

MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, May 17, 2011 at 7:30 pm in the Council Chambers.

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

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 May 3, 2011

Moved by **Councilor Stackhouse** and seconded by **Deputy Mayor Jordan** that the minutes of the regular meeting held on May 3, 2011 be adopted.

VOTE: UNANIMOUS AYE

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

Presentation by MSAD #53 Superintendent Michael Gallagher

Mike Gallagher gave a presentation reviewing the proposed budget as well as State funding and local assessment. This was discussed in length comparing figures from 2006 to the current year. Mr. Gallagher noted the drastic reduction in funding from MaineCare. Mr. Gallagher also noted there is a 9.96% increase for the proposed 2011-2012 budget. This is the highest increase Mr. Gallagher has ever had to bring to the Town. The Town Manager also questioned what year valuation was being used to calculate the figures, as this can make a difference. Mr. Gallagher stated he believed it is the 2009 valuation, but he will check into it.

Community and Economic Development Activities and Events

Report on Meetings & 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 following firms will be represented at the Job Fair:

ADECCO

@Work Personnel Services

BONNEY Staffing Center

Charlotte White Center

Cianbro

Crisis and Counseling Centers

Employment Times & MyJobWave.com
InSphere Insurance Solutions
Maine Staffing Group
Merrymeeting Behavioral Health Associates
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
US Border Patrol
US Customs and Border Protection

The following Resource Providers will be present:

Adult Education Representatives
Allies, Inc.
Beal College
Career Center – Skowhegan
Family Violence Project
Finance Authority of Maine
Kennebec Valley Community Action Program
KVCC
Husson University
Maine Job Corps
Women Unlimited
Women, Work, and Community
WorkReady

Free Training Sessions:

Introduction to WorkReady
Financial Literacy – Money Matters
Business Start Up Resources
Women Unlimited
Maximizing Social Media in Your Job Search

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 2nd and 4th 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**

Egg Festival Committee Meeting on May 12, 2011 at 5:30 pm in the Council Chambers. Activities are coming along well. Always looking for more help. Copies of the Craft Fair Entry Forms, Parade Entry Forms and Quiche, Cheesecake & Pie Contest Entry Forms are available at the Town Office in an Egg Festival Display by the Reception Counter. Forms may also be downloaded from the Egg Festival Site which can be easily accessed by going to www.pittsfield.org and you can click on the link.

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

Town Manager's Report: Town Council Meeting of 05/17/2011:

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 is dried out. 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 made the choice to not put away 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. Hooked on Fishing Event at Manson Park on May 14, 2011: Well over 100 children and parents attended the first Annual Hooked on Fishing event hosted by the Pittsfield Police Department at Manson Park. Small children to adults enjoyed fishing on

Saturday, May 14, 2011. The Pittsfield Police Department would like to thank everyone from the State Police, Department of Inland Fisheries & Wildlife, Parks and Recreation Committee, town staff and citizens who volunteered their time and expertise to assist the young children with fishing tips. The Town's website www.pittsfield.org under Photo Gallery has a page dedicated to photographs from that day.

5. Vandalism at the Pittsfield Village Cemetery: The Pittsfield Village Cemetery was vandalized sometime during the day on Sunday, May 15, 2011 in the upper part of the cemetery. Twenty-five headstones were tipped over and broken. The average cost to repair each stone is between \$150 - \$250. The Cemetery Sexton discovered the damage Monday Morning, May 16, 2011 and reported it to the police department. This senseless vandalism has damaged the final resting place of these individuals. In addition, this is going to be very expensive to repair. Anyone with any information whatsoever who saw people who looked out of place at the cemetery or saw anything should contact the Police Department immediately. We would greatly appreciate any information that people have on this

6. Senator Susan Collins' Office Hours: Staff Assistant Michelle Michaud will hold office hours in Pittsfield at the Pittsfield Town Office on Thursday, May 19, 2011 from 1-3 pm. Mrs. Michaud will be available to provide assistance with federal issues and agencies, such as Social Security, Veterans Affairs and citizenship and immigration. No appointment is necessary.

7. Greater Pittsfield Area Kiwanis Club Bike Rodeo: READ Notice.

8. 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.

