

MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, March 17, 2009 at 7:30 pm in the Council Chambers.

PRESENT: COUNCILORS: Mayor Tim Nichols, Deputy Mayor Gary Jordan, Jr., Caleb Curtis, Wayne Fotter, Donna Chale, Christopher Carr and Louise Baker. **ABSENT:** None. Also present: Town Manager Kathryn Ruth and Town Clerk Nicole Nickolan. Audience members included: Sharon Mack, Mike Lange, Donnie Hallenbeck 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 special meeting on March 2, 2009 and the regular meeting on March 3, 2009.

Moved by **Deputy Mayor Jordan** and seconded by **Councilor Chale** that the minutes of the special meeting on March 2, 2009 and the regular meeting on March 3, 2009 be adopted.

VOTE: UNANIMOUS AYE

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

Community and Economic Development Activities and Events:

Event held:

THIRD LEADERSHIP FORUM FOR THE SEBASTICOOK VALLEY CHAMBER OF COMMERCE: This event was held in Pittsfield on Thursday, March 12, 2009 from 6:00 p.m. – 8:30 p.m. at the Pittsfield Masonic Lodge, catered by Eastern Star. We had our largest group ever and we got a lot done. There were representatives from 7 towns present. Agenda was read.

Events coming up:

SWIMMING POOL COMMITTEE MEETINGS: The next Pool Committee meeting is April 06, 2009 at 6:30 p.m. The focus of the meeting is to prepare for the next fundraiser and to hold a second meeting with Recreation Director Ron Rollins to firm up plans for the Summer Swimming Program as well as swimming program costs to present to the Town Council.

KENNEBEC - SOMERSET COUNTY TRANSITION TEAM MEETINGS: The next meeting will be held on Wednesday, April 01, 2009 from 9:30 am – 11:00 am in the Council Chambers.

SOMERSET COUNTY WORKFORCE DEVELOPMENT TEAM (SWDT): The Somerset team will meet at the Pittsfield Town Office on Thursday, April 09, 2009 from 2:00 pm – 4:00 pm in the Council Chambers.

The next REGIONAL ENERGY FORUM, sponsored by the Pittsfield Recycling Committee, is scheduled for Tuesday, April 14, 2009 at 6:00 p.m. at the Vickery School Gym. We have an expansive group registered already for tables and displays. Agenda was read.

THE 13TH ANNUAL TRADE SHOW AND COMMUNITY FAIR FOR THE SEBASTICOOK VALLEY CHAMBER OF COMMERCE will be held at the Warsaw Middle School Gym and Cafeteria on Saturday, May 02, 2009 from 9:00 am to 1:00 pm.

The next REGIONAL JOB FAIR FOR SOMERSET COUNTY, sponsored by the Ken - Som County Transition Team and the Town of Pittsfield, is scheduled for May 27, 2009 from 3:30 p.m. – 7:00 p.m. at the Warsaw Middle School Gym and Cafeteria.

The PAUL E. BERTRAND COMMUNITY POOL COMPLEX GRAND OPENING is scheduled for Saturday, June 13, 2009 at 10:00 am at the Complex. The Town Manager passed out invitations and thank you cards.

4. **PUBLIC HEARINGS/OLD BUSINESS:**
5. **REPORTS: TOWN MANAGER, FINANCE, ORDINANCE & RECYCLING COMMITTEES:**

Town Manager's Report: Town Council Meeting of 03/17/2009:

1. The FYI Folder: The FYI Book contains the following items this week: LIST READ

2. The Welcome Table Opening: The Welcome Tables will be open on Fridays from 10:30 am – 2:30 pm at the First Universalist Church at 6 Easy Street. The volunteers are serving a free lunch every Friday for all looking for a warm place, warm food and warm friends.

3. Dog Licenses for 2009: Licensing is now overdue for your dogs. All dogs over 6 months old need to be licensed. This is so that we can have a record of your dog in case it gets loose and we can get animal back to you or contact you to come get your dog. Rabies certificates need to be up to date or still effective. Late fees are now being added per State law requirement.

