

# MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, June 17, 2014 at 6:30 pm in the Council Chambers.

**PRESENT:** COUNCILORS: Gary Jordan, Jr., Tim Nichols, Trudy Ferland and Heather Donahue. **ABSENT:** Michael Cianchette, Caleb Curtis and Robert Stackhouse. Also present: Town Manager Kathryn Ruth and Town Clerk Nicole Nickolan. Audience members included: Donnie Hallenbeck.

1. **Mayor Jordan, Jr.** 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 May 20, 2014

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Donahue** that the minutes of the meeting held on May 20, 2014 be adopted.

**VOTE: UNANIMOUS AYE**

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

#### **Community and Economic Development Activities and Events:**

Monday, July 14, 2014 – Saturday, July 19, 2014: 42<sup>nd</sup> Central Maine Egg Festival  
Saturday, May 2, 2015: 19<sup>th</sup> Annual SVCC Trade Show and Community Fair

#### **Report on New Business Activity & Opportunities in Pittsfield:**

Several private sector business activities remain under review and small projects continue to be underway. Several commercial properties have recently been sold, are under option or will be leased.

Planning continues for the recently announced factory closure of the local UTC facility by Global UTC Headquarters beginning in the 3<sup>rd</sup> quarter of 2014 through full closure in March, 2015. Planning consists of two phases, which includes recovery for the employees and for the site/community. The first Kennebec-Somerset Transition Team Meeting took place on May 01, 2014. The second meeting is June 26, 2014.

The Pittsfield Economic Expansion Corporation has met with UTC at the plant and reviewed the factory on a detailed tour on May 23, 2014.

To address remaining available locations, an additional promotion piece beyond our regular promotion of available properties had been provided to economic and community development resources and sites.

This has affected one available property positively and resulted in some phone calls. Other locations have filled in or have commitments due to the strategic locations. Four specialized promotional pieces have been issued with the last one in June 2014.

We plan to design spec sheets for the remaining available properties in Town - the Corner Cupboard, the Friends' property and the Quint's property off Central Street when time permits. One is a vacant building and two are undeveloped lots. These sheets are used to help promote properties to prospective businesses or developers. We have utilized spec sheets for other large projects in town such as the Plaza.

The new Plaza owner has been providing details on site vacancies to the Town and these have been advertised for the Plaza.

North Lancey Street Business Building placed on the market by Lancey Associates and is offered by Better Homes and Gardens Real Estate The Masiello Group. Gary may compile a spec sheet for this property.

SAS Property placed on the market by MTC Holdings, LTD of San Antonio, Texas and is offered by the LandVest, a Luxury Property Real Estate Company in Camden – The website promoting the property is linked to the Town's website. The Town has recommended that the building be available for lease of needed space, however, the company would like to sell the entire building/s. The December appointment with the out of state developer/investor was cancelled due to the winter storm. The Town met with commercial interests about the property in January 2014. Several projects are underway to enhance the ability to develop this unique and interesting property. The pre-application required for the Historic Status of the SAS property (former Waverly Mill) to proceed forward to the National Register was completed in April and submitted. The Town has been advised that the Mill has received approval of its pre-application and has been placed on the State of Maine Historic Sites database. The Town now has a State of Maine Historic Commission letter stating the Mill's suitability for the National Register which can be presented to a developer who wishes to pursue the National Register application process or the Town can utilize the letter to hire an architectural historian or other expert to complete the process (upon receipt of appropriate funding source, i.e, grant or donation). The Town is working with the potential developer to line up interested agencies to tour the mill this summer.

#### **Report on MDOT Somerset Avenue Mill & Fill Project:**

A brief report will be provided at meetings with the receipt of information from MDOT.

#### **Report on Somerset Avenue Sidewalk Project:**

A brief report will be provided at meetings with the receipt of information from Olver Associates.

#### **Report on Meetings & Events:**

FirstPark Marketing Committee Meeting on Wednesday, June 04, 2014 at 2:00 pm at the FirstPark Office in Oakland

Sebasticook Valley Chamber of Commerce (SVCC) Strategic Planning Committee Meeting on Thursday, June 05, 2014 at 3:30 pm at the Chamber Office in Palmyra

KVCOG Board of Directors Meeting on Tuesday, June 10, 2014 at 9:30 am at the KVCOG Office in Fairfield

KVCOG CEDS Meeting on Tuesday, June 10, 2014 at 11:30 am at the KVCOG Office in Fairfield

Central Maine Egg Festival Committee Meeting on Thursday, June 12, 2014 at 6:30 pm

HealthySV Steering Committee Meeting on Tuesday, June 17, 2014 at 9:00 am at the SVH Administration Building Board Room

**Upcoming Meetings & Events:**

SVCC Trade Show Committee Meeting on Monday, June 23, 2014 at 4:30 pm at the Chamber Office in Palmyra (cancelled)

Ken-Som Transition Team Meeting on Thursday, June 26, 2014 from 10:00 am – 12:00 noon

SVCC 1<sup>st</sup> Annual Open House on Tuesday, July 1, 2014 from 3:00 pm – 7:00 pm at the Chamber Office in Palmyra

4. **PUBLIC HEARINGS/OLD BUSINESS: NONE**

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

**Town Manager's Report: Town Council Meeting of 06/17/2014:**

1. The FYI Folder: FYI Folder which contains items that come in between the Town Council Meetings has the following this evening: None.

