

MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, December 06, 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 Deputy Treasurer Emmalee Reed. Audience members: Councilor Elect Howard Margolskee; Assistant Water/Sewer Superintendent Scott Noble, Don Hallenbeck, and Peter Logiodice.

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 November 15, 2016.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Manning** that the minutes of the Regular Meeting held on November 15, 2016 be adopted.

VOTE: UNANIMOUS AYE

3. PRESENTATIONS, CONGRATULATIONS AND INTRODUCTIONS:

Review of Grants, Low-Interest Loans and Forgiveness:

The Town Manager provided a brief update of the grant and low-interest loan projects which have saved the Town extensive funds as interest rates of .15% to 1.0% significantly lower the debt service payments on projects which have a 20 - 30-year term.

Grant Funding awards, submittals and on-going opportunities total over \$13,634,828. When low-interest loans and grant forgiveness projects are included, the total rises to over \$17,998,828.

Community and Economic Development Activities and Events:

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

Lots of exciting development projects are being planned or are in progress. More to come at the meeting.

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. The grant is in the process of encumbrance with the State of Maine. The engineering firm with the low bid was chosen by Chad Dow and is now working on the project's engineering required to obtain permits for construction.

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

Bag End Suri Alpacas of Maine's new Farm Store at 226 Snakeroot Road

Dysart's expansion for restaurant seating in the North Main Street section of the building

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. The Town has requested that the company move forward.

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.

E. Report on Meetings & Events:

Report on Meetings:

Many meetings at a local and regional basis were cancelled or lacked quorums as this is a very busy time of the year.

Upcoming Meetings:

Most meetings at the local and regional level will start up again in January 2017.

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

Town Manager's Report:

1. The FYI Folder: FYI Folder which contains items that come in between the Town Council Meetings has the following this evening: See List

2. Upcoming Events:

The 2nd Annual Winter Holiday Celebration at the Hathorn Park Gazebo on Wednesday, December 7, 2016 on Wednesday, December 7, 2016 at 5:30 pm to welcome Santa Clause to Town as he arrives in a horse and wagon. Join Warsaw students in singing traditional carols and holiday songs, enjoy hot chocolate and warm up with friends and family to watch as Santa comes to Town and lights Pittsfield's Christmas tree in the Gazebo. After the tree is lit, Santa will welcome children for a sweet treat.

"Women of Spirit: Exploring Sacred Paths of Wisdom Keepers" Book Launch on Friday, December 9th from 10:30 - 11:30. The book is a collection of essays, poetry, art, rituals and prayers featuring women sojourners, sages, mystics, ministers, witches, shaman, medicine women, philosophers, therapists, life coaches, yogis, and more. Their journeys, stories, teachings and practices are beneficial for everyone who is on a spiritual journey. The anthology is full of powerful messages and useful tools for everyone. Contributor and publisher "Twinkle" Marie Manning, will read excerpts from the book, with book signing and refreshments.

Felted Gnome Making Workshop on Tuesday, December 20 from 1:00 - 5:00. Learn how to needle felt a gnome like the ones in the book "The Gnome Project" with Maine Artist /Author Jessica Peill-Meininghaus. You'll learn to use a felting needle and create a little gnome in colors of your choosing. It's always fun! You can add details and decorations to make him or her even more personal. Teens and adults attending must have good manual dexterity. Supplies will be provided. Please contact the library at 487-5880 to sign up as the class limited to twelve people. The class is taught by Jessica Peill-Meininghaus is the author of "The Gnome Project" and is an accomplished fiber artist - felting gnomes, pictures, and decorative accessories.

Pittsfield Community Theatre Free Movie on Saturday, December 17, 2016 with doors opening at 1:30 pm. Movie starts at 2:00 pm to see IT'S A WONDERFUL LIFE. Movie is PG and 2 hours, 10 minutes long. Come join the fun. Free popcorn and drink. There will be a drawing for gifts after the movie. Come see a wonderful classic of the season and enjoy the companionship at the theatre.

