

# MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, April 17, 2012 at 7:30 pm in the Council Chambers.

**PRESENT:** COUNCILORS: Mayor Tim Nichols, Bob Stackhouse, Deputy Mayor Gary Jordan, Jr., and Christopher Carr. **ABSENT:** Caleb Curtis, Donna Chale and Louise Baker. Also present: Town Manager Kathryn Ruth and Town Clerk Nicole Nickolan. Audience members included: Don Hallenbeck, John Dickson, Mike Gallagher, Jan Laux, Red Dunphy, Jack Lynch, Scott Varney, Devin Varney and others.

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

Mayor Nichols noted for the record that he would be voting tonight to make a quorum.

2. Adoption of minutes of the regular meeting held on April 3, 2012.

Moved by **Deputy Mayor Jordan** and seconded by **Councilor Carr** that the minutes of the regular meeting held on April 3, 2012 be adopted.

The Town Manager stated that we would be adding a couple of lines at the end of the minutes of April 3, 2012 noting: The Town Council reviewed a letter received from MDOT regarding plans to repair the railroad crossing on Route 100 in Burnham, a state highway, and would need to reroute non truck traffic to the Johnson Flat Road and truck traffic to Stinson Street and Industrial Park Road as necessary. The proposed dates that traffic would be rerouted are April 17 and 18, 2012. The Town Councilors were in agreement that this was fine for a few days.

**VOTE: UNANIMOUS AYE**

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

## **Presentation by MSAD #53 Superintendent Michael Gallagher**

Mike Gallagher gave a presentation reviewing the proposed 2012-2013 budget as well as State funding and local assessment. This was discussed in length comparing figures from 2006 to the current year. Some highlights from the Budget Committee notes included staff changes and considerations including a 3<sup>rd</sup> grade teaching position that was deemed necessary to reduce the class size to 20:1. Increased hours for P/T Assistant Principals to F/T positions. Increasing the Pre-K – 4<sup>th</sup> grade guidance position by three days, making this a full time position and increasing P/T maintenance to a F/T position. There will also be increased hours for some Title 1 Ed Tech positions that were previously reduced to help improve student performance. Program successes and cost efficiencies were reviewed. Mr. Gallagher noted there was a mil rate increase of 0.69 for Pittsfield taxpayers. Mr. Gallagher noted that stimulus federal funding that was previously provided was no longer available and there has been the additional loss of state revenues from MaineCare. This revenue has reduced dramatically over the past three years.

## **Community and Economic Development Activities and Events**

### **Report on New Business Activity & Opportunities in Pittsfield:**

Business Certificate for a new Business in Town: Right on the Mark Dog Training LLC:  
The business was invited to attend the meeting and we did not receive a response. We will forward the certificate. We will receive thanks from businesses for the certificate and publicity, however, many will not be able to or want to attend a meeting.

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. We have had calls about this building, which have proven to be very interesting.

Business Friendly Community Certification Program: Draft #2 and then Draft #3 were on the Town's website starting 03/23/2012 as well as a copy of the public notice. The Final Copy approved by the Town Council on 04/03/2012 was placed on the website on 04/04/2012. Copies of the application for the program have also been out front in the Town Office Economic Development Corner with the other handouts. 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:**

FREE WORKSHOP: How to Prepare for a Job Fair

When: April 19, 2012  
1:30 - 3:00 PM

Where: Pittsfield Public Library

*Job fairs attract many who are trying to find a new job. Want to improve the odds for getting the job you want? The secret to success at a job fair is preparing in advance.*

Learn how to make the most of any job fair. Topics will include:

What to do before the job fair

What to bring

What to wear

What to ask

What to do after to make a lasting impression

The workshop is free and open to the public

Regional Job Fair scheduled for Wednesday, May 09, 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, Assistance Plus; Reed & Reed Inc.; Nikken, Inc., Charlotte White Center, AtWork, Personnel, Cianbro, Maine Staffing Group; Maine State Police; MAS Home Care of Maine; MyJobWave.com; SKILLS Inc; Spectrum Generations; Time Warner Cable; T-Mobile; US Border Patrol; Visalus Sciences and Redington Fairview General Hospital. With the staffing agencies, we have over 30 companies represented.

Resource Providers signed up include Adult Education; CareerCenter; KVCAP and Women, Work and Community.

So far, two free trainings are scheduled:

3:30 – 4:35 pm: Business Start Up Resources: Are you thinking about starting a business? Join us to discuss your ideas, discover what steps to take and learn about small business resources available in our area.

