

MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, November 19, 2013 at 6:30 pm in the Council Chambers.

PRESENT: COUNCILORS: Gary Jordan, Jr., Caleb Curtis, Tim Nichols, Heather Donahue and Christopher Carr. **ABSENT:** Michael Cianchette. Also present: Town Manager Kathryn Ruth and Town Clerk Nicole Nickolan. Audience members included: Peter Snow, Dean Billings, Scott Noble, John Dickson, Donnie Chute, Steve Emery 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 November 6, 2013.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Curtis** that the minutes of the meeting held on November 6, 2013 be adopted.

VOTE: UNANIMOUS AYE

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

Community and Economic Development Activities and Events:

Report on New Business Activity & Opportunities in Pittsfield:

Important economic and community development events scheduled:

Wednesday, April 09, 2014: Regional Business Resources Night 6:30 – 8:30 pm

Wednesday, May 14, 2014: 7th Annual Regional Job Fair 3:30 – 6:30 pm

Saturday, November 30, 2013: Small Business Saturday – Make sure to support and frequent small businesses in Town and the region on this day!

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 Pitt Stop Tavern (Restaurant) on Route #100 at the corner of the Webb Road has received its business license and is looking really good.

The Architect and Engineer for the new store project have been in contact with the Town regarding the site plan review process and noting that they are working on the application.

To address remaining available locations, the Town will provide additional promotion beyond the flyers at the Town Office, Available Properties list, website listing, internet listings on free websites and verbal promotion. This is in progress now with an additional posting.

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 and is awaiting a decision.

North Lancey Street Business Building placed on the market by Lancey Associates and is offered by Better Homes and Gardens Real Estate Town & Country.

The Economic Development Opportunities for the Town as well as the Economic Development Marketing Plan were updated in October 2013. We have a number of properties that the Town has received permission to market for the individuals and real estate companies and there are a number of opportunities with very reasonable pricing now. The new listing update was reviewed in depth with the Town Councilors.

Report on Meetings & Events:

First Park Marketing Committee Meeting on Wednesday, November 6, 2013 at 2:00 pm at FirstPark in Oakland

Strategic Planning Committee Meeting on Thursday, November 7, 2013 at 3:30 pm – 4:30 pm at the Chamber Office in Palmyra

Sebasticook Valley Chamber of Commerce Board of Directors Meeting on Thursday, November 7, 2013 at 5:00 pm at the Chamber Office in Palmyra

Somerset Economic Development Corporation Legislative Breakfast and Board of Directors Meeting on Friday, November 8, 2013 at 7:30 am – 9:30 am and 10:00 am – 12:00 noon.

Recycling Committee Meeting on Wednesday, November 13, 2013 at 5:00 pm

Central Maine Egg Festival Committee Meeting on Thursday, November 14, 2013 at 6:30 pm

HealthySV Executive Finance Committee Meeting on Tuesday, November 19, 2013 at 9:00 am - 10:30 am

Upcoming Meetings: To be compiled

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

RESOLUTION 13-127: Resolved that the Town Council accept the proposal of _____ of _____ in an amount to not exceed \$ _____ to replace a 1981 Ford F8000 with a _____ Dump Truck contingent upon approval of financing of the vehicle.

Moved by **Councilor Curtis** and seconded by **Deputy Mayor Nichols** to take Resolution 13-127 off the table.

VOTE: UNANIMOUS AYE

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Curtis** that Resolution 13-127 be adopted as follows:

Resolved that the Town Council accept the proposal of Daigle & Houghton, Inc. of Hermon in an amount to not exceed \$ 84,684.12 plus \$ 900 for hydraulics for sander which is a total of \$ 85,584.12 to replace a 1981 Ford F8000 with a International 7400SFA with Viking Clives Galion for the Dump Truck contingent upon approval of financing of the vehicle.

The Town Manager noted at the last Council Meeting, the Town Council received a copy of the bid tally and the documents received in each bid.

Public Works Foreman John Dickson and staff scheduled meetings to review the trucks of the lowest bidders.

The recommendation from the Public Works Foreman was reviewed. After reviewing the trucks in depth and consulting with Truck Equipment experts, John Dickson recommended that the International Truck with the Viking Clives Galion Dump Body be purchased.

