

MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, May 15, 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 Financial Clerk Tonja Lary. Audience members included: Don Hallenbeck, Mike Lange, Julie and Scott Baker, Katherine Kehoe, Don Chute, Ed Reynolds, Lyman Fanjoy, Brenda Fanjoy, John Whitman 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 May 1, 2012.

Moved by **Deputy Mayor Jordan** and seconded by **Councilor Stackhouse** that the minutes of the regular meeting held on May 1, 2012 be adopted.

VOTE: UNANIMOUS AYE

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

Presentation of the Pittsfield Spirit of America Award to The Christmas Project (Pittsfield Food Pantry):

Mayor Nichols presented certificates to the food pantry volunteers. The volunteers of the food bank are: Katherine Kehoe; Cheryl Basford; Marion Cormier; Brenda Fanjoy; Lyman Fanjoy; Dale Nichols; and Ed Reynolds. As Dale Nichols was unable to attend, as she was ill, her certificate will be provided to her.

The Christmas Project known locally as the Pittsfield Food Pantry was selected by the Town Council as the recipient of the Spirit of America Award. The criteria for the award was “impact, compassion, intensity, longevity and recency” for the volunteer efforts.

The Sprit of America Foundation is a 501(c)(3) public charity that was established in Augusta, ME to promote volunteerism. 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 group has expanded into Somerset County this year and has promoted the program to all the Somerset communities. Pittsfield decided to participate and chose the Pittsfield Food Pantry due to its reach to so many people over such as a period of time. The impact of the Pittsfield Food Pantry is enormous.

Presentation by Recycling/Transfer Station Coordinator, Donald Chute, on the 2011 Municipal Solid Waste and Recycling Figures

Don Chute gave a brief presentation on his figures of the year.

In the 1980's the goal set by the State for Towns to be at was 50%. Pittsfield is now at 64%, which is up from last year. We are in the top 10-15 in the State. Cardboard is the biggest commodity recycled and one of the higher priced materials at \$125 a ton. Newsprint is down due

to new technology, like the Internet, computers, email. We are getting new plastics from UTC & Walpole. Businesses are finding that recyclables are profitable, so some items are going down. In the future we will need to think about replacing some equipment. Our two vertical bailers are 24 & 30 years old. We will also need to expand some areas. The woodchips and composting with Tom Roberts is going well. In a study done by UMO students they found that 38% of materials found in the trash were organics/food. Cardboard and metal prices are trending up. We do need to purchase green recycling bins again soon. Donnie commented on how widely used our Re-use Center is and how beneficial it has been to the Community.

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.

SAS Property placed on the market by MTC Holdings, LTD of San Antonio, Texas – information update: The Trust holding the former SAS building for several years decided that it will put the property out for sale. 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 continue to have calls about this building, which have proven to be very interesting.

Report on Meetings & Events:

Regional Job Fair scheduled for Wednesday, May 09, 2012 from 3:30 pm – 6:30 pm at the Warsaw Middle School Gym and Cafeteria – which was very well attended!

We had 36 businesses, staffing agencies and resource providers signed up. As we had so many staffing agencies hiring for multiple employers, I believe we had about 48 employers represented. We had a number of new employers this year, which asked us to contact them next year so they could come back. Due to funding cutbacks, we did not have as many resource providers as in the past.

We advertised the event as having 100+ jobs available. When looking at the numbers of positions available at the staffing agencies, call centers and other employers at their tables, the number available was more likely close to 200 positions. It appeared that the employers and staffing agencies had an interesting array of jobs this year as the economy is coming back a bit. There were 340+ participants.

The event was busy the entire period until a bit after 6:00 pm.

The trainings were quite well attended this year with several people coming right in to inquire about those when they arrived. There were three free trainings 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.

4:30 – 5:25 pm: Women Unlimited: To talk about non-traditional positions for women.

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.

People were well dressed and prepared with copies of resumes with them.

