

MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, June 19, 2012 at 7:30 pm in the Council Chambers.

PRESENT: COUNCILORS: Mayor Tim Nichols, Bob Stackhouse, Deputy Mayor Gary Jordan, Jr., Donna Chale and Louise Baker. **ABSENT:** Caleb Curtis and Christopher Carr. Also present: Town Manager Kathryn Ruth and Town Clerk Nicole Nickolan. Audience members included: Don Hallenbeck, Ron Smith, Annaleis Hafford, William Olver, Mike Lange, Jon Rice 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 June 5, 2012.

Moved by **Councilor Chale** and seconded by **Councilor Baker** that the minutes of the regular meeting held on June 5, 2012 be adopted.

VOTE: UNANIMOUS AYE

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

Presentation by the Town Auditor Ron Smith of RHR Smith & Company on the audit for the period ending 12/31/2011: It is good to be here again. The Town has improved its financial condition. Mr. Smith noted a terminology change. Undesignated funds are now called unassigned. The Town has been very responsible and frugal. The Water & Sewer Department is a big part of the Town's business. The Town needs to maintain what we have there. There is over \$10 million in infrastructure. The breakdown of committed funds was reviewed. Mr. Smith noted that local government doesn't have a spending problem, but rather, revenue problems. The summary of expenditures was reviewed. The only recommendation going forward in 2013 is to take the Capital Budget and make a Capital Projects fund. The Town Manager noted in order to do this, the due to/due from accounts need to be addressed. Mr. Smith advised that he would work with the Town on this. Mr. Smith noted that Pittsfield had a real solid year. You understand your business and that is a reflection of your Town management.

Presentation by Olver Associates on the draft Sidewalk Plan, Project #3 for the Quality Community Grant Program: Transportation Enhancement and/or Safe Routes to School Project: Mr. Olver noted this is the second workshop on the project. It is required by the State that we hold these meetings to keep the public informed. The changes received since the last meeting were reviewed. These changes were made after meeting with school officials and the MDOT project coordinator. There were aspects of the meeting that were both promising and others that were not so promising. It was noted that MDOT could pay for a sidewalk extension onto school property. This change did raise the project budget.

Deputy Mayor Jordan noted that Olver Associates Inc. did a wonderful job on this project and we appreciate how informed they have kept the Town Council.

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 – information update.

Save Our Historic Depot Campaign:

Everyone can help our Save the Depot fundraising campaign. This historic 1880's building needs to be preserved and/or restored. As a historic building on the Historic Register of National Buildings, the Town must follow historic preservation requirements and standards. As such, the project would cost more than if a resident or business fixed up their building.

Phase I consists of the roof replacement and the masonry reconstruction and pointing, a total of \$47,265.00

Phase II consists of removing the old siding with lead based paint and installing cedar clapboard siding and trim, a total of \$39,425.00

Phase III includes the windows restoration; replacement doors; and insulation, a total of \$24174.00.

We would plan to complete Phase I first, if at all possible, then head to Phase II and so forth.

The estimates are based upon the cost schedules from an architect with historic preservation background, Ames & Associates of Bangor. It is possible, that we may be able to have work completed for less.

Pittsfield Municipal Airport Fly-In:

An update will be presented on the Experimental Aircraft Association (EAA) Chapter 736 "The Great Central Maine Everything That Flies Fly-In" scheduled for Saturday, July 21, 2012. Plans are underway for a large event, especially with the announcement that the Texas Flying Legends Museum will be present with their B-25 Bomber and 5 WWII Fighters.

This event will be held in conjunction with the 40th Anniversary of the Egg Festival. Schedule was reviewed.

Report on Meetings & Events:

Sebasticook Valley Chamber of Commerce Strategic Planning Committee Meeting on Thursday, June 07, 2012 at 4:00 pm at the Chamber Office in Palmyra: The Strategic Plan has been reviewed in detail, assignments have been made to fulfill the Strategies for implementation of goals.

Sebasticook Valley Chamber of Commerce Board of Directors Meeting on Thursday, June 07, 2012 at 5:00 pm at the Chamber Office in Palmyra: At the Chamber meeting we found out that the Executive Director was retiring so the search is on for a new Director. We are looking for a positive proactive individual to run the chamber and assist the Board of Directors. Applications are due by July 13, 2012 to the Chamber Search Committee.