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

10. 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. The Grand Opening Ceremony held on Saturday, May 06, 2011 was great. A page has been set up in the Photo Gallery at www.pittsfield.org. The Re-Use Center is in the former Veterans of Foreign Wars Building opposite the Transfer Station and Recycling Center. The facility is on Saturdays from 10:00 am – 4:00 pm. Those who have completed their yard sales and have items left over that they do not want to take back to their homes might consider donating the clothing to Pennywise and the other items to the Re-Use Center. The Town has a comprehensive list of items that can be donated at the facility available at the Town Office.

11. 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 has now reviewed the additional information and scheduled it to a public hearing at their 06/13/2011 regular meeting. After the request is reviewed and acted upon by the Planning Board, it will go to the Ordinance Committee & Town Council for review and/or consideration.

12. New Restaurant in Town: Last but certainly not least, if anyone has not yet sampled the food at Vittles on Main Street, they definitely should. The Pittsfield Arts Club had their Annual Dinner at the restaurant last week and Vittles opened up just for the Club and served a wonderful dinner. The Town Office ladies had breakfast from Vittles last Friday with everybody getting something different and all was very yummy!

Finance Committee: No Report.

Ordinance Committee: No Report.

Recycling Committee: The Recycling Committee met on 05/04/2011. They reviewed the plans for the ribbon cutting ceremony and discussed the direction the group will take in the next year.

6. **NEW BUSINESS:**

RESOLUTION 11-60: Resolved that the Town Council accept the bid of Skowhegan Savings Bank dated 05/09/2011 with an interest rate of 2.5 % per annum for the financing of the 2011 Paving Program in an amount to not exceed \$123,000.

Moved by **Councilor Carr** and seconded by **Deputy Mayor Jordan** that Resolution 11-60 be adopted.

The Town Manager noted at the 05/03/2011 Council Meeting, the Town Council approved the Ordinance to finance the paving of our roads. In addition, the Town Council approved the RFP to seek bids for the financing of the 2011 Paving Program through a loan in an amount to not exceed \$123,000.

The bids from the financial institutions were due on Friday, 05/13/2011. Two bids were received ranging from 2.50% to 3.13%. Skowhegan Bank was the low bidder at 2.50%, which is an excellent bid.

VOTE: UNANIMOUS AYE

RESOLUTION 11-61: Resolved that the Town Council accept the proposal of Nitram Excavation of Benton, ME for the Sewer System Improvements, CWSRF No. C230142-03 in an amount to not exceed \$ 880,369.00 and authorize the Town Manager to execute a contract for same once approved by the United States Department of Agriculture (USDA) Rural Development (RD).

Moved by **Councilor Bradshaw** and seconded by **Deputy Mayor Jordan** that Resolution 11-61 be adopted.

The Town Manager noted The project was placed out to bid by Olver Associates with a due date of 05/06/2011. There were two bids received for this work with the bids ranging from \$880,369.00 to \$940,454.00. The bids are under budget with Nitram Excavation as the apparent low bidder. Enclosed is a copy of the tally as well as the pages we received from the bids. Olver Associates is reviewing the bids and will be making a recommendation this week. The recommendation should be received prior to compiling the Council packages and if so, will be included in the package.

Nitram Excavation & General Contractor, Inc. of Benton, Maine in the amount of \$880,369.

The construction funding in the USDA Grant/Loan is listed as \$1,130,500 so this is very good.

VOTE: UNANIMOUS AYE

RESOLUTION 11-62: Resolved that the Town Council approve the Request for Proposals to repair the Library chimney section of wall and authorize the Town Manager and Librarian to seek bids.

Moved by **Deputy Mayor Jordan** and seconded by **Councilor Stackhouse** that Resolution 11-62 be adopted.

The Town Manager noted the chimney and nearby section of wall is in need of repair. Water has seeped through the building and caused damage to the interior wall.

The bids would be due on May 27, 2011. The Town Council could approve a bid in June 2011. Funding would need to come from the Library Capital Reserve account established for addressing the building.

I have been advised that this is not work that the Contractor did on the building. Further, we did file an insurance claim once I was notified that this was an issue.

VOTE: UNANIMOUS AYE

RESOLUTION 11-63: Resolved that the Town Council authorize the Town Manager and Deputy Treasurer to negotiate the pricing for the Town's fuel and kerosene for the Town's buildings which includes joining a cooperative fuel oil and/or kerosene purchase if pricing is competitive.