Employers and staffing agencies were very complimentary to us remarking that either it was the best job fair they attended this year; they had a stack of great applications; and/or they would be back next year. This year, it was on the radio and there were three TV stations that arrived to conduct interviews and walk around. So the Town of Pittsfield will be pleased to host the Regional Job Fair again next year in May 2013. It was quite an upbeat event.

Sign Certificates of Thanks to those who helped:

- Jobs for Maine's Graduates (JMG) advisor and students
- Warsaw Middle School – for the use of the Gym, Cafeteria, and Classrooms
- Warsaw Middle School – Janitorial Staff
- Kennebec-Somerset Transition Team
- Speakers for the three training sessions
- MyJobWave.com for the media sponsorship

Sebasticook Valley Chamber of Commerce Strategic Planning Committee Meeting on Thursday, May 03, 2012 at 4:00 pm at the Chamber Office in Palmyra – SPC continues to work on designating committees, agencies, volunteers and others to work on the strategies for the goals for a proposal to the full Board of Directors.

Sebasticook Valley Chamber of Commerce Board of Directors Meeting on Thursday, May 03, 2012 at 5:00 pm at the Chamber Office in Palmyra – all is moving forward on projects.

Somerset Economic Development Corporation Board of Directors Meeting on Thursday, May 10, 2012 from 10:00 am – 12:00 noon in the Council Chambers (Town of Pittsfield hosting the meeting this month) We had a great meeting here in Pittsfield for SECD. Charlie Cianchette, V.P. and General Manager of Cianbro's Northern New England Region. Charlie talked about the current opportunities and recent successes in the N. New England Region of Cianbro. Cianbro diversified over the years, which has led to a lot of the company's successes. The remainder of the meeting was a discussion on potential Program Related Investment opportunity

Egg Festival Committee Meeting on Thursday, May 10, 2012 at 6:30 pm in the Council Chambers – it was a lively meeting with a large group agreeing on details, coming to consensus and planning out events. Our last meeting was excellent, as all of the meetings have been. We met with Ben Brown, who is the head of the Experimental Aircraft Association EAA Chapter 736, planning the Annual Fly-In for Saturday, July 21. READ Agenda and information on the Flying Legends.

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. The event was well attended.

HealthySV Coalition Meeting on Tuesday, May 15, 2012 from 9:15 am – 12:30 pm was a well attended meeting that was very interesting. Read Agenda.

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

Town Manager's Report: This report was combined with the Community and Economic Development Activities and Events Update

Finance Committee: None

Ordinance Committee: None

Recycling Committee: Mayor Nichols gave a brief update on the Recycling Committee meeting earlier this month. The Committee discussed the reuse center and some maintenance needed there like staining. We discussed the direction we want to go with the facility and talked about ways to improve. We are in need of some additional volunteers.

6. **NEW BUSINESS:**

RESOLUTION 12-72: Resolved that the Town Council authorize the Town Manager and Assistant Treasurer to transfer and expend up to \$600 from the Hooked on Fishing Account at People's United Bank (G 1-104-06) for the 2012 Hooked on Fishing School and Community events in June 2012.

Moved by **Councilor Chale** and seconded by **Deputy Mayor Jordan** that Resolution 12-72 be adopted.

The Town Manager noted it is time for Hooked on Fishing activities again this year.

The fishing activities for the 4th grade will be held on Friday, June 8, 2012. The fishing activities for the community will be held on Saturday, June 9, 2012 from 8:00 am – 12:00 noon. All activities will be at Manson Park.

The Hooked on Fishing Account has a balance of \$6,209.66 as of 03/31/2012.

VOTE: UNANIMOUS AYE

RESOLUTION 12-73: Resolved that the Town Council authorize a transfer of expenditures from the Floral Trust Accounts to C. Jones Floral in the amount of \$2,250.00.

Moved by **Councilor Chale** and seconded by **Deputy Mayor Jordan** that Resolution 12-73 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 12-74: Resolved that the Town Council authorize the Town Manager to execute the contract with the State of Maine Department of Economic and Community Development for the Community Development Block Grant Economic Development Program Grant for Argo Marketing Group, Inc. in the amount of up to \$90,000.

