

# MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, April 19, 2016 at 6:30 pm in the Council Chambers.

**PRESENT:** COUNCILORS: Robert Stackhouse, Tim Nichols, Scott Strom, Trudy Ferland and Heather Donahue. **ABSENT:** Michael Cianchette and Marie Manning. Also present: Town Manager Kathryn Ruth and Town Clerk Nicole Nickolan. Audience members included: Scott Noble, Dean Billings, Steve Vance, Bernard Williams and Mike Gray.

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 meeting held on April 5, 2016.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Strom** that the minutes of the regular meeting held on April 5, 2016 be adopted.

**VOTE: UNANIMOUS AYE**

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

### **Update on the ConnectME Broadband Planning Grant for Somerset County**

KVCOG has been hard at work at pulling together the Broadband Planning Grant for Somerset County. A number of communities are involved in Southern and Mid Somerset County as well as two Towns in Eastern Somerset County which are Pittsfield and Saint Albans. The Town has provided information for the grant including all of the steps conducted thus far as well as the timeframe that has been met. KVCOG is feeling very good about the efforts that have taken place so far. This is obviously a focus of interest in areas of Somerset County where businesses and home businesses can be located in rural sections of town to assist those areas to grow and prosper. The Town of Pittsfield has excellent broadband in downtown Pittsfield and the surrounding urban areas as well as several areas further out. However, along sections of Route #100 and Route #2 and some side roads, internet is not so good or not available. This planning grant will help to identify the exact areas that require assistance and alternatives that would be available. All areas in the county as well as all areas in towns that need enhanced broadband would not have the same solutions. A number of solutions may be required. Copies of the Goals for Broadband for the ConnectME Planning Grant are available with the handouts for the meeting.

### **Community and Economic Development Activities and Events May 11, 2016: 9<sup>th</sup> Annual Regional Job Fair**

**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 two proposals/ background materials for two business proposals/property inquiries on a regular basis. One additional project is not moving forward as the company cannot logistically move their multiple facilities this year to Pittsfield. The company plans to look at this option again in 2017.

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.

The Dunkin Donuts' restaurant received its Planning Board Site Plan Review approval on Monday, 02/08/2016. The Traffic Movement Permit was officially issued by MDOT and received by the Town later in 02/2016. The developer and the Plaza owner continue to work on this project.

Cianbro Corporation officially purchased the Tech Center on Thursday, 02/18/2016 from the Pittsfield Economic Expansion Corporation.

Blue Sky Produce officially purchased Lot #7 in the Pittsfield Industrial Park from the Pittsfield Economic Expansion Corporation on Tuesday, 03/01/2016 for its Produce Shipping Depot. This is the last lot in the original Industrial Park and has a small developable window which works well for this project. The project received Site Plan Review approval on Monday, 03/14/2016 from the Planning Board.

Cianbro Corporation's Pittsfield Solar, a 9.9 Megawatt Solar Array Farm received Site Plan Review approval at the 03/14/2016 Planning Board Meeting. This is the first approval in a number of approvals required for the project to be built.

MEPCO's project is starting to move forward with public informational sessions being scheduled for the abutters to the project as well as the general public. This is the transmission line project from the substation in Chester to a new location in Pittsfield which is planned to relieve congestion, reduce line losses, accommodate new generation and boost reliability.

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.

The Town continues to work with an upcoming small company Innovative Specialties, with a great skillset seeking an expansion in our community in the Industrial Park Phase II. This item is on the agenda for the 04/19/2016.

Congratulations to Jillyann Butler on her purchase of the former Chalice on Main Street. She is expanding her business Amici Nail Spa from further up Main Street in Stan's building. As she expands her business, a nice leased space will be available on Main Street for a new, small or start-up company to utilize. This space usually goes quite quickly. The Town will list this space once Amici is close to her re-location.

The Town Council has signed the following Business Certificates in 2016:  
Puretech Window Cleaning at 115 Main Street  
Pittsfield Redemption Center at 418 Main Street (new facility under new management on the other side of town).

There will be more Business Certificates to sign as we get into the development and construction period of the year. The Town has approved quite a few new projects this year and we are not awaiting approvals at other levels for permits for the projects and/or for construction to commence.

In addition, we will continue to work with several companies that wish to expand and/or locate in Pittsfield. These are on-going in the development and feasibility phases.

## **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. We are working with SAS intermittently 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 any type of deal for a business at this facility due to its current organizational structure. The interested company has made contact with the SAS representative and is awaiting approval. The Town then has followed up numerous times to request that there be a decision made.

**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 applied for a business permit for Pittsfield Redemption. This facility is 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 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. On 03/23/2016, the American Legion obtained a demolition permit for the Middle Street structure. Volunteers will be dismantling/clearing out materials inside and a company is involved with the heavy work of the actual building.

### **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. MDOT has been trying to clean out and explore the catch basin system on Somerset Avenue due to issues.

**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. The staff's review showed that there are multiple items to update including an addition of a proper no parking area or loading area in the Municipal Parking Lot for the Recycling Multi-Bin and new language for the removal of vehicles that park on town property that are constantly in the way for snowplowing. As of 03/09/2016, the staff was still working on the language in the Ordinance. This item is on the agenda for the 04/05/2016 meeting.

