

MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, February 2, 2016 at 6:30 pm in the Council Chambers.

PRESENT: COUNCILORS: Robert Stackhouse, Scott Strom, Tim Nichols, Trudy Ferland, Heather Donahue and Marie Manning. **ABSENT:** Michael Cianchette. Also present: Town Manager Kathryn Ruth and Town Clerk Nicole Nickolan. Audience members included: Jason Tardy, MSAD #53 School Superintendent.

1. **Mayor Stackhouse** opened the meeting by leading the **Pledge of Allegiance**. The Council observed a moment of silence.
2. Adoption of minutes of the regular meeting held on January 19, 2016

Moved by **Councilor Donahue** and seconded by **Councilor Ferland** that the minutes of the regular meeting of January 19, 2016 be tabled to the February 16, 2016 meeting.

VOTE: UNANIMOUS AYE

Mayor Stackhouse noted that from this point forward he will be a voting member of the Town Council.

PRESENTATIONS, CONGRATULATIONS AND INTRODUCTIONS:

Community and Economic Development Activities and Events

Wednesday, February 17, 2016 Sebecook Valley Chamber of Commerce Annual Banquet at the MCI Cafeteria (snow date is Thursday, February 18, 2016)
5:00 pm Social Hour with Event starting at 6:00 pm

Wednesday, May 11, 2016 9th Annual Regional Job Fair for Kennebec-Somerset Counties and the Sebecook Valley co-sponsored by the Kennebec-Somerset Transition Team at Warsaw Middle School Gym and Cafeteria 3:30 pm – 6:30 pm

General: A few private sector business activities remain under review and small projects continue to be underway.

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

Town Manager's Report: Town Council Meeting of 02/02/2016:

1. **The FYI Folder:** FYI Folder which contains items that come in between the Town

Council Meetings has the following this evening: NONE

2. Nolan's H.E.R.O. Foundation 1st Annual Concert & Talent Show: This is the first Annual Concert & Talent Show to be held on Saturday, February 13, 2016 at 7:00 pm at the Pittsfield Community Theatre at 137 Main Street, Pittsfield. This is an evening of music and local talent. All proceeds benefit Nolan's H.E.R.O. Foundation. Beatles music highly encouraged! Performances will be by Riff Johnson #NB13; #LoveNeverDies; #RockTheOrange; and by The Resistance. The Talent show is for students only with prizes of \$313 for 1st place; \$213 for 2nd place & \$113 for third place. Please e-mail Ray@NolansHEROFoundation.org to register for the talent show. All registrations must be submitted by February 1 - which is coming right up! Do not miss registering to show off your talents and try out some new acts. Tickets for the show are \$7 Adults and \$5 Students.

Hear some great music from very talented musicians; see some local student talent which will likely be quite interesting and entertaining; and help benefit Nolan's H.E.R.O. Foundation! Make sure to head to our local regional theatre and events center on Saturday, February 13, 2016. Show begins at 7:00 pm.

3. Kennebec Valley Community College: President Richard Hooper cordially invites town officials to attend the 2016 KVCC Legislative Breakfast on Friday, 5, 2016 from 7:30 – 9:00 am at the KVCC Harold Alfond Campus Center for Science & Agriculture, Lecture Hall at 23 Stanley Road in Hinckley. Please RSVP by January 25th to KVCC. The date was changed to the snow date due to another Legislative Breakfast in Augusta that same day/time. If any Councilors would like to attend, please let the Town Manager know and we will call to register you.

4. Somerset County Budget Meetings: These meeting will be starting up in a few months if anyone is interested in budgeting at a county level. We will receive notices that I will place in the FYI Book or forward to the Town Council if interested.

5. Legislative Updates: The Town Councilors should start receiving legislative updates shortly in the e-mail. If you do not receive them in the next couple of weeks, let me know at the next Town Council Meeting and we will start forwarding copies to the Councilors who are interested. In addition, the Town will start receiving legislative updates from the Maine Service Center Coalition which we are a member of as we are a service center. These are very interesting. I can forward those to the Town Councilors, attach them to the Discussion Items or place them in the FYI Book, your choice.