2. Library News: The Friends of the Pittsfield Public Library will hold a used book sale June 20-21. Used audio books, DVDs, and music will also be available. For more information, call the library at 487-5880

**Finance Committee:** None. **Ordinance Committee:** None. **Recycling Committee:** None.

6. **NEW BUSINESS:**

**RESOLUTION 14-61:** Resolved that the Town Council authorize the Town Manager and Deputy Treasurer to transfer and expend \$10,815.18 from PITT#20 Road Construction Reserve (G #1-607-00) for 2014 Summer Paving Program.

Moved by **Councilor Ferland** and seconded by **Councilor Donahue** that Resolution 14-61 be adopted.

The Town Manager noted this is the remainder of the funding that is required for the 2014 Paving Program discussed at the last meeting as it is more efficient to transfer all of the reserve funding at once and to make sure that sufficient funding is available.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 14-62:** Resolved that the Town Council accept the proposal of \_\_\_\_\_ of \_\_\_\_\_ in an amount to not exceed \$ \_\_\_\_\_ for the 2014 Small Paving Projects and authorize the Town Manager to execute a contract for same.

Moved by **Councilor Donahue** and seconded by **Deputy Mayor Nichols** to amend Resolution 14-62 as follows:

**RESOLUTION 14-62:** Resolved that the Town Council authorize the Town Manager and Public Works Foreman to obtain quotations, accept the lowest qualified proposal that fits within the Town's available funds in a total amount to not exceed \$ 22,650 for the 2014 Small Paving Projects and authorize the Town Manager to execute a contract for same.

The Town Manager noted the Town Councilors received a copy of the RFP with the additional language that Olver Associates provided regarding the sewer manhole cuts. The bids were due on Monday, June 16, 2014 at 11:00 am. The Town did not receive any bids.

It is recommended that the staff be authorized to obtain quotations and have work completed that will fit within the available budgets.

Several sources of funding will be utilized:

Capital funding for paving of streets: G-1-607-00 Road Construction Reserve has a total of \$42,156.04 as of 05/30/2014. Out of this total are encumbrances to date of \$10,815.18 for 2014 paving and the remainder of the gravel resurfacing currently being calculated.

Municipal Parking Lot Reserve: G-1-631-00 Parking Lot Paving has a total of \$77,457.98 available.

Sewer Enterprise Account: Regular Budget will be utilized

**VOTE TO AMEND: UNANIMOUS AYE**  
**VOTE TO ADOPT AS AMENDED: UNANIMOUS AYE**

**RESOLUTION 14-63:** Resolved that the Town Council authorize the Town Manager and Deputy Treasurer to transfer and expend \$ 7,200 from PITT #20 Road Construction Reserve (G #1-607-00) and \$ 6,450 from PITT #40 Municipal Parking Lot Reserve (G #1-631-00); and expend \$ 9,000 from the Sewer Enterprise Budget in total to not exceed \$ 22,650.

Moved by **Councilor Donahue** and seconded by **Deputy Mayor Nichols** that Resolution 14-63 be adopted.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 14-64:** Resolved that the Town Council authorize the Town Manager to close the Franklin Savings Bank Account # 4-110-01 in Skowhegan and transfer the funds into the Economic Development Fund at Peoples United Bank in Pittsfield.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Ferland** that Resolution 14-64 be adopted.

The Town Manager noted the Town has been having a variety of issues with the Franklin Savings Account including address issues, receiving statements in a timely fashion; correction of address; not receiving interest checks and now authorization for signing issues.

On 05/30/2014, this economic development account had a balance of \$99,078.60. It is recommended that this account be closed with the funds transferred to Peoples United Bank where the rest of our economic development funds are banked. This account was to be utilized for two years as reallocation of funds toward the 2014 budget with a \$50,000 withdrawal after the tax commitment in July of 2014; and the remainder of the fund placed against the 2015 budget. Therefore, the account would have been closed out in 2015 anyway.

It would be prudent to consolidate the funds in a bank close by which is interested in the Town's business.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 14-65:** Resolved that the Town Council approve the issuance of a Parade Permit to the Central Maine Egg Festival Committee and the Greater Pittsfield Area Kiwanis Club for the Kiddie Parade on Thursday, July 17, 2014 to begin at 6:00 pm and to waive the fee.

