

# MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, March 20, 2012 at 7:30 pm in the Council Chambers.

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

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 March 6, 2012.

Moved by **Councilor Stackhouse** and seconded by **Deputy Mayor Jordan** that the minutes of the regular meeting held on March 6, 2012 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.

SAS Property placed on the market by MTC Holdings, LTD of San Antonio, Texas: The Trust holding the former SAS building has 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.

Business Friendly Community Certification Program: The materials on the State's website was downloaded. The application is extremely thorough. I was going through updating our resources and put the application together at the same time. The application is due at the beginning of April and will be brought to the 04/03/2012 Council Meeting for approval to meet the deadline. Towns that are approved will receive an award by the Governor, recognition on the DECD website and receive an Open for Business sign among other amenities.

#### Report on Meetings & Events:

Regional Job Fair scheduled for Wednesday, May 9, 2012 from 3:30 pm – 6:30 pm at the Warsaw Middle School Gym and Cafeteria: The Town has the following employers and staffing agencies signed up: Bonney Staffing Center, Care & Comfort, ADECCO, Nikken, Inc., Charlotte White Center, AtWork Personnel, SKILLS, Inc., Cianbro, Time Warner Cable and

Redington Fairview General Hospital. With the staffing agencies, we probably have 15 companies represented already.

Somerset Economic Development Corporation (SEDC) on March 8, 2012 at 10:00 am in Skowhegan: This was an interesting meeting at which I got to meet people from Skowhegan and the surrounding area involved in business and grant projects. We heard a presentation on “No Small Potatoes”, an investment club which provides loans to small farmers. This project is involved in the Slow Money Principals which believes that to enhance food security, food safety and food access; to improve nutrition and health; to promote cultural, ecological and economic diversity; and to have an economy based on preservation and restoration, that money must be brought back down to earth and that money should be spent close to home. The investment club is in the southern part of the state and looking to expand up to Somerset County. The club’s loans have been in the order of \$3,000 - \$15,000 per farm.

Upcoming Meetings & Events:

FirstPark General Assembly Meeting on Thursday, March 22, 2012 at 5:00 pm at T-Mobile in Oakland

Recycling Committee Meeting on Wednesday, April 04, 2012 at 5:00 pm in the Council Chambers

Sebasticook Valley Chamber of Commerce Strategic Planning Committee Meeting on Thursday, April 05, 2012 at 4:00 pm at the Chamber Office in Palmyra

Sebasticook Valley Chamber of Commerce Board of Directors Meeting on Thursday, April 05, 2012 at 5:00 pm at the Chamber Office in Palmyra

Greater Pittsfield Area Kiwanis Club Egg Hunt on Saturday, April 07, 2012 at 9:00 am sharp at the Pinnacle

4. **PUBLIC HEARINGS/OLD BUSINESS:**

**TOWN OF PITTSFIELD**

**ORDER AND ORDINANCE AUTHORIZING TAX ANTICIPATION BORROWING**

**ORDINANCE 12-01:** That the Town of Pittsfield Town Council hereby ordains the tax anticipation note borrowing for the fiscal year ending December 31, 2012 on the following terms:

Ordered that, pursuant to Section 5771 of Title 30-A of the Maine Revised Statutes, as amended and the Ordinance adopted on the date hereof, the Town Treasurer is hereby authorized and empowered to borrow money from time to time during the fiscal year ending December 31, 2012 in the principal amount or amounts not exceeding \$500,000 at any one time outstanding, in anticipation of the collections or receipts from taxes, by the issuance of tax anticipation notes of the Town, each of which notes shall be designated “Town of Pittsfield 2012 Tax Anticipation Notes.” All of such tax anticipation notes, and any extensions, renewals or replacements thereof, shall be signed by the Town Treasurer and countersigned by at least a majority of the members of the Town Council, shall be payable on or before November 1, 2012, out of money raised by

taxation during the fiscal year ending December 31, 2012 shall bear interest payable at maturity at a rate determined in the manner as approved by the Treasurer, and shall contain such other terms and provisions, not inconsistent herewith, and be in such form, as shall be approved by the officers signing the same, whose approval shall be conclusively evidenced by their execution thereof, and

Be It Further Ordered that the Treasurer is hereby authorized to award the notes to such person or entity as approved by the Town Council, such approval to be conclusively evidenced by the execution of the 2012 Tax Anticipation Notes; and

Be It Further Ordered that the notes authorized by the foregoing are hereby designated as qualified tax exempt obligations for purposes of Section 265(b) of the Internal Revenue Code of 1986, as amended, and

Be It Further Ordered that the Treasurer of the Town be authorized to covenant with the purchasers of the notes on behalf of the Town and for the benefit of the holders of the notes, that the Town will take whatever steps, and refrain from taking any action, as may be necessary or appropriate to ensure that interest on the notes will remain free from federal income taxes, including without limitation, the filing of information returns and reports with the Internal Revenue Service and the payment of any rebate due to the United States of America.

