

MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, June 16, 2015 at 6:30 pm in the Council Chambers.

PRESENT: COUNCILORS: Tim Nichols, Scott Strom, Trudy Ferland and Heather Donahue. **ABSENT:** Michael Cianchette and Robert Stackhouse. Also present: Town Manager Kathryn Ruth and Town Clerk Nicole Nickolan. Audience members included: Gary R. Jordan, Jr., Beth Boudreau, Diane Lasselle, Merlon Lasselle, Don Hallenbeck, Scott Noble, Stephen Vance and others.

1. **Deputy Mayor Nichols** opened the meeting by leading the **Pledge of Allegiance**. The Council observed a moment of silence.

2. **PRESENTATIONS, CONGRATULATIONS AND INTRODUCTIONS:**

Presentation of Commendation to Gary R. Jordan, Jr. for over 20 years of service to the Town of Pittsfield:

Gary recently left the Town Council as he has moved to the Bangor area.

The Pittsfield Town Council Mayor Robert Stackhouse presented Gary with a commendation for over 20 years of service to the Town. This is a certificate and a gift acknowledging Gary R. Jordan, Jr.'s many achievements and contributions to the Town of Pittsfield.

Gary served on the Planning Board beginning in 1994 through 1997 at which point he was elected to the Town Council. He served on the Town Council through 2002 and then volunteered on several town committees including the Economic Development Committee. In 2006, Gary was elected as a Town Councilor and resumed his volunteer service as a Town Councilor through Spring 2015.

As a Town Councilor, Gary served as Mayor from 1999 through 2002 and then again from 2013 until Spring 2015. While on the Town Council, Gary served on many Council Committees including the Finance Committee, Ordinance Committee, Police Negotiations Committee and Fair Hearing Authority.

Gary also was the webmaster for the Town for many years and assisted in the development of the Town's Economic Development Plan. Gary also serves on the Pittsfield Economic Expansion Corporation which assists the Town with economic and community development projects.

Certificate of Thanks to Michael Brooks for assistance to the Pittsfield Community Theatre:

The Town Council will sign a certificate thanking Mr. Brooks for all of his assistance with ads on the Big Screen at the Pittsfield Community Theatre. Michael volunteered his time and energies to create very professional ads for several groups including the Town. He and his family are leaving the state due to a job offer and will be missed.

Community and Economic Development Activities and Events:

43rd Central Maine Egg Festival Monday, July 13 through Saturday, July 18, 2015
Hooked of Fishing Recreational Opportunity on Saturday, June 6, 2015

Report on New Business Activity & Opportunities in Pittsfield:

General:

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. To address remaining available small to medium locations, additional promotional pieces beyond our regular promotion of available properties had been provided to economic and community development resources and sites. All properties have been acquired or are in process except the former Ben's Breakfast which has suffered some internal damage that is currently being addressed (before being marketed). The Chalice is now back on the market as the Seabasticook Valley Federal Credit Union now officially owns the property and has hired a real estate agent to market it.

As of the date of writing this agenda item, the Town continues to work on three proposals/background materials for three business proposals/property inquiries. In addition, several new businesses are in the process of being opened, transferred to new ownership or moving to new locations, opening up strategic locations for new businesses.

Certificate of Welcome to the following new business signed by the Town Council:
For 06/16/2015: Skills, Inc. Thrift Shop, now open at the Somerset Plaza
For 06/16/2015: JMR's Roofing & Painting which is located at 37 Canaan Road
On 06/02/2015: S.P.C. Sacks Painting & Contracting which is located at 207 Waverly Street.

Certificate of Congratulations to the following business signed by the Town Council:
United Insurance has a brand new office at 121 Somerset Plaza, Suite 102.

UTC Factory: History: Planning continues for the announced factory closure of the local UTC facility by Global UTC Headquarters beginning in the 3rd 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 Pittsfield Economic Expansion Corporation has met with UTC at the plant and reviewed the factory on a detailed tour on May 23, 2014. Several tours have taken place. UTC hired CBRE The Boulos Company which deals extensively with commercial real estate across the United States and beyond. Multiple tours of the property have taken place, however, the Town was not involved. Multiple opportunities are being made available to UTC employees to meet with resource providers during their lunch one-half hour in the lunchroom. A schedule of dates/subjects was being scheduled and several events took place. Discussions were also underway regarding small job fairs in addition to the yearly Regional May Job Fair that Pittsfield and the Ken-Som Transition Team holds for several counties. Several events were planned for UTC lunch breaks at the facility specialized in areas such as banking/financial planning; education opportunities; etc.

At the last Ken-Som Transition Team Meeting, it was agreed to combine a number of events into one large resource fair to take place during February vacation when the schools are available for use. This event was held on Wednesday, February 18, 2015 at Warsaw Middle

School Gym from 1:30 – 4:30 pm. It was a great success with approximately 52 businesses and resource providers. Over 303 people attended.

The last notices were provided by UTC to employees. Approximately 60 will be left with some working on production until May 1, 2015. After that there will be a small group who will be on site during the Summer. Review of the UTC Facility continues by parties. We continue to be in contact with interested parties. A new meeting was held at UTC which representatives of the Pittsfield Economic Expansion Corporation (PEEC) attended since the last Council Meeting of 05/05/2015.

