

MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, February 16, 2016 at 6:30 pm in the Council Chambers.

PRESENT: COUNCILORS: Robert Stackhouse, Scott Strom, Tim Nichols, Trudy Ferland and Marie Manning. **ABSENT:** Michael Cianchette and Heather Donahue. Also present: Town Manager Kathryn Ruth and Town Clerk Nicole Nickolan. Audience members included: Annaleis Hafford, Mike Lange, Scott Noble, Mike Havey, William Graham, Royce Sposato, Spencer Havey, Elaine Havey, Joe Sanborn, Ken Frye, Connie Gemmer, Ryan Michael Havey, Morgan Havey, Lucas Delong, Sara Delong, Kim Havey, Rachel Nichols, Sargent Tim Roussin and Rachel Nichols.

1. **Mayor Stackhouse** opened the meeting by leading the **Pledge of Allegiance**. The Council observed a moment of silence.
2. Adoption of minutes of the regular meetings held on January 19, 2016 and February 2, 2016.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Ferland** that the minutes of the regular meetings of January 19, 2016 and February 2, 2016.

VOTE: UNANIMOUS AYE

PRESENTATIONS, CONGRATULATIONS AND INTRODUCTIONS:

Presentation of the Pittsfield Spirit of America Award to Spencer Havey

Spencer R. Havey was selected by the Town Council as the recipient of the Spirit of America Award. The criteria for the award was “impact, compassion, intensity, longevity and recency” for the volunteer efforts. Spencer’s commitment to the community and region over many decades certainly exemplifies these criteria. Spencer has volunteered as a member of many committees and organizations. The Sprit of America Foundation is a 501 (c)(3) public charity that was established in Augusta, ME to promote volunteerism. For the last five years, Androscoggin, Kennebec, Lincoln, Sagadahoc and Waldo County events were held and the Spirit of America Tribute was presented in the name of nearly 100 Maine municipalities. The group expanded into Somerset County in 2012 and has promoted the program to all the Somerset communities. Pittsfield decided to participate in 2012 and chose the Pittsfield Food Pantry due to its reach to so many people over such as a period of time. For the second year of the program, the Town Council chose Bud Jones. For the third year of the program, Dr. Thomas Pierce was selected as the recipient. For the fourth year of the program, Beverly Rollins was chosen. For the fifth year of the Pittsfield Spirit of America Award, the Town of Pittsfield is proud to choose Spencer Havey for his decades of dedication to the community and extensive volunteer service as a member of many community, regional and state organizations. Spencer has been a member of the Seabasticook Valley Lodge #2713 for many years. As an Honorary Life Member, Member Number I, and Past Exalted Ruler, Spencer was named the “Founding Father of the Seabasticook Valley Elks Lodge” by the Lodge in 2005. In addition, Spencer dedicated many hours to his duties as the Pittsfield Police Chief and then later as Somerset County Sheriff. In 1977, veteran police sergeant Spencer R.

Havey was sworn in as the new Pittsfield Police Chief and served the community for many years. In 1990, Spencer declared his candidacy for the Somerset County Sheriff's Office and was sworn in as Sheriff on January 2, 1991. The Sebecook Valley Elks Lodge #2713 was chartered in 1986. The first Exalted Ruler or Lodge President was Spencer. He served four terms as Exalted Ruler. The lodge's first organizational meetings were held at the former Wright's Emporium on Hartland Avenue and later moved to the Cianbro Training Center. The organization eventually purchased the former American Legion Post at Middle Street in Pittsfield. The major charity supported by the Maine Elks Lodges is the Maine Children's Cancer Program (MCCP). More than \$3 million has been contributed during the past 20 years to support the center located in Scarborough. All money stays within the state. The Elks Lodge also raises funds and contributes hundreds of volunteer hours for youth scholarships and athletic programs such as the Hoop Shoot and Soccer Shoot, Togus Veterans' Hospital and local assistance for needy veterans, Red Cross blood drives, food pantries, emergency donations for families in need, the Elks National Foundation, Elks Drug Awareness and Americanism Programs and much more. Mayor Robert Stackhouse presented the award to Mr. Havey.

Presentation by Maine Electric Power Company and its Partners – A transmission line from Chester to Pittsfield

Representatives Ken Freye, Project Manager and Connie Gemmer will attend the Town Council's meeting to update the Council on the transmission line project from the substation in Chester to a new substation in Pittsfield which is planned to relieve congestion, reduce line losses, accommodate new generation and boost reliability. Earlier in January 2016 I met with representatives of MEPCO, CMP, Power Engineers and Avangrid about this project and had updated the Town Council.