The Public Hearing was opened. There was no one who wished to speak in favor or against Ordinance 12-01. Public Hearing closed.

Moved by **Councilor Carr** and seconded by **Councilor Baker** that Ordinance 12-01 be adopted.

The Town Manager noted this is the first step in the authorization process in order to issue a Tax Anticipation Note until the Town's major revenue source in the form of property taxes are received later this year. As the property tax bill is due in October of each year for the calendar year, the Town is spending funds for 8-9 months with smaller revenue sources coming in until October.

For Councilors who have been involved with this process in the past, we used to have an Ordinance, issue the RFP, award a bid to a bank and then issue an Order with all of the TAN paperwork to obtain the funds. Our Town Attorney has simplified this process.

**VOTE: UNANIMOUS AYE**

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

**Town Manager's Report: Town Council Meeting of 03/20/2012:**

**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. Bin Sale:** 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.

Place orders at the Town Office located at 112 Somerset Avenue (487-3136) by April 27, 2012. 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. Pittsfield Greater Area Kiwanis Club Easter Egg Hunt:** Read Notice.

**4. Bike Rodeo:** The Pittsfield Greater Area Kiwanis Club will be hosting a bike rodeo and bike safety event on Saturday, May 12, 2012 from 10:00 am – 1:00 pm in the Somerset Plaza parking lot. Bud's Shop N' Save, SAD #53, and the Town of Pittsfield Police Department will be involved with the event. More information will be available shortly.

**Finance Committee:** No Report.

**Ordinance Committee:** No Report.

**Recycling Committee:** The Recycling Committee met on March 7, 2012 and discussed numerous items. The Committee discussed looking at the reuse building furnace or a propane monitor. They brainstormed for ideas for an eye-catching sign. The Committee discussed volunteer workers and shifts for the upcoming year. The tentative opening date is April 28<sup>th</sup> or even sooner, depending on the weather. A Community Compost pile was discussed as well as plans to raffle off a compost bin. The group is discussing the idea of having a Reuse float in the Egg Festival Parade. There was also a discussion regarding saving used ink cartridges and ideas for clothing that Pennywise could no longer use.

## 6. **NEW BUSINESS:**

**RESOLUTION 12-41:** Resolved that the Town Council waive Section 106. Regulations of Bids and Contracts of the Administrative Code to encourage regionalism and Execute the Contract for Curbside Pickup of Recyclables with the Town of Palmyra through 03/31/2013.

Moved by **Deputy Mayor Jordan** and seconded by **Councilor Stackhouse** that Resolution 12-41 be tabled until the next Town Council Meeting on 04/03/2012.

The Town Manager noted Palmyra continues to discuss how to address curbside recycling and does not have a definitive cost for the Town for the continuation of this service. Palmyra will meet on 03/28/2012 to resolve this issue and Donnie has been asked to attend the meeting.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 12-42:** Resolved that the Town Council accept the proposal of Kennebec Valley Council of Governments of Fairfield as negotiated in an amount to not exceed \$15,000.00 for Consulting Services for Updating the Town of Pittsfield's 1997 Comprehensive Plan and 2007 Update and Authorize the Town Manager to sign a contract for the same.

Moved by **Councilor Stackhouse** and seconded by **Councilor Chale** that Resolution 12-42 be adopted.

The Town Manager noted The Town Council and the Planning Board had previously received an update on this project.

Attached is a copy of the proposed contract, proposed scope of work from the discussion/negotiation meeting, RFP that was issued and the one original bid that was received.

The RFP allows the Town the ability to negotiate with the bidder deemed to have offered the Town the proposal that is considered to be in the best interest of the Town. The Town received one proposal and working with KVCOG is in the best interest of the Town.

KVCOG's proposal included everything that the agency might have to perform on the Comprehensive Plan Update. Sometimes when KVCOG goes into a Town, there is no structure or staff to assist and it takes a few months to get organized.