Finance Committee: None. **Recycling Committee:** None.

Ordinance Committee: The Committee met tonight before the meeting. We had asked for additional information on home based enterprises which was answered by the Town Attorney. We had some additional questions regarding definitions. We have sent those items back to the Planning Board for additional review.

5. NEW BUSINESS:

ORDINANCE 16-01: (To be set to Public Hearing on 02/16/2016)

TOWN OF PITTSFIELD

ORDINANCE AUTHORIZING ISSUE OF UP TO \$1,287,000

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PRINCIPAL AMOUNT OF GENERAL OBLIGATION BONDS

The Town of Pittsfield Town Council hereby ordains improvements to the Town's water system and financing thereof pursuant to the State's Drinking Water State Revolving Fund on the following terms:

1. Pursuant to the Constitution of the State of Maine, Maine law, including Title 35-A and Title 30-A, Section 5772 of the Maine Revised Statutes, as amended, and the Town Charter, and all other authority thereto enabling, the Town of Pittsfield is authorized to sell its general obligation bonds and notes in anticipation thereof and to borrow from the Maine Municipal Bond Bank State Revolving Fund (SRF) and to expend, a principal amount not to exceed One Million Two Hundred Eighty-Seven Thousand Dollars (\$1,287,000), the proceeds of the loan or loans to be used to finance the design and construction of improvements and upgrades to the Town's water system including the Main Replacement on North Main Street (Grove Hill), (the "Project"), said loan or loans to be evidenced by a General Obligation Bond or Bonds of the Town, for a term not to exceed 20 years, and any Notes in anticipation of such Bonds, such Bonds and Notes to be executed on behalf of the Town by the Town Treasurer and counter-signed by the Mayor of the Town and to be at such interest rates, if any, as may be established by the Maine Municipal Bond Bank and approved by the Treasurer and the Mayor, with such maturities, and to be on such further terms and conditions as may be prescribed by the Maine Municipal Bond Bank and the State of Maine Drinking Water Program, and approved by the Treasurer and the Mayor (the "Bonds" and the "Notes"), such approval to be conclusively evidenced by their execution of the Bonds or Notes.
2. The Mayor and the Treasurer are hereby authorized to execute and deliver on behalf of the Town a loan agreement, relating to the issuance of the Bonds and any Notes in anticipation thereof, in such form and on such terms as the Maine Municipal Bond Bank shall require.
3. The Mayor and the Treasurer are hereby authorized to execute and deliver on behalf of the Town loan application and other applications with the State of Maine Drinking Water Program and the Maine Municipal Bond Bank and an application to the Maine Public Utilities Commission for approval to issue the Bonds or Notes.
4. The municipal officers and officials of the Town are hereby authorized to execute all documents and certificates, and to take all action, including affixing the seal of the Town, as may be necessary or convenient to carry out the full intent of the foregoing votes or any one of them.
5. This Bond Order shall constitute the Town's declaration of official intent within the meaning of Treasury Regulation 1.150-2 to pay, on an interim basis, costs of the Project in an amount up to \$92,000 from the Water Fund, which costs the Town will reimburse from the Bond proceeds when the Bonds are issued.
6. This Ordinance shall take effect 30 days after its adoption.

Moved by **Councilor Ferland** and seconded by **Councilor Donahue** that Ordinance 16-01 is set to Public Hearing on 02/16/2016.

The Town Manager noted the Town Council voted at their last meeting to accept the offer of the State of Maine Drinking Water Program (DWSRF) for the North Main Street (Grove Hill) Water Main Upgrade and to Authorize the Town Manager to execute the applicable paperwork for this project. The State Drinking Water Program has just advised the Town that the project must proceed forward this year with construction due to the direction received from the federal government for the funding.

Olver Associates and the Town are starting to work on this project to line up the timetable as well as other steps so that we can proceed forward. If we rush, the bidding can go out in Spring which should still provide attractive pricing. If the bidding goes out in Summer, the pricing will not be so attractive. Olver Associates believes that they can meet the requirement from the State which we were just advised of and the Town is starting to line up the approvals needed as well as the documents. The Town has never qualified for funding for this important and problematic water main and especially at an interest rate of 1.0% with a small grant and 50% of the cost of a Comprehensive (Master) Plan for the entire water system. Therefore, this should be a priority and our time re-directed to this project which we may not be offered again for many years.

