

# MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, October 2, 2012 at 6:30 pm in the Council Chambers.

**PRESENT:** COUNCILORS: Bob Stackhouse, Deputy Mayor Gary Jordan, Jr., Donna Chale, Christopher Carr and Louise Baker. **ABSENT:** Mayor Tim Nichols and Caleb Curtis. Also present: Town Manager Kathryn Ruth and Town Clerk Nicole Nickolan. Audience members included: Donnie Hallenbeck and others.

1. **Deputy Mayor Jordan** opened the meeting by leading the **Pledge of Allegiance**. The Council observed a moment of silence.
2. Adoption of minutes of the regular meetings held on September 4, 2012 and September 18, 2012.

Moved by **Councilor Stackhouse** and seconded by **Councilor Chale** that the minutes of the regular meetings held on September 4, 2012 and September 18, 2012 be adopted.

**VOTE: UNANIMOUS AYE**

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

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

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

SAS Property placed on the market by MTC Holdings, LTD of San Antonio, Texas: 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. Our DECD Governor's Account Representative came from Augusta today to review the building's potential for future state inquiries and we met with Mr. Mulligan. The State does not receive a lot of inquiries due to the economy, however, we wanted to get on the State's radar when requests come in, especially manufacturing, as the building has the potential to put 300-400 people back to work.

Pittsfield received word on 08/27/2012 that the Town had been designated one of the Business Friendly Communities by the Governor. The Town of Pittsfield is 1 of 14 towns that was recently recognized by the State of Maine as business friendly. The Certified Business Friendly Community Program recognizes and promotes those communities that show a true commitment to business development.

##### 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.

The original estimates without architectural fees included are listed below:

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. The architectural fees are not listed in the above estimates. It is possible, that we may be able to have work completed for less.

The Town has raised the funds for Phase I, consisting of the roof replacement and the masonry reconstruction and pointing through donations and several recent grant awards. The roof replacement bids were due on Friday, 09/28/2012. Four bids were received ranging in cost from \$26,999 to \$46,885. The low bidder is Hahnel Brothers Co. which the Architect and the Building Inspector have noted is experienced and has a very good reputation. The pre-construction meeting is next Wednesday, 10/10/2012 so the project will be planned out at that time for scheduling. The Town Council had approved an agenda item to authorize the hiring and signing of a contract provided that the Architect, Town Manager and Building Inspector agreed.

#### 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 was held for businesses to meet with resource providers to obtain information; network with other businesses; and promote their business services/products. We had a huge group of businesses, resource providers and organizations with extensive networking. Businesses learned about the resources that were available and some connections were made for projects. We received a lot of thank yous and compliments. Ellen has made very nice certificates for the resource providers thanking them for participating which the Mayor has signed tonight. The businesses will get handwritten cards.

#### Report on Meetings & Events:

Mobilize Maine/Asset Mapping Exercise for Regional Economic Development Practitioners on Wednesday, 09/19/2012 from 9 am – 11 am at the Kennebec Valley Council of Governments in Fairfield

Safety Committee Meeting on Thursday, 09/20/2012 at 10:00 am in the Municipal Building

Kennebec Valley Council of Governments 45<sup>th</sup> Annual Meeting on Tuesday, 09/25/2012 from 9:00 am – 10:30 am at the Alford Youth Center in Waterville

Ken-Som Transition Team Meeting on Thursday, 09/27/2012 from 9:00 – 11:00 am at KVCOG in Fairfield

Comprehensive Plan Update Public Input Meeting on Saturday, 09/29/2012 from 9:00 am – 12:00 noon at the Warsaw Middle School Cafeteria

Upcoming Meetings & Events:

10/03/2012	Recycling Committee Meeting at 5:00 pm
10/04/2012	SVCC Board of Directors
10/06/2012	HHW Day 9:00 – 12:00 noon Transfer Station (Event)
10/09/2012	Planning Board Meeting 7:00 pm
10/10/2012	Depot Re-roofing Pre-Construction Meeting at 8:30 am at the Depot
10/10/2012	USDA Sewer Rehab Pre-Construction Meeting at 10:00 am
10/11/2012	Egg Festival Committee Meeting at 6:30 pm
10/12/2012	Forest Management Plan Presentation at 10:00 am
10/15/2012	Candidates Night
10/18/2012	Pittsfield Historical Society at 6:30/7:00 pm at Depot/Library
10/19/2012	Safety Committee Meeting at 10:00 am
10/24/2012	MCI Community Service Day – morning
10/25/2012	FirstPark Meeting at 5:00 pm
10/29/2012	Planning Board Meeting at 7:00 pm
10/30/2012	Theatre Committee Meeting at 6:00 pm
10/31/2012	Mobile Maine – late afternoon, likely in Waterville

Also:

Somerset Wellness Health Council, either 4<sup>th</sup> or 5<sup>th</sup> Thursday of the month mid-day to afternoon  
Somerset Workforce Connect, likely 10/11/2012 while we are at mandatory Airport Grant training.

