

# MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, February 21, 2012 at 7:30 pm in the Council Chambers.

**PRESENT:** COUNCILORS: Mayor Tim Nichols, Caleb Curtis, Christopher Carr and Louise Baker.

**ABSENT:** Bob Stackhouse, Deputy Mayor Gary Jordan, Jr. and Donna Chale. Also present: Town Manager Kathryn Ruth and Town Clerk Nicole Nickolan. Audience members included: Don Hallenbeck, Annaleis Hafford, William Olver and others.

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

**Mayor Nichols** noted for the record he would be voting tonight to make a quorum.

2. Adoption of minutes of the regular meeting held on February 7, 2012.

Moved by **Councilor Carr** and seconded by **Councilor Curtis** that the minutes of the regular meeting held on February 7, 2012 be adopted.

**VOTE: UNANIMOUS AYE**

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

Community and Economic Development Activities and Events

**Report on New Business Activity & Opportunities in Pittsfield:**

Some private sector business activities are under review. There will be some projects on the agenda later this evening.

I received an invitation to meet with the Governor's new Business Executives about the Department of Economic and Community Development's new approach to stimulating the economy and creating jobs to help employers and potential employers. The Town Manager gave a brief report on the meeting.

The Trust holding the former SAS building has decided that it will put the property out for sale. The RE agent handling the property has promised that the Town will receive a copy of the information package. Terry Sortwell of LandVest, a company from Camden that handles Luxury Real Estate was retained by the company. It would be great to have this property on the market so that it could be used, rather than be vacant.

Pittsfield Area Regional Job Fair scheduled for Wednesday, May 9, 2012 at the Warsaw Middle School Gym and Cafeteria from 3:30 pm – 6:30 pm. Form Read.

**Report on Meetings & Events:**

Major Fund Drive to raise the community's match for the CDBG Public Facilities Historical Preservation Grant Opportunity. The Pittsfield Historical Society has announced a major fund drive to raise the remaining match needed for the CDBG Public Facilities Historical Preservation Grant Opportunity for the preservation of the depot that serves as the Society's home and our Museum. We met on Wednesday, January 11, 2012 to discuss the project in detail, the letter was drafted and has been forwarded to all businesses, civic organizations, fraternal organizations, churches and town board and committee members. The fundraising letter explains the project, its importance to the community and asks for a donation for the Save Our Historic Depot Campaign. The fundraising goal is \$20,000.

Sebasticook Valley Chamber of Commerce Annual Meeting on Thursday, February 9, 2012 from 5:00 pm – 8:30 pm at the Millennium in Palmyra. CM Almy is the 2012 Business of the Year!!! This was a very nice event and I was honored to provide background and introduce CM Almy.

Egg Festival Committee Meeting on Thursday, February 16, 2012 at 6:30 pm in the Pittsfield Municipal Building Council Chambers. We have a core group of about 10-12 now working on the Egg Festival. To assist, the Town will run the Cheesecake, Quiche & Pie Contest. The Egg Festival is scheduled for Tuesday, July 17, 2012 – Saturday, July 21, 2012 to coincide with the Kiwanis Karnival. The Cheesecake, Quiche & Pie Contest will be held late Friday morning, July 20, 2012. The Town Manager confirmed that the Councilors would judge again this year.

#### **Upcoming Meetings & Events:**

Recycling Committee Meeting on Wednesday, March 07, 2012 at 5:00 pm at the Pittsfield Municipal Building Council Chambers.

