

MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, September 6, 2011 at 7:30 pm in the Council Chambers.

PRESENT: COUNCILORS: Mayor Tim Nichols, Caleb Curtis, Louise Baker and Christopher Carr. **ABSENT:** Bob Stackhouse and Deputy Mayor Gary Jordan, Jr. Also present: Town Manager Kathryn Ruth and Town Clerk Nicole Nickolan. Audience members included: Don Hallenbeck, Gerald Drake, Lyn Smith, Victoria Alexander, Sue diRosario, Alex Barber.

1. **Mayor Nichols** opened the meeting by leading the **Pledge of Allegiance**. The Council observed a moment of silence.

It was noted that Mayor Nichols would be voting tonight to make a quorum.

2. Adoption of minutes of the regular meeting held on August 16, 2011

Moved by **Councilor Baker** and seconded by **Councilor Curtis** that the minutes of the regular meeting held on August 16, 2011 be adopted.

VOTE: UNANIMOUS AYE

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

Presentation by Victoria Alexander-Lane, President/CEO of Seabasticook Valley Health

The Town Manager introduced the President/CEO of Seabasticook Valley Health, Victoria Alexander-Lane. She is here this evening to update the Town Council on SVH's plan to ensure quality health care continues close to home for the people of Seabasticook Valley.

The Town Council received a background package from SVH on their plans. SVH has been hard at work planning out the future of the hospital as the 50th Anniversary of the hospital's operations approaches in 2013. The plans are based upon improvements in how inpatient care is provided and the modernization of key services throughout the hospital.

Mrs. Alexander-Lane gave the Council a brief presentation highlighting some of the hospital's achievements and awards. She also voiced her concern with the high rate of poverty in this area and the numerous risks people face with poverty such as smoking, drug use and obesity. Mrs. Alexander-Lane reviewed the hospital's master plan including the plan for private rooms or semi-private super suites and upgrades to the ER services.

Mayor Nichols stated the hospital has grown leaps and bounds since the 1960's. Hopefully there will be some information available to the public as the 50th anniversary grows near.

Councilor Curtis asked what we could do as a Town to help. Mrs. Alexander-Lane stated any help we can offer with locating grants that will help improve health would be

appreciated. The Town Manager noted that she has forwarded some items to Healthy Living regarding this matter.

Community and Economic Development Activities and Events

1. Skills Inc. Commendation

2. New Business Summary for 2009-2011 to date: Presented the Summary of new business growth. Focusing upon small business development and home based businesses

In addition, in 2009-2011 we focused upon providing resources for community and economic development:

A. Job Fairs to bring jobs to the community

B. Partnering with other economic and community development entities on joint projects

C. Locating Technical Resources to help the community

3. 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?

An Employment Support Specialist from the Kennebec Valley Community Action Program is available through a grant obtained by KVCAP. The Employment Support Specialist works with interested individuals to provide guidance and support and connect people with the resources you need to be successful in your employment goals.

Interested citizens 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 to schedule an appointment with the Employment Specialist in Pittsfield at the Pittsfield Municipal Building or Pittsfield Public Library.

Report on Meetings & Events:

Industrial Park Expansion – Meeting of the Pittsfield Economic Expansion Corporation and the Economic Development Team

An interesting meeting was held last week of the two economic development groups. We toured the Pittsfield Industrial Park Expansion, which is a very attractive business park with smaller lots geared toward precision manufacturing, high tech and value-added wood compositions, although other businesses are certainly welcome. Once the paperwork is closed out on the grant, we can actively market the lots so we are preparing for down the road in 2-3 months. Members of the group will be meeting with businesses in town to gauge their interest in lots, we will be discussing clustering, a review of lot

pricing is underway and the members are reviewing the current economic development packages to familiarize themselves with the tools that we now have. I am also working on specific marketing materials for the Industrial Park Expansion.

Upcoming Meetings & Events

The Town will be back on schedule with all of its regular meetings as the summer is coming to a close!

4. PUBLIC HEARINGS/OLD BUSINESS:

ORDINANCE 11-08: (Public Hearing) The Town of Pittsfield hereby Ordains to accept all tax year payments of Philip M. Richardson, including interest and lien costs, for the property at 108 D Street (Map 034, Lot 030), the Town having acquired said property as a result of automatic foreclosure of a 2008 property tax lien, recorded in the Somerset Registry of Deeds on June 22, 2009 at Book 4151, Page 195, which matured on November 25, 2010. The Town Council further authorizes the Town Manager to execute a municipal quitclaim deed releasing the Town's interest in said property to Philip Richardson.

