

MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, February 20, 2018 at 6:30 pm in the Council Chambers.

PRESENT: COUNCILORS: Michael Cianchette, Caleb Curtis, Timothy Nichols, Howard Margolskee, Heather Donahue and Matthew Bolster **ABSENT:** Robert Stackhouse. Also present: Town Manager Kathryn Ruth and Town Clerk Nicole Nickolan. Audience members included Pete Logiodice, Scott Strom, Donna Laux, Jan Laux, Jane Woodruff, Don Woodruff, Loretta Martin, Ann Mathews, Anna Bockis, Mike Fendler, Carl McCrillis, Ron Watson and others.

1. **Mayor Cianchette** 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 February 6, 2018.

Moved by **Councilor Nichols** and seconded by **Councilor Bolster** that the minutes of the meeting held on February 6, 2018 be adopted.

VOTE: UNANIMOUS AYE

3. PRESENTATIONS, CONGRATULATIONS AND INTRODUCTIONS:

Presentation by Bicentennial Committee Member Bill Cunningham re: Proposed Carry-in Boat Launch at Fendler Park

The Town Manager noted the Bicentennial Committee is working on a variety of projects for 2019. The kickoff event will be the Hathorn Park Gazebo Tree Lighting in December 2018. A number of projects are in the planning phase. The most complex project that is being researched and planned is a Carry-In Boat Launch for Fendler Park. The Town had left an area of Fendler Park for a future carry in facility for when permitting and funding could be arranged. All of our park projects had been wonderful renovations and/or additions. At the time of the Fendler Park creation, grant funding was only available if a proposed boat launch served both motorized boats and non-motorized boats. This location is not feasible for motorized boating. The Town went onto many other grant projects and is now circling back to this one. Bill Cunningham is an avid boater and supporter of recreational based activities. He has dedicated extensive time and effort to this project. Research was included in the Council Package as well as draft proposed plans for the layout.

Jan Laux introduced Bill Cunningham and noted that he has put in a lot of work on this project.

Bill Cunningham stated he is proposing a carry in boat launch at Fendler Park. He has been a resident of Pittsfield for 66 years. The river has been used by many residents for fishing,

hunting, paddling and other recreational activities. The Bicentennial Committee is thinking of what great things we can do for now and the future. He has collected information on dams and rivers. Kleinschmidt has helped him greatly with this project. Bill shared a slideshow with history of the river and Mill Pond. Through the years the river was ruined by pollution. Over the past few years the river has been revitalized. Many people use the river recreationally and from Mill Pond can easily and safely pass through the large culverts. MCI uses the river to teach canoe skills to students. It can be enjoyed from many of our beautiful parks. Currently there is no access to the pond unless you have permission from a homeowner or from the bank at Fendler Park. The bank at Fendler Park is very steep and covered in poison ivy. The proposed boat launch site was reviewed as well as the culverts. The area is graded and leveled. There are 2 trees that will need to be cut back or removed. It would be a shared paved area to unload and then people could park at one of the 6 spots at the park. Some of the launch and ramp options were reviewed. This would not be for motorized boats. We may need granite steps at the waterline. There would be a gate installed for winter and when there is a large flow rate. We may need a chain to close off the ramp. There would be a waterproof notice board for maps and rules. In the future there is the possibility of a public storage rack. The boats would be secured with cables and locks. It would be use at your own risk storage. There should be a space to secure MCI's trailer and boats. We do need new warning signs for boats to deal with dam safety. Chris Anthony has agreed to put in a float line. The cost should not be significant as the structures will be minimal. It would take very little taxpayer money with work being done by Public Works and in-kind donations. Providing a plan to the insurance company would give us the best idea of cost for insurance. We would like to have Kleinschmidt work on the plan. They have offered engineering and permitting work at no cost. We would also receive public donations and volunteer work. This project is supported by MCI, Mike Fendler, Chris Anthony, and the Boy Scouts. We are here tonight asking the Town Council and Town Manager for support. We are hoping to have the project completed by June 2019 to be used for bicentennial celebrations and many years after. Councilor Curtis asked if this would fall under permit by rule. The Kleinschmidt Representative felt this was most likely. Councilor Margolskee asked if this launch would be affected by insurance coverage. The Town Manager noted we will be working on applications for insurance next month and with a brief write-up from Kleinschmidt regarding the project and the direction of the water flow by the dams, it will be perfect timing to submit all together. She noted that with the Pinnacle it took 8 months to get it on the policy. This project may be more timely if we have the write-up for the insurance applications. Mayor Cianchette noted it was a great presentation and would personally like to see this happen. This is just another jewel of the Town. Councilor Margolskee asked if a resolution is appropriate to show support. The Town Manager noted a consensus is sufficient, or if the Council prefers, an official resolution can be processed at the next meeting.

