

MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, January 4, 2011 at 7:30 pm in the Council Chambers.

PRESENT: COUNCILORS: Mayor Tim Nichols, Bob Stackhouse, Caleb Curtis, Deputy Mayor Gary Jordan, Jr., William Bradshaw and Christopher Carr **ABSENT:** Louise Baker Also present: Town Manager Kathryn Ruth and Town Clerk Nicole Nickolan. Audience members included: Belinda Stackhouse, Donnie Hallenbeck and Mike Lange.

1. **Mayor Nichols** opened the meeting by leading the **Pledge of Allegiance**. The Council observed a moment of silence.
2. Council Members elected at the November 2010 election take the oath of office and are seated:

District 3: William M. Bradshaw
Councilor at Large: Christopher A. Carr

3. Adoption of Minutes of the regular meeting on December 21, 2010.

Moved by **Councilor Stackhouse** and seconded by **Councilor Curtis** that the minutes of the regular meeting on December 21, 2010 be adopted.

VOTE: UNANIMOUS AYE

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

Community and Economic Development Activities and Events

Business Certificate:

The Town Council has also signed a business certificate for the Pittsfield Village Pizzeria. The owners, David Rickett and Timothy McDonald, completed some major renovations to the facility and the Building Inspector certified all renovations as complete during the last week of December. We would like to provide them with a Certificate, as this was a large achievement.

Report on New Business Activity & Opportunities in Pittsfield:

At the last Council Meeting, I had reported that there were two businesses in progress as well as two hiring initiatives of local businesses underway. Walpole Woodworkers held a Job Fair in December which was reported to be well attended. The second hiring initiative is in progress.

New Leaf Natural's Open House on Saturday, December 18, 2010 went very well with over 140 people dropping by during the day. The owners, the Longs, were very pleased and touched by the outpouring of support for their new business.

Discount Warehouse is scheduled to open at the Somerset Plaza shortly. The business will sell new merchandise and re-use items. A permit application is on the agenda later this evening for the re-use item. Furniture, books, dvds, knick nacks and much more will be offered.

The contractor chosen for the Central Maine Power Company's upgrade of the CMP Transmission line was announced today. Cianbro is in partnership with the chosen contractor for the CMP MPRP Initiative to upgrade the CMP power line. This will be an extremely large project in the State of Maine and will be starting in early 2011.

Upcoming Meetings & Events:

Recycling Committee Meeting on Wednesday, January 5, 2011 at 5:00 pm at the Pittsfield Municipal Building Meeting Room to continue planning the Re-Use Center, scheduled to open in April 2011.

Sebasticook Valley Chamber of Commerce Annual Meeting on Thursday, February 10, 2011 from 5:00 pm – 8:30 pm (or 9:00 pm) at the Millennium in Palmyra.

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

Town Manager's Report: Town Council Meeting of 01/04/2011:

1. The FYI Folder: The FYI Book contains the following items this week: None

2. Town of Pittsfield 2011 Board/Committee Openings: Positions expire every year on the Town's many boards and committees. The Town has over 20 boards and committees. Positions remaining available are the following: 1 Opening on the Board of Appeals; 2 openings of the Board of Assessment Review; 1 Opening on the Board of Ethics; 1 Opening on the Economic Development Team; 1 Opening on the Housing Rehabilitation Revolving Loan Committee; and 1 Opening for an Alternate member of the Planning Board.

3. Notice to Dog Owners: 2011 dog licenses are now available. Please license your dog prior to February 1, 2011 as this is the date that the State requires a late fee of \$25.00 to be charged per unlicensed dog. A valid Maine Rabies certificate and if applicable, a certificate of spaying or neutering is required for licensing. Please notify the Town Office a 487-3136 if you no longer have your dog.

4. Town Office Holiday Closure: The Town Offices will be closed on Monday, January 17, 2011 in observation of Martin Luther King Day.

5 Sibley Pond Bridge Project: MDOT held an Informational Public Meeting for the Replacement of the Sibley Pond Bridge in Canaan-Pittsfield on Wednesday, December

15, 2010 at 6:00 pm in the Council Chambers at the Municipal Building. This was an interesting meeting and we learned why the bridge was designed as it has been. MDOT did agree to look at a special type of pavement called Quiet Pavement to see if it would be helpful in noise reduction by the bridge. That study is on-going.

6. HealthySV Meeting: HealthySV has announced that the next edition of “What you do matters” a bulletin for Healthy Living in Eastern and Northern Maine Communities is now available at www.WhatYouDoMatters.org. Copies are also available at the Pittsfield Town Office.

