

# MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, December 2, 2014 at 6:30 pm in the Council Chambers.

**PRESENT:** COUNCILORS: Gary Jordan, Jr., Caleb Curtis, Tim Nichols, Trudy Ferland, Robert Stackhouse and Heather Donahue. **ABSENT:** Michael Cianchette. Also present: Town Manager Kathryn Ruth. Audience members included: Lyn Smith, Donna Dunphy and Scott Noble

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 meetings held on November 5, 2014 and November 18, 2014 and Budget Workshops held on November 5, 2014 and November 18, 2014.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Stackhouse** that the minutes of the regular meetings held on November 5, 2014 and November 18, 2014 and Budget Workshops held on November 5, 2014 and November 18, 2014 be adopted.

**VOTE: UNANIMOUS AYE**

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

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

Community and Economic Development Activities and Events:

Saturday, May 2, 2015: 19<sup>th</sup> Annual SVCC Trade Show and Community Fair

Saturday, May 13, 2015: 8<sup>th</sup> Annual Regional Job Fair, Warsaw Middle School Gym

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. The Family Dollar Store is closed in and interior work is on-going as well as all grounds work. We have been advised that the new store will open between Thanksgiving and Christmas. 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.

This evening, the Town Council will sign a Certificate of Welcome to Tax Pro and Robert Bolduc, President, for their new location in their newly renovated and extremely attractive building at the corner of Main Street and Somerset Avenue. The Town Council will also sign Certificates of Welcome for the new Family Dollar Store and to thank Hunt Real Estate for their management of the project.

Planning continues for the 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 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 is in the process of being compiled. In addition to the two resource days, a third resource fair for financial guidance is under consideration for January – February 2015. Discussions are 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 are being planned for UTC lunch breaks at the facility specialized in areas such as banking/financial planning; education opportunities; etc.

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. We had planned 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. I have been advised to just concentrate on the lots that have buildings so we will concentrate on the Corner Cupboard. The former Pizzeria building has undergone major renovations inside, however, has been taken off the market. The Town is not promoting this property at this time. Five specialized promotional pieces had been issued with the last one in August 2014. The focus is now on the former Corner Cupboard property. Someone has been looking at that building for their business location as well as another building.

The new Plaza owner has been providing 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.

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.

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 is set for 12/09/2014. As many people have been contacted that we can think of who could be interested in the facility.

**Upcoming Meetings & Events:**

Recycling Committee Meeting on Wednesday, 12/03/2014 at 5:00 pm

Sebasticook Valley Chamber of Commerce Strategic Planning Committee Meeting on Thursday, 12/04/2014 at 3:30 pm at the Chamber Office in Palmyra

Sebasticook Valley Chamber of Commerce Board of Directors Meeting on Thursday, 12/04/2014 at 5:00 pm at the Chamber Office in Palmyra

Kennebec Regional Development Authority (KRDA) Executive Committee Meeting on Thursday, 12/11/2014 at 5:00 pm at the FirstPark Office in Oakland

Meeting schedules have not yet been finalized by a number of groups due to the holidays.

4. **PUBLIC HEARINGS/OLD BUSINESS: NONE**
5. **REPORTS: TOWN MANAGER, FINANCE, ORDINANCE & RECYCLING COMMITTEES:**

**Town Manager's Report: Town Council Meeting of 12/02/2014:**

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. Langlais Art Trail includes Pittsfield: The Town of Pittsfield is part of the Colby College Langlais Art Trail. Colby College is producing a state-of-the-art interactive map, which will serve as an extensive guide to Langlais works across the state of Maine. The launching of the Trail recognizes a state-wide art community that was created through the Kohler Foundation and celebrates the collaborative efforts to recognize this influential artist. The Town will receive a copy of *Bernard Langlais*, a copiously illustrated 250-page monograph on the artist, with essays by Hannah W. Blunt, Diana Tuite, Vincent Katz, and Leslie Umberger. This monograph is produced in conjunction with the Museum's retrospective exhibition this summer, opening July 19<sup>th</sup>. The scheduled launch date of the Langlais Art Trail was July.