Councilor Margolskee presented a statement for the record that the Pittsfield Town Council endorses the ongoing efforts of the Bicentennial Committee to proceed with definitive plans for a boat landing, including, but not limited to construction costs, review of necessary insurance, review of safety issues, maintenance of said landing and application for necessary permits. The Town Councilors were all in agreement with this statement.

Jan Laux thanked the Town Council for their support. 3 x 5 index cards were handed out so Councilors could give the Bicentennial Committee some ideas for events for the celebration. Thank you to Bill for an excellent presentation.

The Kleinschmidt representative stated he was glad Bill came to them. Kleinschmidt is a part of the community and are always here to help out.

Community and Economic Development Activities and Events

Events Scheduled:

2018 Annual Banquet for Sebecook Valley Chamber of Commerce (SVCC) on Wednesday, 02/21/2018 from 5:00 pm – 8:00 pm at Maine Central Institute Savage Family Dining Room: I will be attending on behalf of the Town.

11th Annual Regional Job Fair for Kennebec, Somerset and Sebecook Valley on Wednesday, 05/09/2018 from 3:30 – 6:30 pm in the Gym and Cafeteria at Warsaw Middle School: This is the 11th Regional Job Fair. People wanted the fair to happen as the employers are having extensive trouble finding employees and people who are qualified for the positions. Even with training, in many cases, the people who are applying for the jobs do not have the appropriate background. We will have the support of the Ken-Som Transition Team Director Dana Hamilton and then when the event takes place, that of the Career Center. Fortunately, we have been adopted by the State of Maine and placed on the State's promotional system for Job Fairs so this is helpful. Initial promotion of the event has taken place. To date, we have 26 employers and Resource Providers signed up. That is from Friday of last week. We will be looking for several small grants or sponsorships. READ List of Registrations.

46th Central Maine Egg Festival scheduled for Monday, 07/09/2018 - Saturday, 07/14/2018: The next Egg Festival Committee Meeting is Thursday evening, 03/08/2018 at 6:30 pm here at the Town Office. We are having a fun time with the theme for this year. The winner of the theme contest was Jarett M. Thies with Marvel Super"Eggs". The children are pretty excited about this one. We have conducted notifications to all media on the dates and events. All the regular events will be on-going. Now we are looking to come up with some new items and have one great idea that the Chamber is interested in sponsoring – we will be having a Marketplace at Hathorn Park for farmers, crafters, artisans and independent consultants. The planning is in progress. The Egg Festival receives inquiries every year for people to sell items that are not allowed in the Marketplace at Manson Park which is for items made by the individuals. This type of event during the daytime will be a market for a variety of vendors.

Community Development Program Achievements

Report on New Business Activity & Opportunities in Pittsfield:

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.

For the **UTC Factory**, please see the lengthy history in prior meeting minutes. The property has been acquired by a developer who is located in Southern Maine. The property is being marketed by The Dunham Group for lease opportunities. The Town has contacted the Lead Generation company to discuss the project and future direction as the building is now owned by a developer. RCI is working on leads. The Developer has advised this week that he has the entire building rented out for cold storage for the winter, however, would like to have a permanent business in the facility in Spring 2018. We discussed the Town's lead generation project with the Canadian firm and the planned timeframe.

Bangor Savings Bank plans to move into the former TD Bank location in 2018. A deed was issued from TD Bank and its affiliates to Bangor Savings Bank for the closed TD Bank Facility in Downtown Pittsfield. This is the only time that we are aware that a bank has allowed another bank to move into its closed facility at least in this part of the State. Generally, there is a restriction placed on the deed. In this case, the transfer was allowed and Bangor Savings Bank will move into a much larger office space on Main Street. That will leave the little branch office at the Somerset Plaza available for a small business venture, dependent upon the restrictions, if any, placed on the deed by Bangor Savings Bank. Another call has been placed to BSB seeking information regarding the little building at the Plaza. The Bank has announced that it will move into the former TD facility this summer after approval is received.