Moved by **Deputy Mayor Jordan** and seconded by **Councilor Carr** that Resolution 11-63 be adopted.

The Town Manager noted Last year the bids received were so high that the Town opted to call around and purchase fuel where the pricing was the lowest.

Currently, the pricing is the highest that it has been for some time. We would not put out an RFP at this time, however, would like the permission to proceed forward for when the pricing does drop. Having this approval provides flexibility and the ability to act quickly.

VOTE: UNANIMOUS AYE

RESOLUTION 11-64: Resolved that the Town Council authorize the Town Manager and Deputy Treasurer to negotiate the pricing for the Town's propane for the Town's buildings which includes joining a cooperative propane purchase if pricing is competitive.

Moved by **Councilor Stackhouse** and seconded by **Deputy Mayor Jordan** that Resolution 11-64 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 11-65: Resolved that the Town Council authorize the Town Manager and Deputy Treasurer to close the Hooked on Fishing Certificate of Deposit at People's United Bank upon maturity on 05/18/2011 and open a savings account at People's United Bank with the proceeds.

Moved by **Deputy Mayor Jordan** and seconded by **Councilor Carr** that Resolution 11-65 be adopted.

The Town Manager noted The Town will need to access the funds as we will now have Hooked on Fishing activities. As the CD matures this month, it is the ideal time to move the funds to a municipal savings account. The Municipal savings account has the same interest rate as the CD that the funds have been invested in over the last few years.

The fund was originally established in 1997 in the memory of Richard P. Boisvert, Randall L. McPherson and Jeffrey W. Norris.

The principal that was originally invested was \$4,500.00. The account now has \$6,757.74 and will have \$4.17 in interest added at maturity.

This event was great. Photos have been placed on the Town's website under the Photo Gallery on the left-side.

VOTE: UNANIMOUS AYE

RESOLUTION 11-66: Resolved that the Town Council authorize the Town Manager and Deputy Treasurer to transfer the proceeds remaining from the John W. Manson Trust received from the Bank of America pursuant to the agreement dated 01/19/2011 to the Town's Floral Account I at Merrill Bank G#7-118-00 to be designated as principal.

Moved by **Councilor Bradshaw** and seconded by **Councilor Stackhouse** that Resolution 11-66 be adopted.

The Town Manager noted the Town has just received the funds that were authorized pursuant to the agreement with the Bank Of America regarding the remainder of the John W. Manson Trust as approved by the Attorney General's Office and the Town Council.

VOTE: UNANIMOUS AYE

RESOLUTION 11-67: Resolved that the Town Council authorize the filing of the Federal Aviation Administration (FAA) Grant Application for the Pittsfield Municipal Airport for the Permitting and Environmental Assessment for Apron Expansion.

Moved by **Councilor Stackhouse** and seconded by **Deputy Mayor Jordan** that Resolution 11-67 be adopted.

The Town Manager noted this grant application is to provide for the necessary engineering work to complete an environmental assessment of the area of the apron expansion and then to obtain the necessary state and federal permits for construction.

The existing aircraft apron area has 13 tie-down spaces. As reported at the Town Council Meeting over the last year, all tie-down spaces have been filled. All existing hangers are filled. Once the environmental assessment and permitting is completed, the Town can proceed to apply for grant funding for a construction project to add 18 +/- additional spaces to accommodate current and future aviation needs.

All safety enhancements, obstruction removal and replacement of facilities that needed rehabilitation or replacement before the Town could pursue additional facilities have been completed. I am proud to say that we have taken care of all of the issues that were pointed out to the Town by the federal and state governments when I arrived in Town through obtaining an extensive number of capital improvement grants. Now we are proceeding forward to work toward expanded facilities for the Pittsfield Municipal Airport.

The entire project was submitted as \$117,000 with \$111,150 or 95% in federal funding; \$2,925 or 2.5% in state funding and \$2,925 or 2.5% in Town funding to come from the Airport Reserve Account.

The Airport Reserve Account has \$41,626.54 as of 04/30/2011 pursuant to the Reserve Account Statement received today.