5:30 – 6:30 pm: Maximizing Social Media in Your Job Search: Learn how to best use LinkedIn to network with people, companies and how to market yourself. Discussion will also include the best job search websites to use and how to create job search agents in them.

Sebasticook Valley Chamber of Commerce Strategic Planning Committee Meeting on Thursday, April 05, 2012 at 4:00 pm at the Chamber Office in Palmyra: The group is reviewing committees of SVCC and other resources which can work together to implement the strategies in the new Strategic Plan passed by the Board of Directors at their February Board Meeting.

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

Egg Festival Committee Meeting on Thursday, April 12, 2012 at 6:30 pm in the Council Chambers: Notice read.

### **Upcoming Meetings & Events**

There are a large number of upcoming meetings and events:

Pittsfield Garden Forum on Saturday, April 21, 2012 at Warsaw School Cafeteria: Notice read.

Pittsfield Trash to Treasure Re-Use Center – Earth Day Celebration on Saturday, April 28, 2012 Open from 10:00 am – 4:00 pm: Notice read.

Greater Pittsfield Area Kiwanis Club Bike Rodeo on Saturday, May 12, 2012 at the Somerset Plaza from 10:00 am – 1:00 pm. The Club's partners on the day's activities are Bud's Shop 'N Save, MSAD#53, Sebasticook Valley Health, HealthySV Coalition, Pittsfield Police Department and Relay for Life.

AARP Drive Safety Program on Thursday, June 21, 2012 from 12:30 pm – 4:30 pm in the Pittsfield Municipal Building Council Chambers. Cost is \$14.00 (\$2.00 discount for AARP Members). Call George Davis at 872-2788 to register.

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

**Town Manager's Report:** Included in Community and Economic Development Activities and Events.

**Finance Committee:** No Report.

**Ordinance Committee:** No Report.

**Recycling Committee:** We met the first Wednesday of the month. We discussed staffing at the re-use center, Earth Day and the raffle. It was a positive brainstorming meeting.

6. **NEW BUSINESS:**

**RESOLUTION 12-55:** Resolved that the Town Council authorize the Town Manager and Assistant Treasurer to transfer up to \$31,000.00 from PITT #20 Road Construction Reserve (G/L #1-607-00) and expend for gravel road upgrades as determined necessary.

Moved by **Deputy Mayor Jordan** and seconded by **Councilor Stackhouse** that Resolution 12-55 be adopted.

The Town Manager noted the Road Construction Reserve Account has a balance of \$36,467.62 as of 03/31/2012. The Town allocated \$50,000 for capital road projects in the budget for 2011. Due to the large number of projects and requests before Public Works in 2011, some of the funding was not utilized and therefore, transferred to the reserve. Some of the projects listed for last year included graveling sections of roadways to build up the crown and gravel surface.

The estimated project cost to build up and pave the gravel roads in 2012 dollars: \$1,107,390+

The estimated project cost to just build up the Town's gravel roads in 2012 dollars: \$439,003

Public Works Estimate to add minimal gravel to the entire length of 4 gravel roads: \$162,300

Public Works Estimate to upgrade sections of the 4 gravel roads that require work: \$82,712

This figure includes additional costs beyond the budgeted labor and equipment availability of \$30,777.50, which is rounded to \$31,000. This will leave \$5,467.62 in the reserve in case of an emergency beyond the budget.

\$31,000 will provide gravel and equipment rental for an excavator for the following:

1. Sibley Pond Road: Build up the first 1000' with 3" minus base and surface gravel  
1 week of ditching with equipment hire of an excavator
2. Hussey Road: Build up first part from pavement to the curve with 3" minus base and surface gravel
3. Wilson Road: Build up center of road for a crown with surface gravel; clean out ditches as needed; and fix road edge due to plowing several times on unfrozen roads

4. Taylor Road: Resurface a few areas with surface gravel

Public Works contacted companies for gravel to find that several sources are no longer available. John Dickson has located two sources of quality gravel and will utilize the source that is the shortest haul distance. Therefore, two roads will be surfaced with gravel from one pit and the remaining two roads would be surfaced with gravel from the second pit.

Total estimated yards of gravel: 3280 yards hauled by Town crew  
Total equipment hire: Excavator for ditching for 1 week  
Total estimated weeks for 4 roads: 7 weeks for all 4 projects scheduled as we can during the summer

The amount of work performed on the gravel roads upgrade will depend upon the number of other issues and problems that develop during the summer to address; regular summer highway duties which are many; the Main Street sidewalk esplanade revitalization projects; and Public Works commitment to the second L&W Conservation grant at Hathorn Park.

