuant to Title 36 Maine Revised Statutes, Section 841, et seq.

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

Motion by **Deputy Mayor Nichols** to enter into executive session for the purpose of deliberating over poverty abatement case #2014-01 pursuant to Title 36 Maine Revised Statutes, Section 841, et seq and to discuss Economic Development, Disposition of Property and Acquisition of Property under Title 1, Section 405, 6.C. at 8:16 p.m. The motion was seconded by **Councilor Stackhouse**.

VOTE: UNANIMOUS AYE

Motion by **Deputy Mayor Nichols** to exit the executive session after deliberating over poverty abatement case #2014-01 pursuant to Title 36 Maine Revised Statutes, Section 841, et seq and Economic Development, Disposition of Property and Acquisition of Property under Title 1, Section 405, 6.C. at 8:41 p.m. The motion was seconded by **Councilor Curtis**.

VOTE: UNANIMOUS AYE

Motion by **Deputy Mayor Nichols** to deny abatement case #2014-01. The motion was seconded by **Councilor Stackhouse**. No action was taken on Economic Development.

VOTE: UNANIMOUS AYE

10. **ADJOURNMENT**

Motion by **Councilor Stackhouse** and seconded by **Deputy Mayor Nichols** that the meeting be adjourned at 8:46 p.m. All in agreement.

Nicole Nickolan, Town Clerk