

# MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, December 16, 2014 at 6:30 pm in the Council Chambers.

**PRESENT:** COUNCILORS: Gary Jordan, Jr., Caleb Curtis, Tim Nichols, Trudy Ferland and Heather Donahue. **ABSENT:** Michael Cianchette and Robert Stackhouse. Also present: Town Manager Kathryn Ruth. Audience members included: Bernard Williams.

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 December 2, 2014.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Curtis** that the minutes of the regular meetings held on December 2, 2014 be adopted.

**VOTE: UNANIMOUS AYE**

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

Presentation by Town Manager of Goals for 2015: The Town Manager gave a brief presentation of focal points for the year 2015.

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

Community and Economic Development Activities and Events:

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

Saturday, May 13, 2015: 8<sup>th</sup> 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, grounds work is completed and all interior work is on-going. 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 submitted the map for the agreement. The company is forwarding the Town agreement through the authorization process. We were advised that their project is scheduled for Spring 2015.

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. 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. Several events are being planned for UTC lunch breaks at the facility specialized in areas such as banking/financial planning; education opportunities; etc.

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, however, has been taken off the market. The Town is not promoting this property at this time. Five specialized promotional pieces had been issued with the last one in August 2014. The focus is now on the former Corner Cupboard property. A company has been reviewing the building as its potential new location.

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. There are several potential business projects, therefore, reviewing the applicability of a Tax Increment Financing District (TIF) has begun.

North Lancey Street Business Building placed on the market by Lancey Associates and is offered by Better Homes and Gardens Real Estate The Masiello Group. Gary has compiled a spec sheet for this property and it is on the web site as well as having been distributed. There has been some renewed interest in the location.

SAS Property placed on the market by MTC Holdings, LTD of San Antonio, Texas and is offered by the LandVest, a Luxury Property Real Estate Company in Camden – The website promoting the property is linked to the Town's website. The Town has recommended that the building be available for lease of needed space, however, the company would like to sell the entire building/s. The December appointment with the out of state developer/investor was cancelled due to the winter storm. The Town met with commercial interests about the property in January 2014. Several projects are underway to enhance the ability to develop this unique and interesting property. The pre-application required for the Historic Status of the SAS property (former Waverly Mill) to proceed forward to the National Register was completed in April and submitted. The Town has been advised that the Mill has received approval of its pre-application and has been placed on the State of Maine Historic Sites database. The Town now has a State of Maine Historic Commission letter stating the Mill's suitability for the National Register which can be presented to a developer who wishes to pursue the National Register application process or the Town can utilize the letter to hire an architectural historian or other expert to complete the process (upon receipt of appropriate funding source, i.e, grant or donation). The Town worked with the potential developer to line

up interested agencies to tour the mill this summer. The first tour has taken place. Background research continues to take place to locate funding resources. Recently there have been multiple contacts regarding the future of this site and the property is now in the process of being auctioned off. The Town Manager attended the Preview of the property on Monday, 11/24/2014. The Auction is set for 12/09/2014. As many people have been contacted that we can think of who could be interested in the facility. After the auction took place, we learned that negotiations are underway to purchase the building. The negotiations were underway, therefore, confidential at the time of writing of this agenda item.

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

**ORDINANCE 14-18:** (Public Hearing) The Town of Pittsfield hereby ordains the 2015 Capital Budget be approved as follows:

Police Cruiser	\$34,000
Fire Equipment	15,000
Highway Loader	20,000
Highway Paving	105,000
Highway Construction/Reconstruction	75,000
Highway Sidewalks	25,000
Recycling Forklift	5,000
Library Capital	5,000
Airport Improvement	5,000
Municipal Parking Lots	40,000
Fire Station Capital	5,000
Airport Safety Enhancements	300,000
Airport Hangers	170,000
Theatre Renovations/Revitalization	110,000
Historical Depot	<u>31,000</u>
 Total Projects/Reserves:	 \$945,000
 Funding by Loan	 -\$ 100,000
Funding by Lease/Purchase	-\$ 0
Funding by Reserves	-\$ 44,000
Funding by Grants	-\$ 601,000
<u>Funding by Other Resources</u>	<u>-\$ 10,000</u>
Total to be raised by taxation	\$ 190,000

Mayor Jordan, Jr. opened the Public Hearing. No one wished to speak for or against Ordinance 14-18. The Public Hearing was closed.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Ferland** that Ordinance 14-18 be adopted.