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

**Town Manager's Report: Town Council Meeting of 10/02/2012:**

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. Library News: Read notice.

5. Nomination Papers Available: Read notice

**Finance Committee**: None.

**Ordinance Committee**: None.

**Recycling Committee**: None.

6. **NEW BUSINESS:**

**ORDINANCE 12-03**: (To be set to Public Hearing on 10/16/2012) The Town of Pittsfield hereby Ordains the amendments to Chapter 2, Administrative Code, Division 2: Administration of Town Business, Article 3, Section 806. Legge's Diamond Little League Ball Field (Hathorn Park).

Moved by **Councilor Chale** and seconded by **Councilor Carr** that Ordinance 12-03 be set to Public Hearing on 10/16/2012.

The Town Manager noted at the last meeting, the Town Councilors heard a report from the Ordinance Committee regarding the proposed amendments to the Code addressing night-time activity in Hathorn Park. Basically, the section of the Code addressing Legge's Diamond will be extended to the entire Hathorn Park with the intent to reduce and eliminate night-time activities and thereby noise in the park at various times of the year. Exceptions are those events that are approved by the Town Office in writing such as a Concert in the Parks Series, Egg Festival events, and other organized activities

Councilor Chale stated at the Comprehensive Plan Meeting this past weekend there were people opposed to this change. The Town Manager noted that a few people also mentioned wanting lights at the park.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 12-132**: Resolved that the Town Council approve the Request for Proposals for the McCarthy Road Reclaiming Project and Authorize the Town Manager and Assistant Water/Sewer Superintendent to seek bids for same.

Moved by **Councilor Chale** and seconded by **Councilor Stackhouse** that Resolution 12-132 be adopted.

The Town Manager noted the access road to the Sewer Treatment Plant is very deteriorated and requires rehabilitation.

At their last Regular Meeting, the Town Council rejected all bids for the Paving of McCarthy Road and areas at the Pittsfield Sewer Treatment Plant as the bids ranged from a low of \$170,100 to a high of \$232,264.45. Obviously, the Town would not spend this much on access issues at the Sewer Treatment Plant.

Originally this started as a proposal to fix some of the worst spots at the facility as the road and/or site are rough and this is hard on the staff and vehicles at times. After reviewing the facility, the Assistant Water/Sewer Superintendent decided to list all areas that required paving. After the PW Foreman reviewed the site, the two department supervisors thought that the best approach to address this capital improvement was to grind the material, put it back in place and then pave the areas that were ground. As listed above, this project is far too expensive.

The project has now been refined to a Reclaiming Project only with the ability to adjust the project to stay within budget. Olver Associates was contacted to discuss the approach and did not see any issues with using reclaimed material rather than pavement. The new bid specs are attached.

The bid due date has a short turnaround time in order to have the bids reviewed at the next Council Meeting and the project completed prior to snowfall, if bid pricing fits within the Town's budgetary constraints.

It will be interesting to see whether it is feasible to improve the infrastructure at this facility by reclaiming the existing pavement or a portion, thereof.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 12-133:** Resolved that the Town Council Approve and Authorize the Town Manager to sign the Application/Agreement for the Grant-in-Aid Program for the Department of Conservation, Bureau of Parks and Lands Snowmobile Program for an estimated project of \$36,689 to improve the snowmobile trails for the Driftbusters Snowmobile Club.

Moved by **Councilor Stackhouse** and seconded by **Councilor Baker** that Resolution 12-133 be adopted.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 12-134:** Resolved that the Town Council authorize the Town Manager and Deputy Treasurer to open a bank account as required for the United States Department of Agriculture Rural Development Grant.

Moved by **Councilor Carr** and seconded by **Councilor Baker** that Resolution 12-134 be adopted.

