

MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, November 15, 2016 at 6:30 pm in the Council Chambers.

PRESENT: COUNCILORS: Robert Stackhouse, Timothy Nichols, Heather Donahue, Trudy Ferland, Scott Strom and Marie Manning. **ABSENT:** Michael Cianchette. Also present: Town Manager Kathryn Ruth and Town Secretary Karen Kelsey. Audience members: Don Hallenbeck, Peter Logiodice, Councilor Elect Howard Margolskee, Anna Bockis, Fire Chief Bernard Williams, Acting Police Chief Timothy Roussin, Transfer Station/Recycling Coordinator Don Chute, Assistant Water/Sewer Superintendent Scott Noble, Cemetery Sexton Peter Snow, Deputy Fire Chief Dean Billings and others.

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 October 18, 2016 and November 1, 2016.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Strom** that the minutes of the Regular Meetings held on October 18, 2016 and November 1, 2016 be adopted.

Councilor Manning pointed out a typo that will be fixed in the November 1, 2016 minutes.

VOTE: UNANIMOUS AYE

3. PRESENTATIONS, CONGRATULATIONS AND INTRODUCTIONS:

1. Presentation by the Town Manager on Town Goals and Achievements

The Town Manager briefly reviewed the Town Department Achievements for 2016 and goals chosen by the Departments for 2017.

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

Community and Economic Development Activities and Events
Small Business Saturday is Saturday, November 26, 2016

Report on New Business Activity & Opportunities in Pittsfield:

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 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 DEP Permit for the transfer of Somerset Plaza from Apple Mountain LLC to Dana Cassidy, the current owner, was received. The developer and the Plaza owner continue to work on this project. The plans have been received for the building and reviewed by the third-party inspector. The contractor has been hired and we have been advised that the company will hire local subcontractors. The construction company has contacted the Town to start the sewer hookup process. On 09/01/2016, the Town received a copy of the DEP Site Location Permit for the project to proceed forward to construction. The Town has been advised that bids are being sought on the project. The Dunkin Donuts project began at the Plaza on 10/11/2016. Site work is underway.

Cianbro Corporation officially purchased the Tech Center on Thursday, 02/18/2016 from the Pittsfield Economic Expansion Corporation. The building is under renovation inside as the building is to be tailored to Cianbro's needs. Cianbro has advised that now that they have completed their new Southern Maine location where they have a tenant that needed occupancy, that the company will be back working on the Tech Center. There has been some recent activity in the building.

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. The company worked with the Building Inspector to obtain the building permit to begin the project. The driveway, parking area and foundation were underway at the last meeting with more work being conducted since.

The building has been erected. Employees have been hired for the summer to move the products. Blueberries are evidently going to be ready sooner than usual. The owner is working away to get everything into order and is very excited to be working in Pittsfield. The blueberry season was officially over with last week. The owner is now down in New York promoting wild blueberries. The Town is looking into how to assist with making connections and networking opportunities for the company. We have two groups that may work with the Town on scheduling a meeting to introduce Blue Sky Produce to the region. A meeting with interested farmers and other individuals/organizations regarding food storage, food distribution and markets for local products has been set for Monday, November 14, 2016 at 3:00 pm at the Municipal Building Council Chambers.

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. This project is currently going through the CMP review process and discussions. The project is under development planning.

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 was on the agenda for the 04/19/2016 meeting with three actions listed and on the agenda for 05/03/2016 with two ordinances set to public hearing and a resolution. The CDBG grant was approved for submittal after a very positive public hearing was held. The grant application was filed by the deadline in May. The project was approved at the 09/12/2016 Planning Board Meeting. All grant paperwork for the Phase II Project Development was filed on time at the beginning of October. The project is under review by the State. An RFP was drafted by the Town and reviewed by the State for engineering assistance for Innovative Specialties. The RFP has been provided to the company along with a list of suggested engineers to contact as well as any engineers that Innovative Specialties would like to obtain pricing from for assistance with the building. The Town has received a number of approvals and is awaiting the Town Attorney's review of the Side Agreement with Innovative Specialties, LLC so that we can execute all paperwork and start the project.

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 which is estimated to be August 2016. This property at the corner of Main Street and Central Street is already starting to look better as it receives much overdue attention. The property is undergoing a large renovation and face lift. The project is nearing completion.

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).

Andrea Amara for Andrea's Salon at 11 Huff Road for a hair salon.

Kimberly Wick for The Sitter Center Daycare at 50 Mount Road

Steven Lamarre for Off The Wall Collectibles at 129 Morrill Street

The Town Council will sign a Business Certificate for a Business Expansion at the meeting for: Bag End Suri Alpacas of Maine's new Farm Store at 226 Snakeroot Road and Dysart's for its expansion on North Main Street.

