

# MINUTES

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

**PRESENT:** COUNCILORS: Mayor Tim Nichols, Deputy Mayor Wayne Fotter, Michael Gray, Gary Jordan, Jr., Donna Chale, Michael Cianchette and Louise Baker. **ABSENT:** None. Also present: Town Manager Kathryn Ruth and Town Clerk Nicole Nickolan. Audience members included: Donnie Hallenbeck, Scott Noble, Walter Reuter, Stan Kitchen, Dwayne Ames, Mike Lange, Sharon Mack and others.

1. **Mayor Nichols** opened the meeting by leading the **Pledge of Allegiance**.
2. **Adoption of Minutes** of the Regular Meeting on June 17, 2008.

Moved by **Deputy Mayor Fotter** and seconded by **Councilor Cianchette** that the Minutes of the Regular Meeting on June 17, 2008 be adopted.

**VOTE: UNANIMOUS AYE**

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

## **Brownfields Cleanup Grant for Eelwier Property (now known as 8 Mount Road)**

The grant period for the Brownfields Clean up project starts on October 1, 2008. We had a brief review of this project last month. Since then, we have filed the workplan, created a specific timeframe and list of tasks to complete which start in the 4<sup>th</sup> quarter of 2008.

The steps with their outputs and outcomes were briefly reviewed.

**Task 1: Cooperative Agreement Oversight** – (Describe this task, which could include: Hiring a Qualified Environmental Professional (QEP), attending relevant training & conferences, preparing quarterly/final progress reports, Property Profile Forms, and financial status reports, administering project closeout, obtaining legal assistance (property title search, applicable regulation interpretation, etc.), and such)

Activities (commitments)	Expected Timeframe for Accomplishment (FFY Quarter)	Projected Results of Activities (Outputs) & Reporting	Projected Environmental Improvement (Outcomes)

<b>Activity 1: Obtain QEP services.</b> A. Prepare Request For Proposals; evaluate applications; conduct interviews; and hire contractor. B. Prepare scope of work. C. Prioritize, track and evaluate contractor products. D. Conduct periodic project status meetings with contractor to discuss project issues and priorities. E. Conduct periodical review of QEP's work performance.	4 <sup>th</sup> Quarter, 2008	The contractor provides quality work products that meets the recipient's and EPA's expectations  Quarterly report confirms that contractor selection was completed and made.  Periodical reviews confirm that the QEP's work is successful.	The project maintains an effective work force to meet the Work Plan commitments
<b>Activity 2: Reporting;</b> including Quarterly reports, preparation and updating of property profile forms	Ongoing activities	Report on Grant Activities	The reporting ensures compliance with Terms & Conditions Reporting Requirements
<b>Activity 3: Request for Reimbursements or Advances</b>	Ongoing activities	Ensure payments for grant related activities and contractors	The requests move the project toward completion
<b>Activity 4: Travel &amp; Training;</b> Attend Brownfields related meetings, training sessions and conferences	Ongoing activities	Meetings, conferences, training sessions attended	Attendance increases knowledge of Brownfields issues, opportunities and programs

**Task 2: Site-Specific Activities** - (Describe this task, which could include: Meetings with state and EPA, oversight of cleanup activities and collection of confirmatory samples)

Activities (Commitments)	Expected Timeframe for Accomplishment (FFY Quarter)	Projected Results of Activities (Outputs) & Reporting	Projected Environmental Improvement (Outcomes)
<b>Activity 1: Hold a kickoff meeting with State, EPA and QEP</b>	1 <sup>st</sup> Quarter, 2009	A meeting is held with all parties present.	Makes sure all agencies are in agreement with cleanup plan and are on the same page.
<b>Activity 2: Oversight of cleanup activities</b>	During remedial activities	A number of inspections are held. Site reports are made by the QEP.	Assures cleanup is conducted in compliance with VCP
<b>Activity 3: Collection of confirmatory samples</b>	When remedial activities are complete, estimated to be 3 <sup>rd</sup> Quarter, 2010	A number of samples are conducted. Analytical results are received.	Assures cleanup has met VCP cleanup levels

**Task 3: Community Involvement** - (Describe this task, which could include: Developing brochures on sites addressed by cooperative agreement, updating existing public outreach materials, conducting public workshops/meetings/press events, etc.)

