

MINUTES

For a regular meeting of the Pittsfield Town Council held on Wednesday, January 2, 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 and Michael Cianchette **ABSENT:** Louise Baker. Also present were Town Manager Kathryn Ruth and Assistant Treasurer Vickie Braley. Audience members included: Sharon Mack, Lyn Smith, Ann McGowan, Mary Parsons, Lancey Bradshaw and Doug Frati.

1. **Mayor Nichols** opened the meeting by leading the **Pledge of Allegiance**.
2. Council Members elected at the November 2007 election take Oath of Office and are seated: Donna Chale, Councilor District Three and Michael Cianchette, Councilor At Large.

The new Council Members were sworn in by the Town Manager.

3. **Adoption of Minutes** of the Regular Meeting on December 18, 2007.

Moved by **Deputy Mayor Fotter** and seconded by **Councilor Jordan** that the Minutes of the Regular Meeting on December 18, 2007 be adopted.

VOTE: UNANIMOUS AYE

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

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

- a. **RESOLUTION 07-139:** (Public Hearing) Resolved that the Town of Pittsfield will hold a Public Hearing on January 02, 2008 at 7:30 p.m. at the Pittsfield Municipal Building Council Chambers to discuss an application being submitted to the State of Maine CDBG program for a Public Facilities Grant Program. The purpose of the grant application is for Historic Preservation of the Pittsfield Public Library to include addressing problems created by moisture in the basement, rotted bases of the wooden walls and weakened underpinnings to prevent eventual failure of the first floor. Repairs or replacement of damaged walls and floors will include painting, reconstruction of crumbling interior masonry, repairs of horsehair plaster, leveling and refurbishing of uneven floors. 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.

There were numerous proponents in the audience to speak in regards to the Public Hearing on Resolution 07-139.

Doug Frati spoke in favor of Resolution 07-139. Mr. Frati is the Chairman of the Building Committee. He briefly went over all the items the building needs. The foundation is granite, and over a 100 years old. The wooden partitions are channeled in cement. The walls are currently lower than the cement. The 2 main holding walls are rotting to the point that the integrity of the above partitions are starting to give. What would need to be done is remove all wooden structures, shore up the walls and remove the cement floor. The building would need a layer of crushed stone, a drainage system, new cement floors laid down and the walls would need to be reinstalled. There will also need to be an exterior drain system around the perimeter of the building and a storm drain. No matter what happens, this needs to be done.

Lancey Bradshaw spoke in favor of Resolution 07-139. Ms. Bradshaw is the Chairman of the Trustees of the Library. This one would be the most important. We were dismayed to learn of the condition of the Library that Mr. Frati discovered. It is our hope that the Council will approve applying for the grant and there are great hopes that we will be fortunate enough to receive this grant.

Ann McGowan spoke in favor of Resolution 07-139. Mrs. McGowan is the Capital Campaign Chair of the Pittsfield Public Library Centennial Building Project. Applying for this Community Development Preservation Grant is one of the most important opportunities we have had in our efforts to restore and expand Pittsfield's Carnegie Library. We are dealing with a treasure - a real gem. This library is Pittsfield's most valuable building, historically and architecturally. Now it needs a serious amount of attention. The fact that this handsome beaux-arts building graces the center of our town has always been appreciated. However, once our committee began looking into its origin, we found out that we have something very special, indeed. We learned that Pittsfield's library was designed by Albert R. Ross, a prominent late 1800s and early 1900s architect. He worked out of New York City and when he began his drawings for Pittsfield, he was finishing the neoclassical Carnegie Library in Washington, D.C. Ross landed the important commission in the nation's capital in 1899 after winning a design competition over 25 of America's best architects. Our Ross is one of 3 Ross libraries in Maine. The others are Old Town's and Goodwill Hinckley's. Its value has been duly recognized in our fund-raising efforts. We have seen a wonderful outpouring. In addition to a complete restoration, our plans also include an eventual expansion and a replacement elevator to allow access to all patrons in the future. The message we keep hearing from contributors is that this Pittsfield Library needs to be all that it can be. To date we have received gifts from: Over 400 individuals, 36 businesses, 12 organizations and 3 towns: Pittsfield, Detroit and Palmyra. We have had 43 events - from a garden tour to concerts to school penny drives and a read-a-thon. Should we be fortunate to be funded, this CDBG Grant would be a gift from heaven. It

would take care of a great deal of the preservation that is sorely needed in the lower level of our precious library. This work is long overdue. Because we live in a rural area where our young people don't have the cultural opportunities of urban communities, having a vibrant library is very, very important. Our all-volunteer team is committed to that end.

