

# MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, October 21, 2008 at 7:30 pm in the Council Chambers.

**PRESENT: COUNCILORS:** Mayor Tim Nichols, Gary Jordan, Jr. and Donna Chale.

**ABSENT:** Deputy Mayor Wayne Fotter, Michael Gray, Michael Cianchette and Louise Baker. Also present: Town Manager Kathryn Ruth and Town Clerk Nicole Nickolan.

Audience members included: Jennifer Siter, Donnie Hallenbeck, Carolyn Dodge, Sharon Mack, Jim Jensen, Ed Hodgins, Valory Slymon, Scott Monroe and others.

1. **Mayor Nichols** opened the meeting by leading the **Pledge of Allegiance**.

Because there is not a quorum tonight, there will be no votes cast on any issues. We will hold the public hearings and review the discussion items. Any items that are not able to be voted on tonight will carry over to the next Council meeting.

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

**State of Maine Keep ME Warm Home Winterization Program:**

*Coordination of the “Keep ME Warm” kits is a collaborative project of the Governor’s Office of Energy Independence and Security, MaineHousing (Maine State Housing Authority), University of Maine Cooperative Extension and Maine Department of Transportation.*

For Somerset County, Kits will be distributed on Saturday, October 25<sup>th</sup> (National “Make a Difference Day”) from 9:00 a.m. through 1:00 p.m. at the Somerset County Extension Office in Skowhegan. The Public Works Department is going to pick up the maximum amount of kits allowable for the Town, which is 25 kits. There will be a University of Maine Cooperative Extension County Office staff available at the site to offer two winterization kit installation trainings at 9:30 a.m. and 11:00 a.m. on October 25<sup>th</sup> at each distribution location.

The purpose of the kits is to provide basic energy efficiency improvements to residences in preparation for the upcoming winter season. These kits help save energy and reduce heating costs. The kits will be distributed to local volunteer teams and installed in homes of people in need in your community. There are only 2,000 kits available for distribution statewide at this time. The contents of the kits were reviewed.

To participate, there needs to be a team of local volunteers and a list of local people in need of winterization improvements in your community. We were just getting ready to start contacting the local fraternal organizations, churches and non-profits, when Trudy Ferland advised that the Universalist Church was interested in organizing volunteers in Pittsfield.

This is a great community project. The Town is so pleased that we have so many people who volunteer countless hours to help out others who need assistance in this community.

## **Trash to Treasure Day: Recycle, Re-use and Reduce:**

This is our fifth year to host Trash To Treasure Day, which originally was a component of our 2003 Recycling Action Plan

Our Annual Fall Trash to Treasure Day will be held from Dawn to Dusk on Saturday, October 25, 2008 in conjunction with Make A Difference Day in Pittsfield. All residents are invited to participate in an effort to promote recycling, reuse and reduction of unwanted items. Items should be placed within easy access and view on your property. Materials from your fall cleaning of barns, attics, and homes will be free for the taking and will find new uses and homes. At the end of the day, please remove any items from the side of your property by the road and dispose of them appropriately at the Recycling Center and Transfer Station when it is open. We encourage donations to our partners: Pennywise Thrift Shop for new and used clothing; MCI Drama Program for large amounts of cloth, older furniture and plywood; Elks Lodge for used ink and toner cartridges and cell phones; Bud's Shop 'N Save for plastic bags; and Pittsfield Post Office for eyeglasses. Anyone considering a yard sale is required to obtain a permit from the Town Office. Free items do not require a permit. Participants may call Recycling Committee member Jane at 487-3343 or Kathryn at the Town Office at 487-3136.

### **3. PUBLIC HEARINGS/OLD BUSINESS:**

- a. ***ORDINANCE 08-16:*** (Public Hearing) That the Town Council hereby Ordains to hold a Public Hearing on October 21, 2008 at 7:30 p.m. at the Council Chambers of the Pittsfield Municipal Building to discuss an application being submitted to the State for the Riverfront Community Development Bond Program. The purpose of the grant application is to implement the Pinnacle Park Recreation Plan, Phase I which includes a skating rink; skateboard park; boat launch; parking area; multi-use recreational trails; habitat restoration; bird watching lean-tos; fishing; and interpretative nature signs. Public comments will be solicited at the Public 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: Kathryn Ruth, Town Manager, 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 Vickie Braley at 1-207-487-3136 so that accommodations can be made.