Activities (Commitments)	Expected Timeframe for Accomplishment (FFY Quarter)	Projected Results of Activities (Outputs) & Reporting	Projected Environmental Improvement (Outcomes)

<b>Activity 1: Prepare Public Involvement Plan (Community Relations Plan)</b>	1 <sup>st</sup> Quarter, 2009	Describes plan for notifying community about cleanup.	Improves understanding and participation in cleanup and redevelopment process by outlining specific actions to be taken throughout the grant program to inform and involve the public.
<b>Activity 2: Establish Information Repository</b>	1 <sup>st</sup> Quarter, 2009	Allows public to review site assessment and cleanup history	Improves understanding of how cleanup alternative was selected. Provides a record of steps taken and the ability for people to become involved.
<b>Activity 3: Public Meetings:</b> A. Hold quarterly community involvement meetings at Town Council Meetings. B. Update the Town's website periodically. C. Notify neighboring residents of site work by mailings. D. Prepare a brief "Fact Sheet" to be distributed.	1 <sup>st</sup> Quarter, 2009 – 3 <sup>rd</sup> Quarter, 2010	Informs the public of cleanup activities. Provides a chance for input & comment through a four step approach.	Improves understanding of cleanup and allows for potential modifications based on public input. Allows more people to become involved with the process and contribute.
<b>Activity 4: 30 Day Public Comment Period on Analysis of Brownfields Cleanup Alternatives (ABCA)</b>	1 <sup>st</sup> Quarter, 2009	Allows for review and comment of cleanup related documents	Allows for consensus on cleanup

**Task 4: Cleanup Related Activities** - (Describe this task, which could include: Developing site related and state/EPA required cleanup documentation from initiation to completion.)

<b>Activities (Commitments)</b>	<b>Expected Timeframe for Accomplishment (FFY Quarter)</b>	<b>Projected Results of Activities (Outputs) &amp; Reporting</b>	<b>Projected Environmental Improvement (Outcomes)</b>
<b>Activity 1: Prepare Analysis Of Brownfields Cleanup Alternatives (ABCA) and other State related remedial design and engineering Cleanup documents</b>	1st Quarter, 2009	Approved Report documenting how and why cleanup alternative was selected Approved engineering design documents. Approved budget	Assures cleanup alternative is selected and communicated to public. Assures cleanup will be done in compliance with state response program. Provides for EPA funds to be used for eligible activities
<b>Activity 2: Prepare Site Specific Quality Assurance Project Plan and Health and Safety Plan</b>	3 <sup>rd</sup> Quarter, 2009	EPA approved QAPP	Assures that quality data is used in determination of cleanup complete
<b>Activity 3: Prepare State required cleanup completion/closeout documents, including AULs, if needed</b>	TBD, estimated to be 3 <sup>rd</sup> – 4 <sup>th</sup> Quarter, 2010	Report documenting cleanup is complete	Provides for State approval of cleanup. Assures that cleanup protects the health, safety and welfare of the public and the environment

<b>Activity 4: Obtain State approval of cleanup completed in writing.</b>	TBD, estimated to be 4 <sup>th</sup> Quarter, 2010	Letter is submitted to EPA. Federal approval of anticipated cleanup activities and costs.	Site is officially cleaned up and ready for sale for reuse. Assists in documenting cleanup is completed. Estimated number of brownfields property acres available for reuse

The Town Manager briefly discussed the history of the project. In conclusion, the Town was approved for \$40,000 for clean-up of this site from the Brownfields Grant Program and will be contributing its 20% match or \$8,000 toward the project. Public comments will be received on the grant project for 30 days or until 08/15/2008 at the Town Office and citizens are encouraged to pick up the handouts.

