

MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, November 18, 2008 at 7:30 pm in the Council Chambers.

PRESENT: COUNCILORS: Mayor Tim Nichols, Michael Gray, Gary Jordan, Jr., Louise Baker and Donna Chale. **ABSENT:** Deputy Mayor Wayne Fotter and Michael Cianchette. Also present: Town Manager Kathryn Ruth and Assistant Treasurer Vickie Braley. Audience members included: Donnie Hallenbeck, Carolyn Dodge, Scott Noble, Bernard Williams, Dean Billings, Sharon Mack, Trudy Ferland, Peter Snow, Mike Lange, Kirk Ball, Joe Lufkin, William Oliver and others.

1. **Mayor Nichols** opened the meeting by leading the **Pledge of Allegiance**.
2. Adoption of Minutes of the Regular meeting on November 5, 2008.

Moved by **Councilor Gray** and seconded by **Councilor Jordan** that the Minutes of the Regular Meeting on November 5, 2008 be adopted.

VOTE: UNANIMOUS AYE

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

Congratulations to the First Universalist Church for implementation of a successful Keep Me Warm Event to winterize 25 homes in Pittsfield on November 08, 2008: This event which helped 25 families in Pittsfield was very successful. The First Universalist Church organized the event with 11 groups and the Town participating.

The Town Councilors have certificates to sign later this evening that congratulate The First Universalist Church, Trudy Ferland (organizer); Tom Fletcher (background installation instructions) and Donna Chale (signed people in and was available for questions)

Trudy Ferland, who headed the operation is here this evening to say a few words on Keep Me Warm and to advise us of an upcoming Soup Kitchen project that is being explored.

Trudy Ferland explained that the Keep ME Warm Project was organized by the State. There were 2000 kits available to the State of Maine and Pittsfield received 25. Letters were sent to different businesses and organizations in Town. 80 people showed up on Saturday, November 8, 2008 to help winterize the 25 homes. Trudy stated that she has already received calls from some of the homeowners that had their homes winterized and they can already feel the difference it has made in their homes. Some students from MCI and Warsaw participated and the students have already mentioned going to the homes in the spring to help the homeowners remove the winterization items.

The project went so well that Mrs. Ferland is proposing that a soup kitchen be started in Town. It would be a lunchtime meal once a week at the First Universalist Church. The idea is to model it after the former soup kitchen, My Brother's Table, which was in Town a few years ago. A different organization would take on food and serving responsibility each week. There will be a meeting at the First Universalist Church on November 20, 2008 at 6:30 with Darlene Cormier, who was part of the former soup kitchen. Anyone who is interested is welcome to come.

Presentation by Kirk Ball, PE, Vice-President, Acheron Engineering: Sludge Removal and Disposal Options Analysis, Pittsfield Wastewater Treatment Facility, October 2008: The Town Manager noted as we know, the removal of sludge from the Lagoon system has been discussed since the 1980's. There have been references and studies found since that period of time.

It became clear a few years ago that in order to be able to finance this study and ultimately the actual work, it was imperative that the Town first obtain the funds to implement a meter replacement project. The Sewer System runs as an enterprise fund meaning that the revenue generated pays for the expenditures that are incurred. Taxpayer dollars, to this point, are not being raised for the sewer system. The water meters are read to generate usage flow, which then results in a bill that pays for the Sewer and the Water. The necessary meter project was started in 2005 and is nearing completion. It has been a long haul.

With so many brands of meters, consistent failures and meters that we did not feel comfortable with readings, there was no way for the Town to increase the sewer rates any substantial amount. So for decades, the Town had the lowest or second lowest sewer rate in the State of Maine. That rate did not generate enough money for preventive maintenance, let alone proactive measures. So the Town got by fixing things as best as it can. We are in a position now with the meters, to go forward with some long needed work.

This does not mean that everything can be done overnight. We have large expenditures coming in both sludge removal and sewer collection system repair/replacement, but we now have the opportunity to move forward.

