

MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, April 1, 2014 at 6:30 pm in the Council Chambers.

PRESENT: COUNCILORS: Tim Nichols, Trudy Ferland, Robert Stackhouse and Heather Donahue.
ABSENT: Michael Cianchette, Caleb Curtis and Gary Jordan, Jr. Also present: Town Manager Kathryn Ruth and Town Clerk Nicole Nickolan. Audience members included: Kelley Carter, Dominic DePatsy, Michelle Hodgins, Annaleis Hafford and others.

1. **Deputy 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 March 18, 2014

Moved by **Councilor Stackhouse** and seconded by **Councilor Donahue** that the minutes of the meeting held on March 18, 2014 be adopted.

VOTE: UNANIMOUS AYE

Deputy Mayor Nichols noted that he would be voting for a quorum.

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

Meeting with Annaleis Hafford, Vice-President and Senior Process Engineer for Olver Associates re: Report on Somerset Avenue Sidewalk Design Work and Bid Documents:

The Town Manager noted Annaleis Hafford, Vice-President and Senior Process Engineer for Olver Associates is here this evening to discuss the design work for the four areas along Somerset Avenue. Olver Associates has been working on the Request for Proposals to be issued for sidewalk enhancements.

At the March 4, 2014 Council Meeting, Olver Associates' recommendations on the use of the Town's limited funding for the sidewalks on Somerset Avenue was discussed. This is a project that we received an excellent price for engineering, design, coordination with MDOT and bidding from Olver Associates for recommended work that fits within our budget. At the March 04, 2014 meeting there was a lengthy discussion on the proposed project before placing the bid specifications on the agenda for approval. Town Councilors were in favor of the four proposed areas to go out to bid with the ability of the Town to choose the work to be completed if pricing was higher than the available funds. Copies of the preliminary plans have been available at the Town Office.

The Town has advertised that the preliminary plan depicting the four areas under consideration for enhancement are available at the Town Office for display. A brief summary of the work proposed early in March is attached. The specifics of the final project will be included in the bid specifications issued.

Annaleis noted that this project is a combined reconstruct and repair. We tried to evaluate the project to come up with a package that best meets the Town's budget. This project has a tight deadline as all work needs to be completed by August 01, 2014. There is a 90-day construction

schedule with painting to be completed after MDOT has completed their construction. All construction must be completed prior to MDOT's work. Some of the areas will have the granite reset and new sidewalk, while others will be a total replacement. The Town is permitted to modify the amount of work to lower it if the bid prices come in over budget. So, if money ever comes in at another time, the design work will already be completed. Annaleis discussed specifics of reconstruction vs a complete rebuild. This project will be a 50/50 split between MDOT for the added safety enhancements. Therefore, the State will pay for one-half of the cost of the safety enhancements requested by the Town on the State Road.

Deputy Mayor Nichols noted that we have worked with Olver Associates on numerous projects and they have been outstanding to work with and very helpful.

Meeting with MSAD #53 Superintendent Dominic DePatsy re: MSAD #53 proposed draft budget for the period of July 1, 2014 – June 30, 2015:

MSAD #53 School Superintendent Dominic DePatsy and MSAD#53 Directors Kelley Carter and Michelle Hodgins attended the Town Council meeting to discuss the preliminary MSAD#53 budget.

Superintendent DePatsy noted that they have been involved in the budget process for several months. We have been holding staff meetings to solicit input. There is a lot of legislation coming out of Augusta. The school has to pay directly to retirement. This year, for Town Academies (MCI), we had to absorb the cost of their teacher retirement. The last three budget cycles, the MCI tuition has been pretty low. This is set by the Department of Education. It has now been increased. We have some fixed costs, the largest being MCI tuition and the second largest being teacher retirement. We are lobbying in the State House to get that money back. Other fixed costs include utilities and teacher salaries, which are in negotiations. We currently have a placeholder in the budget for these items. The transportation budget went up. We have this item out to bid to try to get it in flat. There has been a slight increase in facility maintenance and equipment. Right now, we have an increase of 7.2%. We wanted to bring it down to 4.5%, at this point, until the numbers come in. The budget was reduced by \$220,000 before we even started and we have cut almost \$450,000.

