

MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, September 17, 2013 at 6:30 pm in the Council Chambers.

PRESENT: COUNCILORS: Caleb Curtis, Tim Nichols, Christopher Carr and Heather Donahue.

ABSENT: Michael Cianchette and Gary Jordan, Jr. Also present: Town Manager Kathryn Ruth and Town Clerk Nicole Nickolan. Audience members included: Donnie Hallenbeck, Robert Stackhouse, Annaleis Hafford and others.

1. **Deputy 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 September 3, 2013.

Moved by **Councilor Carr** and seconded by **Councilor Donahue** that the minutes of the meeting held on September 3, 2013 be adopted.

VOTE: UNANIMOUS AYE

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

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

Community and Economic Development Activities and Events:

Report on New Business Activity & Opportunities in Pittsfield:

Several private sector business activities remain under review and small projects continue to be underway. These projects include a department store, gym/fitness center, re-sale shop, and coffee shop.

SAS Property placed on the market by MTC Holdings, LTD of San Antonio, Texas and is offered by the LandVest, a Luxury Property Real Estate Company in Camden – The website promoting the property is linked to the Town's website. The Town has recommended that the building be available for lease of needed space and is awaiting a decision.

North Lancey Street Business Building placed on the market by Lancey Associates and is offered by Better Homes and Gardens Real Estate Town & Country.

The Economic Development Opportunities for the Town as well as the Economic Development Marketing Plan were updated. We have a number of properties that the Town has received permission to market for the individuals and real estate companies and there are a number of opportunities with very reasonable pricing now. The new listing update was reviewed in depth with the Town Councilors.

Report on Meetings & Events:

FirstPark Marketing Committee on Wednesday, September 04, 2013 at 2:00 pm in Oakland.

Sebasticook Valley Chamber of Commerce Strategic Planning Committee Meeting on Thursday, 09/05/2013 at 3:30 pm – 4:30 pm at the Chamber Office in Palmyra.

Sebasticook Valley Chamber of Commerce Board of Directors Meeting on Thursday, 09/05/2013 at 5:00 pm at SVH in Pittsfield.

American Legion Program on Wednesday, September 11, 2013 at 5:00 pm at Hathorn Park.

Somerset Economic Development Corporation Board of Directors Meeting on Thursday, September 12, 2013 from 10:00 am – 12:00 noon in Skowhegan.

Somerset Workforce Connect Meeting on Thursday, September 12, 2013 from 1:00 – 3:30 pm in Skowhegan

Central Maine Egg Festival Committee Regular Meeting on Thursday, September 12, 2013 at 6:30 pm

Sebasticook Regional Land Trust Farm and Habitat Tour in conjunction with HealthySV on Saturday, September 14, 2013 starting at 9:00 am at SVH at the Community Health Fair tent on Leighton Street. Option of a Bicycle Tour or a guided paddle on the Sebasticook River. Rain date is Sunday, September 15, 2013.

HealthySV Coalition Annual Meeting on Tuesday, September 17, 2013 from 9:00 am – 2 pm location to be determined

Upcoming Meetings:

Kennebec Valley Council of Governments Annual Meeting on Tuesday, September 24, 2013 from 9:00 am – 11:00 am at the Alford Youth Center in Waterville

Theatre Regular Committee Meeting on Tuesday, September 24, 2013 at 6:00 pm

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

Town Manager's Report: Town Council Meeting of 09/17/2013:

1. The FYI Folder: FYI Folder which contains items that come in between the Town Council Meetings has the following this evening: None.

2. Burns W. Knowlton Jr. Post 32: The American Legion had a very nice event last Wednesday, September 11th Commemoration: A Day To Remember. The program was held in Hathorn Park at 5:00 PM. Presentations were made to the Sebasticook Medical EMS, Pittsfield Fire Department, Pittsfield Police Department and the MCI Band. The Keynote speaker was Michael D. Wyly, Retired Colonel U.S. Marine Corps who was an excellent speaker.

3. SVH Community Health Fair: The Third Annual Community Health Fair was held on September 14, 2013 from 10 am to 1 PM at Seabasticook Valley Health with attendance of over 100 visitors.