Via e-mail, DWSRF requested that the Town increase the amount of the loan from \$1,283,000 to \$1,287,000 to include the 50% town cost for the grant for the Comprehensive (Master) Plan. I have increased the Ordinance for the Bond Issuance by \$4,000.

The first step in the bonding for the Water Main Replacement Project is to set the Ordinance Authorizing the Project to Public Hearing. Since this is a very large project and Olver Associates must design and bid it out prior to the Maine Municipal Bond Bank Closing for the loan funds, the Town Attorney was contacted on the proper method to authorize this expenditure. The Water Fund has sufficient cash to cover the engineering design and allowance for borings for ledge which would not exceed \$92,000.

I provided a copy of the proposed Ordinance to authorize the Bonding which follows up on the Council's approval to accept the Offer from the State of Maine for this project. Also attached is a copy of the Water Fund with notes showing the cash available as well as the Restoration Reserve funding. Another copy of the materials reviewed at the last Council Meeting on the actual award and application were included in your package for your convenience.

VOTE: UNANIMOUS AYE

6. **DISCUSSION ITEMS:**

Updates:

Water & Sewer Projects Update: In the past few weeks the water/sewer departments have been busy as we continue cleaning and organizing the yard with the highway department. We have been doing winter preparations and maintenance at the facilities. We had our second Water break of the Winter Season last evening and the crew worked until nearly 5:00 am fixing it. Suffice it to the say, they had Tuesday work day off. Scott came in for some admin items only.

Highway Projects Update: Highway has been quite busy with many highway and building projects. Several pieces of equipment are being updated and/or repaired. We are going to

have some Municipal Building Work done by the employees during non-winter storm and cleanup period. The Foreman is organizing the work projects this year which is an astronomical list of projects. The Foreman will be in with a request to utilize Reserve funding for an advanced post hole digger due to the installation of the grant award for 105 signs. We had applied for 84 signs. The ride through with the State officials resulted in adding some signage that would be necessary. Plus this will help when the sign posts lean over in the winter. The pieces of wood blocking only holds up for so long. In addition, PW will be a partner on the small Project Canopy grant that we need to complete by May 2016.

Future Project: The Town received a set of Rapid Rectangular Beacons which are stored in the Town Garage. The history of this project is: The Town is on the list for the distribution of the Rapid Rectangular Beacons similar to those installed on Somerset Avenue. Tentatively, we have requested 2 sets – one for Main Street by Maine Central Institute and one for Lancey Street for the Elementary School. These would be blinking lights that allow for the ability to get across the road. The sets will be available next year as we received a set this year. Main Street looks like a good location for a set. For Lancey Street, it does not seem that the small children at the school should be crossing the street in the vicinity of the school on any of the roads. The Town would receive the units free and then be responsible for installing them. We have Insource Renewables here in Town which installed the first set and they work quite well. Are there any other locations that we can think of that we need assistance with crossing the roads that would be a better location than Main Street or Lancey Street?

Program Staffing Levels: Advertising so far has not resolved in qualified candidates. I do have a lead and have not been able to talk to the person as of yet, however, if it did work out, this would be great.

History, with the budget and carry forward funds, the Town will start the publicity to fill the secretarial position for the Town Manager in the near future. We should have enough funding available to attract qualified candidates to choose from for this needed position. It was certainly clear to the Town Council that the Town Manager needs assistance and she noted that she greatly appreciated their support and help.

Ordinance Amendments Update: The process is on-going with reports from the Ordinance Committee. If all goes well with the Planning Board public hearing in March, then we would be looking at a public hearing in April. We may have a few suggested revisions for a couple of items out of the 30 or so amendments moving forward.

Codes Enforcement: As building permits have slowed down, the CEO has been asked to increase visitation to these locations to initiate cleanup prior to winter. Several contacts have been made as well as letters sent out to property owners in violation. See the FYI Folder.

