

# MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, April 19, 2011 at 7:30 pm in the Council Chambers.

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

1. **Mayor Nichols** opened the meeting by leading the **Pledge of Allegiance**. The Council observed a moment of silence.
2. Adoption of minutes of the regular meeting held on April 5, 2011

Moved by **Councilor Stackhouse** and seconded by **Councilor Bradshaw** that the minutes of the regular meeting held on April 5, 2011 be adopted.

**VOTE: UNANIMOUS AYE**

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

**Recycling/Transfer Station Coordinator Donald Chute: Presentation of the 2010 Municipal Solid Waste and Recycling figures:**

Our 2010 Recycling Rate came in at 61.85%. It is down a few points from last year, but this is what the State is trending. With the economy, people are not buying a lot and they are recycling less. We are looking to be in the top 10 recyclers this year too. Donnie gave a brief overview of the percentages from the 2010 Municipal Recycling Report.

Donnie also wanted to note that the tour by Warsaw students at the Recycling/Transfer Station grounds went really well.

**Presentation from Fire Chief Bernard Williams on replacement of Utility 5:**

Chief Williams was tied up with the Fire Marshall. Deputy Chief Dean Billings was at the meeting to speak on behalf of Chief Williams. Mr. Billings stated the Fire Department formed a truck committee after the approval to do research. They found that the Fire Department would like to keep the old Utility 5 truck. The current Utility 5 truck is not unsafe, but it is overweight. We would like to get another small truck with a tank and pump, that would carry 4 people. All departments could then use the old Utility 5. Another good point in purchasing a second Utility truck would be that it would go out to scenes first, therefore keeping the big trucks in the bay. The small Utility truck could go to car fires, small grass fires, down trees, etc.

It was the consensus of the Town Council to move forward with this plan. Mr. Billings asked if the Fire Department could call and “hold” a truck as these are demos and they go rather fast. The Council did not see an issue with this.

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

1. Regional Job Fair scheduled for the Pittsfield Area on May 19, 2011 from 3:30 pm – 6:30 pm at the Warsaw Middle School, 167 School Street – Businesses and Organizations can now register for the event. See Town Website. The letters to the businesses that have been signed up before have gone out and we have 18 businesses with over 100 jobs being offered already signed up. The following firms will be represented at the Job Fair:

ADECCO  
@Work Personnel  
BONNEY Staffing Center  
Charlotte White Center  
Cianbro  
Employment Times & MyJobWave.com  
InSphere Insurance Solutions  
Maine Staffing Group  
New Balance Athletic, Shoe Inc.  
Sebasticook Valley Health  
SKILLS, Inc.  
Somerset County & Somerset County Sheriff’s Department  
Spectrum Generations - Bridges Home Care  
T-Mobile  
Time Warner Cable  
Women Unlimited  
US Border Patrol  
US Customs and Border Protection

Free Training Sessions:  
How to Use Social Networking to Find a Job  
Financial Literacy  
WorkReady Program

2. Employment Specialist Available in Pittsfield:  
Looking for employment and not sure how to go about it? Interested in job training or improving your work skills? Want to learn to use the internet to apply for jobs?

As of January 2011, an Employment Support Specialist from the Kennebec Valley Community Action Program is available at the Pittsfield Public Library from **11:00 AM – 1:00 PM every 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of the month**

The Employment Support Specialist will work with you by providing guidance and support and connecting you with the resources you need to be successful in your employment goals. You can get help with:

- searching on the internet for jobs
- creating a resume
- connecting to training or education opportunities

- how to apply for jobs on-line
- creating an email account

and many other activities that will assist you in meeting your career goals.  
Have questions? Feel free to call **1-800-542-8227 ext. 2533 or 859-2533**

Upcoming Meetings & Events:

Joint Meeting of the Theatre Operations and Theatre Fundraising Committees on  
Thursday, April 21, 2011 at 6:00 pm in the Council Chambers

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

### **Town Manager's Report: Town Council Meeting of 04/19/2011:**

**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. Pothole Patrol:** The Public Works Department is on a daily pothole patching detail due to the hard winter and spring weather. If anyone does come across a pothole on the town roads, please feel free to report it to the PW Department at 487-6942. People have been coming in about the State roads and the Town has been filing all the reports from citizens as well as those areas that we have seen. MDOT has been in Town several times now patching the potholes uncovering. Basically, a road can be patched and then generally 3 or more days after that, there is a new pothole down from where the road is patched.

