

# MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, March 18, 2008 at 7:30 pm in the Council Chambers.

**PRESENT:** COUNCILORS: Mayor Tim Nichols, Deputy Mayor Wayne Fotter, Michael Gray, Gary Jordan, Jr., Donna Chale, Michael Cianchette and Louise Baker **ABSENT:** None. Also present were Town Manager Kathryn Ruth and Town Clerk Nicole Nickolan. Audience members included: Donnie Hallenbeck, Scott Therrian, Sharon Mack, Bonnie Curtis, John Curtis, Robert Stackhouse and Belinda Stackhouse.

1. **Mayor Nichols** opened the meeting by leading the **Pledge of Allegiance**.
2. **Adoption of Minutes** of the Regular Meeting on March 4, 2008.

Moved by **Councilor Cianchette** and seconded by **Councilor Gray** that the Minutes of the Regular Meeting on March 4, 2008 be adopted.

**VOTE: UNANIMOUS AYE**

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

## **Presentation on Projects submitted for the Maine DOT Transportation Requests for the 2010-2011 Biennium:**

The Towns were invited to submit priority requests for funding for the Fiscal Years 2010-2011 MDOT Biennial Transportation Improvement Plan (BTIP).

The Town has submit projects in the past and a number of projects have been completed by MDOT, especially in the Airport Improvement area. We have had millions of dollars of projects here in Town. This is a good program to participate in as we are prioritizing projects for consideration by the State.

There is a large budget crunch now everywhere – especially in Augusta with the State budget, so this process will be more difficult to have projects approved as there will be less funds. More towns are applying for funding now as the process has worked in the past and other towns have seen that we have been able to have projects approved so more towns are applying for the BTIP Program.

For Highway Improvement Projects, which are reconstruction or paving only, we submitted 6 projects. The Town Manager briefly reviewed the projects.

For Highway Improvement Needs such as safety, intersection improvements, new guardrail, etc., we submitted 6 projects. The Town Manager briefly reviewed the projects.

For Passenger and Freight Transportation Improvements, we submitted 5 projects for the Airport. The Town Manager briefly reviewed the projects.

**Presentation on Economic Development Project: Pittsfield Area Business Forum scheduled for Tuesday, March 25, 2008:**

This is a forum or get-together for the businesses in Pittsfield and our surrounding towns. All individuals thinking of opening a business, expanding their business, who would like to receive information on local and state programs that could benefit the business or just network and meet other business representatives are cordially invited to attend.

Pittsfield Area Business Forum will be held on Tuesday, March 25, 2008 in the Vickery School Gym off School Street, Pittsfield. Businesses & guests from all towns welcome.

6:30 – 7:00 p.m. Networking & picking up resources  
7:00 – 8:00 p.m. Welcome, Presentations and Discussions  
8:00 – 8:30 p.m. Refreshments & Socializing

Reasons to attend:

Brief presentations/discussions on assistance available for businesses  
Find out about services & resources for your business  
Meet other business owners/representatives & discuss what you have in common  
Find businesses to work with or purchase products from in the future  
Great resources if you are thinking of starting a new business

Questions, contact Kathryn Ruth at the Pittsfield Town Office (487-3136); Michael Gray, Pittsfield Ec Dev Team (487-5167) or Catherine Philbrick, Pittsfield Ec Dev Team (1-800-310-8353, ext. 2651).

Storm Date: Monday, March 31, 2008 at 6:30 p.m., Vickery School  
Sponsored by Town of Pittsfield and Seabasticook Valley Chamber of Commerce

4. **PUBLIC HEARINGS/OLD BUSINESS:**
5. **REPORTS: TOWN MANAGER, FINANCE, ORDINANCE & RECYCLING COMMITTEES:**

**Town Manager's Report: Town Council Meeting of 03/18/2008:**

**1. Pittsfield Area Recreation Program Sign-up:** We are proceeding forward with the Spring Sports Program. The Town Office will sign up interested parents and children. Tom Bertrand has offered to take all of the sign-ups to set up the teams and the game schedule, which is greatly appreciated. Manson Park Committee members will be assisting this spring.