UTC now has 19 employees working until June 30, 2015 with maintenance staff staying on until December 31, 2015.

SAS Property: History: 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 worked with the potential developer to line up interested agencies to tour the mill this summer. The first tour has taken place. Background research continues to take place to locate funding resources. Recently there have been multiple contacts regarding the future of this site and the property is now in the process of being auctioned off. The Town Manager attended the Preview of the property on Monday, 11/24/2014. The Auction was set for 12/09/2014. As many people have been contacted that we can think of who could be interested in the facility. After the auction took place, we learned that negotiations were underway to purchase the building. The negotiations were confidential. In the end, the negotiations did not yield a buyer. As of the writing of this agenda item, a party is reviewing this facility to determine if it is interested. The Town has not heard about the current status of the interest, however, continues to inquire. More information has been provided. The Real Estate Agent has been asked for a progress report again and upon this inquiry, sent the request directly to the Trust for an answer.

The Town was advised after the 05/05/2015 Council Meeting that the Real Estate Company LandVest is not marketing the property. A new contact has been provided. All information or requests need to be submitted to the Trust. A new tour took place last week through the buildings. This is the first time that we have seen deterioration in the Mill building since it was closed down.

The Town has a new contact for the SAS Facility and is working with the contact to receive information on the building including the floor plans and background on the heating system.

As of 06/10/2015, we have not yet accessed the floor plans or heating system information, although a few more tours have taken place at the building.

Somerset Plaza:

The new Plaza owner has provided details on site vacancies to the Town and these have been advertised for the Plaza. Several referrals have been made to the Plaza. Some of the referrals have met with the Plaza owner to review possible leases. There are several potential business projects, therefore, reviewing the applicability of a Tax Increment Financing District (TIF) has begun and will continue once information is received. Further information required to evaluate this opportunity has not been received from the developer. The popular **Ken-A-Set Thrift Shop operated by Skills, Inc.** will move to the Plaza to the former Family Dollar Store location once vacated. Many calls have already been received by the Town Office staff from citizens and neighboring residents asking when the store will open! People are very excited about Ken-A-Set moving to Town. **United Insurance Company** has announced that it will be moving to the Plaza to the former Natural Food Store location across from Subway. The **Discount Warehouse** space has been thoroughly reviewed for retail with **Advance Auto** to expand into the area.

Construction has been underway in the Plaza for **United Insurance Company**. The configuration of the space has been worked out so that the company has sufficient room and the plan meets state requirements.

Construction is also now underway for the **Ken-A-Set Thrift Shop**. The Thrift Shop sign is up now and we continue to receive more phone calls inquiring as to the Grand Opening Date!

Update:

Both locations look quite nice with United Insurance Company to move into their new offices with a Grand Opening on June 1, 2015.

On June 08, 2015, the Skills, Inc. Thrift Shop opened. It has been quite busy!

North Lancey Building:

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 has compiled a spec sheet for this property and it is on the web site as well as having been distributed. There has been interest in the location.

Family Dollar:

The Family Dollar Store is basically complete except for landscaping. Merchandise is being moved into the store to open the first week of April 2015. If a notice is provided of a Grand Opening, that information will be forwarded to the Town Council. **Family Dollar** was moved to its new home and re-opened late last week when the merchandise was in place. Many excellent comments from citizens and customers in the store. It is very user friendly, lots of new merchandise and easy to move around and find items.

Still hearing lots of good comments and the store has been packed at times.

The landscaping at the site is well underway. Hunt Real Estate has worked with Family Dollar Corporate Office to allow for the sidewalk, ADA ramp for a crosswalk and bike ramp.

Hunt Real Estate's representative was in Town on June 10, 2015 to check on the store's progress.

Hancock Lumber:

Hancock Lumber continues to work 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. We were advised that their project is scheduled for Spring, 2015 when weather permits.

American Legion:

The American Legion has received engineering assistance from Kleinschmidt Associates. An application for site plan review is being prepared for the building. Grant funding reviews have been underway with a couple of distinct possibilities located. The American Legion has launched a fundraising campaign to raise funds for the rehabilitation of their Middle Street property. At the 03/03/2015 Council Meeting, the Town Council approved a lease agreement for spots in the parking lot in order to meet site plan review requirements.

The group continues their fundraising efforts. Offers have been made to assist with grant opportunities, which are limited in number.

Former Corner Cupboard:

Officially the former grocery store (and auto shop) will become the new home for Insource Renewables. The business vehicles and inventory will be stored on the site. The office will continue to be located at North Lancey Street. Work has been underway in the building. Progress is being made in the building.

Pittsfield Redemption Center: The facility had been closed for awhile when Ms. Goodridge's tenant ceased operations. The facility is now open with regular hours. It has been reported that the property has been sold. We have received good comments about the new management of the facility and the service. Bud's had been swamped with returnable bottles so it is good that there is now another location in the Town. The business seems very busy at times during the day so customers have definitely come back.