The Economic Development Lead Generation Project is going well with the issuance of the Situational Assessment and recommendations for sectors to promote for business attraction for the UTC Facility, SAS Facility and the Pittsfield Industrial Park Expansion, Phase II. Lead generation is now underway.

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 12/31/2015, 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. The Town was able to receive a copy of the final paperwork for the inside of the building on 05/23/2016. 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 or another company may have to address this. Marketing has started again inside the State of Maine and then will start up outside the State of Maine with the Consulting Contract. The Town has contacted the company regarding a desirable business for the community that has interest in the building. The company has also received a proposal from someone else that is under consideration. The Town has learned that there is a Purchase Sale Agreement for the property. A tour was conducted of the facility at the end of July 2016. The Purchase Sale has been reported to be moving forward to its conclusion.

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. The Town has now learned that

proposals will be reviewed on this property so we are working with a company on a proposal for a new manufacturing facility. The company is very interested in this facility. The company has been requested to provide their proposal for the project to the Town in writing so that we can proceed ahead. A proposal has not been received. It is reported that other parties are looking at the facility.

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. As of the writing of this agenda item, information has not been received.

American Legion:

The American Legion's demolition project is well underway with the building coming down the week of September 12, 2016. The demolition was concluded by September 23, 2016. Now the Legion is working on the details for the foundation. The site looks great! There have been many good comments about how nice the area looks. The foundation has been filled in. The American Legion is looking at options for a modular unit for the property. This is such an improvement to the neighborhood.

D. Somerset Avenue Projects:

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

The Town inquired into 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 with the proposed solution. MDOT has been trying to clean out and explore the catch basin system on Somerset Avenue due to issues.

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

Town Manager: No Report due to the length of the agenda this evening.

Finance Committee: No Report;

Ordinance Committee: No Report;

Recycling Committee: No Report

5. PUBLIC HEARINGS: None

6. NEW BUSINESS:

ORDINANCE 16-19: (To be set to Public Hearing 12/20/2016) The Town of Pittsfield hereby ordains the 2017 Capital Budget be approved as follows:

Highway General Equipment	\$ 65,000
Waste Transporter	15,000
Municipal Building Capital	5,000
Library Capital	5,000
Theatre Renovations	10,000
Fire Station Capital	5,000
Park Projects	30,000
Airport Hangers	300,000
Theatre Revitalization	216,000
Community Building	100,000
Downtown Revitalization	50,000
Town Celebration	<u>15,000</u>
Total Projects/Reserves:	\$ 816,000
Funding by Loan	-\$ 0
Funding by Lease/Purchase	-\$ 0
Funding by Reserves	-\$ 0
Funding by Special Revenues	-\$ 15,000
Funding by Grants	-\$ 180,000
<u>Funding by Other Resources</u>	<u>-\$ 516,000</u>
Total to be raised by taxation	\$ 105,000

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Manning** that Ordinance 16-19 be set to public hearing on December 20, 2016.

The Town Manager explained the Charter requirements for the budget ordinances and how this particular ordinance works. It was explained how the first items were financed by tax dollars from the Highway General Equipment to the Fire Station Capital in the amount of \$105,000. The remaining items starting with the Park Projects are financed only if funds are received for them such as grants, donations, loans, etc. and when approved by the Town Council. Having these items in the Capital Improvement Program has been beneficial for the Town because a grant program can come up quickly or a low interest loan opportunity and the Town will already have the items listed in the CIP. All of these items still require authorizing ordinances and/or votes by the Town Council.

VOTE: UNANIMOUS AYE

ORDINANCE 16-20: (To be set to Public Hearing 12/20/2016) The Town of Pittsfield hereby ordains that the 2017 Operating Budget in the amount of \$2,886,633 () be approved, and the total sum of \$3,702,633 () be appropriated (Operating plus Capital Budgets);

AND FURTHER, that \$1,286,004 () be raised through taxation; that \$1,076,990 () be raised from estimated revenues; that \$229,129 () be appropriated from State Revenue Sharing; that \$0 () be appropriated from Lease/Purchase; that \$0 be appropriated from Loans/Bonds; that \$0 () be taken from reserve funds; that \$15,000 be appropriated from Special Revenues; that \$180,000 () be appropriated from grants; that \$516,000 () be appropriated from other Revenue Sources; and that an additional sum of \$399,510 () be taken from undesignated fund balance.

Moved by **Councilor Donahue** and seconded by **Councilor Ferland** that Ordinance 16-20 be set to public hearing on December 20, 2016.