Kelley Carter, Chair of the Budget Committee, noted that this is not a fun job and we don't see it getting any better anytime soon. The 7.2% increase was when we started off with the budget, with nothing added. Class sizes are getting larger. We have a responsibility to the Town and a 7.2% increase didn't seem responsible. We question if the cuts we had to make to get down to a 4.5% increase are really the right choices. It is very difficult.

Superintendent DePatsy noted in happier news, the school has a new Facebook page. MSAD #53 has great teachers. Their dedication is amazing and unlike anything I have seen before. We have a really good electronic initiative. We want to keep our proficiency at 90%. Superintendent DePatsy noted that he has written 3 grants, mostly for technology.

The Town Manager noted the history of the town budgets for the last twelve years, with the Town able to cut nearly all of the budgets so that there was not an increase in taxes due to the town budget. This has been extremely difficult and now all needed items do not take place, however, the citizens can not afford to pay more in taxes due to the economics of the area. The Town Manager noted that the Town understands what they are going through as we have been dealing with the same situation for over a decade. The Town Manager noted that our Senator and Representative are very supportive in assisting with legislative items.

Community and Economic Development Activities and Events:

Report on New Business Activity & Opportunities in Pittsfield:

Wednesday, April 09, 2014: Regional Business Resources Night 6:00 – 8:30 pm
Over 40 businesses and resource providers will come together next Wednesday to share information, network and learn about each others' services
Wednesday, May 14, 2014: 7th Annual Regional Job Fair 3:30 – 6:30 pm
Monday, July 14 – Saturday, July 19, 2014: 42nd Central Maine Egg Festival

Several private sector business activities remain under review and small projects continue to be underway. Several commercial properties have recently been sold, are under option or will be leased.

Planning is underway regarding the recently announced factory closure of the local UTC facility by UTC Headquarters beginning in the 3rd quarter of 2014 through full closure in March 2015. Planning consists of two phases, which includes recovery for the employees and for the site/community.

To address remaining available locations, an additional promotion piece beyond our regular promotion of available properties has been provided to economic and community development resources and sites.

This has affected one available property positively and resulted in some phone calls. Other locations have filled in or have commitments due to the strategic locations. Another promotion piece will be issued in April 2014.

We plan to design spec sheets for the remaining available properties in Town - the Corner Cupboard, the Hughes' storefront, the Friends' property and the Bois' property off Central Street. Two are vacant buildings and two are undeveloped lots. These sheets are used to help promote properties to prospective businesses or developers. We have utilized spec sheets for other large projects in town such as the Plaza. The new Plaza owner has just agreed to provide details on site vacancies to the Town.

North Lancey Street Business Building placed on the market by Lancey Associates and is offered by Better Homes and Gardens Real Estate The Masiello Group. Gary is considering a spec sheet for this property.

SAS Property placed on the market by MTC Holdings, LTD of San Antonio, Texas and is offered by the LandVest, a Luxury Property Real Estate Company in Camden – The website promoting the property is linked to the Town's website. The Town has recommended that the building be available for lease of needed space, however, the company would like to sell the entire building/s. The December appointment with the out of state developer/investor was cancelled due to the winter storm. The Town met with commercial interests about the property in January 2014. Several projects are underway to enhance the ability to develop this unique and interesting property.

The Town has supported an application for Argo Marketing Group for the Governor's Award for Business Excellence. Argo has been a great employer for the region.

Report on MDOT Somerset Avenue Mill & Fill Project:

A brief report was provided with the receipt of information from MDOT, which is scheduled for this meeting.

Report on Somerset Avenue Sidewalk Engineering Review:

A brief report was provided earlier in the meeting by Annaleis Hafford of Olver Associates.