Lyn Smith spoke in favor of Resolution 07-139. Mrs. Smith is the Pittsfield Public Library Director. I support the application for the Community Development Block Grant to renovate and repair of the Pittsfield Public Library. This is a very active public library, used by people of all ages. The use of the library has been growing. The collection is very tight on the shelves. We are forced to be very creative in making the best use of all the available the library space. This is a great library building, but we need to attend to the problems that have recently been uncovered. We need to address the weakened building foundation and moisture issues. The building's integrity must be strengthened and the air made healthy for all users. The library is a valuable asset to the community. This grant is necessary to complete the repairs necessary to preserve the library for future generations.

Trudy Ferland spoke in favor of Resolution 07-139. Ms. Ferland is a citizen, library user and works at the Library at Manson Park School. One of my favorite days of the year is when all the students walk up to the library. I would like to see us support the library and see us get this grant to improve the area and make it a healthy place for our children.

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

Moved by **Deputy Mayor Fotter** and seconded by **Councilor Chale** that Ordinance 07-139 be adopted.

The Town Manager noted a public hearing is required for the submission of a CDBG grant. In the past, the Town has not been eligible for the Public Facilities Program. In order to proceed with an application, the community needs to meet the national objectives of 51% low and moderate income or slum and blight. With the condition of the foundation that has been uncovered by the Library Building Committee Chairperson Doug Frati, the Town would be eligible to apply for funding from the CDBG program under a specific category called "spot blight." The application would be under the stand alone category of "Historic Preservation" for the Pittsfield Public Library with grant funding available of up to \$150,000. The first step was to submit the Letter of Intent and if the DECD deems it to fit the criteria, the Town would be invited to submit a full grant application. We received confirmation of approval to proceed. Photographs of the condition of the foundation that has been discovered in a middle room/area in the basement are available this evening as well as the spot blight declaration by the Code Enforcement Officer. I will note that this new discovery is contained to the basement, however is also affecting the second floor. The estimated cost of the project is \$350,500. The grant request is \$150,000. The Library Fund will provide the balance or \$200,500.

VOTE: UNANIMOUS AYE

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

Town Manager's Report: Town Council Meeting of 01/02/2008:

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

2. 2008 Tax Club: The Town makes available a tax club payment plan which enables taxpayers to divide their next year's property taxes into twelve monthly payments. The basis for the estimated 2008 tax will be the actual 2007 tax divided by 12. Payment books will be available 12/15/2007 at the Town Office for those that had participated in the Tax Club in 2007. For further information or to sign up for the tax club during December or January, ask any of the counter personnel at the Town Office or call the Town Office at 487-3136.

3. New Water Meter Installation for the Automatic Reading System: Letters have gone out to schedule the appointments for installation of the new meters. Books 3&4 were the first area to have the new meters installed, as those are the last readings to be taken. Letters will be sent out a couple of weeks and will be staggered, which means that given the number of meters to be installed across Town, that this project will be on-going this Winter into Spring. Books 3&4 include Lancey; Nichols; Franklin; Peltoma; Harrison; Cianchette; Chester, Summer; Cross; Main (formerly South Main); Stinson; Library; Manson; Libby; and Raymond Streets. Installations started on November 26, 2007 and are now being completed for these books.

4. Neighborhood Watch: A new neighborhood watch group was formed late last year and the group is inviting everyone to join them to exchange ideas and share information to make the community a safer place. Get tips on how to protect your loved ones and your property while learning how you can make a difference doing things you already do. The next scheduled meeting is:
Monday, 01/07/2008 6:30 p.m.: Street Security: Know your neighbors and know your neighborhood and Keys to a good neighborhood watch system.
All meetings are at the Council Chambers in the Municipal Building.

5. The Paul E. Bertrand Community Pool Upcoming Fundraisers:

Pennies for the Pool: Students in each of the elementary schools - Manson Park, Burnham, Vickery and Warsaw - are collecting pennies for the pool. Contribute your change to a student that you know!

Scrapbooking Expo: Coming in late January, 2008

The Fundraising Goal: \$400,000.00

Raised to date: \$288,374.22

Funds Left to Raise: \$111,625.78

Now we are concentrating on raising the funds and donations for the essential components of the pool – the security lighting, new fencing, bathhouse/restrooms, picnic tables, groundwork, paving, etc.