Kirk Ball, PE, Vice-President, Acheron Engineering was in attendance at the meeting tonight to speak on the Sludge Removal and Disposal Options Analysis as well as Joe Lufkin, an engineer who worked on the project. The report titled: Sludge Removal and Disposal Options Analysis, Pittsfield Wastewater Treatment Facility, October 2008 was reviewed by Mr. Ball. There were different samples of the sludge or solids available at the meeting. Mr. Ball showed the samples of solids with different percentages of water and explained the options for transport and disposal with each stage of the solids along with removal and dewatering options for the solids. Mr. Ball advised the Council which short and long-term options were technically feasible for this situation. Mr. Ball advised that Acheron Engineering's suggestion is the solar drying option. **Councilor Gray** questioned if we were to shut down Lagoon # 1, can Lagoon #2 become the primary source of treatment. Mr. Ball advised there are pipes installed currently in the ground that can divert the wastewater into Lagoon #2 if necessary. The Town Manager questioned if DEP needs to approve these plans. Mr. Ball stated DEP needs to approve the modifications and change in operation of the

system. Mr. Ball stated that a pilot program would be necessary in getting approval from DEP. Councilor Jordan and the Town Manager noted the DEP's concerns transmitted by letter to the Town and Acheron on the solar drying option. It was requested that Acheron answer the DEP's concerns. The next step will be to set up a meeting with the consultants and DEP to come to a conclusion regarding solar drying and the other options.

Presentation by William Olver, PE, President, Olver Associates Inc.: Sewer Flow Study: Initial Assessment, October 30, 2008: The Town Manager noted Bill Olver, President of Olver Associates is here this evening to present the Initial Assessment of the Town's Sewer Collection System and to discuss recommendations for further work in order to put together an Action Plan or CIP for addressing the Town's sewer collection systems.

William Olver, PE, President, Olver Associates Inc. reviewed the report titled: Sewer Flow Study: Initial Assessment, October 30, 2008. It was noted that the Town has approximately 30 miles of sewer pipe and that many of the clay pipes are in very poor condition. Some key indicators were pointed out to help in deciding where to start and how to prioritize the projects. Mr. Olver reviewed a few drawings showing typical sanitary flow origins, typical groundwater infiltration sources and typical stormwater inflow sources. Mr. Olver also reviewed the results that found areas of potential high groundwater infiltration and areas of potential high stormwater inflow. Mr. Olver then discussed the areas of the sewer system that the company is recommending have further evaluation. The Town Manager questioned what would be the ideal time to do the sewer flushing and TV inspection and what kind of time frame would be needed. Mr. Olver stated he would suggest doing the sewer flush and TV inspection next summer and it would take a few months to complete the flush and inspection. The Council concurred with the Town Manager that we should continue working on this situation with Olver Associates Inc. and to bring back a proposal for Town Council consideration.

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

Town Manager's Report: Town Council Meeting of 11/18/2008:

1. 2009 Budget Sessions: After this evening's budget sessions, the following budget sessions remain: 12/02/2008 for the Airport, Recreation, Library, Theatre, Community Service Agencies and budgets requiring a second review; and 12/16/2008 Public Hearing held on the annual budget and capital budget.

2. Pee Wee Basketball Sign-up: The sign-ups were on Thursday and Friday, 11/13/2008 and 11/14/2008 with a cut off date for registration at the Town Office of Friday, 11/21/2008. The volunteers that have run the program for many years decided that they could no longer run the program and turned it over to the Town to operate. This means that the Recreation Department is running the Pee Wee Basketball Program. We would like to thank all the volunteers who have operated this program over the years and especially Todd

Maloon who put his heart and soul into making sure that the children had a good experience.

3. ARTS Club: I spoke to the Arts Club Monday evening of this week and would like to thank the group for the invitation. I spoke to the ARTS Club about the projects which they and other volunteers could work on: the Pittsfield Public Library Restoration and Expansion Project; the Pittsfield Community Swimming Pool - the Paul E. Bertrand Community Swimming Pool; the Theatre Restorations/Renovations; the Pinnacle Recreation Plan; and the Keep Pittsfield WARM Resources. It was a very good meeting. I learned a lot about the Arts Club and all the good work they do.

Finance Committee: No Report.

Ordinance Committee: No Report.

Recycling Committee: Met on 11/12/2008. The Town Manager gave the committee and update on the grant application for obtaining a windmill for the transfer station. The last energy forum was recapped and discussed. The possibility of a future forum in March of 2009 was discussed. The Keep ME Warm Program was discussed. The Town Manager gave an update on the MCI wood project. The Committee also discussed the possibility of a reuse building and details of staffing and such if one was made available.

