

MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, July 24, 2012 at 6:30 pm in the Council Chambers.

PRESENT: COUNCILORS: Mayor Tim Nichols, Bob Stackhouse, Caleb Curtis, Deputy Mayor Gary Jordan, Jr., Donna Chale and Christopher Carr. **ABSENT:** Louise Baker. Also present: Town Manager Kathryn Ruth and Town Clerk Nicole Nickolan. Audience members included: Steve Emery, Jeff Vanadestine, Faith Vanadestine, Greg Sides, Steve Armingier, Scott Noble, Annaleis Hafford, Brad Fisher 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 19, 2012.

Moved by **Councilor Stackhouse** and seconded by **Councilor Chale** that the minutes of the regular meeting held on June 19, 2012 be adopted.

VOTE: UNANIMOUS AYE

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

Commendation for Outstanding Work in the Line of Duty to Officer Jeff Vanadestine

Mayor Nichols presented a commendation to Officer Jeff Vanadestine thanking him for his actions of June 26, 2012 at the scene of a car accident.

A vehicle had left the road and was in the Sebasticook River where the victim was underwater. Officer Vanadestine went into the river and pulled the victim out of the vehicle to safety. This quick action saved the life of the driver.

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.

Update on Argo Marketing Group, LLC: CEO Jason Levesque wanted to pass along his thanks to the City Council as well for their faith. Jason would very much like to update the council this fall on Argo's growth, as the company is planning on hiring another 30 individuals by October 1st, and if all goes according to plan, another 30 by November 1. Argo Marketing Group, LLC has 85 employees at its Pittsfield Call Center and that would mean 145 employees by the end of the year.

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. 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.

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.

Business Resources Night:

On Tuesday, 09/25/2012 from 6:00 pm – 8:15 pm at the Warsaw Middle School Gym & Cafeteria, a Business Resource Night will be held for businesses to meet with resource providers to obtain information; network with other businesses; and promote their business services/products.

Report on Meetings & Events:

40th Anniversary Egg Festival from Tuesday, July 17 – Saturday, July 21, 2012

Airport Fly-in on Saturday, July 21, 2012: An update will be presented on the Experimental Aircraft Association (EAA) Chapter 736 "The Great Central Maine Everything That Flies Fly-In". This event was scheduled in conjunction with the 40th Anniversary of the Egg Festival

Upcoming Meetings & Events:

Regional Economic Development meeting with the State DECD Governor's Account Executive/s on 07/17/2012 in Fairfield

Sebasticon Valley Chamber Ambassadors Meeting with the State DECD Governor's Account Executive on 07/20/2012

Somerset Workforce Connect Subcommittee Meetings to be scheduled for 08/2012

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

ORDINANCE 12-02: (Public Hearing) 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.

The Public Hearing was opened.

There was no one in the audience who wished to speak in favor or against Ordinance 12-02. The Public Hearing was closed.

Moved by **Councilor Stackhouse** and seconded by **Councilor Chale** that Ordinance 12-02 be adopted.

VOTE: UNANIMOUS AYE

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

Town Manager's Report: Town Council Meeting of 07/24/2012:

1. The FYI Folder: FYI Folder which contains items that come in between the Town Council Meetings has the following this evening: READ List

2. Pittsfield 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.

3. 2012 Tax Bills Issued: The Tax Assessor has set the mil rate for 2012 at \$18.50/\$1,000 valuation. For the last two years, the rate was \$17.90/\$1,000 valuation. This is an increase of .60 of a mil or 3.35%. On a property with a \$100,000 valuation, this would be an increase of \$60.00.

Two items affected the mil rate resulting in an increase:

1. The School Budget funding cutbacks caught up with the budget and there was a larger than usual increase to offset the situation; and
2. Personal property valuation decreased under the state law. There was no offsetting revenue from any large increases in personal property.

In conclusion, the school budget increased, county increased a small amount and the Town portion did not increase.

4. Taste of the Market Cooking Demonstrations – Free to the Public: Read Flyer

5. 40th Anniversary Egg Festival, Kiwanis Karnival and EAA Airport Fly-In: It was just an astronomical week for the Egg Festival; and a wonderful Saturday for the Egg Festival, Karnival and the Fly-In. We would like to thank everyone who worked so hard planning the 40th Anniversary and commend the groups on how well everything went. Children were excited, families were happy and we had a lot of people visit the Town who were quite complementary.

Finance Committee: The Finance Committee met tonight prior to the meeting. We met with Ed from TD Banknorth. Things are going as well as can be expected in this economy.

Ordinance Committee: None.

Recycling Committee: None.

6. **NEW BUSINESS:**

RESOLUTION 12-104: Resolved that the Town Council authorize the Town Manager to execute the second of two (2) 5-year renewal options for an Airport Lease for Vacationland Skydiving d/b/a Central Maine Skydiving originally authorized by Ordinance 97-41 and Ordinance 01-14, beginning the lease on July 25, 2012.