The next Swimming Pool Committee Meeting is Monday, January 07, 2008 at 6:00 p.m. in the Council Conference Room.

6. Pittsfield Library “Let’s Talk About It” Book Group: Read Press Release

7. Pinnacle Ski Club Meeting: The next meeting of the Pinnacle Ski Club will be Tuesday, January 08, 2008 at 7:00 p.m. at the Pinnacle. This will be a work session to continue to re-establish the group and set up operations. The facility is starting to get quite a bit of interest and has been open two weekends now. This is the year for the Pinnacle with all of the snow!

Finance Committee: No Report.

Ordinance Committee: No Report.

Recycling Committee: Met earlier today for a brief meeting. They discussed putting several projects together and having a forum in the spring. It will be a forum that will recognize small and big businesses for their contributions on recycling efforts. It will give many ideas on saving energy, making your home cost efficient. Some speakers will be coming in as well as surrounding Towns to share their information. Late April is the target to run along with the Earth Day celebration. This is still in the planning stages at this time. Jane Woodruff presented the Community Clothesline, which shows how used clothing can be diverted from the landfill.

7. **NEW BUSINESS:**

- a. **ORDER 08-01:** Ordered that the Town Council elect from among its members a Mayor to serve for the 2008 year.

Moved by **Deputy Mayor Fotter** and seconded by **Councilor Jordan** that Order 08-01 be adopted inserting Timothy P. Nichols.

No other nominations.

VOTE: UNANIMOUS AYE

- b. **ORDER 08-02:** Ordered that the Town Council elect from among its members a Deputy Mayor to serve for the 2008 year.

Moved by **Councilor Gray** and seconded by **Councilor Jordan** that Order 08-02 be adopted inserting Wayne Fotter.

No other nominations.

**VOTE: UNANIMOUS AYE
(DEPUTY MAYOR FOTTER ABSTAINED FROM VOTING)**

The Mayor and Deputy Mayor were sworn in by the Town Manager.

- c. **ORDER 08-03:** Ordered that the Mayor appoint from among the Councilors a Finance Committee, an Ordinance Committee, and a Fair Hearing Authority consisting of three (3) members each and a Police Labor Negotiating Committee consisting of two (2) Councilors and the Town Manager.

Moved by **Deputy Mayor Fotter** and seconded by **Councilor Chale** that Order 08-03 be adopted inserting the following names.

Finance – Gary Jordan, Michael Cianchette and Donna Chale
Ordinance – Tim Nichols, Mike Gray and Wayne Fotter
Fair Hearing – Tim Nichols, Michael Cianchette and Donna Chale
Police Labor Negotiating – Mike Gray, Wayne Fotter and Kathryn Ruth

The Town Manager explained the functions of the Council Committees.

VOTE: UNANIMOUS AYE

- d. **RESOLUTION 08-01:** Resolved that the Town Council Appoint Kathryn Ruth as Official Representative, Councilor Tim Nichols as Official Representative and Councilor Gary Jordan as Alternate to the General Assembly for the Kennebec Valley Council of Governments (KVCOG).

Moved by **Councilor Jordan** and seconded by **Councilor Chale** that Resolution 08-01 be adopted.

VOTE: UNANIMOUS AYE

- e. **RESOLUTION 08-02:** Resolved that the Town Council Appoint Gary Jordan as the Alternate Representative to the General Assembly for the Kennebec Regional Development Authority (KRDA) also known as FirstPark.

Moved by **Councilor Gray** and seconded by **Deputy Mayor Fotter** that Resolution 08-02 be adopted.

VOTE: UNANIMOUS AYE

- f. **RESOLUTION 08-03:** Resolved that the Town Council Appoint Tim Nichols as an Alternate to the Maine Services Center Coalition in addition to the Town Manager.

Moved by **Councilor Jordan** and seconded by **Councilor Gray** that Resolution 08-03 be adopted.

VOTE: UNANIMOUS AYE

- g. **RESOLUTION 08-04:** Resolved that the Town Council authorize the Town Manager and Librarian to file the 2008 Community Development Block Grant Application for the Public Facilities Grant Program for Historic Preservation of the Pittsfield Public Library.

Moved by **Councilor Jordan** and seconded by **Councilor Gray** that Resolution 08-04 be adopted.

VOTE: UNANIMOUS AYE

- h. **RESOLUTION 08-05:** Resolved that the Town Council Appoint members to fill the vacancies on the various Town Boards and Committees from the attached list.

