

MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, April 15, 2008 at 7:30 pm in the Council Chambers.

PRESENT: COUNCILORS: Mayor Tim Nichols, Deputy Mayor Wayne Fotter, Gary Jordan, Jr., Donna Chale, Michael Cianchette and Louise Baker **ABSENT:** Michael Gray. Also present were Town Manager Kathryn Ruth and Town Clerk Nicole Nickolan. Audience members included: Donnie Hallenbeck, Sharon Mack, Valory Slymon and other citizens.

1. **Mayor Nichols** opened the meeting by leading the **Pledge of Allegiance**.
2. **Adoption of Minutes** of the Regular Meeting on April 1, 2008.

Moved by **Deputy Mayor Fotter** and seconded by **Councilor Cianchette** that the Minutes of the Regular Meeting on April 1, 2008 be adopted.

VOTE: UNANIMOUS AYE

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

Ribbon Cutting for Global Contact Services (GCS) to be held on 04/17/2008: The Ribbon Cutting ceremony is scheduled for 11:00 am. The Mayor has been asked to speak. This will be a brief ceremony but an important one to announce the opening of GCS in Pittsfield and I look at it as an opportunity to congratulate the company on such a speedy opening.

The first Insurance licensing training course through the Kennebec Valley Community College was completed. A second insurance - licensing class has been authorized for 40 current employees to train and to advance to licensed insurance agents. As you will recall, GCS talked about the importance of advancement and promotion. The facility looks great and it is nice to see the parking lot filled. This is a large economic engine for the region. In addition to the jobs to eventually be more than 200 positions, the company tries to buy locally and to use local contractors and companies as much as possible. It was previously estimated at one of the last sites opened by GCS, that over a 5-year period, the company's impact on the local economy was equivalent to over \$110 million dollars.

Pittsfield Area Energy Forum to be held 05/14/2008: Definitely an important economic development item given the cost of energy.

Upcoming Regional Job Fair: This is definitely a big event for the region coming up in about a month now. The Regional Job Fair - Pittsfield Area is scheduled for Monday, May 19, 2008 from 3:30 p.m. - 8:00 p.m. at the Warsaw Middle School Gym and Cafeteria.

The two free informational sessions will be Starting Your Small Business at 4:00 p.m. presented by Janet Roderick, Certified Business Counselor from the Maine Small Business Development Center (SBDC) and Is College for You? at 5:00 p.m. presented

by Marty Kelley, Advisor with the Maine Educational Opportunity Center (MEOC). Flyers, registration forms and a letter to businesses explaining the event are all available on the Town's web page.

Somerset County Transition Team: This is a great group of resource providers, state and federal representatives, U.S. congressional delegation representatives and others who came together as a result of the announced SAS closing, however, are now formed to assist all of Somerset County. The Resource Guide put together by the group is very helpful and will soon appear on the Town's website. The group's purpose is to identify and coordinate all of the resources that would be available to those who have lost their jobs in Somerset County. The Resource guide includes references to important numbers, business development, children & family services, clothing & housewares, education services, employment & training services, financial information & assistance, housing & shelter and so forth. The group is working on the Job Fair and other items that come to its attention.

Community & Economic Development Initiatives:

The Town was awarded the Brownfields Grant for clean-up of the Eelwier Road property which was astonishing given how many applications were received. There is a training session and we will get our initial paperwork so that we can file on-line to reserve the funds. The actual grant period starts October 1, 2008, however, we would start to organize the project beforehand. The Pittsfield Economic Expansion Corporation will need to come together and monitor the project. Once the contaminants are removed, the property can be sold right off if we can obtain a buyer or we can apply for further grant funding to take it down or just take it down as a department project during a summer. Some of it may be able to then be burned.

We are working full speed ahead on the Pittsfield Municipal Airport Apron Engineering project. This year is the engineering of the apron with next year slated for the construction. The apron is the area that the planes come off the runway to get to the fuel, the area that is access to the runway from all the hangers and there is an area for tie-downs for planes. Due to seriously deteriorated condition, many planes have been hauled out so that when this work is done, the airport will be able to reach its full potential. The apron is in such deteriorated condition that patching does not work. We paved from the Town's budget a small strip of the 101,500 square foot area and that is starting to break up now. It will be awhile before we get the expansion, however, just having the apron addressed would be a huge safety issue at the airport resolved and then we can really promote the airport for tie-downs and hangers, etc.