4. Seabasticook Regional Land Trust Farm & Habit Ride: It was nice weather for the small turnout for this event. Next year the event will be scheduled so that it does not conflict with other biking events as groups of bicyclists were on the Trip across Maine who usually attend. Also we can place the date onto the 2014 calendar and promote the event during the year.

5. Spirit of America Somerset County Presentations: The County Commissioners presented certificates to the volunteers chosen by each Town for the Spirit of America Award. Bud Jones received his certificate from the County Commissioners and the Town received a certificate for reaching the Gold Distinction (meeting the requirements of the program). The Police Chief and I attended the event on behalf of the Town. There were over 80 people in attendance.

6. Fall Children's Programs at Pittsfield Public Library: The Fall children's programs have resumed at the Library. Story time for ages infant through Pre-K is on Mondays at 10:15 in the Warne Community Room. Stop in for stories, songs, games and crafts. Book Buddies meets on Mondays at 3:15 pm in the Children's Area. Children in grades K-4 will explore stories and participate in literacy and craft activities.

7. Household Hazardous Waste Drop Off Day: Our Annual HHW Day will be held on Saturday, October 5, 2013 from 9:00 am to 12:00 noon at the Pittsfield Recycling Center for the Town's residents. A flyer is available at the Town Office and on the Town website for download. Pre-registration is required. There is no fee for Pittsfield residents.

8. KVCOG 46th Annual Meeting: The Annual meeting will be held Tuesday, September 24, 2013 from 9:00 am – 11:00 am at the Alford Youth Center at 126 North Street in Waterville. This is the annual business meeting followed by Guest Speaker Heather Spaulding, Maine Organic Farmers and Gardeners Association.

Finance Committee: None.

Ordinance Committee: None.

Recycling Committee: The Recycling Committee met last week. It was our first meeting of Fall. We reviewed the projects scheduled for 2013 – 2014. As well as updating the Committee on what happened over the Summer. Some of the projects discussed were the Go Green Group at MCI, the Re-use Center, the Town Farm Plan and the Community Garden.

6. **NEW BUSINESS:**

RESOLUTION 13-109: Resolved that the Town Council accept the proposal of Maine Park and Recreation Equipment Company of Brunswick, Maine in an amount to not exceed \$ \$12,900 for 2013 Playground Equipment for the L&W Conservation Fund Hathorn Park Phase II Project #23-00836 and authorize the Town Manager to execute a contract for same.

Moved by **Councilor Donahue** and seconded by **Councilor Carr** that Resolution 13-109 be adopted.

The Town Manager noted the bids were due today, 09/17/2013, therefore, the bid summary results are available at the Town Council Meeting. The Town has advertised the project in the

newspaper and forwarded proposal packages to all of the companies we were able to identify from a review of distributors of playground equipment. A copy of the Request for Proposals was attached for your background.

The equipment proposals were ranked on the basis of:

- a. Compliance with the mandatory requirements
- b. Suitability of equipment to age groups
- c. Quality of playground equipment
- d. Design concept
- e. Warranty
- f. Meeting budget and timeline
- g. References
- h. Completeness of Proposal submission

After reviewing the bids received today and ranking the proposals, the best proposal is Maine Park and Recreation Equipment Company of Brunswick, Maine. We have the choice of three options from this company.

VOTE: UNANIMOUS AYE

RESOLUTION 13-110: Resolved that the Town Council accept the proposal of Haley Construction of Sangerville, Maine for the 2013 Sewer System Improvements under the USDA Rural Development Grant in an amount to not exceed \$ 259,663 for Franklin Street and Alternate #1, Main Street and Authorize the Town Manager to execute a contract for same once approved by the United States Department of Agriculture (USDA), Rural Development (RD) and the State of Maine Department of Environmental Protection (DEP), as applicable.

Moved by **Councilor Curtis** and seconded by **Councilor Carr** that Resolution 13-110 be adopted.