4. Census 2010: There are promotional items that the Town can do to help make sure that everyone is counted. The Census is important to the Town as it is part of the basis for funding formulas, grants, and economic development.

5. Town Training Calendar: The Town will be presenting Personal Protective Equipment Hazard Assessment Review Training and Bloodborne Pathogens training for

applicable employees/departments on Friday, 03/20/2009 at 10:00 am and 6:00 pm here at the Town Office.

6. Notice of Public Sale: We have good news in that the Judgment of Foreclosure and Sale and required statutory 60 day period expired without redemption on 214 Somerset Avenue. This means that the former Tax Acquired Property on Somerset Avenue, 214 Somerset Avenue can now be put out to Public Sale. Notice of Public Sale read.

In addition, the Town received an insurance payment from MMA for a little over \$13,000. We had insured the building for its assessed value. We did not know as we were not in possession, if the policy would actually pay and they did.

7. Somerset County Budget Process: The County Commissioners are holding the caucus and selection of members to fill positions on the Somerset County Budget Committee on Monday, March 23, 2009 at 7:00 p.m. in the Commissioners' Chambers.

8. Pittsfield Water and Sewer Users Very Important Survey: As a utility user in the Town of Pittsfield, you will receive a very important survey in the mail. Olver Associates, an engineering firm, will be tabulating the results. The Town is planning improvements to our older infrastructure. Many grant programs or low interest loan programs require that the Town conduct an income survey of utility users. We ask that you return the survey by March 31, 2009 to the Town Office by mail or in person. The survey and its results are very important to the future of the Town and our ability to upgrade the water and/or sewer system. Any questions, please contact the Pittsfield Town Office (487-3136). Thank you so much for completing this survey.

9. Lighting Makeover Contest Entry for the Pittsfield Community Theatre: The Theatre Manager and I quickly entered the Theatre into the Lighting Makeover Contest for CMP to see if we could win \$2,500. The lighting would really make a large difference in the theatre.

Finance Committee: The Finance Committee met tonight. The main focus was on the investment of capital reserves and trust accounts. The Committee came to agreement on an institution they would like to select and it will be discussed later on the agenda.

Ordinance Committee: The Ordinance Committee met briefly tonight. The main purpose of the meeting was for an update on the request made by CMP to the Town. CMP has requested the Planning Board meeting scheduled for April 2009 be rescheduled to May 2009. CMP also agreed to send a representative for a Q&A session on April 8, 2009.

Recycling Committee: The Recycling Committee met on March 4, 2009. Talked about the representatives that will be attending the Energy Forum. Discussed the ad for the Rolling Thunder along with set up and teardown, refreshments and door prizes.

6. NEW BUSINESS:

- a. ***ORDINANCE 09-05:*** (To be set to public hearing on 04/07/2009) That the Town Council hereby ordains to accept all tax year payments of Andrea Chamberlain, including interest and lien costs, for the property at 331 Beans Corner Road (Map 017, Lot 055-001), the Town having acquired said property as a result of automatic foreclosure of a 2005 property tax lien,

recorded in the Somerset Registry of Deeds on May 26, 2006 at Book 3682, Page 103, which matured on November 30, 2007. The Town Council further authorizes the Town Manager to execute a municipal quitclaim deed releasing the Town's interest in said property to Andrea Chamberlain.

Moved by **Councilor Chale** and seconded by **Councilor Baker** that Ordinance 09-05 be set to public hearing.

The Town Manager noted this was one of the 3 properties that became tax acquired in 2007. The taxes have been paid off in full and the property can now be deeded back to Ms. Chamberlain.

VOTE: UNANIMOUS AYE

- b. **ORDINANCE 09-06:** (To be set to public hearing on 04/07/2009) That the Town Council hereby ordains that Chapter 2B General Assistance Ordinance, Appendices B be rescinded and the new Appendices B be adopted to reflect the revised maximums for the period of 04/01/2009 – 09/30/2009.

Moved by **Deputy Mayor Jordan** and seconded by **Councilor Baker** that Ordinance 09-06 be set to public hearing.

