

MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, June 18, 2013 at 6:30 pm in the Council Chambers.

PRESENT: COUNCILORS: Tim Nichols, Caleb Curtis, Gary Jordan, Jr., and Heather Donahue.

ABSENT: Michael Cianchette, Donna Chale and Christopher Carr. Also present: Town Manager Kathryn Ruth and Town Clerk Nicole Nickolan. Audience members included: Chris Anthony.

1. **Mayor Jordan, Jr.** 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 June 4, 2013.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Donahue** that the minutes of the meeting held on June 4, 2013 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:

Several private sector business activities remain under review.

AE Robinson's new store is well underway. AE Robinson plans to have the new store open in time for the 41st Egg Festival Celebration which begins Monday, 07/15/2013.

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 new website promoting the property is linked to the Town's website. A tour of the facility was held for federal, state and town officials on 04/17/2013 from 10:00 am – 12:00 noon. Another tour may be held in the near future. A meeting was held with the realtor and we have come to the conclusion that it would be best to approach the company on the feasibility of lease/purchase and leases for the space in the newer manufacturing location. It is ready to move in with the exception of work that would be needed to divide up the facility. This approach is pending review of the owner.

North Lancey Street Business Building placed on the market by Lancey Associates and is offered by Better Homes and Gardens Real Estate Town & Country

This evening the Town Council will be signing a Certificate of Appreciation to the Pittsfield Garden Club for the donation of flowers and plants for the 5 hanging baskets for Main Street.

Report on Meetings & Events:

Listed below are Community and Economic Development meetings and events. All activities that do not have a location specified are at the Pittsfield Municipal Building.

FirstPark Marketing Committee Regular Meeting on Wednesday, June 05, 2013 at 2:00 pm in Oakland

Sebasticook Valley Chamber of Commerce Strategic Planning Committee Meeting on Thursday, June 06, 2013 at 3:30 pm at the Chamber Building in Palmyra

Sebasticook Valley Chamber of Commerce Board of Directors Meeting on Thursday, June 06, 2013 at 5:00 pm at the Chamber Building in Palmyra

Planning Board Regular Meeting on Monday, June 10, 2013 at 7:00 pm

HealthySV and SVCC Joint Planning Project GPS Training for Mapping on Thursday, June 13, 2013 from 3:30 pm – 5:00 pm at Manson Park

Egg Festival Committee Regular Meeting on Thursday, June 13, 2013 at 6:30 pm

Upcoming Meetings:

Pittsfield Historical Society Meeting on Thursday, June 20, 2013 at 6:00 pm at the Depot Museum

Sewer Engineering Meeting with Sargent Corporation on Monday, June 24, 2013 at 1:00 pm on Somerset Avenue

Egg Festival Committee Regular Meeting on Thursday, June 27, 2013 at 6:30 pm

Ken-Som Transition Team Meeting on Thursday, July 25, 2013 at 9:00 am at KVCOG in Fairfield

Egg Festival Committee Regular Meeting on Thursday, July 11, 2013 at 6:30 pm

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

ORDINANCE 13-10: (Public Hearing) The Town of Pittsfield hereby ordains that the voting districts of the Town be adjusted according to the Report of the Pittsfield Districting Commission dated 04/29/2013, in accordance with the population figures as determined by the 2010 decennial Federal Census and as nearly as possible to the voter registration of the November 2012 Election.

The Public Hearing was opened. There was no one who wished to speak for or against Ordinance 13-10. The Public Hearing was closed.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Curtis** that Ordinance 13-10 be adopted.

The Town Manager noted the review of the districts is required every 10 years and 2013 was the year of review. It is important to review the districts to make sure that one or more has not grown substantially or decreased substantially.

The Town Clerk reviewed the past materials, assembled a group of volunteers to review the materials, simplified the write-up into a common-sense review and has a larger map available for review this evening.

All voters who are placed into a different district will receive written notification. Generally, there are not many.

The Town Clerk briefly reviewed the maps, showing the location of the changes, with the Town Councilors.

VOTE: UNANIMOUS AYE

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

Town Manager's Report: Town Council Meeting of 06/18/2013:

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. Bin Sale: PITTSFIELD EARTH DAY AND RE-USE CELEBRATION: BACKYARD COMPOST BIN SALE: To celebrate re-use in the community and Earth Day, 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 has 20 composters available for sale, each at \$45.00.