The Town Manager noted as the \$1.9 million dollar USDA loan is nearly expended, it is coming time to receive funding from the \$1.5 million dollar grant from the USDA for upcoming sewer rehabilitation projects. The account will also be used for the USDA loan proceeds that will pay off the interim financing required as part of the USDA project.

We are currently seeking proposals from local financial institutions for the best arrangement for this account. As it is a drawdown account, the funds will be received from the USDA and then

paid immediately, therefore, funds will be in the account for a short period of time between drawdowns.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 12-135:** Resolved that the Town Council authorize the Town Manager to execute the new Umbrella Cooperative Agreement – Multi-PIN for the funding of aviation projects with the State of Maine Department of Transportation for up to \$300,000 through December 21, 2022.

Moved by **Councilor Stackhouse** and seconded by **Councilor Carr** that Resolution 12-135 be adopted.

The Town Manager noted shortly after approving Modification #2 to the current Cooperative Agreement for Airport Funding, a new Umbrella Cooperative Agreement for Multi-PIN (projects) arrived for all future work.

The Town has a current Cooperative Agreement with Modification #2 that addresses all current projects through December 31, 2017. The new attached agreement is for future projects to be authorized for the Pittsfield Municipal Airport.

There are more reporting requirements on the use of the State funds for the projects.

The agreement is 10 years with a maximum of \$300,000 in contribution from the State of Maine for airport projects. The State share for projects has generally been 2.5% and was recently increased to 5.0% for the time being until State bond funds currently available are used up.

Although a housekeeping item, this agenda item is very important to the Town, its economic development program and the users of the Pittsfield Municipal Airport.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 12-136:** Resolved that the Town Council appoint the Town Manager as the Public Access Officer and the Administrative Assistant as the Public Access Officer Alternate.

Moved by **Councilor Chale** and seconded by **Councilor Stackhouse** that Resolution 12-136 be adopted.

The Town Manager noted at the last meeting, the Town Councilors participated in the Freedom of Access Training as required by the State law.

One of the new requirements this year is for the Town to designate a “public access officer” and provide that individual with training.

I have listed the Town Manager as the Public Access Officer due to background and listed the new Administrative Assistant as the Alternate. We will work on any requests together so that Ellen will learn the background on various items.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 12-137:** Resolved that the Town Council appoint Nicole Nickolan as Warden and Cammie Jemery, Tonja Lary and Emmalee Reed as Deputy Wardens for the November 6, 2012 General/Referendum Election and the Municipal Election.

Moved by **Councilor Carr** and seconded by **Councilor Baker** that Resolution 12-137 be adopted.

The Town Manager noted this a yearly housekeeping motion.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 12-138:** Resolved that the Town Council approve the opening of absentee ballots on November 6, 2012 at 10:00 am and 3:00 pm for the November 6, 2012 General/Referendum Election and Municipal Election.

Moved by **Councilor Stackhouse** and seconded by **Councilor Baker** that Resolution 12-138 be adopted.

The Town Manager noted this is a yearly housekeeping motion.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 12-139:** Resolved that the Town Council move the regularly scheduled Town Council Meeting of 11/06/2012 to 11/07/2012 due to the Election.

Moved by **Councilor Carr** and seconded by **Councilor Stackhouse** that Resolution 12-139 be adopted.

The Town Manager noted this a yearly housekeeping motion.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 12-140:** Resolved that the Town Council Meetings scheduled for 2012-2013 be held at 6:30 pm.

Moved by **Councilor Chale** and seconded by **Councilor Carr** that Resolution 12-140 be adopted.

**VOTE: UNANIMOUS AYE**

## 7. **DISCUSSION ITEMS:**

### **Updates:**

**Comprehensive Plan Update:** The public input session on Saturday, 09/29/2012 was interesting. There were 26 people in attendance including the PB, Councilor Chale, CEO & TM. There were basically 17 people from the public attending. Each person had some items of interest in pursuing or basically items for the future. All items had been mentioned before except a "Heart of Pittsfield" idea that someone had experienced who had lived in a different state. The results will be discussed briefly at the next PB Meeting on 10/09/2012 (Tuesday instead of

Monday which is a holiday) and then their 10/29/2012 Regular Meeting when some information will be inputted into the plan.

**Community Development Update:** Junky Yard Cleanup – In progress with the Building Inspector driving around to check on the sites recently.