Moved by **Deputy Mayor Jordan** and seconded by **Councilor Stackhouse** that Resolution 12-104 be adopted.

The Town Manager noted Central Maine Skydiving is being sold to a new group of investors. Brad Fisher is one of the principals and has been interacting with the Airport.

Vacationland Skydiving LLC was recently formed and will be doing business as Central Maine Skydiving for a period of time and then will be known by the new LLC name.

The company has short-range and long-range plans for the business and how to grow it at the Pittsfield Municipal Airport.

The Town Attorney verified today that the Town is able to simply transfer the renewal (plus a few days) to the new group.

Brad Fisher: Our goal is to stabilize the business and then grow the business. We will launch a new entity in the spring, working on re-branding in the winter. We want to make this a good place to go skydiving. We are working on marketing from the Portland area to the Bangor area. We believe this is a growing spot for skydiving. The Town Manager questioned if someone was always down at the airport with the last owners, or was it on and off. Brad states that the couple previously had been running the operation de-facto. We will have a published schedule, Friday through Sunday. All other days will be by appointment only. The Town Manager noted Central

Maine Skydiving has not paid its lease for the current period through October 1, 2012. Mr. Fisher states he is trying to get a release of liability from the prior owners who we believe are somewhere in the Midwest. Mr. Fisher has been running the show since July 1, de-facto. Vacationland Skydiving has no issue prorating the contract for the time we were there. Councilor Chale questioned if Brad is operating with the old owners equipment. Mr. Fisher states yes, and that is the liability. I don't want to run into bankruptcy court or the IRS. Councilor Curtis noted he is excited to see this business come back with a family atmosphere. Mayor Nichols noted that the Egg Festival really peaked peoples interest in the airport.

VOTE: UNANIMOUS AYE

RESOLUTION 12-105: Resolved that the Town Council approve the bid specifications for the Sewer System Improvements, CWSRF No. CZ30142-03 and authorize the Town Manager and Assistant Water/Sewer Superintendent to seek bids for the same once approved by the United States Department of Agriculture (USDA) Rural Development (RD) and the State of Maine Department of Environmental Protection (DEP), incorporating all agency amendments.

Moved by **Councilor Carr** and seconded by **Councilor Chale** that Resolution 12-105 be adopted.

The Town Manager noted Olver Associates has been working away on the Somerset Avenue Sewer Rehabilitation Project as well as the Elm Street, School Street and Fourth Street projects.

With timing of the essence for the Somerset Avenue Project in order to get it completed this year, it is recommended that this work go forward while Olver Associates continues to put together the plans and conduct the research on the cross-country lines. While Fourth Street has been engineered, Elm Street and School Street involve a cross-country route that is through wetlands.

There have been some suggestions to re-locate the line to the recreational trail, which was deeded to the Town by MCRR, and/or discontinue part of the line by moving it to School Street. These suggestions need to be reviewed.

Annaleis Hafford gave the Council a brief update on the project. There were a few small changes on recommending how to bid. At this point we would recommend Somerset Avenue to be bid separately. One reason is for the timing. We are running out of time to bid the project out. The second reason is it is still a good size project on its own. We have done some cost estimates and we do not feel this would be a negative for the Town. From conversations with MDOT, it is not likely they will receive funding until 2013, with paving in 2014. Annaleis noted during the design phases of the work for Elm Street, it was determined that the location of the sewer is within a mapped wetland area. Initially RD indicated that we would not be permitted to add additional cover to the existing sewer if we constructed it in place since it is within a mapped wetland. There are some locations along the sewer route where there is only one foot of cover. This is inadequate. RD recently informed us that if there were not any alternatives they would permit the sewer to be replaced where it is now with additional cover creating a berm over the sewer. We believe there are other options that could be investigated to relocate the sewer outside of the wetland area. The Town suggested the possibility of eliminating the lower portion of the Elm Street cross-country sewer below School Street sewer by redirecting it towards Hartland Avenue and down school street. The advantages and disadvantages of separating out the Somerset Avenue work from the rest of the project were discussed. Olver Associates will move forward with surveying the alternative options.

VOTE: UNANIMOUS AYE

RESOLUTION 12-106: Resolved that the Town Council approve a renewal application for a liquor license for Vittles Restaurant at 107 Main Street, Pittsfield, Maine 04967.

Moved by **Councilor Chale** and seconded by **Deputy Mayor Jordan** that Resolution 12-106 be adopted.

The Town Manager noted this is a renewal application for Vittles. All is in order. Vittles will be expanding its hours for Saturday dinners in August 2012. The Town likes its Vittles!

VOTE: UNANIMOUS AYE

RESOLUTION 12-107: Resolved that the Town Council appoint Jennifer Yarbrough as an interim director for the MSAD #53 Board of Directors to serve until the next annual municipal election and until a successor is elected and qualified.