**VOTE: UNANIMOUS AYE**

**ORDINANCE 14-19:** (Public Hearing) The Town of Pittsfield hereby ordains that the 2015 Operating Budget in the amount of \$2,696,916 (\$2,688,194) be approved, and the total sum of \$3,641,916 (\$3,633,194) be appropriated (Operating plus Capital Budgets);

AND FURTHER, that \$1,239,576 (\$1,230,854) be raised through taxation; that \$1,072,830 ( ) be raised from estimated revenues; that \$175,000 ( ) be appropriated from State Revenue Sharing; that \$0 ( ) be appropriated from Lease/Purchase; that \$100,000 be appropriated from Loans/Bonds; that \$44,000 ( ) be taken from reserve funds; that \$601,000 ( ) be appropriated from grants; that \$10,000 ( ) be appropriated from other Revenue Sources; and that an additional sum of \$399,510 ( ) be taken from undesignated fund balance.

Mayor Jordan, Jr. opened the Public Hearing. No one wished to speak for or against Ordinance 14-19. The Public Hearing was closed.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Donahue** that Ordinance 14-19 be amended with the updated amounts.

**VOTE TO AMEND: UNANIMOUS AYE**

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Donahue** that Ordinance 14-19 be adopted as amended.

**VOTE AS AMENDED: UNANIMOUS AYE**

**ORDINANCE 14-20:** (Public Hearing) The Town of Pittsfield hereby ordains that the 2015 Water and Sewer Enterprise Fund budgets in the respective amounts of \$430,732 ( ) and \$501,350 ( ) be appropriated from the respective estimated departmental revenues.

Mayor Jordan, Jr. opened the Public Hearing. No one wished to speak for or against Ordinance 14-20. The Public Hearing was closed.

Moved by **Councilor Ferland** and seconded by **Councilor Donhue** that Ordinance 14-20 be adopted.

**VOTE: UNANIMOUS AYE**

**ORDINANCE 14-21:** (Public Hearing) The Town of Pittsfield hereby ordains to authorize the transfer of unencumbered appropriation balances to various departments:

FROM:	01-45	Community Development	\$8,000
TO:	05-10	Police Department	\$4,000
	05-20	Streetlights	\$2,000
	05-25	Animal Control	\$ 500
	10-05	Highway	\$1,500

Mayor Jordan, Jr. opened the Public Hearing. No one wished to speak for or against Ordinance 14-21. The Public Hearing was closed.

Moved by **Councilor Donhue** and seconded by **Deputy Mayor Nichols** that Ordinance 14-21 be amended as follows:

FROM:	01-45	Community Development	\$8,000
TO:	05-10	Police Department	\$0

05-20	Streetlights	\$1,500
05-25	Animal Control	\$0
10-05	Highway	\$6,500

**VOTE TO AMEND: UNANIMOUS AYE**

Moved by **Councilor Donhue** and seconded by **Deputy Mayor Nichols** that Ordinance 14-21 be adopted as amended.

**VOTE AS AMENDED: UNANIMOUS AYE**

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

**Town Manager's Report: Town Council Meeting of 12/16/2014:**

1. The FYI Folder: FYI Folder which contains items that come in between the Town Council Meetings has the following this evening: None

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

**Recycling Committee:** The Committee met on December 3, 2014. We tied up loose ends from the year. We discussed Arbor Day and Earth Day, the Re-Use Center, Project Canopy and recruiting volunteers next year.

**6. NEW BUSINESS:**

**ORDINANCE 14-22:** The Town of Pittsfield hereby ordains to reenact by Emergency Ordinance The Town of Pittsfield Medical Marijuana Dispensary Moratorium Ordinance, with said reenactment to become effective immediately, pursuant to the provisions of Section 2.14 of the Town Charter.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Donahue** that Ordinance 14-22 be adopted.

