

MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, January 5, 2010 at 7:30 pm in the Council Chambers.

PRESENT: COUNCILORS: Mayor Tim Nichols, Bob Stackhouse, Caleb Curtis, Deputy Mayor Gary Jordan, Jr., Donna Chale, Christopher Carr, Louise Baker. **ABSENT:** None. Also present: Town Manager Kathryn Ruth and Town Clerk Nicole Nickolan. Audience members included: Wayne Fotter, Kay Fotter, Jennifer Siter, Chris Cousins and others.

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 2009 election take the oath of office and are seated:

District 1: Timothy Nichols
District 4: Louise Baker
Councilor at Large: Robert Stackhouse

3. Adoption of Minutes of the regular meeting on December 15, 2009.

Moved by **Deputy Mayor Jordan** and seconded by **Councilor Carr** that the minutes of the regular meeting on December 15, 2009 be adopted.

VOTE: UNANIMOUS AYE

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

Presentation to former Town Councilor Wayne Fotter

The Mayor presented Wayne with a plaque acknowledging and thanking him for his years of dedication to the community. Wayne served on several committees and was Deputy Mayor for three years. He has worked on many projects and will be missed. Wayne has agreed to serve on the Board of Appeals as an Alternate member so he will remain involved with the local government activities. The Mayor and Council members thanked Wayne for his service.

Community and Economic Development Activities and Events

Report on Meetings & Events:

The next 2010 Trade Show Meeting for the Seabasticook Valley Chamber of Commerce is scheduled for Wednesday, 01/13/2009 at the SVCC Chamber Office. The Trade Show is scheduled for Saturday, May 1, 2010 in Pittsfield. This is the second year that the Town has the pleasure of hosting the business and community trade show for the Seabasticook Valley. Last year, the Trade Show Committee endorsed a plan for the Trade Show to be

hosted in Pittsfield for another year, bringing the number of years in a row to 2, then it will move back to Newport for 2 years. We have some nifty ideas for a Spring Focus.

Upcoming Meetings & Events

Ken-Som Transition Team Meeting scheduled for Wednesday, 01/20/2010 from 9:00 am – 11:00 am at the Kennebec Valley Council of Governments: This is the group that responds to worker dislocations in Kennebec and Somerset Counties by:

A: Immediately convening providers and others in affected communities to support companies and employees; and

B: Mobilizing resources and building collaborations to fill the gaps of unmet needs.

Certificates::

To thank Maine Central Institute for allowing the public library to function in the Powell Library during construction at the town facility.

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

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

Town Manager's Report: Town Council Meeting of 01/05/2010:

1. The FYI Folder: The FYI Book contains the following items this week: See List

2. The Welcome Table: The Welcome Table is open from 10:30 am to 1:30 pm every Friday at the First Universalist Church in the Community Hall at 6 Easy Street. This is a local program staffed and funded by volunteers whose mission is to provide a warm place to gather, socialize and share a hot meal. Games, puzzles and cards are always available. All are invited to attend. For further information, please call Trudy Ferland at 487-6523.

3. All Town Offices: Reminder that the Town Offices will be closed on Monday, January 18, 2010 in observance of Martin Luther King Jr. Day.

4. Pittsfield Public Library: The Library is scheduled to re-open on Monday, January 11, 2010 at 10:00 am. This is pending final inspections. The Grand Opening Celebration is scheduled for May, 2010. Currently, people can pick up their interlibrary loan books and tapes at the Pittsfield Town Office during regular office hours.

5. A Night at the Opry: See Attached.

6. Theatre Fundraiser: Rick Charette, singer and songwriter, will be performing at the Warsaw Middle School Gym on Sunday, 01/17/2010 at 2:00 p.m. Tickets are \$6.00 each and may be purchased at Bud's Shop 'N Save in Pittsfield, the Pittsfield Town Office, Pittsfield

Community Theatre or at the door if available. For more information, contact 487-2136 or 487-5461.

7. 2010 Winter Season at The Pinnacle: The Club's Purpose is to:

- a. To Promote skiing for children and adults;
- b. To Encourage greater interest in skiing in the surrounding communities;
- c. To Conduct a ski school, equipment sales and social events;
- d. To promote other snow sports and other outdoor sports and events as the Club may deem advisable; and
- e. To Support Ski-related activities.

Sign up for your Winter membership at the Pinnacle: Family rates are \$75.00; couples \$50.00 and individuals are \$30.00. Family memberships are for a family of 5 and family membership is for immediate family members only. Student memberships are \$20.00. As part of your membership, you are expected to sign in and work 10 hours of service. Checks should be made payable to the Pinnacle Ski Club. Forms are available at the Town Office.

We would also like to thank Bill Bradshaw for cleaning off the new skating rink at the Pinnacle for the Town after the last couple of storms.