The Public Hearing was opened. There was no one who wished to speak in favor or against Ordinance 11-08. Public Hearing closed.

Moved by **Councilor Carr** and seconded by **Councilor Stackhouse** that Ordinance 11-08 be adopted.

The Town Manager noted this property became tax acquired on November 25, 2010. All taxes, interest and lien costs have been paid in full. As the property is tax acquired, the Town must hold a public hearing on the required ordinance under the Town Charter and then vote to issue a quitclaim deed to Mr. Richardson.

VOTE: UNANIMOUS AYE

5. REPORTS: TOWN MANAGER, FINANCE, ORDINANCE & RECYCLING COMMITTEES:

Town Manager's Report: Town Council Meeting of 09/06/2011:

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

2. Nomination Papers for Town Council and School Board: Nomination papers are now available for the following seats: 1 – District 2 Councilor; 1 – District 3 Councilor; 1 – Councilor At Large; and 3 SAD #53 Board members. Nomination papers must be returned to the Town Office for filing by 5:00 pm, Monday, September 26, 2011.

3. Band Aid for the Theatre:

The event went very well and we plan to continue it next year with less bands so people can see all the bands.

The Custodians @ Parking Lot Behind Cianbro
The Bill Thibodeau Band @ Pittsfield Theatre
Four No More @ Pittsfield Fire Station
Pete Witham and Friends @ Hathorn Park

4. SVH Community Health Fair:

Read Notice: Health Connections Close to Home on Saturday, September 10, 2011 from 9:00 am to noon.

5. Pittsfield Earth Day 2011 Backyard Compost Bin Sale: READ Announcement.

We are still accepting orders.

6. Trash To Treasure Re-Use Center: The new Trash to Treasure Re-Use Center is open on Saturdays from 10:00 am – 4:00 pm. The Re-Use Center is in the former Veterans of Foreign Wars Building opposite the Transfer Station and Recycling Center. The facility is on Saturdays from 10:00 am – 4:00 pm. Those who have completed their yard sales and have items left over that they do not want to take back to their homes might consider donating the clothing to Pennywise and the other items to the Re-Use Center. The Town has a comprehensive list of items that can be donated at the facility available at the Town Office.

Finance Committee: No Report.

Ordinance Committee: No Report.

Recycling Committee: No Report.

6. **NEW BUSINESS:**

ORDINANCE 11-09: (To be set to Public Hearing 09/20/2011) The Town of Pittsfield hereby Ordains to accept all tax year payments for Christopher & Samantha Peace, including interest and lien costs, for the property at 177 West Street (Map 027, Lot 041), the Town having acquired said property as a result of automatic foreclosure of a 2008 property tax lien, recorded in the Somerset Registry of Deeds on June 22, 2009 at Book 4151, Page 180, which matured on November 25, 2010. The Town Council further authorizes the Town Manager to execute a municipal quitclaim deed releasing the Town's interest in said property to Christopher & Samantha Peace.

Moved by **Councilor Curtis** and seconded by **Councilor Baker** that Ordinance 11-09 be set to Public Hearing.

The Town Manager noted this is the property that we discussed at the last Council Meeting. We received a call early the next day after the August Council Meeting from the mortgage company that they were committed to paying the taxes. All taxes, interest and costs as well as water and sewer bills have been paid on the property.

This property became tax acquired on November 25, 2010. As the property is tax acquired, the Town must hold a public hearing on the required ordinance under the Town Charter and then vote to issue a quitclaim deed.

VOTE: UNANIMOUS AYE

RESOLUTION 11-99: Resolved that the Town Council approve the Town Manager to authorize G. Drake Masonry to continue to repair the upper exterior rear wall of library, remove chimney and rebuild chimney to height of one foot for an additional cost of \$4,150 and to transfer and expend the funds from G # 1- 646-00, the Library Trust Fund.

Moved by **Councilor Curtis** and seconded by **Councilor Baker** that Resolution 11-99 be adopted.

The Town Manager noted the chimney and nearby section of wall is in need of repair. Water has seeped through the building and caused damage to the interior wall. Gerry Drake Masonry was hired to make repairs.

While working on the current \$7,300 project, the masons found that the bricks could not be re-pointed because there was nothing to attach the mortar to. The bricks are crumbling to powder. They can no longer continue with the project under the current scope.

Gerry Drake is proposing to do more extensive repair, including cleaning and replacing bricks and rebuilding the chimney.

The Librarian checked with the Maine Historic Preservation Commission. Mike Johnson said it was okay not to rebuild the chimney to its original height since it is no longer a functioning chimney and it is in the rear of the building.

