

MINUTES

For a regular meeting of the Pittsfield Town Council held on Wednesday, January 2, 2013 at 6:30 pm in the Council Chambers.

PRESENT: COUNCILORS: Tim Nichols, Michael Cianchette, Caleb Curtis, Gary Jordan, Jr., Donna Chale, Christopher Carr and Heather Donahue. **ABSENT:** None. Also present: Town Manager Kathryn Ruth and Town Clerk Nicole Nickolan. Audience members included: None.

1. **Timothy Nichols** opened the meeting by leading the **Pledge of Allegiance**. The Council observed a moment of silence.
2. Council Members elected at the November 2012 Election take the oath of office and are seated:

At Large: Michael A. Cianchette
District 4: Heather J. Donahue

3. Adoption of minutes of the regular meeting held on December 18, 2012.

These minutes will be available at the next Council Meeting.

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

Community and Economic Development Activities and Events:

Report on New Business Activity & Opportunities in Pittsfield:

A business that was considering an expansion has a new equity partner and our contact has left the firm so those business plans are on hold. We have a few small home businesses under way.

SAS Property Available:

SAS Property placed on the market by MTC Holdings, LTD of San Antonio, Texas – The Trust holding the former SAS building for several years decided that it will put the property out for sale. The RE agent handling the property has promised that the Town will receive a copy of the information package. Terry Sortwell of LandVest, a company from Camden that handles Luxury Real Estate was retained by the company. It would be great to have this property on the market so that it could be used, rather than be vacant. The information is on the Town's website as well as distributed to a number of regional and state entities. Our DECD Governor's Account Representative came from Augusta to review the building's potential for future state inquiries and we met with Mr. Mulligan. The State does not receive a lot of inquiries due to the economy, however, we are definitely on the State's radar when requests come in, especially manufacturing, as the building has the potential to put 300-400 people back to work.

We have contacted LandVest as the property is not listed on their site anymore and have not heard back.

Business Friendly Designation Presentation by DECD Commissioner George Gervais on 11/21/2012: Pittsfield was designated as 1 of the 14 Business Friendly Communities this year by the Governor on 08/24/2012 (with the recent designation this week, we are now 1 of the 18 Business Friendly Communities). Our road signs and certificate were presented at a brief ceremony the afternoon prior to Thanksgiving with many of the Town's businesses that we have

worked with over the last few years in attendance. Everyone present was very complimentary and pleased for the Town's designation. The Business Friendly Signs are up on Somerset Avenue coming in Town and Route #100 by SVH and Dean Homstead's farm. The Town received the logo in PDF form and we have been able to place it on letterhead, but not on the Town's e-mail so that it will stay on the Town's website.

Business Promotion & Networking Opportunities:

Mid-Maine Chamber 2013 Business Breakfast Series and Business After Hours Schedules are available as handouts this evening.

Save Our Historic Depot Campaign:

Historic Pittsfield Train Station (Depot) Re-Roofing Project, funded through many donations will start this week. Jim Richards, who used to live in Pittsfield on West Street, is the foreman for Hahnel Brothers Co. of Bangor. The contractor has moved the staging and equipment to the site and will start the project as soon as the weather is appropriate.

Phase I consists of the roof replacement and the masonry reconstruction and pointing, a total of \$47,265 plus estimated engineering costs of \$5,000 for a total of \$52,265.

Phase II consists of removing the old siding with lead based paint and installing cedar clapboard siding and trim, a total of \$39,425 plus estimated engineering costs of \$5,800 for a total of \$56,225.

Phase III includes the windows restoration; replacement doors; and insulation, a total of \$24,174. The total cost of Phases I-III is estimated at \$121,664. We also have Phase IV, which is focused on the interior of the building including electrical work.

We would plan to complete Phase I first which is the roofing and Phase II foundation work as we have the funds for those two projects. Once the roof is completed and we know if there are any change orders due to unknown issues found, then we will draft the bid specs for the foundation work and get that ready to go out in early Spring, 2013 when companies can see the foundation to bid on it.