Moved by **Councilor Gray** and seconded by **Councilor Jordan** that Resolution 08-05 be adopted.

VOTE: UNANIMOUS AYE

Please see attached chart for appointments.

- i. **RESOLUTION 08-06:** Resolved that the Town Council select Brita Baldwin as interim director for the municipality for SAD #53 to serve until the next annual municipal election. The interim director shall serve until a successor is elected and qualified.

Moved by **Councilor Gray** and seconded by **Deputy Mayor Fotter** that Resolution 08-06 be adopted.

The Town Manager noted Mrs. Baldwin was the write-in candidate for SAD #53 director with the highest number of voters who was qualified, in other words a voter, citizen and interested. She would serve until the next annual municipal election in November, 2008.

VOTE: UNANIMOUS AYE

- j. **RESOLUTION 08-07:** Resolved that the Town Council reject all bids for the 36-month cleaning contract for the Town office and Town library due to the high increase in bid prices and authorize the Town Manager and Assistant Treasurer to hire a firm on an interim basis.

Moved by **Deputy Mayor Fotter** and seconded by **Councilor Gray** that Resolution 08-07 be adopted.

The Town Manager noted with the second bid, the prices are still far over the budget. We have tried two formal bids and now would go look for a firm. Vickie is calling a few places to see what we can work out within the budget. This is not a complicated building to clean nor is the Library.

VOTE: UNANIMOUS AYE

- k. **RESOLUTION 08-08:** Resolved that the Town Council sign the Certificate of Commitment for Sewer User Rates and Water User Rates during the Year 2008.

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

The Town Manager noted this agenda item allows the Councilors to sign the certificates of commitment issued for the regular billings that take place during the year rather than having an agenda item every month. This is a housekeeping item that allows us to streamline the process.

VOTE: UNANIMOUS AYE

- l. **RESOLUTION 08-09:** Resolved that the Town Council sign the Expense warrants upon recommendation of the Finance Committee for the Year 2008.

Moved by **Councilor Jordan** and seconded by **Councilor Gray** that Resolution 08-09 be adopted.

The Town Manager noted this motion authorizes the paying of the bills for the year under the Charter, Code and State law.

VOTE: UNANIMOUS AYE

- m. **RESOLUTION 08-10:** Resolved that the Town Council authorize the Town Manager to hire Independent Review(s) and execute all paperwork for Airport Grants for the Year 2008 in accordance with the Town's Bid Policy and/or the Federal Aviation Administration (FAA) regulations.

Moved by **Deputy Mayor Fotter** and seconded by **Councilor Gray** that Resolution 08-10 be adopted.

The Town Manager noted this is a housekeeping motion, which allows the hire of an independent reviewer, which is really an independent evaluation and estimate of the costs for the airport engineering for projects. The Town needs to move fast if we are awarded the opportunity to apply. An independent review is normally needed if the project is over \$100,000. We use the Town's bid policy unless the FAA regulations require a different set of steps, which we then follow.

VOTE: UNANIMOUS AYE

8. **DISCUSSION ITEMS:**

A. Grants Update:

Airport Grants: Vegetation Plan/Permitting Grant: The vegetation plan draft was sent to the FAA in the Fall for comment and finalization. To date, we have not

been advised if any changes are needed. 2 requisitions for payment were made to the FAA and MDOT. We received payment from the FAA but no State payment. This will be an Accounts Receivable.

Airport Grants: Runway Obstruction Clearing Grant: The clearing work started prior to the tremendous snow storms. Some of the work needs to be done when the ground is frozen while other work is required in the Spring of 2008. 1 requisition for payment was made to the FAA and MDOT. The FAA made payment, however, no State payment. This will be an Accounts Receivable.

Brownsfield Grant: Cleanup Grant for 8 Mount Road (formerly 10 Eelwier Road): This grant application was provided to the EPA in October 2007. We were advised of its receipt and the federal government is still in the review process. The application is for the clean-up costs of the contaminants (which are contained) in the old TAP acquired by the Town for 1995 taxes when the company went bankrupt. (Tone America)

CDBG Grant/Business Assistance: Moosehead Cedar Log Homes: This project is starting up and scheduled to be finished by June 30, 2008 with the distribution center in operation and all positions hired.