The Town Manager noted Food Assistance will be increased through stimulus funding. Therefore, the Thrifty Food Plan has increased to help provide additional food to the households receiving Food Supplements. Also, this is being done to put additional money into the economy.

Food Maximums have increased for 1 person from \$40.93/week to \$46.51/week. For a family of 4, the Food Maximum has increased from \$155.35 to \$136.74/week.

VOTE: UNANIMOUS AYE

- c. **ORDER 09-04:** Ordered that the Town Council Adopt the following Order designating the Pittsfield Industrial Park Phase II Municipal Development District and Tax Increment Financing District:

It is hereby Ordered as follows:

1. That, under and pursuant to the provisions of Title 30-A, Chapter 206 of the Maine Revised Statutes, as amended, the development program and financial plan entitled "Pittsfield Industrial Park Phase II Municipal Development and Tax Increment Financing District" as presented to this meeting and a copy of which is hereby incorporated herein by reference and as part of the minutes of this meeting, is hereby approved as the Development Program for the District and for the reasons set forth therein, the Town finds and determines that: designation of the District and pursuit of the Development Program will make a contribution to the economic growth or well-being of the Town and the betterment of the health, welfare or safety of its inhabitants, including employment opportunities, retirement community

services, broadened and improved tax base and economic stimulus, constituting good and valid public purposes and any adverse economic effect on or detriment to any existing business is outweighed by the contribution made by the District and the Development Program to the economic growth or well-being of the Town and the betterment of the health, welfare and safety of its inhabitants, and the Town further makes the other findings and determinations as set forth in said Development Program and the Exhibits thereto; and

2. That the area of the Town of Pittsfield entitled “Pittsfield Industrial Park Phase II Municipal Development and Tax Increment Financing District” as more particularly described in said Development Program is hereby designated as a development district and a tax increment financing district and such designation shall automatically become final and shall take full force and effect upon receipt by the Town of approval of the District by the Maine Department of Economic & Community Development, without the requirement of any further action by the Town, the Municipal Officers or any party; and

3. That the percentage of increased assessed value of said District to be retained as captured assessed value in accordance with the Development Program is hereby established as set forth in the Development Program and Financial Plan; and

4. That the Town Manager is hereby authorized and directed, on behalf of the Town of Pittsfield, Maine to execute and submit to the Commissioner of Economic and Community Development for approval such applications and further documentation as may be necessary or appropriate for final approval and establishment of the Pittsfield Industrial Park Phase II Municipal Development and Tax Increment Financing District and its Development Program and financial plan pursuant to 30-A M.R.S.A. Chapter 206; and the Town Manager be, and hereby is, authorized and empowered, at his discretion, from time to time, to make such technical revisions to the Development Program for the District as he deems reasonably necessary or convenient in order to facilitate the process for review and approval of the District by the Department of Economic and Community Development, so long as such revisions are not inconsistent with this Article or the basic structure and intent of the Development Program; and

5. That upon approval of the Commissioner of DECD, the Town Manager is hereby authorized and directed on behalf of the Town of Pittsfield to execute and deliver, one or more Credit Enhancement Agreements substantially in the form to be approved by the Municipal Officers; and

6. That under and pursuant to the provisions of Title 30-A, Chapter 206 of the Maine Revised Statutes, as amended, a capital improvement program consisting of the design and construction of the Public Improvements described in the Pittsfield Industrial Park Municipal Development and Tax Increment Financing District Development Program is hereby approved.

Moved by **Councilor Chale** and seconded by **Councilor Carr** that Order 09-04 be adopted.

The Town held a public hearing for the purpose of receiving public comments on the designation of its proposed Pittsfield Industrial Park Phase II Municipal Development District and Tax Increment Financing District and the adoption of a Development Program for the said District (and an amendment to the Industrial Park Tax Increment Financing District approved by the Town on 08/04/88). At the last Council Meeting the Town Council approved a general motion. It is recommended that we have specific motions on the book. At the 03/03/2009 meeting, the general motion that you approved referred to the specifics that are described in the plan that is part of this motion.