**E. Report on Meetings & Events:**

**Report on Meetings:**

FirstPark Marketing Committee Meeting on Wednesday, April 6, 2016 at 2:00 pm at the FirstPark Office in Oakland

Sebasticook Valley Chamber of Commerce Strategic Planning Committee Meeting on Thursday, April 7, 2016 at 3:30 pm or 4:00 pm at the Chamber Office in Palmyra

Sebasticook Valley Chamber of Commerce Board of Directors Meeting on Thursday, April 7, 2016 at 5:00 pm at the Chamber Office in Palmyra

Recycling Committee Meeting on Wednesday, April 13, 2016 at 5:00 pm

Central Maine Egg Festival Committee Meeting on Thursday, April 14, 2016 at 6:30 pm

**Upcoming Meetings:**

Theatre Committee Meeting on Wednesday, April 27, 2016 at 6:00 pm

First Park Executive Committee Meeting, Thursday, March 24, 2016 at 5:00 pm at T-Mobile in FirstPark in Oakland

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

***ORDINANCE 16-03:*** (Public Hearing) That the Town Council hereby Ordains that Chapter 7. Traffic Ordinance be rescinded and the new Chapter 7. Traffic Ordinance be adopted.

The Public Hearing was opened. No one wished to speak for or against Ordinance 16-03. The Public Hearing was closed.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Donahue** that Ordinance 16-03 is adopted.

The Town Manager noted the Town Councilors received a copy of the proposed revised Traffic Ordinance for review prior to the Council Meeting.

After several reviews by staff, the Ordinance is now in order and has a few important items that needed to be placed into regulation:

- (1) the revised speed limit on a section of Somerset Avenue reduced from 35 mph to 30 mph;
- (2) Spring Road being added to the roads which are prohibited for through or thru truck traffic (basically prohibiting the use of a road for a short cut that is not built for truck traffic);
- (3) updating the list of handicap parking locations;
- (4) updating the list of Stop Signs;
- (5) adding departments to those who can park in prohibited areas to conduct business;
- (6) updating the parking fee and
- (7) updating all the names of the roads/streets.

There were a few minor page numbers to be fixed as well as Waverly Avenue and Harrison Avenue needing to be changed to Waverly Street and Harrison Street which we easily addressed prior to posting the ordinance for the public hearing as these were technicalities.

**VOTE: UNANIMOUS AYE**

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

**Town Manager's Report: Town Council Meeting of 04/19/2016:**

**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. Upcoming Events:**

National Prescription Drug Take Back Day on Sat., April 30 from 10:00 am - 2:00 pm at the Police Station at the Pittsfield Municipal Building

Regional Job Fair on Wednesday, May 11, 2016 from 3:30 - 6:30 pm at the Warsaw Middle School Gym and Cafeteria

HealthySV High on Life 5K Run/1K Walk on Saturday, May 21, 2016 starting at 10:00 am with registration open at 8:30 am at Maine Central Institute

Hooked on Fishing on Saturday, May 27, 2016 from 9:00 am – 1:00 pm at the Manson Park Lower Parking Lot and the Sebec River

44th Annual Central Maine Egg Festival on Monday, July 11 - Saturday, July 16, 2016 at Manson Park, Hathorn Park, and many other locations!

The next Egg Festival Committee Meeting is on Thursday, May 12, 2016 at 6:30 pm for those who can attend. The group does need some volunteer assistance with all of the upcoming planning work.

**3. 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/KVCOGBroadbandsurvey> 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.

**4. Child Abuse Month:** KVCAP which is the local Community Action Program will be teaming up with the Town and other partners to host a pinwheel garden to be taken to the Hall of Flags Event for this month as well as a reading program at the library on Thursday, April 21, 2016 at 10:15 am.

**5. Library Events:** Local illustrator Hazel Mitchell will read and talk about her latest book she illustrated, “Where Do Fairies Go When It Snows?”, written by Liza Gardner Walsh at the Pittsfield Public Library Friday, April 22 at 10:30. During this special story time, children will find out what it's like to create a picture book, get drawing tips and will draw their own special fairies. Hazel Mitchell was born in Scarborough, Yorkshire, UK and lives in Detroit, Maine and has illustrated many children’s books. Books will be available for purchase and signing. This program is sponsored by the Friends of the Pittsfield Public Library. For more information, call the library at 487-5880.

A special story time Thursday, April 21 at 10:15 at the Pittsfield Public Library will help raise awareness about child abuse prevention. Mike Holcomb, the director of the Pittsfield Ambulance and crew member Jason will read to the children. In addition to the story, there will be thumb print activities and snacks, including whoopee pies and fruit. This program is

sponsored by KVCAP in Skowhegan. For more information, call Kristen Plummer at 859-2520.

**6. Airport Master Plan Update:** An informational session will be held at the Pittsfield Municipal Building Town Council Chambers, 112 Somerset Avenue, Pittsfield on Monday, April 25, 2016 at 1:00 pm to present the recommendations of the Airport Master Plan Update. The Airport Master Plan describes the future development and focuses for the Airport over the next 10 years. The Town and its Consultant HTA are looking for comments on the proposed plan and welcome questions from Airport users and the public. Copies of the Airport Master Plan are available at the Town Office for review. Please call 487-3136 for more information.

