

MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, January 3, 2012 at 7:30 pm in the Council Chambers.

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

1. **Mayor Nichols** opened the meeting by leading the **Pledge of Allegiance**. The Council observed a moment of silence.

Council Members elected at the November 2011 Election take the oath of office and are seated:

At Large: Caleb K. Curtis

District 2: Gary R. Jordan, Jr.

District 3: Donna M. Chale

2. Adoption of minutes of the regular meeting held on December 20, 2011.

Moved by **Councilor Stackhouse** and seconded by **Councilor Curtis** that the minutes of the regular meeting held on December 20, 2011 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:

Some private sector business activities are under review. Some projects are on the agenda later this evening.

Report on Meetings & Events:

Meetings had not been scheduled due to the holiday season.

Other Projects:

A number of private sector projects are under review and in the development phase at this time.

Report on Meetings & Events:

Meetings had not been scheduled due to the holiday season.

Upcoming Meetings & Events

Recycling Committee Meeting on Wednesday, January 4, 2012 at 5:00 pm at the Pittsfield Municipal Building Meeting Room to continue working on the Re-Use Center and to start Planning the Community Garden Forum.

Sebasticook Valley Chamber of Commerce Strategic Plan and Board of Directors Meeting on Thursday, January 05, 2012 at 4:00 pm and 5:00 pm respectively at the Chamber Office in Newport.

The 2012 Egg Festival Organizational Meeting will be held on Thursday, January 12, 2012 at 6:30 pm in the Pittsfield Municipal Building Council Chambers. All new members are welcome! The Central Maine Egg Festival is organizing for a great 2012 Festival -which is the 40th Anniversary of the Egg Festival! We had a great 2011 festival and plan to build upon the event to add more activities. This year's event was met with positive enthusiasm and was so successful that many who participated are already committed to next year's Festival. Sponsors, committee members, participants and festival goers alike agree the Festival is a must attend family and community event with an emphasis on fun.

With our focus on family and fun, it is time to pick a theme for 2012. We have a few suggestions, but we are asking for help from the central Maine community. If you have a theme idea, the Egg Festival Committee would like to know about it. The committee is open to all ideas and welcomes your contribution. Suggestions must be received by 12:00 noon on Wednesday, December 28, 2011 at the Pittsfield Town Office.

We would also like to invite those who are interested to join our committee.

The 2012 Egg Festival Organizational Meeting will be held on Thursday, January 12, 2012 at 6:30 pm in the Pittsfield Municipal Building Council Chambers.

If you have a theme idea, activity suggestion or want to help out, please e-mail your ideas to Kathryn Ruth at townmanager@pittsfield.org or drop your suggestions off at the Pittsfield Town Office. The Town Office staff is assisting the Committee until their organizational meeting in 2012.

Ken-Som Transition Team Meeting will be held at the Kennebec Valley Council of Governments at 9:00 am on Thursday, December 08, 2011 to organize for 2012. We will be discussing the Greater Waterville Career Pathway; Pathways to Responsible Fatherhood Grant; Somerset Connect; WorkReady 55+, Rapid Response Update and the Pittsfield Job Fair.

Community Garden Forum to discuss the possibility and interest of a garden in the Town for use by citizens and/or growing products for the Community Food Bank, Welcome Table and other endeavors – will be held on Tuesday, January 24, 2012 at 6:30 pm in the Pittsfield Municipal Building Council Chambers.

Sebasticook Valley Chamber of Commerce Annual Meeting on Thursday, February 09, 2012 from 5:00 pm – 8:30 pm at the Millennium in Palmyra.

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

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

Town Manager's Report: Town Council Meeting of 01/03/2012:

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

2. 2012 State Valuation: The Town's proposed State Valuation has been released coming in at \$234,350,000 million. In total, the Town's valuation has decreased \$12,600,000 during the last two year's valuation determinations. Much of this is due to the change in personal property tax in which the State Legislature voted a number of years ago to basically phase out personal property tax on many types of equipment. This will affect State Revenue Sharing, School Aid and assessments made by other agencies to the Town in a positive manner, however, affect the Town's valuation which is used as the basis of property taxation in a negative fashion.

