

MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, September 2, 2008 at 7:30 pm in the Council Chambers.

PRESENT: COUNCILORS: Mayor Tim Nichols, Michael Gray, Gary Jordan, Jr. Donna Chale, Michael Cianchette and Louise Baker. **ABSENT:** Deputy Mayor Wayne Fotter. Also present: Town Manager Kathryn Ruth and Assistant Treasurer Vickie Braley. Audience members included: Donnie Hallenbeck, Lyn Smith, Mary Parsons, Ann McGowan, Clem Spencer and others.

1. **Mayor Nichols** opened the meeting by leading the **Pledge of Allegiance**.
2. **Adoption of Minutes** of the Regular Meeting on August 19, 2008.

Moved by **Councilor Jordan** and seconded by **Councilor Gray** that the Minutes of the Regular Meeting on August 19, 2008 be adopted.

VOTE: UNANIMOUS AYE

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

1. Presentation of the 2008 Department of Economic and Community Development (DECD) Block Grant Community Spirit Award to the Pittsfield Public Library

We thought it was fitting to present the DECD Governor's Award to Lyn Smith as the Librarian, all of the members of the Library Capital Campaign chaired by Ann McGowan and the Building Committee chaired by Doug Frati for official placement at the Pittsfield Public Library. Mayor Nichols thanked Lyn Smith and the Library Committee for all their help and support to the community. Ann McGowan wanted to thank all the Town citizens for their support.

DECD was very pleased with this grant project. It is a model for community spirit. We were fortunate to obtain the \$150,000 Historic Preservation Grant and the project begins this week.

2. The 2nd Pittsfield Area Energy Forum – Monday 09/29/2008

The Town's Recycling Committee will host the 2nd Energy Forum on Monday, 09/29/2008 from 6:30 p.m. - 8:30 p.m. at the Vickery School Gym.

We are inviting a number of companies, agencies and community groups so this should be fun evening with a lot of good information on energy conservation, recycling, composting and other green subjects.

3. Household Hazardous Waste Collection Day – Hosted by the Towns of Pittsfield, Skowhegan and the Kennebec Valley Council of Governments – Saturday 10/04/2008

Our next Household Hazardous Waste Drop Off Day is scheduled for Saturday, 10/04/2008 from 9:00 am - 12:00 noon. The drop off location is the Pittsfield Recycling Center off Peltoma Avenue. The towns that sign up in our area will be going to Pittsfield and those towns that sign up in the Skowhegan area will go to that facility. Pre-registration is required to participate.

The program was organized and paid for by USDA Rural Development, the Kennebec Valley Council of Governments, Environmental Projects Inc. and the Towns that sign up.

We have information on how to pre-register, lists of items to bring and not to bring and how to safety transport items. The brochures will be out shortly.

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

- a. **ORDINANCE 08-15:** (Public Hearing) That the Town Council hereby Ordains to amend Chapter 13B. Site Plan Review Ordinance, Section 9. Approval Standards and Criteria, Subsection 9.16 Hazardous, Special and Radioactive Materials as attached.

There was no one who wished to speak in favor or in opposition of Ordinance 08-15. Public Hearing closed.

Moved by **Councilor Gray** and seconded by **Councilor Cianchette** that Ordinance 08-15 be adopted.

The Town Manager noted this ordinance amendment would align the property line setback for propane tank installation to agree with the National Fire Protection Association's Code #58. Therefore, the setback requirement for the Town would be the same as that currently enforced by the State of Maine.

The Ordinance Committee recommended at their 07/15/2008 meeting that the Town follow NFPA #58 or the State enforced code.

The Planning Board held their public hearing and concurred with the proposed amendment at their 08/11/2008 meeting.

Under the Zoning Ordinance, the Town Council's public hearing has to be at least 2 weeks after the Planning Board Meeting, therefore, it would be set to this meeting date.