The Town Manager advised that to date, we have received the final health insurance costs and the increase has been placed in the budget. Those areas which address minimum wage, which are few, will be revised as needed for presentation at the public hearing on 12/20/2016. It is much more efficient to make any changes needed all at once rather than at separate meetings. If there are other revisions, they can all be made at once after the budget hearing, which makes for a very streamlined budget process and much easier to document revisions and final approval.

VOTE: UNANIMOUS AYE

ORDINANCE 16-21: (To be set to Public Hearing 12/20/2016) The Town of Pittsfield hereby ordains that the 2016 Water and Sewer Enterprise Fund budgets in the respective amounts of \$430,732 () and \$501,350 () be appropriated from the respective estimated departmental revenues.

Moved by **Councilor Ferland** and seconded by **Councilor Manning** that Ordinance 16-21 be set to public hearing on December 20, 2016.

VOTE: UNANIMOUS AYE

ORDER 16-10: Ordered that the Town Council authorize the Town Manager to execute one or more Master Lease Purchase Agreements in the principal amount to not exceed \$536,175 with PNC Equipment Finance, LLC for the purchase of a new Fire Pumper from the Pierce Manufacturing Company.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Strom** that Order 16-10 be adopted.

Chief Williams advised that the Town needs to move forward this evening as he has been advised that a price increase of about 5% is being considered by Pierce for December 2016.

There was a lengthy discussion among the Town Councilors, Town Manager and Fire Chief regarding the term for the Fire Pumper. Each Town Councilor discussed their preference.

Mayor Stackhouse announced that it was clear that all Council members favor the 10-year term. The Town Manager had budgeted for the 10-year term payment in the proposed 2017 Municipal Budget Debt Service Department Budget as it was much easier to decrease a payment then it is to increase a payment once the budget is put together.

VOTE: UNANIMOUS AYE

RESOLUTION 16-138: Resolved that the Town Council authorize the Town Manager to execute the Purchase Agreement with Pierce Manufacturing Company in the principal amount to not exceed \$536,175 for the new Fire Pumper.

Moved by **Councilor Ferland** and seconded by **Councilor Manning** that Resolution 16-138 be adopted.

The Town Manager noted that this Resolution authorizes the Town Manager to execute the purchase agreement with Pierce for the actual fire pumper that will be built.

VOTE: UNANIMOUS AYE

RESOLUTION 16-139: Resolved that the Town Council authorize the Town Manager to execute the Interlocal Contract for Cooperative Purchasing with the Houston-Galveston Area Council (H-GAC) titled HGACBuy to receive the discounted price for the Fire Pumper of \$536,175.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Ferland** that Resolution 16-139 be adopted.

The Town Manager explained that this Resolution authorizes the execution of the cooperative

agreement which saves the Town over \$20,000 on the cost of the fire truck. Pierce Equipment explained this program in detail to the Fire Chief.

VOTE: UNANIMOUS AYE

RESOLUTION 16-140: Resolved that the Town Council authorize the Town Manager to execute all other necessary paperwork for the purchase of the new Fire Pumper in the principal amount to not exceed \$536,175.

Moved by **Councilor Manning** and seconded by **Councilor Strom** that Resolution 16-140 be adopted.

The Town Manager noted that this Resolution was added to the required Order and Resolutions in case another document or agreement required signature. The Town Manager advised that while the Authorizing Ordinance passed earlier this year allowed the Town to move forward on the financing and purchase of the fire truck, that it is important to have all of the separate votes documented at the Town Council Meetings.

VOTE: UNANIMOUS AYE

RESOLUTION 16-141: Resolved that the Town Council approve the Request for Proposals for the Purchase or Lease of One (1) New Postage Meter and Authorize the Town Manager and Financial Clerk to seek bids for the same.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Manning** that Resolution 16-141 be adopted.

The Town Manager explained the history behind the need for a bid process. The Town Manager advised that this RFP was Finance Clerk Cammie Jemery's first attempt at a bid document and she did an excellent job.

VOTE: UNANIMOUS AYE

RESOLUTION 16-142: Resolved that the 2017 Budget Calendar be amended on Page 1 with the Budget received by 11/11/2016 and all presentations to begin on 11/15/2016, thereby resulting in the same budget completion date.

Moved by **Councilor Donahue** and seconded by **Councilor Ferland** that Resolution 16-142 be adopted.

The Town Manager advised that this was a housekeeping vote for the record to reflect the change in the budget sessions in which we were doubling up on one session while still finishing the budget process at the same time.

VOTE: UNANIMOUS AYE

RESOLUTION 16-143: Resolved that the Town Council authorize the Town Manager to execute the Agreement with the Maine Department of Transportation to accept the payment of \$250.00 as just compensation for all Property Rights taken in connection with the Temporary Construction Rights of .10 acres on Town Property for the State's Bridge/Span project for the I-95 Northbound Bridge over the Town's Recreational Trail (Rail Trail).