Ken Freye: Maine Electric Power Company was formed in the late 1960's. In the 1970's there was a line that went from Canada to Maine Yankee. This line is proposed to go from Chester to Pittsfield to relieve congestion. It will be a diagonal line of approximately 70 miles of 345 KV line. This will be similar to the upgrade CMP recently built. There will only be approximately one mile in Pittsfield. Deputy Mayor Nichols questioned if this was wind energy coming from Aroostook County, which was confirmed by Mr. Freye. Deputy Mayor Nichols also asked if this was going to be an eminent domain situation. Mr. Freye noted from here on there will only be easements required. There was a home that was an old dairy barn that we needed back land for the project. The owner was content with the agreement made with him. Mr. Freye noted that the switching station will be in Pittsfield. It will connect to a substation owned by Emera. Connie Gemmer noted that brochures are available regarding the project and people are encouraged to call with any questions or concerns. The Town Council thanked the speakers for coming in to explain the project.

Community and Economic Development Activities and Events

February 17, 2016: Sebecook Valley Chamber of Commerce Annual Banquet

May 11, 2016: 9th Annual Regional Job Fair

Community and Economic Development Activities and Events: Further updates will be provided regarding projects as information becomes available:

Report on New Business Activity & Opportunities in Pittsfield:

Wednesday, February 17, 2016 Seabasticook Valley Chamber of Commerce Annual Banquet at the MCI Cafeteria (snow date is Thursday, February 18, 2016) 5:00 pm Social Hour with Event starting at 6:00 pm

Wednesday, May 11, 2016 9th Annual Regional Job Fair for Kennebec-Somerset Counties and the Seabasticook Valley co-sponsored by the Kennebec-Somerset Transition Team at Warsaw Middle School Gym and Cafeteria 3:30 pm – 6:30 pm

A. General:

A few private sector business activities remain under review and small projects continue to be underway. To address the few remaining available small locations, additional promotional pieces beyond our regular promotion of available properties had been provided to economic and community development resources and sites. As of the date of writing this agenda item, the Town continues to work on three proposals/ background materials for three business proposals/property inquiries on an intermittent basis. This summer – fall several new businesses opened up in Town.

The Town has received a number of new inquiries about available buildings in Town and provided information and assistance to business representatives collecting information on potential sites for their business or client. Some of the inquiries were from our website marketing materials while others were from the economic development information that we sent out on the internet. Still other inquiries were from advertising conducted on behalf of the property owners by their real estate agent or themselves.

Cianbro Corporation is leasing to purchase the former Tech Center owned by the Pittsfield Economic Expansion Corporation. The company started working on the property on Wednesday, 11/11/2015. A few trade people have been in the building working on enhancements. The official Voluntary Response Action Program letter has been received from the Maine Department of Environmental Protection (MDEP) regarding the facility. As soon as the document is recorded as well as the Declaration of Environmental Covenants are drafted by the Town Attorney and approved by MDEP, we will move onto the sale of the property through the Purchase and Sale Agreement.

We are working with SAS to see if a company can utilize the factory for storage as it is great space that is going to waste. It has been very hard to have a deal at that facility with its current organizational structure. The interested company has made contact with the SAS representative and is awaiting an approval.

The Town has received inquiries from businesses desiring to move to Town from our marketing campaign as well as several parties interested in the community for their projects. A presentation is scheduled for this evening on one project. Another Purchase and Sale Agreement has been signed. Actions are on the agenda later this evening. In addition, the Town Council will hold an Executive Session later in the evening to discuss the other projects in detail.

B. Properties for Sale:

1. UTC Factory: Please see the lengthy history in prior meeting minutes. On August 6, 2015, the Town was advised that the property will be available for occupancy in three months. Work continues at the facility. The Town has been advised that the property can now be marketed as of mid-November 2015. As of last contact with UTC on 12/31/2016, the Maine Department of Environmental Protection paperwork for closure of the facility had not been received. The Town was notified by UTC on 02/09/2016 that the property likely cannot be sold until later this year. The internal industrial cleaning was completed with very good results. MDEP is working on the final paperwork. The outside work was not totally completed prior to winter, therefore, it will resume this summer with MDEP signing off likely by early Fall 2016. If marketing starts in the near future outside the State of Maine, we could have a possible new owner later this year.

2. SAS Property: Please see the lengthy history in prior meeting minutes.

3. Pittsfield Redemption Center: Mrs. Goodridge has taken the facility back and has family members running it. The property and business are now for sale for \$35,000. The property is also being advertised by the Town. Due to illness in the family, the facility is now closed. We have been advised that the facility is no longer approved as a Redemption Center.

