

MINUTES

The second budget workshop, scheduled for directly after the council meeting, was held prior to the council meeting while waiting for a quorum.

For a regular meeting of the Pittsfield Town Council held on Tuesday, November 20, 2007 at 7:30 pm in the Council Chambers.

PRESENT: COUNCILORS: Mayor Tim Nichols, Deputy Mayor Wayne Fotter, Michael Gray, Gary Jordan, Jr. **ABSENT:** Brian Philbrick, Louise Baker and Christinalyn Hamel. Also present were Town Manager Kathryn Ruth and Town Clerk Nicole Nickolan. Audience members included: Don Hallenbeck, Michael Cianchette, Officer Greg Sides, Police Chief Steve Emery, Clem Spencer, Donnie Chute, John Dickson, Dean Billings, Bernard Williams, Sharon Mack and other residents.

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

For a matter of record **Mayor Nichols** will be voting tonight to make a quorum.

2. **Adoption of Minutes** of the Regular Meeting on November 7, 2007.

Moved by **Councilor Gray** and seconded by **Deputy Mayor Fotter** that the Minutes of the Regular Meeting on November 7, 2007 be adopted.

VOTE: UNANIMOUS AYE

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

Introduction of new full-time Police Officer, Gregory Sides

The Police Chief introduced Gregory Sides to the Town Council and the Town. Gregory was a full-time officer with the Town previously a number of years ago and has re-joined the force.

4. **PUBLIC HEARINGS/OLD BUSINESS:**
5. **REPORTS: TOWN MANAGER, FINANCE, ORDINANCE & RECYCLING COMMITTEES:**

Town Manager's Report: Town Council Meeting of 11/20/2007:

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

2. 2008 Budget Calendar: The calendar of meetings has been available at the Town Office since September and on the Town's web site. A budget session will be held this evening and the next session will be 12/04/2007.

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 will be 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. The first installations are on November 26th forward.

4. Summer Street Sewer Separation Project: This project has been shut down for the winter. The Town was unable to obtain an entrance permit into Peltoma Avenue to start construction on the project due to MDOT concern over the separation of the stormwater from the sewer system. Normally an entrance permit takes a few days to be issued. The Town built the Peltoma Avenue stormwater drain system in 1993 with MDOT approval, however, that approval can not be located by MDOT or the Town. We are working with Klienschmidt Associates on the sizing of the drains and the necessary paperwork. It is obvious that it is sized for considerable flow. This issue will be resolved for the project to be constructed in Summer of 2008. The contractor is holding his prices and we are purchasing the supplies and stockpiling them to avoid 2008 cost increase. Considering the weather as of late, a summer project may work out to our advantage.

5. Environmental Community Forum: We would like to thank all of the community groups which attended the forum and set up display tables on their civic project. It was a great evening to see all of our volunteer groups and thank them for their commitment to the community and its citizens. The Project Canopy Program was excellent. WMCI will air the program including interviews with a number of the community group representatives.

6. Neighborhood Watch: A new neighborhood watch group has been formed and they are 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, 12/03/2007 6:30 p.m.: Vacation planning – who to tell you are leaving:
Things to do to keep your home safe while you are gone.

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.

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

Benefit Spaghetti Dinner: Saturday, November 24, 2007 from 5:00 pm - 7:00 pm at the new MCI Dining Hall and Student Center, the Donna Leavitt Furman '41 Student Center. Tickets on sale now at Heidi Ann's Flower Shop, corner of Main Street and Somerset Avenue (487-5557); Arts Club Members Bev Rollins (487-2778), Connie Thies (487-3122), and Kim Duncombe (487-6356); and at the Town Office (487-3136). Tickets will also be available at the door for your convenience. Adults - \$5.00; Children under 12 - \$3.00; and Family - \$20.00.

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

Funds Left to Raise: \$128,000

The gunite is in and the pool is being filled for the winter this week. Now we need to concentrate 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.