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

**Town Manager's Report: Town Council Meeting of 07/15/2008:**

- 1. The FYI Folder:** The FYI Book contains the following items this week: List Read
- 2. Egg Festival Committee:** This year's Egg Festival is right around the corner. There will be activities from July 21 through July 26. Please go to <http://eggfest.craftah.com> for more details.
- 3. Welcome to new Pittsfield Businesses:** We have several new businesses in the Downtown – Big Bill's; Computer Shop and Dee's Dogs. Certificates will be available to sign this evening welcoming them to Town.
- 4. Community Pool Fundraisers:** We would like to thank GE Security's Volunteer Employee Committee. The Committee partnered with employees and community members to hold two fundraisers to help benefit the Pittsfield Community Pool. A bowling tournament and a 5 K run/walk were held. As part of the events, the group received some generous donations from Kevin Ouellette of KO Lawncare, the Elks and Finyl Vinyl. In total the Town was presented with a check of \$3,300 toward the Pool.
- 5. Somerset County Transition Team:** The next meeting of the group which functions as a clearing house of information, sponsors job fairs with other entities and provides a strategy to address layoffs will be meeting on Wednesday, August 06, 2008 at 9:30 am in the Town Council Chambers.

The Duel Enrollment Grant will ensure that the State will be able to allocate the aid and vocational training to displaced workers not covered by the previously granted Trade Adjustment Assistance. We were fortunate to receive both grants.

- 6. Pittsfield Farmers' Market:** The Farmers' Market is going strong rain or shine from May 1 – October 30 at Hathorn Park every Monday and Thursday from 2:00 p.m. – 6:00 p.m. Several Farms are involved. More information is available from [www.pittsfieldfarmersmarket.org](http://www.pittsfieldfarmersmarket.org) or you can pick up a brochure at the Town Office.

**Finance Committee:** The Committee met tonight before the Council Meeting. No items to report on.

**Ordinance Committee:** The Committee met tonight before the Council Meeting. The site plan review ordinance section on setbacks of propane tanks was reviewed. The Committee will be recommending a change to follow current N.F.P.A. codes. This item will be set to Public Hearing at a future date.

**Recycling Committee:** No Report.

## 6. NEW BUSINESS:

- a. **ORDINANCE 08-13:** (To be set to Public Hearing 07/29/2008) That the Town Council hereby Ordains to Appropriate \$200,000 from Unappropriated Surplus to be applied toward the 2008 Tax Commitment to help reduce taxes from the impact of the County Tax.

Moved by **Deputy Mayor Fotter** and seconded by **Councilor Gray** that Ordinance 08-13 be set to Public Hearing.

The Town Manager noted we have a very unusual situation in which 1.5 years of taxes have been assessed to the Town for 1.5 years of a budget year – comprised of ½ year for the fiscal year change and then 1 year for the new fiscal year.

We received a bill for the ½ year budget in the amount of \$151,490.56. We then received a 1-year budget for 2008-2009 in the amount of \$576,673.56. This bill has the ½ year budget added to it and then subtracted out.

The County has offered the option of paying the ½ year budget over a 1 – 5 year period. Either we would pay it now or pay it in installments. The County would borrow the funds and then we would pay an installment plus interest. The bid they just received was well over 6% interest so they are getting another bid.

If we pay the entire 1.5 years, then we would need the \$200,000 to try to get the tax rate down. If we end up paying less, we will want to reduce the amount from surplus.

We should know the County's interest rate by the 07/29/2008 meeting so we can reduce this amount and choose a payment plan if we want to utilize a payment plan or we can continue on and take care of this all at once.

**Councilor Cianchette** questioned if there is anything we can do about this. Questioned if it is reasonable to see this much coming from the county. We are just on the bottom tip of the locations affected. Feels this is outrageous, bordering on obscene.

The Town Manager stated there really is no recourse that we can take at this point. The new jail was voted in. Hopefully this \$200,000 will help take some of the impact away from the taxpayers. We will call MMA again and question the assessment. However this is an assessment from a unit of government that has the ability to assess and receive payments from towns.