7. Employment Support Specialist Available: Read Announcement

8. 2010 Maine Individual Income Tax Booklets: Read Announcement

Finance Committee: No Report.

Ordinance Committee: No Report.

Recycling Committee: No Report.

7. **NEW BUSINESS:**

ORDER 11-01: Ordered that the Town Council elect from among its members a Mayor to serve for the 2011 year.

Moved by **Councilor Stackhouse** and seconded by **Councilor Curtis** that Order 11-01 be adopted inserting Timothy P. Nichols. No other nominations.

VOTE: UNANIMOUS AYE

ORDER 11-02: Ordered that the Town Council elect from among its members a Deputy Mayor to serve for the 2011 year.

Moved by **Councilor Stackhouse** and seconded by **Councilor Curtis** that Order 11-02 be adopted inserting Gary Jordan, Jr. No other nominations.

VOTE: UNANIMOUS AYE

ORDER 11-03: Ordered that the Mayor appoint from among the Councilors a Finance Committee, an Ordinance Committee and a Fair Hearing Authority consisting of three (3) members each and a Police Labor Negotiating Committee consisting of two (2) Councilors and the Town Manager.

The Town Manager gave a brief description of the responsibilities of each Committee.

Moved by **Deputy Mayor Jordan** and seconded by **Councilor Carr** that Order 11-03 be adopted inserting the following names:

Finance – Gary Jordan, William Bradshaw and Caleb Curtis

Ordinance – Tim Nichols, Bob Stackhouse and Caleb Curtis

Fair Hearing – Tim Nichols, Christopher Carr and Louise Baker

Police Labor Negotiating – Gary Jordan, Caleb Curtis and Kathryn Ruth

VOTE: UNANIMOUS AYE

RESOLUTION 11-01: Resolved that the Town Council appoint Kathryn Ruth as Official Representative, Councilor Stackhouse as Official Representative and Councilor Nichols as Alternate to the General Assembly for the Kennebec Valley Council of Governments (KVCOG).

Moved by **Deputy Mayor Jordan** and seconded by **Councilor Stackhouse** that Resolution 11-01 be adopted.

The Town Manager noted this is a yearly appointment. The Annual Meeting is held every September, generally on a Wednesday evening beginning at 5 or 6 pm. Once in awhile there will be a General Assembly Meeting on a Wednesday morning if business cannot be held until September.

Last Year, Gary R. Jordan was the Official Representative and Timothy P. Nichols was the Alternate.

VOTE: UNANIMOUS AYE

RESOLUTION 11-02: Resolved that the Town Council appoint Councilor Jordan as the Alternate Representative to the General Assembly for the Kennebec Regional Development Authority (KRDA) also know as FirstPark.

Moved by **Councilor Stackhouse** and seconded by **Deputy Mayor Jordan** that Resolution 11-02 be adopted.

The Town Manager noted KRDA is the group that oversees the FirstPark regional business park in Oakland. It would be helpful to have an Alternate for the KRDA General Assembly Meetings in case the Town Manager cannot attend. These are generally held at 5:00 p.m. on the fourth Thursday of the month several times a year.

Last year, Gary R. Jordan, Jr. was the Alternate.

VOTE: UNANIMOUS AYE

RESOLUTION 11-03: Resolved that the Town Council appoint Councilor Nichols as an Alternate to the Maine Services Center Coalition in addition to the Town Manager.

Moved by **Deputy Mayor Jordan** and seconded by **Councilor Carr** that Resolution 11-03 be adopted.

The Town Manager noted the Maine Services Center Coalition assists communities with updates and legislation. Communities such as Pittsfield are recognized as service centers because they have more of a burden on their services than other communities in the State.

Last year Timothy Nichols was the Alternate.

VOTE: UNANIMOUS AYE

RESOLUTION 11-04: Resolved that the Town Council sign the Expense Warrants upon recommendation of the Finance Committee for the year 2011.

Moved by **Councilor Stackhouse** and seconded by **Councilor Carr** that Resolution 11-04 be adopted.

The Town Manager noted the Town is governed by a variety of rules, regulations and laws, which sometimes makes action a bit complicated. By signing and/or reporting on the Expense Warrants at each meeting, the Finance Committee as a Council Committee is recommending their approval. We should have a majority of the Councilors then sign the warrants after the Finance Committee reviews them. This resolution authorizes that action for the Year 2011.

VOTE: UNANIMOUS AYE

RESOLUTION 11-05: Resolved that the Town Council Sign the Certificate of Commitment for Sewer User Rates and Water User Rates during the Year 2011.

Moved by **Councilor Stackhouse** and seconded by **Deputy Mayor Jordan** that Resolution 11-05 be adopted.