The Town also has 34 Wingdiggers: The wing digger compost turner is available for a discounted price of \$17.00 each; 8 Reotemp Backyard Compost Thermometer: has a 20" stem for \$18.50 each; 8 Rain Barrels: This is the SYSTEMN Rain Barrel with a 55 gallon capacity for the discounted price of \$56.50.

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.

Pittsfield's recycling rate for 2011 was 62%. The 2012 rates have not yet been announced by the State. Let's keep working at our recycling rate and boost it even more while helping our gardens grow!

3. Walking Maps & Promotion: HealthySV, the regional HealthyMaine partnership and the Seabasticook Valley Chamber of Commerce joined with the Town to work on walking maps for the area. This project will be utilized for physical exercise, tourism and to promote walks such as the 4/20 walk. The meeting was held in the Council Chambers on Tuesday, 04/23/2013 from 5:30 pm – 7:00 pm to discuss the trail map project and the Chamber's RRR promotional project and how all the towns can help. Councilor Chale attended. We had representatives from 5 towns and have picked up 2 more towns from separate individual meetings. There will be a GPS training on 05/23/2013 in the afternoon for those individuals who will be providing the details on

the trails here in Town. If you know of a recreational enthusiastic who you believe would like to help the Town map these trails, please contact Kathryn Ruth, Town Manager at 487-3136.

4. 2012 Consumer Confidence Reports: The Town's 2012 Annual Water Quality Report was distributed this year through the Rolling Thunder as an insert. Copies of the report are also available at the Town Office.

5. Upcoming Town Council Meetings: The next Town Council Meeting will be held on Tuesday, July 09, 2013 and then on August 6, 2013 at 6:30 pm.

Finance Committee: Met tonight prior to the meeting. The finances are looking fine.

Ordinance Committee: None.

Recycling Committee: None.

6. **NEW BUSINESS:**

ORDINANCE 13-11: (To be set to Public Hearing 07/09/2013) The Town of Pittsfield hereby ordains to extend the terms of the Waverly Dam Lease Agreement and the Pioneer Dam Lease Agreement and adopt renewal terms effective 07/09/2013 as one new lease agreement with Chris Anthony.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Curtis** that Ordinance 13-11 be set to Public Hearing on 07/09/2013.

The Town Manager noted the Town Council received the lists of the changes/ideas from Mr. Anthony at the Town Council meeting and/or when he dropped by to see people. The Town Council received by e-mail the review that I had prepared and had the Town Attorney review.

The Town Councilors received Draft #6 of the new lease agreement consolidating Mr. Anthony's comments and the Town's comments as well as providing enabling language for the new lease. The Town Attorney has approved the agreement. Mr. Anthony confirmed that the lease looks very good. Mr. Anthony has confirmed that the FERC Exemption will continue. Ultimately, this could be for 60 years. Would we put at the beginning of 12A, if a FERC license is applied for during the term of this lease..."

The revisions that were made since the last Council Meeting were provided to the Town Council in their package.

Mr. Anthony concurred with the agreement language and is all set.

VOTE: UNANIMOUS AYE

ORDINANCE 13-12: (To be set to Public Hearing 07/09/2013) The Town of Pittsfield hereby ordains the amendments to Chapter 2A. Business Licenses and Permits, Article 2, Licenses, Section 211, Transient Seller of Consumer Merchandise and Lunch Wagons.

Moved by **Councilor Donahue** and seconded by **Deputy Mayor Nichols** that Ordinance 13-12 be set to Public Hearing on 07/09/2013.

The Town Manager noted the proposed amendments to Chapter 2A. Business Licenses and Permits and the current copy of Chapter 2A were provided in the Town Council Package. The amendments were approved by the Ordinance Committee at their meeting on 06/04/2013.

Currently in order to have new marketplace vendors on Town property, the vendor must provide a certificate of insurance as well as to obtain a permit if a transient seller. It is important for insurance purposes to have a certificate of insurance listing the Town as additional insured per the insurance company's request. It is also important to know the vendors that are at the parks and other town properties in order to make sure that the items being sold are appropriate, have other licenses if needed and are set up safely. Most transient sellers used to be food vendors along with book dealers, however, more items come up now due to the economy and people needing to earn money.

The Heart of Pittsfield (HOP) is planning a Harvest Festival for October. The group would like to have a number of vendors located in Hathorn Park to promote community and Pittsfield as well as to have people get together for socializing and fun. As it currently stands, each vendor will need to provide insurance and to obtain a license. When an event is planned, such as this one, the regulations involved will be too much. It is proposed that the non-profit, community development group or town-sponsored festivals will be responsible for their vendors. The groups in charge of events will obtain the insurance policy and the permit. All first permits would require Town Council approval with renewals, if any, processed by the Town staff.

