

MEETING MINUTES

Pittsfield Planning Board

May 14, 2012

The Pittsfield Planning Board met on Monday, May 14, 2012 at 7:00 p.m. in the Council Chambers of the Pittsfield Municipal Building to consider the following agenda.

PRESENT: Kelly Flanigan, Fred Raynes, Royce Sposato, Walter Reuter and Alan Dunphy.

ABSENT: Chris Cookson, Brent Newhouse and Jack Wright. **Also Present:** Town Manager Kathryn Ruth, Building Inspector Steve Seekins, Mike Gray of the Pittsfield Economic Expansion Corporation and Economic Development Team, and Chris Huck of KVCOG

1. Chairman **Alan Dunphy** opened the meeting by leading the Pledge of Allegiance to the flag.
2. Motion by **Walter Reuter** and seconded by **Kelley Flanigan** to adopt the minutes of the regular meeting of April 9, 2012.

VOTE: UNANIMOUS AYE

3. The Board was given a copy of a Certificate of Zoning Variance dated 05-04-12 pertaining to the lot of tax map 31 Lot 94.
4. **PUBLIC HEARING: None**
5. **OLD BUSINESS/DISCUSSION:**
 - a. Comprehensive Plan work session covering the Economic Development section of the plan.

Alan Dunphy led the discussion on the revisions the board felt were necessary for this section of the Comprehensive Plan.

The Town Manager presented the updated Economic Development Profile. The Planning Board members received a copy of Draft #1 of the Economic Profile that was updated from 1997 to 2012 by the Town Manager and stamped Draft #1. The Board members also received a copy of the Town's Community Development Program Achievements from 2003 – 2012 totaling in excess of \$10,744,330+ and a copy of the Grant/Funding Programs & Projects Summary Report for 2003 – 2011 as of 12/31/2011 showing over \$11,421,860 in grant activity.

The Town Manager explained that Draft #1 of the Economic Profile was distributed to the Town Councilors; members of the Pittsfield Economic Expansion Corporation; members of the Economic Development Team; and major businesses mentioned in detail in the Economic Profile. Approximately 20 copies of the draft were distributed for comments with an invitation issued to attend the Planning Board Meeting this evening.

Comments were received back from representatives with PEEC, the Eke Dev Team, Cianbro, CM Almy and SVH. The Town received compliments on the update and a few minor updates from one of the businesses.

Economic Profile:

The Planning Board reviewed the Economic Profile in detail page by page. The highlights of the discussion are listed below:

Page 3: The unemployment rate for the area was discussed and the Town Manager provided the background on the Pittsfield Labor Market which represents over 10 towns in the region. The Labor Market is named after the Town of Pittsfield as it is the largest community in the market.

Page 4: 3rd paragraph down – the first two sentences will be kept. The remainder of the paragraph which offered a comparison by KVCOG will be deleted as the job definitions have been changed by the Census Bureau.

Page 5: The Town Manager noted that Argo Marketing Group, LLC has hired more employees so she will update their employment to 85 employees.

Page 7: After discussing the history offered on SAS, it was decided to leave it in the document as an important indicator of the past trades and skills in the community.

Page 7-8: The Town Manager will insert minor revisions proposed by SVH to update their employment profile in the Comprehensive Plan.

Page 10: It was noted that as buildings have come available, Kleinschmidt has done an excellent job remodeling them for their growing business.

Page 11: Revise name from Park Street to Somerset Avenue.

Page 11: There was a lengthy discussion regarding the condition of the railroad tracks and the Town's attempts to have Pan Am Railroad continue to fix the tracks.

Page 12: It was noted that the improvements to the right of way and grassed area by the Main Street railroad tracks look much better, however, that more improvements could take place. The rocks displaced by the ATVs is a constant safety issue and general irritation to people walking or biking by the tracks.

Page 14: The board members decided to leave "hardware" store in the basic essentials that are to be provided by locally-owned businesses. Hancock Lumber has increased their inventory and offers more items now. From past discussions, the Town has learned that owners of hardware stores see too much competition in near-by areas to locate a hardware store in Pittsfield.

In General:

There was a discussion about the history of the Historic District proposal for downtown which was deleted from the 1997 plan due to considerable public opposition. The pros and cons of a district

were discussed. The Planning Board does not propose to add a Historic District to the latest plan update.

The Planning Board discussed the overnight stay options. It was recommended that the Town continue to promote Bed & Breakfasts. The community now has several options for overnight guests.

PEEC Director and Economic Development Team member Mike Gray noted that we should remember that the Industrial Park is not a business park and as an Industrial Park, the lots will be used for materials storage.

Economic Resource Recommendations:

The Planning Board then reviewed the Economic Resource Recommendations from the 1997 Plan to update the Recommendations as follows:

Community Prioritization and Dedicated Staff Time: Same

Pittsfield Tomorrow Economic Vision:

Strategy #1: The Town Manager and the Town Council shall explore the feasibility of conducting a market analysis/study of the region to identify appropriate areas for growth. Timeline: Revised from 1-5 Years to Bi-annual

Strategy #4: The Economic Development Committee shall annually review the effectiveness of their activities and report to the Town Council. Timeline: Revised from Annually to On-going

Industrial Sector:

Summary:

The Town has a strong industrial base. The Industrial Park has been successful. Deleted the reference to expand the park as the Town recently completed a six lot expansion of the Industrial Park through federal funding.

Strategy #2: The Economic Development Committee shall work to expand usage of the park and to enhance the visibility of the park with appropriate signs and other measures. Timeline: Revised from 1-5 Years to On-going

Strategy #3: The Economic Development Committee shall retain Pine Tree Zone status for the park and shall explore other opportunities to expand and enhance the town's industrial sector. Timeline: Revised to from 1-5 Years to On-going

Retail Sector:

Deleted Strategy #1 and re-numbered the remaining strategies. This strategy dealt with developing zoning strategies to promote retail. This task was completed.

In general, the Economic Development Strategies work quite well, have been successful and are strategies that should be continued as on-going measures.

6. **NEW BUSINESS/DISCUSSION ITEMS: None**

7. **ADJOURNMENT:**

Motion by **Walter Reuter** and seconded by **Fred Raynes** that the meeting be adjourned at 8:20 pm.

VOTE: UNANIMOUS AYE

Respectfully submitted by

Kathryn Ruth Town Manager and
Steve Seekins, Building Inspector

As amended 05/29/2012