3. Dog Licenses for 2015 due by January 31, 2015: The 2015 Dog Licenses are now available. All dogs are to be licensed prior to January 31, 2015. Starting on February 1, 2015 owners who have not licensed their dogs will be charged a \$25.00 late fee per dog. The registration fees are as follows: \$6.00 for altered dogs and \$11.00 for unaltered dogs. Please bring in your current rabies certificate and proof of spay or neuter, if applicable. If you no

longer have your dog, please call the Town Office to let us know so we can remove them from our list. We are available Monday - Friday from 8:00 am - 5:00 pm. Thank you!

4. Free Christmas Movie at the Theatre: This year's free Christmas Movie Matinee will be held on Saturday, Dec. 6 at 1:30 pm. Doors open at 12:45 pm. Free Movie is "A Christmas Without Snow." There will be a free popcorn, soda and drawing for gifts. Hope to see you at the Theatre on Main Street with your children!

5. SVH Auxiliary 3rd Annual Christmas Home Tour on Sat., Dec. 6: This Holiday Event takes places from 10:00 am – 2:00 pm at homes/spaces through Pittsfield and Hartland. It is \$15.00 to tour the locations. Please call 487-4088 for tickets.

6. Annual ARTS Club Christmas Craft Auction: The Annual ARTS Club Christmas Craft Auction will be held on Sunday, December 7 at 2:00 pm at *Memorial Hall, First Congregational Church, UCC at 132 Somerset Avenue*. There will be a great variety of items including baked goods, candy, crafts, and gifts. Everyone is welcome. Refreshments will be served. Money raised during the auction will be used by the ARTS Club in our community toward many worthwhile projects.

7. Pittsfield Community Theatre Free Winter Matinee for December: Our free winter movie matinees continue on Sat., Dec 13 at 2:00 pm with "My Pal Trigger" starring Dale Evans and Gabby Hayes. See an old classic. Doors open at 1:30 pm at the Theatre on Pittsfield's Main Street.

8. Exciting News for the Theatre: The Pittsfield Community Theatre has been chosen to be on the ballot for the upcoming 2015 Community Matters More campaign put on by the Bangor Savings Bank. By being accepted for the ballot, the Theatre is guaranteed \$1,000.00. We will receive a packet in the mail with information on the campaign and in mid-January, 2015 receive ballots and posters. Balloting begins in February 2015. We will need to organize a massive campaign through e-mail, facebook and other publicity to obtain votes for the Theatre. We submitted the next project of a new roof for the facility. This was great news as it hard to get on the ballot because there are so many good causes. It is also hard to win when it is a town or regional facility as we will be competing with non-profits and organizations which have a state-wide reach so we need a really organized campaign.

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

## 6. **NEW BUSINESS:**

**ORDINANCE 14-18:** (To be set to Public Hearing on 12/16/2014) The Town of Pittsfield hereby ordains the 2015 Capital Budget be approved as follows:

Police Cruiser	\$34,000
Fire Equipment	15,000
Highway Loader	20,000
Highway Paving	105,000
Highway Construction/Reconstruction	75,000
Highway Sidewalks	25,000
Recycling Forklift	5,000
Library Capital	5,000
Airport Improvement	5,000

Municipal Parking Lots	40,000
Fire Station Capital	5,000
Airport Safety Enhancements	300,000
Airport Hangers	170,000
Theatre Renovations/Revitalization	110,000
Historical Depot	<u>31,000</u>
Total Projects/Reserves:	\$945,000
Funding by Loan	-\$ 100,000
Funding by Lease/Purchase	-\$ 0
Funding by Reserves	-\$ 44,000
Funding by Grants	-\$ 601,000
<u>Funding by Other Resources</u>	<u>-\$ 10,000</u>
Total to be raised by taxation	\$ 190,000

Moved by **Councilor Stackhouse** and seconded by **Deputy Mayor Nichols** that Ordinance 14-18 be set to Public Hearing on 12/16/2014.