These are the main reasons:

1. The bid of Freightliner of Maine for \$83,285 - Chassis Manual Transmission with Galion Body Viking Clives – does not have extra reinforcement for a plow set up. Therefore, it is estimated that the Town would have to spend an extra \$2,000 in order to install a plow onto the truck. The International Truck with the Viking Clives Galion Dump Body has the extra reinforcement for the plow set up. Therefore, the cost of the Freightliner is higher than \$83,285 + (an estimated \$2,000) = \$85,285.
2. Doug Lacroix, the Equipment Purchasing Manager at Cianbro advised after reviewing the bids that the International would be the better purchase for the Town as it has more tork power for pushing and/or towing.
3. The State of Maine runs the International Trucks so the parts would be more available. The State has purchased 38 wheeler trucks with a 29 single axle.

VOTE: UNANIMOUS AYE

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

Town Manager's Report: Town Council Meeting of 11/19/2013:

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. Burns W. Knowlton Jr. Post 32: The American Legion held a benefit dinner on Sunday, 10/27/2013 with one-half of the proceeds dedicated to the Historic Depot Restoration/Preservation. The Legion then donated \$75.00 to the depot project which was greatly appreciated.

3. Somerset Avenue Mill and Fill Project: The Town has received an official public notice that MDOT is planning to design and advertise the Somerset Avenue project in the Winter-Spring of 2013-2014 with construction scheduled for Spring-Summer of 2014.

4. Sebasticook Regional Land Trust Farm & Habit Ride: The Town has been contacted by representatives of the Land Trust to start the collection of information for the 2nd Annual Farm & Habitat Ride. This year, the group is going to check all schedules to try to plan the ride on a day that another significant bike ride is taking place. This will lead to more participants as many of the regular bicyclists were at a large biking event. As soon as the date is chosen, we will start to promote and publicize the bike ride and padding event.

5. Tax Liens for 2011 Mature next month: The automatic foreclosure will take place in December, 2013. As of 11/19/2013, the Town had 29 properties for which taxes for 2011 were not paid. These liens will mature next month which means that the Town will own the properties. Looking at the list, I see a number of properties for which the property owner waits until that time to pay off the taxes. I also noted that of the 29 properties listed that 1 person owns 5 properties.

6. 2013 Taxes outstanding as of 10/31/2013: The collection rate for the 2013 real estate taxes has increased over the 2012 collections as of 10/31/2013 by \$17,525.00. Last year at this time, \$543,236 was outstanding and this year \$525,711 was outstanding. This is very good news. The Town continues to receive payments for the taxes so this is also very good as people will not have to pay so much in interest.

7. Playground Equipment Installation: The playground equipment for Hathorn Park was installed on Friday, 11/15/2013 and installation was finished today. The certified wood chips required to be placed in the safe zone for the playground equipment are expected to arrive by the end of the week.

8. The Best Towns in Maine for Young Families: The Mayor found a listing on the Internet of the "Best Towns in Maine for Young Families". Of the 15 towns identified in the State of Maine, Pittsfield was ranked 13th. The list is based upon:

- Does the Town have good public schools?
- Can you afford to live there?
- Is the Town growing and prospering?

9. Grant Funding Programs and Projects: The Grant Summary Report for 2003-2013 has been updated as of 10/31/2013. To date, the Town has received \$10,631,054 in grant funding through 113 grants. We have some pending activity and other projects on-going so the Town has a total of nearly \$12 million in grant activity since 2003.

Finance Committee: None.

Ordinance Committee: None.

Recycling Committee: The Recycling Committee met on 11/13/2013. We reviewed the years business. The Town Manager gave an update on HHW day. We reviewed Maine Recyclables week. We discussed projects for next year like Earth Day, Arbor Day. We discussed the Re-Use Building, which is closed for the season. The Center saved 10 tons from the landfill. We discussed getting shingles to fix the roof and new scales. Possible bike rack locations for Spring were discussed.