Another company to be located on the other side of Town has applied for a business permit for Pittsfield Redemption. This facility will be located in the front of the former Corinne's Cleaning. A photography shop is scheduled to be located in the back of the building.

4. Pittsfield Equipment Rental: The sale of the facility did not go through when the prospective buyer did not obtain a contract bid. The building remains for sale and another buyer is being pursued. The property is also being advertised by the Town.

C. Projects Under Review:

Hancock Lumber:

Hancock Lumber was working 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.

This is being checked upon to see if the Town can assist in any way.

American Legion:

The American Legion has received engineering assistance from Kleinschmidt Associates. An application for site plan review is being prepared for the building. Grant funding reviews have been underway with a couple of distinct possibilities located. The American Legion has launched a fundraising campaign to raise funds for the rehabilitation of their Middle Street property. At the 03/03/2015 Council Meeting, the Town Council approved a lease agreement for spots in the parking lot in order to meet site plan review requirements. The group continues their fundraising efforts. The group continues to work with the Code Enforcement Officer to obtain Site Plan Review. Offers have been made to assist with grant opportunities, which are limited in number. Another offer was made the week of 07/06/2015 to assist with

writing grants for the organization. As of 08/19/2015, the American Legion has decided to tear down and remove the existing fire damaged structure and move in a different structure. On 11/11/2015, the Town Manager spoke with the Legion after the Veterans' Ceremony at Veterans Park. It has been advised that we need to move forward with a project and to work together on it. I have indicated that the Town and its staff will meet the American Legion Post leaders to discuss how to move the demolition project forward in 12/2015 for a Spring Project. I have some ideas and will note that this will need to be a community project. The meeting with the American Legion representatives and departments has been scheduled for Friday, 12/11/2015. We had a very productive meeting resulting in a preliminary plan of action. There are a number of items that people are checking on in order to make demolition of the burned apartment complex a reality for the Spring/early Summer 2016.

D. Somerset Avenue Projects:

Report on Somerset Avenue Sidewalk Project and Impact of the Somerset Avenue Mill & Fill Project:

The Town has been looking forward to a meeting with the State of Maine to discuss the changes made in the road by MDOT during the paving in the Mill & Fill Project and the resulting water issues by Hartland Avenue. On 12/07/2015, the Public Works Foreman met with the Bangor Division Engineer John Devin about the continuous water problems at the end of Somerset Avenue and its intersection with Hartland Avenue, a very flat area without enough catch basins in the State system after the mill and fill project. To date, the Town has not been contacted regarding a proposed solution.

Report on Somerset Avenue Speed Limit Request:

Preliminary information was submitted to MDOT in late Fall, 2014. Additional information was requested. Several extensive details were completed by the Police Chief to provide the additional information on days when the weather was clear, the roads were not snow covered and at a time in which the Police Chief did not have any commitments and the police department was fully staffed here in Town (not at court, out sick, etc.) MDOT has the additional information and will provide their answer on whether the speed zone from I-95 to the Varney Dealership can be lowered to 25 or 30 mph. With the information collected in 2014, it could not be lowered to 25 mph pursuant to their requirements. We will see what the additional information provides for an allowable speed limit under MDOT regulations. The Town has not been advised of a decision as of yet. There has been no response to requests for updates.

On 09/16/2015, the MDOT Division 4 Engineer agreed to meet with the Town Police Chief, Public Works Foreman and Town Manager when he was in the area for other projects to discuss how we would like this area approached with the results received. The 25 mph speed limit does not meet MDOT regulations. Another arrangement may be able to be made. The Bangor MDOT Engineer has agreed to move forward a 30 mph speed limit for Somerset Avenue from the Varney Dealership down to the I-95 Exchanges. This will take a few months and likely, if approved, would be received in February 2016. In addition, a new 25 mph sign was erected prior to the old 25 mph sign. The MDOT may have found that the actual approved 25 mph zone was actually further down toward the Somerset Plaza than signed for many years.

On 02/08/2016 the Town received a copy of the approved lowering of the speed limit to 30 mph from 35 mph. The staff are to review all the signs in place vs. the Traffic Ordinance to make sure that there are no other items to address. If so, we will amend the Traffic Ordinance at the same time rather than conducting a public hearing and amending the Ordinance for one sign if there are more items to address.