In reviewing this issue, the groups most likely to hold events that would use the parks are those as listed above. We should be promoting these type of events and streamlining the process to do so. Of course, we will also have oversight as the groups will need to obtain a permit and provide appropriate insurance.

VOTE: UNANIMOUS AYE

ORDINANCE 13-13: (To be set to Public Hearing 07/09/2013) The Town of Pittsfield hereby ordains to accept all tax year payments of Sharon A. McNally, including interest and lien costs, for the property at 142 E Street (Map 034, Lot 041), the Town having acquired said property as a result of automatic foreclosure of a 2010 property tax lien, recorded in the Somerset Registry of Deeds on June 17, 2011 at Book 4405, Page 266, which matured on December 18, 2012. The Town Council further authorizes the Town Manager to execute a municipal quitclaim deed releasing the Town's interest in said property to Sharon A. McNally.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Curtis** that Ordinance 13-13 be set to Public Hearing on 07/09/2013.

The Town Manager noted the taxes have been paid in full on this property so a quitclaim deed can be issued to place the property back in the name of the prior owner after public hearing.

VOTE: UNANIMOUS AYE

RESOLUTION 13-58: (To be set to Public Hearing 07/09/2013) Resolved that the Town Council schedule for 07/09/2013, consider testimony and act upon a Public Hearing for a Community Development Block Grant Public Facilities Program Historic Preservation Grant for the Pittsfield Railroad Station known as the Pittsfield Historic Depot and Depot Museum.

Moved by **Councilor Curtis** and seconded by **Councilor Donahue** that Resolution 13-58 be set to Public Hearing on 07/09/2013.

The Town Manager noted this agenda item relates to announcement at the last Council meeting of the town's qualification to apply for rehabilitation for the historic railroad depot for the next Public Facilities Program and the approval for a Letter of Intent that was filed earlier this year. The Town Council received a copy of the public hearing notice.

The Town is eligible to apply for the CDBG Project as it is a stand alone historic preservation project to rehabilitate and protect a building that is deteriorating at an alarming rate.

The Letter of Intent was the first step in the process and the Town has received approval to proceed to the application stage.

The next step in the project is to schedule and hold the public hearing on a grant application. The grant application is in progress. I have forwarded information for the Pittsfield Historical Society to the media to get the word out about the project and the ability to file for a grant.

VOTE: UNANIMOUS AYE

RESOLUTION 13-59: Resolved that the Town Council approve the Request for Proposals for the Pittsfield Historic Railroad Depot Foundation Reconstruction Project and authorize the Town Manager and the Building Inspector/Code Enforcement Officer to seek bids for same.

Moved by **Councilor Curtis** and seconded by **Councilor Donahue** that Resolution 13-59 be adopted.

The Town Manager noted the Town Councilors received an excerpt from the draft bid specifications from Architect Ellen Ames of Ames and Associates, LLC. The entire document is 173 pages long and is available at the Town Council Meeting and the Town Office in case anyone would like to review it.

Originally, when the building was reviewed a few years ago, repair of the foundation was recommended due to its condition. With a full structural review of the foundation conducted recently, the Architect is recommending reconstruction due to substantial deterioration in the last few years. The description in the bids specs is under Project Description: Project consists of selective demolition, jacking, new concrete foundation, rough carpentry, and masonry face. The intent of the work is to provide a new foundation for a 1,200 square foot Historic Railroad Depot including restoration of masonry foundation wall face.

The Town received a grant designated for this project based upon the original budget for repairs. The Town does have some limited funding available beyond the grant that was received that could be utilized for this project. The Architect has indicated that in her opinion the foundation can not be repaired piecemeal and needs to be upgraded. After a discussion about the budget that would be needed for this project, the Architect has indicated that we can reserve the right to negotiate with the low bidder to find ways to lower the cost of the project, however, still have a good project. From this RFP, we would hope to determine the cost of the work that is needed at the depot for the foundation and be able to complete it.

As we have another grant available which is designated to pay for part of the siding and must be expended this year, we need to move forward with the foundation request for proposals. When

we receive bids, we will then have a direction to proceed – either complete the work that should be done by the bid or later by negotiation due to some cost savings that will still work well or we will have the background necessary to attempt to locate additional funding. Then we will proceed to the siding issues as best as possible.