**Highway Projects Update:** PW is working on road projects, airport projects, parks, building, and other miscellaneous items. Once several items are taken care of, PW will start to haul the sand for the winter, which will then take up the remainder of the month.

### **Grants Update:**

#### **New Grants:**

**Airport Grants: Environmental Assessment (Engineering to prepare for Apron Expansion)** –the permitting is completed.

**Engineering for the Apron Expansion** – The grant was received and processed and the contract for engineering services was completed after approval by MDOT. The Town received the MDOT Cooperative Grant Amendment for DOT payments and the approval was on the agenda at the last meeting. This evening the approval for the Umbrella Cooperative Services Agreement with MDOT was on the agenda for approval.

**CDBG/Economic Development Grant: Argo Marketing Group** – DECD has verified by letter that the Town and Argo have met the job creation requirements of the grant and paperwork has been forwarded to the State. The Town has a close-out package that we have completed for the grant. Jason Levesque thanks the Town Council and the Town staff for all of our support of his business expansion to Pittsfield. When the last hiring phase is completed, Argo will have 140 employees which is very impressive.

**Davis Foundation** – Pittsfield Historical Society and the Town received a check for \$20,050 to finish Phase I (which is the re-shingling and the foundation pointing work), which has been approved. The re-roofing project has been bid out and the project moves forward shortly.

**HealthySV: Healthy Communities – Exercise is Fun Class** – approved and we received the grant funding. The books were ordered and received for the programming. This will be a winter program when the snow is on the ground. Our new Recreation Director is getting settled in before we start this project.

**HealthySV: Healthy Communities – Proactive Student Presentations** – approved and we received the grant funding. The books were ordered and received for the programming. This project will start in late Fall – Winter with the police officers in the school with presentations. The Police Department is planning the curriculum now.

**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** – A few activities took place this summer with the Kiwanis Mini-Grant funding for programming. The sponsorship funds are being used as needed to assist children to participate.

**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. We have 3 years to complete the project and it may be prudent to bid out all the work early this winter for a Spring, 2013 start.

**Library Mini-Grants (Cornerstone of Science and Gates for computers)** – multi-year projects that are on-going.

**MMA Safety Grant** – the permanent first aid cabinets are being installed now.

**National Heritage Railroad Grant** – Funds were received for the Depot roof, which allowed the Town to go out to bid.

**Project Canopy: Town Farm Forest Management Plan** – the Contractor finished the draft of the Forest Management Plan. It will be discussed at a meeting on Friday, 10/12/2012 at 10:00 am when it is presented to interested parties.

**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:**

**Maine Community Foundation Grant** – opportunity for a heating system for the Re-Use Building was reviewed by the Recycling Committee and decided to not pursue. We could get a new heating unit, however after that, the cost of the fuel was just too much. Given that this is a re-use building, we discussed at the Recycling Committee how much we would like to have a solar project, if it would fit the building and have students from KVCC or another school actually have a class project in the community. Vaughan Woodruff is coming into the office next month about an exciting new solar program that he would like us to explore so there may be a possibility to install solar in the Re-Use Building.

**Belvedere Historic Preservation Grant Program** – for the Depot – This grant application was submitted for \$22,000 for Phase II for the Depot Preservation and Restoration. This work would include all siding and trim preservation and restoration.

#### 8. **REPORTS:** Audience, Council

##### **Audience:**

**Donnie Hallenbeck:** At Legge's Field you used to see even Little League players hit the ball to the mill. That is why they don't have windows on that side of the building anymore.

##### **Council:**

**Councilor Baker:** I think that the job Mr. Lasselle did rebuilding the house on Somerset Avenue is amazing. I have heard that they are planning an open house.

**Councilor Carr:** No Report.

**Councilor Chale:** I just wanted to say how impressed I was at the Comprehensive Plan meeting this weekend. It was very organized. I am thrilled the Historical Society project is able to move ahead. I just wanted to remind anyone interested in healthcare to attend the community forum that is coming up at the church.

**Deputy Mayor Jordan:** No Report.

**Councilor Curtis:** Absent.

**Councilor Stackhouse:** The September 11<sup>th</sup> event at Hathorn Park was a great event. It was very well put together and well attended.

**Mayor Nichols:** Absent.

## 9. **ADJOURNMENT**

Motion by **Councilor Stackhouse** and seconded by **Councilor Carr** that the meeting be adjourned at 7:01 p.m. All in agreement.

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Nicole Nickolan, Town Clerk