Report on Meetings & Events:

Theatre Committee Meeting on Tuesday, March 25, 2014 at 6:00 pm

First Park General Assembly Meeting on Thursday, March 27, 2014 at 5:00 pm at T-Mobile

Sebasticook Valley Chamber of Commerce Trade Show and Community Fair Meeting on Monday, May 31, 2014 at 4:30 pm at the Chamber Office in Palmyra

Upcoming Meetings & Events:

First Park Marketing Committee Meeting on Wednesday, April 02, 2014 at 2:00 pm at the First Park Office

Sebasticook Valley Strategic Planning Committee on Thursday, April 03, 2014 at 3:30 pm at the Chamber Office in Palmyra

Sebasticook Valley Chamber of Commerce Board of Directors Meeting on Thursday, April 03, 2014 at 5:00 pm at the Chamber Office In Palmyra

Central Maine Egg Festival Committee Meeting on Thursday, April 10, 2014 at 6:30 pm

Sebasticook Valley Chamber of Commerce Trade Show and Community Fair Meeting on Monday, April 14, 2014 at 4:30 pm at the Chamber Office in Palmyra.

4. **PUBLIC HEARINGS/OLD BUSINESS:**

ORDINANCE 14-02: (Public Hearing) That the Town of Pittsfield Town Council hereby ordains the following proposed amendments to Chapter 2, Administrative Code:

Division 1: Town Council, Article 1. General Rules Governing Council Actions, Section 106. Regulations of Bids and Contracts

Division 1: Town Council, Article 2. Council Meetings – Rules of Procedure, Section 101. Regular Meetings

The Public Hearing was opened. There was no one who wished to speak for or against Ordinance 14-02. The Public Hearing was closed.

Moved by **Councilor Donahue** and seconded by **Councilor Stackhouse** that Ordinance 14-02 be adopted.

The Town Manager noted the Ordinance Committee held a meeting on March 4, 2014 to consider all amendments to the land use ordinances and the Administrative Code.

A copy of the proposed amendments was included in the Council Package.

The Town has had multiple proposed amendments under consideration since last year when the Planning Board and Code Enforcement Officer started working on the junky yard issues. Last year, the Town Council discussed updating the Bid Policy and Council Meeting schedule in the Administrative Code. These items are all being considered at the same meeting in order to consolidate time and cost.

Bid Policy – this is to update the 1980’s bid amounts, address emergencies and make it easier as there are many amounts listed. I have consolidated this to make it clearer.

Meeting Time – this is to update the time of the meetings as we have been operating on a resolution to change the meeting time to see if the Councilors liked it and it worked well.

Under the State law, the Zoning Ordinance Amendments must be considered at a Council Meeting that is at least 14 days after the Planning Board public hearing and consideration. As the Planning Board has scheduled a public hearing at their 03/10/2014 meeting, the next available meeting for Town Council consideration is 04/01/2014.

VOTE: UNANIMOUS AYE

ORDINANCE 14-03: (Public Hearing) That the Town of Pittsfield Town Council hereby ordains the following proposed amendments to Chapter 13, Zoning Ordinance:

To delete Section 2 – Non Conformance, F. Unsafe, Dilapidated and Casualty Damaged Property and replace with F. Maintenance After Casualty Damage

Section 4 – Performance Standards, B. Specific Requirements: Add Property Maintenance and Screening

The Public Hearing was opened. There was no one who wished to speak for or against Ordinance 14-03. The Public Hearing was closed.

Moved by **Councilor Donahue** and seconded by **Councilor Stackhouse** that Ordinance 14-03 be adopted.

The Town Manager noted the Planning Board held a public hearing at their last regularly scheduled meeting on March 10, 2014 to consider the amendments to the land use ordinances. The Planning Board approved all land use ordinance amendments.

The Ordinance Committee held a meeting on March 4, 2014 to consider all amendments to the land use ordinances and the Administrative Code.

A copy of the proposed amendments were included in the Council Package

VOTE: UNANIMOUS AYE

ORDINANCE 14-04: (Public Hearing) That the Town of Pittsfield Town Council hereby ordains the following proposed amendments to Chapter 13, Zoning Ordinance:

Section 4 – Performance Standards, B. Specific Requirements: Add Accessory/In-Law Apartments and amend Table P to add Accessory/In-Law Apartments under Principal Uses, All Residential Districts

The Public Hearing was opened. There was no one who wished to speak for or against Ordinance 14-04. The Public Hearing was closed.