**3. Sludge Removal Project:** The sludge hauling will start as soon as the facility are has dried out. We had a good pre-construction meeting. As we are drawing very close to hauling out the sludge - it means that the Town will be closing on the final loan in the near future and that means that a sewer rate increase will go into effect on July 1, 2011. Over the last 30 years, the Town chose not to save the funds for this project that is needed so that the Lagoon System can continue to function appropriately and not be clogged up. Therefore, the Town did not have a pay as you go philosophy so the only way to pay for the project is with our future bills. The bills will have a notice on them so that people will have several months to prepare for the rate increase. Citizens are able to make payments during the quarter and not wait for the bill if this is an easier way for people to pay. Effective July 1, 2011, the sewer rate will be \$7.25/1,000 gallons. Many people are aware of this due to the extensive newspaper coverage of the sludge removal project planning.

**4. Sewer Rehabilitation Project:** The RFP for the Sewer Rehabilitation Projects has gone out to contractors. There was a mandatory pre-bid conference on April 26, 2011 at 10:00 am at the Pittsfield Town Office. Bids will be accepted until May 6, 2011 at 2:00 pm. For more information, contact Olver Associates in Winterport, Maine. The exact areas that will be going out to bid are those areas, which showed large infiltration

problems. The areas are as follows:

Livingston – Approximately 1250 LF which is about the entire length of the road from Detroit Street to North Main Street.

Cianchette Street – Approximately 900 LF from the intersection of Cianchette Street and Franklin Street to Chester Street.

Chester Street – Approximately 350 LF from the intersection of Chester Street and Cianchette Street to the corner of Chester Street that heads to Peltoma Avenue.

Nichols Street – Approximately 1600 LF from the cross country manhole in Manson Park to Main Street.

The Town was fortunate to receive a grant for \$1.5 million dollars of sewer rehabilitation work which was put together in a package for the Town when we received the \$1.9 million dollar loan for the required sludge removal work at the Treatment Plant.

**5. 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.

**6. National Take Back Initiative:** The Town is working with Healthy SV and the Drug Enforcement Agency on a National Prescription Drug Take Back Day on Saturday, April 30, 2011 from 10:00 am – 2:00 pm. Healthy SV purchased the metal locked container for the prescription drugs to be dropped into from their funding for the Town and the Town will need to provide a police officer that day. The Drop off Container is located in the lobby of the Town Office.

**7. Community Theatre Fundraiser:** Spaghetti Supper and Basket Raffle Notice for Wednesday, April 27, 2011 from 5:00 pm – 6:30 pm at the Pittsfield Elks Lodge. Read Announcement.

**8. Pittsfield Earth Day 2011 Backyard Compost Bin Sale:** Read Announcement. We are still accepting orders.

**9. Trash To Treasure Re-Use Center:** The new Trash to Treasure Re-Use Center is open on Saturdays from 10:00 am – 4:00 pm. A Grand Opening Ceremony will be held on Saturday, May 06, 2011 at 10:00 am. The Re-Use Center is in the former Veterans of Foreign Wars Building opposite the Transfer Station and Recycling Center. The facility will be open on Saturdays from 10:00 am – 4:00 pm effective April 16, 2011. The following materials will be accepted: Read NOTICE.

**10. Zoning Ordinance Amendment Requested:** A group of citizens has requested that the Zoning Ordinance be amended to include the ability to raise female chickens in the

residential areas of Town. The request was on the Planning Board's agenda for their 04/11/2011 meeting. The Planning Board tabled that request and asked for several additional pieces of information. The Planning Board will review the request again at their May 09, 2011 meeting. After the request is reviewed by the Planning Board, it will go to the Ordinance Committee & Town Council for review and/or consideration.

**11. Vacation Week Activities at the Library:** Read Announcement

**12. Parent Enrichment Classes sponsored by KVCAP:** Read Announcement

**Finance Committee:** The Committee had a brief meeting tonight prior to the Council meeting. The Cemetery accounts have gained back some of their recent losses and we are looking to be in good shape.