The Town Manager noted the bids for the Franklin Street Sewer Project and the Alternates were due on 09/11/2013. A copy of the bid tabulation was provided in the Council package. Haley Construction is the apparent low bidder with several bid prices coming in under the Olver Associates budget estimates. Olver Associates will be reviewing the bids along with the estimated budget remaining to determine a recommendation for the Council Meeting. It is likely that we will need to make more than one award as we obtain the final cost for work that is currently underway in order to know the exact amount of available funding.

Engineer Annaleis Hafford is here this evening. The Councilors have received a copy of Olver Associates Recommendation:

To accept the proposal of Haley Construction of Sangerville to not exceed \$259,663 for the base bid of Franklin Street at \$147,468 and Alternate #1 Main Street at \$112,195.

VOTE: UNANIMOUS AYE

RESOLUTION 13-111: Resolved that the Town Council Proclaim November 8th – 15th as Maine Recycles Week for the Town of Pittsfield.

Moved by **Councilor Donahue** and seconded by **Councilor Carr** that Resolution 13-111 be adopted.

The Town Manager noted the Recycling Committee plans to celebrate National Recycling Week with activities in the school system and the community as scheduling allows. This Proclamation is the first step in that process.

VOTE: UNANIMOUS AYE

7. **DISCUSSION ITEMS:**

Financial Reports as of 08/31/2013:

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
Reviewed briefly by Town Manager

Other Reports as of 08/31/2013:

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

Updates:

1. Water Projects Update: Water is working on curb stops, hydrants and fixing items. Also, a RFP is being sought for videoing and cleaning out the wells.

2. Sewer Projects Update:

School Street, Elm Street, Across Country: T Buck Construction continues to work on this project.

Central Street sewer serving Hathorn Pak: This project needs to be completed by the sewer department. The highway department will also assist.

Main Street Additional Manhole: The sewer department has added a manhole on Main Street for better access to several houses.

3. Highway: Public Works has a lot of projects to complete including cleaning out the Sebasticook Road culvert which has been on their list since earlier this year; gravel road resurfacing, ditching, and regular maintenance projects. Highway completed a path and worked

with the paving contractor to pave the first two parking sections prior to the Central Street gate entrance. The Town also paid to pave the several areas dug for the Cianbro Project as well as moved the water line for a cost of several thousand dollars. Public works will also have the Playground Equipment to install when it arrives as well as Sand to put up for winter.

4. Pan Am Railways: After the Corn Starch Railroad Car going off the tracks by the Webb Road, the Railroad employees worked for several days cleaning up the area and fixing the tracks. We asked about the pavement between the tracks, which is a project that only the railroad can perform or commission under state law. We have been advised that the work will take place prior to winter, however, no timeframe has been available. Pan Am has been advised that we would like the paving to take place as soon as possible and with it, the very large hole down on Industrial Park fixed. Pan Am has agreed to complete paving at both railroad tracks prior to winter.

5. Code Enforcement Update: The Code Enforcement Officer has been requested to resolve the Quantut Hut condition due to the issues going on there and its appearance.

Regarding the other 4 actions plans issued:

Ron's Garage – Ron Porter had agreed to haul out the trailer, clean up the yard, and paint the garage prior to being issued the Action Plan. Prior to the last Council meeting, the trailer had been hauled off the lot and some clean up had taken place. Further cleanup has taken place. The weather had prohibited most of the painting, however, a small area was painted at the front. Once the entire building is painted, is going to look really good. There is a hornet problem under all of those boards so this may be a bit problematic to paint.

Banks Middle Street property – a cleanup day was held by Mr. Banks daughter so that the lawn is cleaned up and all debris that was hanging off the building was addressed. More clean up days are needed for the interior. The property is supposed to be listed in the Rolling Thunder for sale.

Sprague Leonard Street property – Clean up days were scheduled. Richard has refused to return phone calls and to sign for the certified letter. The CEO will continue to try to contact Mr. Sprague.

Rines Nichols Street property – Mrs. Rines has agreed verbally to clean up the exterior of the property including the yard within the next two weeks.