The Town Manager noted this agenda item is a housekeeping function only and does not address rate changes. In 2005 – 2010, the Town Council has authorized the signing of the certificates for that year. This resolution authorizes the signing of the certificate of commitment of sewer user rates and water user rates for the calendar Year 2011. It may be necessary to put sewer and/or water liens on some of the accounts if they are not paid in a timely fashion. To do so, the Town Council will need to endorse the Sewer and Water User Rates for the year and sign the Certificate of Commitment.

Sewer liens are very similar to the tax lien process. The State law was changed in 2006 to allow municipal water departments (similar to Pittsfield) and quasi-municipal water districts to place liens on unpaid water accounts.

VOTE: UNANIMOUS AYE

RESOLUTION 11-06: Resolved that the Town Council Approve the firm of RHR Smith & Company as the external auditor for the Town's 2010 audit at the same price as the prior year's audit to not exceed \$11,100 (\$7,000.00 for the Municipal Audit; \$1,200 for the Single Audit; \$1,450.00 for the Pittsfield Water Enterprise Fund; and \$1,450.00 for the Pittsfield Sewer Enterprise Fund).

Moved by **Deputy Mayor Jordan** and seconded by **Councilor Stackhouse** that Resolution 11-06 be adopted.

The Town Manager noted RHR Smith & Company has been the Town's auditor since 2007, having completed the 12/31/2006; 12/31/2007; 12/31/2008 and 12/31/2009 audits. The price has remained the same.

VOTE: UNANIMOUS AYE

RESOLUTION 11-07: Resolved that the Town Council Approve a second-hand dealer license application for Discount Warehouse at 129 Somerset Plaza, Pittsfield, Maine 04967.

Moved by **Councilor Stackhouse** and seconded by **Deputy Mayor Jordan** that Resolution 11-07 be adopted.

The Town Manager read the details of the application to the Councilors as it was not available at the time Council packages were produced.

VOTE: UNANIMOUS AYE

RESOLUTION 11-08: Resolved that the Town Council Authorize the Town Manager to execute the contract with Otis Elevator for a five (5) year period for the Pittsfield Public Library.

Moved by **Deputy Mayor Jordan** and seconded by **Councilor Curtis** that Resolution 11-08 be adopted.

The Town Manager noted the Town Council received a copy of the elevator contract. With the new elevator in the library and the expiration of the 1-year service being taken care of by the contractor as part of the building bid package, it is now the Town's responsibility to contract for the service. The Librarian solicited quotations. The first year cost is \$540.00 for the low bidder. The service covers quarterly maintenance checks and a load test.

VOTE: UNANIMOUS AYE

RESOLUTION 11-09: Resolved that the Town Council Authorize the Town Manager to execute the contract with Mechanical Services, Inc. / Maine Controls for a one (1) year period for the Pittsfield Public Library.

Moved by **Councilor Stackhouse** and seconded by **Deputy Mayor Jordan** that Resolution 11-09 be adopted.

The Town Manager noted during the budget process, the Librarian sought quotations for a preventative maintenance contract for the new boiler/air conditioning system at the Library. As with the elevator, the one-year servicing taken care of by the general contractor for the project now expires. As the cost was high, the Librarian also sought proposals from local oil companies, which declined. Public Works was going to take care of the filters, however, there are accessing issues. So to protect the system and the library, we are recommending trying out the servicing company for a one-year contract at the requested cost of \$4,970.

VOTE: UNANIMOUS AYE

RESOLUTION 11-10: Resolved that the Town Council Authorize the Town Manager to hire Independent Review(s) and execute all paperwork for Airport Grants for the Year 2011 as necessary in accordance with the Town's Bid Policy and/or the Federal Aviation Administration (FAA) regulations.

Moved by **Deputy Mayor Jordan** and seconded by **Councilor Stackhouse** that Resolution 11-10 be adopted.

The Town Manager noted some of the projects we are awarded require an Independent Review and advice to the Town on the engineering and specialty consulting work estimates provided to the Town by the Airport consultants. All independent reviews are paid for by the grants. Once the work on the grants start, it moves very quickly and this authorization will assist the process.

The Town's bid policy will be utilized unless the FAA regulations for funding require a different set of steps.

This is a housekeeping item that we have started approving on a yearly basis to assist in facilitating airport grants.

Although this particular housekeeping approval may not be required this year, no one really knows if one of the projects that we have applied for may be moved up.

VOTE: UNANIMOUS AYE

RESOLUTION 11-11: Resolved that the Town Council Appoint Nicole Nickolan as Registrar of Voters through 12/31/2012.

Moved by **Deputy Mayor Jordan** and seconded by **Councilor Stackhouse** that Resolution 11-11 be adopted.