**Ordinance Committee:** No Report.

**Recycling Committee:** No Report.

6. **NEW BUSINESS:**

**ORDINANCE 11-05:** (To be set to Public Hearing on 05/03/2011) The Town Council of Pittsfield hereby ordains the borrowing of up to \$123,000 for the 2011 Paving Program and in order to raise said amount, general obligations bonds and/or notes shall be issued in a total aggregate principal amount not to exceed \$123,000 and the Treasurer and the Mayor shall determine the date, maturities, denominations, interest rate or rates, place of payment, paying agent and registrar, form and other details of the Bonds, including the signing and delivery of said Bonds on behalf of the Town. The Bonds shall be executed in the name of the Town by its Treasurer, and countersigned by the Mayor, and be in such form and contain such terms and provisions, not inconsistent herewith, as the Treasurer and Mayor may approve, their approval to be conclusively evidenced by their execution thereof. The Treasurer and Mayor are hereby authorized to provide on behalf of the Town that any of the Bonds may be made redeemable or callable, with or without premium, prior to maturity. The Treasurer, Chair and other proper officials of the Town be, and hereby are authorized in its name and on its behalf to do or cause to be done all such other acts and things as may be necessary or desirable in order to effect the issuance, sale and delivery of the Bonds hereinabove authorized, including any certificates, and other documents as may be necessary or appropriate in connection with the sale of the Bonds.

Moved by **Councilor Stackhouse** and seconded by **Councilor Bradshaw** that Ordinance 11-05 be adopted.

The Town Manager noted as discussed during the 2011 budget process in late 2010 and at the last Council Meeting, paving of multiple areas in town is needed. The only way to be able to pave enough roads at a time to make a difference was to increase the amount allocated for the paving capital appropriation and to have the work paid for through a loan issued in 2011. This will need to be an issuance through a local financial institution due to its size.

The first step in the process is to schedule the proposed ordinance to public hearing.

At the next Town Council Meeting, a discussion on the length of the issuance and interest rates will take place.

**VOTE: UNANIMOUS AYE**

**ORDINANCE 11-06:** (To be set to Public Hearing on 05/03/2011) The Town of Pittsfield hereby Ordains an amendment to the Pittsfield Town Code, Chapter 16, Shoreland Zoning Ordinance, 4. Effective Date by adopting the Maps dated February 11, 2011.

Moved by **Councilor Stackhouse** and seconded by **Councilor Carr** that Ordinance 11-06 be adopted.

The Town Manager noted as reported last year, it was discovered that the Town of Pittsfield Zoning Maps adopted for the Shoreland Zoning changes in 2009 were not correct. Therefore, the maps have been proofed by the Building Inspector in their entirety for shoreland zoning revisions. This Ordinance amendment will replace the April 2009 maps with the February 2011 maps.

The intent of this revision is to correct the maps, changing the shoreland zoning that was inadvertently changed during the Shoreland Zoning Ordinance overhaul conducted back in 2009 back to its original zoning. There are no actual zoning changes being recommended to anyone's property. This will simply correct the record. The Planning Board recommended this amendment at their regularly scheduled meeting on April 11, 2011.

The maps are very large and can not be reduced. They are available in the Building Inspector's Office and will be moved downstairs for the Public Hearing.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 11-41:** Resolved that the Town Council authorize the Recycling Coordinator and Town Manager to negotiate pricing for the grinding of the woodpile and removal of the wood chips at the Transfer Station to not exceed \$35.00 per ton, with the cost of such work to fit within the Transfer Station Budget.

Moved by **Councilor Bradshaw** and seconded by **Councilor Carr** that Resolution 11-41 be adopted.

The Town Manager noted the Transfer Station will need to immediately chip the wood debris pile at the facility because we are opening for the season. Last Fall we discovered that there was a problem getting rid of the demolition wood chips because of new regulations brought forth by the MeDEP. The end users of our chips (BORALEX of Stratton Maine) decided it would be easier since they had enough wood chips on hand not to purchase any Municipal grind wood. Since then most of the wood grinding contractors have gone out of business or have had a hard time getting rid of these wood chips. Donnie Chute has personally spoken to the last two wood grinding contractors and they both had real concerns with grinding the waste wood at our woodpile because they may

not be able to ship them in the 30 day period as stated in our solid waste license. Donnie believes that we may have found one contractor that has the only permit to truck municipal grind wood chips to SAPPI in Westbrook Maine. I would like the opportunity to negotiate with him to have the woodpile ground and the chips hauled away without having to go out to bid. This process could eventually lead to the closure of the woodpile area at the Transfer Station. I believe that if the Council put the restriction of not to exceed \$35.00 per ton for the grinding and removal of the wood chips would allow myself and the Town Manager to hire a qualified contractor.