Egg Festival Committee Meeting on Thursday, June 07, 2012 at 6:30 pm at the Pittsfield Municipal Building Meeting Room: Very good meeting with quite an organized group. The schedule should be available shortly for the Egg Festival.

Hooked on Fishing on Saturday, June 09, 2012 from 8:00 am – 12:00 noon at Manson Park. Free Hotdogs and Hamburgers from 10:00 am on while supplies last. The children had a great time even with the brisk wind and even brisker river flowing by. The Hotdogs and hamburgers were a hit.

KVCOG Board of Directors and General Assembly Meeting on Tuesday, June 12, 2012 from 9:30 am – 11:00 am at the Kennebec Valley Council of Governments Meeting Room, Fairfield.- We had all of the usual project updated on EDA, CDBG, Brownsfields, CED Process, Mobilize Maine which is funded to see if benchmarks for ec dev, for example, benchmarks to be meet to reduce unemployment

KVCOG Comprehensive Economic Development Strategy Meeting on Tuesday, June 12, 2012 from 11:00 am – 1:00 pm at the Kennebec Valley Council of Governments Meeting Room, Fairfield - the Guest Speaker was Barbara Woodlee, President, Kennebec Valley Community College who spoke about the development of a new “North Campus” on the grounds of the Goodwill Hinkley School and continuing increases in enrollment.

National Healthy Worksite Training and Stakeholder Meeting on Thursday, June 14, 2012 from 10:30 am – 2:00 pm in Skowhegan: We received training #1 in the National Healthy Worksite Program which is designed to assist employers in implementing prevention and wellness strategies that will lead to building a Culture of Health and specific, measurable health outcomes to reduce chronic disease rates.

Somerset Workforce Connect Regular Meeting on Thursday, June 14, 2012 from 1:00 pm – 3:00 pm in Skowhegan: Somerset Connect is a group of organizations, entities and public partners who are working together on workforce development for Somerset County. A survey has taken place of employers, the most pressing training needs have been identified and the group is now looking at how to implement training to supplement the training in the area and how to pay for the training. The Town signed up for the Curriculum Committee and the Funding Committee

HealthySV Steering Committee Meeting on Tuesday, June 19, 2012 from 9:00 am – 10:30 am in the SVH Community Health Conference Room in Pittsfield.

Upcoming Meetings & Events

AARP Driver 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.

Egg Festival Committee Meeting on Thursday, June 28, 2012 at 6:30 pm in the Pittsfield Municipal Building Council Chambers.

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

RESOLUTION 12-79: (Public Hearing) Resolved that the Town Council approve the issuance of a business Permit to Rice Enterprises, LLC for 183 Lancey Street for Gunsmithing and Firearms Sales.

The Public Hearing was opened.

In favor:

Jon Rice: I am in favor of Resolution 12-79. I am here tonight if there are any questions. I can answer them.

The Town Manager noted Councilors expressed interest in holding a public hearing on this request for a business permit in a residential area. Of particular concern is the fact that the residence is located next to Manson Park School.

The Town Council received a package of information regarding the background including the Firearms Business Plan.

The Town Attorney has recommended that after review and public input, that the Town Council attach conditions if the permit is to be issued. A copy of proposed conditions, which are based on the business plan, were provided to Councilors.

Deputy Mayor Jordan questioned is the license is for firearms sales or just for gunsmithing. There was some confusion on this when reading the Town Business License and the Federal Firearm License wording. Mr. Rice noted that it will be both, however, it will be more of a consignment basis.

Councilor Baker questioned how long Mr. Rice has lived in the home. Mr. Rice noted he has lived at the home since 1996. The home has been family owned since the 1980's. Councilor Baker also questioned what Mr. Rice does for work. Mr. Rice noted he works full time for the State of Maine. The gunsmithing and gun sales business is intended to be only part time. If this business were to become a full time business I would move the business out of the home and find a commercial retail property.

All of the Councilors agree that the concern is not with the business itself, but rather the location.

Deputy Mayor Jordan asked if there would be any ammunition on the property. Mr. Rice advised that there would not be ammunition for sale at the property.

Mayor Nichols questioned how Mr. Rice will deal with the parking issue. How will you prevent people from parking in the school parking lot. Mr. Rice noted that he will not be stacking appointments, but rather seeing one person at a time, controlling the traffic flow.

Donna Chale commented that she felt that this was not advertised well. I work in the local school and everyone I spoke to there regarding this was not aware of the situation. The Town Manager noted that the Public Hearing was advertised in both the Bangor Daily News and The Rolling Thunder.