Moved by **Deputy Mayor Jordan** and seconded by **Councilor Carr** that Resolution 12-107 be adopted.

The Town Manager noted Jan Laux stepped down from the SAD #53 Board of Directors and is now serving as Interim Superintendent until the position is filled. This left a vacancy. Jennifer Yarbrough is interested in serving in that position. The State Law allows the Town Council to appoint a replacement or interim director until the November election.

VOTE: UNANIMOUS AYE

RESOLUTION 12-108: Resolved that the Town Council authorize the Town Manager to execute a contract with N. Blake Bartlett of Pittsfield for Cemetery Consulting Services through 12/31/2012.

Moved by **Councilor Chale** and seconded by **Councilor Carr** that Resolution 12-108 be adopted.

The Town Manager noted for many decades N. Blake Bartlett was Cemetery Sexton and upon his retirement from the position a few years ago he has been assisting the new Cemetery Sexton Peter Snow by providing consulting services.

In review of this work, it has been recommended that the Town have a contract executed as it is consulting work and of an independent nature.

This may be the last year that the Cemetery Sexton will require advice and consulting services.

VOTE: UNANIMOUS AYE

RESOLUTION 12-109: Resolved that the Town Council accept the bid of Woodland Investment Services of Jay, ME for the Town Farm Forest Management Plan in an amount to not exceed \$ 1,600.00 and authorize the Town Manager to execute a contract for same.

Moved by **Councilor Stackhouse** and seconded by **Deputy Mayor Jordan** that Resolution 12-109 be adopted.

The Town Manager noted the Town received a Project Canopy Grant late last year for a Forest Management Plan for the Town Farm Lot. The Forest Management Plan is to include a timber inventory, recommendations for harvesting and an aerial photograph. The project is to be conducted in accordance with the guidelines put forth in the "Maine Forest Service Stewardship Program: Guidelines for Forest Management Plans."

The RFP was authorized to be put out to bid by the Town Council at their 06/05/2012 meeting. Bids were due on 06/29/2012. The apparent low bidder was notified of the process.

The apparent low bidder is Stephen D. Gettle, Woodland Investment Services of Jay, Maine at a price of \$1,600.00.

The bidder comes highly recommended and is currently working on a project for FirstPark.

VOTE: UNANIMOUS AYE

RESOLUTION 12-110: Resolved that the Town Council authorize the Town Manager and Police Chief to execute a grant award, agreement and other paperwork from the Maine Emergency Management Agency (MEMA) for a Homeland Security Grant in the amount of \$6,735.00 for three (3) Vehicle Repeaters and further authorize the Town Manager and Police Chief to purchase the repeaters.

Moved by **Councilor Stackhouse** and seconded by **Councilor Curtis** that Resolution 12-110 be adopted.

The Town Manager noted this was a fast moving application and award from funding that became available at the State level and was required to be spent by July 31, 2012.

The purpose of the grant is to improve preparedness and response capabilities for Homeland Security related events.

Directly after the meeting, this project will need to be completed.

The repeaters are \$1995.00 each with a \$250 installation cost each. Therefore, each repeater is \$2245.00.

VOTE: UNANIMOUS AYE

RESOLUTION 12-111: Resolved that the Town Council authorize the transfer and expenditure of up to \$32,500 from PITT08 (G/L #1-165-00) as the Town's match toward a Quality Community Grant Application for sidewalk enhancements as part of the School to Downtown Walking Route, Phase III if awarded a grant by the MDOT.

Moved by **Councilor Chale** and seconded by **Councilor Carr** that Resolution 12-111 be adopted.

The Town Manager noted this project has been discussed in detail at numerous Council Meetings, including two presentations by Olver Associates.

The total estimated cost of the project is \$191,000. The Town has committed and/or encumbered \$9,500 for engineering design, review and inspection fees for the project. The Town should place a vote on the record to commit the Town's match of \$32,500 toward the project.

There is intense and stiff competition for funding. At first count, there were over 140 projects proposed by 120 communities. A few projects have been dropped, however, it is still an overwhelming response to a grant application. A decision will be made by MDOT in Spring 2013.

VOTE: UNANIMOUS AYE

7. **DISCUSSION ITEMS:**

Financial Reports as of 06/30/2012:

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
Briefly Reviewed by Town Manager

Other Reports as of 06/30/2012:

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 39 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. There has been progress at 26 sites with 13 sites having no response, bank sent people to the wrong site to fix items, or letters were just sent out.

Sprague property – There was clean-up; site is still in disorder, a permit for the house/garage was obtained and the house was being moved over to meet proper set-backs.