3. Stress on Taxpayers: Due to the economy and so many people out of work now due to job losses across the State of Maine and the nation and in many cases, unemployment eligibility running out, we understand that many more people than usual were not able to pay their 2011 property taxes. Many more people need water and sewer payment plans to pay bills and we have a lot of payment plans now. The Town will work with everyone on payment plans. As explained to a number of people who have never had any issues paying their taxes before, this is not the taxpayer's fault, it is not anyone's fault, it is a sign of the times, we recommend that people make payments when they can to try to keep the interest down. It takes 3 years from the date of commitment for a property to become automatically foreclosed under the State law for uncollected taxes. We recommend that people meet with the staff and set up a tax payment plan. Please make sure that if you have lived in your property for a year that you have met with the Assessor and applied for a Homestead Exemption. If you are 62 years old and a veteran, please make sure that you meet with the Assessor to file a Veteran's Exemption. Property owners can also apply for a Property Tax and Rent Refund Circuit breaker for refunds of property tax assessed during 2010 that have been paid. If you are eligible, you can use your refund to pay for 2011 taxes. The booklets and applications may be downloaded from www.maine.gov/revenue (click on Tax Relief) or call 207-626-8475.

4. Town of Pittsfield 2012 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: 3 Openings on the Board of Appeals; 2 openings on the Board of Assessment Review; 1 Opening on the Board of Ethics; 1 Opening on the Cemetery Trustees; 1 Opening on the Economic Development Team; 2 Openings on the Housing Rehabilitation Revolving Loan Committee; 1 Opening on the Planning Board; and 1 Opening on the Pool Committee.

5. Trash To Treasure Re-Use Center: The Trash to Treasure Re-Use Center is open on the first Saturday of each month during the Winter from 10:00 am – 4:00 pm. The dates that the Re-Use Center will be open are: Saturday, January 07, 2012; February 04, 2012; and March 03, 2012. The Re-Use Center is in the former Veterans of Foreign Wars Building opposite the Transfer Station and Recycling Center. Everyone needs to remember that they need to have their items

that they have chosen weighed at the counter, as we need to keep track of the tons of re-used items that have found new homes.

Finance Committee: No Report.

Ordinance Committee: No Report.

Recycling Committee: No Report.

6. **NEW BUSINESS:**

ORDER 12-01: Ordered that the Town Council elect from among its members a Mayor to serve for the 2012 year.

Moved by **Councilor Stackhouse** and seconded by **Councilor Baker** that Order 12-01 be adopted inserting Timothy P. Nichols. No other nominations.

VOTE: UNANIMOUS AYE

ORDER 12-02: Ordered that the Town Council elect from among its members a Deputy Mayor to serve for the 2012 year.

Moved by **Councilor Stackhouse** and seconded by **Councilor Curtis** that Order 12-02 be adopted inserting Gary R. Jordan, Jr. No other nominations.

VOTE: UNANIMOUS AYE

ORDER 12-03: 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 Stackhouse** and seconded by **Councilor Chale** that Order 12-03 be adopted inserting the following names:

Finance – Gary R. Jordan, Jr., Robert Stackhouse and Donna Chale

Ordinance – Tim Nichols, Robert Stackhouse and Caleb Curtis

Fair Hearing – Tim Nichols, Christopher Carr and Louise Baker

Police Labor Negotiating – Gary R. Jordan Jr., Robert Stackhouse and Kathryn Ruth

VOTE: UNANIMOUS AYE

RESOLUTION 12-01: Resolved that the Town Council schedule, consider testimony and act upon a Public Hearing for a Community Development Block Grant Economic Development Program Block Grant for Argo Marketing Group, Inc.