The Town Manager noted State Law requires that the Town appoint the Registrar of Voters every two years during the odd numbered year of the appointment. The Town Clerk serves as Registrar of Voters. The office staff serves as Deputies.

VOTE: UNANIMOUS AYE

8. **DISCUSSION ITEMS:**

Grants Update:

New Grants:

Airport Grants: Stormwater, Security and FAA Review: This project will be starting up shortly with a review of the airport. I have been told that it can be completed during the wintertime.

Economic Development Administration Grant: Pittsfield Industrial Park Expansion: Pay Req #5 was submitted in November and we are awaiting payment. The project is closed down for the winter. We are waiting for the electricity installation to begin.

L&W Conservation – Hathorn Park Legge’s Field: The bleachers, paving, sign and fieldwork were completed last year. The volunteers, which are the match for the project, are putting their records together to file with the Town. We appreciate the efforts of everyone involved and once we finish the project, would like to have a ceremony at the facility. Work remaining involves the basketball court.

Library Mini-Grants (Cornerstone of Science, Gates for computers and Summer Reading): two of these specialized programs continue but are winding down. The Summer Reading Program was completed in late summer – early fall 2010.

PUC Energy Efficiency: Block Grant to Towns: Need to start.

Riverfront Community Development Grant: This grant needs to be finished which includes any remaining trail work, finalizing the skating rink and fine grading and paving for the parking lot. It may be beneficial to pave the skating rink to straighten out maintenance problems.

Sewer Replacement including Sewer Evaluation Study with Camera Work, Dye Test/Smoke Test and Report: The SSES study has been on-going since late November, 2010. The lines under review were jetted and cleaned, the video camera run on the lines and the dye/smoke testing took place. Once the results are reviewed and a report generated with recommendations, we will schedule Olver Associates to attend.

United Way/Keeping Mid-Maine Warm Grant: Still a small amount of funds left. We have helped three senior citizen families with furnace cleanings and other very crucial heating system work.

Other Grant Opportunities:

Railroad Depot Grant: Anyone with history on the railroad depot would be greatly appreciated. We have Don Hallenback’s information, which is greatly appreciated. Any other information that could be collected, would be helpful. Last year, we did not have enough information to file a grant application as specific items were required, which we do not have in our records as of yet.

9. **REPORTS:** Audience, Council

Audience:

Don Hallenbeck: Just wanted to note there is a Historical Society meeting at the Warren Room at the Library the 3rd Thursday of every month at 7:00 pm. Also mentioned a street light is out at the corner of Central & Main.

Council:

Councilor Baker: Absent

Councilor Carr: Wanted to welcome Councilor Bradshaw. Congrats to Mayor Nichols and Deputy Mayor Jordan on their re-appointments.

Councilor Bradshaw: Just a quick observation. Barney McGowan and I worked on the skating rink last year. It looks like it has been leveled out a bit more. Barney had noted that if you paved the skating rink area it would shift within 5 years. He thought perhaps the Town should take the funding for paving the skating rink and perhaps pave the parking lot instead. Deputy Mayor Jordan noted he also felt that the skating rink should not be paved. Councilor Bradshaw stated the best bet would be to line the skating rink in clay. The Town Manager noted this is what the staff originally did, however there are issues. We would prefer not to pave. The Town Manager suggested that Councilor Bradshaw work with the Public Works and Water/Sewer Department to advise them.

Deputy Mayor Jordan: Congratulations to Chris and welcome to Bill. I look forward to working with you both. Congratulations to Tim on his reappointment to Mayor. Deputy Mayor Jordan asked if any proposals were received from the Fire Chief. The Town Manager noted that the information was not due yet from the Fire Chief but he has the due date for materials filing so we hope to have information in the next Council package.

Councilor Curtis: I am thinking I should resign from the Finance Committee and put Chris Carr on it instead. Councilor Carr respectfully declined.

Councilor Stackhouse: Wanted to welcome Bill to the Council. I look forward to working together in the next year. Congrats to Councilor Carr on his re-election. I am happy to see new businesses coming into Town. I wish them good luck.

Mayor Nichols: Congratulations to Bill and Chris. I am looking forward to working with you both. Congratulations to Gary on his re-appointment to Deputy Mayor. Sorry to hear about Councilor Stackhouse's accident. I am glad you are up and about. I echo Bob's comments and I am happy to see new businesses coming to Town.

10. **ADJOURNMENT:**

Motion by **Councilor Stackhouse** and seconded by **Councilor Carr** that the meeting be adjourned at 8:35 p.m. All in agreement.

Nicole Nickolan, Town Clerk