We are working on the Public Works schedule now to determine how to fit the gravel road resurfacing projects into the busy schedule.

Public Works had been resurfacing sections of gravel roads in the past, having completed work on the Hussey Road; Sibley Pond Road; and Transfer Station Road. More work was planned, however, due to a busy 2011 season, the projects remain on the Public Works To Do List for 2012.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 12-56:** Resolved that the Town Council authorize the Town Manager to submit requests for the MDOT Biennial Capital Work Plan for the Fiscal Years 2014-2015.

Moved by **Councilor Stackhouse** and seconded by **Councilor Carr** that Resolution 12-56 be adopted.

The Town Manager noted the Town Councilors received a copy of the package of material from MDOT for the Town to submit its priority requests for funding for the Fiscal Years 2014-2015. The Town had submitted a comprehensive package in 2004; 2006; 2008 and 2010 for funding. The projects attached are for your consideration and background. Please consider whether there are any other projects that would be beneficial for the community and region. Prior to the Council Meeting, we will review the State Roads again to recommend changes, if any, to the list.

The State process now requires that the towns submit their requests through their planning agencies/economic development districts, therefore, these requests will be forwarded to the Kennebec Valley Council of Governments (KVCOG) for consideration. I would propose to submit most of the capital work that we have had on our priority list as well as any new projects discussed at the meeting. I have also found many of the MaineDOT Competitive Transportation Programs to be worthwhile and would propose that we submit our interest in participating if there is funding available.

In the past until 2010, submitting the BTIP requests is invaluable in having projects considered for funding and to assist the MDOT in prioritizing requests. The new process utilized the last biennial period did not result in any of the town's road projects being selected due to the scoring system utilized as explained by KVCOG. This year, in addition to calling, I have added more background regarding the condition of Somerset Avenue and the meeting with MDOT as there is a section for the additional information allowed on the form this year.

On a walk, I attempted to count the number of cracks, bumps, potholes, and heaves on the road to get over 800 and stop. As you know from the meeting we had with the Division 5 Bangor Office staff, the Bangor Office will support our request to have this roadway milled and paved.

I have more details to add as John collects the requested information and will have the forms filed prior to the deadline.

Deputy Mayor Jordan stated that priority #4, Main Street should be made priority #2, and priority #5, North Main Street should be made priority #3. The Town Manager noted MDOT recommended, due to the concrete base Main Street has and the difficulty that creates for repairs and repaving, we move those items down on the list to get more done in Town. After some discussion the Town Council decided to move the Main Street and North Main Street priorities up on the list as we have had them listed in the past.

Audience member Jack Lynch questioned if there was anything we could do regarding the railroad crossing on Main Street as it is in very bad shape. The Town Manager noted that the railroad came and grinded the area last year, and things improved a bit for a short time. The Town has been instructed not to make any changes to this area.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 12-57:** Resolved that the Town Council authorize the Town Manager and Assistant Treasurer to transfer and expend up to \$3,000.00 from G 4-110-02 Economic Development Fund at People's United Bank.

Moved by **Councilor Stackhouse** and seconded by **Deputy Mayor Jordan** that Resolution 12-57 be adopted.

The Town Manager noted maintenance and repair is needed for three separate locations of walkway on Main St. The first section is located at the corner of Main and Somerset. The second section is located at the corner of Main and Central. These two sections will be completed this year and serve as test sections. The area in front of Reny's and the Movie Theater will be completed at a later date.

In all locations the pavers have become a safety concern due to use, weather and snow removal. The areas are also becoming unsightly.

Due to the location and need to plow an interlocking paver is needed. The Z-Stone paver by Ideal has been selected with this requirement in mind. The Z Stone paver is slip and skid resistant; as well as, snow-plow safe. The paver is created for commercial, municipal, port, and industrial applications. Z-Stone pavers meet or exceed North American Industry Standards and CSA standards for freeze – thaw performance.

Pavers that can be salvaged from both locations will be utilized in repairing the brick entrance to the Town Office.

Prices from quotations result in Hammond Lumber being the lowest cost at \$2950.56.

The Economic Development Fund had \$71,359.82 as of 02/28/2012.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 12-58:** 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 Carr** that Resolution 12-58 be adopted.

The Town Manager noted Dr. Pierce has decided that he will be able to serve another term on the Board of Appeals as a full member.