Public Hearing Notice
Town of Pittsfield

The Town of Pittsfield will hold a Public Hearing on Tuesday, January 17, 2012, at 7:30 pm at the Pittsfield Municipal Building Council Chambers to discuss an application being submitted to

the State of Maine CDBG program for an Economic Development Program Grant. The purpose of the grant application is to assist Argo Marketing Group, Inc. with renovations and fully equipping a modern state of the art call center, and provide working capital. Public comments will be solicited at this Hearing and will be submitted as part of the application. All persons wishing to make comments or ask questions about the grant application are invited to attend this Public Hearing. Comments may be submitted in writing to Kathryn Ruth, Town Manager at 112 Somerset Avenue, Pittsfield, ME 04967 at any time prior to the Public Hearing. TDD/TTY users may call 711. If you are physically unable to access any of the Town's programs or services, please call Kathryn Ruth at 207-487-3136 so that accommodations can be made.



Moved by **Councilor Stackhouse** and seconded by **Councilor Baker** that Resolution 12-01 be adopted.

The Town Manager noted as this project has a tight timeframe it is important to move ahead with the steps. The Town Council received a copy of the Public Hearing Notice and the grant application package that we will be completing for the 01/17/2012 public hearing.

For 2012, the Letter of Intent for this program is due on the first Friday of each month for economic development opportunities. Our Letter of Intent for this project is already filed. Now we need to complete the grant package.

If invited to proceed with a grant, funds would be reserved for the project and we would enter Phase II involving a number of reviews, data collection, resolutions at the Council Meeting and other steps, completing a small book.

The grant funding that is being requested to assist with this project is \$85,000. This State of Maine grant funding program allows for grants up to \$200,000 to be considered.

The Town Councilors discussed scheduling a public hearing for Phase II of the Grant with the dates of 01/10/2012 and 01/24/2012, both at 6:00 pm.

VOTE: UNANIMOUS AYE

RESOLUTION 12-02: Resolved that the Town Council schedule, consider testimony and act upon a Public Hearing for a Community Development Block Grant Riverfront Bond Project for the Pinnacle Park Recreation Plan, Phase I.

Public Hearing Notice
Town of Pittsfield
Riverfront Community Development

The Town of Pittsfield will hold a Public Hearing on January 17, 2012 at 7:30 p.m. at the Council Chambers of the Pittsfield Municipal Building Council Chambers for the purpose of receiving input from the citizens of Pittsfield relative to the \$32,200 State of Maine Riverfront Community Development Bond Program Grant. This grant provided funding to implement the Pinnacle Park Recreation Plan, Phase I which included a skating rink; skateboard park; boat launch; parking area; multi-use recreational trails; habitat restoration; bird watching lean-tos; fishing; and interpretative nature signs. All persons wishing to make comments or ask questions

about the work completed with the funds are invited to attend this Public Hearing. Comments may be submitted in writing to: Kathryn Ruth, Town Manager, 112 Somerset Avenue, Pittsfield, Maine 04967 at any time prior to the Public Hearing. TDD/TTY users may call 711. If you are physically unable to access any of the Town's programs or services, please call Kathryn Ruth at 207-487-3136 so that accommodations can be made.



Moved by **Councilor Stackhouse** and seconded by **Councilor Curtis** that Resolution 12-02 be adopted.

The Town Manager noted this has been a great grant project involving many individuals, groups and town staff. We were indeed fortunate to receive this grant opportunity and to be able to add so much to the Pinnacle to make it a multi-seasonal recreational facility.

The grant award was for \$32,200. The Town's match was \$64,403.

VOTE: UNANIMOUS AYE

RESOLUTION 12-03: 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 **Deputy Mayor Jordan** and seconded by **Councilor Baker** that Resolution 12-03 be adopted.

The Town Manager noted this agenda item relates to announcement at the last two meetings of the town's qualification to apply for rehabilitation to the historical railroad depot for the 2012 Public Facilities Program.

The Town is eligible to apply for the CDBG Project as it is a stand-alone historical preservation project to rehabilitate and protect a building that is deteriorating at an alarming rate. The Letter of Intent is the first step in the process.

The Town has just received the cost estimate from Ames Associates, which specializes in historic preservation, which the Town Councilors and the Pittsfield Historical Society have received. In addition, we have just received information from the State of Maine regarding options on some of the work proposed which will need to be discussed with the Historical Society prior to the Council Meeting.

The Town has some funding carried forward as a grant match for upcoming projects such as this grant, which requires a cash match. The Historical Society has been fundraising and a major campaign will start shortly for donations for this very important project.

