

# AGENDA

for a regular meeting of the Pittsfield Town Council, to be held on Tuesday, July 19, 2016 at 6:30 PM in the Council Chambers.

1. Open Meeting/Pledge of Allegiance, followed by Moment of Silence.
2. Adoption of minutes of the Regular Meeting held on June 07, 2018 and the Regular Meeting held on June 21, 2016

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

Presentation by Town Auditor Ron Smith of RHR Smith & Company on the Audit for the period ending 12/31/2015.

Community and Economic Development Activities and Events

## 4. **PUBLIC HEARINGS:**

## 5. **OLD BUSINESS:**

*(Tabled) ORDINANCE 16-06:* That the Town 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.

*(To be set to Public Hearing 08/16/2016) AMENDING ORDINANCE 16-04:* That the Town of Pittsfield Town Council hereby ordains the purchase and financing of a fire truck or trucks on the following terms:

1. The Town waives the requirement of a competitive bid for the ~~fire truck~~ purchase of a fire truck or trucks and authorizes the purchase of ~~a~~ replacements for the fire truck known as Engine 1 with an ~~Pumper-Aerial Device~~ and a Pumper at a purchase price to not exceed \$750,000, which amount is hereby appropriated.
2. The purchase of the fire truck or trucks 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 trucks, its finance company or another finance company.
3. This Ordinance shall take effect in 30 days.

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

7. **NEW BUSINESS:**

**ORDINANCE 16-09:** (To be set to Public Hearing on 08/16/2016) That the Town of Pittsfield hereby ordains that Chapter 13. Zoning Ordinance, Section 1 General, E. Conflicts with other Ordinances be amended to add the language, other than Shoreland Zoning Ordinance; Chapter 13. Zoning Ordinance, Section 4. Performance Standards be amended to add Home Based Enterprises; Chapter 13. Zoning Ordinance, Section 4. Performance Standards, height be amended to add #4; Chapter 13. Zoning Ordinance, Section 4. Performance Standards be amended to add Wind Energy Facility; Chapter 13. Zoning Ordinance, be amended to add Appendix A, B and C; and Chapter 13. Zoning Ordinance, Tables P, Q and R be amended to add Wind Energy Facility, Communications Towers and Meteorological Towers as a Conditional Use.

**ORDINANCE 16-10:** (To be set to Public Hearing on 08/16/2016) That the Town of Pittsfield hereby ordains that Chapter 13B Site Plan Review Ordinance, Section 2. Applicability of Site Plan Review, #1 be replaced with the new language, The construction or replacement of any new building or structure for a nonresidential use, including, but not limited to, accessory buildings, accessory structures, communication towers, and wind energy facilities; Chapter 13B Site Plan Review Ordinance, Section 8. Submission Requirements, Subsection 8.1 General Information be amended to add Letter J, K and L; and Chapter 13B Site Plan Review Ordinance, Section 9. Approval Standards and Criteria be amended to add Subsection 9.22.

**ORDINANCE 16-11:** (To be set to Public Hearing on 08/16/2016) That the Town of Pittsfield hereby ordains that Chapter 13C. Land Use Definitions Ordinance be amended to add twenty (20) Wind Energy Definitions, Large Scale Commercial Development, Prime Farm Land and Project Definitions.

**ORDINANCE 16-12:** (To be set to Public Hearing 08/16/2016) That the Town of Pittsfield hereby ordains that Chapter 15. Subdivision Ordinance, Article 6. Minor Subdivision, Section 6.3 Submissions to add #5 Prime Farm Lands and Chapter 15 Subdivision Ordinance, Article 7. Preliminary Plan for Major Subdivision, Section 6.2 Submissions to add #5 Prime Farm Lands.

**RESOLUTION 16-86:** (To be set to Public Hearing on 08/16/2016) That the Town of Pittsfield hereby Ordains that a Public Hearing be held to discuss the acceptance of CDBG Economic Development Grant.