The Town Manager noted the Emergency Ordinance previously enacted in October will expire later this month. As the emergency continues, as the Town does not have land use regulations to address the location and/or life, safety and welfare standards, the Emergency Ordinance needs to be reenacted. The Town Councilors received a copy of the Emergency Ordinance in their Council package.

**VOTE: UNANIMOUS AYE**

**ORDINANCE 14-23:** (To be set to Public Hearing on 01/06/2015):

TOWN OF PITTSFIELD  
ORDINANCE AUTHORIZING ISSUE OF \$445,000  
PRINCIPAL AMOUNT OF GENERAL OBLIGATION BONDS

The Town of Pittsfield hereby ordains improvements to the Town's sewer system and financing thereof pursuant to the State's Clean Water State Revolving Fund on the following terms:

1. Pursuant to the Constitution of the State of Maine, Maine law, including Title 35-A and Title 30-A, Section 5772 of the Maine Revised Statutes, as amended, and the Town Charter, and all other authority thereto enabling, the Town of Pittsfield is authorized to sell its general obligation bonds and notes in anticipation thereof and to borrow from the Maine Municipal Bond Bank State Revolving Fund (SRF) and to expend, a principal amount not to exceed Four Hundred Forty Five Thousand Dollars (\$445,000), the proceeds of the loan or loans to be used to finance the improvements and upgrades to the Town's sewer system which may include, but are limited to the rehabilitation of the Peltoma Avenue Sewer Main ("The Project"), or such amount of the foregoing Project as is approved by the State for participation in the SRF, said loan or loans to be evidenced by a General Obligation Bond or Bonds of the Town, for a term not to exceed 20 years, and any Notes in anticipation of such Bonds, such Bonds and Notes to be executed on behalf of the Town by the Town Treasurer and counter-signed by the Mayor of the Town and to be at such interest rates, if any, as may be established by the Maine Municipal Bond Bank and approved by the Treasurer and the Mayor, with such maturities, and to be on such further terms and conditions as may be prescribed by the Maine Municipal Bond Bank and the State of Maine Clean Water Program, and approved by the Treasurer and the Mayor (the "Bonds" and the "Notes"), such approval to be conclusively evidenced by their execution of the Bonds or Notes. If the State Clean Water Program approves only some but not all of the foregoing Project, the Town is authorized to proceed with the borrowing of the amount and project approved by the State Clean Water Program, even though the State may have approved only some but not all of the Project described above.
2. The Mayor and the Treasurer are hereby authorized to execute and deliver on behalf of the Town a loan agreement, relating to the issuance of the Bonds and any Notes in anticipation thereof, in such form and on such terms as the Maine Municipal Bond Bank shall require.
3. The Mayor and the Treasurer are hereby authorized to execute and deliver on behalf of the Town loan application and other applications with the State of Maine Clean Water Program and the Maine Municipal Bond Bank and an application to the Maine Public Utilities Commission for approval to issue the Bonds or Notes.
4. The municipal officers and officials of the Town are hereby authorized to execute all documents and certificates, and to take all action, including affixing the seal of the Town, as may be necessary or convenient to carry out the full intent of the foregoing votes or any one of them.
5. This Ordinance shall take effect 30 days after its adoption.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Curtis** that Ordinance 14-23 be set to Public Hearing 01/06/2015.

The Town Manager noted as discussed at prior meetings this year, the Town was fortunate to receive approval for a Clean Water State Revolving Loan in the amount of \$445,000 to

address the condition of the sewer main which has significant cracks and holes. This has resulted in considerable infiltration in this area.

The project is in the process of being designed and will go out to bid during the winter. A priority after the budget process is completed is to process all of the legal paperwork, Maine Municipal Bond Bank application and obtain the loan. The standard CWSRF program provides loans made by the Maine Municipal Bond Bank for a term of up to 20 years and with a 2% subsidy on the interest rate.

