

# MINUTES

For a special meeting of the Pittsfield Town Council held on Tuesday, January 24, 2012 at 6:00 pm in the Council Chambers.

**PRESENT:** COUNCILORS: Mayor Tim Nichols, Bob Stackhouse, Caleb Curtis, Donna Chale and Christopher Carr. **ABSENT:** Deputy Mayor Gary Jordan, Jr. and Louise Baker. Also present: Town Manager Kathryn Ruth and Town Clerk Nicole Nickolan.

1. **Mayor Nichols** opened the meeting by leading the **Pledge of Allegiance**.

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

**RESOLUTION 12-18:** Resolved that the Town Council schedule, consider testimony and act upon a Community Development Block Grant Economic Development Program Block Grant for Argo Marketing Group, Inc.

The Town of Pittsfield will hold a Public Hearing on Tuesday, January 24, 2012 at 6:00 pm at the Pittsfield Municipal Building Council Chambers to discuss acceptance of an Economic Development Program CDBG Grant. The purpose of the grant is to assist Argo Marketing Group, Inc. with renovations and fully equipping a modern state of the art call center, and provide working capital. Public comments will be solicited at this Hearing and will be submitted as part of the Project Development Phase. All persons wishing to make comments or ask questions about the acceptance of these funds are invited to attend this Public Hearing. Comments may be submitted in writing to Kathryn Ruth, Town Manager at 112 Somerset Avenue, Pittsfield, ME 04967 at any time prior to the Public Hearing. TDD/TTY users may call 711. If you are physically unable to access any of the Town's programs or services, please call Kathryn Ruth at 207-487-3136 so that accommodations can be made.



The Public Hearing was opened. There was no one who wished to speak in favor or against Resolution 12-18. The Public Hearing was closed.

The Town Manager noted as this project has a tight timeframe it has been crucial to move forward with the process as quickly as possible. The Town Councilors have received a copy of the Grant Application and Narrative for Phase I and now the materials for Phase II.

Mr. Levesque offers his best to the Town Council and an apology for not being here as he is swamped. I have advised him that is perfectly fine as it is very important that he be able to focus upon ramping up his new call center here in Town.

The grant funding requested to assist with this project is \$85,000. This State of Maine grant funding program allows for grants up to \$200,000 to be considered. This is gap financing and would assist the business in moving forward. The CDBG funds would be used for working capital to assist the business with start-up and ramping up costs, which includes payroll for when the employees are learning their jobs.

As a requirement to receive the grant funding, Argo Marketing Group, Inc. guarantees that 24 jobs will be retained for a period of at least 2 years and that 51% or 13 of the jobs created would be taken by low and moderate-income individuals.

This grant opportunity would assist the company to expand to the community, put people back to work and allow the company to grow in the upcoming months so that the call center space can be more fully utilized than in the past. The area has a dedicated workforce with a good work ethic that wants to work. This is that opportunity.

Moved by **Councilor Carr** and seconded by **Councilor Chale** that Resolution 12-18 be adopted.

**VOTE: UNANIMOUS AYE**

3. **NEW BUSINESS:**

**RESOLUTION 12-19:** Resolved that the Town is authorized to accept a Community Development Block Grant in the amount of up to \$85,000 from the State of Maine Department of Economic and Community Development (“DECD”), and to enter a Community Development Block Grant Agreement with DECD and to enter an Agreement relating to such grant with Argo Marketing Group, Inc. and Jason Levesque, such agreements to be on such terms as deemed acceptable to the Mayor of the Town.

Moved by **Councilor Stackhouse** and seconded by **Councilor Carr** that Resolution 12-19 be adopted.

The Town Manager noted as the Town is granted the funding under this program and then releases the funds to a business upon receipt of acceptable bills, the Town is ultimately responsible for the funds. This agreement transfers that responsibility to the business. Mr. Levesque’s attorney has reviewed the agreement and Jason will be in this week to sign it.

The rest of the motions are the standard required motions for Phase II Development Phase for a CDBG grant.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 12-20:** Resolved that the Economic Development Team be appointed as the Community Development Advisory Committee.

Moved by **Councilor Carr** and seconded by **Councilor Stackhouse** that Resolution 12-20 be adopted.

The Town Manager noted on past Economic Development Grants, the Economic Development Team has been appointed as the Advisory Committee.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 12-21:** Resolved that the Town Council approve the CDBG Program Complaint Policy.

Moved by **Councilor Chale** and seconded by **Councilor Carr** that Resolution 12-21 be adopted.

The Town Manager noted this plan duplicates the recommended language of the State.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 12-22:** Resolved that the Town Council sign the Standards of Conduct for the CDBG Program.

Moved by **Councilor Stackhouse** and seconded by **Councilor Curtis** that Resolution 12-22 be adopted.

The Town Manager noted these are standards that the Town has been following for years.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 12-23:** Resolved that the Town Council sign the Fair Housing Resolution for the CDBG Program.

Moved by **Councilor Curtis** and seconded by **Councilor Stackhouse** that Resolution 12-23 be adopted.

The Town Manager noted this resolution addresses discrimination in housing.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 12-24:** Resolved that the Town Council authorize the Town Manager to sign the Fair Housing Self-Assessment for the CDBG Program.

Moved by **Councilor Chale** and seconded by **Councilor Curtis** that Resolution 12-24 be adopted.

The Town Manager noted the Town has not received any complaints and we do not know of any issues in Town.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 12-25:** Resolved that the Town Council authorize the Town Manager to sign the Disclosure And Update Report.

Moved by **Councilor Curtis** and seconded by **Councilor Chale** that Resolution 12-25 be adopted.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 12-26:** Resolved that the Town Council authorize the Town Manager to sign the ADA/Section 504 Certification for the CDBG Program.

Moved by **Councilor Stackhouse** and seconded by **Councilor Chale** that Resolution 12-26 be adopted.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 12-27:** Resolved that the Town Council sign the Section 504 Self Evaluation and Transition Plan for the CDBG Program.

Moved by **Councilor Curtis** and seconded by **Councilor Stackhouse** that Resolution 12-27 be adopted.

The Town Manager noted the Town has assessed all of its public facilities and sites where the Town has buildings.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 12-28:** Resolved that the Town Council sign the Residential Anti-displacement & Relocation Assistance Plan for the CDBG Program.

Moved by **Councilor Chale** and seconded by **Councilor Stackhouse** that Resolution 12-28 be adopted.

The Town Manager noted the Town would not be re-locating anyone due to this project.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 12-29:** Resolved that the Town Council sign the Equal Employment Opportunity Policy Statement for the CDBG Program.

Moved by **Councilor Stackhouse** and seconded by **Councilor Charr** that Resolution 12-29 be adopted.

The Town Manager noted the Town has been following this policy for years.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 12-30:** Resolved that the Town Council approve and sign the Community Development Block Grant Economic Development Program Resolution for Phase II for Argo Marketing Group, Inc.

Moved by **Councilor Carr** and seconded by **Councilor Curtis** that Resolution 12-30 be adopted.

The Town Manager noted this is the standard resolution for the grant process.

**VOTE: UNANIMOUS AYE**

#### 4. **ADJOURNMENT**

Motion by **Councilor Stackhouse** and seconded by **Councilor Curtis** that the meeting be adjourned at 6:21 p.m. All in agreement.

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Nicole Nickolan, Town Clerk