Councilor Baker questioned if this is a hobby of Mr. Rice. Mr. Rice stated yes, this is a hobby that I would like to make into a business.

Deputy Mayor Jordan stated he has not heard anything from residents regarding this and seeing there is no one here to oppose this it seems as though the public is fine with this.

There was no one in the audience who wished to speak against Resolution 12-79. The Public Hearing was closed.

The Town Manager read the list of (7) seven Business Permit Conditions, which were taken from Mr. Rice's proposal. Mr. Rice verified he was in agreement with the conditions.

Moved by **Deputy Mayor Jordan** and seconded by **Councilor Stackhouse** that Resolution 12-79 be amended as follows:

RESOLUTION 12-79: (Public Hearing) Resolved that the Town Council approve the issuance of a business permit to Rice Enterprises, LLC for 183 Lancey Street for Gunsmithing and Fire Arms Sales subject to the following conditions:

Business Permit Conditions: Rice Enterprises, LLC

1. The business will be operated by appointment only, after school is out of session.
2. No firearms will be on public display and inventory will be minimal.
3. No ammunition will be on public display and no inventory of ammunition will be kept at the premises.
4. A home office and storage room will be the only part of the property at 183 Lancey Street dedicated to this business. The storage room will be where all firearms are kept secured at all times.
5. The premises at 183 Lancey Street will be protected by an alarm system monitored around the clock on a year round basis by a central monitoring station (24/7/365).
6. All customers will be informed that no parking is allowed within the adjoining school parking lot and a barrier will be constructed on Rice's property preventing easy access by walking from the school parking lot to the premises.
7. Finally, all customers will be warned of the requirements of Federal Law at 18 U.S.C. 922 (q) (1) in regard to the transport of firearms within a school zone.

VOTE TO AMEND: UNANIMOUS AYE

Moved by **Deputy Mayor Jordan** and seconded by **Councilor Chale** that Resolution 12-79 be adopted as amended.

VOTE AS AMENDED: UNANIMOUS AYE

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

Town Manager's Report: Town Council Meeting of 06/19/2012:

1. Backyard Compost Bin Sale: The sale is over with, however, people can still order a bin as we were under the maximums required for an order so we have a few more that will be available for each of the Earth Day products.

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

The Town will also have the wing digger compost turner for a discounted price of \$17.00 and the Reotemp Backyard Compost Thermometer with a 20" stem for \$18.50.

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

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

2. Egg Festival News: The 40th Anniversary Egg Festival - Art Show at the Pittsfield

Public Library: Call for Entries: Open Invitational Juried Art Exhibit at the Pittsfield Public Library during the Central Maine Egg Festival. The Pittsfield Public Library is holding its third annual art show and would like to invite local artists to participate by submitting original to be shared with the community. Open to all artistic media -- painting, drawing, printmaking, fiber, sculpture, photography; with 16 x 20 being the largest framed piece we can exhibit. We will be accepting digital photos of all submissions, either emailed to the library (bat@pittsfield.lib.me.us) or you can send a cd with your photo(s) to the Pittsfield Public Library, 110 Library St., Pittsfield, ME, 04967. The deadline is July 2nd. Artists will be notified by July 9th if their submission will be exhibited. Set up for the art show will be Monday, July 23 from 2:00 – 4:00. An artist's reception will be held Tuesday, July 24 from 3:00 – 5:00. For more information, please call the library at 487-5880.

3. Egg Festival News: The 40th Anniversary Egg Festival – Cheesecake, Quiche and Pie

Contest: Calling all cooks – self- taught or taking classes? The annual Cheesecake, Quiche and Pie Contest will be held July 20th at the Pittsfield Elks Lodge, 140 Middle Street Pittsfield. The fee is \$1.00 per entry and the entry must be submitted by 10:30 that morning. If you need to drop off your entry early in the morning, please bring it to the Town Office after 8:00 a.m. Registration forms are available at the Pittsfield Town Office and on line at www.pittsfield.org. The rules are simple: Each recipe must include 3 eggs and must be made from "scratch". All entrants must be Maine residents and be 16 years or older. Please see the registration form for more details. Judging will be on appearance, taste, over all impression and creativity. Prizes will be awarded in each category and have been donated by our wonderful sponsors: Anglers Seafood Restaurant, C Jones Floral, Jazz Hair Salon, Oz Hair Salon, and Pizza Hut. For more information, please contact the Town Office at 487-3136.