When: Wednesday, March 19 from 8:00 am – 6:30 pm (includes evening hours),  
Thursday, March 20 from 8:00 am – 5:00 pm and Friday, March 21 from 8:00 am – 5:00 pm

Location: Pittsfield Town Office, Main Offices (upstairs)

League Information: T-Ball: *Ages 5 & 6*, Farm League: *Ages 7 & 8*, Little League: *Ages 9 –*

12 and Softball: *Ages 9 – 12*

(Cost is \$15 per child. Family Registration Maximum is \$45)

*Individuals interested in coaching may submit their names.*

The Town is still accepting applications for Recreation Director and Recreation Assistant. Contact Pittsfield Town Office, 112 Somerset Avenue (487-3136)

## **2. Upcoming Energy Forum to celebrate Earth Day and Arbor Day Week:**

The Town of Pittsfield Recycling Committee will host an Energy Forum on Wednesday, May 14, 2008 for the community, businesses, schools and non-profits. Open to all communities. The event will take place from 6:30 p.m. - 8:30 p.m. at the Seabasticook Valley #2713 Elks Lodge off Central/Middle Street. Plenty of parking.

There will be a keynote speaker to discuss how everyone can conserve energy, provide tips on how to save energy at homes and businesses and other important tips. There will be tables with resource materials on energy, recycling, re-use and other key areas dealing with the environment. Mark your calendars for an interesting and educational evening as well as a way to save money while conserving natural resources.

## **3. The Paul E. Bertrand Community Pool Upcoming Fundraisers:**

Exciting news on the Swimming Pool Fundraising Campaign. With recent donations, the total to raise on this \$400,000 project is now under \$100,000. Recent donations and revenue have brought the fundraising campaign to a total of \$79,329.46 since the official campaign was started last summer.

Over 151 individual and company donations have been made. In addition, hundreds of people have contributed through the Pennies for the Pool Campaign in the Schools, the collection cans around town, the Pittsfield Farmers' Market and the Egg Festival Booth.

The next fundraising event will be Scrapbooking for the Pool to be held on Saturday, April 26, 2008 from 9:00 am - 4:00 pm at the Seabasticook Valley Elks Lodge off Central/Middle Streets in Pittsfield. The cost is \$30.00. Registration includes a reserved seat and workstation, great door prizes, free coffee & tea. Refreshments will be by The Mad Hatter. The vendor will be Creative Memories.

For reservations, contact Mary Gaeta 487-5101, e-mail: [petduck52@hotmail.com](mailto:petduck52@hotmail.com) or Christine Cookson at 487-5590, e-mail: [nutmegpaddy1@verizon.net](mailto:nutmegpaddy1@verizon.net). Registrations will also be taken at Heidi Ann's Flower Shop at 103 Main Street and the Pittsfield Town Office, 112 Somerset Avenue. Checks made payable to the Town of Pittsfield, note Scrapbooking.

**Finance Committee:** No Report.

**Ordinance Committee:** No Report.

**Recycling Committee:** The committee met on 03/05/2008. The committee touched on last month's subjects. The main focus this meeting was the upcoming energy forum.

## **6. NEW BUSINESS:**

- a. **ORDINANCE 08-07:** (To be set to public hearing on 04/01/2008) That the Town Council hereby ordains to accept all tax year payments of John R. Haskell, including interest and lien costs, for the property at 113 Cottage Street (Map 026, Lot 016-132), the Town having acquired said property as a result of automatic foreclosure of a 2003 property tax lien, recorded in the Somerset Registry of Deeds on July 18, 2003 at Book 3322, Page 193, which matured on December 9, 2005. The Town Council further authorizes the Town Manager to execute a municipal quitclaim deed releasing the Town's interest in said property to John R. Haskell.