E. Report on Meetings & Events:

Recycling Committee Meeting on Wednesday, February 3, 2016 at 5:00 pm

Sebasticook Valley Chamber of Commerce Strategic Planning Committee Meeting on Thursday, February 4, 2016 at 4:00 pm at the Chamber Office in Palmyra

Sebasticook Valley Chamber of Commerce Board of Directors Meeting on Thursday, February 4, 2016 at 5:00 pm at the Chamber Office in Palmyra

Somerset Workforce Connect Meeting on Wednesday, February 10, 2016 at 1:30 pm at the Kennebec Valley Community College Hinckley Campus

Central Maine Egg Festival Committee Meeting on Thursday, February 11, 2016 at 6:30 pm

Upcoming Meetings:

Theatre Committee Meeting on Wednesday, February 24, 2016 at 6:00 pm

First Park General Assembly Meeting on Thursday, February 25, 2016 at 5:00 pm at T-Mobile in FirstPark in Oakland

Other meetings will be scheduled for the remainder of the month shortly.

3. PUBLIC HEARINGS/OLD BUSINESS:

ORDINANCE 16-01: (Public Hearing)

**TOWN OF PITTSFIELD
ORDINANCE AUTHORIZING ISSUE OF UP TO \$1,287,000
PRINCIPAL AMOUNT OF GENERAL OBLIGATION BONDS**

The Town of Pittsfield Town Council hereby ordains improvements to the Town's water system and financing thereof pursuant to the State's Drinking 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 One Million Two Hundred Eighty-Seven Thousand Dollars (\$1,287,000), the proceeds of the

loan or loans to be used to finance the design and construction of improvements and upgrades to the Town's water system including the Main Replacement on North Main Street (Grove Hill), (the "Project"), 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 Drinking 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.

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 Drinking 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 Bond Order shall constitute the Town's declaration of official intent within the meaning of Treasury Regulation 1.150-2 to pay, on an interim basis, costs of the Project in an amount up to \$92,000 from the Water Fund, which costs the Town will reimburse from the Bond proceeds when the Bonds are issued.

6. This Ordinance shall take effect 30 days after its adoption.

The Public Hearing was opened. No one wished to speak for or against the Ordinance. The Public Hearing was closed.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Strom** that Ordinance 16-01 is adopted.

VOTE: UNANIMOUS AYE

The Town Manager noted at the 02/02/2016 meeting, the Town Council voted to schedule a public hearing for this project. The Town Council voted at their 01/19/2016 Town Council Meeting to accept the offer of the State of Maine Drinking Water Program (DWSRF) for the North Main Street (Grove Hill) Water Main Upgrade and to Authorize the Town Manager to execute the applicable paperwork for this project. The State Drinking Water Program has

just advised the Town that the project must proceed forward this year with construction due to the direction received from the federal government for the funding.

Olver Associates and the Town are starting to work on this project to line up the timetable as well as other steps so that we can proceed forward. If we rush, the bidding can go out in spring which should still provide attractive pricing. If the bidding goes out in summer, the pricing will not be so attractive. Olver Associates believes that they can meet the requirement from the State which we were just advised of and the Town is starting to line up the approvals needed as well as the documents. The Town has never qualified for funding for this important and problematic water main and especially at an interest rate of 1.0% with a small grant and 50% of the cost of a Comprehensive (Master) Plan for the entire water system. Therefore, this should be a priority and our time re-directed to this project which we may not be offered again for many years.

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

Town Manager's Report: Town Council Meeting of 02/16/2016:

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. Pittsfield Public Library Special Programs for Children During School Break Week:

The first program took place on Monday, February 15 at 3:00 pm - Investigate different animal bones and create a still-life in the style of Georgia O'Keefe.

The next programs are:

Thursday, February 18 at 3:00 - Children can get ready for spring by designing seed starters to bring home.

Friday, February 19 at 11:00 -Local children's author and illustrator Russ Cox will demonstrate drawing monsters and robots and will lead children in creating their own monsters and robots.

For more information, call the library at 487-5880

3. Fuel Oil and Kerosene Bids: For your knowledge, the Town will be sending out the annual bids for fuel oil and kerosene for the municipal buildings and general assistance clients. Bids will be due next week with an ad in the paper this weekend and packages mailed to an interested parties list.