We asked Mr. Drake to explain out exactly what has happened, why the original work cannot be completed and to make a proposal to address the situation that was found.

Lyn and Mr. Drake are here this evening to answer any questions regarding this project with the Town Council. The Councilors received a copy of the proposal submitted as a change order, an explanation of the issue and photographs showing the issue at the Library.

Mr. Drake explained to the Council the situation at the Library that was found once his crew got deeper into the project. The option being brought forward tonight is a permanent fix to a situation that would only get worse if a patch was just made to the chimney. The water damage would only get worse if left as it is now. Donnie Hallenbeck also noted that the Library is on the National Historical Registry and they limit what changes can be made to the building.

VOTE: UNANIMOUS AYE

RESOLUTION 11-100: Resolved that the Town Council approve the payment of the monthly disbursements in the amount of \$198,045.30 (July 2011) and \$198,045.34 (August 2011 – June 2012) to SAD #53 for its fiscal year beginning July 1, 2011 and

ending June 30, 2012, for a fiscal year total of \$2,376,444.04, which represents the Town of Pittsfield's share of SAD #53's local appropriation funds.

Moved by **Councilor Carr** and seconded by **Councilor Curtis** that Resolution 11-100 be adopted.

The Town Manager noted this is a housekeeping item.

VOTE: UNANIMOUS AYE

RESOLUTION 11-101: Resolved that the Town Council approve the payment of weekly payroll checks in accordance with the following accounts: Personnel Services (01-05 Regular; 01-10 Overtime; 01-15 Part-time; 01-20 Supply Operation, 01-25 Supply Maintenance, 01-30 Distribution Maintenance, 01-35 Customer Accounts; and 01-40 FICA).

Moved by **Councilor Curtis** and seconded by **Councilor Baker** that Resolution 11-101 be adopted.

The Town Manager noted this is a housekeeping item

VOTE: UNANIMOUS AYE

RESOLUTION 11-102: Resolved that the Town Council authorize the transfer of funding from the Reserve accounts pursuant to the approved 2011 Budget for Reallocation Revenue funding as the original purposes of the reserve accounts has been met, such Reallocations designated as \$13,000 from G-1-618-00 Cable Access Reserve and \$10,000 from G-1-627-00 Revaluation Reserve.

Moved by **Councilor Curtis** and seconded by **Councilor Carr** that Resolution 11-102 be adopted.

The Town Manager noted during the budget process last year we discussed the reallocation of funding for the Revenue budget to assist as much as possible in lowering the amount of property taxes to be raised for the 2011 budget. After a thorough review of all funds, several reallocations were discussed that included the use of funds from accounts for which the purpose was completed or less funding was actually needed. It is now time to transfer those funds. For those funds in Fund 1 (General Fund) and Fund 4 (Economic and Community Development Fund) further motions are not needed.

Since two of the four reallocations are from Reserve Accounts, the Town Council should approve the transfer of the funds from the two reserve accounts in accordance with State Law.

VOTE: UNANIMOUS AYE

RESOLUTION 11-103: Resolved that the Town Council adopt the Budget Calendar for the 2012 Budget Process.

Moved by **Councilor Curtis** and seconded by **Councilor Baker** that Resolution 11-103 be adopted.

The Town Manager noted the Town's regular budget calendar has worked well in the past. If we are able to process the reviews listed at the Regular meetings and have time available, we would continue with budget items, thereby deleting Special meetings. We should also discuss budget goals.

If Councilors have specific projects or items that they would like to see reviewed for the budget process - this would be the meeting to list them out so that the staff can review and provide information for an alternate to the general budget.

In addition to the effects of the nation's economy which are continuing, the Town will need to prepare for the effects of future state cuts to revenue sources as the State needs funds to help address its situation. In addition, as the State of Maine considers zero based budgeting, which our town has utilized since 2002, there are going to be changes in requirements for the Towns and may likely be changes to revenues received.

VOTE: UNANIMOUS AYE

RESOLUTION 11-104: Resolved that the Town Council authorize the Town Manager to sign the Letter of Intent to participate in the one-day Household Hazardous Waste Collection Event on Saturday, October 1, 2011.

Moved by **Councilor Curtis** and seconded by **Councilor Carr** that Resolution 11-104 be adopted.

The Town Manager noted for several years, the Town has participated in this one day event which has provided residents the opportunity to dispose of household hazardous materials rather than leaving the materials at their homes or throwing them away with trash.