It was exciting to be advised of the Maine Community Foundation award of \$11,050. These funds are dedicated to the siding, which is a total of \$45,225 so we are on our way to re-group during early January 2013 on another fundraising campaign. Everyone can help our Save the Depot fundraising campaign. This historic 1880's building needs to be preserved and/or restored. As a historic building on the Historic Register of National Buildings, the Town must follow historic preservation requirements and standards. As such, the project would cost more than if a resident or business fixed up their building.

2012 Comprehensive Plan Update (2007 and 1997 Plans)

The Town Manager presented a brief review of the Draft Comprehensive Plan 2013 and advised of the Public Hearing.

Report on Meetings & Events:

Listed below are Community and Economic Development meetings and events. All activities that do not have a location specified are at the Pittsfield Municipal Building. Due to the holidays, there were few meetings scheduled.

Upcoming Meetings & Events:

- | | |
|------------|---|
| 01/03/2013 | Sebasticook Valley Chamber of Commerce Strategic Plan and Board of Directors Meeting on Thursday, 01/03/2013 at 4:00 pm and 5:00 pm respectively at the Chamber Office in Palmyra |
| 01/09/2013 | Recycling Committee Meeting on Wednesday, 01/02/2013 at 5:00 pm at the Pittsfield Municipal Building Meeting Room |
| 01/10/2013 | Egg Festival Regular Meeting will be held at 6:30 pm on Thursday 01/10/2013 in the Pittsfield Municipal Building Council Chambers. |
| 02/14/2013 | Sebasticook Valley Chamber of Commerce Annual Meeting on Thursday, 02/14/2013 from 5:00 pm – 8:30 pm in Dexter |

Many meetings are in the process of being scheduled for 2013 and a lengthy list will be available for the second Council Meeting in January 2013.

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

Town Manager's Report: Town Council Meeting of 01/02/2013:

1. The FYI Folder: FYI Folder which contains items that come in between the Town Council Meetings has the following this evening: None at this time

2. Bin Sale: PITTSFIELD RE-USE CELEBRATION: BACKYARD COMPOST BIN SALE: The sale is over with, however, people can still order a bin as we were under the maximums required for an order so we have a few more that will be available for each of the Earth Day products.

To celebrate re-use in the community, the Town of Pittsfield is part of a statewide backyard composting bin sale. A home compost bin and how-to-guide with a combined retail value over \$100 can be purchased for only \$45.00 (tax included). The bin is black, has a 10 year warranty, and is made of 100% recycled plastic. It's approximately 35" high and 33" wide, or large enough for a family of five. The Town will also have the wing digger compost turner for a discounted price of \$17.00 and the Reotemp Backyard Compost Thermometer with a 20" stem for \$18.50.

It is estimated that 25% of the average household's waste consists of kitchen scraps and yard trimmings which can be easily composted. Pittsfield residents can save \$54.12 for every ton of waste they compost rather than placing the material in with their garbage that is shipped out of town for disposal.

Pittsfield's recycling rate for 2011 was 62%. Let's keep working at our recycling rate and boost it even more while helping our gardens grow!

3. Egg Festival Volunteers: Read Notice

4. Library News: The Pittsfield Library celebrated New Year's Eve with a food for fine forgiveness day. Library patrons were able to clear all their library fines and start 2013 with a clean library record by bringing in food donations. The library collected over 100 non-perishable food items to donate to the Pittsfield Food Pantry.

Story Time resumes on Monday, January 7 at 10:15 in the Warren Community Room. Children ages infant through Pre-K will explore the world through stories, crafts, music, and dance. January themes include polar bears, snowflakes, and snowmen.

Book Discussion Group meets Thursday, January 10 from 4:00-5:30 for a discussion of culinary themed literature. For more information contact the library at 487-5880.

5. Meeting with MDOT and Pan Am Railways re: Main Street Crossing: The Town met with representatives of MDOT and Pan Am Railways. The State was well represented. Both MDOT and Pan Am were amenable to paving repairs in the Railroad Crossing area. Read Meeting Notes.

