

MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, June 7, 2011 at 7:30 pm in the Council Chambers.

PRESENT: COUNCILORS: Mayor Tim Nichols, Bob Stackhouse, Caleb Curtis, Deputy Mayor Gary Jordan, Jr., William Bradshaw, Christopher Carr and Louise Baker. **ABSENT:** None. Also present: Town Manager Kathryn Ruth and Town Clerk Nicole Nickolan. Audience members included: Don Hallenbeck, Jason Judd, Terry Hall, Kelli Frost and Dena Hall.

1. **Mayor Nichols** 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 May 17, 2011

Moved by **Councilor Stackhouse** and seconded by **Councilor Baker** that the minutes of the regular meeting held on May 17, 2011 be adopted.

VOTE: UNANIMOUS AYE

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

Presentation by Theatre Fundraising Group

Jason Judd, Representative of the Theatre Fundraising Committee, was at the meeting to update the Town Council on the fundraising progress of the Committee so far. This group was started a few years ago. We started talking with Donna, the Theatre Manager and representatives from the Town. A Cianbro Representative came in and did a study of what needed to be done for renovations to bring the Theatre up to the 21st century. The estimated amount was approximately \$700,000. We also looked at ways to make the space useable as a community resource. We kicked off our campaign in the Summer of 2008. We have filled out grant applications and have successfully received funding through grants. We have also had some conventional fundraisers that rallied the Town around the Theatre. One was the Buy Pittsfield, Buy Local program that was headed up by Kathryn Ruth. We also recently had a spaghetti dinner that did very well. We have been involved in Sparkle, had a few live shows and direct mailings. There have been penny drives and dress down days at MCI. Our next phase will be looking at the civic groups in Town and doing presentations much like this one. We try to do at least one fundraiser a month. We are also trying to create a close pairing with the Theatre Board. We are going to focus on larger donations and grants rather than just the grassroots movement. This sometimes helps to energize the campaign. We have tried everything from an open house during the Egg Festival to parade floats to raise awareness. We are currently working on meeting the goals to be eligible for the Kiwanas match grant by July 30, 2011. Many grants have specific requirements to be considered. Some of these grants require live shows to be a regular venue for eligibility. Upcoming fundraisers will include a Battle of the Bands in August and a Glow Ball Tournament. Councilor Curtis stated that a Town owned Theatre seems to be rare. Maybe the uniqueness of our Theatre could help draw corporate sponsorship. Mayor Nichols noted how many of his family

members ask about the Theatre. He also noted that a booth at the Egg Festival would really help to get the word out to people who are coming into the area from out of town. Dena Hall noted that upgrading the Theatre would make it more accessible for companies to use for meetings or events and would help to bring in additional income making the Theatre more sustainable. The Town Council and Fundraising Committee had a brainstorming session on people that may be helpful with direct funding requests and may be able to help the Committee learn from their own fundraising experience. Councilor Baker thanked the group for Dollar Night. The seniors really enjoy it.

Community and Economic Development Activities and Events

Employment Specialist Available in Pittsfield:

Looking for employment and not sure how to go about it? Interested in job training or improving your work skills? Want to learn to use the internet to apply for jobs?

As of January 2011, an Employment Support Specialist from the Kennebec Valley Community Action Program is available at the Pittsfield Public Library from **11:00 AM – 1:00 PM every 2nd and 4th Wednesday of the month**

The Employment Support Specialist will work with you by providing guidance and support and connecting you with the resources you need to be successful in your employment goals. You can get help with:

- searching on the internet for jobs
- creating a resume
- connecting to training or education opportunities
- how to apply for jobs on-line
- creating an email account

and many other activities that will assist you in meeting your career goals. Have questions? Feel free to call **1-800-542-8227 ext. 2533 or 859-2533**

Report on Meetings & Events:

Egg Festival Committee Meeting on June 9, 2011 at 5:30 pm in the Council Chambers.

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

Town Manager's Report: Town Council Meeting of 06/07/2011:

1. The FYI Folder: FYI Folder which contains items that come in between the Town Council Meetings has the following this evening: Read List

2. Sludge Removal Project: The sludge hauling has begun as the facility is dried out. This means that the Town will be closing on the final loan this summer and that means that a sewer rate increase will go into effect on July 1, 2011. Over the last 30 years, the Town made the choice to not put away funds for this project that is needed so that the

Lagoon System can continue to function appropriately and not be clogged up. Therefore, the Town did not have a pay as you go philosophy so the only way to pay for the project is with our future bills. The bills that have been issued have a notice on them so that people will have several months to prepare for the rate increase. Citizens are able to make payments during the quarter and not wait for the bill if this is an easier way for people to pay. Effective July 1, 2011, the sewer rate will be \$7.25/1,000 gallons. Many people are aware of this due to the extensive newspaper coverage of the sludge removal project planning.