#### **Presentation by William Olver of Olver Associates Inc. on the Sewer System Evaluation Survey of the Town's sewer system**

Mr. Oliver gave the Council a brief overview of the sewer system evaluation survey. The Pittsfield wastewater treatment plant capacity is 1.5 million gallons daily. During wet weather events, plant loading reaches 7.0 million gallons daily. DEP asked the Town to evaluate sources of excess flow in the sewer system. The excess flow sources are from groundwater infiltration and stormwater inflow. The excess groundwater flow and stormwater flow locations were reviewed. The problem areas were then investigated further with Rural Development funding. This includes televising problem areas with video cameras, smoke tests, dye tests. This helped determine causes and locations of excess flow entry, define projects and define a long-range capital plan to implement the projects as funding allows. Mr. Olver reviewed some photos of locations with the highest priority. The criteria used to prioritize sewer projects include, (1) Sewers that have high excess flow sources, (2) Sewers that are on the verge of structural failure, (3) Clay pipes that are old and failing, (4) Undersized pipes less than 8" in diameter, (5) Sewers that are in the areas where the Town or MDOT plan road projects and (6) Sewers with the potential to overflow or backup. Mr. Olver reviewed a suggested sewer project sequencing list as well as a map outlining the priority locations. The sewer project financing was discussed. Phase 1 funding is in place with the remaining Rural Development balance of \$1.6 million. This would be the areas most at risk including Somerset Avenue sewer, Elm Street sewer and Fourth Street cross-country sewer. We would apply for funding for future phases over the next twenty years. This funding could be from CDBG Loans/Grants, Rural Development Loans/Grants or DEP

Loans/Grants. Mr. Olver reviewed a timeframe for the Somerset Avenue project using the MDOT schedule.

Mayor Nichols noted that seeing that Somerset Avenue is a main route in Pittsfield we want to be sure to educate the public of the Town's plans and perhaps hold an informational meeting so residents can attend.

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

### **Town Manager's Report: Town Council Meeting of 02/21/2012:**

**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. Bin Sale:** To celebrate re-use in the community, the Town of Pittsfield is part of a statewide backyard composting bin sale. A home compost bin and how-to-guide with a combined retail value over \$100 can be purchased for only \$45.00 (tax included). The bin is black, has a 10 year warranty, and is made of 100% recycled plastic. It's approximately 35" high and 33" wide, or large enough for a family of five.

The Town will also have the wing digger compost turner for a discounted price of \$17.00 and the Reotemp Backyard Compost Thermometer with a 20" stem for \$18.50.

It is estimated that 25% of the average household's waste consists of kitchen scraps and yard trimmings which can be easily composted. Pittsfield residents can save \$54.12 for every ton of waste they compost rather than placing the material in with their garbage that is shipped out of town for disposal.

Place orders at the Town Office located at 112 Somerset Avenue (487-3136) by April 27, 2012. Pittsfield's recycling rate for 2011 was 62%. Let's keep working at our recycling rate and boost it even more while helping our gardens grow!

**3. Deeper Life Assembly:** The 5<sup>th</sup> Annual Winter Carnival is being presented by the Deeper Life Assembly on Saturday, February 25, 2012 from 10:00 am – 6:00 pm at 97 Higgins Road. There will be Door Prizes and raffles, sleigh rides, puppet show, Bon-Fire, face painting, ice skating, Roll the Can Ice Cream, Snowmobile Rides and Sledding. Admission is by Donation. For more information, contact John or Irene Wilson at 938-2502.

**Finance Committee:** No Report.

**Ordinance Committee:** No Report.

**Recycling Committee:** No Report.

6. **NEW BUSINESS:**

**RESOLUTION 12-37:** Resolved that the Town Council authorize the Town Manager to file the 2012 Community Development Block Grant Application for the Public Facilities Grant Program for Historic Preservation of the Pittsfield Railroad Station owned by the Town.

Moved by **Councilor Carr** and seconded by **Councilor Baker** that Resolution 12-37 be adopted.

The Town Manager noted the grant application is completed and being reviewed by a number of individuals. Ames Associates has finished the design of the project and the plans have been forwarded to the Maine Historical Preservation Commission for review. The plans were finished after the structural review was completed. During the structural review it was determined that there was a significant fire in the attic of the building that will require milled trusses in order for the roof to be completed under the new State of Maine Building Code. Even though the building was built in the 1880's, it now must meet the new State Code. Structurally though, the architect has stated that the building is very sturdy and well-built.