Moved by **Councilor Ferland** and seconded by **Councilor Donahue** that Resolution 14-65 be adopted.

The Town Manager noted this is a housekeeping item.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 14-66:** Resolved that the Town Council approve the issuance of a Parade Permit to the Central Maine Egg Festival Committee for the Big Parade on Saturday, July 19, 2014 to begin at 9:15 am and to waive the fee.

Moved by **Councilor Donahue** and seconded by **Councilor Ferland** that Resolution 14-66 be adopted.

The Town Manager noted this is a permit for our favorite parade.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 14-67:** Resolved that the Town Council authorize the Experimental Aircraft Association (EAA) Chapter 736 to hold The Great Central Maine Everything That Flies Fly-In at the Pittsfield Municipal Airport on Saturday, July 19, 2014.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Donahue** that Resolution 14- be adopted.

The Town Manager noted all entities sponsoring the events are required to provide the Town a certificate of insurance listing the Town as additional insured.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 14-68:** Resolved that the Town Council authorize the Town Manager to issue the Request for Proposals for Economic Development Consulting Services and to authorize the Town Manager and the Pittsfield Economic Expansion Corporation to seek proposals for same.

Moved by **Councilor Donahue** and seconded by **Deputy Mayor Nichols** that Resolution 14-68 be adopted.

The Town Manager noted the Town Council has discussed the need to provide further assistance to (1) address the promotion of the UTC Facility in our pursuit of having other businesses utilize the facility when UTC vacates and closes down operation in their factory; and (2) to assist with the redevelopment of the SAS Facility for which we have acquired a very interested developer. I have been working on both projects but with many hundreds of interruptions each week, the dedicated time is in the evenings and weekends which I was using for the grants and community projects (which were put on hold).

UTC is interested in working with the Town to fill the factory after our many discussions and I met and talked numerous times with an interested developer for the SAS building. These two projects could profoundly assist our town if they could come to pass.

**VOTE: UNANIMOUS AYE**

## 7. **DISCUSSION ITEMS:**

### **Financial Reports as of 05/31/2014:**

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

**Briefly reviewed by Town Manager**

### **Other Reports as of 05/31/2014:**

Building and Plumbing Permit Reports  
Library Report-Librarian's and Library Trustees Minutes  
Police Report

**Self Explanatory – Not Reviewed**

### **Updates:**

Water Wells Cleaning Update: The main well is working very efficiently. We are to receive a report of the exact work completed, what was found and recommendations.

Water and Sewer Projects Update: In addition to the Water Pump work, multiple small and medium water and sewer projects are planned for the month to include the replacement of water hydrants on Madawaska and Waverly areas; replacing the gate valves at SAS on Waverly; replacing various curb stops around town; installing a new service line on First Street; and locating and finishing the water main break at the Cedar Mill off Greeley Street. As indicated at the last Council Meeting, an excavator will be rented for the month, which is less expensive than using it for several days – 1 week. Highway and the Transfer Station will utilize the rented excavator as needed.

The telemetry system is out to bid and the prices were high. Olver Associates will be making a recommendation. As soon as the sewer manhole work is completed, people will be very happy.

USDA Grant Project: Main Street Sewer Project: Since the last meeting, the mainline sewer on upper Franklin Street was completed and house sewer systems were begun. During the week of June 9, 2014, sewer services were to be completed and the sewer main pressure tested, site cleanup of Franklin Street to be completed and possibly the clay dam on Main Street would be installed.

Highway Projects Update: Highway completed extensive cold patching on roads that were not scheduled for paving; Worked with the water and sewer departments on hydrant projects; supervised the road paving on Bean's Corner Road Sections and Higgins Road.

Highway will be completing some work at the Depot to have the temporary boards at the bottom of the broken clapboards painted while we search for funds for Phase III of the project – lead based paint removal; clapboard purchase; all preservation and restoration of the windows, doors, trim and under the roof area. This is a large project and the Town currently has \$11,000 from a grant saved toward this work.

A number of projects were completed through the Community Service Day of MCI and Highway supervised the projects.

### **Grants Update:**

#### **New Grants:**

**Airport Grants: Airport Master Plan Update** – The Town received the grant award, executed the agreement and forwarded it to the Town Attorney for review and approval, received the grant package back approved and forwarded it to the FAA for processing.

**Airport Grants: Airport Taxiway Reconstruction** – The remaining punch list work should start up shortly.

**Airport Grants: Airport Apron Expansion** – The remaining punch list for work should be underway shortly.

**Airport Grants: Engineering to Design the Apron Expansion** – still processing paperwork for this grant, however, it will be closed out later this year when the Taxiway and Apron projects are closed out. As the Taxiway grant did not provide for any engineering/inspection work, these three grants will be closed out with amendments to reconcile this project. We discussed this last year. The Engineering Consultants recommended this in order to complete most of the project in 2013.