Mill Pond Loop Walk Map: This was part of a match for the Project Canopy grant but also is a good community development tool. The community maps for the Mill Pond Loop will be available as drafts so that citizens and businesses can try them out and offer suggestions. The benefits of the walk are listed on the map. It is good to remind people of what is in their backyard, i.e., right here in our community. The parks are beautiful and there is a lot of scenery and wildlife to enjoy right in the center of a business district.

We knew that we had planted a significant number of trees since 2004 when we received the first grant opportunity for our parks. In addition, the Town has planted smaller stock through our events and ceremonies celebrating Earth Day and Arbor Day.

These are the following Grants and the leveraged donations, in-kind work and value from the community, businesses, individuals, and staff:

	State/federal funds	Community Investment
Community Gateway	\$ 8,780.57	\$ 6,972.12
Stein Park	\$13,382.70	\$13,382.70
Project Canopy	\$ 4,292.20	\$ 5,994.17
Project Canopy II	\$ 3,872.72	\$ 9,150.55
Fendler Park	\$49,885.44	\$146,051.07

Total state/federal funds for the Hathorn Park, Stein Park, Remembrance Park and Fendler Park: \$80,213.63

Total Community Investment of donations, donated time, in-kind donations, staff time, etc. \$181,550.61

Total Investment that would not have happened without the grants: \$261,764.24.

State and federal funding is very valuable as it stimulates the community and economic development of a Town and often leverages funds/efforts that would most likely not take place. The Mill Pond Loop is a very attractive walk and we hope that people enjoy it!

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

- a. **ORDINANCE 08-08:** (Public Hearing) That the Town Council hereby ordains to repeal Chapter 2. Administrative Code, Section 1100. Pinnacle Park Board Section 1102. Funds and replace in its entirety with the attached.

There was no one who wished to speak in favor or opposition of this ordinance. Public Hearing was closed.

Moved by **Councilor Jordan** and seconded by **Councilor Cianchette** that Ordinance 08-08 be adopted.

The Town Manager noted this ordinance amendment is proposed to update the requirements on how funds are actually addressed. The new language reflects the responsibility of the Pinnacle Park Board. This is due to bonding and insurance requirements as well as good accounting practices recommended by the audit.

VOTE: UNANIMOUS AYE

- b. **ORDINANCE 08-09:** (Public Hearing) That the Town Council hereby ordains to amend Chapter 11. Pittsfield Public Library Policies to add Article 17. Funds.

There was no one who wished to speak in favor or opposition of this ordinance. Public Hearing was closed.

Moved by **Councilor Chale** and seconded by **Deputy Mayor Fotter** that Ordinance 08-09 be adopted.

The Town Manager noted this ordinance amendment is proposed to update the requirements on how funds will be addressed for library donations for the development and maintenance of the Pittsfield Public Library. This is due to bonding and insurance requirements as well as good accounting practices recommended by the audit.

VOTE: UNANIMOUS AYE

- c. **ORDINANCE 08-10:** (Public Hearing) That the Town Council hereby ordains to repeal Chapter 13 Zoning Ordinance, Section 4 Performance Standards Signs and replace in its entirety with the attached Chapter 13 Zoning Ordinance, Section 4 Performance Standards Signs.

There was no one who wished to speak in favor or opposition of this ordinance. Public Hearing was closed.

Moved by **Councilor Cianchette** and seconded by **Councilor Baker** that Ordinance 08-10 be adopted.

VOTE: UNANIMOUS AYE

- d. **ORDER 08-05:** Ordered that the Town Council will hold a Public Hearing on 04/15/2008 to act on delinquent personal property tax collection procedures for the years 1998-2007.

There was no one who wished to speak in favor or opposition of this ordinance. Public Hearing was closed.

Moved by **Councilor Jordan** and seconded by **Councilor Cianchette** that Order 08-05 be adopted.

Many collection letters have been sent out as well as reminders. Some accounts have received phone calls to assist them with payments. The Assessor has talked to numerous accounts. Overall collections of personal property tax have been excellent from all of these additional collection means, as we have reached 99% collection in most years. As of this date the 2007 personal property taxes were just due in October 2007, therefore, the collection rate would not yet be at 99%.

Most towns will then write off the personal property taxes. The Town used to do that. We have not done that, choosing to continue to try to collect them. We have basically reached

the end of our productive use of time for the collections for years before 2007 and other alternatives for collection are needed.

Step 1: All accounts with personal property tax overdue for the years of 2007 and older will be provided with an opportunity to pay up their outstanding personal property tax in full for all years due with the Town waiving all interest that is due on the account.