4. Municipal Building Photocopier: At the end of several months and testing out various photocopiers, the Town staff have settled upon a WorkCentre 5875PT which is an upgrade of our current lease. The other machines that were brought all did not perform well all the time and seemed to have problems with their computer brains so that strange things went on when copying at different times. The company searched for another heavy duty machine, located a new one and supplied the paperwork on Friday, 02/12/2016. We will need to void out the Order on the record and re-do the process and are back at the same cost that we had for many years for the lease-purchase and sell back to the company. With the new machine, I can now

re-do all the Ec Dev brochures and handouts so that they are a crisp color and look very professional. The updates that I created for 2016 during the copier issues were adequate but not eye-catching.

5. 2015-2016 Somerset County Broadband Survey - Very Important!

The surveys were being distributed through the mail to every household. Completing this two page survey will help the Town be able to apply for funding to assist in obtaining enhanced broadband for areas of the community, especially the rural section. Please utilize this link for the on-line survey at <https://www.surveymonkey.com/r/KVCOGbroadsurveysurvey> The Town also has paper copies of the survey which you can pick up and/or drop off at the Town Office. The results need to be tallied so please get your survey in today.

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

Recycling Committee: The Recycling Committee met on 02/10/16. The Town Manager gave the Committee an update on Project Canopy. We discussed the trail cleanup project. The kiosk for this area has been built. We are looking into insurance currently for this project. The Committee talked about the reopening of the Reuse Center.

5. NEW BUSINESS:

RESOLUTION 16-16: Resolved that the Town Council waive the Regulation of Bid and Contracts (Section 106 of the Administrative Code) and authorizes the Town Manager to sign the Town's Standard Agreement Form with Olver Associates for engineering work to include Phase 1 (Engineering Design up to \$87,000 and Other Services/Ledge Borings up to \$5,000, for a total to not exceed \$92,000) and if authorized, Phase II (Administration up \$15,000; Inspections up to \$77,000 and a Comprehensive System Facilities Plan up to \$8,000, for a total to not exceed \$100,000) for the Main Replacement on North Main Street (Grove Hill) on the Drinking Water Primary List for funding from the State Revolving Loan Fund.

Moved by **Councilor Ferland** and seconded by **Councilor Strom** that Resolution 16-16 is adopted.

The Town Manager noted the Town Council received materials regarding this project submitted for bonding approval at the last two meetings and to be voted upon earlier in the Council Meeting. On January 19, 2016, the Town Council approved proceeding forward with the project when requested by the State of Maine to make a decision on whether to proceed or not with the project.

In order to complete the project, the Town needs to submit the application to the State Revolving Loan Fund for approval for funding. To do this, we need the technical or engineering information completed on the application form by Olver Associates. The project does not require a standard agreement form from the State and last time with the Back-up Water Pump Project and the Waverly Street Project, the State accepted the Town's Standard Agreement Form. I have included language in the agreement that if for some reason the Town does not receive final approval from the State for funding from the Loan Fund that the agreement with Olver Associates will be void upon notification to the company and we will be responsible only for the costs incurred through the notification date. The costs listed in the Resolution were submitted as part of the Drinking Water State Revolving Loan Fund Application process back in September 2015 and were available as part of the information

package for the approval of the Ordinance to authorize the funding approved by the Town Council. I have placed in the contract the wording to not exceed these figures, therefore, in the possibility that less hours are utilized, then we will pay less.

Olver Associates, Annaleis Hafford, discussed the project and noted the agreement was satisfactory.

VOTE: UNANIMOUS AYE

RESOLUTION 16-17: Resolved that the Town Council approve the filing of a J.O.Y. (Jumpstart Our Youth) grant and if approved, further authorize the Town Manager and Librarian to expend the funds in accordance with the grant requirements and Town regulations.

Moved by **Councilor Strom** and seconded by **Councilor Ferland** that Resolution 16-17 is adopted.

The Town Manager noted the Pittsfield Public Library is applying for a J.O.Y. (Jumpstart Our Youth) grant from Maine Central Institute's JMG (Jobs for Maine Graduates) students.

If received, the grant monies will be used to create and maintain a Lego Activity Club for ages seven and up. We are applying for \$1,000 for materials and Lego books and magazines. The deadline for the online grant application is March 2, 2016.

VOTE: UNANIMOUS AYE

RESOLUTION 16-18: Resolved that the Town Council approve the filing of a grant to the Maine Humanities Council and if approved, further authorize the Town Manager and Librarian to expend the funds in accordance with the grant requirements and Town regulations.

Moved by **Councilor Manning** and seconded by **Deputy Mayor Nichols** that Resolution 16-18 is adopted.