VOTE: UNANIMOUS AYE

RESOLUTION 13-60: 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, 2013 – June 30, 2014 for \$4,000.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Curtis** that Resolution 13-60 be adopted.

The Town Manager noted the Librarian has provided an excellent update on the Minerva program. Lyn Smith indicates that we have been members of the Minerva consortium since fall 2006. Minerva is the statewide, integrated library system started by the Maine InfoNet Project and maintained cooperatively by participating libraries in association with the Maine State Library. Minerva provides access to more than six million library items. Minerva improves library services for participating libraries and their patrons through automation and collaborative projects. The product provides a tool for cataloging the library collection and performing the function of circulating materials to the public. The yearly fee pays for one day of inter-library loan delivery service per week.

Minerva membership provides cutting-edge library technology. It ensures significant and cost-effective improvements to library operations by providing an integrated, automated library system from Innovative Interfaces, Inc. The system supports circulation, overdues, cataloging with database maintenance and authority control, serials management, and statistical reporting. This cutting-edge library technology would be prohibitively expensive for individual libraries.

On-going technical support and assistance is provided by Maine Infonet staff. Support is available by telephone, email, in person, and through user groups. Minerva professional staff attend conferences and receive training to stay informed about current trends in technology. Technical support is centralized and all hardware maintenance, backup and general operational activities are handled at the central site, rather than in each member library. Upgrades to the system are provided at no cost.

VOTE: UNANIMOUS AYE

RESOLUTION 13-61: Resolved that the Town Council approve a renewal application for a liquor license for the Sebecook Valley Lodge of Elks at 140 Middle Street, Pittsfield, Maine 04967.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Curtis** that Resolution 13-61 be adopted.

The Town Manager noted these are yearly permits for the Elks Lodge.

VOTE: UNANIMOUS AYE

RESOLUTION 13-62: Resolved that the Town Council approve a renewal application for a special amusement permit for the Seabasticook Valley Lodge of Elks at 140 Middle Street, Pittsfield, Maine 04967.

Moved by **Councilor Donahue** and seconded by **Councilor Curtis** that Resolution 13-62 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 13-63: Resolved that the Town Council appoint Mike C. Susi as an interim director for the MSAD #53 Board of Directors to serve until the next annual municipal election and until a successor is elected and qualified.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Curtis** that Resolution 13-63 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 13-64: Resolved that the Town Council approve the recommendation of the Airport Committee and the Town Manager to hire Hoyle Tanner and Associates as the Town of Pittsfield's multi-year Airport Engineer for airport planning and engineering services; and to authorize the Town Manager to sign the Maine Department of Transportation required General Consultant Agreement for these services.

Moved by **Councilor Donahue** and seconded by **Deputy Mayor Nichols** that Resolution 13-64 be adopted.

The Town Manager noted the State of Maine Department of Transportation advised the Town last summer that the Town would need to seek proposals for an airport consultant. This process is now required by MDOT every five (5) years and the Town of Pittsfield's turn has come up. MDOT forwarded the required format for the Request for Qualifications (RFQ) and the steps for the process. A copy of the RFQ that was issued was in the Council Package.

Bid Prices are not part of the process. The Request for Qualifications was posted on the MDOT's website, the Town of Pittsfield's website, placed in the newspaper and sent out to a listing of interested consultants provided by MDOT. Five qualifications were received from Ballantine Aviation Consulting Services, PLLC; Fay, Spofford & Thorndike; GALE; Hoyle Tanner and Associates; and Stantec. The Airport Committee and Town Manager, which were approved as the review team, ranked the qualification packages. Two proposals were ranked considerably higher than the other proposals. Those two firms were offered interviews.

The interviews took place on Monday, June 10, 2013 in the afternoon. After detailed interviews with presentations and a question and answer period, the interviews unanimously chose Hoyle Tanner and Associates.

VOTE: UNANIMOUS AYE

RESOLUTION 13-65: 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 Kiddie Parade on Thursday, July 18, 2013 to begin at 6:00 pm and to waive the fee.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Donahue** that Resolution 13-65 be adopted.

The Town Manager noted the Town Councilors received a copy of the application for our yearly tradition - the 2013 Kiddie Parade and Big Parade.

VOTE: UNANIMOUS AYE

RESOLUTION 13-66: Resolved that the Town Council approve the issuance of a Parade Permit to the Central Maine Egg Festival Committee for the Big Parade on Saturday, July 20, 2013 to begin at 9:15 am and to waive the fee.