6. **NEW BUSINESS:**

ORDINANCE 13-16: (To be set to Public Hearing on 12/17/2013) The Town of Pittsfield hereby ordains the 2014 Capital Budget be approved as follows:

Highway Loader	\$ 35,000
Highway General Equipment	5,000
Highway Paving	100,000
Highway Construction/Reconstruction	100,000
Highway Sidewalks	75,000
Waste Transporter	30,000
Recycling Equipment	20,000
Library Capital	5,000
Airport Hangers	200,000
Theatre Renovations/Revitalization	363,500
Historical Depot	75,000
Downtown Revitalization	250,000
Energy Conservation	<u>100,000</u>
 Total Projects/Reserves:	 \$1,358,500
 Funding by Loan	 -\$ 100,000
Funding by Lease/Purchase	-\$ 30,000
Funding by Reserves	-\$ 5,000
Funding by Grants	-\$ 903,500
<u>Funding by Other Resources</u>	<u>-\$ 130,000</u>
Total to be raised by taxation	\$ 190,000

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Carr** that Ordinance 13-16 be set to Public Hearing on 12/17/2013.

The Town Manager noted as the Town Charter requires a two week period for public notice and publication of the public hearing, the hearing is set and notice approved at the second regular Council Meeting in November. If the action was held until the first meeting in December, the proper timeline is not available for a public hearing scheduled for 12/17/2013. Any changes made to the budgets at this meeting and subsequent meetings will be tallied up for the motions to be made for adoption after the public hearing on 12/17/2013.

VOTE: UNANIMOUS AYE

ORDINANCE 13-17: (To be set to Public Hearing on 12/17/2013) The Town of Pittsfield hereby ordains that the 2014 Operating Budget in the amount of \$2,663,632 () be approved, and the total sum of \$4,022,132 () be appropriated (Operating plus Capital Budgets);

AND FURTHER, that \$1,267,054 () be raised through taxation; that \$1,062,060 () be raised from estimated revenues; that \$224,518 () be appropriated from State Revenue Sharing; that \$30,000 () be appropriated from Lease/Purchase; that \$100,000 be appropriated from Loans/Bonds; that \$5,000 () be taken from reserve funds; that \$903,500 () be appropriated from grants; that \$130,000 () be appropriated from other Revenue Sources; and that an additional sum of \$300,000 () be taken from undesignated fund balance.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Donahue** that Ordinance 13-17 be set to Public Hearing on 12/17/2013.

VOTE: UNANIMOUS AYE

ORDINANCE 13-18: (To be set to Public Hearing on 12/17/2013) The Town of Pittsfield hereby ordains that the 2014 Water and Sewer Enterprise Fund budgets in the respective amounts of \$430,732 () and \$501,350 () be appropriated from the respective estimated departmental revenues.

Moved by **Councilor Curtis** and seconded by **Councilor Carr** that Ordinance 13-18 be set to Public Hearing on 12/17/2013.

VOTE: UNANIMOUS AYE

RESOLUTION 13-130: Resolved that the Town Council authorize the expenditure of \$73,746 from the Carry Forward Account G-1-670-00 and authorize the expenditure and transfer of \$ 11,838.12 from PITT#5 Highway Equipment Reserve G-1-601-00 for a total of \$ 85,584.12.

Moved by **Councilor Donahue** and seconded by **Deputy Mayor Nichols** that Resolution 13-130 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 13-131: Resolved that the Town Council Approve a new Special Amusement Permit for the Pitt Stop Tavern at 613 Main Street, Pittsfield, Maine 04967.

Moved by **Councilor Donahue** and seconded by **Deputy Mayor Nichols** that Resolution 13-131 be adopted.

The Town Manager noted this is an approval for the record in case Kyle, at some point, does have someone at the facility playing music or dancing. At this time, he does not plan to do this.

VOTE: UNANIMOUS AYE

RESOLUTION 13-132: Resolved that the Town Council appoint Ben Hall as an interim director for the MSAD #53 Board of Directors to serve until the next annual municipal election and until a successor is elected and qualified.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Carr** that Resolution 13-132 be adopted.

The Town Manager noted Ben Hall has expressed interest in filling the MSAD #53 opening on the Board of Directors. We have confirmed with the Superintendent's Office that they have not received any other interested parties.

VOTE: UNANIMOUS AYE

RESOLUTION 13-133: Resolved that the Town Council approve the proposal for maintenance of the energy management system and temperature controls of the HVAC system at the Pittsfield

Public Library and authorize the Town Manager to execute the contract with Mechanical Services, Inc./Maine Controls for a (3) three-year period beginning January 1, 2014 for services to not exceed \$3,930.00.

Moved by **Councilor Curtis** and seconded by **Councilor Donahue** that Resolution 13-133 be adopted.