At the Council Meeting, we will need to discuss the funding aspect as we are required to have a 25% match for the grant application. In reviewing the funds available, the Town Council determined a fundraising effort is needed to raise \$20,000 and thought people would be very supportive.

VOTE: UNANIMOUS AYE

RESOLUTION 12-04: Resolved that the Town Council appoint Kathryn Ruth as Official Representative, Councilor Stackhouse as Official Representative and Councilor Nichols as Alternate to the General Assembly for the Kennebec Valley Council of Governments (KVCOG).

Moved by **Councilor Stackhouse** and seconded by **Councilor Curtis** that Resolution 12-04 be adopted.

The Town Manager noted this is a yearly appointment. The Annual Meeting is held in September during the day, generally on a weekday morning. Once in awhile there will be a General Assembly Meeting on a Wednesday morning if business cannot be held until September.

Last Year, Robert Stackhouse was the Official Representative and Timothy P. Nichols was the Alternate.

VOTE: UNANIMOUS AYE

RESOLUTION 12-05: Resolved that the Town Council appoint Gary R. Jordan, Jr. as the Alternate Representative to the General Assembly for the Kennebec Regional Development Authority (KRDA) also know as FirstPark.

Moved by **Councilor Stackhouse** and seconded by **Councilor Curtis** that Resolution 12-05 be adopted.

The Town Manager noted KRDA is the group that oversees the FirstPark regional business park in Oakland. It would be helpful to have an Alternate for the KRDA General Assembly Meetings in case the Town Manager cannot attend. These are generally held at 5:00 p.m. on the fourth Thursday of the month several times a year.

Last year, Gary R. Jordan, Jr. was the Alternate.

VOTE: UNANIMOUS AYE

RESOLUTION 12-06: Resolved that the Town Council appoint Timothy Nichols as an Alternate to the Maine Services Center Coalition in addition to the Town Manager.

Moved by **Councilor Stackhouse** and seconded by **Councilor Baker** that Resolution 12-06 be adopted.

The Town Manager noted the Maine Services Center Coalition assists communities with updates and legislation. Communities such as Pittsfield are recognized as service centers because they have more of a burden on their services than other communities in the State.

Last year Timothy Nichols was the Alternate.

VOTE: UNANIMOUS AYE

RESOLUTION 12-07: Resolved that the Town Council appoint Donna Chale as Council Representative to the Housing Revolving Loan Committee.

Moved by **Councilor Stackhouse** and seconded by **Councilor Chale** that Resolution 12-07 be adopted.

The Town Manager noted this Committee reviews and makes a recommendation on loan applications for housing rehabilitation when applicants meet the qualifications.

This position is currently vacant.

VOTE: UNANIMOUS AYE

RESOLUTION 12-08: Resolved that the Town Council sign the Expense Warrants upon recommendation of the Finance Committee for the year 2012.

Moved by **Deputy Mayor Jordan** and seconded by **Councilor Curtis** that Resolution 12-08 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 and between meetings, 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 2012.

VOTE: UNANIMOUS AYE

RESOLUTION 12-09: Resolved that the Town Council Sign the Certificate of Commitment for Sewer User Rates and Water User Rates during the Year 2012.

Moved by **Councilor Stackhouse** and seconded by **Councilor Baker** that Resolution 12-09 be adopted.

The Town Manager noted this agenda item is a housekeeping function only and does not address rate changes. In 2005 – 2011, 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 2012. 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.

Sewer liens are very similar to the tax lien process. The State law was changed in 2006 to allow municipal water departments (similar to Pittsfield) and quasi-municipal water districts to place liens on unpaid water accounts.

Water liens follow the State of Maine and Public Utilities Commission requirements.

VOTE: UNANIMOUS AYE

RESOLUTION 12-10: Resolved that the Town Council Authorize the Town Manager to hire Independent Review(s) and execute all paperwork for Airport Grants for the Year 2012 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 Curtis** and seconded by **Deputy Mayor Jordan** that Resolution 12-10 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 or moved back due to federal and state funding issues. As of this agenda item, we have not yet received our Capital Improvement Plan (CIP) from the State for the next five years of airport projects.