The Economic Development **Lead Generation Project** went 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. The final report was issued in February 2017. One lead was obtained to date. We were advised that the company had expressed interest in one of the facilities here in Town and has talked about coming to Pittsfield in February – March 2017. No further information has been received. In April, the Town Manager spoke with the Lead Generation company and was marking arrangements to call the company. There was an extensive phone conference regarding how to proceed. The company has located a lead and discussions are now underway regarding background material for the company. After a Pittsfield Economic Expansion Corporation Director met with the lead generator in Canada, we began receiving other types of leads. PEEC discussed the type of leads desired for our community with RCI in September 2017 and this meeting was very helpful to define future direction. PEEC is working with RCI and Camoin Associates to schedule business visitations with multiple companies that may be interested in the former UTC Facility during a several day period in April – May 2018.

The **Community Development Block Grant Project for Innovative Specialties LLC** has started in the Industrial Park Expansion. This was a \$260,000 grant toward the cost of the new Manufacturing Facility.

The Town was formally awarded a **Community Development Block Grant for Economic Development for the Main Street Sidewalk Project** on Wednesday, November 15, 2017. This will be a great project. We have a group of excited volunteers ready to work on the project in mid-2018.

Report on Meetings & Events:

Report on Meetings:

Central Maine Egg Festival Committee Meeting on Thursday, February 08, 2018 at 6:30 pm

Kennebec Valley Council of Governments (KVCOG) Board of Directors Meeting on Tuesday, February 13, 2018 at 9:30 am at the KVCOG Office in Fairfield

Kennebec Valley Council of Governments (KVCOG) Comprehensive Economic Strategy Meeting on Tuesday, February 13, 2018 at 11:30 am at the KVCOG Office in Fairfield

Kennebec Regional Development Authority (KRDA) Marketing Committee Meeting on Wednesday, February 14, 2018 at 2:00 pm at FirstPark Office in Oakland

Bicentennial Committee Meeting on Wednesday, February 14, 2018 at 6:00 pm at the Library

Upcoming Meetings:

Kennebec Regional Development Authority (FirstPark) Executive Committee Meeting on Thursday, February 22, 2018 at 5:00 pm at the FirstPark Office in Oakland

Theatre Committee Meeting on Wednesday, January 28, 2019 at 6:00 pm

Sebasticook Valley Chamber of Commerce Board of Directors Meeting (SVCC) on Thursday, March 1, 2018 at 5:00 pm at the Chamber Office in Palmyra

4. PUBLIC HEARINGS: NONE

5. REPORTS:

A. COUNCIL COMMITTEES: FINANCE, ORDINANCE & RECYCLING: NONE

**B. BOARD AND COMMITTEE UPDATES BY TOWN COUNCILORS AND
MANAGER:**

Bicentennial Committee: The Committee met last Wednesday evening. Attendance was good. We discussed the boat launch and several other potential events. We are moving along. The next meeting is on March 7, 2018 at 6:30 pm. All are welcome. We hope that by April or May to have a better handle on specific events and a timeline.

TV/Cable Liaison: Councilor Donahue and Councilor Margolskee noted that they met with Marie Manning. There was nothing decided or proposed. We have a meeting this week with an interested MCI group.

Update on Recycling: Our Recycling/Transfer Station Coordinator and Town Manager are working on a Mini Action Plan to promote extracting as much waste tonnage as possible from our garbage. Our waste disposal fee is increasing from \$48.00/ton to \$63.50/ton. Waste disposal costs are increasing all across the State as the Penobscot Energy Recovery Company long-term electricity contracts are expiring. We went out to bid and the lowest bid was from the Crossroads Landfill, which was much less than the PERC facility, however, still a large increase.

C. Town Manager's Report: Town Council Meeting of 02/20/2018:

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. Theatre Golden Ticket Sale: Although Christmas is over with, we still have the Theatre Golden Tickets that can be a gift or even for yourself: Purchase a book of 10 Gift Certificates at \$55.00. Come and enjoy the Pittsfield Community Theatre!