The Town Manager noted each year the Town Council sets the originally proposed budget to public hearing for the second meeting in December. The meeting has been published to meet the Town Charter requirements as recommended by the Town Attorney as we always advertise the original budget proposal, location of the meeting and where copies of the budget can be viewed. Any changes made to the budgets at this meeting and subsequent meetings will be tallied up for the motions to be made for adoption after the public hearing on 12/16/2014.

To date, we have received the final health insurance costs, therefore, the budget lines may be reduced throughout the budget as the rate increase came in at 7% and we had budgeted 10%. If there are other revisions, they can all be made at once after the budget hearing, which makes for a very streamlined budget process and much easier to document revisions and final approval.

**VOTE: UNANIMOUS AYE**

**ORDINANCE 14-19:** (To be set to Public Hearing on 12/16/2014) The Town of Pittsfield hereby ordains that the 2015 Operating Budget in the amount of \$2,696,916 ( ) be approved, and the total sum of \$3,641,916 ( ) be appropriated (Operating plus Capital Budgets);

AND FURTHER, that \$1,239,576 ( ) be raised through taxation; that \$1,072,830 ( ) be raised from estimated revenues; that \$175,000 ( ) be appropriated from State Revenue Sharing; that \$0 ( ) be appropriated from Lease/Purchase; that \$100,000 be appropriated from Loans/Bonds; that \$44,000 ( ) be taken from reserve funds; that \$601,000 ( ) be appropriated from grants; that \$10,000 ( ) be appropriated from other Revenue Sources; and that an additional sum of \$399,510 ( ) be taken from undesignated fund balance.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Stackhouse** that Ordinance 14-19 be set to Public Hearing on 12/16/2014.

**VOTE: UNANIMOUS AYE**

**ORDINANCE 14-20:** (To be set to Public Hearing on 12/16/2014) The Town of Pittsfield hereby ordains that the 2015 Water and Sewer Enterprise Fund budgets in the respective amounts of \$430,732 ( ) and \$501,350 ( ) be appropriated from the respective estimated departmental revenues.

Moved by **Councilor Donahue** and seconded by **Councilor Curtis** that Ordinance 14-20 be set to Public Hearing on 12/16/2014.

**VOTE: UNANIMOUS AYE**

**ORDINANCE 14-21:** (To be set to Public Hearing on 12/16/2014) The Town of Pittsfield hereby ordains to authorize the transfer of unencumbered appropriation balances to various departments:

FROM:	01-45 Community Development	\$8,000
TO:	05-10 Police Department	\$4,000
	05-20 Streetlights	\$2,000
	05-25 Animal Control	\$ 500
	10-05 Highway	\$1,500

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Stackhouse** that Ordinance 14-21 be set to Public Hearing on 12/16/2014.

The Town Manager noted the Charter provides for the Town Council by ordinance to transfer part or all of any unencumbered appropriation balance from one department to another. This is a housekeeping process required under the Town Charter. Until 2002, the Town had not processed transfers for several years and the Auditor had identified this as needing to take place in the 2001 audit.

For 2013, the transfers were \$6,000. For 2014, it is proposed that \$8,000 be transferred. This is estimated high at this point and can be refined at the 12/16/2014 public hearing as we will have nearly all expenses for the year charged to the budget and/or will have the purchase order amounts for bills that have yet been received. At this time, as it is not the end of the month, the financial reconciliation process can not be completed for balances to be available on 11/30/2014.

Listed below are the reasons why the departments/offices require a transfer of funds.

05-10 Police Department: Overtime, part-time coverage and gasoline costs drive this budget. At this time, it seems that this department could be able to finish within budget, however, to be prudent, this Ordinance is proposed. If a problem starts after this meeting and an ordinance is not set to public hearing for 12/16/2014, the Town will not have enough time to address any issues with a transfer.

05-20 Streetlights: As discussed at the last meeting, the last bill was very high and is in the process of being reviewed to determine why. However, if valid, it throws off the budget.

05-25 Animal Control: As discussed at the last meeting, many more issues this year involving stray animals.