Riff & Hal Hallelujah Experience Christmas Extravaganza at the Pittsfield Community Theatre on Friday, December 16, 2016 with the fun starting at 7:00 pm. Adults \$10, Kids under 12 \$8.00; and Kids under 5 are free. Fun for all ages with songs, stories and holiday treats. Part of the proceeds to benefit the Theatre Fundraising

3. Pittsfield’s Birthday on June 19, 2019:

The Town was incorporated on June 19, 1819 so our 200th birthday is coming up. We should start making plans in January 2017.

4. Pittsfield Spirit of America for 2017:

Bruce Flaherty who operates the Maine Spirit of America Foundation Awards has congratulated the Town on its Gold Spirit Award and states that it is not too early to be thinking of the Spirit of America Candidate for 2017. We can honor the person anytime from February – April to receive the annual award for the individual and our community. So be thinking about volunteer candidates.

5. Board and Committee Positions Available for 2017:

The advertisement listing available board and committee positions was read.

6. TAPs

The automatic tax lien foreclosure process for 2014 unpaid taxes will take place on Monday, December 19, 2016. The Town Council will receive a report of the status of the taxes for 2014 at their regular meeting on December 20, 2016.

7. Police Car Transmission Issues:

The new police vehicle was taken down to the dealer after breaking down and was fixed very promptly. The transmission is under warranty. We did advise the Acting Police Chief to get written paperwork on what was completed so if there was an issue after our warranty runs out, we would then have the information on file to assist us with a fix.

Finance Committee: Councilor Strom provided a report of the Finance Committee Meeting which took place prior to the Town Council Meeting. The Finance Committee reviewed the results of the recent Request for Proposals on the Town’s Investments as well as discussed the need for a Request for Proposals to be issued for the checking account as TD Bank will be closing.

Ordinance Committee: No Report

Recycling Committee: No Report

5. PUBLIC HEARINGS: None

6. NEW BUSINESS:

ORDINANCE 16-22: (To be set to Public Hearing 12/20/2016) The Town of Pittsfield hereby ordains to authorize the transfer of unencumbered appropriation balances to various departments.

FROM:	05-05	Communications	\$ 4,000
	05-20	Street Lights	2,500

	05-25	Animal Control	5,000
	15-05	Transfer Station	2,500
	35-05	Unclassified/Contingency	7,000
	35-05	Unclassified/Grant Match	10,000
TO:	05-10	Police Department	\$ 14,000
	35-05	Unclassified/Payroll	17,000

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Strom** that Ordinance 16-22 be set to public hearing on December 20, 2016.

The Town Manager noted the Charter provides for the Town Council by ordinance to transfer part or all of any unencumbered appropriation balance from one department to another. This is a housekeeping process required under the Town Charter. Until 2002, the Town had not processed transfers for several years and the Auditor had identified this as needing to take place.

The Departments needing transfers are:

- (1) Police Department: Overtime, part-time coverage and gasoline costs drive this budget. In addition, personnel costs were increased due to pay out costs. Personnel costs also increased with everything that the Town has been going through with the Police Chief's passing.
- (2) Unclassified/Payroll: Takes place in 2016 due to computer issues in 2015 which occurred with processing the payroll which had to be moved into 2016. Every 7th year, the 53rd payroll takes place. A good result from this is that we do not have to budget for it for another 7 years and did not actually raise taxes for it as we fit it into existing available unencumbered funds. Basically, this turned out to be a win-win.

The Town also has 3 departments that will have expenditures which are very close for the end of the year and these are being watched carefully. It is believed that they will finish within budget, however, if by 12/20/2016, unanticipated issues develop which are beyond the control of the departments, then the Ordinance will be recommended for amendment.

By tightening the budgets and utilizing budgets which do not cover any emergency and additional expenses, the transfer system is very important. It **assists in raising less taxpayer dollars** as we know at the end of the year that we can transfer funds between budgets. This system does create extra work, however, it also does save taxpayer dollars.