Moved by **Councilor Donahue** and seconded by **Councilor Ferland** that Resolution 16-143 be adopted.

The Town Councilors received a copy of the Maine Department of Transportation's offer for the temporary construction rights to be utilized on the Town's property known as the Recreational Trail (Rail Trail) and the agreement for those rights. As discussed previously, a temporary trail will be set up on the Town's property which should be fenced on the side adjacent to the Skill's property. This is a temporary taking of the Town's property and not supposed to be a permanent taking as the trail will then be located back in its current location once the span is open.

We had not signed the documents and kept inquiring about the need for the lighting of the span after sending the letter from the Town Council requesting that the span be lit.

The Town Manager announced that the Town has received written confirmation from MDOT indicating that there will be a nice solar powered system with battery backup. It will have 2 fixtures outside (1 at each entrance) and 5 fixtures inside. She has thanked the MDOT and indicated that we will promote the use of the Recreational Trail with its span and solar powered unit as a "green span/tunnel."

The Town Councilors were very pleased that MDOT has agreed to their request and feel that this will be a great enhancement to the proposed span.

VOTE: UNANIMOUS AYE

7. REPORTS: Audience, Council

Audience:

Don Hallenbeck advised the Town Council of the history of the Dysart's building where the new addition was constructed adding extensive restaurant table space for customers. He noted that he learns something new every day.

Council:

Councilor Manning: Go Huskies, great game at MCI. Special thanks for the bonfire. Congratulations to Scott Strom who is going to the State House. She went to his party and was the only liberal there. She felt very welcome. Councilor Manning is looking to the future. She

is a diverse individual with friends of diverse backgrounds. She is very sad with all the comments and behavior of people after the election. She would like anyone in a position of leadership to ask for the violence to stop and to find a way for peace.

Councilor Donahue: Ditto regarding Councilor Manning's comments. Congratulations to Scott. It will be an interesting year ahead.

Councilor Ferland: Would like to commend the dedication and compassion of the school employees at SAD#53.

Deputy Mayor Nichols: Congratulations to Scott. Glad the election is over. The Deputy Mayor advised that people should pay no attention to the media. He tells his grandkids to ignore the media. There were not any 24-hour news cycles in the 80's. It is advisable to listen to Mr. Ed to save sanity and not end up in a rubber room. One needs to look at positive items. He would like to send condolences to Merlon Ouellette who lost his wife Cheryl.

Councilor Strom: Advised that he would be sworn in on Wednesday, Dec 7. His last day at New Balance is coming up so he will have some time available during the day if needed by the Town. Councilor Strom announced that no one is happier the Election is over with than me!

Councilor Cianchette: N/A

Mayor Stackhouse: Congratulations to Scott on his election victory. Congratulations to Howard as a new Councilor next year. Everyone needs to work together to make America great again. He would like to send condolences to Chief Emery's family and friends as well as condolences to Merlon Ouellette on the loss of his wife.

8. DISCUSSION ITEMS:

Updates:

- A. Financial Reports as of 10/31/2016
 - Budget Expenditure Report
 - Revenue Collections Report
 - Tax Acquired Property Report
 - Economic Development Revolving Loan Update
 - Housing Revolving Loan Update
 - Transfer Station/Recycling Monthly Report
 - Theatre Monthly Report
 - Excise Tax Collections Comparison Report
 - State Revenue Sharing Comparison Report
 - Personal Property Tax Collection Report
 - Real Estate Property Tax Collection
- B. Other Reports as of 10/31/2016
 - Building and Plumbing Permit Reports

Library Report – Librarian’s and Library Trustees Minutes
Police Report

The Town Manager advised of the following:

Budget Expenditure Report: 83.33% of period; 78.5% municipal, 71.6% municipal, water & sewer (depreciation and transfers done by Auditor so percentage will increase)

Revenue Collections Report: 83.33% period; 66.9% municipal, 67.9% municipal, water & sewer

Excise Tax Collections Comparison Report: For this period, \$24,827.62 ahead of 2015 collections at this time of the year.

State Revenue Sharing Comparison Report: For this period, \$30,582.93 behind the 2015 collections. This account needs to be watched closely as it continues to fall behind.

The remainder of the Financial Reports are self-explanatory.

9. EXECUTIVE SESSION: Not needed

10. ADJOURNMENT

Motion by **Deputy Mayor Nichols** and seconded by **Councilor Strom** that the meeting be adjourned at 7:30 p.m. All in agreement.

Mayor Stackhouse announced that there would be a short break and then the budget workshop would begin.

VOTE: UNANIMOUS AYE

Kathryn Ruth, Deputy Town Clerk