3. Date Night at the Theatre:

WED: DATE NITE: 2 ADMISSIONS+ 2 MED FOUNTAIN DRINKS+ 1 LARGE POPCORN FOR \$18 + SENIORS \$14.

4. Theatre Movie Line-Up:

Feb. 23-March 1 12 Strong R, Matinee Sunday, Feb. 25 at 2 PM

March 2-8 THE COMMUTER, Matinee Sunday, March 4 at 2 PM

March 9-15 MAZE RUNNER: THE DEATH CURE, Matinee Sunday, March 11 at 2 PM

March 16-22 PETER RABBIT, Matinee Sunday, March 18 at 2 PM and Matinee Wednesday, March 21 at 10 AM and also plays at 7:30 PM

March 23-29 BLACK PANTHER, Matinee Sunday, March 25 at 2 PM

March 30- April 5 EARLY MAN, Matinee April 1 at 2 PM
Matinee April 4 at 10 AM and also plays at 7:30 PM

5. Maine Venture Fund: A Match Made in Maine: A common theme among growing Maine companies is the difficulty in finding, attracting, and hiring talented employees. Some companies resort to hiring out-of-state remote workers, and have even

opened offices in Boston and beyond. This is certainly a drag on Maine's economic growth, and a complex problem with no one solution. However, one program, aimed squarely at this problem is making a difference – the Innovate for Maine Fellows Program.

The program's goal is to match talented college students with Maine's growing companies for an internship of 400, 200, or 100 hours over the course of a summer. Companies are selected for the program based on their interest in innovation, a desire for scalable growth, and ability to provide fellows with a meaningful learning experience. Student interns must either be enrolled in a Maine-based college, or be a Maine resident attending school outside of Maine. All selected fellows are expected to live in Maine and work on-site during the internship.

The program is designed to add no extra burden to the companies. The Foster Center for Student Innovation at University of Maine handles all recruiting, screening, matching, payroll, and initial innovation and workplace training. This allows the company and paired fellow to focus on achieving workplace goals. Several companies have successfully used this program which had a number of students intern with them, many of whom have later been hired on full-time. Companies are finding what worked best for them was to have the interns work alongside employees on real-time problems, as opposed to having them focus on independent work projects.

6. Easter Egg Hunt: Greater Pittsfield Area Annual Easter Egg Hunt will be held on Saturday, March 31 at 9:00 am at the Pinnacle Ski Club at 271 Waverly Avenue, Pittsfield.

7. Pinnacle Ski Slope is celebrating the 2nd Annual Pinnacle Fest: Read Notice

6. NEW BUSINESS:

RESOLUTION 18-14: Resolved that the Town Council sign the Application for Catered Function by Qualified Catering Organization for the Sebasticook Valley Chamber of Commerce Event to be held on 02/21/2018 from 4:30 pm – 10:30 pm at Maine Central Institute New Cafeteria by qualified caterer Jeff's Catering & Bake Shop.

Moved by **Councilor Donahue** and seconded by **Councilor Margolskee** that Resolution 18-14 be adopted.

The Town Manager noted this is the application for the Chamber Banquet and Annual Meeting. State law requires that the Town Council approve applications for qualified caters for events taking place in Town. Jeff's Catering does an excellent job.

VOTE: UNANIMOUS AYE

RESOLUTION 18-15: Resolved that the Town Council appoint members to fill the vacancies on the various Town Boards and Committees.

Moved by **Councilor Nichols** and seconded by **Councilor Donahue** that Resolution 18-15 be adopted.

The Town Manager noted Sarah Lawrence is interested in a position on the Pool Committee. Sarah is a recently new member of the community and attended the last Council Meeting to support Mr. Beach's informational presentation at the public hearing.

VOTE: UNANIMOUS AYE

7. DISCUSSION ITEMS:

Updates:

- A. Financial Reports as of 01/31/2018
 - 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 Report

- B. Other Reports as of 01/31/2018
 - 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: 8.33% of period; 10.8% of municipal; 9.0% municipal, water & sewer (depreciation and transfers done by Auditor so percentage will increase).