Last year, the Town spent \$620.24 for the materials that were collected plus staff time to organize and assist with the event. In 2009, the Town spent \$978.96 for the materials that were collected plus staff time to organize the event.

The amount that we spend will be dependent upon the amount of material that is collected. In the past we have capped the cost that can be expended and will do so this year also.

The Recycling/Transfer Station/Safety Coordinator proposes a cap of \$1,500 for this year's project.

VOTE: UNANIMOUS AYE

RESOLUTION 11-105: Resolved that the Town Council Proclaim November 8 – 15, 2011 as Maine Recycles Week for the Town of Pittsfield.

Moved by **Councilor Carr** and seconded by **Councilor Baker** that Resolution 11-105 be adopted.

The Town Manager noted since 2003, the Town has promoted a Maine Recycles Week for the community. The Recycling Committee plans to celebrate National Recycling Week with activities in the school system as scheduling allows. This Proclamation is the first step in that process.

VOTE: UNANIMOUS AYE

7. **DISCUSSION ITEMS:**

Updates:

Pan Am Railway Main Street Crossing #365243L Condition

The Town continues to work with Pan Am Railway on improvements to the Main Street Crossing. The company has requested an internal payment so that some milling can take place to allow for a more even crossing. All the Pan Am Railway staff have been extremely helpful, it just takes a long time for an improvement to take place. I will have another update shortly from the company on our concerns regarding the condition and the work schedule.

Request for Project Applications to Drinking Water State Revolving Loan

This is notification only that project applications for the 2012 season are now available for Drinking Water projects. We could certainly find many opportunities for an application, however, with our current project at Waverly Street and the fact that we are not increasing water rates for the project as we had our first increase in 10 years in 2009, it is important to monitor our current collections and finish our current project before undertaking any other projects. It took a while for the infrastructure needs to build up, so it is going to take awhile to fix everything that needs to be addressed.

State Planning Office Waste Characterization Study

The Town of Pittsfield was one of 16 communities that participating in a recent Waste Characterization Study for the State of Maine. This is a study of what is thrown away with the materials in the trash being sorted into over 60 separate categories with paper and plastics being the materials with the most sorts. The last study was 20 years ago. We will receive a copy of the study when it is completed.

Highway Projects

PW has a lengthy updated work plan. If there are any items that you feel need to be completed, please let me know. The drainage by Vickery School on School Street was recently completed. The PW crew found some drainage pipe that had been covered over, likely when construction was taking place on a school related project. The amount of piping was a lot less and so was the cost for the project as about ½ of the anticipated work was not needed due to the discovery. Some crosswalk painting and re-painting has again taken place, more is needed. There are many projects including the Main Street section of sidewalk that needs to be rebuilt and paved; bush hogging; cutting of brush at the airport, more ditching and drainage resolutions. This is in addition to regular work, emergencies and grant projects to complete.

Water and Sewer Projects

Water and Sewer has a lengthy updated work plan. Work commenced on problematic curb stops. Manholes are being worked on as there are some that must be fixed in the roadway so that they are better aligned. Next is work at the Wastewater Treatment Plant including the fence; starting water main repairs at the Public Works and Water/Sewer property, replacing/repairing gate boxes; and flow testing and flushing of hydrants. The old water meters have been collected up and are being hauled to Newport Metals for a payment with the disposition record being completed. W&S and PW would like to replace a few stretches of sewer line. We will be looking into a purchase for one of the projects shortly. The Town would do the work ourselves as these are small areas and straight-forward replacements. This will be dependent upon time and weather conditions.

There have been 3 regular hydrant replacements (1 of which was hit by a motor vehicle) and 2 hydrants will be replaced as part of the Waverly River Crossing Project. We would like to do a couple more if the budget can afford it. We need to wait awhile on this.

Grants Update:

Airport Grants: Stormwater, Security and FAA Review: We received the Stormwater Pollution Prevention Plan. Caleb and I reviewed it and made recommended revisions, which were forwarded, to Hoyle Tanner & Associates. A copy of the study is available in the Town Office in case anyone would like to borrow it. This study allows the Town to be able to expand the apron with the proper permits. The study shows how many culverts are at the airport, which no one has known about as they are inventoried and I have asked for a map to match up with the Figures/Photos.

Economic Development Administration Grant: Pittsfield Industrial Park Expansion: The punch list inspection took place of the Industrial Park Expansion project and although short, the list is very important. The grinding and paving of Industrial Park Street was completed and makes a great difference in terms of the entrance to the Industrial Park and the Industrial Park Expansion. CMP has completed their work. We are waiting for a number of items prior to performing the final inspection.