Moved by **Deputy Mayor Jordan** and seconded by **Councilor Stackhouse** that Resolution 12-74 be adopted.

The Town Manager noted the Town just received its letter of invitation to Phase II for the Economic Development Grant for Argo Marketing Group, Inc. as the project was approved to proceed forward by the Office of Community Development in late April 2012.

Since the Town had also completed Phase II, DECD has reviewed the paperwork and forwarded the contract and its attachments for the project.

As we would like to proceed forward to assist Argo as soon as possible, the materials are attached as received. The contract is not filled out yet and I will complete it prior to Council Meeting.

The Town's request for Argo was \$85,000. The additional \$5,000 would be for administrative costs and training, if required. Therefore, I listed the motion for up to \$90,000.

VOTE: UNANIMOUS AYE

RESOLUTION 12-75: Resolved that the Town Council approve a parade permit for MSAD #53 Warsaw Middle School's Parade honoring Mr. Kane's retirement and dedication to the school.

Moved by **Councilor Curtis** and seconded by **Deputy Mayor Jordan** that Resolution 12-75 be adopted.

The Town Manager noted that Warsaw Middle School will hold a parade to honor and celebrate Assistant Principal Greg (Dewey) Kane's official retirement from the school. As most people know, Dewey has been out on medical leave due to a life-threatening condition and is now on the mend. Dewey will officially retire and Warsaw School would like to celebrate his retirement and thank Dewey for all of his years of service. The School proposes a parade with all of the children (and personnel) walking the "School Loop" – School Street, Somerset Avenue, Hartland Avenue, and back onto School Street. Dewey will be the guest of honor riding in a golf cart or similar vehicle. The Police Chief and/or officers will escort the parade.

VOTE: UNANIMOUS AYE

RESOLUTION 12-76: Resolved that the Town Council Appoint Nicole Nickolan as Warden and Emmalee Reed, Cammie Jemery and Tonja Lary as Deputy Wardens for the June 12, 2012 Primary Election and SAD #53 Referendum.

Moved by **Councilor Chale** and seconded by **Councilor Baker** that Resolution 12-76 be adopted.

The Town Manager noted this is a regular housekeeping action required for the upcoming Primary Election.

VOTE: UNANIMOUS AYE

RESOLUTION 12-77: Resolved that the Town Council Approve the opening of absentee ballots on June 12, 2012 at 10:00 am and 3:00 pm for the June 12, 2012 Primary Election and SAD #53 Referendum.

Moved by **Councilor Chale** and seconded by **Deputy Mayor Jordan** that Resolution 12-77 be adopted.

The Town Manager noted this is a regular housekeeping action required for the upcoming Primary Election.

VOTE: UNANIMOUS AYE

RESOLUTION 12-78: Resolved that the Town Council Sign the Warrant and Notice of Election to Call MSAD #53 Referendum to be voted on June 12, 2012.

Moved by **Deputy Mayor Jordan** and seconded by **Councilor Curtis** that Resolution 12-78 be adopted.

The Town Manager noted this is a regular housekeeping action required for the upcoming Primary Election.

VOTE: UNANIMOUS AYE

7. **DISCUSSION ITEMS:**

Financial Reports as of 04/30/2012:

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
Town Manager briefly reviewed

Other Reports as of 04/30/2012:

Building and Plumbing Permit Reports
Library Report-Librarian's and Library Trustees Minutes
Police Report
Self-explanatory – Not reviewed

Updates:

1. **Community Development Update:**

Junky Yard Cleanup Project – There are 16 target properties with junk collections that have received phone calls, visits and finally letters. A few had code violations but most are unkempt yards with junk. 8 have completed cleanup. Of the remaining 8, several have indicated or made commitments but not completed action. 1 did not respond. I requested that the CEO send second letters to the property owners who have not made any efforts or responded.