Pittsfield Equipment Rental: This facility had been shut down by the owner and put on the market. The property sale is in the process of being finalized. The prospective purchaser, who owns a business in Waterville, plans to have a garden type store with mulch and rentals. The building will receive some updates. We were just notified that the sale fell through at the end. Other buyers are being pursued.

Report on MDOT Somerset Avenue Mill & Fill Project:

The MDOT Mill and Fill project is now completed with the exception of several safety enhancements.

The School Blinking Solar Lights need to be installed and locations are being staked out by Public Works to show MDOT on 11/14/2014. The Town and Pittsfield Water Works will be meeting with MDOT on 11/14/2014 regarding the manhole cover issue. The ADA detection basins have been installed along the section of Somerset Avenue added to the project. The Town has been advised of the locations for the special School Blinking Lights and is installing the poles after Dig Safe notification during the week of 11/24/2014. The poles are up, however, the electrical company has not yet been available to come review the project. This is the only part of the project that remains. As of 03/11/2015, the company had been to

town to quote the cost to hook up the solar traffic light system. Several other companies were also contacted with two more providing bids. A local company has been hired to complete the work before the end of 04/2015. Insource Renewables has been working on the signal light. The units did not work when completed, however, it appears that some parts were missing in the kit Public Works picked up from the State MDOT. The kit was opened when the project was started and the company supplying the kit sent the missing pieces to Insource Renewables. As soon as the light system is working, we will provide notification to parties. The School was notified that the lights were working as of the last weekend in April and the school guards started using them the week after School Vacation.

Report on Somerset Avenue Sidewalk Project: History: The Preliminary Punch List was issued to the contractor along with a list of paperwork which is required. The Town worked on the detectable basins for handicap accessibility which are needed on the additional section of Somerset Avenue that was added to the project. It is anticipated that a meeting will be set to address the need for the lienholder waivers and to address the punch list items. The Contractor called back on 11/12/2014 to our written request from early 10/2014. So far, the Town has not received the required documentation nor has the Contractor met with the Public Works Foreman on the punch list. Therefore, the final payment has not been issued. On 12/08/2014 the Contractor called back, a meeting took place and the Town received all of the necessary information in order to release the final payment (with 2% retainage held). Funding for the work completed for MDOT remains as an Accounts Receivable as of the date of this agenda item. As soon as the snow melts, the Town will inspect the sidewalk for any damages or issues in addition to the punch list compiled last year.

New issues in addition to the punch list have developed over the winter. In May 2015, a new punch list was created which will be presented to the contractor by the Public Works Foreman. Photographs of the issues have been taken for the record. The contractor is to arrive the week of 05/18/2015 to conduct the required landscaping. Paving repairs are in the process of being scheduled per the contractor's report to the Public Works Foreman.

As of 05/27/2015, the contractor has not yet arrived to meet with the Public Works Foreman on the new expanded punch list added to this Spring.

The Contractor's crewmembers arrived on 06/06/2015 to conduct some landscaping. More is needed. We were advised again that the paving fixes would take place in a couple of weeks.

Report on Somerset Avenue Speed Limit Request: History: Preliminary information was submitted to MDOT in late Fall, 2014. Additional information was requested. Several extensive details were completed by the Police Chief to provide the additional information on days when the weather was clear, the roads were not snow covered and at a time in which the Police Chief did not have any commitments and the police department was fully staffed here in Town (not at court, out sick, etc.) MDOT has the additional information and will provide their answer on whether the speed zone from I-95 to the Varney Dealership can be lowered to 25 or 30 mph. With the information collected in 2014, it could not be lowered to 25 mph pursuant to their requirements. We will see what the additional information provides for an allowable speed limit under MDOT regulations. The Town has not been advised of a decision as of yet.

Report on Meetings & Events:

FirstPark Marketing Committee Meeting on Wednesday, 06/03/2015 at 2:00 pm at the FirstPark Office in Oakland

FirstPark Executive Committee Meeting on Thursday, 06/04/2015 at 5:00 pm at the FirstPark Office in Oakland (Rescheduled from Thursday, 05/28/2015 at 5:00 pm)

Sebasticon Valley Chamber of Commerce Board of Directors Meeting on Thursday, 06/04/2015 at 5:00 pm at the SVCC Office in Palmyra

Kennebec Valley Council of Governments (KVCOG) Board of Directors Meeting on Tuesday, 06/09/2015 at 9:30 am at the KVCOG Office in Fairfield

Kennebec Valley Council of Governments (KVCOG) Comprehensive Economic Development Strategy (CEDS) Meeting on Tuesday, 06/09/2015 at 11:30 am at the KVCOG Office in Fairfield - CANCELLED

Central Maine Egg Festival Committee Meeting on Thursday, 06/11/2015 at 6:30 pm

Upcoming Meetings & Events:

Sebasticon Valley Chamber of Commerce Hotel/Inn/Motel Study Group Meeting on Wednesday, 06/17/2015 at 11:00 am at the Chamber Office in Palmyra

Maine Department of Transportation Capital Improvement Airport Meeting on Wednesday, 06/24/2015 at TBA at the Augusta Airport

Theatre Committee Meeting on Wednesday, 06/24/2015 at 6:00 pm

FirstPark General Assembly Meeting on Thursday, 06/25/2015 at 5:00 pm at the T-Mobile Conference Room in Oakland

The remainder of the meetings are in the process of being scheduled.