After waiting for two years to see determine how the new USDA loan payment fits within the budget and revenues and to feel comfortable that the loan can be paid for from revenues, it is now time to move forward with another loan to resolve problems with the sewer main that is deemed of high priority due to extensive cracks and holes which results in infiltration.

**VOTE: UNANIMOUS AYE**

**ORDER 14-05:** Ordered that the Town Council adopts the fee schedule for Mutual Aid Assistance to the Town of Skowhegan for Confined Space Calls to Madison Paper, and further that such adoption is based upon the Town Attorney's approval of the mutual aid agreement between the Towns of Skowhegan and Pittsfield.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Ferland** that Order 14-05 be adopted.

The Town Manager noted the Town Council received the Fire Chief's Memo in their Council Package regarding Confined Space calls to Madison Paper when there are not enough Skowhegan Fire Department members to fill the requirement. In addition to assisting, this will also provide some real life training for the personnel who are qualified to respond as designated by the Fire Chief.

The fee proposal from the Fire Chief is:  
Firefighters receive \$30.00 per hour with a 4 hour minimum  
Mileage is at .50 per mil round trip for one vehicle  
The Town will bill Skowhegan Fire at a rate of \$45.00 per hour per firefighter.

The Town Attorney has advised to have the same privileges and immunities as when acting in their own municipality, the agreement to provide service must be with another municipality. In addition, the law provides coverage for other acts or omissions made by the employee in the course and scope of employment and if the employee and department are assisting another municipal department, that is not an issue.

The Town Attorney recommends an agreement between the two towns regarding the compensation and establishing that the Town of Pittsfield and its employees are providing assistance to the Town of Skowhegan on an as-needed basis limited to confined space responses at the Madison Paper Mill.

Chief Williams noted that at the mill level, they think 30 years with no issues is not an issue, but the new owners want proper coverage. The Skowhegan Fire Department is not able to get there for confined space responses in a reasonable time per OSHA requirements.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 14-125:** Resolved that the Town Council authorize the Town Manager and Deputy Tax Collector to issue notices of Tax Acquired Property Sale and place Tax Acquired Parcels out to bid.

Moved by **Councilor Donahue** and seconded by **Deputy Mayor Nichols** that Resolution 14-125 be adopted.

The Town Manager noted five properties foreclosed at the beginning of December despite our best attempts to try to get people to pay up the taxes.

Three have noted that they have walked away from the property, which are listed on the Tap Notice. The Town Council received a copy of the property cards and tax map. The first parcel is land; the second is a building and land; and the third is a building and land. Emmalee has located an IRS lien on the third property, which is significant. Although the RE foreclosure process was completed correctly, the IRS does not acknowledge the Maine lien process and requires their own form be completed which requires 120 days for the curing process so that has been sent. We would suggest removing this property from the TAP Sale now and bringing it back for sale at a later date if the Town still owns it and the IRS does not pay up the taxes, interest and costs.

Two are not listed, as Chris Anthony wanted to obtain his property back and indicated he would set up a payment plan, which has not been done and today was the deadline. Mr. Anthony has the former Shoddy mill property by the Pioneer Dam and a storage building on the Webb Road on another taxpayer's property. These are a 1.27 acre parcel off Detroit Street valued at \$7,100 and a storage building on Webb Road on leased land valued at \$15,500.

I would note that the Town forwarded these properties to the insurance company for coverage and was denied coverage as Glatfelter no longer covers tax acquired properties for value. We have liability, but no property coverage. This is a new development and we should move forward to dispose of TAP properties as quickly as we can. There always is a chance that people will redeem them, however, given the information that people told us, in this case, it does not seem that these 3 will be redeemed during the TAP process.

So the recommendation will be to go forward with #1 & 2 to dispose of these properties and remove #3 for the IRS extra form process.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 14-126:** Resolved that the Town Council authorize the Town Manager to execute the Maine Historical Society Maine Memory Network Contributing Partner Rights & Responsibilities Agreement upon approval of the Town Attorney.

Moved by **Councilor Donahue** and seconded by **Deputy Mayor Nichols** that Resolution 14-126 be adopted.