VOTE: UNANIMOUS AYE

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

Town Manager's Report: Town Council Meeting of 09/02/2008:

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

2. Leadership Conference & Roundtable Discussion: The Seabasticook Valley Chamber

of Commerce Strategic Planning Committee held its second Leadership Conference for the area this summer, which was well attended and very interesting. Attendees represented 6 communities in the region. This was a visioning process for a Healthy Community in the Seabasticook Valley Region. We looked at Education, Physical activities, Healthcare, Economics, Environmental, Community Events, Nutrition, and other areas. The draft information is being reviewed at the Strategic Planning Committee Meeting this week and we will determine the next steps in the process to continue the strategic planning process.

3. 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, October 01, 2008 from 9:30 am – 11:00 am in the Town Council Chambers.

4. Nomination Papers: The Town Clerk has announced that nomination papers are needed for the following elected offices for the Town: 1 District 2 Council Member, 3 year term and 1 At Large Council Member, 3 year term. Nomination papers must be returned to the Town Clerk by 5:00 p.m. on Tuesday, 09/30/2008.

5. 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 or you can pick up a brochure at the Town Office.

6. Annual Seabasticook Valley Healthy Communities Coalition Meeting: The Annual Meeting/Retreat for the Seabasticook Valley will be held on Tuesday, September 16, 2008 at Occasions in Newport from 8:30 am – 1:00 p.m. If anyone would like to attend, please let me know.

7. Neal Bridge Closing, Route #100: We are awaiting further information on this project. We have not received an update since the public hearing, however, read in the newspaper that the project was beginning. Evidently, one of the two routes to use will be the Snakeroot Road from Route #100 then onto Webb Road or Weeks/Higgins. I am waiting for the exact dates as we need to prepare. We are cutting the Snakeroot Area/Weeks/Higgins Area as fast as we can as the Public Works Department got the antique Gradall with Bushhogging Unit operating. I note from the Town's Traffic Ordinance that thru trucks in excess of 5 tons are prohibited from traveling on these roads.

8. Fuel Bid: The Maine Power Options is issuing a second fuel bid tomorrow and we are to receive the bids on September 11, 2008 and need to sign up that afternoon if we are interested. The prices have been going down a small amount so we are hoping for a breakthrough so we can lock in

9. WorkReady Program: Funding is being provided for a WorkReady Program for SAS Shoe so we are fortunate to receive this program funding. WorkReady is an employer-recognized credential for those completing a 60-hour training program. It is a soft skills training program which offers a portable credential to participants signifying that people have acquired the skills that local employers want in job applicants. We had a presentation at the last Somerset County Transition Team Meeting and this program sounds very, very good and has excellent results. It helps people to become competitive in the marketplace for positions.

10. Pittsfield Area Energy Forum: The second Annual Energy Forum for this area will be held on Monday, 09/29/2008 from 6:30 pm – 8:30 pm at Vickery School Gym. The Keynote Speaker, back due to popular demand will be Dick Fortier, the Solar Program Manager with the PUC. Mr. Fortier will explore all of the energy resources available from the PUC which is quite extensive. We will have booths and displays again from local companies, CMP, Skills, Inc., Pennywise and others on how to save energy, energy resources and general conservation. Of course, we will have our regular recycling and re-use focus. This session has the potential of really being packed due to the current energy prices. This will be our Fall Community Forum.

Finance Committee: No Report.

Ordinance Committee: No Report.

Recycling Committee: No Report.

6. NEW BUSINESS:

- a. **RESOLUTION 08-118:** Resolved that the Town Council Proclaim November 08 – 15 as Maine Recycles Week for the Town of Pittsfield.

Moved by **Councilor Chale** and seconded by **Councilor Cianchette** that Resolution 08-118 be adopted.

The Town Manager noted the proclamations are being done earlier this year so that we can more actively promote Maine Recycles Week as we will not have a specific event that week. So we want to promote all recycling activities. The Recycling Committee is hosting the 2nd Energy Forum at the end of September rather than in November due to people needing to get ready for colder weather if they are going to be making any changes or improvements.

VOTE: UNANIMOUS AYE

- b. **RESOLUTION 08-119:** Resolved that the Town Council authorizes the transfer of funds from Floral Trust (G/L #7-118-00) to Jason E. Bartlett in the amount of \$750.00.

Moved by **Councilor Cianchette** and seconded by **Councilor Chale** that Resolution 08-119 be adopted.