6. Maine Municipal Association Workshop: The Town will be the host of a regional workshop on Thursday, 04/11/2013 in the Town Council Chambers. Set-up is at 3:00 pm with Registration at 4:00 pm and the workshop on roles and responsibilities for elected officials and town managers/administrative assistants will be held from 4:30 pm to 8:30 pm with a break for dinner at 6:00 pm. This is a rare opportunity to have a workshop right in Town for the region with less travel distance for everyone. We recommended that Vittles cater the workshop.

7. Walking Maps & Promotion: HealthySV, the regional HealthyMaine partnership and the Seabasticook Valley Chamber of Commerce will be joining with the Town to work on walking maps for the area. This project will be utilized for physical exercise, tourism and to promote walks such as the 4/20 walk that we will hear about shortly focused on not using drugs.

Finance Committee: None.

Ordinance Committee: None.

Recycling Committee: None.

6. **NEW BUSINESS:**

ORDER 13-01: Ordered that the Town Council elect from among its members a Mayor to serve for the 2013 year.

Councilor Curtis nominated **Gary Jordan Jr.** **Councilor Cianchette** seconded the nomination. No other nominations.

Moved by **Councilor Carr** and seconded by **Councilor Chale** that Order 13-01 be adopted inserting Gary Jordan Jr.

VOTE: UNANIMOUS AYE

ORDER 13-02: Ordered that the Town Council elect from among its members a Deputy Mayor to serve for the 2013 year.

Councilor Curtis nominated **Timothy Nichols.** **Councilor Carr** seconded the nomination. No other nominations.

Moved by **Councilor Carr** and seconded by **Councilor Chale** that Order 12-02 be adopted inserting Timothy Nichols.

VOTE: UNANIMOUS AYE

ORDER 13-03: 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 **Councilor Curtis** and seconded by **Councilor Carr** that Order 13-03 be adopted inserting the following names:

Finance – Gary R. Jordan, Jr., Michael Cianchette and Donna Chale
Ordinance – Tim Nichols, Donna Chale and Caleb Curtis
Fair Hearing – Tim Nichols, Christopher Carr and Heather Donahue
Police Labor Negotiating – Gary R. Jordan Jr., Tim Nichols and Kathryn Ruth

VOTE: UNANIMOUS AYE

RESOLUTION 13-01: Resolved that the Town Council authorize the Town Manager to execute and submit a Letter of Intent for a Community Development Block Grant Public Facilities Program Grant for the Historical Railroad Depot.

Moved by **Councilor** and seconded by **Councilor** that Resolution 13- be adopted.

The Town Manager noted the Town has been advised that it will be eligible to apply for the 2013 CDBG Program as it is a stand alone historical preservation project to rehabilitate and protect a building that is deteriorating at an alarming rate.

At this time, funds are not guaranteed for this program and \$0 is allocated from the federal government. There is a possibility that some funds will be released to the State, therefore, the Department of Economic and Community Development is accepting applications in case this possibility becomes a reality.

The Letter of Intent is the first step in the process.

The Town is continuing to follow the cost estimate from Ames Associates, which specializes in historic preservation.

We have funding for some of the historical preservation and restoration work from extensive donations, continual fundraising efforts by the Pittsfield Historical Society (PHS) and three grant awards including one on a national level. Therefore, the Town and PHS are in a better position than last year at this time.

The Town Manager reviewed the Report and Letter of Intent.

VOTE: UNANIMOUS AYE

RESOLUTION 13-02: Resolved that the Town Council appoint Kathryn Ruth as Official Representative, Councilor Nichols as Official Representative and Councilor Donahue as Alternate to the General Assembly for the Kennebec Valley Council of Governments (KVCOG).

Moved by **Councilor Nichols** and seconded by **Councilor Chale** that Resolution 13-02 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 13-03: Resolved that the Town Council appoint Gary Jordan Jr. as the Alternate Representative to the General Assembly for the Kennebec Regional Development Authority (KRDA) also know as FirstPark.