In Favor:

Jennifer Siter, President of the Pinnacle Ski Club, was in attendance to support the grant application. Not only would it benefit the ski club itself, but it would benefit the rest of the community. The grant would allow for an expansion of the trails that would connect the dead end trails. The sketch of the proposed updates to the Pinnacle was reviewed briefly. The grant would also allow the old, defunct skating rink to be rebuilt and used during the warmer months as skateboarding area. The parking lot and boat launch would also be reconstructed with this grant. There would be 2 lean-tos for bird watching and a platform area for fishermen.

The Town Manager gave background information on the grant application. The Town is applying for a Riverfront Community Development Bond Grant. Our Partners for this application are the Seabasticook River Watershed Association and the Pinnacle Ski Club. The budget for the project is \$96,603. The grant request is for \$32,201.

This is the first grant program that the Town can apply for funding for the Pinnacle that has come up in many years. Copies of the Pinnacle Recreation Plan endorsed by the Town Council are available this evening. The Pinnacle Recreation Plan is an exciting new project to create year round use at The Pinnacle; establish the 5<sup>th</sup> Park in the Seabasticook River Series, and provide a classroom for children, teenagers and adults to learn about nature, birds, fishing and most of all, stewardship of the river and its ecosystem.

We are applying for (1) restoration and improvement of habitat for fish and wildlife; (2) development of public access points for boating and fishing; and (3) creation of riverfront parks, walking trails and other recreational amenities.

The grant application will create recreational uses of the property as follows: (1) Skating rink; (2) Skateboard park (the skating rink and skateboard park together would be called a skate park); (3) Boat launch; (4) Parking area; (5) Multi-use recreational trails; (6) Habitat restoration; (7) Bird watching lean-tos; (8) Fishing; and (9) Interpretative nature signs. This is Phase I of a two-part project. Phase II will look at a Pavilion over the skating rink; a boat launch further up toward Douglass Pond with the necessary infrastructure; additional trails; and other recreational amenities. Phase II would build upon the success of Phase I and take place later. Each phase would stand on its own.

In late 2007, the Pinnacle Park Board held a Pinnacle Reunion to brainstorm and generate support to re-open the ski slope, discuss needed building repairs for the lodge; and develop The Pinnacle as the 5<sup>th</sup> Park in the Linear Park Series along the river. By overwhelming consensus, a plan was created to promote keeping this unused treasure open for year round recreational activities for all ages to enjoy. That plan is now officially called the Pinnacle Recreation Plan.

The basis for this plan actually goes back much further than 2007. In the early 1960's, the concept of developing the ski area and the surrounding property into an enlarged ski and recreation area was born. As a result, a Master Plan was developed on December 26, 1964 and presented to the Town. Pittsfield's first Comprehensive Plan adopted in 1970 listed its principal recommendation for Recreation and Open Space as the development of a linear park system that could easily be staged by the community so that the Seabasticook River would be a real asset. On February 5, 1974, the Town Council established the Pinnacle as a public park and provided for its development and maintenance through an ordinance and the establishment of the Pinnacle Park Board. The Town's long-term desire to enhance and expand the Pinnacle as a recreation area has been carried forward into the current Comprehensive Plan. When a large group of people who cared about the Pinnacle got together in 2007, they were not thinking about the Comprehensive Plan, but about what the Pinnacle meant to them. What is amazing is that all of the ideas that citizens wanted to implement, which are now part of the Pinnacle

Recreation Plan, are basically mirrored in the Town's comprehensive plan or vision for the community.

Having a multi-seasonal recreational facility of the magnitude of the proposed plan will be a draw for the community, Sebasticook Region, surrounding counties and the State. This project is viewed as a significant regional project that will bring families and businesses to Pittsfield and the surrounding region. The creation of additional recreational and educational opportunities will draw people to the facility, who then will become aware of the issues affecting the future of the riverfront and the river corridor. Having a ski slope is unique, however, having a ski slope, skating, skateboarding, multi-use trails, public access to the Sebasticook with publicized self-guided kayaking and canoeing trips, sensational views, fishing and wildlife at one facility will be phenomenal.

It is strongly believed that a riverfront park that thrives year-round will reap substantial economic and community benefits. A four-season park serving the Sebasticook Valley Region has been needed for years.

Jim Jensen was in the audience to speak in favor of the grant application. The Pinnacle is a great park and it is awesome that we are trying to get grant money to expand the park. It is a part of Pittsfield that is overlooked. It is very beautiful. A lot of people don't realize the Pinnacle is there and this grant would help bring not only awareness, but also more memberships to the Pinnacle.