Total Transfers for the Year 2016 are preliminarily projected at \$14,000 between accounts. No transfer of funds is required from unappropriated surplus.

These accounts will be reviewed in detail prior to the Council Meeting as we will have more than ½ of the last month in the fiscal year available for analysis.

VOTE: UNANIMOUS AYE

RESOLUTION 16-144: Resolved that the Town Council waive the Regulation of Bid and Contracts (Section 106 of the Administrative Code) and authorize the Town Manager to sign the Town's Standard Agreement Form with Olver Associates for Engineering Work to include Design Only to not exceed \$85,000.00 for the Hunnewell Avenue Water Main Replacement and Secondary Route from Treatment Plant Drinking Water State Revolving Loan Program Project

Moved by **Councilor Donahue** and seconded by **Councilor Ferland** that Resolution 16-144 be adopted.

The Town Manager noted the Town Councilors received a copy of the Town's standard agreement form for this project. Only the engineering is being authorized. The State of Maine offered a low-interest loan to the Town for the engineering so that the project can be ready to proceed forward if an offer is made and the Town is interested in proceeding forward at that time. The Town Council approved the ordinance. The Maine Municipal Bond Band (MMBB) approved the entire project if at some point the project is to move forward. The Town asked for clarification in the MMBB letter so that it was clear that the Town is only borrowing \$85,000. The Town Attorney approved the language in the MMBB letter.

VOTE: UNANIMOUS AYE

RESOLUTION 16-145: Resolved that the Town Council waive the Regulation of Bid and Contracts (Section 106 of the Administrative Code) to accept the proposal from E.J. Prescott of Gardiner for a total to not exceed up to \$15,000.00 for the purchase of six (6) Waterous Fire Hydrants

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Strom** that Resolution 16-145 be adopted.

The Town Manager noted that Assistant Water/Sewer Superintendent Scott Noble is here this evening to speak to this item. Scott Noble explained the steps that he went through. E.J. Prescott has offered us a great price for the purchase our hydrants again this year. These hydrants will be used on Leighton Street, Detroit Street and on the Spring Road. The cost of the Spring Road hydrant should be reimbursed by the town's insurance carrier as it was damaged in a motor vehicle accident that was not reported to the police department.

Our new salesman, Jason Chadwick has taken about \$600 dollars off each hydrant already. And as the council might remember, I do not except the final price until I know it is the absolute best price our salesman can give.

VOTE: UNANIMOUS AYE

RESOLUTION 16-146: Resolved that the Town Council authorize the Town Manager to sign a one (1) year extension of the current postage meter lease with MailFinance in an amount to not exceed \$1,631.20 for 2017.

Moved by **Councilor Ferland** and seconded by **Councilor Donahue** that Resolution 16-146 be adopted.

The Town Manager noted the Town Council authorized the RFP for the Postage Meter at their last Council Meeting. The proposals were due on Wednesday, November 30. No proposals were received. The staff attempted again to negotiate with the company which provides the current postage meter. Fortunately, due to our persistence, the price will increase only \$1.93/month or \$23.16 for the year.

VOTE: UNANIMOUS AYE

RESOLUTION 16-147: Resolved that the Town Council authorize the Town Manager to execute the Memorandum of Understanding between the Kennebec Regional Development Authority and the Town of Pittsfield for representation services for lead generation in Canada

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Strom** that Resolution 16-147 be adopted.

The Town Manager noted under the Town's economic development lead generation contract with Camoin Associates and Research Consultants International (RCI), leads of companies interested in expanding to America and specifically would consider this region, will be provided to the Town. The final step in the economic development lead generation contract is to visit those companies that are interested in our region that the Town chooses from the recommendations received.

The Kennebec Regional Development Authority (KRDA) is already visiting companies in Canada and will be on site next week. It makes sense to have KRDA promote Pittsfield as it is a regional economic development agency. There would be protocols to follow to make sure that this arrangement works for both parties. The Town Council received a copy of the draft memorandum of understanding that has been reviewed and approved by the Pittsfield Economic Expansion Corporation (PEEC). The Town Attorney has reviewed the document and all recommended language changes have been incorporated.