Moved by **Councilor Carr** and seconded by **Councilor Cianchette** that Resolution 13-3 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 13-04: Resolved that the Town Council appoint Tim Nichols as an Alternate to the Maine Services Center Coalition in addition to the Town Manager.

Moved by **Councilor Carr** and seconded by **Councilor Cianchette** that Resolution 13-04 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 13-05: Resolved that the Town Council sign the Expense Warrants upon recommendation of the Finance Committee for the year 2013.

Moved by **Councilor Chale** and seconded by **Councilor Carr** that Resolution 13-05 be adopted.

The Town Manager noted this is a housekeeping item.

VOTE: UNANIMOUS AYE

RESOLUTION 13-06: Resolved that the Town Council sign the Certificate of Commitment for Sewer User Rates and Water User Rates during the Year 2013.

Moved by **Councilor Nichols** and seconded by **Councilor Cianchette** that Resolution 13-06 be adopted.

This agenda item is a housekeeping function only and does not address rate changes.

VOTE: UNANIMOUS AYE

RESOLUTION 13-07: Resolved that the Town Council authorize the Town Manager to hire Independent Review(s) and execute all paperwork for Airport Grants for the Year 2013 as necessary in accordance with the Town's Bid Policy and/or the Federal Aviation Administration (FAA) regulations and the Maine Department of Transportation (MDOT) regulations.

Moved by **Councilor Cianchette** and seconded by **Councilor Carr** that Resolution 13-07 be adopted.

The Town Manager noted this is a housekeeping item that we have started approving on a yearly basis to assist in facilitating airport grants.

VOTE: UNANIMOUS AYE

RESOLUTION 13-08: Resolved that the Town Council Authorize the Town Manager to sign a 5-year blanket approval letter to the Department of Public Safety, Licensing and Inspections Unit for the Seabasticook Valley Elks Lodge #2713 to have games of chance, video poker and beano/bingo to expire 12/31/2017 and be renewable at that time.

Moved by **Councilor Cianchette** and seconded by **Councilor Curtis** that Resolution 13-08 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 13-09: Resolved that the Town Council Appoint members to fill the vacancies on the various Town Boards and Committees from the attached list.

This item was passed over as there were no volunteers at this time.

7. **DISCUSSION ITEMS:**

Grants Update:

New Grants:

Airport Grants: Environmental Assessment (Engineering to prepare for Apron Expansion) – this project is nearly 2/3 completed. Several approvals have been received.

Airport Grants: Engineering to Design the Apron Expansion – this project has been started and needs to move alone.

Belvedere Fund for Historic Preservation – provides funding for part of the cost of removal and installation of new clapboards for the historic depot.

Davis Family Foundation – provides funding for finishing the roof and foundation repairs of the depot. Bid specifications will be issued once the shingling is completed and we know the exact amount of any change orders. There will be a change order due to extensive damage found in part of the roof. The Architect is working on this now while the project continues in the areas of the roof that it can proceed.

HealthySV Grant: Healthy Communities – Exercise is Fun Program for Children – needs to be started

HealthySV: Healthy Communities – Proactive Student Presentations – on-going with some presentations in the school

HealthySV Grant for Tobacco Free Signage – the signs were installed and is grant remains on the list as we are part of an overall study to determine effectiveness.

Jobs for Maine’s Graduates (JMG) School Grant through Town/Region (pass-through)

Jump Start Our Youth (JOY through JMG) Recreation Department – needs to be started

Kiwanis Mini-Grants for Programming & Sponsorship for children – on-going

L&W Conservation Fund: Hathorn Park Legge’s Field & Sports Complex, Phase II – write bid specs this winter to be bid out in early Spring for electrical, steel, paving, etc.

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

National Heritage Railroad Grant – National grant funding being used now to replace the roofing.

Project Canopy: Town Farm Forest Management Plan – completed with the final report and package put together over the holidays.