Moved by **Councilor Donahue** and seconded by **Councilor Ferland** that Ordinance 14-04 be adopted.

VOTE: UNANIMOUS AYE

ORDINANCE 14-05: (Public Hearing) That the Town of Pittsfield Town Council hereby ordains the following proposed amendments to Chapter 13C. Land Use Definitions Ordinance:

Add definitions for Infestation and Junk and delete definition Junk Yard and replace with Junkyard

The Public Hearing was opened. There was no one who wished to speak for or against Ordinance 14-05. The Public Hearing was closed.

Moved by **Councilor Donahue** and seconded by **Councilor Stackhouse** that Ordinance 14-05 be adopted.

VOTE: UNANIMOUS AYE

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

Town Manager's Report: Town Council Meeting of 04/01/2014:

1. The FYI Folder: FYI Folder which contains items that come in between the Town Council Meetings has the following this evening: None

2. Tax Acquired Property Sale: The second TAP sale is underway for the three tax acquired properties that the prior owners did not have any interest in establishing a tax payment plan for and which need to be in the private sector in order to re-develop them. The Town is soliciting bids for the sale of the municipality's interest in tax-acquired properties. Each bid must be in writing and in a sealed envelope marked "Proposal - Tax Acquired Property" and "Parcel #____" on the exterior and addressed to the Town of Pittsfield. Each bid is to be for one property only; individuals wishing to bid on two or more of the parcels must submit a separate bid for each one in a separate envelope. Please mark the envelope with the parcel #. All bids must be received at the Pittsfield Town Office, Attention Deputy Tax Collector, 112 Somerset Avenue, Pittsfield, ME 04967-1432 by April 23, 2014 at 11:00 a.m., at which time they will be publicly opened. Late bids will not be opened or considered.

A certified check, bank money order, or postal money order in an amount not less than twenty

percent (20%) of the quotation price, shall be included as a deposit on the quoted price. Also included, the proposer's name, mailing address and daytime phone number; a narrative statement as to what the proposer intends to do with the property and within what time frame. Failure to submit the narrative statement or the deposit shall cause the quotation to be automatically rejected.

The properties for sale are described on the Town's tax maps and minimum bids are required:

<u>Parcel</u>	<u>Parcel Description</u>	<u>Minimum Bid</u>	<u>Partial Description</u>
1	Map 23, Lot 56	\$6,000.00	Land only, +/- 0.38 acres
2	Map 25, Lot 68	\$8,500.00	Building & Land, +/- 0.20 acres
3	Map 29, Lot 25	\$8,000.00	Building & Land, +/- 0.47 acres

The tax maps and other public information concerning the properties may be viewed at the Town Office during regular business hours, 8:00 a.m. to 5:00 p.m.; Monday through Friday or by calling (207) 487-3136. Please visit Pittsfield's website for more details: www.pittsfield.org.

This is the second bid and the amounts requested cover the town's costs (taxes, interest, costs, legal, transfer tax and recording fees, etc.)

3. Grant Award for Maine Central Institute, Pittsfield Public Library and Pittsfield Historical Society: Jared McCannell, the Assistant Director of Annual Fund & Alumni Affairs wrote the winning grant application for Community Team Project – Maine in the Civil War. This will basically be a collection of the Civil War History in the Town of Pittsfield for placement on the Maine Memory Network, A “One Book” discussion will be held at the Library and some collaboration to digitize our Civil War History will take place. Congratulations to MCI!

4. Student Art Show at the Pittsfield Public Library: An exhibit of student artwork will be on display at the Pittsfield Public Library from Monday, March 24th, until Friday, April 4th, 2014. The show is a collaboration between Warsaw Middle School and MCI students and features select, high quality artwork. An opening was scheduled to be held Wednesday, March 26th, from 4:00-5:30pm, to be open to artists and their families as well as the public. Please contact Ashley Pillsbury, Warsaw Middle School Art Teacher, at apillsbury@msad53.org with questions or for more details. Councilor Ferland advised that the opening had to be re-scheduled.