The Town Manager noted the energy management system and temperature controls of the library's HVAC system are proprietary. Mechanical Services, Inc/Maine Controls is the only company that can provide service. The three-year contract offers a 3% savings. Proposal and contract contains the description of service covered by the contract.

VOTE: UNANIMOUS AYE

RESOLUTION 13-134: Resolved that the Town Council Authorize the Town Manager to execute the Application for an Outdoor Fireworks Display as property owner for the Greater Pittsfield Area Kiwanis Fireworks for the 2014 Egg Festival to be conducted by Central Maine Pyrotechnics subject to receiving approval of the FAA and the appropriate insurance certificate naming the Town of Pittsfield as additional insured.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Donahue** that Resolution 13-134 be adopted.

The Town Manager noted this item is on the agenda in order to have approval in hand for when the Pittsfield Greater Area Kiwanis Club finalizes details with Central Maine Pyrotechnics on the fireworks display for the 42nd Anniversary of the Egg Festival. In order to file with the FAA, we will need the completed State Fire Marshal Office's Application for Outdoor Fireworks Display including the map and materials from the fireworks company. The Greater Pittsfield Area Kiwanis has hosted the fireworks for decades at the Egg Festival. As the Town is the property owner, we are required to sign the State application. The application materials have been under progress for several months and we are getting very close to the cut off date for approval. The same company will be conducting the fireworks. The company has had ample insurance in the past.

The Town will need to apply to the Federal Aviation Administration (FAA) for approval for the Greater Pittsfield Area Kiwanis to be able to utilize the airport for the fireworks. This process takes several months.

I will file for the FAA permit when we receive all of the necessary items so that we can file. As we get closer to the federal deadline, it is harder to obtain approval and very time-consuming. If we can apply earlier, it is much better.

If the approval process is completed early for 2014's display, the fireworks company will give Kiwanis a special deal on fireworks.

VOTE: UNANIMOUS AYE

RESOLUTION 13-135: Resolved that the Town Council accept a grant from the Edward Byrne Memorial JAG Program 2013-2014 in the amount of \$980.00 for the purchase of a rifle and authorize the expenditure of those funds for same.

Moved by **Councilor Donahue** and seconded by **Councilor Curtis** that Resolution 13-135 be adopted.

The Town Manager noted the Edward Byrne Memorial Justice Assistance Grant (JAG) Program Local Required Pass-Through for Fiscal Year 2013-2014 (FY'2014) provides funds to local governments. The grant program is no longer a competitive process. All the funds were divided among the Counties using a formula that factors in a base figure, population and number of First Responder Agencies. Somerset County received dedicated funds of which a certain percentage is earmarked for law enforcement agencies in the county to be divided among the four police departments and the County which utilize the Somerset County System.

The Pittsfield Police Department applied for funding for another Windham Weaponry rifle.

In March, 2013, the Town received its first Windham Weaponry Tac M4 assault rifle with Tac scope with a total cost of \$1098.00.

In September, 2013, the Windham Weaponry rifle was quoted at a cost of \$979.99 which is good through 12/31/2013.

This grant has been approved for a second rifle for the second police cruiser. Skowhegan PD agreed to be the applicant agency as in prior years and processed the paperwork for the 5 agencies, which was greatly appreciated. Attached are background materials for your information.

VOTE: UNANIMOUS AYE

7. **DISCUSSION ITEMS:**

Financial Reports as of 10/31/2013:

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 the Town Manager

Other Reports as of 10/31/2013:

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

Self-Explanatory – Not Reviewed

8. **REPORTS:** Audience, Council

Council:

Councilor Donahue: No Report. Sorry I was late.

Councilor Carr: No Report

Deputy Mayor Nichols: I want to thank the American Legion for their donation to the Historical Depot. I expect I will have to work and if so, will not be at the 12/17/2013 Meeting. If I don't get to see Councilor Carr again I want to say it was nice working with you. It will be nice to see Somerset Avenue paved by the State.

Councilor Curtis: No Report. I'm not ready to say goodbye to Councilor Carr yet.

Councilor Cianchette: Absent.

Mayor Jordan: No Report.

8. **ADJOURNMENT**

Motion by **Councilor Carr** and seconded by **Councilor Curtis** that the meeting be adjourned at 7:15 p.m. All in agreement.

Nicole Nickolan, Town Clerk