Send contributions to the Town of Pittsfield, c/o Pittsfield Community Swimming Pool Fund, 112 Somerset Avenue, Pittsfield, ME 04967 to help make this entire project a reality!

8. Pinnacle Reunion Meeting: The Pinnacle Park Board will be calling a reunion or revitalization meeting for the Pinnacle on Tuesday, 12/11/2007 at 7:00 p.m. at the Pinnacle Facility off Waverly Avenue. The purpose of the meeting is to determine interest in revitalizing the facility, updating people on the work that could be done to update the facility, get people together to plan opening up the facility this winter and determine possible new uses for the site. This should be a fun evening and for a wonderful cause – keeping the facility open where 1000's of children learned to first ski.

Finance Committee: No Report.

Ordinance Committee: No Report.

Recycling Committee: The Recycling Committee met on November 14, 2007. They discussed the Community Forum from the pervious night. It was a successful event. The Committee discussed how to get more information out next year on the Community Forum. The next big project the Committee will be working on will be Earth Day 2008.

6. **NEW BUSINESS:**

- a. ***ORDINANCE 07-18***: (To be set to Public Hearing 12/18/2007) That the Town Council hereby Ordains the 2008 Capital Budget be approved as follows:

Highway Paving	\$ 92,000
Sidewalk Repairs	\$ 13,200
Municipal Parking Lots	\$ 16,940
Municipal Building Capital	\$ 5,000
Theatre Renovations	\$ 4,000
Revaluation Capital	\$ 15,000
Cemetery Mower	\$ 7,000
Library Building Capital	\$ 5,000
Highway Equipment	\$ 36,000
Fire Utility	\$ 17,860
Fire Equipment	\$ 15,000
Fire Station Capital	\$ 5,000

Highway Dump Truck	\$ 76,000
Highway Reconstruction	\$ 100,000
Highway Grant	\$ 600,000
Community Center	\$ 150,000
<u>Downtown Revitalization</u>	<u>\$ 150,000</u>
Total	\$1,308,000
Funding by Lease-purchase	-\$ 76,000
Funding by Loans/Bonds	-\$ 300,000
Funding by Reserves	-\$ 42,000
Funding by Grants	-\$ 625,000
Funding by other Revenue Sources	<u>-\$ 75,000</u>
Total to be raised by taxation	\$ 190,000

Moved by **Councilor Jordan** and seconded by **Councilor Gray** that Ordinance 07-18 be set to public hearing.

VOTE: UNANIMOUS AYE

- b. **ORDINANCE 07-19:** (To be set to Public Hearing 12/18/2007) That the Town Council hereby Ordains that the 2008 Operating Budget in the amount of \$2,604,087 () be approved, and the total sum of \$3,912,087 () be appropriated (Operating plus Capital Budgets);

AND FURTHER, that \$906,748 () be raised through taxation; that \$1,082,339 be raised from estimated revenues; that \$525,000 be appropriated from State Revenue Sharing; that \$76,000 be appropriated from Lease-purchase; that \$300,000 be appropriated from Loans/Bonds; that \$42,000 be taken from reserve funds; that \$625,000 be appropriated from grants; that \$75,000 be appropriated from other Revenue Sources; and that an additional sum of \$280,000 () be taken from undesignated fund balance.

AND FURTHER, that the 2007 Water and Sewer Department budgets in the respective amounts of \$394,832 () and \$199,005 () be appropriated from the respective estimated departmental revenues;

Moved by **Councilor Jordan** and seconded by **Councilor Gray** that Ordinance 07-19 be set to public hearing.

VOTE: UNANIMOUS AYE

- c. **RESOLUTION 07-131:** Resolved that the Town Council forward the collection of back taxes, interest and costs under the Land Installment Contract executed with Janette Jones for Tax Acquired Property to the Town Attorney for appropriate legal action.

Moved by **Councilor Jordan** and seconded by **Councilor Gray** that Resolution 07-131 be adopted.

The Town Manger noted after a lengthy discussion at the last meeting, the Town Council did not approve the former owner's request to cancel the default notice on the back

payments that were due. The Council tied 3-3. The collection of the back amounts was discussed. In order to pursue collections, the appropriate motion would be required.