Finance Committee: No Report. **Ordinance Committee:** No Report.
Recycling Committee: No Report.

7. NEW BUSINESS:

- a. **ORDER 10-01:** Ordered that the Town Council elect from among its members a Mayor to serve for the 2010 year.

Moved by **Councilor Baker** and seconded by **Councilor Curtis** that Order 10-01 be adopted inserting Timothy P. Nichols. No other nominations.

VOTE: UNANIMOUS AYE

- b. **ORDER 10-02:** Ordered that the Town Council elect from among its members a Deputy Mayor to serve for the 2010 year.

Moved by **Councilor Baker** and seconded by **Councilor Curtis** that Order 10-02 be adopted inserting Gary Jordan, Jr. No other nominations.

VOTE: UNANIMOUS AYE

- c. **ORDER 10-03:** 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.

Moved by **Deputy Mayor Jordan** and seconded by **Councilor Baker** that Order 10-03 be adopted inserting the following names:

Finance – Gary Jordan, Donna Chale and Caleb Curtis
Ordinance – Tim Nichols, Bob Stackhouse and Donna Chale
Fair Hearing – Tim Nichols, Donna Chale and Louise Baker
Police Labor Negotiating – Gary Jordan, Caleb Curtis and Kathryn Ruth

VOTE: UNANIMOUS AYE

- d.* **RESOLUTION 10-01:** Resolved that the Town Council appoint Kathryn Ruth as Official Representative, Councilor Jordan as Official Representative and Councilor Nichols as Alternate to the General Assembly for the Kennebec Valley Council of Governments (KVCOG).

Moved by **Councilor Chale** and seconded by **Councilor Carr** that Resolution 10-01 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 can not be held until September.

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

VOTE: UNANIMOUS AYE

- e.* **RESOLUTION 10-02:** Resolved that the Town Council Appoint Nicole Nickolan as Registrar of Voters through 12/31/2010.

Moved by **Councilor Chale** and seconded by **Councilor Carr** that Resolution 10-02 be adopted.

The Town Manager noted this is a regular housekeeping appointment through the end of the year.

VOTE: UNANIMOUS AYE

- f.* **RESOLUTION 10-03:** Resolved that the Town Council Sign a Request to the Somerset County Commissioners and the Somerset County Budget Committee regarding the next budget period.

Moved by **Councilor Curtis** and seconded by **Deputy Mayor Jordan** that Resolution 10-03 be adopted.

The Town Manager noted per request at the last Council Meeting, a resolution was prepared regarding the next County Budget. We consulted with another Town in Somerset County that was working on this item. This is sample language:

We are all aware that these are and will continue to be difficult economic times. The Town of Pittsfield requested that all of its departments, committees, programs and others who received funding from the Town of Pittsfield through its annual budget to draft their proposals

accordingly; and we were fortunate to approve a the Town's 2010 budget with a 2% decrease in the bottom line over the 2009 budget or a decrease of \$57,449. This resolve asks the County of Somerset to consider also enacting a budget for their next fiscal year that is equal to or less than the prior period.

The Town of Skowhegan passed a resolution at their 12/22/2009 Selectmen's meeting to request the County to maintain a zero-based budget. Other Somerset County Towns are also considering this measure. At the last Council Meeting, Councilors expressed interest in considering this measure at their first meeting in January.

The Resolution reads as follows:

**Resolution to the Somerset County Commissioners
for preparation of the upcoming budget**

Whereas the Pittsfield Town Council recognizes the worsening economic crisis that is currently affecting the Country, the State and the citizens of their Town;

Whereas the Pittsfield Town Council recognizes the impact that this crisis is having on the citizens it serves;

Whereas the Pittsfield Town Council believes that these difficult times will continue for the foreseeable future;

Whereas, all departments, committees, programs and others who receive funding from the Town of Pittsfield through its annual budget were requested to draft their proposals accordingly; and

Whereas, the Pittsfield Town Council is committed to a "zero-based" budget meaning the budget shall be either less than or equal to the prior year. The Town's Municipal Budget was approved on December 15, 2009 with a 2% decrease in the bottom line of the 2010 calendar year's operational budget or a decrease of \$57,449;

Therefore, the Pittsfield Town Council's expectation of the Somerset County Commissioners and Budget Committee is to achieve a "zero-based budget" for the upcoming budget season.

VOTE: UNANIMOUS AYE

- g. **RESOLUTION 10-04:** Resolved that the Town Council Appoint Karen L. Baker as Animal Control Officer through 12/31/2010 and Authorize the Town Manager and Assistant Treasurer to sign the Animal Control Officer Contract for services for Calendar Year 2010 with Karen L. Baker.

Moved by **Councilor Curtis** and seconded by **Deputy Mayor Jordan** that Resolution 10-04 be adopted.