**VOTE: UNANIMOUS AYE**

## 7. **DISCUSSION ITEMS:**

### **Updates:**

#### 1. Community Development Update:

Industrial Park Entrance Sign RFP Process: PW was unable to locate any companies that would be interested in this project as John has been so busy. Carrie is now working on this project and once she has a few more details from PW, she will work on acquiring some quotations or locating interested firms who we can take to the site to show them the sign. We have e-mailed the sign picture to some sign companies to see what business might be interested. Once the sign is painted or stained for its upgrade, we have a local sign maker who has provided a reasonable cost per sign for the sign placards.

#### Sidewalk Work Projections for Somerset Avenue & Main Street:

As the Council knows, we have received requests to repave or rebuild nearly every sidewalk in Town.

The main sidewalks, which are on Main Street, Somerset Avenue and North Main/Madawaska Roads were reviewed in depth as they were the most traveled sidewalks on the highest traffic count roads. The preliminary cost estimates were \$613,000 if we used overlay in as many places as possible with some areas requiring reconstruction to \$1,188,000 for the best case scenario, i.e., reconstruction instead of overlay as much as possible.

The Town will be applying for a grant for the section of Somerset Avenue that is part of the school walking loop, which runs from School Street to Hartland Avenue, along with a section of sidewalk in front of Vickery and a small piece by Warsaw to connect to the end of School Street. a distance of 1079”

PW will likely, if we can resolve several issues, be able to construct the small section out front of the Town Office that is in bad shape. With the gravel roadwork and sidewalk work, I would expect that would be a project for next year.

Junky Yard Cleanup Project: The Councilors received a copy of the materials from the CEO detailing the efforts made by the property owners contacted about their “junky” yards. A few code violations were found as well. The CEO will need to continue to work on this project, as some people are not making an effort.

2. Summer Highway Projects: We are still adding projects to the Highway Road listing, which is a continuing document due to the number of projects. Public Works’ list to do is up to Page 12. If any of the Councilors would like a copy of the Work Plan, we can photocopy it for you. If any Councilors have items that you would like added to the Work List, let me know. This is a continual work in progress.
3. Spirit of America Award for Volunteerism: The Spirit of America Foundation for Maine is adding towns in Somerset County to their network. There is a website listing the awards which were first issued in Augusta in 1991. Last year, Androscoggin, Kennebec, Lincoln, Sagadahoc and Waldo county events were held and the Spirit of America tribute was presented in the name of nearly 100 Maine municipalities.

The standard criteria used are “impact, compassion, intensity, longevity and recency” of the volunteer efforts.

We can participate in the Somerset award ceremony at the Elks on Thursday, May 17 or present at a Council Meeting in May. We need to let the Foundation know by April 20.

There is standard resolution language and we would place an item on the agenda in May.

When I look around at all the efforts taking place in the community to help others and the greatest impact, the Christmas Project volunteers (Food Bank) comes to mind. Think of the amount of food and its cost that is being distributed by true volunteers and all of the effort that goes into running the Food Bank.

The Town Councilors thought this was a great idea to congratulate the food pantry.

4. Enforcement of required MUBEC State Building Code Effective 07/01/2012: The Building Inspector is interested in not enforcing this code and alternatively, have third party inspectors doing it.

He has attended the 1<sup>st</sup> day of the certification and has found it beyond anything he has been involved with before. Steve has been requested to put the materials together for the Town on this subject so that a decision can be made far before 07/01 so that we can update information handouts, website, etc. with proper details for those who need new homes inspected and any other category of homebuilding that is covered.

5. Time Warner Cable Internal Restructuring: Time Warner has sent a large package of materials as well as a disk to download documents for their recent FCC filing. There is an internal transaction which the company indicates will not result in a transfer of control with

TWC retaining ultimate ownership and management authority over the cable system in the community. The name will be changed from Time Warner NY Cable LLC to Time Warner Cable Northeast LLC. The Town can choose to endorse it or not file any forms.

6. Theatre Fundraising Projects & New Regulations: The Theatre Manager is out on medical leave and this will be available at a later date.
7. Speed Trailer Loan Program: This year's lottery resulted in the Town of Pittsfield obtaining the speed trailer, which was great. It worked very well on Somerset Avenue. It was taken to Peltoma, however, as it was solar and the sun was not out for a few days, we had to keep charging it. The Speed Trailer was re-charged and taken to Palmyra, which is next on the next for distribution.