Code Violation Scheduled for Court: The Town was contacted on Tuesday by the Town Attorney regarding the necessary order to file with the court reporting on the results at the court hearing. I have placed a copy on your desks to review this evening. As it was a legal document, I did not want to send it out over the internet e-mail. It is very brief so it should be fine to review it tonight. The Attorney needs to forward it into the court later this week and would like to hear back from the Town if at all possible on Wednesday.

History: The Town Council authorized the multiple code violations at the Sprague property to go to court at their meeting on 08/21/2015. The Town Attorney compiled a draft complaint on 08/28/2015 to the Town with items required of code enforcement. I have spoken with the CEO about providing the additional information which he has been working on and been promised that this project will be completed shortly. There has been an abundance of permit for projects including new homes, which is very good news. Richard has been working on the side of his home with a natural wood type siding composite.

The complaint with all of its handouts has been compiled. The initial appearance is scheduled for October 30, 2015. Mr. Sprague has made some efforts at cleanup with the creation of piles rather than material spread completely across the property. There has been work on the siding of the home. The property continues to remain in violation of numerous regulations.

The Councilors reviewed the draft order and felt it was appropriate.

Spirit of America Award for 2016: Spencer Havey was so happy when I spoke with him about this award. He is available for the next Town Council Meeting on 02/16/2016 so I would like to schedule the presentation at the beginning of the meeting. We will obtain a bit more background and conduct some publicity.

7. **REPORTS:** Audience, Council

Audience:

Jason Tardy: I just wanted to come in to meet everyone and see how your meetings work. I have some preliminary dates for a presentation. The Budget Presentation is proposed for 03/15/2016, with a follow-up presentation on 05/17/2016.

Council:

Councilor Donahue: None.

Councilor Manning: I am happy to say the Town was calm today versus last night, which was the first time we had a water break since I became a Councilor. It was quite a busy night last night with the water issue.

Councilor Ferland: I was wondering about the Mayoral vote. Is it a choice each Mayor makes? The Town Manager noted there is no prohibition in the Charter regarding the Mayor voting. It has simply been a tradition. Councilor Ferland noted that she attended the MCI Celebration. It was such a fabulous community event. All the kids were bussed over for the event. It was awesome. There was even a drone, which I had never seen before.

Deputy Mayor Nichols: I want to send my condolences to the families of Brian Leavitt and John Ring. I have known Brian my whole life. We went to school together. Things are moving along very well around Town. I was nominated by the Elks for Citizen of the Year. I wanted to thank them for that nomination.

Councilor Strom: I just wanted to say good job, on the record, to the Water and Sewer Department employees. They were working all night on a Water main issue. There was also a

house fire in Detroit that the Fire Department was called out to. I know both groups were up all night so I just wanted to say good job to everyone.

Councilor Cianchette: Absent.

Mayor Stackhouse: I also would like to send my condolences to the Leavitt Family. He was a classmate. He was very athletic and spent a lot of time with the kids and was a great coach, mentor and good friend. I wish I could have gone to the MCI event yesterday. I had to work and my job has to come before the Mayor duties sometimes. Thank you to Kathryn, Nicole and the staff for all their hard work. You all are doing a great job. I hope we can find a viable candidate for the Secretary to the Town Manager position.

8. **EXECUTIVE SESSION**

Executive Session for Title 1, Section 405, 6.C., Economic Development, Disposition of Property and Acquisition of Property

Motion by **Deputy Mayor Nichols** to enter into executive session to discuss Economic Development, Disposition of Property and Acquisition of Property under Title 1, Section 405, 6.C. at 7:23 p.m. The motion was seconded by **Councilor Donahue**.

Motion by **Deputy Mayor Nichols** to return to regular session. The motion was seconded by **Councilor Donahue**. The Town Council exited executive session at 8:25 p.m.

VOTE: UNANIMOUS AYE

9. **ADJOURNMENT**

Motion by **Deputy Mayor Nichols** and seconded by **Councilor Manning** that the meeting be adjourned at 8:26 p.m. All in agreement.

Nicole Nickolan, Town Clerk