**7. Town Farm Trails Kiosk Unveiling:** Come join the Warsaw Middle School Students as they unveil the Town Farm Trails Kiosk on Wednesday, May 4, 2016 from 5:00 – 5:30 pm on the Town Farm Property down by the Driftbusters Snowmobile Club. The 8<sup>th</sup> Grade students have done a great job with the kiosk. After the unveiling, there will be a short hike through the woods.

**8. Project Canopy – Pittsfield Community Project: Gateway to Downtown:**  
The Town has been fortunate to receive grant funding through the Maine Forestry Service to purchase up to 20 shade trees along Somerset Avenue for planting this Spring.

The Town's Comprehensive Plan identifies Somerset Avenue as one of the gateways to the community. As the shade trees along Somerset Avenue were planted many years ago, a number have been removed due to deterioration. Planting new shade trees along Somerset Avenue would be advantageous for many reasons.

Letters were sent to property owners along Somerset Avenue to see if they would be interested in the planting of a tree in the right-of-way of Somerset Avenue along their property. The Town will be working with a MDOT Licensed Landscape Architect to determine the appropriate locations for trees along Somerset Avenue. The trees will need enough room to grow; enough sunlight for growth; and to be located away from infrastructure such as poles, water and sewer lines and power lines. This means that some locations along Somerset Avenue will not be appropriate for a tree to be planted. The Town is looking at the following tree species: Flowering Crab, Ginkgo, Hawthorn and Red Maples. The tree purchase that is made will be based upon the availability of trees and pricing.

The Town has been fortunate to have had some extensive capital improvements over the last decade, funded in large part through extensive grant and foundation awards. Several businesses in Town have overwhelmingly supported a number of projects by providing personnel, equipment and/or supplies as match for some of the grants, for which the Town is extremely grateful. We are pleased to now be able to turn our attention to the beautification of Somerset Avenue.

**Finance Committee:** None.

**Ordinance Committee:** None.

**Recycling Committee:** The Committee met on April 13, 2016. We discussed the Town Farm Trails Kiosk. We also discussed the Re-Use Center reopening, hoping for the last weekend of April. We discussed the use of plastic bags and creating an educational tool for public awareness.

## 5. **NEW BUSINESS:**

**ORDINANCE 16-04:** (To be set to Public Hearing on 05/03/2016) That the Town of Pittsfield Town Council hereby Ordains the purchase and financing of a fire truck on the following terms:

1. The Town waives the requirement of a competitive bid for the fire truck purchase and authorizes the purchase of a replacement for the fire truck known as Engine 1 with a Pumper-Aerial Device at a purchase price to not exceed \$750,000, which amount is hereby appropriated.
2. The purchase of the fire truck authorized above shall be financed by borrowing up to \$750,000 with such dates, maturities, denominations, interest rate(s) and other details as the Town Treasurer and the Mayor of the Town Council shall determine. The Town is further authorized, if deemed appropriate by the Town Treasurer and Mayor of the Town Council to borrow up to \$750,000 by a lease purchase agreement, which agreement may be with the vendor of the fire truck, its finance company or another finance company.
3. This Ordinance shall take effect in 30 days.

Moved by **Councilor Ferland** and seconded by **Councilor Donahue** that Ordinance 16-04 be set to Public Hearing on 05/03/2016.

The Town Manager noted the Town Attorney has approved the language listed on this agenda sheet for the proposed indebtedness of the Town for the fire truck as proposed by the Fire Chief at the 04/05/2016 Town Council Meeting.

The Fire Chief attended the 04/05/2016 meeting and under Other Items at the end of the Town Council Meeting recommended the purchase of a fire truck which is an Aerial Device which also has a Pumper. A copy of the recommendation of the Fire Chief which was passed out at the end of the 04/05/2016 Council Meeting was included in the Town Council's Meeting Package.

As we learned the recommendation at the meeting, we are now able to proceed forward to meet the legal requirements of the Town Charter, Administrative Code, State Statutes and Federal Law.

The Fire Chief was able to obtain a 3% interest rate, therefore, I have gone to the Maine Municipal Bond bank which has a free amortization calculator on it to determine the long-term debt of the Town. I also ran this on another amortization calculator that I have utilized before on the internet so that the Town Council can view the cost of the project at the interest rate determined by the Fire Chief.

The final decision will come back to the Town Council as it has on all loans in the past and on the current loans being sought on other projects.

Deputy Mayor Nichols asked the Fire Chief to tell us the reasons again, for the record, why this particular truck is necessary. The Fire Chief noted the age of Engine 1 has reached its limit. Parts are hard to find and sometimes have to be machined. Chief Williams discussed the different areal devices available. The main reason for the areal device is safety. We do not want people getting hurt on any roof. The metal roofs are exceptionally difficult. A 75 foot ladder will reach a lot, however when you have a snow bank, it is not enough. For many of the buildings in Town the 35 foot ladder can only make it to the eaves. There are numerous buildings in Town that are 50-60 feet or more. Based on ISO ratings if you have more than 3 to 4 buildings that 3 to 4 stories high, you need a ladder truck.