The Town Manager noted this is a regular yearly appointment and contract with the Animal Control Officer for services. There are no revisions in cost or fees for services rendered. The Town Manager and Assistant Treasurer will be providing supervision and guidance to this contractual position this year.

VOTE: UNANIMOUS AYE

- h.* **RESOLUTION 10-05:** Resolved that the Town Council sign the Expense Warrants upon recommendation of the Finance Committee for the year 2010.

Moved by **Councilor Curtis** and seconded by **Councilor Chale** that Resolution 10-05 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 2010.

VOTE: UNANIMOUS AYE

- i.* **RESOLUTION 10-06:** Resolved that the Town Council Sign the Certificate of Commitment for Sewer User Rates and Water User Rates during the Year 2010.

Moved by **Councilor Chale** and seconded by **Councilor Baker** that Resolution 10-06 be adopted.

The Town Manager noted this agenda item is a housekeeping function only and does not address rate changes. In 2005 – 2009, 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 2010. 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.

VOTE: UNANIMOUS AYE

- j.* **RESOLUTION 10-07:** Resolved that the Town Council Authorize the Town Manager to hire Independent Review(s) and execute all paperwork for Airport Grants for the Year 2010 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 Chale** that Resolution 10-07 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

- k. **RESOLUTION 10-08:** Resolved that the Town Council Appoint members to fill the vacancies on the various Town Boards and Committees.

Moved by **Councilor Curtis** and seconded by **Councilor Baker** that Resolution 10-08 be adopted.

The Town Manager noted the following positions are available:

Board of Ethics	1 opening
Economic Development Committee Team	1 opening
Christopher Hopkins expressed interest in this position	
Housing Rehab Revolving Loan Committee	1 opening (RE position)
Planning Board	1 full member; 1 associate position
David Gould expressed interest in the Associate position	
Theatre Committee	3 positions

Considering that we have over 100 board/committee positions, having so few vacancies is excellent. All boards are important, however, it is especially important to fill the vacancies on the Theatre Committee as that is a high percentage of the board composition to have vacant and they have a lot of work ahead of them on the rehabilitation/restoration project.

VOTE: UNANIMOUS AYE

8. **DISCUSSION ITEMS:**

Grants Update:

New Grants:

Airport Grants: Apron Reconstruction Grant Application

This project needs to be closed out; funding reimbursements have been late; and the last reimbursement will be written shortly. We need to have the FAA & MDOT inspect the project.

Brownfields Grant: Clean-up Grant for Eelwier (now know as 8 Mount Road)

The quarterly report and the final report need to be written.

Economic Development Administration Grant: Pittsfield Industrial Park Expansion

This is the grant project that I would like to focus on. We can finish the remainder the grants on this list reasonably easy and have made some strides. The EDA grant is not only a Dept. of Commerce Grant but also an ARRA funded project. The paperwork is massive and I have been unable to even copy it all off the disks I have been given. I have been able to file the ARRA reports and I have found you can get on the site if you go on at a time that places are not open. EDA paperwork is going to be due soon and we have called around and have been unable to find a town that has done one of these by themselves. As we discussed at the last meeting, assistance is going to be needed due to the sheer volume of paperwork and requirements. I will be back shortly with a proposal.

Other Grant Opportunities:

PUC Energy Efficiency

The PUC should be making decisions on the ARRA Energy Efficiency projects this month. They have so much extra work and requirements now so it is going to take them a bit of time to decide. This is the project to have an energy efficient boiler for part of the Town Office; solar panels for the roof; show volunteers how to weatherize the Town Office better & review the Town Ordinances to encourage alternative energy sources. The PUC did receive a lot of applications.

The Town Manager briefly discussed grant and loan applications for the sludge removal project.

9. **REPORTS:** Audience, Council

Audience:

Council:

Councilor Baker: Wanted to thank Wayne again for all he has done and welcome Bob to the Council.

Councilor Carr: Wanted to welcome Bob to the Council.

Councilor Chale: Wished everyone a Happy New Year. Wanted to congratulate everyone appointed to the Boards and Committees and thank them for volunteering. Also, would like to welcome Bob.

Deputy Mayor Jordan: Wanted to welcome Bob to the Council.

Councilor Curtis: Wanted to welcome Bob to the Council. Excited about the Industrial Park expansion. Feels we need to do whatever we need to do to not miss this opportunity.

Councilor Stackhouse: Congrats to Tim and Gary. Its nice to be back in the comfortable Council seats. Hope everyone has a good year and looks forward to working together.

Mayor Nichols: Wanted to thank Wayne for all the time he served on the Council. He was Deputy Mayor to Mayor Nichols for a few years and did a great job. It is good to see Bob back on the Council. Hope to have a good year.

10. **ADJOURNMENT:**

Motion by **Councilor Stackhouse** and seconded by **Councilor Baker** that the meeting be adjourned at 8:11 p.m. All in agreement.

Nicole Nickolan, Town Clerk