6. Property Maintenance Ordinance/Regulations to prevent Junky Yards: The Town Attorney advised that the language from the State Statues needs to be removed from the draft. The CEO has been asked to do this. The revisions have not yet taken place and the CEO will be requested to take care of this issue. I did provide the details of why the Ordinance needed to be changed to the Planning Board Chairman and he advised the Planning Board so they know what needs to take place.

Grants Update:

New Grants:

Airport Grants: Environmental Assessment (Engineering to prepare for Apron Expansion) – Still unable to submit bills. The FAA has by-passed the new computer system and I am manually doing this as before. This grant will be closed out.

Airport Grants: Engineering to Design the Apron Expansion – the engineering has been completed and this grant needs to be closed out.

Airport Grants: Construction of Expansion of GA Apron: The pre-construction meeting was held with Cianbro Corporation on Tuesday, September 10, 2013. As the McCarthy Road is the haul route, letters were forwarded to all abutters to remind them of this as we had previously gone door to door to let people know when we applied for the grant. The project was scheduled to begin Monday, September 16, 2013.

The Town received word late Friday afternoon, September 13, 2013 that we had received a grant award for taxiway paving. The award is not the grant that we requested, however, it is most of it so that is still wonderful. We were awarded over \$290,160, which means that the scope needs to be revised a bit, however, that is still a lot of pavement in the taxiways. We will need to decide which areas are paved. All funds in the Airport Reserve and several small airport carry forwards such as the Airport CD we cashed out two years ago will be used up to provide the Town's 5% match.

Belvedere Fund for Historic Preservation – This funding is for the siding project and needs to be completed this year. The progress report was filed.

Davis Family Foundation – The scope and bid specs for this project were developed. The bids were just too high. The foundation needs to be completed prior to starting any work on the siding. The progress report was filed. The Town is working with the Architect and the low bidder on the original foundation project bid out to see if we can come to a workable arrangement dividing up the work between the company and the Town. The company would provide for the lifting of the building, necessary repairs to floor joists and formwork and pouring of all footings and piers while the Town would complete all excavation work, haul away demolition material and address landscaping after the project is completed. This is not a full foundation project as the brick work on the outside will not be completed due to cost, however, the building will have a solid foundation under it so that it is secure.

L&W Conservation Fund: Hathorn Park Legge's Field & Sports Complex, Phase II – The parking lot paving came out quite well and within budget on the third bid. The walkway to the playground area was completed and the playground equipment purchase is on the agenda this evening.

Library Mini-Grants (Cornerstone of Science and Gates for computers) – numerous small grants to be closed off.

Recreational Trail Grant – The Town Manager reported on the meeting with the interested parties, the results of the site survey by the Public Works Foreman and the Town Manager and the site visit by the State of Maine.

8. **REPORTS:** Audience, Council

Audience:

Donnie Hallenbeck: I wanted to note the passing of Trudy Humphrey a week ago. She was co-founder of the Historical Society. She was one of the people who salvaged all the artifacts from

the Library basement. She will be missed. I also wanted to note the passing of Arthur Dewey Sr. He was a presence down at the Historical Society. He will be missed.

Council:

Councilor Donahue: Our farm participated in the Farm & Bike Tour. There were 17 – 20 riders. We have one more event planned for an open creamery tour on 10/12/2013. I wanted to remind everyone that the Common Ground Fair is this weekend. Councilor Donahue noted the spraying of herbicides under the power lines by CMP. Does the Town need to prepare a letter for a moratorium on spraying? We have asked CMP not to spray 4 different times this year. The Town Manager will look into this.

Councilor Carr: No Comment.

Deputy Mayor Nichols: I agree with Donnie on the passing of Mrs. Humphrey and Arthur Dewey. They will be missed. I want to thank the Town Manager and all the Town Employees for all their hard work.

Councilor Curtis: Landon really likes the milk produced by Heather's cows.

Councilor Cianchette: Absent.

Mayor Jordan: Absent.

9. **ADJOURNMENT**

Motion by **Councilor Carr** and seconded by **Councilor Donahue** that the meeting be adjourned at 7:36 p.m. All in agreement.

Nicole Nickolan, Town Clerk