Moved by **Councilor Donahue** and seconded by **Councilor Curtis** that Resolution 13-66 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 13-67: Resolved that the Town Council authorize the Experimental Aircraft Association (EAA) Chapter 736 to hold The Great Central Maine Everything That Flies Fly-in at the Pittsfield Municipal Airport on Saturday, July 20, 2013.

Moved by **Councilor Curtis** and seconded by **Deputy Mayor Nichols** that Resolution 13-67 be adopted.

The Town Manager noted this is the second year of the EAA Chapter 736 event, which we hope will become a tradition for our community. Last year's event was wonderful and greatly enjoyed by all who dropped by the airport.

The EAA Chapter is providing insurance for this event and will be responsible for all activities.

VOTE: UNANIMOUS AYE

7. **DISCUSSION ITEMS:**

Financial Reports as of 05/31/2013:

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 05/31/2013:

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

Police Report
Self-Explanatory – Not Reviewed

Updates:

1. Water Projects Update: Hydrants were scheduled for replacement beginning Monday, May 20, 2013, however, the weather this week has not been cooperative so it has taken awhile for the projects. Areas that need pavement are waiting for the work to be completed.

2. Sewer Projects Update: Somerset Avenue: Sargent Corporation has continued to move as quickly as possible on this project given the weather conditions. The work has been excellent with the exception of the cut areas filled with gravel being bumpy during pouring rain periods and thereafter. One water service was also hit. Sargent plans to pave the areas that are finished. Due to the rain, the paving company is about two weeks late.

School Street, Elm Street, Across Country: This work is now planned for the week after the Egg Festival and the company has been requested to start on 07/22/2013. The Engineers and T Buck, which requested this scheduling change, are aware that we have requested the project on School Street be completed prior to the start of school.

Franklin Street and Alternates are still in design.

Main Street has had three separate sewer issues on three lines.

The area at the service line was dug at the Main Street location where the sewer system backed up at the residence in the basement. The Town staff did not find anything wrong with the work that was completed in 2008. Insight Pipe was at the site. A video was made. Olver Associates reviewed the video and has advised that nothing was found that would show the Town or the contractor did anything wrong. Annaleis reviewed the video of the line and noted that there may be a plug in the basement that caused this problem. The insurance company is denying the claim.

On the Main Street sewer line problem reported on two meetings ago, we sent the MDOT the permit application and fee to dig Main Street, to keep on the shoulder as best as we can. So this project awaits MDOT approval. This is another cross-country line. We would install a separate manhole so that the house on this line can have the sewer accessed easier than now.

The last Main Street sewer line is the Alternate that is being designed for bidding as the line runs across country under a garage and is full of holes.

3. Highway: Most of the time has been spent on routine daily and weekly maintenance tasks and helping other departments. The remainder of the time has been spent working on the Hathorn Park Grant project as PW is a large part of the Town's match funding. The last three days has been spent patching. After Public Works' two-week vacation in July, they will be working on finishing up Hathorn Park activities, gravel road resurfacing and assisting with the Dobson Road drainage project with Cianbro and Brent Newhouse Construction Co.

4. Biennial Budget Proposal & Status on proposed cuts: This issue is still up in the air with the State budget and its revenue sources voted upon by the Legislature and Senate. The Governor has noted any budget that raises taxes will be vetoed. There is a small increase to the sales and lodging tax, .5 and 1% respectfully.

We have been advised that State Revenue Sharing in this budget will be decreased to communities in order to assist with the State budget. The estimate is that the Towns will lose 1/3 of their SRS. Local Road Assistance Funding will also be decreased in the next fiscal year. Other funding revisions are unknown at this time.

2012 SRS was \$352,085.90 X 1/3 = \$117,362 loss. Other effects are unknown.

5. Code Enforcement Update: Due to the rain, the clean up areas were delayed and need to be rescheduled again. The Town had more permit applications last month and to date so less time has been spent on code enforcement. The location of the varmint problem mentioned at the last Council Meeting was found at a private residence. Measures are underway. In discussions with the pest control company, it was made clear to the Building Inspector that the company can not spray where there are children. Advice was provided to the Building Inspector to provided it to that citizen. It has been reported that there are less incidents noted.