**Belvedere Fund for Historic Preservation** – The Town has \$11,000 saved toward the clapboard replacement, which is part of a much larger project.

**Davis Family Foundation** – the sill work was completed and paid for with excellent work completed. The temporary boards placed where the clapboards were broken prior to the work were placed at the site and will be painted. At this point, all funding for the Depot project will be expended with the exception of the saved Belvedere Fund grant award that is encumbered for the sill work.

**Library Mini-Grants (Cornerstone of Science and Gates for computers)** All of the other small grants have been closed out and these two grants basically remain from the grant acquired during the last several years. The Librarian is working on closing out these two grants also.

**USDA Sewer Rehabilitation Grant** – The project should start up again and we will have some decisions to make on additional projects to approve to expend the available funds. This will mean review of the bid prices of the alternates.

**HealthySV Tobacco, Alcohol and Drug Prevention (new)** – the Town has a unique opportunity to be a pilot project in providing for more Community Policing without having to hire an additional officer. The Chief is taking to the officers now about this. Basically, a certain amount of time will be dedicated per week with 1-2 individuals who have the proper background and certifications currently officers to focus on community work – prevention of tobacco, alcohol and drug use of the students, meeting with community groups, etc. The grant will pay for the example of 10 hours a week for that officer/officers to not be on patrol and dedicate time to community policing. That shift or period of time would be covered by another police officer. The details will be worked out this Spring/Summer. The program would likely start in October 2014.

**Historic Preservation Foundation (new)** – Our Historic Preservation Architect has submitted the Town's Theatre Restoration Project for review. This is by invitation only so if the project is viewed well, the Town will be invited to complete the Foundation paperwork.

**Jump Start Our Youth (JOY through JMG) Historic Depot (new)** – I filed an application for this mini-grant for the Historic Depot for the Historical Society on February 28, 2014.

**Workforce Investment Board and KVCAP agency reimbursements** – The Town is receiving nearly \$400.00 toward the cost of administrating and operating the 7<sup>th</sup> Annual Regional Job Fair in May 2014.

**Grants waiting to be closed:**

**L&W Conservation Fund: Hathorn Park Legge's Field & Sports Complex, Phase II** – closed out with final payment received.

**New Grant Opportunities:**

**Airport Master Plan Update** – The FAA held a scoping meeting on Friday, January 24, 2014 to agree upon the specifics for the project. A grant application was filed for the project prior to the May 1, 2014 deadline. The grants are usually approved in July-August of each year.

**TIGER Transportation Grant** – The Town is part of a several town area for bus commuter system to assist those areas that have had economic distress due to large closures – Lincoln, East Millinocket and Newport/Pittsfield. This is a federal grant application that will be quite competitive.

8. **REPORTS:** Audience, Council

**Audience:**

**Donnie Hallenbeck:** The Historical Society opened today for the season. The ramp at the Historical Society needs some work due to the building foundation change.

**Council:**

**Councilor Donahue:** It was nice to see so many people at the school local foods dinner event. The MCI jazz band sang. The forum visit to our farm was very nice. I want to congratulate Councilor Curtis on his new addition to his family.

**Councilor Stackhouse:** Absent

**Councilor Ferland:** The event showcasing local food was great. The food was delicious. Everyone said the visit to Councilor Donahue's farm was the highlight.

**Councilor Nichols:** I apologize I couldn't make it the last meeting. I was on vacation in Vegas. I had a good time, but things are expensive! Water was \$3.50 a bottle. We think things are expensive here!

**Councilor Curtis:** Absent

**Councilor Cianchette:** Absent

**Councilor Jordan:** I appreciate you guys changing the meeting time. I was at the school and reviewed the program. The kids really did a lot of work. The food was great at the school's local foods dinner last night. We have a good community to see that kind of turnout.

9. **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 to discuss Economic Development, Disposition of Property and Acquisition of Property under Title 1, Section 405, 6.C. at 8:05 pm. The motion was seconded by **Councilor Ferland**.

**VOTE: UNANIMOUS AYE**

Motion by **Deputy Mayor Nichols** to exit the executive session having discussed Economic Development, Disposition of Property and Acquisition of Property at 8:21 pm. The motion was seconded by **Councilor Donahue**.

**VOTE: UNANIMOUS AYE**

10. **ADJOURNMENT**

Motion by **Deputy Mayor Nichols** and seconded by **Councilor Donahue** that the meeting be adjourned at 8:22 p.m. All in agreement.

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Nicole Nickolan, Town Clerk