Gary Jordan, Member of the Pinnacle Ski Club, was in attendance not only as a Town Councilor, but also to support the grant application. This project is near and dear to my heart. The Pinnacle is overlooked in Town. There is a lot of four-season opportunity, especially if we were able to connect all the trails that are currently dead ends. We have taken a large step this year to open new trails. It is a unique parcel in Town. This facility has a draw for not only our Pittsfield residents, but for many of our neighboring Towns.

Donna Chale was in attendance not only as a Town Councilor, but also to support the grant application. As a member of the community who enjoys kayaking, snow shoeing, hiking and cross county skiing, it would be wonderful to have that area developed to allow more access. As co-founder of the Warsaw Outing Club, we really try to get the kids to take advantage of the outdoor activities in Town. We have done kayaking and hiking at the Pinnacle, but it would but much nicer if the facility was better. Any improvement would allow our students to have more access to the opportunities in Town.

Mayor Nichols was in attendance not only as the Town Mayor, but also to support the grant application. When I was a kid, that place was the hub in Town. It was lit up like a Christmas tree and there were always people there. It was always packed on Friday and Saturday nights and I would like to see it get back to that. There are many untapped opportunities at the Pinnacle. There are many kids excited about the skate park. I really hope this comes to fruition.

Against: None. Public Hearing closed

- b. **ORDINANCE 08-17:** (Public Hearing) That the Town Council hereby Ordains to accept all tax year payments of Neville, Donald E Jr. & Raven, Sandra J., including interest and lien costs, for the property at 1023 Main Street (Map 004, Lot 039), the Town having acquired said property as a result of automatic foreclosure of a 2005 property tax lien, recorded in the Somerset Registry of Deeds on May 26, 2006 at Book 3682, Page 161, which matured on November 30, 2007. The Town Council further authorizes the Town Manager to execute a municipal quitclaim deed releasing the Town's interest in said property to Neville, Donald E Jr. & Raven, Sandra J.

There was no one who wished to speak for or against Ordinance 08-17. Public Hearing closed.

The Town Manager noted this was one of the two parcels that we were going to have to propose be brought to a Tax Acquired Sale as the prior property owner did not adhere to the payment arrangements. The party which held the bond for the property came in and has taken the property back. The taxes were paid in full.

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

**Town Manager's Report: Town Council Meeting of 10/21/2008:**

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

**2. 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, December 03, 2008 from 9:30 am – 11:00 am in the Town Council Chambers.

**3. 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. Just a few days more!

**4. Work Ready Program:** The Work Ready Program held a meeting for SAS Employees on 09/15/2008 with an excellent turnout. 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. There are approximately 12 individuals in the program. There will be a graduation held on Thursday, October 23, 2008 at 10:00 am at the Elk's Lodge. The event will have a review of the student portfolios/resumes at 10:00 am and the credentials will be awarded at 11:00 am with lunch following.

**5. Pittsfield Public Library Story Time:** Story Time will be held downstairs in the Council Chambers at the Pittsfield Municipal Building on Tuesdays 10:15 – 11:00. The change of location is due to the renovations of the lower level of library. There will be a limited selection of books that can be checked out with your library card at the remote location is children and their caregivers are not able to go to the library after story time. The fall theme builds on the summer program “Catch the Reading Bug”.

The renovations at the Pittsfield Public Library are going along well for the lower level of the library. The work on the foundation includes a ditch dug around the library, making the front door inaccessible for several weeks. Please come to the side door. The book drop will is also unavailable during this time. Please call the library at 487-5880 if you need an extended time for your library materials.

**6. Energy Display:** The Town has a new Energy Display with the amazing array of handouts that were available at the September 2008 Energy Forum available inside the back entrance of the Municipal Building. The display is so good that we can not keep all the handouts filled!

**7. Election Day:** Tuesday, November 04, 2008 is Election Day. Polling will take place from 9:00 am – 8:00 am in the Council Chamber at the Pittsfield Municipal Building. Copies of the ballots are available at the Municipal Building and posted along the walls as people enter the building.

**Finance Committee:** The Committee met tonight before the Council meeting. The cemetery trust fund portfolio was discussed. We have taken a hit on this because of the current stock market situation but it will fix itself as we are in this for the long haul. The current excise tax trends were also discussed. Because of the situation in our country these days, people are not buying new cars. We have taken a hit of approximately \$22,000.00. At budget time we will need to discuss how we will resolve that situation.

**Ordinance Committee:** No Report.

**Recycling Committee:** No Report.

## 6. **NEW BUSINESS:**

Because there is not a quorum tonight any items that cannot be voted on at this meeting will carry over to the next Council meeting on November 5, 2008. This will include all Resolutions under new business. The Town Manager briefly reviewed some of the business items including the timeline for the Theatre Structural Analysis RFP. Councilors concurred with the issuance of the RFP.