Industrial Park Sign Update on Authorized Work: Sign Services, Inc. from Levant power washed and painted the 1970's sign and installed the composite signs with Pittsfield Industrial Park onto the sign. Finyl Vinyl finished the business placards, which Public Works hung. The sign work was completed prior to Egg Festival and looked great.

2. **Pan Am Railroad Crossing, Main Street #365243L:** Pan Am has inspected the Main Street crossing, however, work has not been completed. As there have been a number of requests, it would be a good idea to have an agenda item at the next meeting and have a letter sent by the Town Council if action does not result from the latest inquiry.
3. **Fireworks Concerns and Review of State Law:** Two of the Councilors contacted the Town regarding concerns they received from citizens about fireworks in the community. I asked the Police Chief and Fire Chief about the overall situation with fireworks and whether there were safety concerns. The Fire Chief is not concerned about fireworks, which he noted was not utilized much in Town. Bernard spoke with Colonel Williams who advised him that the tools are in the State law for use. The Police Chief has noted that the Department does not need any further tools as the law is clear. The issue that is happening is that by the time that the Police get to the scene of where the action is happening, everyone is gone. Perhaps, we need some informational posters or information for the public on fireworks.

4. **Water and Sewer Updates:**

USDA Sewer Projects Update: On agenda this evening for an update

DWSRF Waverly Street Project Update: Waiting for the last pay requisition

Summer Water Improvements Update: gateboxes will be fixed shortly. Still waiting for Fairpoint for a wire issue so that the last water hydrant can be put into place on Somerset . Water needs to get bids for the hydrant issue on School Street.

Summer Sewer Improvements Update: Sewer will be fixing loose manhole covers and raising covers. Due to the issues with the ones on Peltoma Avenue, it is likely that the Sewer Department will hire this work out to a contractor.

Grants Update:

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. The Town received the Stormwater PBR Application approval to expand the aircraft apron over existing landscape and pavement area. Other permits are in the process of being reviewed.

CDBG/Economic Development Grant: Argo Marketing Group. – the funds were received by the Town and provided to Argo Marketing Group. The job surveys had been provided to DECD. We are waiting for close-out paperwork.

HealthySV: Healthy Communities – Exercise is Fun Class – approved and we received the grant funding.

HealthySV: Healthy Communities – Proactive Student Presentations – approved and we received the grant funding.

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 – 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 for the L&W grant was received and the project needs to be scheduled.

National Heritage Railroad Grant – The Town was notified of our award for a national grant for restoration and rehabilitation of the Railroad Depot Roof in the amount of \$3,300. Paperwork is in progress.

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

MMA Safety Grant – just approved for permanent cabinet first aid kits for each department.

United Way/Keeping Mid-Maine Warm Grant – if anyone knows of a senior citizen who could use assistance with a furnace cleaning, we have enough funding remaining for one cleaning.

New Grant Applications:

Quality Community Transportation Enhancement and/or Safe Routes to School – grant has been completed and will be delivered to MDOT on Wednesday, 07/25/2012. There is massive competition.

8. **REPORTS:** Audience, Council

Audience:

Council:

Councilor Baker: Absent.

Councilor Carr: Steve and Wendy did an excellent job with the Egg Festival. There were many people involved and it was well organized. I want to wish Brad Fisher good luck. Congratulations to Jeff. He really went above and beyond.

Donna Chale: I wanted to thank Emmalee for organizing the Cheesecake & Quiche contest. I also wanted to thank Steve McCarron for all his work on the Egg Festival. I wanted to note I did go kayaking and used the launch by Sibley Pond. It was very nice.

Deputy Mayor Jordan: I echo Councilor Carr's comments regarding Jeff. I also want to congratulate Councilor Curtis. He did a great job with the Fly-In. There is a group of people down at the airport that will do anything to make it happen. Driving the bus at the airport I did

hear from people and what they thought of the event. Everyone did a real good job. Councilor Carr you missed some really good cheesecake. Emmalee did a nice job organizing that event.

Councilor Curtis: Everything went really well with the Fly-In. We are almost positive we will do it again. There was a lot of help from people through the Town. There was a good sense of community.

Councilor Stackhouse: I want to echo Councilor Carr's comments about Jeff. It is good to see he is action orientated. I didn't get a chance to go to the Fly-In. I heard it was great though.

Mayor Nichols: I missed the cheesecake contest as well. Jeff needed to be congratulated for this effort. Argo is expanding again. That will bring quite a few jobs. I talked with a lady in Bud's who's grandson was ticked pink he got a plane ride. He is now investigating everything about planes. There were a lot of positive comments regarding the Egg Festival. I also wanted to wish Brad Fisher well with the skydiving operation. This positive PR for the airport will really help it grow.

9. **ADJOURNMENT**

Motion by **Councilor Stackhouse** and seconded by **Councilor Curtis** that the meeting be adjourned at 8:32 p.m. All in agreement.

Nicole Nickolan, Town Clerk