L&W Conservation – Hathorn Park Sports Complex: The Town received our first reimbursement from the Town. We have \$3278.60 left in our grant and are in the process of compiling costs for items to submit to the State for approval to proceed. We are looking at a bike rack and spectator benches for the basketball court; fixing up the gravel parking area by Legge’s Diamond and perhaps a tiny bit of paving. This is still in progress.

New Opportunity: L&W Conservation – Hathorn Park Sports Complex, II: I did file the required pre-application or intent for Phase II of the Hathorn Park Sports Complex. We were looking a proper and safe playground equipment; fencing between the playground and basketball; reconstructing two paths at Hathorn, fixing the log fence up by the area where the Farmers Market is and re-doing the parking lot as well as structural and electrical upgrades for the Gabezo (if possible). A proposal will be brought in at a future meeting and we will see what we want to do.

PUC Energy Efficiency: Block Grant to Towns: The furnace and hot water heater are fully installed. The solar thermal unit is scheduled to be installed the third week in September.

Riverfront Community Development Grant: The State is very pleased with this project and as we are under budget, we have been approved to continue to supplement the park. Therefore, we were allowed to purchase picnic tables; liner for the skating rink; benches for the skating rink; informational display sign; and bike rack. These costs will be submitted as Reimbursement #2. The picnic tables are installed; the Pinnacle Ski Club has met to discuss how the liner should be installed; the benches for the skating rink have been made and the informational sign and bike rack need to be installed. PW is to meet with members of the Pinnacle Ski Club to decide of locations. Once everything is installed, we will determine how to proceed with any remaining purchases to be recommended to the State of Maine for the remaining grant funds.

Sludge Removal: The sludge removal is complete and I do not have the final pay requisition from Olver Associates as of yet.

Sewer Replacement including Sewer Evaluation Study with Camera Work, Dye Test/Smoke Test and Report: Work is completed, Olver Associates is working on the report. The Sewer Replacement project has begun down on the Cross Country Route from Manson Park up to Nichols Street this week.

New Opportunity: MDOT Transportation Enhancement Grant: We are waiting for information on whether other project areas would be eligible for funding. If so, the Town would be responsible for a 20% cash match to obtain the 80% federal funding in the MDOT program. We would need to engineer the project in advance of applying for the grant next year.

New Opportunity: Project Canopy funding is available and might be helpful for the Town to figure out what to do with the Town's wooded properties. Grant workshops are being scheduled in September 2011 and the grant application is due on Monday, October 17, 2011. The maximum grant is \$10,000 and requires a 50% cash or in-kind services match. Forest Management Plans are an approved use of grant funding for publicly owned forestlands, which we definitely have off Peltoma, Powers, Sibley Pond, etc.

8. **REPORTS:** Audience, Council

Audience: None

Council:

Councilor Baker: Mentioned that she would like a copy of the study done by the University of Maine at the Recycling Center. The Town Manager noted that once it was received we would make the study available. Councilor Baker also thanked the Town for the repairs to the hill on Snakeroot Road. Councilor Baker asked what seats were open for the upcoming local election. The Town Manger advised on the seats open for the upcoming election.

Councilor Carr: Questioned if we have received the Fire Truck that was approved by the Council or was it still in Kentucky? The Town Manager noted acquiring the truck is taking longer then we thought but it is still a work in progress. Councilor Carr is glad to see Economic Development is moving along. Councilor Carr stated that it is great to see volunteers getting involved with the sports, but it is important to have a Recreation Director.

Deputy Mayor Jordan: Absent.

Councilor Curtis: Stated he has been by the Pinnacle and it is really booming right now. I know the history of the Pinnacle has always gone up and down. Its success in the past has been dependant on volunteers, but would it be possible to have the Recreation Director have a hand in that for the future? It would be nice to take some of the weight off of the volunteers. We may have to pay additional wages for the winter involvement of a Recreation Director, but I think it's a good idea.

Councilor Stackhouse: Absent.

Mayor Nichols: Wanted to thank Victoria Alexander-Lane for making a presentation tonight regarding the hospital. I did go to the Economic Development meeting and I really feel like we have everything the SuperPark has. When the economy turns around the Industrial Park will be an ace in the hole. The Pinnacle is looking really good. That place was the place to be when I was a kid and I think its starting to get back to that point.

9. **ADJOURNMENT:**

Motion by **Councilor Curtis** and seconded by **Councilor Carr** that the meeting be adjourned at 8:49 p.m. All in agreement.

Nicole Nickolan, Town Clerk