The Town has 12 leads available to it. So far, we have received 1 lead that is under review by PEEC which has just been received from RCI as compatible with our community, its zoning emphasis for the UTC building and workforce.

It is recommended by PEEC that we execute this agreement and monitor the terms. This can become a model for other communities to utilize if successful. KRDA has approved and signed the document in case we are ready to proceed with it.

VOTE: UNANIMOUS AYE

7. REPORTS: Audience, Council

Audience: No comments from audience members.

Council:

Councilor Manning: Attended the Somerset Cultural Planning Meeting which was wonderful. She is looking forward to Riff and Hal's Christmas event later this month. Noted that there are many caroling opportunities with churches and groups

Councilor Donahue: Also attended the Somerset Cultural Planning meeting which was very interesting. The group brainstormed the resources in the community and all of the information from the meetings will be rolled into the county project. Noted a nifty event which took place in Orono in the form of a stationary Christmas Parade similar to a block party with vendors.

Councilor Ferland: Nothing this evening.

Deputy Mayor Nichols: Wanted to send thought and prayers with the passing of Jemelia (sp) Wilson who moved from Town many years ago. Commended the police officer from Skowhegan who rescued the occupants of the trailer that recently burned. Indicated that it was good news to hear that the Somerset Economic Development Corporation Directors are coming to Pittsfield as they usually meet in Skowhegan and now they can see our community.

Councilor Strom: Spoke about the unique event being held in Millinocket, a struggling mill town, to generate interest and activity in the community. The Town is holding a marathon. Instead of charging a fee for the marathon, the event is free with local vendors selling items for the participants. Councilor Strom noted the many community events taking place around the marathon.

Councilor Cianchette: N/A

Mayor Stackhouse: Asked the Town Councilors to be thinking of potential candidates for the next Spirit of America Award for 2017 which is coming right up! Pleased to hear that the Greeley Street Mobile Home Park has sold and will now get cleaned up. He does not hear many complaints from all of his contacts in Town, however, when he does hear one it is almost always about the condition of this mobile home park. Wanted to recognize the Skowhegan employee who saved the life of two residents of that community in the mobile home fire. Noted he is very pleased to hear that the Somerset Economic Development Corporation will be coming to Pittsfield for their next meeting. This is very good news as they can see all of our assets and accomplishments. We can promote our Town to the County!

8. EXECUTIVE SESSION:

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 for Title 1, Section 405, 6.C., Economic Development, Disposition of Property and Acquisition of Property at 7:14 p.m. The motion was seconded by **Councilor Ferland**.

VOTE: UNANIMOUS AYE

Motion by **Deputy Mayor Nichols** seconded by **Councilor Strom** to return to regular session. The Town Council exited executive session at 8:28 p.m.

VOTE: UNANIMOUS AYE

Executive Session for Title 1, Section 405, 6.A., Personnel: Yearly Evaluation of Town Manager

Motion by **Deputy Mayor Nichols** to enter into executive session for Title 1, Section 405, 6.A., Personnel: Yearly Evaluation of Town Manager at 8:29 p.m. The motion was seconded by **Councilor Strom**.

VOTE: UNANIMOUS AYE

Motion by **Deputy Mayor Nichols** seconded by **Councilor Donahue** to return to regular session. The Town Council exited executive session at 9:48 pm.

VOTE: UNANIMOUS AYE

Motion by **Deputy Mayor Nichols** and seconded by **Councilor Donahue** that the Town Council had completed the Town Manager's evaluation.

VOTE: UNANIMOUS AYE

9. ADJOURNMENT

Motion by **Deputy Mayor Nichols** and seconded by **Councilor Ferland** that the meeting be adjourned at 9:50 p.m. All in agreement.

VOTE: UNANIMOUS AYE

Kathryn Ruth, Deputy Town Clerk