Main Street Brick Project – the bricks have arrived. They are deeper than the ones that Carrie ordered so we were given the same price as the narrower ones. They are very nice. The work was scheduled to start this year, however, we need sunny weather without showers.

The weather forecast has not been appropriate for this work. PW will start with the area on Main Street by Somerset Avenue right at the intersection first. The second project will be down by Central and Main.

Industrial Park Sign Update on Authorized Work – The work was commissioned for the refurbishing, the sign company placed the order for materials and Carrie has not heard yet on the date for the company to come to Town. We requested their insurance certificate naming the Town as additional insured. The sign placards approval process by the companies has been interesting. Several businesses in the IP have signed right off and thanked the Town for commissioning a sign for them. Walpole and Finyl Vinyl worked out their new sign design, which looks good. Others are still under discussion, as the businesses would like changes.

2. **Business Permit Processing:** The Council was provided with information on the business request for gunsmithing and sale of firearms to see if the Council would like to become involved and hold a public hearing or just have the CEO handle this subject. The Town Councilors decided to hold a Public Hearing on the request. A motion will be placed on the next agenda to set the Public Hearing.
3. **Summer Highway Projects:** Many compliments on the week of beautification activities by PW around the downtown. Between and after the brick work, PW will be heading to the countryside for gravel road rebuilding in between mowing, filling potholes and other projects.
4. **Theatre Fundraising Projects & New Regulations:** We had an interesting Theatre Committee Meeting last week. There was very good attendance. I worked with Donna for an action plan for changes in operation so we will have some proposals coming to the Council regarding the booking of movies, roof repairs and in the future, the digital filming system. The last item is complicated and much is involved. The other main projects are not complicated and simply needed to be organized with information provided to the Committee for a decision to be made.
5. **Water and Sewer Update:**

USDA Sewer Projects Update - The original sewer rehabilitation project is estimated to be completed in 3 weeks or less. Paving will be taking place this week. The sewer lines that were completed last year were Nichols and a section of Cianchette. The sewer line being installed now is Livingston Street. The second set of projects allowed by the lower than anticipated cost of sludge removal and competitive pricing on the 1st set of sewer rehabilitation will be Somerset, Elm and the cross-country line by the school. Surveying was completed with a few items being checked on and design is underway. At our Pay Req meeting on Monday, 05/14/2012, the USDA was pleased with the overall project.

DWSRF Waverly Street Project Update - The drilling company made it across Waverly as reported at the last meeting. Read list of accomplishments. At the Pay Req Meeting yesterday, we learned that the project will come in under the amount of the budget plus change order approved last year. There were additional expenses due to the situation with the shale that was very problematic, but the drilling company got through it with the advice of the expert brought from NH by Olver Associates. We had to drill as both MDOT and DEP did not want the line hooked to the bridge anymore or on the river bed. When the line continued to break and had to be turned off, we have been without a continuous loop with two dead end lines having flushing problems. In addition to prohibiting any situations with water quality, which have not taken place here, when the former SAS building is developed again, there would have been a water pressure issue without the project. We were fortunate to get the very low interest loan at 1% and the grant forgiveness for this project. It has been a

difficult and stressful project for everyone involved due to the extensive shale. DWSRF is very pleased that the project has proceeded forward and is coming to completion in the near future. The contractor Haley Construction has been very frugal and helpful with all the issues that have developed. There will be a slight delay in the final paving as he would like to have the paving company pave this job when they pave another job that he has going on. There may be a month or so before the paving takes place. At the Pay Req Meeting, we all agreed to this as he has saved money on parts of the project and worked with us on these difficulties.

Summer Water & Sewer Improvements Update –

Week of 05/15 – W/S will begin the Somerset Avenue Hydrants

Week of 05/21 – Continue hydrants, start work on gate value boxes and curb boxes on Somerset Avenue

Week of 05/28 – Going door to door to try to finish all meter installs

Week of 06/04 – W/S will fix sewer manhole frames along the right of way from Airport To McCarty Road

Week of 06/11 – W/S will fix sewer manhole frames along Peltoma Avenue

Week of 06/18 – W/S will repair the perimeter fence at the Wastewater Treatment Plant

Week of 06/25 – W/S will clear the sewer right of way from Leighton St. to Davis Street.