At the public hearing, the Council provided several chances to the public for comment. We received comments from Michael Gray, a former Councilor and current member of the Economic Development

The Town is in the process of filing for a federal economic development grant. The TIF would assist the Town in promoting the proposed addition by providing an incentive to the developers and businesses that would locate on the lots. Even if the Town was not so fortunate as to receive the federal grant, having a TIF for the Industrial Park Addition would be beneficial as it would be an excellent marketing tool. This marketing tool would be added to the fact that the lots in the IP Addition are also part of the Pine Tree Development Zone (PTDZ).

In a TIF, the Town takes the taxes that are collected on the increment or the new value (building, lot improvements that take place) and can share those taxes with the developer or business. Each incentive package comes to the Council for approval.

The other share of the new taxes on the increment can go toward the Town's Public Improvement Program for enhancements in the District. The Town can utilize its share of the taxes to pay back the Town for its match on the grant. We are currently in the process of reallocating funds toward this grant as our match.

VOTE: UNANIMOUS AYE

- d.* **RESOLUTION 09-33:** Resolved that the Town Council approve the designation of its proposed Pittsfield Industrial Park Phase II Municipal Development District and Tax Increment Financing District and the adoption of a Development Program for the said District (and an amendment to the Industrial Park Tax Increment Financing District approved by the Town on 08/04/88).

Moved by **Deputy Mayor Jordan** and seconded by **Councilor Chale** that Resolution 09-33 be adopted.

VOTE: UNANIMOUS AYE

- e.* **RESOLUTION 09-34:** Resolved that the Town Council Accept the proposal of Merrill Bank of Bangor, Maine in response to the Request for Proposals for the Investment of Capital Reserves and Trust Accounts dated 02/17/2009, being the recommendation of the Finance Committee.

Moved by **Deputy Mayor Jordan** and seconded by **Councilor Chale** that Resolution 09-34 be adopted.

The Town Manager noted this proposal provides the following: The funds will be held in a trust department. There is an agreement. The funds would be invested in a Money Market and/or U.S. Treasury Bonds. There would be collateral required. Councilors concurred that this approval includes signing the agreement and transfers the funds when the paperwork was done.

VOTE: UNANIMOUS AYE

- f.* **RESOLUTION 09-35:** Resolved that the Town Council Authorize the Town Manager to execute a contract with Olver Associates Inc. for the completion of engineering and contract administration to not exceed \$10,000 for the installation of a properly operational backup finish water pump project at the water treatment facility, being a project ranked by the Drinking Water Program for stimulus funding.

Moved by **Deputy Mayor Jordan** and seconded by **Councilor Fotter** that Resolution 09-35 be adopted.

The Town Manager noted the finish water pump was approved for stimulus funding. We are required to have a contract with the engineering firm that we hired for the project. The engineering and contract administration for this project is \$10,000, to be paid for with the loan proceeds. We have completed the extensive loan paperwork and the PUC form requesting permission to obtain a loan for this project has been completed and is to be sent out. The loan is for \$103,000. The Council approved the project and the ability of borrow on 03/03/2009.

VOTE: UNANIMOUS AYE

- g.* **RESOLUTION 09-36:** Resolved that the Town Council re-allocate \$295,000 of funds from the Economic Development Revolving Loan Fund to a newly created account titled Economic Development Fund, the uses of which will be determined by vote of the Town Council, provided that such uses are for activities eligible under Title I of the Housing and Community Development Act of 1974.

Moved by **Councilor Chale** and seconded by **Councilor Baker** that Resolution 09-36 be adopted.

The Town Manager noted in the 1980's, the Town received a federal grant, which was loaned to a local company to expand and grow. Those funds were paid back in record time and were placed into an Economic Development Revolving Loan Fund. That account has grown over the years through interest and repayments. As it is just as easy to go to the bank as our program is very similar, the funds are not loaned out very much. We all know the history of the Ec Dev Rev Loan Fund. The Town tightened the guidelines and we have run it as a business would in the 2000's.

On the other hand, the Town has not had an economic development funds to utilize for projects, whether it be to fix the Industrial Park sign, run the Regional Job Forum, or match grant opportunities.