The Town Manager noted this is a yearly housekeeping approval for necessary work to specific trusts per the original trust agreements. Some of the older trusts were for maintenance of the markers and lots beyond perpetual care.

VOTE: UNANIMOUS AYE

- c. **RESOLUTION 08-120:** Resolved that the Town Council Adopt the Budget Calendar for the 2009 Budget Process.

Moved by **Councilor Cianchette** and seconded by **Councilor Gray** that Resolution 08-120 be adopted.

The Town Manager noted this is the basic calendar that has worked well during the last few years. It is good to list ahead of time the activities and due dates for good communication and preparation. If we finish an evening's schedule early, we can continue on to the next items scheduled if the Council wishes.

The budget goals that we have utilized in the past that have worked well to streamline the budget process are:

3% raises budgeted for full-time, part-time and on-call firefighters. I believe strongly we need to provide raises as the cost of living is skyrocketing and the employees need a raise.

Operating budgets are to remain at the same level excluding fuel, gas/diesel, lighting, telephone and other fixed costs beyond the town's control such as new state mandates. Those items will be budgeted at the going rates.

Capital will be at the level the budget can absorb.

Any new services or new items that people want will require full background documentation and will be presented on a list for the Council to choose from. This is the only way that we are going to come in at a reasonable budget impact on the tax rate.

With the School's new problem with perhaps being penalized, the County Budget's drastic increases, the loss of personal property tax due to the new law in effect and basic increases, this is going to be a very interesting year.

Obviously, when you look at the 2002 budget vs. this year's budget, we have cut a total \$155,199 from the Municipal Budget operating budgets. So the 2008 budget is less than the 2002 budget by basically 1 mil. So we have saved a lot of taxpayer dollars over the last 6 years. The Town Council concurs with the budget approach and goals.

VOTE: UNANIMOUS AYE

- d.* **RESOLUTION 08-121:** Resolved that the Town Council Approve the Bid Specifications for Runway 01 Approach Obstruction Clearing, Phase 2 for the Town's cutting at the Pittsfield Municipal Airport and Authorize the Town Manager and Public Works Foreman to seek bids for the same.

Moved by **Councilor Cianchette** and seconded by **Councilor Jordan** that Resolution 08-121 be adopted.

The Town Manager noted in 2007-2008, we were fortunate to receive a FAA grant for Obstructions Removal to cut two large areas, P-151-2 containing 18.3 acres and P-151-3 containing 9.8 acres were cut. P-151-1 containing 103 acres was not eligible for federal funding as the Town had previously received a grant in the early 1980's, however, had not maintained the area. The Town is eligible for one grant for the same project, i.e., removing obstructions. This area is the Town's responsibility. PW has gone out and cut off and on over the last few years, however, it will take years for the Town to cut this area in between regular duties.

This bid is to obtain pricing for the entire 10.7 acres. Depending upon the funding

available, the Town may only be able to cut part of the area, however, if we cut each year, then this may be sufficient.

There are a few other small areas where trees are starting to be obstructions and Public Works is going to cut those areas starting 09/08/2008.

VOTE: UNANIMOUS AYE

- e. **RESOLUTION 08-122:** Resolved that the Town Council Cancel the Tuesday, November 04, 2008 meeting and schedule for Wednesday, November 05, 2008.

Moved by **Councilor Chale** and seconded by **Councilor Cianchette** that Resolution 08-122 be adopted.

The Town Manager noted this is a housekeeping item due to the Election. Vickie will be covering the Council Meeting.

VOTE: UNANIMOUS AYE

7. **DISCUSSION ITEMS:**

Discussion Items:

1. Review of the Comprehensive Plan Implementation Strategies and Goals

The Comprehensive Plan Implementation Strategies and Goals are reviewed each year as a planning tool to guide the Town in its development. We have 113 strategies with estimated timelines for completion. The strategies will be completed as town resources provide. Each year, through the budget process, the Town prioritizes the use of town resources taking into consideration the economy, statutory requirements, available finances and staffing. The Council reviews the Implementation Strategies and Goals to determine which projects will be proposed for the budget for the next year.