This is the second installment contract that was broken. Behind by \$3,655 in payments. However, there has been absolutely no problems receiving the \$200 required month payments now. The issue is the back payments.

VOTE: UNANIMOUS AYE

- d.* **RESOLUTION 07-132:** Resolved that the Town Council Reject the bids for the 36-month cleaning contract for the Town Office and Town Library due to the high increase in bid prices.

Moved by **Councilor Jordan** and seconded by **Councilor Gray** that Resolution 07-132 be adopted.

The Town Manager noted the bids came in 2-3 times the cost that we currently pay. Currently, the MB is \$614.75 and the Library is \$422.50 = \$1037.25 X 12 = \$12,447.00 Lowest bid was \$21,100 per year or an increase of \$8,653 or 69.5%. The highest bid was an increase of \$19,893 or 160%. We would re-bid and call up companies that did not bid. Perhaps change the bid period or divide up the bid so that the Library and Town Office were not in the same bid package.

VOTE: UNANIMOUS AYE

- e.* **RESOLUTION 07-133:** Resolved that the Town Council Adopt the Proclamation for the Mayor to declare November 2007 Adoption Awareness Month in Pittsfield.

Moved by **Councilor Jordan** and seconded by **Councilor Gray** that Resolution 07-133 be adopted.

The Town Manager noted A Family for Me has started distributing information to Maine Communities to Proclaim November as Adoption Awareness Month. This is a new proclamation. We had participated in Foster Care Awareness Month each May.

VOTE: UNANIMOUS AYE

- f.* **RESOLUTION 07-134:** Resolved that the Town Council Authorize the Town Manager to execute a Landowner's Permission form for the Pittsfield Driftbusters Snowmobile Club to maintain snowmobile trails across Town properties for the 2007-2008 Winter Season.

Moved by **Councilor Gray** and seconded by **Deputy Mayor Fotter** that Resolution 07-134 be adopted.

The Town Manager noted this is the second year that the Town has received this request. The State of Maine is advising Snowmobile clubs to obtain written permission from the property owners where the trails are located, including towns. As some of the properties are for the airport, the additional language regarding the Federal Aviations

Administration was added. Additional language was also added for the 1 Industrial Park lot listed in the letter.

VOTE: UNANIMOUS AYE

- g. **RESOLUTION 07-135:** Resolved that the Town Council Sign Certificates of Thank You for the Presenters at the Project Canopy Community Forum – Celebrate Pittsfield: Leo St. Peter, Licensed Arborist; Carol Millett; and Tom Roberts, Snakeroot Organic Farm.

Moved by **Councilor Gray** and seconded by **Councilor Jordan** that Resolution 07-135 be adopted.

The Town Manager noted we are asking that the Council sign thank you commendations for the presenters at the Environmental Forum – it was a very nice event, educational and fun.

VOTE: UNANIMOUS AYE

7. **DISCUSSION ITEMS: NONE**

8. **REPORTS:** Audience, Council

Audience: None

Council:

Councilor Baker: Absent.

Councilor Hamel: Absent.

Councilor Philbrick: Absent.

Councilor Jordan: Glad to see the Pinnacle Committee is meeting again. It will be nice to have the building finished up and able to be used again.

Councilor Gray: No Comment.

Deputy Mayor Fotter: Wanted to apologize for being late. Also wanted to say Happy Thanksgiving to everyone.

Mayor Nichols: Mentioned that we have a wonderful budget, once again. Wanted to thank Kathryn and all the Town Employees for all their hard work. Thank you to all the people who attended the Community Forum. Mayor Nichols also thanked Michael Cianchette, a future Council member, for attending the meeting.

9. **ADJOURNMENT:**

Moved by **Councilor Gray** and seconded by **Deputy Mayor Fotter** that the meeting be adjourned at 8:20 p.m. All in agreement.

Nicole Nickolan, Town Clerk