The offer will be good for 1 month. It must include all years that are overdue. To have the interest waived, all personal property tax accounts assessed to that owner must be cleared up in full. Each taxpayer will receive a letter.

Step 2: The Town Manager and Assessor will determine a list of uncollectible accounts to be presented to the Town Council for write-off, i.e., bankruptcy completed; deceased owner, business left the state and can not be located; etc.

Step 3: All remaining accounts over \$_____ will be referred to the Town Attorney for collection. The amount will be determined by Resolution by the Town Council at the end of the 30 days.

Step 4: All remaining accounts in the amount of \$_____ will be taken to Small Claims Court. The amount will be determined by Resolution by the Town Council at the end of the 30 days.

Step 1 with is the waiving of interest is not the waiving of a tax. This could possibly bring in a lot of the overdue accounts.

Step 2 will address the obvious problems that need to be written off or abated due to the situation - some accounts are simply not collectible as a bankruptcy was concluded, everyone has left the state and there is no business anymore, etc.

Step 3 & 4 will be addressed once we go through the 30-day period. We would not want to set the amounts until after we are done collecting as much as we can.

VOTE: UNANIMOUS AYE

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

Town Manager's Report: Town Council Meeting of 04/01/2008:

1. The FYI Folder: The FYI Book contains the following items this week: List Read

2. Egg Festival Committee: The Egg Festival Committee is geared up for a great event this year. Officers are Steve Craig, President & Chair; Lori Barker, Vice-President & contact person; Eva Charity, Treasurer, and Tonja Metivier, Secretary. For additional details as well as registrations forms, please visit <http://eggfest.craftah.com>.

3. Library Events: Announcement Read

4. GE Security 1st Annual 5K Run/Walk: Announcement Read

5. MDOT Upcoming Project: Neal Bridge: Announcement of Public Hearing Read

Finance Committee: No Report.

Ordinance Committee: No Report.

Recycling Committee: No Report.

6. NEW BUSINESS:

- a. ***ORDINANCE 08-11:*** (To be set to Public Hearing 05/06/2008) That the Town Council hereby ordains to hold a Public Hearing on May 06, 2008 at 7:30 p.m. at the Pittsfield Municipal Building Council Chambers at 112 Somerset Avenue to discuss an application being submitted to the State of Maine CDBG program for the Municipal Investment Trust Fund Program. The purpose of the grant application is to construct the Pittsfield Public Library Expansion to promote community and economic development. The objectives of the grant application are to (1) add a center for community and economic activity; (2) relieve extensive overcrowding and allow for expanded children and young adults areas; and (3) ensure access for everyone through the construction of a new entrance and a new elevator. Public comments will be solicited at this Hearing and will be submitted as part of the application. All persons wishing to make comments or ask questions about the grant application are invited to attend this Public Hearing. Comments may be submitted in writing to: Lyn Smith at the Pittsfield Town Office, 112 Somerset Avenue, Pittsfield, Maine 04967 at any time prior to the Public Hearing. TDD/TTY users may call 711. If you are physically unable to access any of the Town's programs or services, please call Kathryn Ruth at 1-207-487-3136 so that accommodations can be made.

Moved by **Deputy Mayor Fotter** and seconded by **Councilor Chale** that Ordinance 08-11 be adopted.

The Town Manager noted this is a new grant program. Part of the grant process requires setting the item with required language to Public Hearing. Both projects that may have been eligible for this grant were put on the agenda. We have received quotes on Ordinance 08-12, and it is beyond our budget. We can skip the reading of Ordinance 08-12.

VOTE: UNANIMOUS AYE

- b. ***ORDINANCE 08-12:*** (To be set to Public Hearing 05/06/2008) That the Town Council hereby ordains to hold a Public Hearing on May 06, 2008 at 7:30 p.m. at the Pittsfield Municipal Building Council Chambers at 112 Somerset Avenue to discuss an application being submitted to the State of Maine CDBG program for the Municipal Investment Trust Fund Program. The purpose of the grant application is to enhance community and economic development along the streetscape through the rehabilitation of the Main Street and Hunnewell Avenue sidewalks and town lighting. The objectives of the grant application are to (1) repair the uneven and deteriorated concrete sidewalks; and (2) replace the current streetlights with more efficient and effective lighting along Main Street and

Hunnewell Avenue. Public comments will be solicited at this Hearing and will be submitted as part of the application. All persons wishing to make comments or ask questions about the grant application are invited to attend this Public Hearing. Comments may be submitted in writing to: John Dickson at the Pittsfield Town Office, 112 Somerset Avenue, Pittsfield, Maine 04967 at any time prior to the Public Hearing. TDD/TTY users may call 711. If you are physically unable to access any of the Town's programs or services, please call Kathryn Ruth at 1-207-487-3136 so that accommodations can be made.