There are a lot of wonderful projects in the Comprehensive Plan. This is basically a wish list for the Town with every wonderful community project that would enhance our community. The items that have no costs attached or indirect costs, are generally on-going. Many capital projects require an infusion of cash and of course, that depends upon grants and the taxpayers.

So if there are any items that the Councilors want to do in addition to the Sludge Removal project and the sewer projects, we should discuss them.

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

Scott arrives back today from two weeks vacation. We are 80% completed in installation of the meters (excluding the mobile home parks which we will keep the single meters in for the time being). We are installing the master meters for the mobile home parks for informational purposes only at this time and then will meet

with each of the mobile home park owners to go over the readings at the end of the quarters.

3. Update on Sewer Projects:

Summer Street (and Summer Court) Sewer Separation Project: We met with Manter Construction regarding this project. Evidently, it was to take place last year and was delayed when we ran into the issue with the storm drain on Peltoma Avenue, certainly not due to the Town or the company. We agreed last year to work things out so that we could still do the project this year. We have to go around the storm drain on Peltoma Avenue, which is a larger distance. The project has changed and was bid out as a certain project and now is a longer one. We have worked out that the Contractor will keep the same price even though the piping is more expensive and it is a longer distance and the Town will supply the gravel, sand and a truck to haul and we will call it even. The Public Works Foreman, the Engineer on the Project and I reviewed this and see it as a very good deal for the Town. We told the contractor last year, we would come work with him to keep the same price and he cost it all out and we can do this project. This is a very reasonable approach - otherwise, we need to find the additional funding and we do not have it. If that sounds like a good approach, we will agree to it and get the project going. The contractor wants to haul in on 09/08/2008 and start the project. He will not leave until the project is done. We will issue a letter to all the residents along the road. Manter will also deliver a pamphlet/letter on his company and contact information. We do not have the increased cost for the paving from S&G Construction yet, however, I have advised we do not have the funds so look at a different mix that a shim/overlay would stick to next year, less inches, something so we can stay with the same price. Summer Street would be the first road to be paved next year on the Paving List. The Councilors thought this was a good arrangement to complete this project.

Main Street, West Street and Hamilton Cross Country Sewer Projects: These very important projects will be completed by Haley Construction with the details worked out this week. The Contractor wants to start the week of 09/08/2008. We will notify the residents who live along the actual project.

Sewer Flow Study Results: Oliver Associates is conducting the Sanitary Sewer Evaluation Survey (SSES), Phase I Project. We had several rain events earlier on in the Spring and the company is waiting for one more which sounds like it is coming shortly. With the earlier rain events, there also was a lot of groundwater at that time. The groundwater is really down now, so the company would like to see the results of a storm without much groundwater effect. If there is another storm shortly, we will most likely receive the report in September and be ready for an updated CIP in October. The CIP would include projected costs for refining the areas for infiltration as well as some projects as certain areas will certainly come to the forefront without any camera work. Other areas need to be defined further so the camera work will be needed.

Work Plan/Study for Removal of Sludge from Lagoon System: Project is due 10/09/2008. Acheron reports they are right on schedule. They are now evaluating several different methods and combinations of dewatering, removing and disposing of the sludge.

4. Grants Update:

New Grants:

Airport Grants: Design Engineering for Apron Reconstruction:

Contract has been signed and the project is starting up.

Brownfield's Grant: Cleanup Grant for 8 Mount Road (10 Eelwier

Road): No changes, we had conducted the public information process earlier this summer. Waiting now for the new federal grant year which starts on October 01, 2008 so we should get our grant award paperwork and then this project will start in earnest.

CDBG Grant/Public Facilities/Historic Preservation/Library: The project begins this week and equipment should be hauled in at any time.

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. The pool and pool building are absolutely stunning. Anyone who has not been down since the roof was put on the pool building should check it out - from outside the construction area. Do not enter the construction area.