5. Seabcooke Regional Land Trust Farm & Habit Ride: The 6th Regional Land Trust Farm & Habitat Tour will be held on Saturday, September 13, 2014 at 9:00 am starting at the Pinnacle Boat Launch. This will be our 2nd Tour in Pittsfield which will have Balfour Farm and other locations in Town on its agenda. As soon as the materials are compiled, the Town will put the brochure and other materials on the Town website.

6. Somerset County Budget Committee: A few minutes ago Somerset County advised the Town of a Budget Meeting being held on Monday, April 7, 2014 at 6:00 pm at the Hartland Town Hall to caucus and fill a vacant position on the Budget Committee for District 3. This is the seat previously held by Donald Harriman from the Town of Palmyra, who was not returned to office. Pittsfield is in District 3 along with Canaan, Detroit, Hartland and Palmyra.

7. Central Maine Egg Festival: The Central Maine Egg Festival is seeking members for their Board of Directors. The Officers were chosen in 2013 and now the group needs to vote in members for several director positions as well as fill vacancies for committee chairs. Our February meeting was re-scheduled several times due to storms and conflicts. The regular March meeting took place with the next meeting scheduled for Thursday, April 10, 2014. All of the

volunteer organizations will be invited to the meeting in order to participate and share ideas.

The Central Maine Egg Festival will be held Monday, July 14, 2014 – Saturday, July 19, 2014

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

6. **NEW BUSINESS:**

ORDINANCE 14-06: (To be set to Public Hearing on May 6, 2014) That the Town of Pittsfield hereby ordains the following proposed amendments to Chapter 16. Shoreland Zoning Ordinance, Section 15 Land Use Standards:

NOTE: In the General Development District that is served by municipal water and sewer systems, capable of supplying service, the Planning Board may approve greater residential or use densities than set forth in Section 15 (1) (a) (b) (c) above provided the development is contained in the foot print of the existing structures only.

Moved by **Councilor Stackhouse** and seconded by **Councilor Donahue** that Ordinance 14-06 be set to Public Hearing on May 6, 2014.

The Town Manager noted the Planning Board has scheduled a public hearing on this proposed amendment for their April 14, 2014 meeting. The Ordinance Committee has reviewed the proposed options at their March 04, 2014 meeting. It is recommended that the Town Council set the public hearing for their May 6, 2014 meeting as the notice requirements cannot be met for a public hearing scheduled in two weeks on April 15, 2014. May 6, 2014 will be the next available meeting.

This amendment is proposed in order to allow development in existing structures in the Shoreland Zoning General Development District. Flexibility is needed in re-development of structures that have been in place for decades. That flexibility will be left up to the Planning Board based upon the development proposed. The Town has an excellent Site Plan Review Ordinance and has regulations to protect the health, safety and welfare of the community through the Zoning, Subdivision and Floodplain Ordinances. There are structures in this zone historically built along the river in which re-development needs to be feasible in order to take place. It is perceived that this ordinance amendment will assist with available options.

VOTE: UNANIMOUS AYE

RESOLUTION 14-19: Resolved that the Town Council authorize the Town Manager and Librarian to execute all paperwork and agreements for the 12 months of software and operational support for Minerva Library Management System from July 1, 2014 – June 30, 2015 for \$4,200.00.

Moved by **Councilor Ferland** and seconded by **Councilor Donahue** that Resolution 14-19 be adopted.

The Town Manager noted this is a yearly request to execute a contract and authorize payment for the Minerva system.

VOTE: UNANIMOUS AYE

RESOLUTION 14-20: Resolved that the Town Council authorize the Town Manager to execute the Memorandum of Agreement for Municipal Funded Projects completed on State Jurisdiction Roads for Somerset Avenue- Pedestrian Facility Improvements.

Moved by **Councilor Donahue** and seconded by **Councilor Ferland** that Resolution 14-20 be adopted.