The Town Manager noted Maine Central Institute is managing the Maine Memory Network Grant and has been advised that the Town will need to also sign an agreement to display the items. A copy of the original agreement was provided in the Council package.

The Historical Society is to provide photographs of the items so that I can verify whether they are insured or not. I have also suggested that I can meet with PHS and take photos if that would be helpful. I have received some of the photographs, however, PHS is not sure of the items that can be submitted to the Maine Memory Network. I have submitted the information I have to date to the insurance company to determine exactly what insurance we have on items which are part of the overall limit, however, not separately listed as they are smaller in value.

Initially, the Town Attorney has not recommended that the Town sign the agreement for a number of reasons and has recommended revised language. As the Town Attorney will return to his office after our meeting and the Maine Memory Grant group wishes to proceed, I have added to the motion that the agreement will be signed upon approval of the Town Attorney so we can work out some additional language to be added. In addition, we have just learned of new items for the Civil War that may be donated to the Town so this will need to be worked out also. The Agreement was received from MCI on 11/20/2014. In order to move this item along, I have placed it on the agenda. This agenda item provides the authority to sign once the Town Attorney approves it so it will not have to wait for future meetings.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 14-127:** Resolved that the Town Council authorize the Town Manager to execute a contract for the Police Department with the Humane Society – Waterville Area for the period of January 1, 2015 – December 31, 2015 at the sum of \$1,501.65 per quarter to not exceed \$6,007.00 for the year.

Moved by **Councilor Donahue** and seconded **Councilor Ferland** that Resolution 14-127 be adopted.

The Town Manager noted for 2015, the Town was provided with pricing of \$1,501.65 per quarter which rounds up to \$6,007.00 per year or the same as 2014.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 14-128:** Resolved that the Town Council Appoint Karen L. Baker as Animal Control Officer through 12/31/2015 and authorize the Town Manager to sign the Animal Control Officer Contract for services for calendar year 2015 with Karen L. Baker.

Moved by **Councilor Ferland** and seconded by **Councilor Donahue** that Resolution 14-128 be adopted.

The Town Manager noted regular yearly appointment and contract with the Animal Control Officer for services. For 2015, there are no revisions in cost or fees for services.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 14-129:** Resolved that the Town Council authorize a total of \$ 17,100 for Carry Forwards from the 2014 Budget and encumber the funds for 2015.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Curtis** that Resolution 14-129 be adopted.

The Town Manager noted the Town Charter allows for funds to be carried forward into the next year if the purpose for the funds has not yet been addressed and/or to encumber the funds for that future use. Generally, Carry Forwards take place due to circumstances beyond a department's control in which staff were unable to complete a large budgeted project. Due to the State Revenue Sharing situation, the departments have been extremely conservative with spending in order to make sure that revenue collections support the budget that is spent. For 2014, it is proposed that we encumber funds for two Carry Forward accounts. This will be for Grant Match, which will support on-going grant projects not yet completed and grant projects under consideration.

01-45-25-05/Comm & Ec Dev - Consulting	\$2,100 for Ec Dev Assist. on Special Projects
35-05-50-65/Match for Grants	\$15,000 for Grant Applications
Total Carry Forwards:	\$17,100

**VOTE: UNANIMOUS AYE**

**RESOLUTION 14-130:** Resolved that the Town Council authorize the Treasurer and Deputy Treasurer to write off small balances and/or credits of under \$ 50.00 to the Personal Property Taxes Write Off Account for personal property tax bills of companies no longer in Town.

Moved by **Councilor Ferland** and seconded by **Councilor Curtis** that Resolution 14-130 be adopted.

The Town Manager noted the Town staff has spent many years pursuing personal property tax collections to collect extensive taxes that were due.

In 2007, the Council approved a procedure to allow property owners with taxes due that year and prior years to pay up without interest by a certain date in order to collect a large portion of the taxes due. This process worked well as those individuals with personal property tax bills were able to pay off the principal without interest.