**VOTE: UNANIMOUS AYE**

***RESOLUTION 11-42:*** Resolved that the Town Council accept the proposal of F.A.R. & Beyond Lawncare Services of Pittsfield, Maine for roadside mowing in an amount to not exceed \$ 2,000 for roadside/\$70.00 per hr. in-town for 2011; \$ 2,200 for roadside/\$72.00 per hr. in-town for 2012; and \$ 2,400 for roadside/\$74.00 per hr. in-town for 2013 and authorize the Town Manager to execute a contract for same.

Moved by **Councilor Stackhouse** and seconded by **Councilor Bradshaw** that Resolution 11-42 be adopted.

The Town Manager noted a copy of the bid results were left on the Councilors desk for this evenings meeting. The low bidder had to withdraw his bid as he needs to have all three separate bids awarded to him and he was not the lower bidder on the Departments Mowing bid. Having the work remain as separate bids with contracts continues to result in significant interest in these projects. There may also be more people in this field due to the economy and available jobs in the area. Many small contractors reviewed the bid material and toured the sites with the Public Works Foreman.

**VOTE: UNANIMOUS AYE**

***RESOLUTION 11-43:*** Resolved that the Town Council accept the proposal of F.A.R. & Beyond Lawncare Services of Pittsfield, Maine for Pittsfield Municipal Airport Mowing in an amount to not exceed \$ 2,750.00 for 2011; \$ 2,950.00 for 2012; and \$ 3,150.00 for 2013 and authorize the Town Manager to execute a contract for same.

Moved by **Councilor Stackhouse** and seconded by **Councilor Bradshaw** that Resolution 11-43 be adopted.

**VOTE: UNANIMOUS AYE**

***RESOLUTION 11-44:*** Resolved that the Town Council accept the proposal of F.A.R. & Beyond Lawncare Services of Pittsfield, Maine for Departments Mowing in an amount to not exceed \$ 4,865.00 for 2011; \$ 5,065.00 for 2012; and \$ 5,265.00 for 2013 and authorize the Town Manager to execute a contract for same.

Moved by **Councilor Bradshaw** and seconded by **Councilor Carr** that Resolution 11-44 be adopted.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 11-45:** Resolved that the Town Council approve the Request for Proposals for the Stinson Street repair and paving and authorize the Town Manager and Assistant Water/Sewer Supervisor to seek proposals for same.

Moved by **Councilor Stackhouse** and seconded by **Councilor Bradshaw** that Resolution 11-45 be adopted.

The Town Manager noted the Departments have been working on the bid specifications as they did not have enough details. The area is being expanded to take care of the problems at the end of the Industrial Park Road toward Route #100. The Town Manager read specifications to date from the bid form. The Town Manager asked Councilor Bradshaw, who has a construction background, for his opinion on the depth of gravel needed. Some people recommended 2 feet, while others recommended 4 feet. Councilor Bradshaw noted that industry standard is 2 feet.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 11-46:** Resolved that the Town Council Approve the use of the Pittsfield Municipal Parking Lot for the Seabasticook Valley Lodge of Elks, 140 Middle Street, Pittsfield, ME 04967 to hold a 25<sup>th</sup> Anniversary Celebration on July 16, 2011 and Authorize the Town Manger to sign an approval letter to the Liquor Licensing and Inspections Unit, for the Seabasticook Valley Lodge of Elks to hold a 25<sup>th</sup> Anniversary Celebration on July 16, 2011.

Moved by **Councilor Carr** and seconded by **Councilor Bradshaw** that Resolution 11-46 be adopted.

The Town Manager noted the State of Maine has requested that the Town review and consider this request before the Bureau of Alcoholic Beverages will act upon it.

The Lodge has been working with the Police Chief. The Chief will work out the traffic flow and parking logistics. Even if one area is blocked off, we have multiple methods to reach the large parking lot behind the Town Offices and adjacent to the Main Street businesses.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 11-47:** Resolved that the Town Council Approve the Renewal of the Alcoholic Beverage License for the Broken Putter Restaurant & Lounge at 382 Hartland Avenue, Pittsfield, Maine 04967.

Moved by **Councilor Bradshaw** and seconded by **Councilor Carr** that Resolution 11-47 be adopted.

The Town Manager noted this is a regular yearly approval.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 11-48:** Resolved that the Town Council Approve the Renewal of the Special Amusement Permit for the Broken Putter Restaurant & Lounge at 382 Hartland Avenue, Pittsfield, Maine 04967.

Moved by **Councilor Carr** and seconded by **Councilor Bradshaw** that Resolution 11-48 be adopted.