This Ordinance was listed on the agenda, however, upon receiving quotes, this project is beyond our budget and the reading of the Ordinance can be skipped. As the reading was skipped, this item was passed over. No action taken.

- c. **RESOLUTION 08-40:** Resolved that the Town Council accept the proposal of Central Maine Stone Works of Etna, Maine for Parks and In-Town Area Grounds Maintenance in an amount to not exceed \$ 6,578 for 2008; \$ 6,912 for 2009; and \$ 7,100 for 2010 and authorize the Town Manager to execute a contract for same.

Moved by **Councilor Jordan** and seconded by **Councilor Cianchette** that Ordinance 08-40 be adopted.

The Town Manager noted 13 bids received, low of \$6,578 for first year to a high of \$16,200 for the first year.

VOTE: UNANIMOUS AYE

- d. **RESOLUTION 08-41:** Resolved that the Town Council accept the proposal of Central Maine Stone Works of Etna, Maine for Department Mowing in an amount to not exceed \$ 4,465 for 2008; \$ 4,565 for 2009; and \$ 4,665 for 2010 and authorize the Town Manager to execute a contract for same.

Moved by **Councilor Jordan** and seconded by **Deputy Mayor Fotter** that Resolution 08-41 be adopted.

The Town Manager noted 10 bids received, low of \$4,565 for first year to a high of \$19,900 for the first year.

VOTE: UNANIMOUS AYE

- e. **RESOLUTION 08-42:** Resolved that the Town Council accept the proposal of Central Maine Stone Works of Etna, Maine for Pittsfield Municipal Airport Mowing in an amount to not exceed \$ 2,320 for 2008; \$ 2,420 for 2009; and \$ 2,550 for 2010 and authorize the Town Manager to execute a contract for same.

Moved by **Councilor Jordan** and seconded by **Councilor Cianchette** that Resolution 08-42 be adopted.

The Town Manager noted 10 bids received, low of \$2,320 for first year to a high of \$19,990 for the first year.

VOTE: UNANIMOUS AYE

- f.* **RESOLUTION 08-43:** Resolved that the Town Council accept the proposal of Howard's Landscaping and Lawn Care of Sangerville, Maine for Roadside Mowing in an amount to not exceed \$ 30 mile/ 50 hr for 2008; \$ 35 mile/55 hr for 2009; and \$ 40 mile/60 hr for 2010 and authorize the Town Manager to execute a contract for same.

Moved by **Councilor Cianchete** and seconded by **Councilor Jordan** that Resolution 08-43 be adopted.

The Town Manager noted 4 bids received, low bid withdrawn as needed to have other contracts.

VOTE: UNANIMOUS AYE

- g.* **RESOLUTION 08-44:** Resolved that the Town Council authorize the Library Building Committee to be the CDBG Public Facilities Advisory Committee on the Historic Preservation Project for the Pittsfield Public Library.

Moved by **Councilor Chale** and seconded by **Councilor Jordan** that Resolution 08-44 be adopted.

The Town Manager noted this is one of the requirements of the CDBG grant.

VOTE: UNANIMOUS AYE

- h.* **RESOLUTION 08-45:** Resolved that the Town Council authorize the Assistant Treasurer to negotiate the pricing for the Town's fuel and kerosene for the Town's buildings for the period of July 1, 2008 to September 30, 2009 which includes joining a cooperative fuel oil and/or kerosene purchase if pricing is competitive.

Moved by **Councilor Jordan** and seconded by **Councilor Chale** that Resolution 08-45 be adopted.

The Town Manager noted this is a yearly housekeeping process. We have filled out the Maine Power Options Cooperative purchasing paperwork for the Town's buildings. This bid is comprised of towns, non-profits and schools across the State of Maine. If when the pricing comes in we feel it is good, we will take it. You are given a very small timeframe to respond as the bid is only good for a few days to a week.

VOTE: UNANIMOUS AYE

- i.* **RESOLUTION 08-46:** Resolved that the Town Council authorize the Assistant Treasurer to negotiate the pricing for the Town's propane for the Town's buildings for the period of October 1, 2008 to September 30, 2009 which includes joining a cooperative propane purchase if pricing is competitive.