3. PUBLIC HEARINGS/OLD BUSINESS: NONE

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

Town Manager's Report: Town Council Meeting of 06/16/2015:

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

2. Recreation Program Sign-ups: Sign up for Summer programs will be Monday, June 8 - Friday, June 19. Pick up forms at the Town Office 8 am - 5 pm weekdays. Programs are swim lessons, basketball, field hockey, soccer, tennis & arts and crafts. A golf program at JW Parks will also be offered. Swim Lessons are \$25 residents/\$30 non-residents. Swimming lessons family plan with 3 or more children is \$75 resident/\$90 non-resident. All other programs are \$20 residents/\$25 non-residents. Swim lessons and athletics begin Monday, June 22.

3. Bangor Savings Bank Community Matters More: The Town was presented with the \$5,000 check for the Pittsfield Community Theatre after receiving the most votes in the Mid

Maine region for the Community Matters More Campaign has arrived. Now, we plan out the proposal process for architectural work for review of the building, sketch for foundation submittal and a budget.

4. 43rd Central Maine Egg Festival: The 43rd Annual Central Maine Egg Festival will be held Monday, July 13, 2015 through Saturday, July 18, 2015. The Egg Festival Committee schedules their events the same week as the Kiwanis Karnival which is set by the Greater Pittsfield Area Kiwanis Club when the Carnival company is available.

Egg Festival Committee meetings are being held on the 2nd Thursday of each month at 6:30 pm until June - July when the group meets more often. For more information, contact Stephen McCarron, President at president@centralmaineeggfestival.org

The 2015 Officers for the Egg Festival are: Steve McCarron, President; Casey Snowman, Vice-President; Taylor Owens, Secretary; and Marie Cole, Treasurer.

The 2015 Board of Directors are: Steve McCarron, Casey Snowman; Marie Cole; Dale Goodwin; Timothy Nichols; Taylor Owens; Steven Cianchette; Lisa Cianchette; and Kathryn Ruth.

The 2015 Egg Festival Theme is: The Central Maine "Egg"spierience.

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

6. NEW BUSINESS:

RESOLUTION 15-69: Resolved that the Town Council accept the bid of David Schmid in the amount of \$1,825.00 for Map 18, Lot 52, property at Phillips Corner Road from the 06/10/2015 Tax Acquired Property Bid and to require full payment of the bid price within 21 days.

Moved by **Councilor Ferland** and seconded by **Council Donahue** that Resolution 15-69 is adopted.

The Town Manager noted the Town Council authorized a third bid process involving tax acquired properties that automatically foreclosed last year. After numerous contacts and requests to the former property owner including a period of redeeming the property if all taxes, interest and costs were paid up, the property went out to bid. Bids were due on June 10, 2015 for the third bid process resulting in bids for all three properties.

For the approximately 8.7 acres of land off the Phillips Corner Road, the minimum bid price was \$1,500. The bidder has quoted \$1,825 and included the 20% deposit. Mr. Schmid writes "I plan on reviewing the options to develop a home on the property and if feasible, then develop it within the first year."

It is recommended by staff that the bid be accepted and to require full payment of the bid price within 21 days.

If the bid price is received, the next step in the process will be to schedule a public hearing and then hold that public hearing to issue a quit claim deed

VOTE: UNANIMOUS AYE

RESOLUTION 15-70: Resolved that the Town Council accept the bid of Diane Lasselle in the amount of \$4,557.43 for Map 27, Lot 41, property at 177 West Street from the 06/10/2015 Tax Acquired Property Bid and to require full payment of the bid price within 21 days.

Moved by **Councilor Donahue** and seconded by **Council Ferland** that Resolution 15-70 is adopted.

The Town Manager noted the Town Council authorized a third bid process involving tax acquired properties that automatically foreclosed last year. After numerous contacts and requests to the former property owner including a period of redeeming the property if all taxes, interest and costs were paid up, the property went out to bid. Bids were due on June 10, 2015 for the third bid process resulting in bids for all three properties.

For the approximately .23 acres of land and a small older structure, the minimum bid price was \$4,500. The Town has received two bids. David Schmid at \$5,010 who plans to fix up the building and rent it out and Diane Lasselle who has bid \$4,557.43 who plans to demolish the building and build a home. Mr. Schmid's bid was \$1.00 short for the deposit of 20%, which is minor.

It is recommended by staff that a bid be accepted and to require full payment of the bid price within 21 days.

If the bid price is received, the next step in the process will be to schedule a public hearing and then hold that public hearing to issue a quit claim deed.

The Town Councilors had a discussion regarding the two bids. Diane and her son, Merlon were at the meeting to answer any questions. After some discussion and review of the required intent of the property the Town Councilors decided the winning bid in favor of Diane Lasselle as the home is disheveled and Ms. Lasselle plans to have it demolished with a new home built on the premises.