## 7. **DISCUSSION ITEMS:**

Financial As Listed Below:

- A. Financial Reports as of 09/30/2008:
  - 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  
**Excise Tax Report – briefly reviewed by Town Manager**

- B. Other Reports as of 09/30/2008:  
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 System): We are still 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.
2. Update on Sewer Projects:
  - a. Summer Street (and Summer Court) Sewer Separation Project: Manter Construction has moved in on 09/08/2008. The sewer installation was started on 09/15/2008 and finished on 10/01/2008. Manter Construction started the stormwater drain on 10/06/2008. This stormwater separation project was completed. The last payment has been made to Manter and we have a small escrow for the clean-up work that may or may not be done this fall. It may be next Spring – depends on the weather. S&G is paving the trench work as best as possible. Summer Street needs to be the first road to be paved next year on the Paving List.
  - b. Main Street, West Street and Hamilton Cross Country Sewer Projects: Haley Construction started the Main Street project the week of 09/15/2008. His crew had started cutting the cross country area for the Hamilton Cross Country Sewer Projects the week of 09/08/2008. West Street was completed after a number of complications. Haley Construction then completed the Hamilton Cross Country Sewer Project. As with the Summer Street budget, due to the number of unknowns and complications, we have had to do some trading and moving items around, however, these projects are certainly a welcome improvement for the people in those areas that have had to live with the Town’s antiquated sewer system.
  - c. Sewer Flow Study Results
  - d. Work Plan/Study for Removal of Sludge from Lagoon System: The Town and DEP have received the study and it is comprehensive. We do not need to put anything in the budget as this would obviously be a large ticket loan and due to the size, may need to be several loans over a

period of time. It would be good to digest the study and then schedule Mr. Ball of Acheron Engineering to attend a Council Meeting for a presentation. We will also need to discuss the study with DEP.

e. Other Sewer Projects/Updates

3. Economic Development Projects: There are a number of development projects in the planning stages now. It is often said that when the economy is slow is the best time to plan and implement an expansion or new project. We are looking at a number of grant applications for economic development that will start to shape up during the next few months. We will have a grant opportunity for the match for the federal share of the Pittsfield Industrial Park Expansion; and 1-3 grant opportunities for businesses. This would not be until next year. So there are a few projects wandering the community.

4. Grants Update:

New Grants:

Airport Grants: Design Engineering for Apron Reconstruction

Brownfield's Grant: Cleanup Grant Eelwier (now known as 8 Mount Road)

CDBG Grant/Public Facilities/Historic Preservation/Library

FEMA Reimbursements: 04/28 – 05/14/2008

L&W Conservation Fund: Swimming Pool Essential Components

Safe Routes to School, Phase II

Pending Grants:

Airport Grants: Runway Obstruction Clearing

State Library Grants dedicated to the Library Building Project

Grants waiting to be closed:

Nutrition Grant for Summer Project

Airport Grants: Vegetation Plan/Permitting Grant

L&W Conservation Fund: Stein Park Renovation Project

Closed Grants:

CDBG Grant/Special Projects Matching Funds/GCS

CDBG Grant/Business Assistance: Moose head Cedar Log Homes

Efficiency Maine Business Program

Project Canopy: Mill Pond Loop

Other Grant Opportunities:

Economic Development

Municipal Investment Trust Fund

Renewable Energy Grants

Riverfront Community Development Bond

**Grants moving along as expected. Will not review in depth at this time.**

8. **REPORTS:** Audience, Council

**Audience:** None

**Council:**

**Councilor Baker:** Absent

**Councilor Cianchette:** Absent

**Councilor Chale:** This is the first meeting I have attended since the energy forum. There was a lot of good information at the energy forum. Wanted to commend Kathryn for what a wonderful job she did with that forum. Also wanted to commend Trudy Ferland for helping to organize the volunteers to install the home winterization kits. Please exercise your right to vote.

**Councilor Jordan:** No Comment.

**Councilor Gray:** Absent.

**Deputy Mayor Fotter:** Absent.

**Mayor Nichols:** Wanted to echo Donna's sentiments. Very encouraged about the possibility of getting a grant for the Pinnacle. There is a lot of opportunity for young people at that facility. Would like to encourage everyone to vote.

9. **ADJOURNMENT:**

The meeting adjourned at 8:10 p.m.

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Nicole Nickolan, Town Clerk