The Town Manager noted the Pittsfield Public Library is applying for a grant from the Maine Humanities Council to bring the program "The Zany, Majestic Bard" to Pittsfield. The program is a one-hour performance- lecture created and performed by David Greenham. We will coordinate with the English department at Maine Central Institute to invite high school students as well as the general public to the program. There is no cost to the town for this grant. The deadline for the online grant application is March 18, 2016.

VOTE: UNANIMOUS AYE

RESOLUTION 16-19: Resolved that the Town Council accept the recommendation of the Pittsfield Economic Expansion Corporation and ratify the pricing for the remaining lots in the Industrial Park.

Moved by **Councilor Strom** and seconded by **Deputy Mayor Nichols** that Resolution 16-19 is adopted.

The Town Manager noted the Pittsfield Economic Expansion Corporation (PEEC) and the Town Manager have reviewed the Industrial Park Expansion lots which are available for sale. Given that the economy is improving and the Town is receiving more responses from its marketing materials, its strategic location along I-95 and in general, the lot pricing was under review.

As the Council had been advised, the Town received three (3) interesting inquiries for Industrial Park Lots recently which were more than just phone calls, visits through Town and e-mail inquiries. The Town Manager has been working with the companies and the Town Council has discussed the projects in Executive Session. One project is ready to move forward and has a very tight timeframe.

The following pricing is recommended for the remaining Industrial Park Lots:

As there are covenants restricting the development of each lot in Phase II to 40% of the lot, the following pricing has been voted upon and recommended by the Pittsfield Economic Expansion Corporation. Each acre of the undeveloped lots in the Industrial Park are currently listed at \$11,250:

Map and Lot #	IP Addition #	Acreage	Price Proposed
Map 27, Lot 79-2	2N	2.88	\$13,000
Map 27, Lot 79-3	3N	3.24	\$15,000
Map 27, Lot 79-4	4N	2.64	\$12,000
Map 24, Lot 33	5N	3.99	\$18,000
Map 27, Lot 79-6	6N	2.55	\$11,500
Map 27, Lot 79-7	7N	2.09	\$10,000
Map 11, Lot 68	7	7.80*	\$11,250

*2.98 acres is the developable footprint. While this lot is in the original Industrial Park, it is part of the wetlands preservation project. The developable footprint is restrictive to development except for small projects. A small project is currently being developed for the parcel.

Lots 2N – 7N are owned by the Town of Pittsfield and require a two-step process for sale which includes a public hearing and adoption of an ordinance.

Lot 7 is owned by the Pittsfield Economic Expansion Corporation which has the ability to sell the lot. A purchase and sale agreement was authorized by PEEC on 02/10/2016.

The pricing was rounded up a few dollars to be easy to utilize and promote pricing.

The Pittsfield Economic Expansion Corporation Board of Directors and Town Manager have discussed this extensively. Board member Gary R. Jordan, Jr., who is very experienced in the sale of commercial and residential property, has expressed support for this pricing as being very appropriate for the Town’s economic development efforts and reasonable given the marketplace.

VOTE: UNANIMOUS AYE

RESOLUTION 16-20: Resolved that the Town Council appoint two community residents to the Community Broadband Team.

Moved by **Councilor Strom** and seconded by **Councilor Ferland** that Resolution 16-20 is adopted.

VOTE: UNANIMOUS AYE

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Strom** that Resolution 16-20 is amended as follows:

RESOLUTION 16-20: Resolved that the Town Council appoint two community residents to the Community Broadband Team, such community residents to have volunteered to serve on the Team from the rural areas of Town.

VOTE TO AMEND: UNANIMOUS AYE
VOTE AS AMENDED: UNANIMOUS AYE

The Town Manager noted the Town has established its Community Broadband Team, held a Community Broadband meeting and has been collecting information on the community's broadband needs by working with the Kennebec Valley Council of Governments (KVCOG) and the Somerset Economic Development Corporation (SEDC).

It is important to have two citizens on the Team and the citizens may have experience in health care, business and education.

Members appointed to the Team to date are: Mayor Robert Stackhouse, Deputy Mayor Timothy Nichols, Gary R. Jordan, Jr., Michael Gray and Kathryn Ruth. While we have all of the relevant background covered that is required by the State, it would be good to have two citizens who live in the area of the community which does not have high speed internet so that we have that background and experience. The Town is currently discussing this project with several residents.

VOTE: UNANIMOUS AYE

RESOLUTION 16-21: Resolved that the Town Council appoint Karen Baker as Addressing Officer for the Town of Pittsfield.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Ferland** that Resolution 16-21 is adopted.

The Town Manager noted The Town needs to have an Addressing Officer for the community in order to establish future new addresses. As the Town is receiving requests for new homes and businesses now, this will be an important position. The Financial Clerk's position is assigned the E-911 Addressing projects.