6. **NEW BUSINESS:**

- a. **ORDINANCE 08-18:** (To be set to Public Hearing on 12/16/2008) That the Town of Pittsfield hereby Ordains the 2009 Capital Budget be approved as follows:

Highway Paving	\$ 87,890
Municipal Parking Lots	\$ 15,000
Highway Mower	\$ 10,000
Municipal Building Capital	\$ 5,000
Police Cruiser	\$ 23,500
Theatre Renovations	\$ 5,000
Revaluation Capital	\$ 5,000
Library Building Capital	\$ 5,000
Highway Equipment	\$ 36,000
Fire Utility	\$ 17,860
Fire Equipment	\$ 15,000
Fire Station Capital	\$ 5,000
Fire Engine 1	\$ 275,000
Highway Construction/Reconstruction	\$ 50,000
Industrial Park Expansion	\$ 90,000
Theatre Grants	\$ 20,000
Historical Depot	\$ 10,000
Community Center	\$ 120,000
Downtown Revitalization	\$ 150,000
<u>Energy Conservation</u>	<u>\$ 100,000</u>
 Total	 \$1,045,250
 Funding by Loans/Bonds	 -\$ 325,000
Funding by Reserves	-\$ 40,250
Funding by Grants	-\$ 302,500
Funding by other Revenue Sources	<u>-\$ 187,500</u>
Total to be raised by taxation	\$ 190,000

Moved by **Councilor Gray** and seconded by **Councilor Jordan** that Ordinance 08-18 be set to public hearing on 12/16/2008.

The Town Manager noted due to publication requirements, the public hearings are scheduled at this meeting for the second meeting in December. Any revisions approved between now and the 12/16/2008 session would be made after the public hearing.

This Ordinance lists the Capital Plan for the Town for 2009. The last six (6) items are listed in case grants or other opportunities arise. The actual tax dollars in the 2009 budget is \$190,000.

VOTE: UNANIMOUS AYE

- b. **ORDINANCE 08-19:** (To be set to Public Hearing 12/16/2008) That the Town of Pittsfield hereby ordains that the 2009 Operating Budget in the amount of \$2,684,006 () be approved, and the total sum of \$3,729,256 () be appropriated (Operating plus Capital Budgets);

AND FURTHER, that \$903,240 () be raised through taxation; that \$1,085,766 () be raised from estimated revenues; that \$535,000 () be appropriated from State Revenue Sharing; that \$325,000 () be appropriated from Loans/Bonds; that \$40,250 () be taken from reserve funds; that \$302,500 () be appropriated from grants; that \$187,500 () be appropriated from other Revenue Sources; and that an additional sum of \$350,000 () be taken from undesignated fund balance.

AND FURTHER, that the 2009 Water and Sewer Department Enterprise budgets in the respective amounts of \$394,832 () and \$248,703 () be appropriated from the respective estimated departmental revenues;

Moved by **Councilor Jordan** and seconded by **Councilor Baker** that Ordinance 08-19 be set to public hearing on 12/16/2008.

The Town Manager noted this Ordinance lists the operating and capital budgets along with the revenue allocations and tax dollars. The Water and Sewer Enterprise Funds are also listed. Again, any revisions made this evening through the public hearing would be made after the 12/16/2008 public hearing.

VOTE: UNANIMOUS AYE

- c. **RESOLUTION 08-143:** Resolved that the Town Council Reject the bids received for the Pittsfield Municipal Airport Obstructions Removal Project and Authorize the Town Manager and Public Works Foreman to obtain quotations and/or negotiate with companies for a reduced scope of work to fit within the Town's funding.

Moved by **Councilor Chale** and seconded by **Councilor Gray** that Resolution 08-143 be adopted.

The Town Manager noted we are recommending rejecting the bids that were received for this project due to the fact that it is too expensive for the Town. Currently, we have the necessary funds for the match required for the apron reconstruction and expansion. If we spend too much out of the reserve account, we will not be able to make the match.

With that said, this work needs to be done. The trees are getting into the obstruction area – almost there, they need to be cut. We are exploring other alternatives. Perhaps we hire a company to cut and stack items and the Town Public Works crew hauls the materials out. We have determined that we can use an ATV with chains, also that horses can be utilized. We have to use a non-mechanized means of removal. This is a wetland so we can not utilize mechanized means to haul the materials out, that is why it costs so much.

This agenda item will give the Pubic Works Foreman and Town Manager permission to either re-bid as is or to negotiate for a reduced scope of work to fit within the Town’s funding means.

VOTE: UNANIMOUS AYE

- d.* **RESOLUTION 08-144:** Resolved that the Town Council Determine that the purpose for the Town Line Reserve (G/L #1-616-00) is finished and close the account, transferring \$13,506 to 2009 Budget Reallocations (R #01-10-40) and any remaining interest to Miscellaneous Revenues.

Moved by **Councilor Gray** and seconded by **Councilor Baker** that Resolution 08-144 be adopted.

The Town Manager noted this is one of the two re-allocations of funds to be used as a revenue source for the 2009 proposed Budget. The Town reserve’s function was completed.