4. Safety Committee Meeting: Last one before the Summer Break will be held on Thursay, June 21, 2012 at which we will discuss a number of items including emergency vehicle driver certification, accident-repoting proecures for all department heads, storage and labelingof chemicals under our hazard communication plan and an upcoming dam and flood drill for compliance with the NIMS guidelnes.

5. MDOT restrictions on Bridge: MDOT will be coming into Town on 07/02/2012 to start the work on the Peltoma Bridge past the Transfer Station. The lane will be reduced to 10' wide for the crew to be able to work on the bridge. MDOT is going to try to keep the unofficial boat launch area open if someone wants to use it. We have contact information for the Plymouth Office which the crew is from.

6. Natural Gas: Summit Utilities has filed to purchase the small KV Gas company that has been acquiring Tax Increment Financing arrangements with Towns along the Kennebec River.

We had previously talked to Kennebec Valley Gas and due to our location up here away from the line that was proposed along the Kennebec River, we were not remotely close to the proposed project. We are still in the same location, however, I have requested the contact information on the Summit Utilities personnel who will be working with the Kennebec River towns to determine if there is a chance that the company would consider looking this far north. The company has resources and has operated natural gas utilities before in two states out north so they have the experience and the financial background.

7. 2011 Consumer Confidence Report for Water: The 2011 report was issued and distributed to customers and others through the Rolling Thunder as an insert. This is a very inexpensive method to get the information to people. When we used to mail them as a tri fold, which was expensive, they were thrown away with the junk mail. We then used an ad in the weekly. Now, we are trying this form of distribution as well as having copies around town.

8. New Recreation Programming: New programs has been set up as follows:

USA Track and Field Program

5th & 6th Grade Summer 7 on 7 Opportunity (in addition to Fall Football signups)

Summer 2012 Softball Free Clinics

9. Summer Reading Fun at the Pittsfield Public Library: Read Notice

10. New Reserve Officers: The Police Department has advertised for new reserve officers as a few officers resigned or can not work very much as this is their second or third job. The Town need coverage of shifts and we need to have more people on prior to the Egg Festival and Fly-in. The two new officers are Alex Burns of Norridgewock who has the reserve academy certification and Henry Ouellette from Newport, who was sponsored by the PD to attend the reserve academy a few months ago.

11. Thank You Card from the Pittsfield Seniors Club: Read thank you card received 06/19/2012.

Finance Committee: None

Ordinance Committee: None

Recycling Committee: The Committee met the first Wednesday of the month. We discussed the Reuse Center and different organizations we would like to involve. We also discussed staining the building and tied up some loose ends.

6. **NEW BUSINESS:**

ORDINANCE 12-02: (To be set to Public Hearing on 07/24/2012) That the Town Council hereby Ordains that Chapter 2B General Assistance Ordinance, Appendices A be rescinded and the new Appendices A be adopted to reflect the revised maximums for the period of July 1, 2012 to June 30, 2013.

Moved by **Councilor Chale** and seconded by **Deputy Mayor Jordan** that Ordinance 12-02 be amended as follows:

ORDINANCE 12-02: (To be set to Public Hearing on 07/24/2012) That the Town Council hereby Ordains that Chapter 2B General Assistance Ordinance, Appendices A be rescinded and the new Appendices A be adopted to reflect the revised maximums for the period of July 1, 2012 to June 30, 2013 and amend Article VI, Section 6.8 B) Housing as follows: The administrator will provide assistance with rent or mortgage payment that are reasonable ~~and/or~~ within the allowed maximum levels and in accordance with the housing assistance limits and exceptions provided in Title 22, section 4308. subsections 1-A and 1-B.

VOTE TO AMEND: UNANIMOUS AYE

Moved by **Councilor Chale** and seconded by **Deputy Mayor Jordan** that Ordinance 12-02 be set to Public Hearing on 07/24/2012 as amended.

The Town Manager noted when I looked at this yesterday it seemed to me that some of the materials were missing. I did not receive the correspondence, however, did find it at the DHS site and so would note that the Towns are mandated to do the following:

We need to amend Appendix A and amend Article VI, Section 6.8(B) of the General Assistance Ordinance.

This will lower the overall maximums for general assistance per month by 10% and it will implement a 9-month limit on housing assistance.