Revenue Collections Report: 8.33% of period; 4.8% municipal; 5.1% municipal, water & sewer.

Excise Tax Collections Comparison Report: For this period, \$12,160.02 ahead of 2017 collections at this time of the year.

State Revenue Sharing Comparison Report: For this period, \$2,294.33 ahead of 2017 collections. This account needs to be watched closely in case it falls behind. The remainder of the Financial Reports are self-explanatory.

Updates:

Water and Sewer Projects: The Department has been tasked with setting up a comprehensive work plan for improvements to the water and sewer system for those items that do not require any more debt service. Quarterly work program being developed. It has been quiet, however, the hot and cold weather together often bring out problems underground.

Board and Committees: The list is filled in. There has been a lot of advertising. The main area that we need people are on the Board of Assessment Review and the Board of Appeals. Both Committees are a requirement of the State Law and/or the Town's regulations. REVIEW Requirements.

MDOT Bridge Project / Recreational Trail Span: Several members of the MDOT bridge division called about a revision to the bridge design created by the contractor on the bridge projects on I-95 which is also putting in the span for the Recreational Trail. Basically, the changes will be that the span is 2' wider and 4' taller which means that is larger and more airy. But if this takes place, it is cutting more into the trail. I asked for a diagram and whether the State needs to provide this as information to the Town or do they want our approval and comments. I have not received any further contact.

Grants Update:

Northern Regional Border Commission Grant (NRBC): The Town Council had received the good news regarding our federally funded project which was related to the former SAS facility. As you know, we applied with a company as required. The Trust and its contact is interested in having another type of project at the facility. We will be completing a number of steps and need to work full force ahead in order to have our project move forward. I have forwarded the information required, need to send out a lot of letters and conduct interviews and other items. This \$250,000 project needs to be a priority to get all the steps done.

Grant Opportunities:

We have reviewed numerous grant opportunities looking for funding for the depot, theatre and other projects. To date, we did locate one historical grant which is under review. The Project Canopy grant program is soliciting grant funding for tree plantings and other related projects. We did find some interesting grant programs for which the deadlines were not established for this year as of yet. One is an archiving of historic records which if we could come up with a local match and a good project may be of benefit to the historic society. This grant was not funded for a few years. It looks like it might be funded at some point in the future. There is not a lot of grant funding anymore. The Congress is considering doing away with the Economic Development Agency where we got our Industrial Park project built for \$1.2 million dollars.

We will have the meeting of the smaller towns in the area coming up regarding the regionalism grant. A date has not yet been set.

8. REPORTS: Audience, Council

Audience:

Mike Fendler: Thanked Bill for the work and great presentation. Offered his support and noted that his family and particularly his Dad is pleased with the project.

Scott Strom: Noted the Governor agreed to slim down his foreclosure bill and that the small rural towns are the ones affected. He wants those losing their property to receive the surplus funds after the Town's costs are covered. Discussed the marijuana bill which is still under discussion. Towns will have to opt in if interested. There will not be any money for towns.

Council:

Councilor Bolster: No report.

Councilor Donahue: Thanked Mr. Cunningham for the presentation and information. Indicated this is a great addition to all of our parks and trails for our recreational focus.

Councilor Margolskee: Thanked the Councilors for their indulgence for the presentation and endorsement of the project. This will show our group's forward thinking. Noted that the waterways are a recreational asset that are underdeveloped and should be taken advantage of.

Councilor Nichols: Congratulated Bill on his presentation. Advised that he would support the project. Thanked Kleinschmidt for their donation.

Councilor Curtis: Stated that the presentation by Mr. Cunningham was great. The boat launch will be a good asset for the town. Noted that he supports the project.

Deputy Mayor Stackhouse: Absent

Mayor Cianchette: Thanked the audience for attending. Thanked Bill Cunningham for his presentation. He has a very good feeling about this project. Wished Bob a speedy recovery. Deeply concerned with the tragedy in Florida and noted that there are issues that we as a society need to deal with. There is more to life than Facebook and I-phones.

9. ADJOURNMENT

Motion by **Councilor Nichols** and seconded by **Councilor Donahue** that the meeting be adjourned at 8:06 p.m. All in agreement.

VOTE: UNANIMOUS AYE

Nicole Nickolan, Town Clerk