VOTE: UNANIMOUS AYE

RESOLUTION 15-71: Resolved that the Town Council Confirm the Town Manager's appointment for the Public Works Foreman Position in accordance with the Personnel Policy Regulations.

Moved by **Councilor Donahue** and seconded by **Council Ferland** that Resolution 15-71 is adopted.

The Town Manager noted the Town Council has received background material about the several advertising periods for the Public Works Foreman's position as well as background materials on the candidate recommended by the Selection Committee. Mayor Robert Stackhouse and I reviewed and selected candidates for interviews, held both first and second interviews and recommended a candidate. A conditional offer of employment was made after an update was provided and the candidate, Steven Vance, is here this evening to meet the Town Council.

The process is nearly completed with just one test left, which is scheduled for tomorrow. Due to the Council Summer meeting schedule, the next meeting is not until July 21, the

candidate will need a month or so to finish up current responsibilities and we would like to have a period of overlap of a month or so in order to provide for background, knowledge and practices.

Mr. Vance introduced himself to the Council. He noted that he grew up here and worked here in Town. He is diplomatic, so it will work well with the citizens. These days its quite a job just to get a job. The last step will be my physical. I am hoping to be able to fill John's shoes and bring a few new skills to the position.

The Town Councilors welcomed Mr. Vance noting that he seems to be well qualified for the position.

VOTE: UNANIMOUS AYE

RESOLUTION 15-72: Resolved that the Town Council Approve the Police Department's plan for a scheduled road closure for the 43rd Annual Central Maine Egg Festival on Saturday, July 18, 2015.

Moved by **Councilor Ferland** and seconded by **Council Donahue** that Resolution 15-72 is adopted.

The Town Manager noted the Maine Department of Transportation now has a new requirement if a State road is to be closed for a "Special Event" that a road closure plan is required.

The closure plan must be in writing and needs to include the time and date of the vent as well as the names and phone numbers of emergency and law enforcement contacts. It needs a Plan of Action that explains set up, the vehicles to be available and other pertinent information. The Plan must be approved by the Town Council, law enforcement which in this case drafted it and shared with MDOT's State Traffic Engineer.

Chief Emery has listed out in letter form the details of the road closure plan that has been in effect for over 20 years here for the Annual Egg Festival Big Parade.

VOTE: UNANIMOUS AYE

RESOLUTION 15-73: Resolved that the Town Council Approve the issuance of a parade permit to Ray Berthelette, Nolan's H.E.R.O. Foundation for a 5K Run and 3.13 K Walk on September 5, 2015 and waive the permit fees.

Moved by **Councilor Donahue** and seconded by **Council Ferland** that Resolution 15-73 is adopted.

The Town Manager noted as the 5K and 3.13 K Walk will raise funds for the Foundation, it is recommended that the permit fees be waived.

VOTE: UNANIMOUS AYE

RESOLUTION 15-74: Resolved that the Town Council Approve the issuance of a parade permit to Wladimir Ortiz for a 5K Amazing World Race Fundraiser on June 27, 2015 and waive the permit fees.

Moved by **Councilor Donahue** and seconded by **Council Strom** that Resolution 15-74 is adopted.

The Town Manager noted as the World Race is a 11 month mission trip to 11 countries focusing on serving those in need and is for the mission trip workers to raise funds, it is recommended that the permit fee be waived.

VOTE: UNANIMOUS AYE

RESOLUTION 15-75: Resolved that the Town Council set the rate of interest to be charged on delinquent taxes for 2015 at 7.0% and the due date for payment of taxes at the end of the business day on Friday, October 16, 2015.

Moved by **Councilor Donahue** and seconded by **Council Ferland** that Resolution 15-75 is adopted.

The Town Manager noted this is an action relating to the collection of property taxes. Taxes have traditionally been due on the second or third Friday of the month of October. The maximum rate of interest is set by the Treasurer of the State of Maine for taxes that become delinquent during the taxable year of 2015. Towns usually adopt the maximum rate of interest.

VOTE: UNANIMOUS AYE

RESOLUTION 15-76: Resolved that the Town Council set the rate of interest for overpayments for 2015 at 3% to conform with 36 M.R.S.A. Section 506-A.

Moved by **Councilor Ferland** and seconded by **Council Donahue** that Resolution 15-76 is adopted.

The Town Manager noted this is a second action relating to the collection of property taxes. When overpayments are received, for example, when people pay their taxes on time and then receive an abatement, the interest rate on the rebate would be issued at the maximum rate listed above unless the Town adopts the lower rate. The lower rate is calculated by taking $7.0\% - 4.00\% = 3.0\%$ under the State Law for 2015.

VOTE: UNANIMOUS AYE

RESOLUTION 15-77: 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.

Moved by **Councilor Donahue** and seconded by **Council Strom** that Resolution 15-77 is adopted.

The Town Manager noted with the constant change-over in mortgage companies or property owners having more than one mortgage on their property, the Town can occasionally receive more than one check to pay the taxes for an account and then have to send one back or rebate the additional monies paid. In additional, some tax bills will be overpaid which then

becomes a prepayment for 2016 taxes. By this agenda item, the Town would not pay interest on the prepaid 2016 taxes

VOTE: UNANIMOUS AYE

RESOLUTION 15-78: Resolved that the Town Council authorize the Town Manager and Deputy Treasurer to Issue a Request for Proposals for the Investment of funds to be returned from the Maine PERS for the Employer's Pension Assets from the 1990's.