3. School Budget Vote: The balloting on the SAD #53 Budget for the period of July 1, 2011 to June 30, 2012 is scheduled for next Tuesday, June 14, 2011 from 12:00 noon to 8:00 pm.

4. Town Council Summer Meeting Schedule: The Town Council Regular Meeting schedule for the Summer is scheduled as one meeting in both July & August as July 12, 2011 and August 16, 2011.

As we have a large number of grant projects underway this summer which require regular payments, I contacted the Town Attorney who has advised as follows how the approval of the expense warrants can take place:

Under Section 125.1 (3) of the Code, the finance committee reviews each warrant for payment and refers to the Town Council for a majority to approve. This takes place before and during the Regular Council Meetings at this time. The Charter does not require this to be a part of the Council Meeting - it just works out best to have it done that way. For the summer months when we have one meeting, the Town Attorney recommends simply making the warrants available at the Town Office, have the Finance Committee approve first, posting their review for the other Councilors to review and then sign. This will allow for a timely approval of the warrants during the summer months. So basically, when the warrants are ready and require signing to make payment schedules, the Town will contact the Finance Committee members first and once they sign, contact the other Councilors.

5. Sibley Pond Bridge Closure Notification: The Town was notified today of the following closure: READ letter.

Finance Committee: No Report.

Ordinance Committee: No Report.

Recycling Committee: The Recycling Committee met on 06/01/2011. They reviewed the year and details on the Re-use Center and discussed the vision for the next year.

6. **NEW BUSINESS:**

RESOLUTION 11-69: Resolved that the Town Council accept the bid of Vaughn D. Thibodeau II of Bangor, ME to not exceed \$ 72.72 per ton for Superpave paving; \$ 14.00 per linear foot for curbing; and \$ 137.00 per ton for hand placed mix, in total to not exceed \$ 138,531.60 and to authorize the Town Manager to execute a contract for same.

Moved by **Councilor Stackhouse** and seconded by **Councilor Baker** that Resolution 11-69 be adopted.

The Town Manager noted the Town Council approved bid specifications at their 04/05/2011 Council Meeting. Bids were due on 04/26/2011 with 8 bids received.

The low bidder was Vaughn D. Thibodeau II at the price of \$72.72 per ton at the quoted tonnage of 1905 tons for a total of \$138,531.60. Thibodeau is from Bangor, Maine.

The Town has been working toward a loan of \$123,000 during the last month through holding a public hearing, approval of an ordinance, issuance of a RFP for funding, and acceptance of a bid for funding from Skowhegan Bank. The Ordinance allowing the borrowing of funds will be in effect on 06/03/2011.

If the low bid is accepted, then \$123,000 will be available from the 2011 Paving Loan and \$15,531.60 will be needed from the Construction/Reconstruction account

VOTE: UNANIMOUS AYE

RESOLUTION 11-70: Resolved that the Town Council authorize the use of the funds from the 2011 Summer Paving Program Loan in the amount of \$123,000 and authorize the Town Manager to transfer and expend \$ 15,531.60 from the 2011 Capital Budget, Capital Improvement – Construction/Reconstruction (E-45-05-60-15).

Moved by **Councilor Stackhouse** and seconded by **Deputy Mayor Jordan** that Resolution 11-70 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 11-71: Resolved that the Town Council accept the quotation of Newport Monument of Newport in an amount to not exceed \$4,700.00 and to authorize the Town Manager and Deputy Treasurer to transfer and expend \$3,700.00 from the Merrill Cemetery Capital Improvement Fund PITT 01 (G/L #7-127-00) and \$1,000.00 from the TD Banknorth Cemetery Capital Improvement Fund (G/L #7-128-00).

Moved by **Councilor Bradshaw** and seconded by **Councilor Stackhouse** that Resolution 11-71 be adopted.

The Town Manager noted as discussed at the last Council Meeting, due to the time-sensitive nature of this work, the Town would acquire quotations and commence the work. Twenty-five (25) stones in the older section of the Pittsfield Village Cemetery were tipped over and damaged. Only one contractor specializing in stone repair would be able to work at the Cemetery during the next several weeks due to the busy Memorial Day period. The Cemetery Sexton commissioned Newport Monument to fix the stones that are still visited so that the stones were in order for Memorial Day. The remainder of the stones will be fixed in June 2011.