Moved by **Deputy Mayor Fotter** and seconded by **Councilor Gray** that Ordinance 08-07 be adopted.

**VOTE: UNANIMOUS AYE**

- b. **RESOLUTION 08-23:** (To be set to Public Hearing on 04/01/2008) Resolved that the Town Council will hold a Public Hearing on 04/01/2008 at 7:30 p.m. in the Council Chambers of the Municipal Building to discuss acceptance of a State of Maine CDBG Program Public Facilities Grant for \$150,000. The purpose of the grant is for Historic Preservation of the Pittsfield Public Library to include addressing problems created by moisture in the basement, rotted bases of the wooden walls and weakened underpinnings to prevent eventual failure of the first floor. Repairs or replacement of damaged walls and floors will include painting, reconstruction of crumbling interior masonry, repairs of horsehair plaster, leveling and refurbishing of uneven floors. Public comments will be solicited at this Hearing and will be submitted as part of the Project Development Phase. All persons wishing to make comments or ask questions about the acceptance of these funds are invited to attend this Public Hearing. Comments may be submitted in writing to Lyn Smith at the Pittsfield Town Office, 112 Somerset Avenue, Pittsfield, Maine 04967 at any time prior to the Public Hearing. TDD/TTY users may call 711. If you are physically unable to access any of the Town's programs or services, please call Kathryn Ruth at 1-207-487-3136 so that accommodations can be made.

Moved by **Councilor Gray** and seconded by **Deputy Mayor Fotter** that Resolution 08-23 be adopted.

The Town Manager noted this is the first step in the development phase. Everyone is very excited.

**VOTE: UNANIMOUS AYE**

- c. **RESOLUTION 08-24:** Resolved that Town Manager has the authority to file grant applications and that the Town Council authorizes the filing of the Community Development Block Grant Program Application/Public Facilities in the amount of \$150,000 for Historic Preservation of the Pittsfield Public Library, to make assurances as required by the application; to accept funds; carry out duties; and to sign documents necessary for the grant.

Moved by **Councilor Chale** and seconded by **Councilor Gray** that Resolution 08-24 be adopted.

The Town Manager noted this is a basic requirement of Phase II.

**VOTE: UNANIMOUS AYE**

- d.* **RESOLUTION 08-25:** Resolved that the Town Council sign the Earth Day Proclamation supporting community-wide activities. (Earth Day is April 22, 2008)

Moved by **Councilor Cianchette** and seconded by **Councilor Jordan** that Resolution 08-25 be adopted.

The Town Manager noted this is a yearly resolution.

**VOTE: UNANIMOUS AYE**

- e.* **RESOLUTION 08-26:** Resolved that the Town Council sign the Arbor Day Proclamation supporting community-wide activities (National Arbor Day is May 25, 2008) and Maine's Arbor Day Week. (The 3<sup>rd</sup> full week in May)

Moved by **Councilor Cianchette** and seconded by **Councilor Baker** that Resolution 08-26 be adopted.

The Town Manager noted this is a yearly resolution.

**VOTE: UNANIMOUS AYE**

- f.* **RESOLUTION 08-27:** Resolved that the Town Council approve the Request for Proposals for (1) Parks and In-Town Area Grounds Maintenance; (2) Department Mowing; (3) Pittsfield Municipal Airport Mowing; and (4) Roadside Mowing for the three year period beginning April 20, 2008 and ending November 30, 2010 and authorize the Town Manager and Public Works Foreman to seek bids.

Moved by **Councilor Chale** and seconded by **Councilor Gray** that Resolution 08-27 be adopted.

Councilor Gray questioned if this was the contract we had issues with last year. The Town Manager noted this was the same contract. After the issues last year, the contractor decided to subcontract out the work the remainder of the year and the new company performed the best work we have seen yet.