Moved by **Councilor Strom** and seconded by **Council Ferland** that Resolution 15-78 is adopted.

The Town Manager noted as noted at prior meetings, we are awaiting information from the Maine PERS regarding the proposed return of funds from a separate account that was held for the Town of Pittsfield for many years. It has been explained that many PLD employers joined the consolidated plan in the 1990's by transferring their existing retirement plan's assets and liabilities into the new plan. We have been advised that there were pension assets that were more than required to fund the liabilities. Maine PERS has advised that it maintained all of the surplus funds of a number of towns and other governmental entities in separate accounts specifically for those employers. Apparently the Maine PERS must return these funds to the communities under new accounting and auditing standards.

This item started when we were advised that funds were to be returned to the Town after the State's fiscal year ended on June 30, 2015. A number of questions regarding the Town's liabilities and responsibilities have been asked over the last two months. I have been advised that a letter will be issued which explains this all out in the near future. In the interim, it would be advantageous for the Town to issue a Request for Proposals for investment purposes.

The draft Request for Proposals for Investment Services was in the Council package. The RFP has been reviewed by the Town Attorney and is fine to issue.

VOTE: UNANIMOUS AYE

7. **DISCUSSION ITEMS:**

Financial Reports as of 05/31/2015

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 05/31/2015

Building and Plumbing Permit Reports
Library Report – Librarian's and Library Trustees Minutes
Police Report
Self-Explanatory – Not Reviewed

Updates:

Water & Sewer Projects Update: The Assistant Water/Sewer Superintendent has been talking with companies interested in the two projects out to bid which are the hydrants and the sewer cleaning work. The RFP for the fencing the Wastewater Treatment Plant was drafted, however, not finalized as of yet in reviewing all of the types of fence that we could have.

W/S departments have continued to be busy as in the past weeks:

Worked on the inert pile, brush pile, and OBW area at the Transfer Station,
Did many spring burials at the cemetery,
Loamed and seeded a few lawns,
Worked with a couple contractors fixing private water and sewer issues,
Tested water meters and cleaned up at the garage,
Worked on a backed up sewer main on Chester Street,
Did maintenance on the backhoe,
Removed floating debris at the wastewater plant,
Assisted Highway with putting flags up and trimming trees,
Repaired light fixtures at Manson Park and at the Cemetery,
Adjusted a few curb boxes,
Got sidewalks repaired on Somerset and School St.
Repaired water main leak on Hunnewell Avenue.
Marked a lot of W/S main locating for dig safes.

History Only:

The Assistant Water/Sewer Superintendent has also spent a lot of time researching aeration and floating berm for the lagoons as well as finding the best approach to removing sludge cost effectively. Spent time finishing updating our safety manual.

Started planning our summer projects including riprap on both lagoon berms, fencing at the wwtp, trimming and clearing the sewer cross country runs at the airport and Curtis St. to Davis St., hydrant replacements, ditching on McCarty Road, repairing manholes and covers, and fixing numerous curb stops.

The Assistant Water/Sewer Superintendent has leased the excavator for two months during the summer for many town projects. Some projects have already taken place. I am awaiting the week by week list of projects and estimated time so that the equipment will be fully utilized. It is usually \$1200 per week which is \$9,600. Because we would take it straight for two months the cost was cut to \$700 per week or \$5,600. We have a lengthy list of work compiled and this will need to be very organized in order to fully utilize the equipment. The backhoes just cannot do some of this work very efficiently.

The Town Manager noted the project that have been completed with the Excavator.

CWSRF Peltoma Avenue Project Closing: The Award Notice was issued to the Contractor Nitram Excavation and the pre-construction meeting took place on Monday, June 15, 2015. The schedule was discussed, however, not finalized as of yet. It looks like the project will start on Monday, June 29. We discussed the Egg Festival and the Town's request that the work be picked up prior to the beginning of the festival on Thursday and Friday, July 16 & 17 and that work not take place on Saturday, July 18.

As soon as the schedule is confirmed, the Town will assist in advertising for beyond the project area. All the parties along the project area will receive notification automatically as part of the project. Since this is Nitram Construction, the company is very knowledgeable of the requirements for the federal funding that is a low interest CWSRF loan for the Town.

History:

The closing was today, however, the bank did not receive the funds as of yet. Once the funds arrive and the State DEP signs off on the expenses to date, there are encumbrances to pay so a warrant will be prepared and the Councilors called to come sign the warrant. As we do not have the funds, we could not issue a warrant today. In addition, we have not received approved expenses sheets from the State as of yet.

The Town's request for a CWSRF loan was approved by the MMBB on March 31, 2015. The confirmation letter was received on Friday, April 3, 2015. By the Ordinance authorizing the \$445,000 loan under this DEP program, the Town Manager is authorized to sign the loan as we are committed to it. As in past years, I have brought the letter to the Town Council Meeting in case anyone would like to review it. As of today, the loan interest rate remains around .5 of a percent.