VOTE AS AMENDED: UNANIMOUS AYE

RESOLUTION 12-96: Resolved that the Town Council Authorize the Town Manager and Assistant Treasurer to close out the Pittsfield Community Theater's former Players Account at People's United Bank and transfer the funds to the General Ledger to a holding account titled Theatrical Productions (G 5-611-00) in the Grants and Special Revenues Fund.

Moved by **Deputy Mayor Jordan** and seconded by **Councilor Baker** that Resolution 12-96 be adopted.

The Town Manager noted evidently after the Players group closed down theatrical productions at the Pittsfield Community Theatre sometime in the 1990's, their bank account was turned over to the Pittsfield Community Theatre. The bank statements had been going to committee members' homes over the years. The Theatre Manager's name was added to the account in recent years.

This account was discovered when People's United Bank updated their accounts and pulled this account up under the Town of Pittsfield. Discussion with the Town Auditor resulted in a concern of the Town having the funds on the Town's general ledger if the funds were not the Town's. At that time, for financial oversight, the Treasurer's name was added to the account. Further discussion with the Town Auditor on 06/13/2012 resulted in the Town Auditor recommending that the funds be placed on the general ledger.

This authorization will close the account and transfer the funds to the Town. We would hold the funds until theatrical productions, of some nature, commence at the Theatre. At that time, to fund or encourage theatrical productions, the funds could be expended with approval of the Town Council.

As of 05/31/2012, the account had \$2,682.69.

Councilor Chale questioned if the funds could be used for the Theatre Fundraising account seeing that they have been unused for so many years. The Town Manager noted that these funds are marked for Theatrical productions, but we can check into how to allocate them.

VOTE: UNANIMOUS AYE

RESOLUTION 12-97: Resolved that the Town Council set the rate of interest to be charged on delinquent taxes for 2012 at 7.0% and the due date for payment of taxes at the end of the business day on Friday, October 19, 2012.

Moved by **Deputy Mayor Jordan** and seconded by **Councilor Stackhouse** that Resolution 12-97 be adopted.

The Town Manager noted this is a yearly housekeeping action relating to the collection of property taxes. Taxes have traditionally been due on the second or third Friday of the month of October. The maximum rate of interest is set by the Treasurer of the State of Maine for taxes that become delinquent during the taxable year of 2012. Towns usually adopt the maximum rate of interest. Listed are the last few maximum rates of 7.0% for 2011; 7.0% for 2010; 9.0% for 2009; 11.0% for 2008; 12.0% for 2007; 11.0% for 2006; 7.75% for 2005; 6.50% for 2004 and 7.0% for 2003.

VOTE: UNANIMOUS AYE

RESOLUTION 12-98: Resolved that the Town Council set the rate of interest for overpayments for 2012 at 3% to conform with 36 M.R.S.A. Section 506-A.

Moved by **Councilor Stackhouse** and seconded by **Councilor Chale** that Resolution 12-98 be adopted.

The Town Manager noted this is a second yearly housekeeping action relating to the collection of property taxes. When overpayments are received, for example, when people pay their taxes on time and then receive an abatement, the interest rate on the rebate would be issued at the maximum rate listed above unless the Town adopts the lower rate. The lower rate is calculated by taking 7.0% - 4.00% = 3.0% under the State Law. For 2011, the rate was 3%; 2010, the rate was 3%; 2009, the rate was 5%; 2008, the rate was 7.0%; the rate was 7.0% in 2007; the rate was 8.0%; in 2006, the rate was 6.50%; 2005, the rate was 3.75%, for 2004, this rate was 2.50% and for 2003, the rate was 3.0%.

VOTE: UNANIMOUS AYE

RESOLUTION 12-99: Resolved that the Town Council authorize the Tax Collector/Treasurer to accept prepayment or decline prepayment of taxes not yet committed or received prior to the due date and pay no interest thereon in accordance with 36 M.R.S.A. Section 506.

Moved by **Deputy Mayor Jordan** and seconded by **Councilor Stackhouse** that Resolution 12-99 be adopted.

The Town Manager noted with the constant change-over in mortgage companies or property owners having more than one mortgage on their property, the Town can occasionally receive more than one check to pay the taxes for an account and then have to send one back or rebate the additional monies paid. In addition, some tax bills will be overpaid which then becomes a

prepayment for 2013 taxes. By this agenda item, the Town would not pay interest on the prepaid 2013 taxes.