10-05 Highway: At this time looks good, however, one salt bill can overdraft the budget the last week of the year if there are several storms at once.

The Town also has 5 departments that will have expenditures which are very close for the end of the year and these are being watched carefully. It is believed that they will finish within budget, however, if by 12/16/2014, unanticipated issues develop which are beyond the control of the departments, then the Ordinance will be recommended for amendment.

By tightening the budgets and utilizing budgets which do not cover any emergency and additional expenses, the transfer system is very important. The transfer system **assists in raising less taxpayer dollars** as we know at the end of the year that we can transfer funds between budgets. This system does create extra work, however, it also does save taxpayer dollars. Total Transfers for the Year 2014 are preliminarily projected at \$8,000 between accounts. No transfer of funds is required from unappropriated surplus.

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

**VOTE: UNANIMOUS AYE**

**RESOLUTION 14-121:** Resolved that the Town Council waive the bid policy, Chapter 2, Administrative Code, Section 106, to accept the proposal from Hegarty Plumbing and Heating of Buxton, Maine for a total to not exceed \$15,968 plus freight charges for the purchase of the new pump and motor for the drinking water plant.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Stackhouse** that Resolution 14-121 be adopted.

The Town Manager noted this is a follow up from Resolution 13-114: accepting the proposal of Hegarty Plumbing and Heating to rehabilitate our wells and to remove, inspect, and rehabilitate the finish water pump. The condition of the pump does not allow for rehabilitation. The motor can be rebuilt; however, Scott is recommending the purchase of a new motor. Another benefit to the new motor purchase would be the warranty, which is not available on the rebuilt motor. A new motor will also be more efficient.

Scott noted the motor is burned out and the pump is damaged. Options were provided such as rewinding and rebuilding the motor for \$4,975 vs. a new motor at \$7,618; Rebuilding the old pump for \$5,865 or a new one for \$8,100. There are miscellaneous materials for \$100.00 for all options. Due to the age of the pump and motor, which are around 17 years old, Scott recommends a new motor and new pump for \$15,968 which is broken down as follows:

\$7,618 New Motor  
\$8,100 New Goulds Pump end and bearing plus freight  
\$ 100 Misc. materials  
\$ 150 Shipping for motor (up to this amount)  
\$15,968

**VOTE: UNANIMOUS AYE**

**RESOLUTION 14-122:** Resolved that the Town Council authorize the Treasurer and Deputy Treasurer to write off outstanding taxes and bills on Map 025, Lot 068 at 123 Middle Street

sold through the Tax Acquired Bid process: Real Estate, Water and Sewer, with interest and costs in the total amount of \$6,659.80.

Moved by **Councilor Stackhouse** and seconded by **Deputy Mayor Nichols** that Resolution 14-122 be adopted.

The Town Manager noted this property has been discussed at prior Council Meetings. It is appropriate to write off the taxes, water and sewer bills plus all interest and costs for the following reasons:

123 Middle Street was bid four times with the last bid not having a minimum bid in order to have interest in the property due to its condition. The American Legion bid \$1.00 and the bid was accepted with the property transferred to the non-profit. Everyone felt this is a great community project, addresses a derelict building, and provides a home for the American Legion.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 14-123:** Resolved that the Town Council authorize the Treasurer and Deputy Treasurer to write off outstanding taxes and bills on Map 017, Lot 070-001 on Canaan Road acquired by the Town of Pittsfield through the Tax Acquired Bid Process and now owned by the Town as the property is not developable and abuts the Town's cemetery: Real Estate, with interest and costs in the total amount of \$1,495.83.

Moved by **Councilor Donahue** and seconded by **Councilor Stackhouse** that Resolution 14-123 be adopted.