**Public Hearing Notice  
The Town of Pittsfield**

The Town of Pittsfield will hold a Public Hearing on Tuesday, August 16, 2016 at 6:30 pm at the Pittsfield Municipal Building Council Chambers at 112 Somerset Avenue, Pittsfield Maine to discuss acceptance of an Economic Development CDBG Grant. The purpose of the grant is to utilize up to \$260,000 for the construction of a manufacturing facility in the Pittsfield Industrial Park Addition, Phase II for Innovative Specialties. Public comments will be solicited at this Hearing and will be submitted as part of the Project Development Phase.

All persons wishing to make comments or ask questions about the acceptance of these funds are invited to attend this Public Hearing. Comments may be submitted in writing to Kathryn Ruth, Town Manager, 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.



**RESOLUTION 16-87:** Resolved that the Town Council Authorize the Town Manager to Execute an Amendment to the 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.

**RESOLUTION 16-88:** Resolved that the Town Council authorize the Town Manager and Deputy Tax Collector to issue notices of Tax Acquired Property Sale and place Tax Acquired Parcels out to bid as follows: (1) Property Map 005, Lot 020 located on Hussey Road, Pittsfield, ME; (2) Property Map 018, Lot 052 located on Phillips Corner Road, Pittsfield, ME; and (3) Property Map 026 Lot 027 located on Detroit Street, Pittsfield, ME.

**RESOLUTION 16-89:** Resolved that the Town Council waive the bid policy and authorize the Public Works Foreman and/or Town Manager to expend \$82,000 for a Used 2013 New Holland TS6.110 4x4 complete with Diamond 21 ft Boom Mower w/50" Rotary Head and the Town Manager and/or Deputy Treasurer to transfer \$82,000 from PITT#5 Highway Equipment Reserve G-1-601-00 for same.

**RESOLUTION 16-90:** Resolved that the Town Council accept the proposal of Ranger Contracting of Winslow, Maine for the North Main Street (Grove Hill) Sewer System Improvements, CWSRF in an amount to not exceed \$240,739, which is the proposal received for the Sewer Alternate Bid for the North Main Street DWSRF Project and Authorize the Town Manager to execute a contract and change order for same once approved by the State of Maine Department of Environmental Protection (DEP) and contingent upon the Maine Municipal Association Bond Bank Financing.

**RESOLUTION 16-91:** Resolved that the Town Council Authorize the Town Manager to execute the Applicant Intent to apply for a 2016 Clean Water State Revolving Fund (CWSRF) Loan for the \_\_\_\_\_ Sewer Improvements Project.

**RESOLUTION 16-92:** Resolved that the Town Council Authorize the sale of a building without land being the 1942 Town Hanger to Curtis Air for airport use for the sum of \$\_\_\_\_\_ and authorize the Town Manager to Execute all necessary paperwork.

**RESOLUTION 16-93:** Resolved that the Town Council approve the payment of the monthly disbursements in the amount of \$260,838.01 (July, 2016) and \$260,837.83 (August, 2016 – June, 2017) to SAD #53 for its fiscal year beginning July 1, 2016 and ending June 30, 2017, for a fiscal year

total of \$3,130,054.14 which represents the Town of Pittsfield's Share of SAD #53's local appropriation funds.

**RESOLUTION 16-94:** Resolved that the Town Council approve the payment of weekly payroll checks in accordance with the following accounts: Personnel Services (01-05 Regular; 01-10 Overtime; 01-15 Part-time, 01-20 Supply Operation; 01-25 Supply Maintenance, 01-30 Distribution Maintenance, 01-35 Customer Accounts; and 01-40 FICA).

**RESOLUTION 16-95:** Resolved that the Town Council set the rate of interest to be charged on delinquent taxes for 2016 at 7.0% and the due date for payment of taxes at the end of the business day on Friday, October 14, 2016.

**RESOLUTION 16-96:** Resolved that the Town Council set the rate of interest for overpayments for 2016 at 3% to conform with 36 M.R.S.A. Section 506-A.

**RESOLUTION 16-97:** Resolved that the Town Council authorize the Tax Collector/Treasurer to accept prepayment or decline prepayment of taxes not yet committed or received prior to the due date and pay no interest thereon in accordance with 36 M.R.S.A. Section 506.