Mike Gray questioned if a ladder truck will fit in the garage. Chief Williams stated yes and we checked.

The Fire Chief questioned if 97 people come into the Public Hearing to speak against this will it automatically be denied? The Town Manager noted that the Town Councilors will consider the information and then decide if the Ordinance will pass or fail. The Town Public Hearing is to help the Town Council make a decision.

**VOTE: UNANIMOUS AYE**

**ORDINANCE 16-05:** (To be set to Public Hearing on 05/03/2016) That the Town of Pittsfield hereby Ordains that a Public Hearing be held to discuss an application being submitted to the State of Maine.

**Public Hearing Notice  
The Town of Pittsfield**

The Town of Pittsfield will hold a Public Hearing on Tuesday, May 03, 2016 at 6:30 pm at the Pittsfield Municipal Building Council Chambers at 112 Somerset Avenue, Pittsfield Maine to discuss an application being submitted to the State of Maine CDBG program for an Economic Development Grant. The purpose of the request is to apply for \$260,000 for Innovative Specialties LLC to be utilized for the construction of a manufacturing facility in the Pittsfield Industrial Park Addition, Phase II. Public comments will be solicited at this Hearing and will be submitted as part of the application's required documentation.

All persons wishing to make comments or ask questions about the proposal are invited to attend this Public Hearing. Comments may be submitted in writing to Kathryn Ruth, Town Manager, Pittsfield Municipal Building, 112 Somerset Avenue, Pittsfield, Maine 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, Town Manager at 207-487-3136 so that accommodations can be made.



Moved by **Deputy Mayor Nichols** and seconded by **Councilor Strom** that Ordinance 16-05 be set to Public Hearing on 05/03/2016.

The Town Manager noted the Letter of Intent was authorized to be filed by the Town Council at their March 01, 2016 meeting and accepted by the State of Maine to proceed forward to the second phase of filing a grant application. The Town and the business owner are working jointly on the application.

Innovative Specialties LLC presently operates a small manufacturing facility and is seeking to expand from its current 4,400 square foot building to a 15,000 square foot building to assist with production flow, efficiency and warehouse space. The increased volume of business provided by the rebounding U.S. economy, coupled with Innovative Specialties LLC's desire to greatly improve workflow with a larger space, provides a unique opportunity to substantially increase employment in Pittsfield.

The company faces dual problems. 1.) The need for increased production and warehousing space and 2.) a difficulty in finding workforce in its current location. These problems have created the opportunity to consolidate activities in Pittsfield. Innovative Specialties faces a difficult problem in increasing employment due to the lack of adequate production and warehousing space. This roadblock prevents Innovative Specialties from creating the potential jobs to adequately meet their production and warehousing requirements.

Innovative Specialties operates in an extremely competitive aluminum manufacturing marketplace. The opportunity does exist for Innovative Specialties to create new jobs if cost effective production and warehousing facilities are available in a geographic area that has a substantial labor pool. If these conditions exist, the company can confidently pursue new geographic markets to enhance growth. Innovative Specialties is a young company with an excellent product line. Growth opportunities exist for this company if financial assistance becomes available through the CDBG Economic Development Grant with the creation of 9 positions.

The Town Councilors noted that they were very pleased with this type of application, that this was the type of business that the Town would like to have more of and that manufacturing and precision manufacturing jobs are key to the Town's designated marketing sectors for new growth in the community.

**VOTE: UNANIMOUS AYE**

**ORDINANCE 16-06:** (To be set to Public Hearing on 05/03/2016) That the Town of Council hereby Ordains to transfer property listed as Map 27, Lots 79-2 and 79-3 on the Town of Pittsfield Property Tax Maps dated April 1, 2016 to Innovative Specialties LLC for the sum of \$28,000.00 and more particularly being a portion of a description in a deed to the Town of Pittsfield recorded in Somerset County Registry of Deeds in Book 1472, Page 297. Such lots

are depicted on the Final Subdivision Plan of the Industrial Park Addition recorded in the Somerset County Registry of Deeds in Plan Book 1990, Page 175. The Town Council further authorizes the Town Manager to execute a municipal quitclaim deed to Innovative Specialties LLC.

Moved by **Deputy Donahue** and seconded by **Councilor Ferland** that Ordinance 16-06 be set to Public Hearing on 05/03/2016.

The Town Manager noted the sale of land owned by the Town of Pittsfield is required under the Town Charter to be set to public hearing with an ordinance and after the public hearing is held, to then sell the property. A quit claim deed is utilized for the transfer.

This agenda item goes hand in hand with the Application for CDBG Economic Development Funding and the Purchase and Sale Agreement. In order to meet an accelerated timeframe, the Town will need to schedule the public hearings at the same time. The Purchase and Sale Agreement can be authorized without a Public Hearing as it is based upon follow up actions of the Town under the Town Charter and Regulations which allow for the sale of the property

**VOTE: UNANIMOUS AYE**

**RESOLUTION 16-39:** Resolved that the Town Council authorize the Town Manager to execute a purchase and sale agreement with Innovative Specialties LLC for Map 27, Lots 79-2 and 79-3 also known as Lots 2 and 3 on the Final Subdivision Plan of the Industrial Park Addition recorded in Plan Book 1990, Page 175.