The Town Manager noted the Town Council received a copy of a second MDOT agreement regarding proposed work by the Town along Somerset Avenue in the right of way.

The Agreement has been forwarded to the Town Attorney for review.

The Town Attorney has recommended the following addition to the agreement given the fact that the Town will not be completing renovation, rehabilitation or reconstruction of all sidewalks along Somerset Avenue due to funding limitations:

To add a #10 as follows: Maine DOT agrees that the municipality will not be obligated to fund the project described herein if the costs exceed \$_____dollars, in which event the municipality will have the option of terminating this Agreement without further cost or expense.”

This language was forwarded to the MDOT for consideration and to date, we have not received a response. The Town Manager will work with MDOT to find language acceptable to both parties.

VOTE: UNANIMOUS AYE

RESOLUTION 14-21: Resolved that the Town Council authorize the Town Manager and Deputy Treasurer to transfer and expend \$9,500 from PITT#08 (G1-615-00) Sidewalks Reserve for Design and Bidding work on the Somerset Avenue Sidewalk Project.

Moved by **Councilor Stackhouse** and seconded by **Councilor Donahue** that Resolution 14-21 be adopted.

The Town Manager noted the Town has approved the design and bidding work for the Somerset Avenue project to be completed in the amount of \$9,500. It is now time to transfer the funding for the project from the Reserve Account.

The Sidewalk Reserve had a balance of \$38,559.07 as of 02/28/2014.

VOTE: UNANIMOUS AYE

RESOLUTION 14-22: Resolved that the Town Council approve the Request for Proposals for the Somerset Avenue Sidewalk Enhancements and authorize the Town Manager and Public Works Foreman to seek proposals for same.

Moved by **Councilor Donahue** and seconded by **Councilor Ferland** that Resolution 14-22 be adopted.

The Town Manager noted the Town Council received an excerpt from the Request for Proposals for the Sidewalk enhancements and discussed the project earlier in the evening with Olver

Associates. A copy of the entire bid or contract book and a full set of diagrams are available this evening.

VOTE: UNANIMOUS AYE

RESOLUTION 14-23: Resolved that the Town Council authorize the Town Manager to execute the new Umbrella Cooperative Agreement – Multi-Pin for the funding of aviation projects with the State of Maine Department of Transportation for up to \$300,000 through December 21, 2024.

Moved by **Councilor Donahue** and seconded by **Councilor Stackhouse** that Resolution 14-23 be adopted.

The Town Manager noted the last time that the Town Council voted on this agreement was on October 2, 2012. The Town has a current Cooperative Agreement that addresses all current projects through December 21, 2022. Prior to the initiation of that agreement, the Town had an agreement with MDOT for the funding of Aviation projects through December 31, 2017.

When there are changes in regulations, the Agreements are updated through the adoption of a new Umbrella Cooperative Agreement – Multi-PIN to cover multiple projects.

The new proposed agreement is for a maximum amount of MDOT funding to not exceed \$300,000 through December 31, 2024.

There are more reporting requirements on the use of the State funds for the projects. Procurement requirements and forms are included with the new agreement.

Several years ago, the State share for projects was raised from 2.5% to 5.0% as long as MDOT funding was available. MDOT raised their share when FAA dropped their grant project funding from 95.0% to 90.0%. At that time, the Town was advised that the State match would remain at 5.0% until State bond funds currently available were used up.

Although a housekeeping item, this agenda item is very important to the Town, its economic development program and the users of the Pittsfield Municipal Airport.

VOTE: UNANIMOUS AYE

RESOLUTION 14-24: Resolved that the Town Council authorize the Town Manager to execute an Agreement with the Maine Department of Transportation for the General Aviation Apron Expansion Project at the Pittsfield Municipal Airport under Airport Improvement Programs (AIP) Project No. 3-23-0036-14-2013 in an amount to not exceed \$29,239.00.

Moved by **Councilor Donahue** and seconded by **Councilor Stackhouse** that Resolution 14-24 be adopted.