**RESOLUTION 16-98:** 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 for an additional \$5,275.53 which were for the MDOT street opening permit and advertising to be reimbursed by the loan proceeds from the Maine Municipal Bond Bank Loan.

**RESOLUTION 16-99:** Resolved that the Town Council approve a Permit for the Portugal Soccer Trip 2017 for a 5K Fitness Event on Sunday, August 21, 2016 from 8:00 am – 11:00 am.

**RESOLUTION 16-100:** Resolved that the Town Council approve a renewal application for an alcoholic beverage license for Seabasticook Valley Elks #2713 at 140 Middle Street, Pittsfield,

**RESOLUTION 16-101:** Resolved that the Town Council approve a Special Amusement Permit for the Seabasticook Valley Elks Lodge #2713 at 140 Middle Street, Pittsfield, Maine 04967

**RESOLUTION 16-102:** Resolved that the Town Council sign the Application for a Catered Function by a Qualified Catering Organization for the Maine Central Institute's Major Supporters Reception to be held on 08/05/2016 from 4:00 pm – 6:00 pm at Maine Central Institute by qualified caterer Jeff's Catering & Bake Shop.

**RESOLUTION 16-103:** Resolved that the Town Council sign the Application for a Catered Function by a Qualified Catering Organization for the Maine Central Institute's Reunion to be held on 08/05/2016 from 5:30 pm - 8:00 pm at Maine Central Institute by qualified caterer Jeff's Catering & Bake Shop.

**RESOLUTION 16-104:** Resolved that the Town Council sign the Application for a Catered Function by a Qualified Catering Organization for the Maine Central Institute's Reunion to be held on 08/06/2016 from 12:00 pm – 8:30 pm at Maine Central Institute by qualified caterer Jeff's Catering & Bake Shop.

**RESOLUTION 16-105:** Resolved that the Town Council sign the Application for a Catered Function by a Qualified Catering Organization for the Maine Central Institute's Snowball to be held on 08/05/2016 from 8:00 pm – 11:30 pm at Maine Central Institute by qualified caterer Jeff's Catering & Bake Shop.

**RESOLUTION 16-106:** Resolved that the Town Council Authorize the Town Manager to execute an agreement with a Temp Agency/Employment Agency to acquire Secretarial Staffing as needed.

**RESOLUTION 16-107:** Resolved that the Town Council Authorize the Town Manager to Execute the Town of Pittsfield, Maine Pittsfield Municipal Airport Disadvantaged Enterprise (DBE) Program.

**RESOLUTION 16-108:** Resolved that the Town Council authorize the Town Manager to execute the grant agreement with the New England Grassroots Environment Fund in the amount of \$1,000.00 and authorize the expenditure of the funds toward the Pittsfield Walks to Its Parks Project.

**RESOLUTION 16-109:** Resolved that the Town Council authorize the Town Manager to execute the grant agreement with HealthySV in the amount of \$1,000.00 and authorize the expenditure of the funds toward the Pittsfield Walks to Its Parks Project.

## 8. **DISCUSSION ITEMS:**

### Updates:

- A. Financial Reports as of 06/30/2016
  - Budget Expenditure Report
  - Revenue Collections Report
  - Tax Acquired Property Report
  - Economic Development Revolving Load 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 06/30/2016

Building and Plumbing Permit Reports

Library Report – Librarian’s and Library Trustees Minutes

Police Report

**Updates:**

Water Projects Update

Sewer Projects Update

Drinking Water State Revolving Loan (DWSRF) North Main Street Project

Highway Projects Update

MDOT Bridge Project over Town Recreational (Rail) Trail

Pittsfield Community Theatre Update

Commercial Insurance Program

Bicycle Pedestrian Plan Draft

Code Enforcement Update

Leonard Street Court Case

Rice Street Mobile Home Park referred to the State of Maine

Other Code Violations

9. **REPORTS:** Audience, Council

10. **EXECUTIVE SESSION:**

Executive Session for Title 1, Section 405, 6.C., Economic Development, Disposition of Property and Acquisition of Property

11. **ADJOURNMENT**