VOTE: UNANIMOUS AYE

RESOLUTION 12-11: Resolved that the Town Council Authorize the Town Manager to authorize the Library Director to purchase library materials for the Pittsfield Public Library.

\$7,000 – Brodart
\$1,750 – Baker & Taylor
\$7,000 - Amazon

Moved by **Councilor Stackhouse** and seconded by **Councilor Baker** that Resolution 12-11 be adopted.

The Town Manager noted since a purchase order needs to be issued for \$7,000 for two of the vendors for purchases, Council approval is needed. The Town would be piggybacking on a cooperative purchase bid process similar to what we do with the purchase of a police cruiser, therefore, a bid has already been issued by another entity.

Bids have already been placed through the SCOOP Purchasing Cooperative of the Maine Regional Library System.

VOTE: UNANIMOUS AYE

RESOLUTION 12-12: Resolved that the Town Council Authorize the Town Manager to execute the contract with Mechanical Services, Inc. / Maine Controls for a one (1) year period for the Pittsfield Public Library.

Moved by **Councilor Chale** and seconded by **Councilor Stackhouse** that Resolution 12-12 be adopted.

The Town Manager noted the Librarian reports that the contract is the same as last year and the same price. Lyn reports that the maintenance work they did on the heating and ventilation systems could not have been completed by library staff or the highway crew. The company has been responsive when she has called with questions. Lyn is satisfied with their work.

VOTE: UNANIMOUS AYE

RESOLUTION 12-13: Resolved that the Town Council Ratify the Agreement between the Town of Pittsfield and the Pittsfield Police Association Affiliated with the Maine Association of Police covering the period of 01/01/2012 through 12/31/2013.

Moved by **Councilor Curtis** and seconded by **Deputy Mayor Jordan** that Resolution 12-13 be adopted.

The Town Manager noted the Town Council received a report on the contract proposal.

VOTE: UNANIMOUS AYE

RESOLUTION 12-14: Resolved that the Town Council Appoint members to fill the vacancies on the various Town Boards and Committees from the attached list.

Moved by **Councilor Stackhouse** and seconded by **Councilor Chale** that Resolution 12-14 be adopted.

The Town Manager noted Rebecca Geagan is interested in being re-appointed to the Board of Health, in which there is one opening.

VOTE: UNANIMOUS AYE

7. **DISCUSSION ITEMS: NONE**

8. **REPORTS:** Audience, Council

Audience:

Donnie Hallenbeck noted that the Museum is approximately 100 years old. We think it was built in the 1800's. The previous Town Manager had authorized some work to be done and we received assistance for the roof installation. The roof has seen its day. We muddle along as best we can down there. The time has come to do some more work.

Council:

Councilor Baker: The sanding the Highway crew did the night of the ice storm was wonderful. I don't think they get all the credit they deserve. I want to mention an incident that I am quite

upset and angry about since it happened on the night of the ice storm. Councilor Baker relayed her concern regarding her 89-year-old friend who was brought into the hospital.

Councilor Carr: Absent.

Donna Chale: Its nice to be back and see all your familiar faces. I think the Historical Society is a true example of volunteers. Happy New Year!

Deputy Mayor Jordan: Welcome back Donna. I want to echo Councilor Bakers comments. The Highway crew did do a great job sanding that night.

Councilor Curtis: I am glad that Councilor Baker mentioned her concern. I think that you should go see Victoria. She said her door is always open when she gave the presentation at the Council meeting. Happy New Year!

Councilor Stackhouse: I will work with the Councilor Baker to assist her with her concern. I want to welcome back Donna. Congrats to Tim and Gary on their reappointment. Happy New Year!

Mayor Nichols: Happy New Year! Donna, it is nice to see you back. I am glad the issue at the hospital is being looked into. Its good to see the new company is hiring. Good luck to the Historical Society on fundraising. I think we are starting to see things turn around just a little bit. It's a good sign. I want to thank Kathryn and all the girls upstairs for all their hard work. It will help put us ahead of the game.

9. **ADJOURNMENT**

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

Nicole Nickolan, Town Clerk