**VOTE: UNANIMOUS AYE**

- g.* **RESOLUTION 08-28:** Resolved that the Town Council waive the bid policy to encourage regionalism and execute the Contract for Curbside Pickup of Recyclables with the Town of Palmyra through 03/31/2009, same conditions and terms.

Moved by **Deputy Mayor Fotter** and seconded by **Councilor Cianchette** that Resolution 08-28 be adopted.

The Town Manager noted this is a yearly contract. It has worked out well in the past and will be the same terms and pricing.

**VOTE: UNANIMOUS AYE**

- h.* **RESOLUTION 08-29:** Resolved that the Town Council authorize the Town Manager to sign Standard Services Contracts, as needed, pending MDOT approval on engineering services for the Federal/State Safe Routes to School Project, MAINE DOT PIN #16359.00

Moved by **Councilor Cianchette** and seconded by **Councilor Chale** that Resolution 08-29 be adopted.

The Town Manager noted we have received MDOT approval and Millett Associates can start work immediately.

**Deputy Mayor Fotter** questioned where the work would be performed. The Town Manger noted it would add a sidewalk from the recreation field to the pavement at Vickery School as well as a crosswalk.

**VOTE: UNANIMOUS AYE**

- i.* **RESOLUTION 08-30:** Resolved that the Town Council approve up to an additional \$800.00 in expenditures for Efficiency Maine Business Program and authorize the expenditure of funds for the net cost of the project of \$ 4,612.88 from the Municipal Building Capital Reserve (G/F #1-605-00) and the Fire Station Reserve (G/F # 1-606-00).

Moved by **Deputy Mayor Fotter** and seconded by **Councilor Gray** that Resolution 08-30 be adopted.

The Town Manager noted that yet another quote has been received with additional changes to the pricing since the Council packets were done. We will be looking at new vendors and have new pricing shortly.

**VOTE: UNANIMOUS AYE**

- j.* **RESOLUTION 08-31:** Resolved that the Town Council approve a lunch wagon license application for Nanny's Kitchen of 203 Harriet Street, Pittsfield, ME 04967.

Moved by **Councilor Gray** and seconded by **Councilor Cianchette** that Resolution 08-31 be adopted.

The Town Manager noted the application is in order and the owner is in attendance if the Council has any questions. Bonnie Curtis stated that she would currently be setting up on private property. Mrs. Curtis questioned if they wanted to set up on public property what

would be needed. The Town Manager noted she would need to meet the insurance requirements and the Town Code requirements. The Ordinance is available through the Town Office for any additional questions that Mrs. Curtis has.

**VOTE: UNANIMOUS AYE**

- k. **RESOLUTION 08-32:** Resolved that the Town Council Appoint members to fill the vacancies on the various Town Boards and Committees from the attached list.

Moved by **Councilor Gray** and seconded by **Deputy Mayor Fotter** that Resolution 08-32 be adopted with Clermont Spencer being added to the Recycling Committee.

Motion by **Councilor Gray** and seconded by **Councilor Cianchette** to amend Resolution 08-32 to also include Robert Stackhouse on the Board of Health.

**VOTE TO AMMEND: UNANIMOUS AYE**

**VOTE: UNANIMOUS AYE**

## 7. **DISCUSSION ITEMS:**

Financial As Listed Below:

- A. Financial Reports as of 02/28/2008:
  - Budget Expenditure Report
  - Revenue Collections Report
  - Tax Acquired Property Report
  - Review of properties
  - Economic Development Revolving Loan Update
  - Housing Revolving Loan Update
  - Transfer Station/Recycling Monthly Report
  - Theatre Monthly Report
  - Personal Property Tax Report
  - Briefly Reviewed by Town Manager**
  
- B. Other Reports as of 02/28/2008:
  - Building and Plumbing Permit Reports
  - Library Report – Librarian’s and Library Trustees Minutes
  - Police Report
  - Self-Explanatory – Not Reviewed**
  