VOTE: UNANIMOUS AYE

RESOLUTION 12-100: Resolved that the Town Council authorize the Town Manager to execute a grant award from the Federal Aviation Administration and the Maine Department of Transportation for the Apron Expansion Design at the Pittsfield Municipal Airport under Airport Improvement Program (AIP) Project No. 3-23-0036-__-2012.

Moved by **Councilor Chale** and seconded by **Councilor Stackhouse** that Resolution 12-100 be adopted.

The Town Manager noted it is anticipated that a grant award will arrive at any time and the Town will be required to sign the grant agreement immediately, therefore this item has been placed on the agenda for approval.

This grant application was authorized by the Town Council for filing at the 05/01/2012 Council Meeting.

The apron expansion, which is critical for safety, airport growth and use of the facility, will be designed under federal requirements for the airport.

The existing aircraft apron has 13 tie-down spaces. At times, planes occupy all tie-downs. The Town Council has heard at several meetings how the tie-downs and hangers are filled to capacity and that the facility cannot accommodate all interested parties. The objective of this project is to add 18 additional spaces to accommodate current and future aviation needs.

The expansion of the apron will allow the airport to meet the demands for tie-downs now and into the immediate future.

In 2011, the Town received a grant of \$114,075, which was 95% of the cost of an \$117,000 project for the Environmental Assessment for the apron expansion and assistance in obtaining the permits needed in order to construct the apron expansion.

Hoyle Tanner and Associates originally submitted the Engineering for the Apron Expansion Design at \$112,000. The Town has negotiated that figure down to \$102,000. There will be a small additional amount added to the grant for administrative costs for the Town for items such as the Fed Ex costs for the reimbursement requests and submittals and for legal costs.

As the next regularly scheduled meeting of the Town Council after our 06/19/2012 meeting is 07/24/2012, this agenda item has been submitted as it is anticipated that the grant award paperwork will arrive shortly. However, the grant award may not be here by our last regular meeting prior to the summer break. As we have excellent momentum going for the apron expansion, we need to keep pushing forward. In addition, the FAA will provide only a short window of time for accepting the grant, therefore, we need to forward the paperwork right back.

As of this year, the FAA will pay 90% of the cost of the project and MDOT has agreed to pay 5% of the project cost while funding lasts, therefore, the Town is responsible for 5% of the project's cost.

After the grant approval arrives, the Town Attorney will then process the paperwork as required by the Federal Government.

VOTE: UNANIMOUS AYE

RESOLUTION 12-101: Resolved that the Town Council authorize the Town Manager to execute the contract for professional engineering services for the project of Apron Expansion Design at the Pittsfield Municipal Airport under Airport Improvement Program (AIP) Project No. 3-23-0036-__-2012 between the Town of Pittsfield and Hoyle, Tanner & Associates (HTA) after FAA and MDOT approval in an amount to not exceed \$102,000.

Moved by **Councilor Stackhouse** and seconded by **Councilor Baker** that Resolution 12-101 be adopted.

The Town Manager noted as discussed under the agenda item for approval of a grant award for the Apron Expansion Design Engineering, this project will design the apron expansion as well as bid out the construction work.

Attached is a copy of the contract with Hoyle Tanner and Associates.

The cost was negotiated down from \$112,000 to \$102,000 for the engineering services.

A contract will not be executed until the grant award paperwork is received from the FAA.

VOTE: UNANIMOUS AYE

RESOLUTION 12-102: Resolved that the Town Council Approve the issuance of a parade permit to Maine Central Institute for a 5K Fun Run on August 4, 2012 and waive the permit fees.

Moved by **Councilor Chale** and seconded by **Councilor Baker** that Resolution 12-102 be adopted.

The Town Manager noted this is a 5K Fun Run for the MCI Alumni and friends to take place during the MCI Reunion Weekend beginning at 8:30 am on 08/04/2012.

VOTE: UNANIMOUS AYE

RESOLUTION 12-103: Resolved that the Town Council approve the new application of Ben's Books as a Transient Seller of Merchandise selling educational books door-to-door.

Moved by **Deputy Mayor Jordan** and seconded by **Councilor Baker** that Resolution 12-103 be adopted.

The Town Manager noted a local college student from Fairfield is working as an independent contractor with Southwestern Advantage marketing educational books and software this summer.