It is proposed that we re-allocate \$295,000 from the \$657,212 Economic Dev Rev Loan Funds to a separate newly Created Economic Development Fund. Funds would only be utilized upon a vote of the Town Council.

We would still have plenty of funds to loan good projects and also have funds for other economic development projects. We have sought legal opinion, and have verified that this is an appropriate action for the use of the funds under the Federal Law.

Title 1 of the Housing and Community Development Act of 1974 has a long list of economic development activities that the funds can be utilized for.

VOTE: UNANIMOUS AYE

- h.* **RESOLUTION 09-37:** Resolved that the Town Council waive the bid policy (Section 106 of the Administrative Code: Regulation of Bid and Contracts) and authorize the Town Manager and Librarian to accept the letter from Kleinschmidt dated February 9, 2009 requesting compensation for additional costs of \$8,000 over the original \$9,000 budget approved on December 2, 2008, bringing the total costs for the site design, building structural design, building electrical design and bidding assistance on the Pittsfield Public Library Expansion to the total of \$17,000.

Moved by **Councilor Chale** and seconded by **Deputy Mayor Jordan** that Resolution 09-37 be adopted.

The Town Manager noted the Town Council received the request from Kleinschmidt Associates to amend their past quotation to reflect additional work that they needed to perform on behalf of the Library Building Committee. The Library Building Committee has approved the additional costs.

Since the project costs are over \$3,500 this request needs approval of the Town Council.

I would also note that when Cianbro Corporation went over the plans, they noted over 100 comments for items that needed additional information, coordination, etc., and those items were divided up between Kleinschmidt Associates and Reed & Company Architects. These items were needed in order for the bid documents to be finalized by Cianbro.

We have been reassured that all parties involved believe that the material can be provided in time for the Council's next meeting package for 04/07/2009.

Councilor Fotter questioned if Cianbro would be bidding on this project. The Town Manager stated she did not feel they would be, but would check into it.

VOTE: UNANIMOUS AYE

- i. **RESOLUTION 09-38:** Resolved that the Town Council authorize the Building Inspector as Project Manager for the Pittsfield Community Theatre Stabilization Project to Execute two change orders as follows: Change Order #1 in the amount of \$1,550 and Change Order #2 to be approved by the Town Manager, to cover additional work not reflected on the James W. Sewall Company's plans dated 12/19/2008 nor Bowman Brothers' bid dated 01/16/2009 based upon the Sewall plans.

Moved by **Deputy Mayor Jordan** and seconded by **Councilor Fotter** that Resolution 09-38 be adopted.

The Town Manager noted the Council received a lengthy review from the Building Inspector with photos reflecting the situation that has come to light during the Theatre Stabilization project. It is obvious that additional work, not listed in the plans needs to be completed. We have the price for the first change to the plans, being \$1,550 and we do not have the price for the second change order. In order to not hold up the project or have to shut it down, I noted to be approved by the Town Manager. If it is a small amount I will approve it, if we receive a large amount and don't feel it is appropriate, I will not approve it.

Deputy Mayor Jordan wanted to note that he was disappointed with Sewall Company. With as much time as they spent at the Theatre, it is disappointing this detail was incorrect.

VOTE: UNANIMOUS AYE

- j. **RESOLUTION 09-39:** Resolved that the Town Council authorize the Town Manager to execute the State of Maine Public Utilities Commission Agreement to purchase Services Grant Award for the purchase and installation of a wind turbine at the Pittsfield Recycling Center/Transfer Station in the amount to not exceed \$50,000.

Moved by **Councilor Baker** and seconded by **Councilor Fotter** that Resolution 09-39 be adopted.

The Town Manager noted the Town Council received a copy of the Town's grant award for the wind turbine to be placed at the Recycling Center/Transfer Station. The Grant award is for \$50,000. The Town's match is \$12,551, which includes in-kind.

The Town was very fortunate to receive funding for a community demonstration model. We will be working with the school system and a variety of other groups to emphasize, learn about and promote wind power in the State of Maine.