Our approach is that we will assist with the plan and we have an organized structure. The Planning Board has members who are well versed on the Comprehensive Plan as 1 member has been through the 1996-1997 new plan process and several members have been through the 2007 Comprehensive Plan Update of Implementation Strategies. The Planning Board has a staff person, the Code Enforcement Officer, who has been working toward the update since 2010. In addition, there are a number of staff who will be assisting the Planning Board and Code Enforcement Officer. As soon as the initial meeting takes place, we will have an understanding of how the process will proceed and how the updated materials should be collected and consolidated. At that point, all department heads will be advised of their responsibilities in assisting with the process. Relevant boards and committees will then be brought into the process. The staff, boards and committees are knowledgeable about the community.

We have advised KVCOG that we need to have the updated Plan in compliance with the new State Law as soon as possible and that we do not want to re-invent the wheel, simply to update the plan as required and make sure that all who wish to be involved can do so. This has resulted in a 1-year schedule with a Visioning Session (preferred process for input by the State) and approximately 16 meetings. The responsibilities of KVCOG and the Town have been laid out as best as possible in the updated Scope of Services.

The Town has the funds available for the project.

The project would begin as soon as the contract is signed and the Planning Board would start working on the project in April 2012.

This process is very important, as ultimately, we should update the document as it is used nearly every week and having a state compliant Comprehensive Plan is required to apply for several

types of grants that the Town has utilized. Some grants utilize this element as an integral part of their scoring criteria while other grants do not mention it.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 12-43:** Resolved that the Town Council accept grant reimbursements from the Maine Municipal Association Safety Enhancement Grant Program in an amount to not exceed \$7,000.

Moved by **Councilor Chale** and seconded by **Councilor Jordan** that Resolution 12-43 be adopted.

The Town Manager noted the Town Safety Coordinator and members of the Safety Committee have been applying for small mini-grants.

The Town has now received three Safety Enhancement Grants as follows:

1. Up to \$2,000 toward the cost of 200 safety cones and 6 signs;
2. Up to \$1,557.08 for eyewash stations with emergency shower; and
3. Up to \$522.73 for a Flammable Cabinet

The Town Manager has compiled the reimbursement packages and has just forwarded material to MMA for payment on some of the grants, therefore, payment will be arriving in the near future.

The Safety Committee will meet on 03/15/2012 to decide on the next safety grant applications to submit for the 04/30/2012 deadline.

Safety Grant projects require that the Town provide 1/3 of the cost in order to obtain 2/3 of the cost as a reimbursement. A Safety Grant reimbursement can be up to \$2,000.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 12-44:** Resolved that the Town Council Appoint members to fill the vacancies on the various Town Boards and Committees from the attached list.

Moved by **Deputy Mayor Jordan** and seconded by **Councilor Carr** that Resolution 12-44 be adopted.

The Town Manager noted Brent Newhouse is interested in becoming an Associate Member for the Planning Board. Brent has a lot of road building knowledge, which would be quite helpful.

**VOTE: UNANIMOUS AYE**

## 7. **DISCUSSION ITEMS:**

### Updates:

#### **1. Community Development Update**

**Industrial Park Entrance Sign RFP Process – Bid Update:** As announced at the last meeting, bids were not received on this project. The Town has been looking at some alternative ideas to getting this work done. John has not received any calls from companies about the project. I had Public Works talk with Finyl Vinyl and we have a very good price for the individual signs. Now, we need a price for the painting or staining of the sign and letters. Basically, the Sign needs to be painted and we need new signs for the businesses in the park.

**Highway Work on Sidewalks:** To date, John has not found any new interlocking bricks and will be encouraged to continue to call and search for them.

**Highway Work on Antique Lighting:** I had noted that Public Works has put new base pieces on the Main Street lights. Tom Chadwick re-looked at the one light that has been out and has figured out how to make it operational so that was addressed,

**Junky Yard Cleanup Project:** Good results continue to come in with now more than 1/3 of the property owners calling up, writing letters or coming in noting that they will fix these items. Only one negative response to date and of course, some non-respondents. I am waiting for a summary from the Building Inspector on the results to date and will provide that shortly.