**VOTE: UNANIMOUS AYE**

- b. **ORDINANCE 08-14:** (To be set to Public Hearing 07/29/2008) That the Town Council hereby Ordains the Repair and/or Replacement of Sewer Mains and Manholes on several sections of road which may include but not be limited to Main Street, West Street and/or Hamilton Cross Country and the borrowing of up to \$208,875, and in order to raise said amount, general obligation bonds and/or notes shall be issued in a total aggregate principal amount not to exceed \$208,875 and a majority of the Town Council shall determine the date, maturities, denominations, interest rate(s), place of payment, purchaser, form and other details thereof, including the signing and delivering of said notes or bonds on behalf of the Town of Pittsfield.

Moved by **Deputy Mayor Fotter** and seconded by **Councilor Cianchette** that Ordinance 08-14 be set to Public Hearing.

Motion by **Councilor Gray** and seconded by **Deputy Mayor Fotter** to amend Ordinance 08-14 as follows:

**ORDINANCE 08-14:** (To be set to Public Hearing 07/29/2008) That the Town of Pittsfield hereby Ordains the repair and/or replacement of sewer mains and manholes on several sections of roads in the Town, which may include but not be limited to Main Street, West Street and/or Hamilton Cross Country, and in order to finance costs of such project, the issuance of general obligation bonds and/or notes in a total aggregate principal amount not to exceed \$208,875 is hereby authorized. The bonds and/or notes shall be executed in the name of the Town by its Treasurer and countersigned by the Mayor of the Town, and the Mayor and Treasurer are authorized to determine the date, maturities, denominations, interest rate(s), place of payment, purchaser, form and other details of such bonds and/or notes, including any provisions making the same redeemable or callable, with or without premium, prior to maturity, and are further authorized to do or cause to be done all such other acts and things as may be necessary or desirable in order to effect the issuance, sale and delivery of the bonds and notes hereinabove authorized, including execution of any arbitrage, use of proceeds, signature, no litigation and other certificates, and other documents as may be necessary or appropriate in connection with the sale of the bonds or notes.

The Town Manager noted we met with Plymouth Engineering, which almost has the plans ready. The engineering firm recommends that we get these projects done as soon as possible as they would not do well in wet weather in late October – November.

This is just the tip of the iceberg, however, these are the areas which are creating significant trouble. As we now have basically finished most of the Water Meter Replacement Project, we are starting to generate a better revenue stream. In addition, once we have the cost of the sludge removal project, we will be able to determine rate increases and be able to implement them as we have defensible readings.

For these particular projects, we are looking at significant problems.

First project – Main Street – has backed up before. This is on private property and we have not had the ability to fix it. We now have almost all the easements and Scott is working on the last one needed.

Second project – West Street – has had problems over the years and we have replaced pieces. We need to fix this once and for all.

Third project – Hamilton Cross Country – the line is actually now out of the ground and in the shape of a triangle. We are acquiring easements.

These are significant problems and need to be fixed.

**VOTE AS AMENDED: UNANIMOUS AYE**

- c. **RESOLUTION 08-90:** Resolved that the Town Council Waive the Regulation of Bid and Contracts (Section 106 of the Administrative Code) and Authorize the Town Manager to Sign a One Year Contract for Snowplowing with S&G Construction with a yearly cost of \$88,000 for 2008-2009.

Moved by **Councilor Jordan** and seconded by **Councilor Gray** that Resolution 08-90 be adopted.

The Town Manager noted the Snowplow Contract is up for renewal this year. S&G has been the Snowplow Contractor for many years. We have been negotiating out the next contract and/or renewal contracts.

Stanley has requested a one-year contract, specifically due to the situation with the fuel and how no one can predict exactly what is going to happen in the marketplace. In 2006, we negotiated a two-year contract at \$69,400 for 2006-2007 and the same amount of \$69,400 for 2007-2008. Stan has explained out how he has paid for the extra fuel cost in the 2007-2008 contract and now has to increase his price to cover the cost for the 2008-2009 contract.