The Town has now received over \$3,500 in donations. Funds are being donated each day to assist the Town.

We are receiving calls and advice from around the State. Last weekend, I observed a number of people gathered at various times at the depot taking pictures of the historic building. We have certainly talked to a lot of people about this project!

**VOTE: UNANIMOUS AYE**

**RESOLUTION 12-38:** Resolved that the Town Council approve and sign the Community Development Block Grant Public Facilities Historic Preservation Program Resolution for the Pittsfield Railroad Station owned by the Town.

Moved by **Councilor Curtis** and seconded by **Councilor Baker** that Resolution 12-38 be adopted.

The Town Manager noted this Resolution is a requirement of the program if the community is invited to Phase II.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 12-39:** Resolved that the Town Council Authorize the Town Manager to close the Bangor Savings Bank CD for the Airport and deposit the funds in the Town's General Fund dedicated to the Airport.

Moved by **Councilor Carr** and seconded by **Councilor Baker** that Resolution 12-39 be adopted.

The Town Manager noted the Town just received notice of the long-term Certificate of Deposit (CD) expiring in February, 2012. In speaking with Bank Manager Robin Chase, she has permitted the Town to have time to authorize the necessary resolution to close the account at our February 21, 2012 meeting. As the notice was not received until February 10, the penalty to remove the funds on February 22, 2012 will be waived by Bangor Savings Bank.

The current balance of the CD is \$5,480.21.

The funds are dedicated to the Airport and can be utilized to address items that are needed for the airport.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 12-40:** Resolved that the Town Council approve the RFP for Engineering Design and Construction Services – Sidewalk Enhancements and Authorize the Town Manager and Public Works Foreman to issue an RFP for said work.

Moved by **Councilor Carr** and seconded by **Councilor Curtis** that Resolution 12-40 be adopted.

The Town Manager noted SAD #53 School Superintendent Michael Gallagher is very interested in having a sidewalk erected by Vickery School. The Town has worked with SAD#53 collaboratively on two Safe Routes to School Projects. The first grant application allowed the Town to have a sidewalk built from the direction of Hartland Avenue to Warsaw School and to rehabilitate sections of the School Street sidewalk from Somerset Avenue to Vickery School. The second grant application provided for the installation of a sidewalk along the ball fields from Warsaw to Vickery. On the second grant application, MSAD #53 provided staff support to assist with this project due to the extensive time commitment for one of these types of grants.

This grant application would allow the Town to install another sidewalk by Vickery and to add a little bit at the end of School Street by Warsaw as there is a gap. We must stay on Town property, therefore, we can not extend up to the Warsaw School building. We would also include rehabilitation of a section of Somerset Avenue.

I have obtained my recertification to administer these type of grants under the MDOT requirements. Mr. Gallagher has offered to assist with the grant application.

Time is of the essence as we have been advised that we need to design the project ourselves in order to have a construction project application. I have asked MDOT for the project funding limits so that we can design a project that will fall within the funding that would be available. As soon as we know this information, I will fill in (3) as we will be able to figure out how much of Somerset Avenue can be constructed and bid the project out. As of today, I have not heard back from MDOT.

**VOTE: UNANIMOUS AYE**

## 7. **DISCUSSION ITEMS:**

### **Community Development Updates**

**Highway Work on Sidewalks:** PW plans to re-construct the esplanade areas comprised of brick on Main Street as one of their first projects this spring as soon as weather allows. To date, we will use using the current interlocking bricks. If interlocking bricks are located and reasonable in price, those will be used. As we get closer to this project, a Resolution to utilize funding will be proposed.

**Highway Work on Antique Lighting:** PW has put new base pieces on the Main Street lights. All lights have been operational except for 1, which has a large problem with it. A new light would be better and PW has been looking for a new light that would match those in place.

**Landscaping at Two Public Areas RFP Process:** PW reports that 3 companies have looked at the two areas. I had added to the bid specs as discussed at the last meeting that alternate proposals could be submitted.