This type of activity falls under a Transient Seller, which requires approval from the Town Council. The requirement to file with the Town is to make sure that everyone knows that the seller is going through the Town and to make sure the individual has credentials to identify themselves when going door to door.

After a short discussion, a majority of the Councilors felt that this kind of selling door-to-door invades the privacy of our citizens.

VOTE:
AYE: BAKER/CHALE
NAY: NICHOLS/STACKHOUSE/JORDAN

MOTION DID NOT PASS

7. **DISCUSSION ITEMS:**

Financial Reports as of 05/31/2012:

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 05/31/2012:

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 26 target properties with junk collections or unkempt yards that look like hayfields. We would never contact anyone who hadn't mowed their grass for a couple of weeks, but rather have contacted those property owners who have not mowed yet this year. 15 sites have had progress with 11 sites needing repeat visits and letters sent.

Sprague property: It had been reported to me that nothing had been done at the site and the CEO noted that there was nothing more that he could do. I then advised that the CEO should give Mr. Sprague a due date and if items were not done, we would resolve the issue at the Town Council Meeting. Going out to the site last week, I found that the Town has enforcement authority under the law, that the site is an actual junkyard and that the Town could pursue this one so there is more that could be done. I spoke with Mr. Sprague, gave him due dates and requested that the CEO follow up. Mr. Sprague was diligently working when we left the site and was observed working other days on the lot. Today, he poured his foundation in his pursuit of moving his garage which is too close or on his neighbor's property.

Industrial Park Sign Update on Authorized Work: Sign Services, Inc. from Levant was here in Town today power washing the sign, which looks much better. There had to have been a lot of grime on that sign over the last 40+ years. Tomorrow morning we need to advise Sign Services the color for the sign background. The staff ran several colors from the paint companies that Sign Services, Inc. does business with and we provided those colors to Finyl Vinyl as they are making the little business signs. I showed the colors to the Councilors before the meeting and it looks like the “Turkish Coffee” will match up best to the business signs and it is dark enough to be able to withstand dirt over the years.

- 2. New State Building Code (MUBEC) effective 07/01/2012:** Our community is over 4,000 and did not have a recognized Building Code as the Town had adopted the Life Safety Code upon recommendation from a prior Code Officer. So effective 07/01/2012, the Town’s CEO who is partially certified to inspect residential buildings will continue to learn the code and inspect residential structures under the Code. The CEO is not certified to inspect commercial structures and does not feel comfortable doing the inspections. There are lists of people certified as third party inspectors and the Town will provide listings and contact information regarding commercial inspections. I examined several Town’s Building Inspector and Codes Enforcement website sections to see that a number of towns were doing it this way, a few were having third party inspections for all work and of course, the larger towns were inspecting themselves. The CEO has 1 year in a grandfathered status in which he can inspect without all of the certificates for residential.

I have asked the CEO to move along all of the parties that need building permits to see if we can issue their permits prior to 06/30/2012 as their projects were in here prior to 06/30/2012 such as the large Hospital project.

- 3. Highway/MDOT Sibley Pond Boat Launch:** MDOT finished part of the boat launch but not all of it as the water line was very high. MDOT indicates that the boat launch is useable and I expect it is useable for some boats but not others depending on the size. A gravel narrow area is in place to back up to drop off your boat, however, it stops at the water line so not everyone can use it. MDOT has indicated that as soon as the water line goes down, their contractor will come back to finish the job. If there are any questions or comments, the MDOT main inspector for the project is Guy Hews at 215-3915.
- 4. Somerset County Budget Committee Public Hearing on FY 2013 Budget:** scheduled for Wednesday night, 06/20/2012 at 6:00 pm at the Somerset County Courthouse Superior Courtroom.
- 5. Summer Highway Projects:** Public Works has been very busy with their own work and other departments. As of Monday, all of the individuals except one were off medical leave or light duty in the other departments. PW has finished the gravel resurfacing of the designated area on the Hussey Road and anticipates that they will be finished with the Wilson Road resurfacing work this week. PW will then attend to regular work and rehab another landscaping area in the downtown, then go on their 2-week yearly vacation. When they come back they will attend to needed projects and then head off to the Sibley Pond Road Resurfacing project.
- 6. Water and Sewer Updates:**

USDA Sewer Projects Update: The sewer rehabilitation on the original streets of

Nichols, Cianchette and Livingston has been completed. There are a couple of spots that are being watched for driveways that may need more work due to potential ponding. The company will need to come back to ensure that the grass grows, so any driveway repairs could take place at that time.