On April 3, 2015, the bid opening took place for the Peltoma Avenue Sewer Main Replacement Project. This is to replace 1,000 linear feet of sewer main.

Of the 8 contractors who expressed interest, 3 bid on the project. Nitram Excavation & General Contractor, Inc. was low bidder at \$352,869. The high bidder was at \$397,635. Of the three that bid, Nitram has the capacity to do the job and we do have the background now on the firm's procedures. The bid is within the budget leaving a small contingency. This item will be on the next agenda for acceptance pending the closing of the loan, which normally would be closed by then, however, with the new procedures, may take a few more days.

Highway Projects Update – The Department has been ditching, fixing catchbasins and preparing areas for Summer Paving. There were numerous locations to get ready. This work continued today while the paving company was here grinding. More calls were made to the Somerset Avenue Sidewalk contractor who is supposed to be here this week. We will revert to a written letter detailing out the final punch list items. Public Works has started getting ready for Egg Festival week as they will be on vacation for the first two weeks in July. More sweeping has taken place, tree cutting and emergency tree cutting. General maintenance work has been taking place with lists of items to do for highway, grounds work and building maintenance.

Proposed State Budget Impact/Legislation affecting Municipalities & Proposed Legislation: While we were nearly to the end of the Legislative session, the complicated twists and turns of the legislative session continue. The Maine Municipal Association Legislative Bulletin issued June 5, 2015 addresses the major focuses taking place with

discussions on the Transportation Infrastructure Bond, Broadband Bond to attract business to by investing in high-speed broadband, excise taxes and camper trucks and the large issue of the County Jail fixes. The June 12, 2015 Legislative Bulletin issue discussed the State budget impasse, a bill proposed to cut excise tax revenue, relaxing MUBEC mandate to being optional for some communities; a formal review of all municipal mandates, GA requirements, and the tax lien discharge process.

Finance Committee Meetings: The following Council members are on the Finance Committee: Robert Stackhouse, Trudy Ferland and Scott Strom.

The Town will be resuming the schedule with the financial institutions on the Town's investments. It is understood that not everyone may be able to attend every meeting, however, we need to start up the meetings again.

Finance Committee Meetings are: Tuesday, July 21, 2015 at 5:30 pm/TD Cemetery Investments

Tuesday, August 18, 2015 at 5:30 pm/Peoples United Reserves/Trusts

Commercial Insurance Program: The Town is currently with Glatfelter insurance, one of the only commercial insurance programs for municipalities in New England. We also submitted an application with Trident Insurance which we have had before and was easy to work with on items. Completing both of the application packages, all the supplemental applications and all the descriptions was well over 63 hours of time over a several week period. Both companies will not insure any TAP and apparently not vacant buildings either so additional insurance will be needed. Next year in January, it is proposed that we go out to obtain quotations to include MMA.

Codes Enforcement Update: Reviewed the entire chart with responses from several code violations. The hard to deal with violations are along Peltoma Avenue and Somerset Avenue, which are two main roads in the community. Somerset is the gateway to the Town and Peltoma is the entrance/exit to the Airport where business people come in. The Town Manager has directed the CEO to concentrate on these areas first and only emergency case items that come up.

Web GIS Meeting: The Town Departments (Water/Sewer; Fire; Transfer Station/Recycling; and Admin), along with HealthySV and Cianbro Corporation, met with CES about a potential beta site for GIS web based software. It was interesting and certainly would be helpful to some departments. We had many questions as the Town is not versed with mapping at all. I would identify this as an area that we have lagged behind in due to how expensive the programs are for the Town. CES has been working on the trail map and with the CES staff person living near by, he is working on drumming up business. We were offered to be a beta site in which they would upload all of the information that was available that we were interested in having and this would be free as well as a test period, and then there would be a cost. I told them we were interested as the departments were interested, however, explained the budget and valuation issues and so set the stage for how we would not have the funding that other towns might have available to them. The Towns in this area are running on very tight budgets and the company would like to get in here due to location, so we will see what they come up with for promotion here.

Airport Capital Improvement Plan: The State's review of the Town's CIP will be held on Wednesday, June 24 in Augusta. We may or may not be scheduled for a project next year as we need to address the years needed to collect up funds for the wildlife fencing project that we do not want to have.

HTA is reviewing an exemption that they found to see if we would qualify. If so, it would seem we should work toward permitting for hangers and a hanger someday as allowable by the FAA, which you will see under the next update, needs to be addressed.

Airport Hanger: The Town's hanger at the Airport, which appears to be a 1950's building, has been leased to Curtis Air (and before that I believe to Spirit Aviation or the predecessor to Curtis Air) since the 1990's at least. Caleb has just advised me that he thinks the roof is going to collapse. Apparently it has leaked as long as he can remember. So Caleb wants to have the building reviewed by a structural engineer/builder and if possible, buy it from the Town and fix it up. Some of this has to do with how the Town has very little money for something like this and the high cost of a new hanger which is far out in the horizon. Also, it is very close to his operations. We have looked to figure out how the hanger got there in the first place and there are to date, no available records. At the least, a roofer is needed.