- C. Project Updates:
  - 1. Highway Summer Program – Briefly reviewed by Town Manager
  - 2. Update on Water Project: Water Meter Replacement and Automated Meter Reading (AMR System)

### Automated Reading System Water Meter Upgrade:

As we know, the Town has been working on the Water Meter Upgrade, which has been a time-consuming complex project to bid out a new Automated Water Meter Reading System with new residential water meters. This was a very comprehensive project that has taken several years. The first billing with the new system for 2 of the 7 books took place at the end of February. We are going to set up a chart to review the quarters billings to see what the changes are from having correct metering. As reported by the Assistant Water/Sewer Superintendent, most of the meters were reading in favor of the customer. The Town has had a number of different types of meters from many different decades. This project updates the meters to 1 type for residential use. The commercial meters had not been malfunctioning like the residential ones so we did not replace those meters.

3. Update on Sewer Projects: Summer Street (and Summer Court) Sewer Separation Project; Work Plan/Study for Removal of Sludge from Lagoon System; Sewer System Engineering; etc.

### Sewer System Enhancements:

Sewer flow for sewer billings are based upon the water meter readings.

As everyone knows, the Town's sewer system is antiquated with piping dating back to the early 1900's in many cases. Without proper revenue, we did not have the funds to do much more than keep the system going. The Town can't spend money that it does not have.

As we are finishing up the meter reading project, the next step we decided upon was to start putting projects together for sewer upgrades.

The Summer Street Sewer Project was our first project worked on in 2006-2007. Due to the engineer finding stormwater in the sewer lines, we needed both a stormwater system and a sewer system. That project was shut down last year when MDOT would not issue the Town an entrance permit onto the State road. The Town was unable to find the proof that the project was approved such as the original stormwater study, permits, etc. from the 1992-1993 project. I hired Kleinschmidt and they have acquired some of the documents and are working to clarify exactly what was approved in 1993.

Kleinschmidt Associates has located permits from the 1993 project, talked with the 7 permitting individuals involved (1 at the federal level, 6 at the local) and determined that the proper permits were acquired and the drainage study was proper. The MDOT was advised and has indicated that they are satisfied with the flow issues

and that the Town must still sign the agreement with the MDOT in order to utilize the system. MDOT will provide us with an opportunity to submit changes to the agreement.

In anticipation of finishing the meter reading project, we have also solicited quotations for engineering to get several projects ready to go out to bid. The low bidder for the project can start immediately with fieldwork for some of the areas in the sewer system that need repair, working with the Assistant Water/Sewer Superintendent.

The idea is to get the packages ready up to bidding with the plans and documents that are needed. Once we determine how the future funding from the new water meter system is working, we may be able to bid out the work because we will have enough funding for a loan payment.

We met with the Maine Rural Water Association to discuss the system. We are at the point now where they can review our system and determine rate increases. A recommendation was also made that the Town should commission an income study of the customer area to determine if we can obtain funding from CDBG, in other words, we would complete a door-to-door survey to basically prove the census was wrong and we are 51% low and moderate income. We are compiling information so that MRWA can quote a cost for this.

We met with engineers to discuss having a comprehensive review of the sewer collection system in which we can determine priorities for sewer upgrades beyond the obvious projects that we know about. A project would be comprised of flow monitoring and flow isolation; smoke testing; TV inspection of selected lines; and inflow-infiltration requirements. Price tags can be as high as \$15,000 - \$30,000 and obviously with our budget, this project will not be happening until we obtain a grant or a loan. Some agencies are looking for grant funding for the Town. In the interim, the flow monitoring which is the first component should be done in the Spring time and this would be an ideal spring due to the snow melt we are going to have. We are getting quotations for this now as this needs to be done in order to complete a review. In discussions with the State Revolving Loan Program for Water and Wastewater programs, we need an engineered review that lists the projects in priority in order to get the low-interest loans. The Town has completed its own comprehensive review, but it is not engineered. We need to qualify for this program, because the interest rate will be 2% less than the going rate and we can get a loan for 20-30 years.