The Town Manager noted MDOT is in the process of changing policy to process the grant award reimbursements at the end of a project. The Town had requested that our two current projects be reimbursed on a regular basis as the projects meet milestones as in the past. MDOT has agreed to continue its procedures of reimbursement during the project when pay requisitions are submitted for our two on-going projects. Future projects will be reimbursed at the end of the project or at other agreed upon times.

The Town's two grant projects were approved by MDOT and authorized for funding last year, however, the agreements were not forwarded as MDOT was changing its procedures.

These two agreements will address our reimbursements so that they are up to date.

VOTE: UNANIMOUS AYE

RESOLUTION 14-25: Resolved that the Town Council authorize the Town Manager to execute an Agreement with the Maine Department of Transportation for the Reconstruct Taxiway Project at the Pittsfield Municipal Airport under Airport Improvement Program (AIP) Project No. 3-23-0036-15-2013 in an amount to not exceed \$165,122.00.

Moved by **Councilor Ferland** and seconded by **Councilor Donahue** that Resolution 14-25 be adopted.

VOTE: UNANIMOUS AYE

7. **DISCUSSION ITEMS:**

Updates:

Water & Sewer Projects Update: Both Water and Sewer have been very busy with regular work including upgrading facilities. The venting system, bathroom and eye wash area are all completed.

The employees are working on the meter testing issues. Some of the new meters are having problems and they are trying to determine the issue. The staff has been working with Toomey Water Meters and it has been suggested that they send all the meters to the Hershey Plant for Testing. This project is under review.

Olver Associates is reviewing the telemetry system – computer programming that allows for monitoring and reporting on the water and sewer operations. It is an older system that was maintained by a company by its owner. The owner has passed away, we are unable to obtain the passwords from the individual who took over the company and we need a better setup. The Town has saved a lot of money over the years since we had this system set up in the 1990's and we now need to upgrade. We asked Olver Associates to put together recommendations and it would be very good to bid out this project. We can use the system, however, it is now not maintained and cannot be upgraded and if problems develop, we may not be able to solve them. This is an important area to update.

Highway Projects Update: Highway has been extremely busy with storms, snow removal and water issues. Regular winter maintenance activities have been continuous including cleaning out catch basins, sanding gravel roads and salting areas that did not clear up. Potholes continue to be a challenge. The sand pile is the lowest I have seen it. We have enough sand for approximately 1 more storm depending upon the severity and type. The Town has located sand to purchase if absolutely necessary. Sand purchased last year was \$4.50/yard. Sand purchased right now would be much higher per yard. We continue to order salt and went over the amount signed up for in the KVCOG bid. Salt is now much more expensive. It has been an usual winter and we have exhausted several allocations. The Town will likely have to cover the overdrafts with other budgets through the charter transfer resolution at the end of the fiscal year or cut back on summer projects, which have been few due to the budget constraints.

We have noticed issues developing with the Highway Building Roof. We should plan on having it professionally painted. The PW Foreman is obtaining pricing for this work.

FAR and Beyond has offered the same pricing for three more years of mowing in the amount the Town was paying for their last contract year ending 2013. The work quality was excellent and not one complaint or issue in 3 years. The Town Councilors were very agreeable to extending the same work with FAR and Beyond for another three years for the same price in effect in 2013.

TAP Sale Underway: Very low participation so far. If this property is put out to bid again, the Town Manager indicated that it should be placed in Uncle Henry's and similar type advertisements.

Personal Property Tax: One of the companies with several years' personal property tax outstanding has agreed to a payment plan, offering to pay a year's worth of taxes every 3 months so that was excellent. We have compiled all the information we have in the files for the Town Attorney on the other properties. Considering the time of the year with heating bills and bleak weather, we waited until April to make the phone calls to the delinquent taxpayers with several years of taxes due.

Building Repairs: The proposals received for the Municipal Building work were very good and within the insurance proceeds. The Contractor is purchasing the materials for the project and will arrive as soon as possible in his schedule.

The Transfer Station work had been completed with payment received for as much of the work as qualified.

The payments for both projects has now been received, each reduced by the \$1,000 deductible.