Efficiency Maine Business Program: The town's approval from the State for more efficient and upgraded lighting for the MB, PS and FS is good until May, 2008. We were unable to do the work last year with the budget issues from so many infrastructure issues all at once and the electrician needs the right paperwork. As soon as we can resolve the paperwork, we will start on this one. As you will recall, the electrician and vendor did not agree on the prices for what lighting fixtures were to be used so it cost more.

FEMA Reimbursements: Declaration from 04/15-23/2007: The Town received its federal reimbursement, however, the State of Maine has not paid its 15% share so this is an Accounts Receivable.

L&W Conservation Fund: Stein Park Renovation Project: The June, 2007 grant payment (our one and final grant payment) remains outstanding with the Dept. of Conservation trying to get the payment from the State Government for the Town.

L&W Conservation Fund: Swimming Pool: Grant award letters are going out so we shall see soon.

Project Canopy: Pittsfield Community Project: The Mill Pond Loop: This grant was for the purchase and planting of trees at two town parks. We had the Community Tree Walks with the Warsaw School Students and the Community Forum, which were great. The last component is the map of the tree walk for the Mill Pond Loop with all the trees on it to be put together this winter.

Safe Routes to School: School Street (formerly Henry Street): We just completed the contract for the project. This involves the sidewalk to be constructed along the playing fields between Warsaw and Vickery Schools that

SAD#53 and the Town collaborated on. This grant requires the step by step checklist with approval at each step so we will start this as soon as permitted.

Wellhead Protection: The Town was to work with the Snowmobile Club on signing and fencing for the wellheads. There had been some damage and issues on the town's property. The snowmobile trail/atv trail is very close to the wellheads, which must be protected. Scott never got a response on their help so the grant ran out. He was able to have the ATV Club come and free of charge provide extensive signing. The Town has also done some preventive items. The Snowmobile Club just put up some snow fencing at the site.

9. **REPORTS:** Audience, Council

Audience: Tina Bernier, Citizen and Library Trustee congratulated the new members of the Town Council and thanked them. The new Councilors will put in a lot of hours and hard work, as the rest of the Council has already. It takes quite a commitment to be in this position. Also wanted to mention all the hard work the Capital Campaign Committee and Library Building Committee has done. It has been over 4 years that we have been raising money for the Library and feels its time to rejuvenate the fund drive. The Trustees feel an open house would be a great idea. We would like the Council to attend the open house, if possible, to see what has been accomplished. The open house will be held on February 12, 2008. The Town Manager and Librarian will coordinate the announcement.

Council:

Councilor Baker: Absent.

Councilor Cianchette: Wanted to say he is glad to be part of the group and really looking forward to rolling up his sleeves and putting his teeth into this. Wanted to tell the Library they are doing a very good job and applaud your efforts. Appreciate the invitation to the open house and is anxious to meet with the Committee. Congratulations to Donna, Tim and Wayne on their appointments.

Councilor Chale: Congratulations to Tim, Wayne and Mike on their appointments. It will be nice to work with all of you. Very impressed with all the work the Library has done. Looking forward to making the Library project happen. Wish everyone a happy and healthy new year.

Councilor Jordan: Congratulation to Wayne and Tim on their appointments. Also wanted to apologize for being late, was at the Pinnacle closing the building. The Pinnacle is operational and will be open Saturday and Sunday from 12 –4.

Councilor Gray: Would like to echo Wayne's comments on the library. They have done a great job, and we will do our part to make sure things happen. Wanted to welcome the new Councilors.

Deputy Mayor Fotter: Commend the Library personnel for their accomplishments. You can't build a good house on a bad foundation, so it is very important that this problem is corrected. Deputy Mayor Fotter also voiced concern over the salt supply. The Town Manager stated we should be in good shape with the new budget year. If

we need to make adjustments or cut backs we can look at that later in the year. The Town has a load of salt ahead just incase of storms. Also questioned if any of the homeland security grants were applied for. The Town Manager noted that Bernard Williams did apply for one of the grants. Wanted to congratulate Mayor Nichols on his appointment and the two new Councilors. Look forward to working together.

Mayor Nichols: Echo the same comments. Congratulations to Wayne on his appointment. Welcome to Mike and Donna to the Council. Looking forward to working together. Thank you or the invitation to the Library open house. Look forward to seeing you there. Congratulations on applying for the grant. This is a big step. Thank you to the Council for reappointment.

10. **ADJOURNMENT:**

Moved by **Deputy Mayor Fotter** and seconded by **Councilor Cianchette** that the meeting be adjourned at 8:32 p.m. All in agreement.

Nicole Nickolan, Town Clerk