VOTE: UNANIMOUS AYE

- e.* **RESOLUTION 08-145:** Resolved that the Town Council Reallocate \$4,494 of the Plumbing Permit Account (G/L # 1-638-00) and transfer the sum to 2009 Budget Reallocations (R #01-10-40).

Moved by **Councilor Jordan** and seconded by **Councilor Baker** that Resolution 08-145 be adopted.

The Town Manager noted this is the second of two re-allocations of funds to be used as a revenue source for the 2009 proposed Budget. We have researched this revenue source back into the 1990’s and this is the Town’s funds, not the State’s share of a permit, so we can re-allocate it over 2-3 years to assist the budget.

VOTE: UNANIMOUS AYE

- f.* **RESOLUTION 08-146:** Resolved that the Town Council Adopt the Proclamation for the Mayor to declare November 2008 Adoption Awareness Month in Pittsfield.

Moved by **Councilor Chale** and seconded by **Councilor Gray** that Resolution 08-146 be adopted.

The Town Manager noted this is a yearly proclamation to support Adoption Awareness Month.

VOTE: UNANIMOUS AYE

- g.* **RESOLUTION 08-147:** Resolved that the Town Council Authorize the Town Manager and the Public Works Foreman to issue the Request for Proposals for the Engineering Assistance for the Brownfield Clean-up Grant.

Moved by **Councilor Jordan** and seconded by **Councilor Gray** that Resolution 08-147 be adopted.

The Town Manager noted this is an RFP for engineering assistance that would be paid for by the EPA Cleanup Grant that the Town received. Bids would be due on 12/08/2008 with a decision made at the 12/16/2008 Council Meeting. A consultant needs to be on board by 12/31/2008 with a signed contract so that we can have a kick-off meeting in early 01/2009. The work to be completed follows the Workplan reviewed at a prior Council Meeting and filed with the EPA.

VOTE: UNANIMOUS AYE

- h.* **RESOLUTION 08-148:** Resolved that the Town Council Accept the resignation of Councilor Michael Cianchette effective November 18, 2008.

Moved by **Councilor Jordan** and seconded by **Councilor Gray** that Resolution 08-148 be adopted.

The Town Manager noted the Council received a very nice resignation letter from Michael. He also sent the Town Manager a very nice e-mail. Everyone will all be sorry to see him leave the Council, he was definitely an integral part of the team.

VOTE: UNANIMOUS AYE

- i.* **RESOLUTION 08-149:** Resolved that the Town Council Call a special election for Councilor At Large on Wednesday, January 14, 2009.

Moved by **Councilor Chale** and seconded by **Councilor Gray** that Resolution 08-149 be adopted.

The Town Manager noted from the date that a vacancy exists in the position of Town Councilor, we have 60 days to call an election if the Town Council so agrees. This is the date chosen by the staff.

VOTE: UNANIMOUS AYE

- j.* **RESOLUTION 08-150:** Resolved that the Town Council Approve that nomination papers for Councilor at Large be made available on November 20,

2008 and that the filing deadline for said nomination papers will be December 8, 2008 at 5:00 PM.

Moved by **Councilor Gray** and seconded by **Councilor Jordan** that Resolution 08-150 be adopted.

The Town Manager noted with the time constraints under the Charter and the fact that absentee ballots need to be available 30 days in advance, the nomination paper filing period can be shortened. This will allow over 2 weeks to file (this period includes 3 weekends which is when people normally collect signatures).

VOTE: UNANIMOUS AYE

7. **DISCUSSION ITEMS: NONE**

8. **REPORTS:** Audience, Council

Audience: None

Council:

Councilor Baker: No Comment.

Councilor Cianchette: Absent

Councilor Chale: Wanted to thank Kathryn for speaking to the Arts Club. She did a great job. Also, wanted to wish Michael Cianchette well. Sorry to see him go. We will miss him.

Councilor Jordan: The reports on the sewer system and lagoons are a lot to absorb. It is going to be a huge expense to the Town. When this process is finally over we really need to come up with a plan that we can have in place to remove the sludge every 10-15 years and have the funds to do so. The Town Manager noted that this has to be a part of the work that is done so the Town does not get into this situation again.

Councilor Gray: Wants to echo what Councilor Jordan stated, but believes the bigger issue is underfunding the sewer projects and that a rate increase is needed.

Deputy Mayor Fotter: Absent.

Mayor Nichols: Wanted to thank everyone that came in and gave presentations tonight. Mayor Nichols would like to echo the Councilors comments and concerns that were mentioned tonight.

9. **ADJOURNMENT:**

Moved by **Councilor Jordan** and seconded by **Councilor Baker** that the meeting be adjourned at 9:07 p.m. All in agreement.

Nicole Nickolan, Town Clerk