Pittsfield Spirit of America Tribute 2014: The Town Council is asked to pick the local person, project or group to receive the 2014 Pittsfield Spirit of America Foundation Tribute for outstanding community service using your own criteria and to honor the recipient (presumably with a resolution or proclamation) at a Council meeting in April (National Volunteer Month). The Spirit of America Foundation will need to know about the recipient to facilitate the 'September' event honoring all 2014 Spirit of America award winners throughout Somerset County.

The Town Council may choose and honor the town's Spirit of America recipient each year without waiting to hear from the group. Spirit of America Foundation is a 501(c)(3) public charity established in Augusta, ME to encourage volunteerism & it allows the Spirit of America Foundation Tribute to be presented in the name of any Maine municipality. There is no fee involved, and local officials chose their community's 2013 Spirit of America winner in 80+ towns!

The first Spirit of America Foundation award was presented to Alma Jones by Augusta Mayor William Burney on Nov. 26, 1991. Maine Governors John Baldacci and Angus King, Maine Municipal Association President Mark Green, MMA Executive Director Chris Lockwood, and WABK radio personalities Don Brown and Ryan Cote are among many who have played key roles at one of the 350+ Spirit of America ceremonies over the years. You can find more info about the Foundation on its website at <http://spiroaf.com> (where the 'Municipal Resolution' page has sample resolutions, and the 'Honored Ever' page lists Pittsfield's previous winners).

Over 80 towns earned Maine Spirit of America's 2013 Gold or Silver Distinction for conscientious efforts helping volunteerism & having their own local award ceremony before the county-wide event. Last year county officials prepared attractive Gold/Silver Distinction certificates and presented these at their county's annual Spirit of America ceremony to qualifying towns.

2013 Gold Distinction towns included Albion, Bath, Belgrade, Belmont, Benton, Burnham, Canaan, Chelsea, Chesterville, China, Dresden, Durham, Fayette, Freedom, Gardiner, Georgetown, Greene, Harmony, Hartland, Leeds, Lewiston, Lisbon, Litchfield, Livermore, Livermore Falls, Manchester, Mercer, Monmouth, Montville, Mount Vernon, Oakland, Palermo, Palmyra, Pittsfield, Pittston, Randolph, Readfield, Richmond, Sidney, Skowhegan, Solon, St. Albans, Starks, Thorndike, Vassalboro, Vienna, Wales, Washington, Waterville, Wayne, West Bath, Whitefield, Wilton, Windsor, Winslow, Winterport, Winthrop.

The Foundation needs to know by April 30 the name, mailing address and an accomplishment of Pittsfield's 2014 Spirit of America recipient and also the date of our local award ceremony.

Grants Update:

The Town Manager noted everything was the same on the grants. We did receive the 2013 Accounts Receivable due for the bulletproof vest.

8. **REPORTS:** Audience, Council

The Town Manager thanked Deputy Mayor Nichols for running the Town Council meeting without any sleep.

Audience: None

Council:

Councilor Donahue: I will try to come to the Business Resources night but it will be our first day back to Portland. Councilor Donahue noted an upcoming program called Food Voyage Exploration. We will be having tours of the farm with up to 80 kids at a time.

Councilor Stackhouse: No Comment.

Councilor Ferland: Deputy Mayor Nichols did a great job with no sleep. I was glad to hear the report from the school. Annaleis did a good job on her report. I really like the Maine loyalty from Olver Associates.

Councilor Nichols: I am glad Annaleis came in and explained the project. It was good to see MSAD #53 come in and we see what we are up against. I have had lots of questions about UTC. I keep telling people we will get someone in there. We are trying to keep it positive. The Town Manager noted that she has been willing to do a spec sheet with the information we have available, however, that she has not received authority to advertise this property from UTC.

Councilor Curtis: Absent.

Councilor Cianchette: Absent.

Councilor Jordan: Absent.

9. **ADJOURNMENT**

Motion by **Councilor Stackhouse** and seconded by **Councilor Donahue** that the meeting be adjourned at 8:12 p.m. All in agreement.

Nicole Nickolan, Town Clerk