In 2014, the Town Council authorized the Town Manager and Deputy Tax Collector to send multiple year delinquent personal property tax collection to the Town Attorney if there had been no effort on the part of the business to make a payment plan. Ultimately, only four accounts have been sent to the Town Attorney who sent a letter to them. All four began payment plants to add to the many payment plans the town staff had established without legal assistance.

Over the years, basically 1% of the tax collections have been uncollectible and have to be pursued.

In review of the personal property tax delinquent account we note a few small accounts that we will continue to try to collect, however, if a bill is \$17.90 for an out of town company that left years ago, it is unlikely it will be collected. We have a few of these, therefore, would ask permission to write them off after exhausting all verbal and written notices. The cost to file a Small Claims Court proceeding, if we had all the documentation required, would be \$50.00.

This resolution would continue into the future.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 14-131:** Resolved that the Town Council accept all cash donations for the Library Donations (G#1-634-00) for 2014 and authorize the expenditure of the funds in accordance with Town Rules and Regulations.

**RESOLUTION 14-132:** Resolved that the Town Council accept all cash donations for the Community Swimming Pool Donations (G#1-643-00) for 2014 and authorize the expenditure of the funds in accordance with Town Rules and Regulations.

**RESOLUTION 14-133:** Resolved that the Town Council accept all cash donations for the Underage Drinking Program (R-85-65-10) for 2014 and authorize the expenditure of the funds in accordance with Town Rules and Regulations.

**RESOLUTION 14-134:** Resolved that the Town Council accept all cash donations for the Theatre Fundraising Campaign (R-86-09-01) for 2014 and authorize the expenditure of the funds in accordance with Town Rules and Regulations.

**RESOLUTION 14-135:** Resolved that the Town Council accept all cash donations for the Pittsfield Keep Neighbors Warm Program (referred to by staff and citizens as Pittsfield Keep Me Warm) (R-86-10-01) for 2014 and authorize the expenditure of the funds in accordance with Town Rules and Regulations.

**RESOLUTION 14-136:** Resolved that the Town Council accept all cash donations for the Re-Use Building (R-86-11-01) for 2014 and authorize the expenditure of the funds in accordance with Town Rules and Regulations.

**RESOLUTION 14-137:** Resolved that the Town Council accept all cash donations for the Historical Depot (R-86-20-01) for 2014 and authorize the expenditure of the funds in accordance with Town Rules and Regulations.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Curtis** that Resolution 14-131 through Resolution 14-137 be adopted as a group.

The Town Manager noted under the State Law, the Town needs to authorize the acceptance of all cash donations.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 14-138:** Resolved that the Town Council Excuse the Absence of Councilor Cianchette from the Town Council Regular Meetings of October 21, 2014, November 5, 2014, November 18, 2014 and December 2, 2014.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Donahue** that Resolution 14-138 be amended to add December 16, 2014.

**VOTE TO AMEND: UNANIMOUS AYE**

The Town Manager noted under the Town Charter, if a Councilor misses three consecutive meetings, the Town Council needs to formally excuse the absences. Michael's work has taken

him out of the state for a period of time, which was discussed in October at the Council Meeting.

Moved by **Councilor Donahue** and seconded by **Councilor Curtis** that Resolution 14-138 be adopted as amended.

**VOTE AS AMENDED: UNANIMOUS AYE**

**RESOLUTION 14-139:** Resolved that the Town Council Appoint Stephen Seekins as Code Enforcement Officer for the period of January 1, 2015 - December 31, 2015.

Moved by **Councilor Donahue** and seconded by **Councilor Curtis** that Resolution 14-139 be adopted.

The Town Manager noted the Town is required by State Law to appoint these various positions on a yearly basis.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 14-140:** Resolved that the Town Council Appoint Stephen Seekins as Licensed Plumbing Inspector with a term expiring 12/31/2015.

Moved by **Councilor Donahue** and seconded by **Councilor Curtis** that Resolution 14-140 be adopted.

The Town Manager noted the Town is required by State Law to appoint these various positions on a yearly basis.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 14-141:** Resolved that the Town Council Appoint Albert Tempesta as Code Enforcement Officer Alternate with a term expiring 12/31/2015 for the following areas: Zoning & Land Use Ordinances, Shoreland Zoning Ordinances and Third Party Licensed Inspector (if needed).