Moved by **Councilor Strom** and seconded by **Councilor Nichols** that Resolution 16-39 is adopted.

The Town Manager noted as discussed, the Pittsfield Economic Expansion Corporation (PEEC) and the Town Manager have been working with a number of businesses and on a number of economic development projects.

PEEC has voted to recommend to the Town Council that these two lots be sold to a young and upcoming company whose owner has built a home here in the community. As previously authorized by the Town Council, the Town Manager submitted a Letter of Intent which is the first step in the Community Development Block Grant Program process to apply for grant funding for this business. That application was successful and the Town was invited into the Application Process. CDBG Economic Development funds for a business can only be applied for by a Town under this program and the Town must be invited to apply. That invitation was received and the grant application is on-going. The remainder of the discussion on this project is listed under the other agenda items pertaining to this project as they are intertwined.

It is noted that all of the past Purchase and Sale Agreement have been through PEEC as the Town had transferred the property to PEEC. As the grant funds for the build out of the Industrial Park Addition or Phase II were acquired by the Town through an application by the Town Manager, the property was not transferred to PEEC. If it becomes too cumbersome to transfer property in terms of time, we can consider applying to the federal government for

approval to transfer the property. Chad Dow, the owner of Innovative Specialties, has served on town committees before so he has attended public meetings.

A copy of the Purchase and Sale Agreement that has been utilized by PEEC and been updated by the Town Attorney for the additional requirements for a sale by the Town was included in the Town Council's package.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 16-40:** Resolved that the Town Council approve the Request for Proposals for the new 4-wheel drive wheel loader and Authorize the Town Manager and Public Works Foreman to seek bids for same.

Moved by **Councilor Strom** and seconded by **Councilor Donahue** that Resolution 16-40 is adopted.

The Town Manager noted it is proposed that we purchase a new 30,000 pound class 4-wheel drive wheel loader with a multi-purpose (4 in 1 bucket) for the Town of Pittsfield's Public Works Department.

The Public Works Foreman Steve Vance notes that the existing loader is a 1986 Case wheel loader that has previously had one motor rebuild and has served most of its useful life. It is estimated that the highest possible trade-in value that we could possibly receive for the old loader is \$15,000. Therefore, the Town's Public Works Department proposes that the Town purchases a new Wheel Loader outright without any trade-in allowance and retain the old Case Wheel Loader to serve as a yard loader that will handle most of salted sand/salt stockpiling and salted sand truck loading. Retaining the existing wheel loader will help to extend the life of the new wheel loader and also allow us to have a backup wheel loader should the new loader ever be out of service. This will allow the new wheel loader to mostly stay out of the salted sand and also provide us with the ability to also do snow removal while allowing us to simultaneously be loading sand trucks. The life expectancy of the old wheel loader with this proposed limited use is approx. 5-8 years. This should in turn lengthen the life of the new Wheel Loader by 5-8 years.

The Highway Loader Reserve has \$186,892.07 as of 03/31/2016.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 16-41:** Resolved that the Town Council waive the bid policy, Chapter 2, Administrative Code, Section 106 and authorize the Town Manager and Deputy Treasurer to transfer and expend \$9,049.00 from PITT #03 Fire Department Reserve (G#1-610-00) for SCBA repairs and upgrades.

Moved by **Councilor Ferland** and seconded by **Councilor Donahue** that Resolution 16-41 is adopted.

The Town Manager noted the Fire Chief advised last week that the SCBA required repairs. There is only one company that the equipment can be serviced by and the Fire Chief obtained

a quotation. Repairs such as this, which are larger than the budget can afford and smaller than a loan, are addressed by the Fire Equipment Reserve.

Under the State law, the Town Council authorizes the use and transfer of funds that are in the Reserves for capital use or purchase. This is the type of item that we have carried reserve funds for over the years.

The Fire Chief noted the many changes to the Fire Codes through the years as well as equipment issues. The current equipment is over 10 years old. We need air packs to fight fires. We currently have 20 packs with a few extras.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 16-42:** Resolved that the Town Council authorize the Town Manager to execute the Town's Standard Services Agreement for the Scope of Work and Costs in Proposal #3 for Economic Development Consulting Services dated March 29, 2016 for assistance with lead generation for specific properties as recommended by the Pittsfield Economic Expansion Corporation.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Donahue** that Resolution 16-42 is adopted.

The Town Manager noted the Town has encumbered funds in the New LLC Tax Increment Financing District which has expired as the 10-year period for the TIF is over and the funds need to be spent on Economic Development. \$25,000 in funds were allocated for the sidewalk along Somerset Avenue as part of a larger project, however, all of the Town's funds would be spent in the public way. This left a balance just under \$24,000 which with interest over the next few months, will accumulate to \$24,000 to be spent. The Town Attorney approved the use of the funds for this purpose.

Larger Facilities in Town:

The Town has advertised extensively within its budget. As directed, PEEC and the Town Manager have literally spent many thousands of hours on the fate of the two large closed facilities – UTC and SAS. UTC is in great shape, many millions of dollars were spent cleaning up the inside and buttoning it down. The outside cleanup is not yet completed, however, is estimated by the company to begin shortly with the building able to be sold in the Fall.