The Town Manager noted this property has been discussed at prior Council Meetings. It is appropriate to write off the taxes, water and sewer bills plus all interest and costs for the following reasons:

Canaan Road land was bid to find that the property was much smaller than originally listed in the assessing records. It was determined with the major stream running down the property that it could not be developed into a residence or business due to required setbacks from the stream and the condition of the property. As the land abutted the Cemetery, the small acreage has been added to the Town of Pittsfield property as discussed.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 14-124:** Resolved that the Town Council authorize the Town Manager and Deputy Treasurer to transfer any funds that remain in the 2014 Enterprise Fund Budgets after all charges are made for the end of the year to the Sewer Restoration Reserve and the Water Restoration Reserve for 12/31/2014.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Stackhouse** that Resolution 14-124 be adopted.

The Town Manager noted this was a recommendation from the Town Auditor when the firm attended the Town Council meeting in June 2008. As the infrastructure is old, it was recommended that any funds left over in the enterprise fund budget at the end of the year be transferred to a reserve. These two reserves were created in 2008, however, after depreciation

was charged to the budget, there were no remaining funds that were appropriate to transfer. In 2011, 2012 and 2013 funding was available to be transferred to both the sewer and water restoration accounts. Funds will be available for transfer to this account in 2014 from the sewer enterprise fund budget. For several years, due to the extent and period of time that work was being completed, the sewer enterprise fund budget contained the required debt service payment for the \$1.9 million dollar loan. These loan and grant funds were still being spent as sludge tonnage was less than projected in our prior engineer's three reports and sewer main projects are being completed. Funds will be available to be transferred to the water enterprise account. The funds will be available as the Town has been fortunate to have few water breaks this year (to date). We will not know the amounts to be transferred until after the audit is conducted as the level of depreciation will need to be charged.

Currently, the restoration accounts have the following balances: Water: \$155,138.26 and Sewer: \$449,338.43

**VOTE: UNANIMOUS AYE**

7. **DISCUSSION ITEMS: NONE**

8. **REPORTS:** Audience, Council

**Audience:**

Lyn Smith reminded everyone to attend the SVH Auxiliary 3rd Annual Christmas Home Tour on Sat., Dec. 6.

**Council:**

**Councilor Donahue:** No Report.

**Councilor Stackhouse:** No Report.

**Councilor Ferland:** The Welcome Table will be celebrating its 6<sup>th</sup> Anniversary in January. The program is still going strong. It almost runs itself. The volunteers from Town have been extremely supportive with the program. I am proud of everyone who serves every week.

**Councilor Nichols:** Family dollar is coming along. It looks good. The fundraising for the Theatre, if handled right, could be beneficial. The history of the Theatre, especially in the time of Glen Wheaton, is a real human-interest story. The Town Manager noted this opportunity with Community Matters will really get the Pittsfield Theatre name out there. Deputy Mayor Nichols asked if the Christmas decorations would be going up soon as he has had this question asked of him a few times. The Town Manager noted that the Public Works department will be putting them up, but they have fallen a little behind with all the storm cleanup.

**Councilor Curtis:** No Report.

**Councilor Cianchette:** Absent.

**Councilor Jordan:** No Report.

As the Department Managers were present, it was decided to adjourn the Council temporarily to hold the budget workshop, which will have separate minutes.

## 9. EXECUTIVE SESSION:

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

Motion by **Deputy Mayor Nichols** to move into executive session according to Title 1, Section 405, 6.a., Personnel: Yearly Evaluation of Town Manager. The motion was seconded by **Councilor Curtis**.

**VOTE: UNANIMOUS AYE**

The Town Councilors entered executive session at 7:35 p.m. Councilor Curtis exited the meeting as his family was ill and he needed to get back home.

Motion by **Deputy Mayor Nichols** to return to regular session. The motion was seconded by **Councilor Stackhouse**. The Town Council exited executive session at 8:16 p.m.

**VOTE: UNANIMOUS AYE**

Motion by **Councilor Stackhouse** and seconded by **Councilor Donahue** that the Town Council had completed and approved the Town Manager's evaluation.

**VOTE: UNANIMOUS AYE**

## 10. ADJOURNMENT

Motion by **Councilor Stackhouse** and seconded by **Deputy Mayor Nichols** that the meeting be adjourned at 8:18 p.m. All in agreement.

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Nicole Nickolan, Town Clerk