6. Property Maintenance Ordinance / Regulations to prevent Junky Yards: The Planning Board started its first review of the regulation samples and the Building Inspector needs to compile the information so that we can see what is going on and to start the materials through the Ordinance Committee so that we can make some progress. This project needs to be put together by the Building Inspector.

7. Comprehensive Plan Approval: The CEO has been asked to schedule the Planning Board's review of the information received from the State so that the Town Council can vote on the Comp Plan approved by the State. The Planning Board needs to decide if they want to change the plan by inserting the comments from the Department of Inland Fisheries & Wildlife. KVCOG noted that these comments are standard comments that have been provided to the towns and that the Towns do not amend their plans. The Town Manager will schedule this item for the Council's 07/09/2013 Council Meeting as we need to have plan approval as this will help the Town with grants.

Grants Update:

New Grants:

Airport Grants: Environmental Assessment (Engineering to prepare for Apron Expansion) – Still unable to submit bills. The FAA is going to start the registration process over again due to a snafu.

Airport Grants: Engineering to Design the Apron Expansion – the grant application was filed. We were advised by the FAA that as our project cost is over budget, close but over budget that we need to divide up the apron and the additional paving between the hangers (including full depth excavation). The apron would be funded this year and we would submit the entire additional paving which includes that under the alternate to address the areas that need to be paved at the airport by the hangers for 2014. This would need to be added to the Town's CIP through discussions with the MDOT in July 2013. Cianbro Corporation was the low bidder and Cianbro has agreed with the 2013 project and holding pricing for 2014 for the next project, if approved by the FAA. We are in the process of discussing the process to promote a 2014 project being added to the CIP for the paving and moving the planning process for a new Master Plan back to a later date.

Belvedere Fund for Historic Preservation – This funding is for the siding project and needs to be completed this year.

Davis Family Foundation – The scope and bid specs for this project are on the agenda this evening. The foundation needs to be completed prior to starting any work on the siding.

HealthySV Grant: Healthy Communities – Exercise is Fun Program for Children – grant to be closed.

HealthySV: Healthy Communities – Proactive Student Presentations – This grant needs to be closed.

L&W Conservation Fund: Hathorn Park Legge's Field & Sports Complex, Phase II – The State advised that the bid specifications were approved so the deadline for bids for the paving project for the parking lot at Hathorn Park is Monday, 07/08/2013 at 11:00 am. The gazebo is scheduled for a painting party Wednesday and Thursday night, 06/19 and 06/20/2013. The shingles for the gazebo roof were being finished today. The fencing has arrived and Public Works is erecting this. Public Works is waiting for the contractor to pave the sidewalk which was verified by the Building Inspector to be handicap accessible. All of this rain has put most outside work behind.

National Heritage Railroad Grant – closed out with payment to the construction company for the roofing project. The final report was completed.

Rural Engineering & community Assistance Grant Opportunities – information was collected by the company and inputted onto the EPA website.

CDBG Historical Preservation – GOOD NEWS as the Town is eligible to apply for a very limited amount of funding this year. The deadline is coming right up in 07/2013.

8. **REPORTS:** Audience, Council

Audience: NONE

Council:

Councilor Donahue: Mentioned the Heart of Pittsfield Supper and Open Mike. It will be on June 27, 2013 from 6 – 9 pm at the Elks Lodge. Councilor Donahue also mentioned the Heart of Pittsfield will have a Painting Party at the gazebo on Wednesday if anyone wants to volunteer.

Councilor Carr: Absent.

Councilor Chale: Absent.

Deputy Mayor Nichols: Had a good vacation and I am glad to be home. Councilor Nichols also mentioned the upcoming Heart of Pittsfield Supper. It is good that we are getting so much done. Interest rates look like they will be rising soon. I am looking forward to the Egg Festival and the Fly In. I have heard quite a few great comments about Pittsfield recently. People really love Vittles!

Councilor Curtis: Sounds like the dam leases are coming along good. Chris Anthony mentioned to Councilor Curtis that there is a second group also interested in the dams.

Councilor Cianchette: Absent.

Mayor Jordan: Mayor Jordan mentioned he was traveling recently and took some photos of sidewalk examples that were really nice and may be able to be incorporated into our sidewalks. He will provide some photos to the Town Manager. He also mentioned some nice, rugged flags in different towns welcoming people and will send along photos of those too.

9. **ADJOURNMENT**

Motion by **Deputy Mayor Nichols** and seconded by **Councilor Donahue** that the meeting be adjourned at 7:45 p.m. All in agreement.

Nicole Nickolan, Town Clerk