**Industrial Park Entrance Sign RFP Process:** PW reports that no companies have looked at the sign with them so I have asked the PW Foreman to contact the companies to see if there is any interest by the end of this week.

**Junky Yard Cleanup Project:** In emphasizing clean-up in town, a few actual code violations were found by the CEO. The other items are simply cleanup and not a violation of the Town's Code. The CEO interprets the State law in such a way that some of these items could be nuisances so the letters are written about the junky yard situations quoting the nuisance law. In some cases, items are simply clean-up which would benefit the Town, such as in the downtown and the CEO has written the letter as such.

**MDOT Emergency Meeting with Town about Peltoma Bridge:** MDOT came to Town immediately to inform the Town of a bridge scouring issue at the Peltoma Avenue bridge down by the Town line. A number of towns in the area were being visited. The Peltoma Avenue bridge owned by the State is getting worse in terms of being undermined. In a class of ratings, 1 is best and 3 is worst, it is now ranked a 3. There are signs on the bridge that the water reaches a mark on the sign, MDOT will close the bridge by putting barricades up. The possibilities are during a big Spring thaw, tropical rain and in situations where we basically get 6" of rain.

**Financial Reports as of 01/31/2012:**

Budget Expenditure Report  
Revenue Collections Report  
Tax Acquired Property Report  
Economic Development Revolving Loan Update  
Housing Revolving Loan Update  
Transfer Station/Recycling Monthly Report  
Theatre Monthly Report  
Excise Tax Collections Comparison Report  
State Revenue Sharing Comparison Report  
Personal Property Tax Collection Report  
Real Estate Property Tax Collection

**Briefly Reviewed by Town Manager**

**Other Reports as of 01/31/2012:**

Building and Plumbing Permit Reports  
Library Report-Librarian's and Library Trustees Minutes  
Police Report

**Self Explanatory – Not Reviewed**

## **Grants Update:**

### **New Grants:**

Airport Grants: Stormwater, Security and FAA Review  
Airport Grants: Environmental Assessment (Engineering to prepare for Apron Expansion)  
Jobs for Maine's Graduates (JMG) School Grant through Town/Region (pass-through)  
L&W Conservation Fund: Hathorn Park Legge's Field & Sports Complex, Phase II  
Library Mini-Grants (Cornerstone of Science and Gates for computers)  
Project Canopy: Town Farm Forest Management Plan  
Sewer Replacement including Sewer Evaluation Study with Camera Work, Dye Test/  
Smoke Test and Report  
United Way/Keeping Mid-Maine Warm Grant

### **Grants waiting to be closed:**

Economic Development Administration Grant: Pittsfield Industrial Park Expansion  
Law Enforcement Bryne Federal Grant: Radio Equipment  
PUC Energy Efficiency: Block Grant to Towns  
Renewable Resources Grant from PUC: Wind Turbine

### **Closed Grants:**

Airport Grants: Apron Reconstruction Grant  
Airport Grants: Design Engineering for Apron Reconstruction  
Airport Grants: Runway Obstruction Clearing  
Airport Grants: Vegetation Plan/Permitting Grant  
Brownfields Grant: Cleanup Grant for Eelwier (now known as 8 Mount Road)  
CDBG Grant/Business Assistance: Moosehead Cedar Log Homes  
CDBG Grant/Business Assistance: Walpole Woodworkers, Inc.  
CDBG Grant/Public Facilities/Historic Preservation/Library  
CDBG Grant/Special Projects Matching Funds/GCS  
Conservation Grant for Driftbusters Snowmobile Trail Fund (pass-through)  
Efficiency Maine Business Program  
FEMA Reimbursements  
Ken-Som Transition Team/KVCAP Grant for Regional Job Fair  
Law Enforcement Bryne State Grant: Tasers  
L&W Conservation Fund: Hathorn Park Legge's Field & Sports Complex, Phase II  
L&W Conservation Fund: Stein Park Renovation Project  
L&W Conservation Fund: Swimming Pool Essential Components  
Project Canopy: Mill Pond Loop  
Safe Routes to School, Phase II  
State Library Grants dedicated to the Library Building Project  
State Planning Office Recycling Education Grant  
Summer Nutrition Grant (Yearly)