SAS is a challenge as the factory is in great condition, however, the renovation costs of the 1880's mill is high. If the property is not sold in the next few years, it will become an immense liability.

The Town had offers on 4 of the 6 Industrial Park Expansion Lots, however, one company was not authorized to proceed forward to consolidate their operations here, leaving 1 interested party for two lots. This project will depend upon obtaining a CDBG Economic Development Grant.

The Real Estate Companies that handled the properties cannot generate any more leads. The Town, State of Maine, Maine & Company and regional economic development entities have

been unable to find the leads or interested parties. The Town Council, PEEC, other boards/committees, citizens and town staff are not going to generate international leads or leads from outside of New England. We have advertised as far as we can go. We need help. The funds were encumbered for the project, PEEC has negotiated out the project to reduce it to fit the budget.

It will consist of a Kickoff Meeting; Site Visit; Situational Assessment of Targeted Opportunities; and Tenant Lead Generation & Meetings.

Basically from talking to the Town, industry leaders in Town, reviewing the town's materials, site visit, and research which the Town will be involved with, a situational assessment that details industry attraction opportunities, provides a high level assessment of the suitability of the Town's 3 large sites for industries and makes recommendations for use in the lead generation phase of the work. Profiles will be created for each targeted industry sector/cluster and investment meetings (which we will own and can use in the future). This approach has been utilized for FirstPark and it is working. After over a decade of slow movement, there are a lot of leads, signed letters of intent and plans being made. Basically FirstPark has been revitalized.

The Town has a massive 144,000 square foot top of the line facility in its community located ½ way between Augusta and Bangor out here by ourselves. With the glut of empty factories across Maine and New England, it would be hard to market this in Bangor or other large areas. We need help to market this great asset and will work on SAS and the Industrial Park Expansion.

Other indirect benefits:

1. An international economic development firm with a base in Portland with local economic developers will review our marketing materials and we will get hints and ideas on how to beef it up. Our materials worked great when there was money and in fact, we attracted a lot of businesses through it and the on-line marketing, but this is a different era now. We compete with everyone and some of these other entities have a lot of money and we do not.
2. We can utilize the profiles to attract people to the other buildings in Town. The other buildings are not in great shape, however, I will be able to re-tool them for the Pittsfield Woolen Mill, for example. This is utilized for commercial storage for local businesses, however, the TIF will run out in 2017 and it is anticipated that there will be another effort to sell it.
3. The Town receives professional assistance for the period of time that we need and has no further obligations to the company unless at some point in the future, we would like to purchase another sector (if we changed our marketing focus or another large space opens up).

Jim Damicis is the Project Principal for Camoin Associates, an Economic Development consulting firm with an office in Portland. Daniel Stevens is the Project Manager and will coordinate with the Town. Daniel used to work for the State and as an Economic Development Director in the State of Maine. He is very helpful and I was very happy during the period of time that he worked in the State of Maine Ec & Comm Dev TIF Office. Camoin

Associates has teamed up with RCi, a lead generation firm from Canada that will provide the lead generation for our larger structures here in Town.

Mike Gray noted that PEEC vetted this company. They have a very high success rate. They are not just providing lead generation, but rather qualified leads. They are a great choice.

**Deputy Mayor Nichols** noted that the Town has done all that it can do and much more to market these facilities during a down economy for the State and that there are many empty buildings throughout the State. Canadian firms are moving into Maine across the border into Maine and the UTC facility is a great asset to market to them. The Town needs a company that has these type of leads and can determine which ones will suit the Town after research.

The Town Councilors discussed the pros of this arrangement and discussed how the time is very good now to start promoting these facilities to out of state interests as the economy is starting to show signs of coming back.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 16-43:** Resolved that the Town Council sign a letter to the Maine Department of Transportation requesting that the I-95 Northbound Bridge over the Town's Recreational Trail (Rail Trail) which MDOT has announced will be replaced with a buried arch will have lighting added, installed and maintained by MDOT for public safety, health and welfare.

Moved by **Councilor Donahue** and seconded by **Deputy Mayor Nichols** that Resolution 16-43 is adopted.

The Town Manager noted this item is follow-up from the April 04, 2016 Formal Public Informational Meeting held by MDOT and the subsequent discussion at the Town Council Meeting on April 05, 2016.

The Town Council has received a copy of the proposed letter to the State of Maine which focuses upon the public safety aspects that need to be satisfied for the proposed solution that has been chosen by MDOT.

As discussed at the meeting, although this is not actually what anyone thought would be the solution, MDOT has accommodated the Town's request and spent an additional three months working out the details to keep the Recreational or Rail Trail in its current location. There will be temporary interruptions for both the Town and SKILLS, Inc., however, the interruption will not be permanent as the first proposal to the Town from MDOT was with the relocation of the trail closer to SKILLS and along Hartland Avenue.