VOTE: UNANIMOUS AYE

RESOLUTION 11-72: Resolved that the Town Council authorize the Town Manager and Deputy Treasurer to expend and transfer \$3,830.00 from G/L #610-00 PITT03 Fire Department Reserve for a PTO Pump for the 2007 Ford F-650 truck for the Fire Department.

Moved by **Deputy Mayor Jordan** and seconded by **Councilor Stackhouse** that Resolution 11-72 be adopted.

The Town Manager noted at their 05/03/2011 Council Meeting, the Town Council authorized the purchase of the 2007 Ford F-650 as the new Fire Department Utility Truck Unit 6. Upon review of the truck at Brindlee Mountain Fire Apparatus, LLC, the Fire Chief discovered that the truck did not have a PTO Pump, which is needed.

The total cost of the Fire Truck with the additional items needed (which were not repairs, but additions) is \$120,330. The total amount approved was \$116,500. The additional funding to approve for the actual truck is \$3,830 for the installation of basic needed equipment not on the original truck.

Once the truck is here, the Assistant Chief will provide a list of equipment and pricing for items that are normally added to a fire utility truck so that an additional transfer and expenditure can be authorized from the Fire Department Reserve to outfit the truck.

Councilor Stackhouse asked when the truck would arrive. The Town Manager stated it would take a few months.

VOTE: UNANIMOUS AYE

RESOLUTION 11-73: Resolved that the Town Council authorize the Town Manager and Deputy Treasurer to expend and transfer up to \$6,142.38 plus interest from the Sanitary Stormwater Separation Fund PITT #22 (G1-612-00) for use in addressing stormwater issues on several streets and to close the account upon conclusion of the projects.

Moved by **Councilor Bradshaw** and seconded by **Deputy Mayor Jordan** that Resolution 11-73 be adopted.

The Town Manager noted The MDOT will now allow the Town to hook into the Peltoma Avenue Stormwater Drainage system to correct drainage issues along Summer Street. The funds currently available in this account were originally designated to address stormwater issues along Summer Street. The Town plans to complete this work shortly prior to the Summer Paving. Public Works and Water/Sewer personnel will work together on the project. An excavator will be rented and the necessary piping ordered.

Any funds left over will be utilized to address other small stormwater issues that are present in the in-town area. This is a focus of Public Works this summer.

Most of the funds will be utilized to buy the needed piping with a smaller amount covering excavator rental.

VOTE: UNANIMOUS AYE

RESOLUTION 11-74: Resolved that the Town Council refer the item to the Town Attorney for legal action on an unsafe, dilapidated and casualty damaged building located at 195 Library Street, Map 25, Lot 6 belonging to William B. Young.

Moved by **Deputy Mayor Jordan** and seconded by **Councilor Stackhouse** that Resolution 11-74 be adopted.

The Town Manager noted this is an on-going problem as the owner did board the structure up a couple of times and the Town finally had to go board items up. All plans were never carried through. Contact from the Town Attorney may be helpful.

Deputy Mayor Jordan asked if the owner has been in contact with the Town. The Town Manager noted not since early 2010. Councilor Curtis asked if the owner lives in Town. The Town Manager stated no. He was an absent landlord. Councilor Bradshaw thought we should find out if the owner received a settlement from his homeowners insurance. Councilor Bradshaw asked if the Town can offer to take down the building for a price. The Town Manager noted that would be a very large liability for the Town.

VOTE: UNANIMOUS AYE

RESOLUTION 11-75: Resolved that the Town Council donate the former basketball hoops and backstops at Hathorn Park to the Deeper Life Assembly Church for their use at the church for the youth.

Moved by **Deputy Mayor Jordan** and seconded by **Councilor Bradshaw** that Resolution 11-75 be adopted.

The Town Manager noted two years ago, the Town purchased new basketball hoops and backstops from Home Depot after Vaughan Woodruff saw the new merchandise that was priced extremely well. The Town stored the new equipment until the Hathorn Park Revitalization project at the basketball court was commenced. The old hoops and backstops were taken down. The Pastor at the church happened to see the equipment and inquired at the Town Office to see if the old equipment could be donated to the church.

VOTE: UNANIMOUS AYE

RESOLUTION 11-76: Resolved that the Town Council sign the Warrant and Notice of Election to Call MSAD #53 Budget Validation Referendum to be voted on June 14, 2011.

Moved by **Councilor Stackhouse** and seconded by **Councilor Bradshaw** that Resolution 11-76 be adopted.

The Town Manager noted this is a yearly process to call the annual budget validation referendum.

VOTE: UNANIMOUS AYE

RESOLUTION 11-77: Resolved that the Town Council excuse the absence of Councilor Curtis from the Town Council regular meetings of April 19, 2011; May 3, 2011; and May 17, 2011.