Further, we are saving reserve funding to start to take over the snowplow contract routes. Stan had recommended as the future plan that the Town take over the in-town and his crews would continue to complete the out-of-town routes. We are not ready to do this for the 2008-2009 year. We do need to plan taking over the in-town plowing for 2009-2010 with the proper reserve funding, PW budget setup, more manpower, etc.

Councilor Cianchette questioned if the Town has been planning all along to take over the snowplowing. The Town Manager noted this plan has been discussed for the last few years and had been suggested by S&G. Councilor Cianchette questioned if we will be ready for 2008-2009. The Town Manager noted we would not and that is why we need an agreement for plowing the entire Town routes. Councilor Gray questioned why additional help would need to be hired. The Town Manager noted hiring another person for winter would cut back on overtime used for plowing/sanding.

Councilor Cianchette also questioned why there was a change in the contract pertaining to lawn damage repair. Stan stated that he has many people complaining about sod being rolled up after plowing. This is not something he feels is his responsibility to repair or

clean up. He will repair lawns if a truck get stuck in a lawn and creates ruts or if a truck damages a curb.

**VOTE: UNANIMOUS AYE**

- d. **RESOLUTION 08-91:** Resolved that the Town Council set the rate of interest to be charged on delinquent taxes for 2008 at 11.0% and the due date for payment of taxes at the end of the business day on Friday, October 17, 2008.

Moved by **Councilor Cianchette** and seconded by **Councilor Chale** that Resolution 08-91 be adopted.

The Town Manager noted the maximum interest rate set by the State for 2008 is 11%. Generally towns adopt that rate. This is a housekeeping item.

**VOTE: UNANIMOUS AYE**

- e. **RESOLUTION 08-92:** Resolved that the Town Council set the rate of interest for overpayments for 2008 at 7% to conform with 36 M.R.S.A. Section 506-A.

Moved by **Councilor Gray** and seconded by **Councilor Cianchette** that Resolution 08-92 be adopted.

The Town Manager noted this is another housekeeping item.

**VOTE: UNANIMOUS AYE**

- f. **RESOLUTION 08-93:** Resolved that the Town Council Authorize the Tax Collector/Treasurer to accept prepayment or decline prepayment of taxes not yet committed or received prior to the due date and pay no interest thereon in accordance with M.R.S.A. Section 506.

Moved by **Councilor Chale** and seconded by **Councilor Gray** that Resolution 08-93 be adopted.

The Town Manager noted this is another housekeeping item.

**VOTE: UNANIMOUS AYE**

- g. **RESOLUTION 08-94:** Resolved that the Town Council Approve a lunch wagon license application for Dees Dog's of 161 Somerset Avenue, Pittsfield, ME 04967.

Moved by **Councilor Cianchette** and seconded by **Councilor Baker** that Resolution 08-94 be adopted.

The Town Manager noted this application is in order. The property is located next to Stein Park. The Town Manager noted this will be located on the applicant's property and will not block the road.

**VOTE: UNANIMOUS AYE**

- h. **RESOLUTION 08-95:** 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 **Councilor Gray** that Resolution 08-95 be adopted.

The Town Manager noted three of these trucks are the ones that have been replaced over the last 2 years. All property is on a "as is, where is" basis.

**VOTE: UNANIMOUS AYE**

- i. **RESOLUTION 08-96:** Resolved that the Town Council establish that (1) uncollected personal property tax accounts over \$ 4,500.00 be referred to the Town Attorney for collection and that uncollected personal property tax accounts of \$ 1,000.00 and under be taken to Small Claims Court effective 08/01/2008; (2) that the names on the list under research be held to determine if the listed company is no longer in existence/completed bankruptcy/other reasons for non-collection; and (3) allow payment plans as long as payments are received upon agreed upon times.

Moved by **Councilor Jordan** and seconded by **Councilor Gray** that Resolution 08-96 be adopted.