The Town of Pittsfield has a long history of environmental endeavors from: The Town's support of Earth Day activities; Trash to Treasure Days; Arbor Day Activities; Project Canopy grants for tree plantings and tree walks; Community Gateway grants for tree plantings; and the hosting of Regional Energy Forums.

I would like to recognize Don Chute, our Recycling/Transfer Station Coordinator; John Dickson, our PW Foreman; Steve Seekins, our Building Inspector and Carolyn Dodge, Our UMO Municipal Intern. Each individual brought essential background and

information to the project. I could not have written the grant without their help and support. In addition, Councilor Baker went to look at some wind turbines while out traveling and brought back some helpful information for our review.

The Town Council and Recycling Committee have been extremely supportive of our focus upon recycling-re-use-reduce and green projects. I would like to especially thank the Mayor, who is the head of the Recycling Committee. Tim Nichols is very dedicated to energy conservation and spends a lot of time promoting the Town's work.

This project will become an integral part of the continuum of environmental projects that are endorsed and sponsored by the Town Council and Recycling Committee as we continue working toward renewable energy.

Councilor Fotter wanted to acknowledge the fact that Councilor Baker originated this idea with the Council and she has spent time working on the project with the Town Manager and Carolyn Dodge. **Mayor Nichols** wanted to echo that comment. Louise and Kathryn worked very hard on this grant. The Mayor thanked Kathryn for locating the grant and her time spent applying for the grant. He also wanted to acknowledge the contributions of Donnie Chute and Carolyn Dodge in receiving this grant. **Councilor Chale** questioned when the windmill is expected to be operational. The Town Manager noted the current plan is for the windmill to be in working order by September. **Councilor Baker** also wanted to note that former Councilor Cianchette was a very big help with this project.

VOTE: UNANIMOUS AYE

- k. **RESOLUTION 09-40:** Resolved that the Town Council waive the bid policy to encourage regionalism and execute the Contract for Curbside Pickup of Recyclables with the Town of Palmyra through 03/31/2010, same conditions with price increase to \$16,600.00 as discussed during the budget process.

Moved by **Deputy Mayor Jordan** and seconded by **Councilor Baker** that Resolution 09-40 be adopted.

The Town Manager noted this contract has been working really well. There is an increase this year to reflect gas and other increases. Palmyra did not increase the contract price last year and the increase basically is for two years' worth of additional costs. The contract was \$1200/month for 2 pickups and has increased to \$1276.92/month for 2 pickups or an increase of 6.4%. The contract terms are the same. It is good for Towns to work together on services. Palmyra picks up our recyclables and they bring their recyclables to our recycling facility.

VOTE: UNANIMOUS AYE

- l. **RESOLUTION 09-41:** Resolved that the Town Council authorize the Town Manager and Public Works Foreman to issue the Request for Proposals for the purchase of a zero-turn commercial mower.

Moved by **Deputy Mayor Jordan** and seconded by **Councilor Fotter** that Resolution 09-41 be adopted.

The Town Manager noted the Councilors received the RFP for the purchase of the Zero-Turn Commercial Mower. The Public Works Department put some thought into this, looked at mowers and came up with these specs.

As discussed during the budget period, the Public Works Crew was to take over the mowing of the parks and the smaller lots such as the Town Office, Library, etc. It is strongly believed that the Town crew, whether they hire a part-time student, or do it themselves, will have the facilities in very good order.

VOTE: UNANIMOUS AYE

- m.* **RESOLUTION 09-42:** Resolved that the Town Council authorize the Town Manager and Assistant Treasurer to put out to bid surplus Town property.

Moved by **Councilor Chale** and seconded by **Deputy Mayor Jordan** that Resolution 09-42 be adopted.

The Town Manager noted The Theatre has 2 items that need to be removed from the theatre when it opens – a piano and an ice cream freezer. The piano looks interesting, being a 1878. Should be a collector's item.

When the Theatre brought these 2 items up for disposal, we also added our usual old vehicles to the list. The 1997 Ford Crown Victoria is the old CEO car that is sometimes used by Public Works.