Moved by **Councilor Stackhouse** and seconded by **Councilor Baker** that Resolution 11-77 be adopted.

The Town Manager noted under the Town Charter if a Councilor misses three consecutive meetings the Town Council needs to formally excuse the absences. Caleb had advised he would miss a few meetings due to scheduled sessions with his wife. We are glad to have Caleb back!

VOTE: UNANIMOUS AYE

RESOLUTION 11-78: Resolved that the Town Council approve the issuance of a parade permit to the Central Maine Egg Festival Committee and the Greater Pittsfield Area Kiwanis Club for the Kiwanis Kiddie Parade on Thursday, July 21, 2011 at 6:00 pm and the Egg Festival Parade on Saturday, July 23, 2011 to begin at 9:15 am and to waive the fee for both.

Moved by **Councilor Bradshaw** and seconded by **Councilor Stackhouse** that Resolution 11-78 be adopted.

The Town Manager noted this is a yearly process.

VOTE: UNANIMOUS AYE

RESOLUTION 11-79: Resolved that the Town Council approve the issuance of a parade permit to the Sebasticook Valley Federal Credit Union for a Fundraising Run to End Hunger on Saturday, July 23, 2011 to begin at 7:30 am and to waive the fee.

Moved by **Deputy Mayor Jordan** and seconded by **Councilor Baker** that Resolution 11-79 be adopted.

VOTE: UNANIMOUS AYE

7. **DISCUSSION ITEMS:**

Grants Update:

New Grants:

Airport Grants: Stormwater, Security and FAA Review: The airport engineering walk through and inspection of the airport has taken place. The report with recommendations as well as the Stormwater Study is in the process of being completed.

Economic Development Administration Grant: Pittsfield Industrial Park

Expansion: Still filing reports, waiting for CMP to string the line as the poles have been set and waiting for the contractor to come back on site to complete the remainder of the additional work that can take place under the grant. The weather conditions have not allowed this as of yet. The Town will be completing some work on our own to make sure that the grinding and paving can take place. Ditching has been partially completed as well as the installation of one culvert.

L&W Conservation – Hathorn Park Legge’s Field: PW excavated the basketball court and the pavement has been completed by Bard. The next step is to install the concrete and the new basketball equipment after the gravel is raked up to the pavement.

PUC Energy Efficiency: Block Grant to Towns: Contract is signed with Yankee Solutions; the Town received funding and the furnace and solar thermal unit have been ordered.

Riverfront Community Development Grant: The parking lot was paved and cured over the Memorial Day weekend, all of the supplies and signing has been ordered and as soon as the bills come in, we will file for reimbursement.

Sludge Removal: The work is underway, the material is very dry and the sludge is being hauled to the licensed disposal site. DEP was on site and very impressed with the work.

Sewer Replacement including Sewer Evaluation Study with Camera Work, Dye Test/Smoke Test and Report: Work is completed and Olver Associates is working on the report.

8. **REPORTS:** Audience, Council

Audience:

Don Hallenbeck: Most people don’t realize there used to be a second story above the Theatre. There was a female Osteopathic Doctor there first and then Anthony Cirillo used the space as a law office. This explains a lot about the roof issues. Another thing that used to be different is the fact that the box office used to be outside under the awning. There is a picture taken during an old Postmasters meeting that documents this. In talking with the Historical Society and the Code Enforcement Officer the Depot is in need of some major repairs. The roof is over 30 years old and is in need of repair and the siding needs to be replaced to cover the lead based paint that is starting to flake.

Council:

Councilor Baker: No Comment.

Councilor Carr: No Comment.

Councilor Bradshaw: Noted that the letter from William Young mentions the company P.M. MacKay would be taking down the home. In my experience this company has never bid on a project like this. The way I think it looks is that he got a settlement.

Deputy Mayor Jordan: No Comment.

Councilor Curtis: Asked what did the Theatre Fundraising Committee mean that they got money from the roof repair? The Town Manager noted that because the Town did work to stabilize the roof, the amount is considered contributed towards the \$700,000 estimate for Theatre repair.

Councilor Stackhouse: No Comment.

Mayor Nichols: I want to thank the Theatre Fundraising Committee for coming in. They will eventually meet their goal. It is too bad that the William Young house is so dilapidated it is beyond repair. On a happier note I have to say I thought the house on Somerset Avenue was beyond repair too, but Merlon has done a wonderful job repairing it.

9. **ADJOURNMENT:**

Motion by **Councilor Stackhouse** and seconded by **Councilor Carr** that the meeting be adjourned at 9:10 p.m. All in agreement.

Nicole Nickolan, Town Clerk