Moved by **Councilor Jordan** and seconded by **Councilor Gray** to amend Ordinance 08-96 as follows:

- j. **RESOLUTION 08-96:** Resolved that the Town Council establish that (1) uncollected personal property tax accounts over \$ 4,500.00 be referred to the Town Attorney for collection and that uncollected personal property tax accounts of \$ 4,500.00 and under be taken to Small Claims Court effective 08/01/2008; (2) that the names on the list under research be held to determine if the listed company is no longer in existence/completed bankruptcy/other reasons for non-collection; and (3) allow payment plans as long as payments are received upon agreed upon times.

The Town Manager noted in the last few weeks we have collected \$38,360.99. The outstanding personal property tax for the 1990's up to 2007 is now \$67,732.24

The research list that was in your Financial Reports totaled  
\$21,490.72 – mostly businesses that we believe are no longer in existence.  
\$13,189.06 – most businesses stated they would pay but need payment plans.  
\$5,400.54 are bankruptcies and we believe they have to pay.  
An additional \$11,569.49 did not return calls

That leaves about \$16,082.43 we could not find phone numbers for, left no forwarding address, or Vickie did not think calling them would do any good.

**VOTE AS AMENDED: UNANIMOUS AYE**

- k. **RESOLUTION 08-97:** Resolved that the Town Council Accept all cash donations made to the Community Swimming Pool Campaign from 01/01/2008 through 06/30/2008 and Authorize the expenditure of the funds in accordance with Town Rules and Regulations.

Moved by **Councilor Gray** and seconded by **Councilor Cianchette** that Resolution 08-97 be adopted.

The Town Manager noted cash donations should be accepted so that they can be utilized for projects. We have been doing this periodically.

**VOTE: UNANIMOUS AYE**

- l. **RESOLUTION 08-98:** Resolved that the Town Council Authorize the expenditure of up to \$50,000 from the Swimming Pool Reserve (G/L #1-609-00) for Phase II of the Swimming Pool Project.

Moved by **Councilor Cianchette** and seconded by **Councilor Gray** that Resolution 08-98 be adopted.

The Town Manager noted the pool will be completed shortly. We authorized part of Phase II already and need to authorize the remainder of Phase II. Phase II is for the finishes, pool deck, equipment, pool filling and startup.

The pool is scheduled to open on 07/28/2008.

For your information, I should note that the Swimming Pool Committee is requesting that public swim have a 25 Cents/day cost. Obviously next year, when all the construction is done, and well before the summer, the Committee is going to set down and make formal recommendations on cost for programs and those would come before the Town Council for adoption.

Many of the Council members did not agree with the 25 cents a day fee. There were many points of view brought up. At this time we will not start charging a fee, but will review this at another time. The Town Manager noted she would request the 25 cents be a donation only at this point. It will not be required to pay the fee to swim this year. Some Council members still disagreed with this. They feel public swim should be free to our residents. The same donation can that was out last year at the pool will be out again this year for donations. We also have several donation cans around Town.

**VOTE: UNANIMOUS AYE**

- m. **RESOLUTION 08-99:** Resolved that the Town Council Accept the letter dated 06/18/2008 from the Veterans of Foreign Wars terminating their

05/09/1996 lease, thereby voluntarily surrendering the property off Peltoma Avenue.

Moved by **Councilor Chale** and seconded by **Councilor Baker** that Resolution 08-99 be adopted.

The Town Manager noted the Veterans, through their Post Commander, advised that they are certain that they want to give up their lease. In doing so, the building does revert to the Town.

Two Town uses come to mind: a home for community groups without a home or this would be the ideal location for a Re-use Center.

The first step would be to accept the VFW's termination letter notifying the Town of the vote that the group took. The second step would be to review the property for uses.

The Councilors did some brainstorming. At this time the Town Manager will have Town employees do a study to help determine the best use of the building and we will bring this issue back at another time for a decision.

**VOTE: UNANIMOUS AYE**

- n. **RESOLUTION 08-100:** Resolved that the Town Council Amend the regular Town Council meeting schedule by moving the meeting regularly scheduled for August 6, 2008 to July 29, 2008.

Moved by **Councilor Cianchette** and seconded by **Councilor Baker** that Resolution 08-100 be adopted.

The Town Manager noted this works out well for the Library Historic Preservation Project.