Although there were a number of concerns about inconvenience, it is clear that MDOT stated that the Buried Arch would not be lit by their agency, but rather by the Town if we wanted lighting (and paid for by the Town). This was deemed to be unacceptable by nearly everyone in attendance at the Formal Public Informational Meeting. This Buried Arch will be owned by the State of Maine that does not want to replace the bridge span. It seems reasonable for MDOT to make sure that the Buried Arch or what citizens are calling the "Tunnel" be lit for public safety. Many concerns were brought out by citizens regarding problems with the unlit tunnel.

With proper lighting installed and maintained by MDOT, the Buried Arch seems to be a reasonable compromise. The Tunnel is very long and it is anticipated to be dark in the middle. MDOT agreed to go back to look at lighting options as well as determine if the Buried Arch could be shorter in length. The Town and the citizens suggested Solar Lighting so that once the capital cost took place, there would be little maintenance and there would not be a CMP monthly bill which MDOT was looking to avoid.

It was noted that the Town Manager did look for solar grants and to date did not find an opportunity that would fit this situation. In addition, it would be rare for a grant opportunity to be available when the Town would not be the owner of the facility to be lit as it is the State's infrastructure.

The Town Councilors adamantly felt that the long arch needed to be lit for the public health, welfare and safety. Council members are hearing from users of the multi-use trail that they will not use this new facility unless it is lit due to safety concerns and that will hurt not only the community but also the region.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 16-44:** Resolved that the Town Council authorize the Town Manager and Deputy Treasurer to utilize the Fund 2 Water Cash Account for the expenses for the Olver Associates Contract for Phase I to not exceed \$92,000 to be reimbursed by the loan proceeds from the Maine Municipal Bond Bank Loan.

Moved by **Councilor Donahue** and seconded by **Councilor Strom** that Resolution 16-44 is adopted.

The Town Manager noted at the 02/15/2016 Council Meeting, the Town Council approved Resolution 16-16 as follows: 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 to \$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.

As discussed in January and February 2016, the contract with Olver Associates is for significant work to be completed up front prior to the Loan funds being received. The Town has received approval for the project, the funds have been reserved and the loan will be processed at the May 2016 meeting of the Bond Bank. We had discussed that if for some reason the project did not go forward, then the Town will have the design work completed.

The Town Auditor has advised how to pay for the bills prior to the loan funds being issued. Basically, the Town has established a new Expense and Revenue Account for the Loan and will charge the Engineering bills for Phase I to the Expense Account, utilizing the Water

Cash Flow for the Expense. On the Revenue side, we will have the drawdowns from the Loan posted when the funds arrive.

**VOTE: UNANIMOUS AYE**

## 6. **DISCUSSION ITEMS:**

### **Updates:**

**Water & Sewer Projects Update:** The Water/Sewer Department had decided to proceed forward with bidding out a lease for an excavator to determine the pricing for a six month period for multiple projects. This is on-going with bids due next week.

The Assistant Water/Sewer Superintendent is also working with Olver Associates on the DWSRF with the Engineer and Town Manager as well as working on the Industrial Park water and sewer lines with the Town Manager and the new owner of Lot #7.

**Highway Projects Update:** Highway has been quite busy with many highway and building projects. Several pieces of equipment are being updated and/or repaired. Public Works is working on multiple pieces of equipment and determining how best to propose to address equipment needs.

The Public Works Foreman will also 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. This will also 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 in May 2016 or very early 2016. That is a small project and the bid proposals for the tree purchase are due on Wednesday, 04/21/2016.

**Recycling Locations Update:** With the change in the Recycling Container, it takes approximately ½ hour to clean it out and it can move back and forth easily as long as we have a truck driver that day/when the driver is not hauling waste. The Recycling Coordinator has issued a schedule for people to put on their refrigerators or other locations to remind them of when the recycling will be picked up at an elderly citizen's house. The Recycling will be picked up once per month which the 3 people that we now have were pleased with for the additional assistance to be provided by the Town. Recycling is really up with more cardboard and newspaper in the Recycling Can. I wrote a press release or update for the newspaper and inputted it on the Re-Use Building; new Recycling Container Setup; Thanked Bolsters for helping us with the extra can; Advised people to take the glass to the Transfer Station where there is a large can full of glass waiting for a use. I would refer to the newspaper article talking about the challenges of recycling glass. It is usually being used as a road base or trail base. All has been going along well with the program and a number of people have thanked us for having the container come back much sooner.

**History:** So far two people have contacted the town regarding curbside pickup – 1 being home bound and arrangements have been made to pick up her materials monthly by the Recycling staff. The second one was concerned that the bin had been taken to the recycling

center to be emptied. The staff is doing much better with the bin being here more days than not, but there are still gaps at this time. Depending upon what takes place in the next few months, we would possibly need two bins in service for the weekend. We will have to review this. If so, there are two locations and we would need to establish which parking lot – the Municipal one or the one by the former Pizzeria will have which materials. This will all depend upon usage.