### **Other Grant Opportunities:**

CDBG/Economic Development Grant: Argo Marketing Group, Inc.  
CDBG/Historic Preservation Grant: Historic Train Station (Depot Museum)  
CDBG/Water and Sewer Projects for Specific areas once SSES is completed  
FEMA Fire Grant – Pumper  
Jump Start Our Youth (JOY through JMG)

8. **REPORTS:** Audience, Council

**Audience:**

**Don Hallenbeck:** The Peltoma Bridge has a negative history for some of us here in Pittsfield. It was the scene of a tragedy for the Bradshaw family. I wanted to note that both flagpole lines at the Library are broken. This would be a good opportunity to put up metal lines as a replacement. I wanted to thank you all, especially Kathryn, for all the work on the grant. I found out a interesting piece of information. In 1860 we did send soldiers to the Civil War from the Pittsfield Station. We also found out that a train delivery of mail once fell into the well that is by the Depot! I wanted to note the Historical Society is coming out with a poster as a fundraiser. It will be \$20 for a copy. Archival quality prints will also be available at a higher price. Watch our website for more information in the next few weeks.

**Council:**

**Councilor Baker:** The sewer repairs are very important to do. Councilor Baker asked if we had the funding. The Town Manager noted the Town has funding remaining in its USDA Grant/Loan as the sludge removal project and the authorized sewer projects have to date come under budget, which has put the Town in the position of being able to complete more sewer rehabilitation work than originally anticipated.

**Councilor Carr:** No Comment.

**Donna Chale:** Absent.

**Deputy Mayor Jordan:** Absent.

**Councilor Curtis:** I think the package from Olver Associates is really impressive. It is a very technical report. The Water & Sewer Department will be happy to have such detailed information. I wanted to note that the changes to the corner store on Main Street look good.

**Councilor Stackhouse:** Absent.

**Mayor Nichols:** That was a very detailed report from Olver Associates. The average person could read that report and understand what we are doing as a Town. The SAS Building would be a really good sale for us if we could get a business in there. It is still in really good shape considering the age of the building. The Town Manager noted Historic Preservation credits could be used there too. Mayor Nichols noted if we could get the sewer repaired and the road repaired and maybe the sidewalks, it would really have a positive impact for Pittsfield Industrial Park. The Mayor asked how Argo Marketing is doing. The Town Manager noted they are doing very well. Mayor Nichols noted it was good to know 60 people who were out of work last year are now employed through Argo Marketing. Councilor Baker noted that Cianbro announced today that they are hiring another 150 people. Mayor Nichols noted the Egg Festival looks like it will be very good this year. There is a lot of excitement. There is even the possibility for some extra funding for a really good fireworks show. Councilor Baker wanted to mention the idea of renting

out camping spaces down by the horseshoe pits. The Town Manager noted that we could bring it up and see what people think. Mayor Nichols stated there has been a lot of interest in the Historical Society, even people from out of state are getting interested. I saw a small piece on TV the other day about small town Main Street, like ours here in Town. They are starting to make a turn around. Hopefully ours will as well. Mayor Nichols thanked Kathryn and all her staff for all their work.

The Town Manager noted that we were asked for permission from the Boy Scouts to locate a container to collect bottles in the Municipal parking lot. The Town Manager did not feel it would cause any issues to allow the container, which is quite nice, to be in the parking lot. The container is currently in the Cianbro parking lot. The Councilors all felt it was a great idea.

## 9. **ADJOURNMENT**

Motion by **Councilor Curtis** and seconded by **Councilor Carr** that the meeting be adjourned at 9:03 p.m. All in agreement.

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Nicole Nickolan, Town Clerk