### **Grants Update:**

#### **New Grants:**

Airport Grants: Environmental Assessment (Engineering to prepare for Apron Expansion): This grant is moving along with basic field work and consulting work on-going. It requires comprehensive permitting and that process has started. HTA has provided three designs for size/location of the Apron Expansion to the Town and those were forwarded to Caleb and Mark Cochrane, Airport Committee Chair. The Airport users made a recommendation and this was forwarded to the Engineer for the grant – basically, the users chose the least costly option which was the best value for the Town, State and Federal Funding which with the request to add another row of tie-downs.

We have an updated Airport DBE Program compliments of the Town's engineering firm. They were able to have one successfully approved by the FAA, so it was offered to the Town as ours, put together in 2003, is very large as we used the MDOT's as a model. We just received FAA approval of the DBE Program.

All new airport grants will now be for 90% funding rather than 95% funding pursuant to the new federal budget.

Kiwanis Grants: Kiwanis has granted the Town \$1,000 for the 2012 Swimming Program; \$500 for new 2012 Summer Programs and \$500 for a Scholarship Program for Rec Programs so that all children can attend programs, to be used at our discretion. The approval to spend these funds will be on the next agenda for approval.

L&W Conservation Fund: Hathorn Park Legge's Field & Sports Complex, Phase II: We just received the grant contract for the project which is for \$25,000.

Project Canopy: Town Farm Forest Management Plan: The executed contract has been received and Carrie has started contact with the State on the paperwork and background to put together the bid specs together to bid out the forest management plan. She has received a list of recommended foresters for the bid, however, no bid specs yet. We started calling other towns, however, have found that they just hired a firm and did not bid out the work.

Sewer Replacement including Sewer Evaluation Study with Camera Work, Dye Test/Smoke Test and Report: SSES Study Recommendations were presented at the March, 2012 meeting and are underway with surveying on Somerset Avenue. The surveying on Somerset Avenue has now been completed so the design work is underway.

**Grants waiting to be closed:**

Economic Development Administration Grant: Just down to boxes of files need to be organized beyond the file cabinet for the project.

Maine Efficiency: Block Grant to Towns: The payroll reports of one of the companies on the project was re-submitted with 1 certification per payroll rather than a certification per several payrolls. We hope that the grant will now be closed out.

**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 has been forwarded by Argo to DECD and will now be reviewed by an underwriter.

CDBG/Historic Preservation Grant: Historic Train Station (Depot Museum) – Two Historic Preservation grants were awarded: The Town of Greenville and the Piscataquis County Ec Dev Council received the Historic Preservation funds in the amount of \$300,000 to be matched with \$195,000 from the Moosehead Marine Museum that owns the “Katahdin” Over 500 individuals, private foundations and corporations responded to the appeal. The Town of Van Buren and the Acadian Village were awarded \$100,000 for their village. The Village opened in 1976 and is listed as one of the Top 55 Independent Day National Event for the bicentennial year. It was also named the State of Maine’s Best Bicentennial Project” and given a citation by the Maine Historic Preservation Commission. It is one of the largest historical sites in Maine. There are several buildings – the Roy House, The Morneault House, a train depot, and other items. The projects had their full cash matches. So back to the original plan of fundraising and fixing items as we go. The roof is the most important and then the lead-based paint. We will be preserving the building. Of the 100’s of grants that we have received, this program is very hard for the Town as we are not 51% low-to-moderate income.

CDBG/Water and Sewer Projects for Specific areas: Somerset Avenue, Elm Street and the line to the school is underway.

MDOT Transportation Enhancement Grant: The School Superintendent has requested that I work on a grant for the school, which will be a several hundred hour project. Mr. Gallagher has volunteered to help. The RFP for design work for a sidewalk project involving School Street and Somerset Avenue was put out to bid and we are receiving some interest from engineering firms. The Town accepted Olver’s bid for the design work and the project is underway.

8. **REPORTS:** Audience, Council

**Audience:**

**Don Hallenbeck:** Seeing that we are discussing the sidewalks, I would like to see the sidewalk from Dr. Reed's to the pharmacy looked at. It is bad shape. I hope John has some help when he does the work at the intersection of Main and Somerset. That is a dangerous intersection. I commend John for all the work he has done. Also, we have a Historical Society meeting this Thursday night.

**Council:**

**Councilor Baker:** Absent.

**Councilor Carr:** None.

**Donna Chale:** Absent.

**Deputy Mayor Jordan:** None.

**Councilor Curtis:** Absent.

**Councilor Stackhouse:** None.

**Mayor Nichols:** None.

9. **ADJOURNMENT**

Motion by **Councilor Stackhouse** and seconded by **Councilor Carr** that the meeting be adjourned at 9:23 p.m. All in agreement.

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Nicole Nickolan, Town Clerk