DWSRF Waverly Street Project Update: The project was completed. I would expect a last pay requisition shortly.

Summer Water Improvements Update: Now that the two water/sewer department employees are back at work, we will finish the water hydrant replacements. The last water meters are being worked on along with gateboxes and other maintenance activities.

Summer Sewer Improvements Update: Employees have some road building at the Sewer Treatment facility as well as manholes to fix and repair work.

Grants Update:

New Grants:

Airport Grants: Stormwater, Security and FAA Review – the close-out has been processed.

Airport Grants: Environmental Assessment (Engineering to prepare for Apron Expansion) – the DEP Permit package for the project has been completed and was forwarded to DEP. Today, the Town received the Stormwaer PBR Application approval to expand the aircraft apron over existing landscape and pavement area. This is one of the permits that we will need.

Engineering for the Apron Expansion – Two agenda items this evening to accept the grant which is in progress as it will likely show up shortly after the meeting and our next meeting is 07/24/2012; and approving a contract with the engineering firm which will be issued once we have the grant. Moving this project along as fast as possible is of benefit to the Town in terms of filing the grant as soon as we can next year to get the expansion. This project is really needed. The Airport has a lot of airplanes there – because of the great mechanical and painting work at Curtis Air, the greatly improved infrastructure and we are very happy to work with all aviation enthusiastic.

CDBG/Economic Development Grant: Argo Marketing Group, Inc. – the Town was approved for the project. The encumbered contract was received last week, Argo is putting together their paperwork for payment and the Town will file immediately upon receiving the excel spreadsheet that we download to DECD for payment. If filed by 6:00 am Wednesday morning, the funds will be wired to the Town on 07/03/2012 and the Town will immediately issue a check to the business for \$85,000.

HealthySV: Healthy Communities – Exercise is Fun Class – approved and we have submitted for payment for the purchase.

HealthySV: Healthy Communities – Proactive Student Presentations – approved and we have submitted for payment for the purchase.

HealthySV Grant for Tobacco Free Signage – signs were received and are posted where the Drug Free Zone signs are authorized and a few other locations.

Jump Start Our Youth (JOY through JMG) Recreation Department – just received \$500.00

Kiwanis Mini-Grants for Programming & Sponsorship for children – Rec is planning activities for the \$1000.00 received last year when the Town Manager spoke to Kiwanis and the \$1000.00 received this year when our Recreation Director spoke with Kiwanis - \$500.00 for new programming and \$500.00 for a sponsorship program.

L&W Conservation Fund: Hathorn Park Legge’s Field & Sports Complex, Phase II – contract is in the approval process with the State and has not been received yet.

Project Canopy: Town Farm Forest Management Plan – the RFP was issued for a management plan and aerial photograph.

New Grant Applications:

Quality Community Transportation Enhancement and/or Safe Routes to School – grant is underway and project was on the agenda this evening for discussion. The Town had its inspection. There is massive competition.

MMA Safety Grant – filed for Permanent cabinet first aid kits for each department

8. **REPORTS:** Audience, Council

Audience:

Don Hallenbeck: Good to see you back, Tim. I was sorry to hear about Dekkar. I am glad you shut down the bookseller application. They are not even allowed into the apartment complex where I live. The Fire Department may see an increase in burn permits. We need them to have a BBQ in our complex. The Historical Society meets Thursday. Please come show your support.

Council:

Councilor Baker: No Comment

Councilor Carr: Absent.

Donna Chale: No Comment

Deputy Mayor Jordan: Questioned when the crosswalks will be painted. The Town Manager advised that highway has most crosswalks painted at this time. Deputy Mayor Jordan thought that perhaps we should repaint the one down near Lancey Street, going into Manson Park. Especially with the Egg Festival and Fly-In coming up.

Councilor Curtis: Absent.

Councilor Stackhouse: It is nice to hear from the auditor that the Town is doing well.

Mayor Nichols: Excellent report from the Town Auditor. I am glad we resolved the issue with the gun sales license. The Town is looking really good. I want to take a moment to thank every single person who sent cards to my family. My family thanks you for all your kind words. I also want to thank the Town for sending flowers.

9. **ADJOURNMENT**

Motion by **Councilor Stackhouse** and seconded by **Councilor Chale** that the meeting be adjourned at 9:33 p.m. All in agreement.

Nicole Nickolan, Town Clerk