Moved by **Councilor Donahue** and seconded by **Councilor Curtis** that Resolution 14-141 be adopted.

The Town Manager noted the Town is required by State Law to appoint these various positions on a yearly basis.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 14-142:** Resolved that the Town Council Appoint Albert Tempesta as Licensed Plumbing Inspector Alternate with a term expiring 12/31/2015.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Donahue** that Resolution 14-142 be adopted.

The Town Manager noted the Town is required by State Law to appoint these various positions on a yearly basis.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 14-143:** Resolved that the Town Council Appoint Luke Goodblood as Sealer of Weights and Measures with a term expiring 12/31/2015.

Moved by **Councilor Donahue** and seconded by **Deputy Mayor Nichols** that Resolution 14-143 be adopted.

The Town Manager noted the Town is required by State Law to appoint these various positions on a yearly basis.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 14-144:** Resolved that the Town Council Appoint Nicole Nickolan as Registrar of Voters through 12/31/2016.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Donahue** that Resolution 14-144 be adopted.

The Town Manager noted this is a regular housekeeping appointment for a two-year period. By State law, the Town needs to appoint a Registrar of Voters prior to January 1 of each odd numbered year. The current appointment is through 12/31/2014.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 14-145:** Resolved that the Town Council Appoint members to fill the vacancies on the various Town Boards and Committees from the attached list.

Moved by **Councilor Donahue** and seconded by **Deputy Mayor Nichols** that Resolution 14-145 be adopted.

**VOTE: UNANIMOUS AYE**

## 7. **DISCUSSION ITEMS:**

### **Financial Reports as of 11/30/2014:**

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 11/30/2014:**

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

8. **REPORTS:** Audience, Council

**Audience:**

Bernard Williams: Chief Williams noted that we have a fire truck that may not be able to pass inspection. We need to start thinking about a new truck. If we are going to buy used, we need to have the money available. Chief Williams noted we should be thinking about an aerial truck. Councilor Donahue asked if the old truck would have any value. The Fire Chief noted if the chassis can't pass inspection, there is not much use for the truck to anyone. Mayor Jordan, Jr. noted that this item will need to be discussed again in 2015.

**Council:**

**Councilor Donahue:** The schools grant sounds very exciting. Good luck Caleb. It has been fun working together.

**Councilor Stackhouse:** Absent.

**Councilor Ferland:** I will miss you and good luck, Caleb. The school just got a grant to have a universal Pre-K. It will be a full day program with bus service. There are a lot of parents who have to pay for daycare and this will give them other opportunities. This will give the children who attend a good head start.

**Councilor Nichols:** I want to wish Caleb good luck. It has been fun working with you. Thank you for joining some committees tonight. I want to thank Bernard for coming out and giving us the information on the truck. I am looking forward to the New Year.

**Councilor Curtis:** This is my last meeting. I had a lot of fun in the 6 years I have been on the Council. I am leaving, not because I didn't enjoy the Council, but for my family. I want to acknowledge that the Town Manager does a great job and an enormous amount of work. I feel the Council made good decisions in these past years. I am really proud I was on the Town Council with all of you.

**Councilor Cianchette:** Absent.

**Councilor Jordan:** Thank you to Caleb for serving on the Council. You have had a lot of great ideas. I want to wish everyone a safe holiday.

9. **EXECUTIVE SESSION:**

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 to discuss Economic Development, Disposition of Property and Acquisition of Property under Title 1, Section 405, 6.C. at 7:48 p.m. The motion was seconded by **Councilor Donahue**.

Motion by **Deputy Mayor Nichols** to return to regular session. The motion was seconded by **Councilor Donahue**. The Town Council exited executive session at 8:06 p.m. No action was taken.

**VOTE: UNANIMOUS AYE**

## 10. **ADJOURNMENT**

Motion by **Deputy Mayor Nichols** and seconded by **Councilor Donahue** that the meeting be adjourned at 8:07 p.m. All in agreement.

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Nicole Nickolan, Town Clerk