VOTE: UNANIMOUS AYE

- n.* **RESOLUTION 09-43:** Resolved that the Town Council appoint members to fill the vacancies on the various Town boards and committees from the attached list.

Moved by **Deputy Mayor Jordan** and seconded by **Councilor Chale** that Resolution 09-43 be adopted.

The Town Manager noted Rebecca Geagan is interested in the vacancy on the Health Board. We reviewed possible projects in the future and I made her aware that the State was changing the regulations for what towns will be required to do in the future and there will be some projects that the Board will work on. **Deputy Mayor Jordan** volunteered to fill the Councilor opening on the airport committee.

VOTE: UNANIMOUS AYE

7. **DISCUSSION ITEMS:**

Financial As Listed Below:

- A. Financial Reports as of 02/28/2009:
 - 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
 - Personal Property Tax Report
 - Real Estate Property Tax Collection
 - Reviewed briefly by Town Manager**

- B. Other Reports as of 02/28/2009:
 - Building and Plumbing Permit Reports
 - Library Report – Librarian’s and Library Trustees Minutes
 - Police Report
 - Self-Explanatory – Not Reviewed**

Grants Update:

New Grants:

Brownfields Grant: Clean-up Grant for Eelwier (now know as 8 Mount Road): We submitted a former grant request to EPA for an additional \$70,000 to remove the building as an option to removing it ourselves over the next couple of years. EPA instructed the Town to file the revised grant application as soon as possible and the paperwork was filed this week.

L&W Conservation Fund: Swimming Pool Essential Components: Issued an RFP for 2 recycled plastic picnic tables; expend the funds and close out the grant. Would plan to submit 1 reimbursement. Needs to be done and closed by April-June in order to apply for another grant, this time to focus on Hathorn Park Basketball/Baseball Field. Have contacted the Recreation Director and the Bureau of Conservation to discuss this opportunity. Issued the RFP and have left a message for the low bidder.

Riverfront Community Development Grant: After numerous discussions and some meetings, I have sent out the request for intergovernmental review as well as the current map to all of the required state and federal agencies. A Site Plan Review Application is underway for Planning Board Review in April 2009. Federal paperwork for an Executive Review is beginning.

Safe Routes to School, Phase II: Approved to go as soon as weather allows.

Other Grant Opportunities:

Economic Development Administration Grant Application: This grant is still at EDA.

8. **REPORTS:** Audience, Council

Audience:

Donnie Hallenbeck: Wanted to acknowledge the passing of Pat Swift. She will be greatly missed. She was a fixture at the elections for many years. Has been thinking of having a reunion of the old pool staff. There are quite few people they are still looking for contact information on.

Nicole Nickolan: Wanted to also acknowledge Pat Swifts passing. She worked for me at every election and I can't imagine the elections without her. When working the elections you are therefore very long hours, and she had a way of keeping a smile on everyone's face. She was also a huge influence at our local schools. My own daughter really loved her and will miss her, as many of the other kids will. I will really miss her a lot. She taught me how to appreciate each day and never forget it could be your last.

Council:

Councilor Baker: Appreciate having the moment of silence. It is important to me. Wanted to thank all the Councilors for all their help.

Councilor Carr: No Report.

Councilor Chale: Happy to see Library moving along, as well as the windmill project. Also wanted to acknowledge the passing of Pat Swift. She was a delight to have in our schools and we will miss her.

Deputy Mayor Jordan: No Report.

Councilor Curtis: No Report.

Councilor Fotter: No Report.

Mayor Nichols: Sorry to hear of the passing of Pat Swift. She will be very sorely missed. She was a very active member of the community. Also wanted to acknowledge the passing of Ione Donnell. She will be missed. My condolences go to her family. The windmill is a great project and we are very fortunate to have it. It is important to become independent from using foreign fuels. Wanted to thank everyone who worked on that project again.

9. **ADJOURNMENT:**

Moved by **Councilor Fotter** and seconded by **Councilor Chale** that the meeting be adjourned at 8:52 p.m. All in agreement.

Nicole Nickolan, Town Clerk