American Legion/Ladies Auxiliary Use of Town Property: Our industrious American Legion Ladies Auxiliary is planning to sell raffle tickets in the pedestrian walkway (or off to the side of the grass) off Main Street either on Friday, June 19 or Saturday, June 20, 2015. I advised them of past issues with people being on the Pedestrian walkway with the businesses near by. I have no issue and the group has agreed to not block the walkway. I told the group representatives that I would advise the Town Council to see if there are any issues with this proposed activity. I also suggested Friday as there would be more foot traffic with the employees walking around for exercise and getting lunches. The Town Council was fine with this request.

Grants Update:

New Grants:

Airport Grants: Airport Crack Sealing Program – The paperwork has been sent to the Town Attorney for processing so that we can return the FAA's offer for the financing of the crack sealing project. The project is estimated at \$102,232.65. The Town will have \$39,364 from our accumulated funds toward projects and receive \$62,868.65 in FAA grant funds. Being a part of this multi-town State MDOT project is an excellent arrangement for the Town.

Airport Grants: Airport Master Plan Update – To date, we have not received an update of the Preliminary information. The Town had previously received projections of usage and requested they be revised.

Airport Grants: Airport Taxiway Reconstruction – A proposal was received for the work to be completed in early summer.

Airport Grants: Airport Apron Expansion – The proposal to finish the work has a timetable of early Summer.

Airport Grants: Apron Engineering Design – This grant will be closed out shortly.

Bangor Savings Bank Community Matters More – we will promote this program and award once the Bank schedules the presentation of the check. The Bank takes care of this as it is their project and then once they do everything they want, we would then create some promotion about the award. The check is to be awarded the week of June 1.

HealthySV: Community Resources Program – Events were scheduled through May for Warsaw Middle School, Vickery School and Manson Park School. Officer Mike Cote is the Visiting Resource Officer. We need to bill for this project to receive our

quarterly payment. The Police Chief is working on this.

Local Roads Sign Replacement Program – The Town has received word that we have qualified for this sign replacement project. The next step will involve contact for a scheduled meeting to review the roads with the grant provider.

Project Canopy Grant: Gateway to Downtown – The project has been approved by the State to proceed once the training video is available. No training video has been available so the project has not begun. We will need to revise this a bit as the students will be out of school once it is time to do this, however, there are many students at MCI during the Summer who would likely find this project to be of interest as well as the ability to pass out flyers at Recreation at the Pool where hundreds of people go.

USDA Sewer Rehabilitation Grant – Retainage is left and will be addressed later this year so that this grant can be closed out as punch list of work was completed on one of the projects.

Other Grant Opportunities:

Efficiency Maine Incentives – will be exploring possibilities for some of the town buildings

PeopleForBikes Grant – obtain funds for a variety of projects is under review. In order to apply the Bike Pedestrian Committee will need to meet and we have made another request to KVCOG's Planner who was organizing this project free of charge.

Rural Development – USDA has advised that they have RD funds available through loan and grant that would fit well with the future sewer work. If the Town would like, RD will meet with the Town. There was a discussion about our new debt and how it is being handled in the sewer enterprise fund.

8. **REPORTS:** Audience, Council

Audience:

Don Hallenbeck: There is a Historical Society Meeting on Thursday night. We only have 3 active members right now. We need more members.

Council:

Councilor Donahue: The Town Crew fixed the ditching issue today that I had mentioned at the last meeting.

Councilor Ferland: They did come do some work on the lawns on Somerset Avenue. We will see how that works out. I want to thank the Town Manager for communicating with us during the lockdown at the school. I am happy that warm weather is finally here.

Councilor Nichols: I want to echo Councilor Ferland's sentiments on the lockdown. Everyone that was associated with the situation did a wonderful job. It was well handled. I want to thank the Town Manager for the communication. There is a lot of construction going on in Town. I see Route 100 is coming along. I am hoping we get some good weather for the Egg Festival.

Councilor Strom: As Councilor Ferland noted, I want to thank the Town Manager and the Superintendent for the communication. Everyone did a fabulous job. I know there is a rumor going around that New Balance was coming to Pittsfield. I work there and we recently had a meeting. The company advised us at the meeting that at this time there is no expected move.

Councilor Cianchette: Absent.

Councilor Stackhouse: Absent.

9. **EXECUTIVE SESSION:**

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

Motion by **Councilor Ferland** to enter into executive session to discuss Economic Development, Disposition of Property and Acquisition of Property under Title 1, Section 405, 6.C. at 8:10 p.m. The motion was seconded by **Councilor Donahue**.

Motion by **Deputy Mayor Nichols** to return to regular session. The motion was seconded by **Councilor Ferland**. The Town Council exited executive session at 8:54 p.m. No action was taken by the Town Council.

VOTE: UNANIMOUS AYE

10. **ADJOURNMENT**

Motion by **Deputy Mayor Nichols** and seconded by **Councilor Donahue** that the meeting be adjourned at 8:55 p.m. All in agreement.

Nicole Nickolan, Town Clerk