Safe Routes to School, Phase II: In the long checklist of procedures to follow as the funding is passed down to the State from the Federal government, we have been on hold pending the approval of an addendum from the MDOT. The paperwork just arrived with the Town receiving an additional \$10,000. So the project cost has been amended from \$23,831 to \$33,831. As time is running out and the school would like the project done this year, if it possible within the guidelines, I can sign this with your concurrence as there are no further cost requirements for the Town and I was approved to sign a contract with the MDOT. I do want to place it on the next agenda so that we have the proper paper trail in the Council Minutes. I would normally wait but we are just running out of time as this is a very time-consuming process. The Town received all of the necessary approvals, actually in record time, however, some of the State approvals have not come through yet and MDOT thought it would be a better project with the curbing the entire length of the project, which is true. The project is 476' of 5' wide sidewalk construction, curbing and a crosswalk as well as related drainage. The project will connect the sidewalk by Warsaw School, which was Phase I to the Vickery School. The Town Councilors thought this was the best approach to move the project along.

Pending Grants:

Airport Grants: Runway Obstruction Clearing: We are waiting 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:

Nutrition Grant for Summer Project: Completed with excellent results.

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

L&W Conservation Fund: Stein Park Renovation Project: Waiting for final close-out and payment. This project was completed last May/June, 2007. When the paperwork was sent by the State to the Federal government, there was an error so they are trying to fix it now so that we can receive our final payment.

Closed Grants:

CDBG Grant/Special Projects Matching Funds/GCS: close-out paperwork received.

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

Efficiency Maine Business Program: Just received our final payment

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 had very good meetings with federal agencies and now have a lot of work to do to apply for these grant opportunities.

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 and enhancement projects.

8. **REPORTS:** Audience, Council

Audience:

Donnie Hallenbeck: Finally had the chance to see the new pool this weekend. It is a good-looking pool. Hope that someone will be closing it for the winter soon. Looked in the new bathhouse without going past the barriers. It looks good. Fendler Park was used this weekend for a wedding. That was a first.

Clem Spencer: Wanted to mention that he will now be at the caboose everyday, but Sundays, to work on it until it is completed. If anyone would like to come down to help, feel free.

Council:

Councilor Baker: Wanted to say thank you to the Town crew for bush-hogging. These guys do a great job. Questioned if the estimated 3% raise will be enough. Questioned if we give a cost of living raise. The Town Manager explained that when she arrived to Town, raises were normally 10 cents more an hour, but it is currently 3% across the Board to all employees.

Councilor Cianchette: Wanted to mirror Councilor Bakers comments that the Town Crew does do a great job. Also wanted to mention the transfer station crew has always been really great workers and very helpful. Noticed there are some new gates put up. It looks very professional. They really do a great job with the recycling program too. It is very impressive that Pittsfield is the #1 recycler in the entire state. Thank you to the audience for attending tonight. Congrats to all the people involved with the Library. Go to see MCI back tonight.

Councilor Chale: Questioned who chooses the number one recycler in the State. Councilor Chale had someone from another Town state that they were the #1 recycler. The Town Manager advised that information comes from the State. Councilor Chale stated when she attended the CBDG awards reception she was amazed to see almost every Town there, whether large or small, has an economic development director. It is incredible that or Town has done all we have in the way of grants and development without a full time director. That is a tribute to the work that Kathryn has done. Also mentioned that she is very concerned with the penalties that may be incurred by the school district due to the reconsolidation being denied by Madison. If anyone has time to call the legislators, please do so.

Councilor Jordan: I agree with Donna on the school issue. It is important that we do not loose State funding.

Councilor Gray: Mentioned perhaps its time for some of the surrounding districts to be penalized for not including us. Questioned now that construction has started on the library, where do we stand with funding and bidding out the rest of the construction. The Town Manager stated that is something that we will need to sit down and discuss in detail.

Deputy Mayor Fotter: Absent.

Mayor Nichols: Wanted to congratulate the Library. They did a great job with that project. As far as the current recycling rate being so high, it is the Town employees, the education of the Town employees and the citizen's commitment that makes us succeed. Education is very important and Donnie does a great job education everyone about recycling. The energy forum is very interesting and people will get some really good educational tools they can use. Wanted to thank all the Town employees for all their hard work. All our Town employees go above and beyond.

9. **ADJOURNMENT:**

Moved by **Councilor Cianchette** and seconded by **Councilor Baker** that the meeting be adjourned at 8:22 p.m. All in agreement.

Nicole Nickolan, Town Clerk