6. **DISCUSSION ITEMS:**

Updates:

Water & Sewer Projects Update: In the past few weeks the water/sewer departments have been busy as we continue cleaning and organizing the building. We have been doing winter preparations and maintenance at the facilities. The Department had another water break on Madawaska Road. Scott has been working on locating water and sewer lines in the Industrial Park and getting the sewer lines cleaned out.

Highway Projects Update: Highway has been quite busy with many highway and building projects. Several pieces of equipment are being updated and/or repaired. We are going to have some Municipal Building Work done by the employees during non-winter storm and cleanup period. Since there have been a few lingering storms since the last Council Meeting, nearly all time has been spent on the storm cleanups and various equipment repairs.

In addition, the Public Works Foreman was able to obtain the services of CMP's tree cutting service for free to take down the three trees on Peltoma Avenue, a State Road. The trees were rotted and the property owner worried that they would come down. The State would not take them down. The Town got a quote to take them down which was \$10,000. This was more than our whole Tree Removal budget for the year or sometimes two years.

The Foreman is organizing the work projects this year which is an astronomical list of projects. The Foreman will be in with a request to utilize Reserve funding for an advanced post hole digger due to the installation of the grant award for 105 signs. We had applied for 84 signs. The ride through with the State officials resulted in adding some signage that would be necessary. Plus this will help when the sign posts lean over in the winter. The pieces of wood blocking only holds up for so long. In addition, PW will be a partner on the small Project Canopy grant that we need to complete by May 2016.

Future Project: The Town received a set of Rapid Rectangular Beacons which are stored in the Town Garage: The history of this project is: The Town is on the list for the distribution of the Rapid Rectangular Beacons similar to those installed on Somerset Avenue. Tentatively, we have requested 2 sets – one for Main Street by Maine Central Institute and one for Lancey Street for the Elementary School. These would be blinking lights that allow for the ability to get across the road. The sets will be available next year as we received a set this year. Main Street looks like a good location for a set. For Lancey Street, it does not seem that the small children at the school should be crossing the street in the vicinity of the school on any of the roads. The Town would receive the units free and then be responsible for installing them. We have Insource Renewables here in Town which installed the first set and they work quite well. Are there any other locations that we can think of that we need assistance with crossing the roads that would be a better location than Main Street or Lancey Street?

MDOT Three Year Capital Plan Project Listing for Pittsfield: The Town Council received a copy of the very recently released list of MDOT projects on state roads and highways for Pittsfield for 2016-2018. There are a number of bridge projects on I-95 as well as bridge projects in Town on State Roads including the Mount Road/Eelwier Bridge and a

large highway rehab project beginning at the Burnham town line on Route #100 extending northerly 5.99 miles and then beginning .11 of a mile northerly of Detroit Street and extending 3.62 miles to the Detroit line. MDOT has agreed to skip over the North Main Street Sewer Line project area and then come back to pave it when the line is installed. The area of Route #100 .02 of a mile south of Nichols Street and extending northerly .94 mile to .09 of a mile north of Livingston Street is the middle section in Town that is scheduled for 2017-2018.

This Three Year Plan has a lot of work in the Town of Pittsfield and within the Town's boundaries on I-95 so it is very good news.

Program Staffing Levels: Advertising so far has not resolved in qualified candidates. There have been very few candidates. When time, I plan to call the Career Center for assistance. I do have a lead and have not been able to talk to the person as of yet, however, if it did work out, this would be great.

History, with the budget and carry forward funds, the Town will start the publicity to fill the secretarial position for the Town Manager in the near future. We should have enough funding available to attract qualified candidates to choose from for this needed position. It was certainly clear to the Town Council that the Town Manager needs assistance and she noted that she greatly appreciated their support and help.

Ordinance Amendments Update: The process is on-going with reports from the Ordinance Committee. If all goes well with the Planning Board public hearing in March, then we would be looking at a public hearing in April. The Ordinance Committee did have some suggested revisions and/or questions on a couple of items out of the 30 or so amendments moving forward. The Planning Board has scheduled their public hearing for March 14 on the 20 or so more definitions and 1 amendment to the Site Plan Review Ordinance. The Home Based Enterprises section is not exactly clear and/or very restrictive. The Town Attorney reviewed it and questioned or suggested changes in a number of areas. That information was provided to the CEO. It was not discussed at the Planning Board Meeting on February 8, however, hopefully will be discussed at the March 14, 2016 meeting. If changes are proposed by the Planning Board to that section, the board may need to hold another public hearing – this will depend upon where the intent is changed, etc.