**Solid Waste Disposal Options for the Future:** Our Recycling/Transfer Station Coordinator has reviewed the various options and come to the conclusion that with the high costs of the PERC Facility as well as the Fiberright Project that it would be advantageous to have a long-term agreement with Norridgewock at a lower price. The longest arrangement is likely 5 years. A number of towns in our area are going that direction. The Fiberright project is not a proven technology and it is a fair haul for the Town. PERC has recently been in contact with the Town. Norridgewock has been in contact with the Town. Donnie Chute is crunching the numbers for at least a five year plan for the near future for waste disposal. Those towns that do not sign up with an option for the next few years run the risk of no option being available which with this type of service need would be hauling out of state or much further away. We have a meeting scheduled with PERC this week for an update. Basically, we view that this will simply end up being a decision based upon cost as the Town budgets are extremely tight, the Town has lost a large business as many towns are now grappling with and there is simply no extra money to spend for anything.

**Pittsfield Community Theatre Update:** A draft copy of the Theatre Assessment was provided to the Theatre Committee. The architect and the Theatre Manager are working on pricing so that we can see exactly how large this renovation project will be. The projects are to be listed in order of priority and in order that they need to be completed so that we do not have to re-do items. As you know, this is a massive project which needs to be completed in phases which means multiple funding applications.

The Theatre Committee did not think that the Canopy was ever smaller than it is now and the Historic Architect believes it is so this item needs to be resolved. The Theatre Manager provided extensive quotes on the chairs, however, did not provide a recommendation so we are awaiting a recommendation of how to budget. Once these two items are completed, we can obtain the completed Assessment to be used for funding opportunities.

**Bicycle Pedestrian Plan Draft:** There has been no progress on the end of KVOCG and the planner who was working on this document. A number of us have discussed this and given that there has been sufficient time to finish this project and to have the ad hoc group involved and that has not taken place, that we will initiate the meetings ourselves in April and work on the draft inviting KVOCG to the meeting.

**Ordinance Amendments Update:** The Planning Board discussed the two items that were referred to them by the Ordinance Committee for resolution – the Visual Assessment and how it would be done on a wind turbine and the Home Enterprises which appeared to be vague in parts and overregulating in other parts. The CEO is still studying these items and will be bringing in revised language to the next meeting. These have been the only two pending items since earlier this year.

The Planning Board voted down moving forward on the Outside Boiler Ordinance or provision as there are provisions in the State Law now. It was thought that those who are concerned should utilize the State law and work with the State before coming to the Town.

A local business owner has asked to put senior housing into the motel and this would require a zoning change. I had the CEO check to see if it was possible to change the acceptable uses for the Zone rather than a time-consuming and expensive zoning change as these must be done in a precise orderly fashion. The CEO states that the change must be one of changing the zone for the property moving the zoning lines on the map. This would require a multi-step process with notification of abutters. This type of item is similar to that of an ordinance change, the individual will need to submit an application fee if the Town is going to work on this as it will require multiple public hearings which require legal ads. We do not charge for personnel costs or supplies – just the ads as they are the major out of the pocket cost.

**Codes Enforcement:** As the rush at the beginning of the year with all the large projects has 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.

**Items out to Bid:** Reviewed the number of RFPs that are currently out on important projects.

**Somerset County Budget Proposal to Public Hearing on 04/19/2016 (sent separate to the Council Package due of the short timeframe):** The hearing started when our meeting started this evening. There is a proposed Assessment increase for Pittsfield due to the increase in the proposed County Budget and our Valuation Increase. The amount appears to be \$29,431.15 or a 5.25% increase with the new 2017 valuations.

**MSAD #53 Referendum Results:** 32 voters turned out for the Special Referendum for the School District with the results of 31 in favor, 1 against the indebtedness article for the State School Revolving Loan Fund in which 33% of the debt would be required to be paid back and the remainder would not.

**Maine Service Centers Coalition Legislative Updates: Included those that came in by the Council Package Deadline:** As our Council Packages are getting very large, I am going to place all of the interesting reports that we get through several programs and offices into the FYI Package from now on.

**State and Congressional Updates: Included those that came in by the Council Package Deadline:** Same as above.

## 7. **REPORTS:** Audience, Council

### **Audience:**

**Mike Gray:** Will the school referendum affect us on the list for new schools, or bring us down on the list? The Town Manager noted that we are currently not on the list, so it shouldn't affect it. There are many other issues that will still qualify us for the list but these are repairs that cannot wait.

Bernard Williams: In reference to the County Budget – last year people on the Budget Committee decided to hold the line with no increases. This led to many issues.

**Council:**

**Councilor Donahue:** No Comment.

**Councilor Manning:** Absent.

**Councilor Ferland:** I noticed my name was missing from the 04/05/2016 Minutes in the Present section. In order for a Town to run properly, we need to spend money. Bernard – I appreciate you coming in to explain everything to us on the fire truck.

**Deputy Mayor Nichols:** Thank you to the Department Heads that came in tonight. Thank you Mike Gray for coming in. I was in the new bottle redemption. It must be the cleanest redemption I have ever been in. They are doing an excellent job.

**Councilor Strom:** No Comment.

**Councilor Cianchette:** Absent.

**Mayor Stackhouse:** I want to thank the Department Heads for coming in. Thank you to Bernard for finding us a truck.

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 8:01 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 8:35 p.m.

**VOTE: UNANIMOUS AYE**

9. **ADJOURNMENT**

Motion by **Deputy Mayor Nichols** and seconded by **Councilor Strom** that the meeting be adjourned at 8:36 p.m. All in agreement.

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Nicole Nickolan, Town Clerk