So, now that the complex time-consuming first step for the water meter upgrade is coming to a conclusion so that in the next several months we will have reliable readings, we can start:

Getting projects engineered

Watch the sewer billing collections vs. historic collections  
Determine if we can afford another loan for sewer work without a rate increase.

Look at having flow monitoring as the first step of a comprehensive review. We need to locate funding for an entire study, however, we may be able to pay for the actual flow monitoring now. We will see how the quotes come in as this is a small piece of the entire project. Work with the Maine Rural Water Association on rate increases if the new collections do not generate enough money for some sewer System upgrades.

The system needs so much upgrading that there will need to be a sewer rate increase. Right now, the Town has the second lowest sewer rate in the State of Maine. Until recently, we had the lowest rate in the State. That rate does not allow the system to be upgraded, only to be barely maintained for decades. There was a lot of sewer stormwater separation and related projects in the late 1980's - early 1990's, but since then due to the revenue stream, not much.

4. Grants Update:
  - Airport Grants: Vegetation Plan/Permitting Grant
  - Airport Grants: Runway Obstruction Clearing
  - Airport Grants: Design Engineering for Apron Reconstruction
  - Brownfields Grant: Cleanup Grant for 8 Mount Road (10 Eelwier Road)
  - CDBG Grant/Business Assistance: Moosehead Cedar Log Homes
  - CDBG Grant/Public Facilities/Historic Preservation/Library
  - CDBG Grant/Special Projects Matching Funds/GCS
  - Efficiency Maine Business Program
  - Fund for Efficient Delivery of Services – Regional Curbside Recycling Truck
  - L&W Conservation Fund: Stein Park Renovation Project
  - L&W Conservation Fund: Swimming Pool Essential Components
  - Library Grants from State of Maine
  - Project Canopy: Mill Pond Loop
  - Safe Routs to School, Phase II
  - Other Grant Opportunities

**The Town Manager provided brief updates on the Towns many grants.**

8. **REPORTS:** Audience, Council

**Audience:** Donnie Hallenbeck stated that regarding the Library Project he believes there may be an old photo at the Historical Society of the Library basement prior to the improvements. Thought this may be of help in the historic preservation.

**Council:**

**Councilor Baker:** Wanted to thank Robert, Belinda and Shawn Stackhouse for attending the meeting and thank you to Robert for accepting the position on the Board of Health. Did not get a chance to welcome the new Councilors when appointed, would like to extend them a warm welcome at this time.

**Councilor Cianchette:** Wanted to thank the audience for attending tonight. Thank you to Mr. Mayor for doing the job he does.

**Councilor Chale:** Based on the grants and donations that the Library has received C. M. Almy will be funding a pledge of \$30,000.00, along with their support.

**Councilor Jordan:** No Comment

**Councilor Gray:** No Comment

**Deputy Mayor Fotter:** Wanted to thank the audience for attending tonight. It is good to see more than 1 or 2 chairs filled. Wanted to wish Robert Stackhouse a speedy recovery. Wanted to let everyone know he has recently spoke to Phyllis Wyman and she is doing really well and enjoying Texas.

**Mayor Nichols:** Wanted to thank the Stackhouse family for attending the meeting tonight and thank Robert Stackhouse for joining the Board of Health. Wanted to also thank Mr. & Mrs. Curtis for attending. It will be nice to have a lunch wagon back in Town. Thank you to Kathryn and the Town employees for all their hard work.

9. **ADJOURNMENT:**

Moved by **Councilor Gray** and seconded by **Councilor Cianchette** that the meeting be adjourned at 8:32 p.m. All in agreement.

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Nicole Nickolan, Town Clerk