Rural Engineering and Community Assistance Grant Opportunities – starting 01/2013 – free energy audits for the Water and Sewer Enterprise Funds

United Way/Keeping Mid-Maine Warm Grant – completed with the last project implemented for seniors.

USDA Sewer Rehabilitation Grant – underway with the Somerset Avenue project and School Cross County Project.

Grants waiting to be closed:

CDBG/Economic Development Grant: Argo Marketing Group, Inc.

Economic Development Administration Grant: Pittsfield Industrial Park Expansion

Law Enforcement Bryne Federal Grant: Radio Equipment

PUC Energy Efficiency: Block Grant to Towns

Renewable Resources Grant from PUC: Wind Turbine

Closed Grants:

Airport Grants: Apron Reconstruction Grant

Airport Grants: Design Engineering for Apron Reconstruction

Airport Grants: Runway Obstruction Clearing

Airport Grants: Stormwater, Security and FAA Review

Airport Grants: Vegetation Plan/Permitting Grant

Brownfields Grant: Cleanup Grant for Eelwier (now known as 8 Mount Road)

CDBG Grant/Business Assistance: Moosehead Cedar Log Homes

CDBG Grant/Business Assistance: Walpole Woodworkers, Inc.

CDBG Grant/Public Facilities/Historic Preservation/Library

CDBG Grant/Special Projects Matching Funds/GCS

Conservation Grant for Driftbusters Snowmobile Trail Fund (pass-through)

Efficiency Maine Business Program

FEMA Reimbursements

Jump Start Our Youth (JOY through JMG) Save Our Historic Depot Campaign

Jump Start Our Youth (JOY through JMG) Library
Ken-Som Transition Team/KVCAP Grant for Regional Job Fair
Law Enforcement Bryne State Grant: Tasers
L&W Conservation Fund: Hathorn Park Legge's Field & Sports Complex, Phase II
L&W Conservation Fund: Stein Park Renovation Project
L&W Conservation Fund: Swimming Pool Essential Components
Maine Emergency Management Agency Homeland Security Grant
MMA Safety Grants – Multiple
Project Canopy: Mill Pond Loop
Safe Routes to School, Phase II
Sewer Replacement including Sewer Evaluation Study with Camera Work, Dye Test/
Smoke Test and Report
State Library Grants dedicated to the Library Building Project
State Planning Office Recycling Education Grant
Summer Nutrition Grant (Yearly)

Other Grant Opportunities:

CDBG/Water and Sewer Projects for Specific areas once SSES is completed
Community Gardening Start-up Grant
FEMA Fire Grant – Pumper
Jump Start Our Youth (JOY through JMG)
MDOT Quality Community Program: Transportation Enhancement Grant and/or Safe Routes
to School Grant
Rural Engineering and Community Assistance Grant Opportunities
Wellhead Protection Grant

8. **REPORTS:** Audience, Council

Audience:

NONE

Council:

Councilor Donahue: Thank you for the warm welcome.

Councilor Carr: I wanted to welcome Heather and Mike to the Town Council. Lets start the year here and march on.

Councilor Chale: I want to welcome Mike and Heather and congratulate Gary and Tim on their new appointments. I am glad to see that the walking map will be updated.

Councilor Nichols: Welcome Heather and Mike. I want to thank everyone for electing me Deputy Mayor. I am glad the New Year has arrived.

Councilor Curtis: Welcome to Heather and Mike

Councilor Cianchette: This is the time I traditionally thank the audience. Congrats to Gary on the new position. I want to personally thank Tim for the time he has put into the Town Council as Mayor. I am looking forward to working with Heather. I will do my best to represent the people.

Councilor Jordan: I want to welcome Heather and Mike to the Town Council. Don't hesitate to ask any questions. I want to congratulate Tim on his position of Deputy Mayor. Kathryn if you have any problems with the SAS property listing, let me know. I have a contact there.

9. **ADJOURNMENT**

Motion by **Councilor Cianchette** and seconded by **Councilor Carr** that the meeting be adjourned at 7:32 p.m. All in agreement.

Nicole Nickolan, Town Clerk