Scott and Julie Baker, Pittsfield residents, questioned the current water & sewer rates and why there was a high rate increase recently. An extensive discussion took place in which the Town Manager and Town Council explained the Town's infrastructure history and problems we are now facing. The Town Manager noted that we had not had a sewer rate increase in many years and had not had a water rate increase in 10 years. For many years we actually had the lowest sewer rate in the State of Maine. This was an issue because there was no money for maintenance to our aging infrastructure.

Grants Update:

New Grants:

Airport Grants: Stormwater, Security and FAA Review

Airport Grants: Environmental Assessment (Engineering to prepare for Apron Expansion)

HealthySV Grant for Tobacco Free Signage

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

Kiwanis Mini-Grants for Programming & Sponsorship for children

L&W Conservation Fund: Hathorn Park Legge's Field & Sports Complex, Phase II

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

Project Canopy: Town Farm Forest Management Plan

Sewer Replacement including Sewer Evaluation Study with Camera Work, Dye Test/Smoke Test and Report

United Way/Keeping Mid-Maine Warm Grant

Grants waiting to be closed:

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: 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
 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
 MMA Safety Grants
 Project Canopy: Mill Pond Loop
 Safe Routes to School, Phase II
 State Library Grants dedicated to the Library Building Project
 State Planning Office Recycling Education Grant
 Summer Nutrition Grant (Yearly)

Other Grant Opportunities:

Airport Grant: Engineering for Design for Apron Reconstruction
 CDBG/Economic Development Grant: Argo Marketing Group, Inc.
 CDBG/Water and Sewer Projects for Specific areas once SSES is completed
 Community Gardening Start-up Grant
 FEMA Fire Grant – Pumper
 HealthySV Grant for Tobacco Use Prevention
 Jump Start Our Youth (JOY through JMG)
 MDOT Quality Community Program: Transportation Enhancement Grant and/or Safe Routes to School Grant
 National Railway Heritage Grant
 Rural Engineering and Community Assistance Grant Opportunities
 Wellhead Protection Grant

The grants were reviewed briefly by the Town Manager, with emphasis on the Quality Community Grant.

8. **REPORTS:** Audience, Council

Council:

Councilor Baker: Thanked the group from the food pantry. They all deserved the certificate for all their hard work. Wanted to thank Scott and Julie Baker for coming in.

Councilor Carr: Absent.

Donna Chale: Thanked the Bakers for coming in. I am very proud of the food bank.

Deputy Mayor Jordan: Thanked the Bakers. It is important to hear both sides on this issue.

There are great volunteers in the Town of Pittsfield. The food pantry and re-use center are great benefits for the Town. The Transfer Station building that the guys are in is in really bad condition. I think that we need to address that building.

Councilor Curtis: Met with EAA regarding the Fly-In at the Egg Festival this year. They are very excited to be coming. I want to thank the Bakers for coming in. Many times when we have a big decision with a Public Hearing, we do not have any audience attend. We try to make the best decisions based on the information available, but we are interested in hearing from the public and having their input.

Councilor Stackhouse: Noted that Carrie Lawrence passed away recently at 100 years old. She may have been the oldest resident in Town. Kathryn is doing a good job and keep up the good work.

Mayor Nichols: Wanted to thank the Bakers for coming in. We do try to keep the water & sewer rates down as low as we can, but still be able to maintain our system. Congrats to the food pantry on their award. I echo the comments made about the re-use center. We cannot depend on State and Federal Government to bail us out, the money isn't there anymore. All groups in our community need to depend on each other. I appreciate all the hard work Kathryn and all the Town employees have done. We are lucky to have them.

9. **ADJOURNMENT**

Motion by **Councilor Stackhouse** and seconded by **Councilor Baker** that the meeting be adjourned at 9:30 p.m. All in agreement.

Nicole Nickolan, Town Clerk