**VOTE: UNANIMOUS AYE**

## 7. **DISCUSSION ITEMS:**

Financial As Listed Below:

- A. Financial Reports as of 06/30/2008:
    - 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
- Briefly Reviewed by Town Manager**

- B. Other Reports as of 06/30/2008:
  - Building and Plumbing Permit Reports
  - Library Report – Librarian’s and Library Trustees Minutes
  - Police Report
  - Self Explanatory – Not Reviewed**

Discussion Items:

1. Update on Water Project: Water Meter Replacement and Automated Meter Reading System (AMR)

Over 850 new meters have been installed of the 1,354 accounts or 62.7%. Of the 510 accounts left, approximately 300 are in mobile home parks. The Town Attorney reviewed the State law, the Council’s votes in 2004 to implement master meters for mobile home parks, and the Town’s Water Terms and Conditions, determining that the Town is all set to proceed forward with master metering for the mobile home parks. We would send them a letter notifying them of the changeover date and that the Town will install the master meter. Once that is done, we should notify all of the users in the mobile home parks this is taking place. Currently, there is a meter on every mobile home in the mobile home parks and the Town is going onto private property to read and maintain meters and this is not recommended by the Maine Rural Water Association. If we could master meter, there would be one reading, one bill, one collection instead of 100’s, which includes all of the water and sewer liens we are placing on property.

Councilor Jordan questioned if the mobile home park owner doesn’t pay the bills what is the Town recourse. This would follow the same rules as private owners where a lien would be put on the property. Scott Noble explained the process that would be followed is the same as an individual that did not pay a bill. Our choices are to put a lien on the property or shut the water off. We follow this process for the current apartment buildings.

Dwayne Ames was in the audience as an owner of a mobile home park and he disagrees with the use of the master meter. He had many questions regarding the use of the master meter. He does not feel that he should be responsible to collect water bills from his 18 homeowners. He requested that a waiver be allowed for his park seeing that he has not had issues in the past. He mentioned perhaps leaving the old meters on and using those for his mobile home park. The staff will summarize the 2005 vote of the Town Council to be implemented and what other Towns/Districts do in this case.

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.

Summer Street (and Summer Court) Sewer Separation Project: No word from the State or MDOT on our request to change the agreement back to the original submittal or at least change some of the language and explanations on why we can not hook up the residences.

We held a pre-construction meeting on site with all of the parties. We will complete the project this year, starting in September. Since the water is not able to be placed in the Peltoma Avenue stormdrain which the Town built, however, does not have ownership documents for, it has to be diverted and it will be going down a stormwater drain along Franklin rather than Peltoma. So approximately ½ of the road will head down Franklin and ½ of the road closest to Peltoma will have stormwater addressed by curbing. The water will end up in the exact same location, just through a lot longer route. We are going down to assist Manter with the work as this will cost more. The Town will have to install the curbing. We do not have more money, however, we do have personnel and trucks. This is being figured out now.

Work Plan/Study for Removal of Sludge from the Lagoon System: DEP brought down all of their resource people on sludge removal and we had a meeting last week to determine a course of action with Acheron.

DEP calculates that if the sludge was landspread that we might need 3000 acres of land. There is a lot of sludge in the lagoons. It was agreed that part of the study would address if we could remove the sludge over a period of time, completing one lagoon at a time and so forth. It is important to place an emphasis on other alternatives such as composting or transport to a secure landfill. We are not going to get a letter to proceed with the study but when I suggested that we proceed forward and then bring the results of the study back to the group, everyone shook their heads yes. So, we can now begin the study that the Town Council approved in January, 2008. The study will take 12 weeks. This is a huge project with a huge cost and we need to move forward. I am going to ask Acheron to emphasize review of all options not just focusing on 1 option. It was thought to be important to obtain information on all options and Councilors were glad the study could finally begin.

### 3. Grants Update:

#### New Grants:

Airport Grants: Design Engineering for Apron Reconstruction: One of the two State reviews of the contract with the engineers has approved the contract.