Moved by **Councilor Cianchette** and seconded by **Councilor Chale** that Resolution 08-46 be adopted.

The Town Manager noted this is the same as the last agenda item, except this is for propane.

VOTE: UNANIMOUS AYE

7. **DISCUSSION ITEMS:**

Updates As Listed Below:

1. **Update on Water Project: Water Meter Replacement and Automated Meter Reading (AMR System):** The Town Manager gave a brief update on the status of the project.

2. **Update on Sewer Projects: Summer Street (and Summer Court) Sewer Separation Project; Work Plan/Study for Removal of Sludge from Lagoon System; Sewer System Engineering; etc:** The Town Manager gave a brief update on the status of the projects.

3. Grants Update:

Airport Grants: Vegetation Plan/Permitting Grant: In Process

Airport Grants: Runway Obstruction Clearing: In Process

Airport Grants: Design Engineering for Apron Reconstruction: In Process

Brownfields Grant: Cleanup Grant for 8 Mount Rd (10 Eelwier Rd): In Process

CDBG Grant/Business Assistance: Moosehead Cedar Log Homes: In Process

CDBG Grant/Public Facilities/Historic Preservation/Library: In Process

CDBG Grant/Special Projects Matching Funds/GCS: Closed Out

Efficiency Maine Business Program: Nearly completed.

Fund for Efficient Delivery of Services - Regional Curbside Recycling Truck: Grant has been eliminated by State.

L&W Conservation Fund: Stein Park Renovation Project: Closed Out

L&W Conservation Fund: Swimming Pool Essential Components:
No Federal Contract as of yet. Will work on when contract received.

Library Grants from State of Maine: In Process

Project Canopy: Mill Pond Loop: Closed Out

Safe Routes to School, Phase II: In Process

Other Grant Opportunities: In Process

8. **REPORTS:** Audience, Council

Audience: Valory Slymon noted she attended the Planning Board meeting last night where the Pennywise building project was discussed. All too often we are quick to be critical when things don't go right and then when things go well, we forget to mention them. Mrs. Slymon also wanted to note the Town Office and the Planning Board have been really wonderful and were very professional and wanted to say thank you for that. Pennywise is a very important mission of our church and helpful to the community.

Council:

Councilor Baker: No Report.

Councilor Cianchette: Wanted to thank the audience for showing up tonight. Also mentioned how nice it was for someone to come in to show appreciation and kind words. Councilor Chianchette wanted to thank Mrs. Slymon for attending.

Councilor Cianchette is also Chairman of the Neighborhood Watch. He wanted to note that after letters were sent requesting donations on behalf of the Neighborhood Watch, they have received 7 donations so far. He just wanted to take this time to thank everyone for those donations.

Councilor Chale: It is wonderful to have the new lights. Thrilled about the potential to get this grant funding for the expansion. She is glad to hear Pennywise renovation is going well.

Councilor Jordan: Glad to see Pennywise project going through. It is a very valuable piece of the community.

Councilor Gray: Absent.

Deputy Mayor Fotter: Wanted to thank Valory for her comments. It is nice to receive positive feedback. Also, wanted to thank the staff at the Town Office. Everyone there is doing a great job. Wanted to say thank you to the Highway Department for doing a great job and nice to see the Town being cleaned up.

Mayor Nichols: Wanted to say that he is glad to see the Library project moving forward. It will take a lot of work to get this project done. Wanted to thank Mrs.

Slymon for attending with her kind comments. Pennywise is such a valuable service to this community. Looking forward to the job fair and energy forum. Wanted to thank Kathy and all the staff at the Town Office for their hard work. Mayor Nichols stated people don't realize how much work these people do. It is amazing. They are unpaid and overworked. Mayor Nichols stated that he wished that we could do more for the employees, as none of this would be possible without their hard work. They deserve all the thanks we can give them.

Noted there have been a few passings that we should take the time to publicly honor. Jim Twitchell, who was a resident all his life, recently passed away. Jerry Connors, who is the son of Everett Connors recently passed on. He was a great family man. Fred Temple who did a lot of work in Pittsfield and Palmyra also recently passed away. They will all be missed.

9. **ADJOURNMENT:**

Moved by **Deputy Mayor Fotter** and seconded by **Councilor Cianchette** that the meeting be adjourned at 8:20 p.m. All in agreement.

Nicole Nickolan, Town Clerk