

MINUTES

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

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

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 November 16, 2010.

Moved by **Councilor Chale** and seconded by **Councilor Baker** that the minutes of the regular meeting held on November 16, 2010 be adopted.

VOTE: UNANIMOUS AYE

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

Community and Economic Development Activities and Events:

Report on New Business Activity & Opportunities in Pittsfield:

Moosehead Cedar Log Homes plans to re-open its facility on Crawford Road, which includes a model log home/office and a warehouse/distribution center. The drafters and estimators will work out of the Crawford Road location in the near future.

Discount Warehouse will be opening at the Somerset Plaza in the former location of the video store chain that closed across the State of Maine.

Two other business activities are underway and will be announced when the projects go forward.

Upcoming Meetings & Events:

Greater Pittsfield Area Kiwanis Meeting scheduled for Monday, December 13, 2010 at 6:00 pm for caroling at the Seabasticook Valley Nursing Home behind SVH.

Recycling Committee Meeting on Wednesday, January 05, 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.

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

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

Town Manager's Report: Town Council Meeting of 12/07/2010:

1. The FYI Folder: FYI Folder which contains items that come in between the Town Council Meetings has the following this evening: List Read

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. Boards include Airport, Assessment Review, Pinnacle Park, Planning, Pool, Recycling, Theatre and many more. Deadline for submitting your interest in a position is December 14, 2010 at 5:00 pm.

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 Friday, December 24, 2010 in observation of Christmas.

5 Sibley Pond Bridge Project: MDOT will be holding 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: Notice read

6. Welcome Table Supporters: The Welcome Table is again asking organizations, groups and businesses to volunteer to make and serve meals at the Welcome Table on Fridays as they begin their third year of service. Trudy Ferland from The Welcome Table Administrative Team writes: Notice read

7. HealthySV Meeting: The next quarterly meeting of HealthySV will take place on Tuesday, December 21, 2010 from 9:00 am – 10:30 am in the Council Chambers at the Municipal Building.

8. Recycling Committee Meeting on Re-Use. The Recycling Committee will continue its planning for a re-use center to open in Spring of 2011. Everyone is encouraged to attend the upcoming Recycling Committee Meeting on Wednesday, January 5, 2011 at 5:30 pm in the Council Chambers to continue planning for this worthwhile project.

9. Manpower Open House at Walpole Woodworkers: Read Notice of available jobs. The Open House is on Wednesday, December 8, 2010 from 10:00 am – 2:00 pm.

Finance Committee: No Report.

Ordinance Committee: No Report.

Recycling Committee: The Recycling Committee met on 12/01/2010. The Town Manager gave an overview on the Reuse Center. The Committee discussed the possibility

of Warsaw students creating a logo for the Reuse Center. The Committee also discussed the possibility of students touring the Reuse Center as well as the Recycling Center and Transfer Station in April 2011. Discussed contacting members of other Reuse Centers to come in and speak to the Committee. Set a tentative Open House of the Reuse Center for June 2011. Discussed getting together a sign up sheet for interested parties. The Recycling Committee is continuing to pursue the adult education aspect of the Reuse Center.

6. **NEW BUSINESS:**

ORDINANCE 10-16: (To be set to Public Hearing 12/21/2010) That the Town of Pittsfield hereby Ordains to authorize the transfer of unencumbered appropriation balances to various departments as follows:

FROM:	15-05	Transfer Station	\$14,000
TO:	05-10	Police Department	\$14,000

Moved by **Councilor Chale** and seconded by **Councilor Carr** that Ordinance 10- 16 be set to Public Hearing on 12/21/2010.

The Town Manager noted for 2010, it is proposed that \$14,000 be transferred. This is estimated high at this point and can be refined at the 12/21/2010 public hearing as we will have nearly all expenses for the year charged to the budget at that time. The Town also has three departments that will have expenditures, which are extremely close for the end of the year, and these are being watched carefully. It is believed that they will finish within budget, however, if by 12/21/2010 more issues develop which are beyond the control of the departments, then the Ordinance will be recommended for amendment.

VOTE: UNANIMOUS AYE

RESOLUTION 10-116: Resolved that the Town Council authorize the Town Manager to execute the Maine Municipal Bond Bank agreement for a loan from the Drinking Water State Revolving Loan Fund Program for the Waverly Street River Crossing Replacement.

Moved by **Councilor Stackhouse** and seconded by **Councilor Curtis** that Resolution 10-116 be adopted.

The Town Manager noted the original project is \$503,500 with 5% or \$25,425 forgiveness, therefore, the loan is for \$483,075 for 20 years. The Interest rate is approved to be lowered 2% by a subsidy below the current MMBB rate at the time of closing. Payment will be due 1 year after completion of project. The typical payment due dates are April and October.

To be able to pay for the new loan payment due in 2012, the Town is planning to re-finance a large water bond outstanding for the Grove Hill Tank and Treatment Plant at a lower interest rate, thereby, freeing up funds. The next MMBB issuance that the Town is eligible for is in Spring 2011. Depending upon when the Town closes the loan, the Town could have an Interest only payment, which has been budgeted for in the 2011 Water Enterprise Budget.

VOTE: UNANIMOUS AYE

RESOLUTION 10-117: Resolved that the Town Council authorize the expenditure of the remaining funds in the Drinking Water State Revolving Loan Finish Water Pump Project to not exceed \$13,579.19 to install two roof hatches on the Water Treatment Plant over each of the finish water pumps; to replace the asphalt roofing on half of the building where a new leak has started; and to pay for additional engineering administration costs.

Moved by **Councilor Chale** and seconded by **Councilor Stackhouse** that Resolution 10-117 be adopted.