2. **MDOT Request for input for Transportation Projects for 2014-15 Capital Work Plan:** The BTIP forms have just been received for the Town to provide its requests for work on state roads. KVCOG is handling the entire process this year and putting our requests in order with their recommendations. The deadline for the submittal is April 23, 2012 so this item will be on the second Council Meeting in April to give us time to review the roads in detail on site to make comments.
3. **Theatre Fundraising Projects & New Regulations:** The Theatre Operations and Theatre Fundraising committee/groups are now meeting together again with a new meeting date of the 4<sup>th</sup> Tuesday of the month at the Municipal Building. There are requirements for the Town to change over to a digital system in order to be operational in 2012. I have asked the Theatre Manager to coordinate with her groups and have an update on what is required and progress to date by the end of the month. I will forward that material to the Town Council so that we all have the information on this important theatre issue.
4. **Healthy Living “No Smoking” Signs for Public Parks:** The Town and Healthy Living are working on a project for signing for our parks via a policy for No Smoking. This would require action by the Town Council and would likely be scheduled for the 1<sup>st</sup> meeting in April. We would receive free signs for all of the parks, or the parks that are designated No Smoking.
5. **Speed Trailer Loan Program:** The Town had an opportunity to apply for the Radar Speed Trailer Program in which we would be loaned the trailer and have it for a designated period of time and then be required to get it to the next town. MDOT will attempt to set up a schedule that minimizes travel and time costs associated with moving the trailer between communities.

**Financial Reports as of 02/29/2012:**

Budget Expenditure Report  
Revenue Collections Report  
Tax Acquired Property Report  
Economic Development Revolving Loan Update  
Housing Revolving Loan Update  
Transfer Station/Recycling Monthly Report  
Theatre Monthly Report  
Excise Tax Collections Comparison Report  
State Revenue Sharing Comparison Report  
Personal Property Tax Collection Report  
Real Estate Property Tax Collection  
**Briefly Reviewed by Town Manager**

**Other Reports as of 02/29/2012:**

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

**Self-Explanatory – Not Reviewed**

**Grants Update:**

**New Grants:**

**L&W Conservation Fund: Hathorn Park Legge's Field & Sports Complex, Phase II:** The Town had been advised that our grant application was successful and the estimated timeframe to move forward is 2-3 months which will coincide well with weather conditions. Today, we were notified that our grant application has been authorized by the federal government and that our grant contract will arrive in 2-3 weeks.

**United Way/Keeping Mid-Maine Warm Grant:** Funding has been used up and we received another allotment in March, which will be used for 1-2 clients.

**Grants waiting to be closed:**

**PUC Energy Efficiency: Block Grant to Towns:** The Town has been requested to provide information that it has already provided previously so another large package was forwarded. We also have some new requirements to complete. The Town filed the copies again and has now received a request for information again.

**Other Grant Opportunities:**

**CDBG/Economic Development Grant: Argo Marketing Group, Inc.:** This grant application was completed in record time and remains under review by the State of Maine. Financial information is to be forwarded by Argo to DECD.

**CDBG/Historic Preservation Grant: Historic Train Station (Depot Museum):** This grant application was filed and we should have an answer by around mid-May 2012.

8. **REPORTS:** Audience, Council

**Audience:**

**Don Hallenbeck:** We wanted to let everyone know that the Historical Society is selling a poster to raise funds. It is \$20 and is available at Pennywise and the Town Office. We also have them available through our Facebook page. They are not listed on our website as of yet. Hopefully, based on what we discussed at the Historical Society meeting, Tom Brown and Al Wyman will be at Bud's raffling off another afghan we were given.

**Council:**

**Councilor Baker:** No Report.

**Councilor Carr:** No Report.

**Donna Chale:** No Report.

**Deputy Mayor Jordan:** Questioned where we stand with the new Town Manager's Assistant position. The Town Manager stated she will be starting this Friday or the following Monday.

Councilor Jordan also questioned why the Town Council Meetings start at 7:30 pm. Is there any way we can push it back to 6:30 pm? After some discussion the Town Councilors felt that we could safely move the meeting to perhaps 7:00 pm or 6:30 pm. The Town Manager noted she would check with the banks and our Committees on how they would be affected by the time change and report back.

**Councilor Curtis:** Absent.

**Councilor Stackhouse:** No Report.

**Mayor Nichols:** There was a really good article in the newspaper about Argo Marketing. That business is growing like a weed. I bet we will have even more jobs from that business before it is all said and done. There is currently a bill before the legislature that will make it much more difficult to move call centers overseas. So that will also help business. Mayor Nichols noted that the two factories with all of land, the former SAS buildings and grounds, are listed at an excellent price. He also commented on how Manson Park is in excellent shape for so early in the season. It doesn't seem as bogged down or muddy as usual. Perhaps this will be a good thing when it comes time for the Egg Festival. Everyone should get ready for things to pile into the Re-use Center with this warm weather we are having. I want to thank the Town Council for all their hard work. I also wanted to thank the Town Manager and the Town Employees for all their hard work.

9. **ADJOURNMENT**

Motion by **Councilor Stackhouse** and seconded by **Councilor Carr** that the meeting be adjourned at 8:20 p.m. All in agreement.

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Nicole Nickolan, Town Clerk