The Town Manager noted this is a regular yearly approval.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 11-49:** Resolved that the Town Council Authorize the Town Manager to execute the application for an outdoor fireworks display as property owner for the Greater Pittsfield Area Kiwanis Fireworks for the 2011 Egg Festival to be conducted by Central Maine Pyrotechnics subject to receiving approval of the FAA and the appropriate insurance certificate naming the Town of Pittsfield as additional insured.

Moved by **Councilor Bradshaw** and seconded by **Councilor Stackhouse** that Resolution 11-49 be adopted.

The Town Manager noted The Town Councilors received a copy of faxed material including the State Fire Marshal Office's Application for Outdoor Fireworks Display and a map. The Greater Pittsfield Area Kiwanis has hosted the fireworks for decades at the Egg Festival. As the Town is the property owner, we are required to sign the State application. The application materials were received a bit later than usual this year. The same company will be conducting the fireworks. The company has had ample insurance in the past.

The Town will need to apply to the Federal Aviation Administration (FAA) for approval for the Greater Pittsfield Area Kiwanis to be able to utilize the airport for the fireworks. This process takes several months. The deadline is this week.

Kiwanis has worked out the details of the work and has just provided that material so that we can file once Council approval is received. The fireworks will be for a total of \$4,500 for 23-25 minutes so we will use up to 25 minutes.

**VOTE: UNANIMOUS AYE**

## 7. **DISCUSSION ITEMS:**

### **Financial Reports as of 03/31/2011:**

Budget Expenditure Report  
Revenue Collections Report  
Transfer Station/Recycling Monthly Report  
Theatre Monthly Report  
State Revenue Sharing Comparison Report  
Excise Tax Collections Comparison Report  
Personal Property Tax Collection Report  
Real Estate Property Tax Collection

Tax Acquired Property Report  
**Briefly Reviewed by Town Manager**

**Other Reports as of 03/31/2011:**

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

**Grants Update:**

**New Grants:**

**Airport Grants: Stormwater, Security and FAA Review:** The airport engineering walk through and inspection of the airport has taken place.

**Economic Development Administration Grant: Pittsfield Industrial Park**

**Expansion:** Still filing reports, waiting for information from the contractor for the work to be completed this year.

**L&W Conservation – Hathorn Park Legge's Field:** The paving is out to bid.

**Library Mini-Grants (Cornerstone of Science and Gates for computers):** Underway

**PUC Energy Efficiency: Block Grant to Towns:** Building Inspector is working with Vaughan Woodruff on the details.

**Riverfront Community Development Grant:** Waiting for match information from the volunteers; working with PW on their match details; and paving of the parking lot is out to bid.

**Sewer Replacement including Sewer Evaluation Study with Camera Work, Dye**

**Test/Smoke Test and Report:** Work is completed. Olver Associates is working on the report.

**United Way/Keeping Mid-Maine Warm Grant:** Small balance left to expend, we did help three senior households which was rewarding.

8. **REPORTS:** Audience, Council

**Audience:**

Donnie Hallenbeck noted that he has tickets to sell for the "Friends of the Central Maine Egg Festival." People who purchase these tickets will have their name on a board on the Egg Festival grounds.

**Council:**

**Councilor Baker:** Absent.

**Councilor Carr:** I drove past the re-use center this weekend and it looked busy. That is a really good thing. I wanted to say everyone did a good job on that. I also wanted to mention the upcoming Hooked on Fishing event on May 14, 2011 at Manson Park. This program helps people learn to fish and allows positive contact with Law Enforcement. The tour of the Recycling/Transfer Station grounds seemed to have gone well. I got a positive response from my daughter on her experience.

**Councilor Bradshaw:** Enjoyed the Finance meeting tonight. We are making good progress. The street sweeper got started early this year and things are already looking good.

**Deputy Mayor Jordan:** Absent.

**Councilor Curtis:** Absent.

**Councilor Stackhouse:** The roads are looking really good around Town with all the work the sweeper has been doing. Hathorn Park is also looking really great. I can't wait for the basketball courts to be done.

**Mayor Nichols:** I have also received positive comments on the street sweeping. The grand opening of the re-use building went really well. Items were flying out the door faster than we could log them in! The tour of the Recycling/Transfer Station grounds with Warsaw school went well too. I want to give my condolences to Gordon Woodman's family. He passed away last week and will be missed.

9. **ADJOURNMENT:**

Motion by **Councilor Stackhouse** and seconded by **Councilor Bradshaw** that the meeting be adjourned at 8:47 p.m. All in agreement.

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Nicole Nickolan, Town Clerk