Codes Enforcement: With the recent rush in building permit and building concepts as of late, the codes enforcement concentration has not taken place as time needed to be spent preparing for the Planning Board meeting and reviewing projects.

As building permits have slowed down, the CEO has been asked to increase visitation to these locations to initiate cleanup prior to winter. Several contacts have been made as well as letters sent out to property owners in violation. See the FYI Folder.

Code Violation Scheduled for Court: No new news at this point. Because this process is so costly and we are not budgeted for a code violation that goes to court, I have not inquired.

Maine Service Centers Coalition Legislative Updates: The last two week's updates prior to the Council Package were provided in the Discussion Items – Other Items. The last week's received after the Council Package was placed in the FYI Folder for your review.

One Councilor asked for the Maine Service Centers Coalition Legislative Updates and the MMA Legislative Updates by e-mail. The Town Manager inquired as to how the rest of the Councilors would like to handle this item. If you want them sent by e-mail, the Town Manager can forward them, however, if you have too much e-mail now, she can attach them to the Discussion – Other Items or place them in the FYI Folder for copies.

Tree Trimming in Stein Park: We have received an offer from Cianbro to have a company come in to do tree trimming in Stein Park. This is a company that is experienced with difficult cutting jobs like this on the pond and has worked as a partner with Cianbro on various projects. The company's work would be donated at no cost to the Town. This is very generous of Cianbro. The Town Crew will be assisting with brush removal. After the trees are trimmed, we will need to install a fence for safety near the ledge, which is very steep and dangerous. The different fencing quotes were discussed. The only affordable option at this time would be snow fencing. This would only be temporary. The Public Works Foreman found a 3 rung wood fence with wire on the back side to prevent anyone climbing through. We would need approximately \$9,000 to do this project. The Town Council discussed this item and thanked Cianbro for their donation to the Town. It was suggested that the Heart of Pittsfield be contacted for a fundraising campaign on this project. The Town Manager noted that she would contact the group regarding the fundraiser.

Councilor Ferland stated part of her support for the tree trimming in Stein Park is that we have companies that want to do this and citizens wanting to help. We should let them help beautify the Town. Deputy Mayor Nichols questioned the possibility of putting a sign up thanking the company for the generous donation. The Councilors agreed that a fence was definitely required due to the steep drop off which will be more exposed after the cutting.

7. **REPORTS:** Audience, Council

Audience: None

Council:

Councilor Donahue: Absent.

Councilor Manning: There was a great community event the other night at the First Universalist Church. It was a Valentine's Day Dance.

Councilor Ferland: This week at school some of the teachers called me up to look at the kiosk. The staff and the students were so proud of all the work they did. It would also be nice to recognize JMG for all the grants they provide. The kids are the ones who vote on where to give the money to. Councilor Ferland questioned if it is possible to hire someone to go door to door to do the broadband surveys. The Town Manager noted that we have to do something to get the surveys filled out from all the residential areas of the community. Councilor Ferland thanked the Town Manager for bringing Cianbro's offer to the table.

Deputy Mayor Nichols: I am very glad that the possibility of another Redemption Center is in the works. This Town really needs one. I want to thank Kathryn and all the girls upstairs for all their hard work.

Councilor Strom: None.

Councilor Cianchette: Absent.

Mayor Stackhouse: I want to congratulate Spencer on the Spirit of America Award. We have a great list of volunteers on the list to pick from and all of our volunteers are so deserving. I want to echo Deputy Mayor Nichols' comments. Everyone is doing a great job upstairs. My wife asked where the recycling bin was. She hasn't seen it in the parking lot. The Town Manager noted it is there, unless it is removed for cleaning. If it is not in the back parking lot people should check in the parking lot by the old pizza place. If there are people in the bins normal parking area we have to put it in the other parking lot. The Town Manager noted she would check with Donnie on the second recycling bin. The Town plans to have notices for those who do not see all the ads and press releases.

8. **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 8:20 p.m. The motion was seconded by **Councilor Strom**.

Motion by **Deputy Mayor Nichols** to return to regular session. The motion was seconded by **Councilor Strom**. The Town Council exited executive session at 8:40 p.m.

VOTE: UNANIMOUS AYE

9. **ADJOURNMENT**

Motion by **Deputy Mayor Nichols** and seconded by **Councilor Ferland** that the meeting be adjourned at 8:41 p.m. All in agreement.

Nicole Nickolan, Town Clerk