The Town Manager noted in late Spring 2010, we discussed the use of the remainder of the funds in the project funded by the federal stimulus funding. Over the summer, the engineers obtaining pricing for aluminum hatches over each pump, which was expensive. Olver Associates then solicited quotations for pressure treated wood hatches. The low quotation was \$4,100 for both hatches, a considerable savings. At the time that this project was being quoted, the roof started leaking, which can also be fixed as part of this project. On top of this, will be the additional costs for administration of these extra projects that were not part of the original project.

Authorizing the remaining balance at this time, would allow all projects to go forward. There has not been a leak reported at the site previously, therefore, this work can be done when the roof hatches are replaced, if the cost is reasonable. If not, then other quotations can be solicited.

VOTE: UNANIMOUS AYE

RESOLUTION 10-118: Resolved that the Town Council authorize the Town Manager to execute a new contract with Nitram Excavation and General Contractor, Inc. for the installation of electrical service for the Industrial Park Expansion and to allow such contract to be amended to include reclaiming, paving and necessary shoulder work based upon engineering approval of pricing quotations solicited during the winter, subject to the approval of the Economic Development Administration; and further authorize the Town Manager to close out the original contract with Nitram, dated 05/10/2010 for the Industrial Park Expansion, EDA #01-79-73007, upon execution of the new contract and provision of the required bond for the new contract.

Moved by **Councilor Stackhouse** and seconded by **Councilor Chale** that Resolution 10-118 be adopted.

The Town Manager noted the Industrial Park Expansion project has been completed since late October, 2010 except the installation of the poles required for the power and the street lights. This work has been pending Central Maine Power Company's schedule as well as the schedule of Fairpoint Communications. The contract has just been signed with CMP, however, pole easements with the telephone company are outstanding.

The original EDA project was approved for \$1,100,000, which included \$90,950 in contingency (8.2% of the project).

As discussed previously, the Town received extremely favorable pricing, therefore, we have approximately \$209,406.21 uncommitted on the project as of today. We have tried to obtain concrete pricing for grinding and paving as funding is left over in the project which can be used to grind and pave Industrial Park Street from the Somerset Avenue Intersection as far as the funds will allow. However, with the fuel pricing unknown for 2011, this has been difficult and may result in committing to a higher price at this time. During the middle – late winter, pricing could be more advantageous. With the Town Public Works Department cleaning out the ditches and fixing some culverts prior to the work, all funds can be used to grind and pave a road that needs serious work. Just paving the roadway, which would easily take a couple of years for the Town to complete due to funding levels, would not correct the issues. It is recommended by the Town's engineering consultant Millett Associates and Public Works Foreman that the road be ground and then paved. This is work that the Town would be unable to afford to complete and would not have done without this unique opportunity. In addition to assisting with ridability and safety issues, this work will make the Industrial Park Expansion more attractive to businesses as the roadway will be in good shape, reflecting an investment and pride in businesses and the Industrial park. Nitram, the designated contractor for the Industrial Park Project, would contract with the chosen paving company, as the company has contracted with all other subcontractors on the project for all components of the grant, to also include paving of the driveways where culverts have been installed and completing the shoulders for the roadway, utilizing any material leftover from the grinding.

VOTE: UNANIMOUS AYE

RESOLUTION 10-119: Resolved that the Town Council authorize that the current contract with Hasler through Formax be closed out early and that the Town Manager be authorized to execute a new lease agreement with Hasler through Formax for a new postage meter at the same cost of \$135.29/month for a period of 63 months.

Moved by **Councilor Stackhouse** and seconded by **Councilor Baker** that Resolution 10-119 be adopted.

The Town Manager noted the Town's current postage meter lease agreement would expire next year. We contacted a number of companies to look at pricing. Hasler, the current vendor, has offered the same pricing for an up-to-date postage meter. There are few vendors in the area for postage meters, therefore, obtaining the same price for an updated machine will work well for the budget. Basically, this is similar to extending the lease agreement with the same company at the same price.

VOTE: UNANIMOUS AYE

7. **DISCUSSION ITEMS: NONE**

8. **REPORTS:** Audience, Council

Audience: None

Council:

Councilor Baker: No Comment

Councilor Carr: No Comment

Councilor Chale: I just wanted to mention that getting the school to transport students to the Transfer Station/Recycling Center/Reuse Center may be difficult. Currently there is no money available for transportation. Unfortunately the education on the Transfer Station/Recycling Center/Reuse Center may have to be done in the form of a slide show. Mayor Nichols stated this is something we will have to think about, as the education component is very important. It is nice to hear that companies are hiring in Town. I wanted to say congratulations to Nicole on her engagement.

Deputy Mayor Jordan: Absent.

Councilor Curtis: No Comment

Councilor Stackhouse: No Comment

Mayor Nichols: It is good to see that businesses are hiring. A lot of people are starting to have their unemployment benefits run out. Congratulations on the new businesses that are coming into Town.

9. **EXECUTIVE SESSION:**

Title 1, Section 405, 6.A., Personnel: Yearly Evaluation of Town Manager

Motion by **Councilor Stackhouse** and seconded by **Councilor Carr** to move into executive session according to Title 1, Section 405, 6.A., Personnel: Yearly Evaluation of Town Manager.

VOTE: UNANIMOUS AYE

The Town Councilors entered executive session at 9:10 p.m.

Motion by **Councilor Stackhouse** and seconded by **Councilor Carr** to return to regular session after completing the Town Manager's evaluation.

VOTE: UNANIMOUS AYE

The Town Councilors exited executive session at 10:57 p.m.

10. **ADJOURNMENT:**

Motion by **Councilor Stackhouse** and seconded by **Councilor Carr** that the meeting be adjourned at 10:58 p.m. All in agreement.

Nicole Nickolan, Town Clerk