VOTE: UNANIMOUS AYE

RESOLUTION 11-68: Resolved that the Town Council appoint Nicole Nickolan as Warden and Emmalee Reed, Cammie Jemery and Tonja Lary as Deputy Wardens for the June 14, 2011 SAD #53 Budget Referendum.

Moved by **Councilor Stackhouse** and seconded by **Councilor Bradshaw** that Resolution 11-68 be adopted.

The Town Manager noted regular yearly motion for the School Referendum. Unfortunately, there are not any other items that day so it will be a small turnout. It is important to get the word out on this vote.

VOTE: UNANIMOUS AYE

7. **DISCUSSION ITEMS:**

Financial Reports as of 04/30/2011:

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

Reviewed briefly by Town Manager

Other Reports as of 04/30/2011:

Building and Plumbing Permit Reports
Library Report-Librarian's and Library Trustees Minutes
Police Report

Self-Explanatory – Not Reviewed

Grants Update:

Airport Grants: Stormwater, Security and FAA Review: The airport engineering walk through and inspection of the airport has taken place. The report with recommendations as well as the Stormwater Study is being written.

Economic Development Administration Grant: Pittsfield Industrial Park Expansion: Still filing reports, waiting for CMP to string the line as the poles have been set and waiting for the contractor to come back on site to complete the remainder of the additional work that can take place under the grant. The weather conditions have not allowed this as of yet. The Town will be completing some work on our own to make sure that the grinding and paving can take place.

L&W Conservation – Hathorn Park Legge's Field: PW will be headed to Hathorn Park as soon as the weather permits and will start the excavation process.

PUC Energy Efficiency: Block Grant to Towns: Contract is signed with Yankee Solutions; the Town has billed the first two installments of the grant and is waiting for state disbursements.

Riverfront Community Development Grant: Waiting for match information from the volunteers; working with PW on their match details; and we have funds available to complete a few minor items such as signing.

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. Sewer Rehabilitation bids were on the agenda this evening.

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

Other Grant Opportunities:

MDOT Transportation Enhancement Grant: In meeting with MDOT in late April we were advised on opportunities for a grant for flashing lights or sidewalks. MDOT officials reviewed Stinson Street and concluded that the best way to address public safety is to add one sideway. The Town has been advised that under the new program that the Town is eligible to apply for a sidewalk along the entire length of Stinson Avenue from Main Street to the Music Building or another point. Applications will be due in the Summer of 2012 and the project can begin in Summer or Fall of 2013 if chosen. This is wonderful news as in the past to obtain a sidewalk of this length, the Town would have to apply for 3 or more Safe Routes to School Grants. With the extensive federal requirements, this would have consumed large amounts of time and taken several years. This project can be one grant application as long as the Town has already designed the project and is ready to move forward when it applies. The Town would be responsible for a 20% cash match to obtain the 80% federal funding in the MDOT program.

8. **REPORTS:** Audience, Council

Audience: None

Council:

Councilor Baker: Absent.

Councilor Carr: Asked about the Welcome Table and the Councilors plans. The Town Manager noted she would talk to Councilor Baker regarding the exact date, as she believes it has changed. The Council discussed the menu and who will bring what item.

Councilor Bradshaw: It was nice to get all this information from Mr. Gallagher tonight. Councilor Bradshaw stated with over 2,000 taxpayers in Pittsfield. That would be around a \$100 - \$150 increase for each taxpayer. The Town Manager also noted that the valuation was going down, so that will also increase the rate. Councilor Bradshaw stated he was shocked on how busy the airport is, as well as the fact that we have the ability to add additional hangers and have the ability to sell them.

Deputy Mayor Jordan: I was glad to see the street sweeper on Lancey Street. Things are looking good.

Councilor Curtis: Absent.

Councilor Stackhouse: I wanted to thank Mike Gallagher for presenting the Budget to us tonight.

Mayor Nichols: Glad Mike Gallagher came in to discuss the budget. The Reuse Center had their ribbon cutting ceremony. It is important to push the educational piece of this project. It has been very busy at the Reuse Center. I heard a lot of good PR on the Hooked on Fishing event.

9. **ADJOURNMENT:**

Motion by **Councilor Stackhouse** and seconded by **Councilor Carr** that the meeting be adjourned at 8:50 p.m. All in agreement.

Nicole Nickolan, Town Clerk