Brownfields Grant: Cleanup Grant for Eelwier (now known as 8 Mount Road): Report at beginning of meeting.

CDBG Grant/Public Facilities/Historic Preservation/Library: The bid opening went well with 3 bids received. Bid read amounts. We need to verify that the low bidder is responsive and responsible for the CDBG Program. The low bid is approximately \$180,000 less than estimated by the engineer. Once we verify that the low bid is both responsive and responsible, then we will find out how much of the grant the Town will be eligible for.

FEMA Reimbursements: 04/28 – 05/14/2008: All of our costs were accepted by FEMA for the damage from the last storms and we have received the federal share of the projects.

L&W Conservation Fund: Swimming Pool Essential Components: When the bathhouse was taken down, these projects have all been on hold until the new bathhouse is completed.

Nutrition Grant for Summer Program: This program is taking place at the Library now.

Safe Routes to School, Phase II: MDOT has decided that our original project needs to have curbing for the entire length. We do not have enough funds approved for an addition to the project so we requested additional funds. It is clear now that the project will not take place with all of the steps remaining until well after school begins. We started as soon as we received approval, but with the federal 11 page checklist, it takes many months to get through all the steps.

Pending Grants:

Airport Grants: Runway Obstruction Clearing: We need to file the last reimbursement request for this project and then it will be closed out.

State Library Grants dedicated to the Library Building Project – once we start the Renovations downstairs in the Library, some of these grants will be utilized. The windows grant was already utilized.

Grants waiting to be closed:

Airport Grants: Vegetation Plan/Permitting Grant – last reimbursement submitted. Received federal payment, waiting for state payment.

CDBG Grant/Business Assistance: Moosehead Cedar Log Homes – company hired 14 employees as required by the grant, 11 were LMI. Project is completed. Final close-out paperwork has been forwarded.

Efficiency Maine Business Program – received final close-out paperwork and waiting for final payment.

L&W Conservation Fund: Stein Park Renovation Project – waiting for final close-out and payment. This project was completed last May/June, 2007.

Closed Grants:

CDBG Grant/Special Projects Matching Funds/GCS – closeout paperwork received.

Project Canopy: Mill Pond Loop – final inspection went well and we received our reimbursement.

Other Grant Opportunities:

Economic Development – There are two economic development grants that we are looking at for the Pittsfield Industrial Park. I have meetings set up later this month to explore these grant opportunities.

Municipal Investment Trust Fund – As of today, no word has been received on this grant request.

Riverfront Community Development Bond – This is a new grant request to assist and encourage communities along the river to revitalize their riverfronts in an environmentally sustainable manner and to promote river-orientated community development an enhancement projects.

8. **REPORTS:** Audience, Council

**Audience:** Donnie Hallenbeck wanted to address Councilor Cianchette’s comments on the pool. When Donnie worked there they never charged any fees. The only thing that was ever charged was for the use of the pool to the Girl Scouts one a year for a special swim during the staffs lunch hour. The policy at the pool was always to never handle any money. Mr. Hallenbeck suggested that policy continue.

**Council:**

**Councilor Baker:** No Comment.

**Councilor Cianchette:** At the last Neighborhood Watch meeting there were several people from Clinton in attendance. They may be able to share some resources. Wanted to thank the Highway Department for putting up the Neighborhood Watch signs. Noted that everyone should see the ad for the Neighborhood Watch on Page 9 of the Rolling Thunder in the 07/14/2008 edition.

**Councilor Chale:** Appalled by the County Tax. Can see some very large expenses will be coming up in the near future for the Town. Hope that the Town remembers the Library and all the hard work they have done there. Hope that the Town makes up for all the work that was not done in the past on the Library.

**Councilor Jordan:** No Comment.

**Councilor Gray:** No comment.

**Deputy Mayor Fotter:** No Comment.

**Mayor Nichols:** No Comment.

9. **ADJOURNMENT:**

Moved by **Deputy Mayor Fotter** and seconded by **Councilor Cianchette** that the meeting be adjourned at 9:11 p.m. All in agreement.

---

Nicole Nickolan, Town Clerk