

# MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, April 17, 2007 at 7:30 pm in the Council Chambers.

**PRESENT:** COUNCILORS: Mayor Tim Nichols, Wayne Fotter, Brian Philbrick, Sr., Gary Jordan, Jr., Michael Gray and Christinalyn Hamel **ABSENT:** Louise Baker. Also present were Town Manager Kathryn Ruth and Town Clerk Nicole Nickolan. Audience members included: Sharon Mack of the Bangor Daily News, Mike Lange of the Seabasticook Valley Weekly, Police Chief Steve Emery, Reserve Officer Christopher Ross, Reserve Officer Nathan Allen Johndro and Reserve Officer Stephen Locke.

1. **Mayor Nichols** opened the meeting by leading the **Pledge of Allegiance**.
2. **Adoption of Minutes** of the Regular Meeting on April 3, 2007.

Moved by **Councilor Gray** and seconded by **Councilor Philbrick** that the Minutes of the Regular Meeting on April 3, 2007 be adopted.

**VOTE: UNANIMOUS AYE**

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

Introduction of new Pittsfield Police Department Reserve Officers:  
Christopher Ross, Nathan Allen Johndro and Stephen Locke

Police Chief Emery gave a brief introduction of each Reserve Officer.

Stephen Locke is currently a full time dispatcher at Somerset County Com Center. He has completed his 100-hour course and has been doing some field training. He is a Norridgewalk resident. He has wanted to be a Police Officer for a long time and is getting his start here.

Christopher Ross was raised in this area and attended school at MCI. He has been with the department for about a year and fills many of the open shifts. He was educated at University of Maine and comes to the department with an Associates Degree. He is the son of Maynard Ross. He is doing a good job.

Nathan Johndro also comes to the department with an Associates Degree. He is a St. Albans resident. He has some field training and his future goal is to become a full time Police Officer.

Mayor Tim Nichols extends his congratulations to all the Reserve Officers and looks forward to working together.

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

- a. **ORDINANCE 07-06:** That the Town Council hereby ordains to Appropriate \$110,892.00 from Unappropriated Surplus to be applied toward the 2007 Tax Commitment, being the amount of the additional State Revenue Sharing received by the Town during the 2006 budget year.

There was no one who wished to speak in favor or opposition of this ordinance. Public Hearing was closed.

Moved by **Councilor Gray** and seconded by **Councilor Jordan** that Ordinance 07-06 be adopted.

The Town Manager noted the formula for SRS was changed going into effect during last year. Rev II was created which provided funds to communities such as Pittsfield, which have additional tax burdens due to our service center status. The additional SRS was \$110,892, which is proposed to be utilized for the 2007 Tax Commitment. This will be a great help this year, especially with the County Tax Increase of 31.4% over last year and losing some personal property valuation with the low change. The Town Attorney has approved the language of the Ordinance and the Auditor has agreed this is prudent to do. This will help with the taxes. A mil is \$150,000 so basically this is countering about ¾ of a mil increase that would have automatically happened because of elements beyond our control.

**VOTE: UNANIMOUS AYE**

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

##### **Town Manager's Report: Town Council Meeting of 04/17/2007:**

**1. The FYI Folder:** The FYI Book contains the following items this week: Read List

**2. E-911 Addressing Letters:** Letters were sent to all households with the new E-911 addresses. The Town worked in conjunction with the U.S. Postal Service and the State of Maine E-911 and GIS Offices over a multi-year period to complete this project. E-911 matches a physical address with a telephone number and this information is displayed on a computer screen to dispatchers. With each letter, the Town opted to purchase and enclose numbers to be placed on everyone's houses and businesses. We encourage everyone to have their numbers up as soon as they are able. You should start changing your address now and over the next few months. Remember, the Post Office will deliver your mail up to 1 year from the date of your notification, so you have time to use up your checks, letterhead, etc. With your next order, order the items with your new address. Kleinschmidt Associates has finished the new maps for the Town which have all of the new street names, there is an urban in-town map and a country roads map. We now have copies available for people to pick up at the Town Office and Public Library.

**3. Reminder for police issues:** If there is an emergency, call 911. If you are calling in a police complaint, please call the regular police number of 487-3101 and relay the issue. The Police voice mails should not be used for filing police complaints. With a rotating schedule and days off, it may be 2 or more days for a police officer to check their voice mail. Complaints need to be answered right off so they can not be left on the officers' voice mail.

**4. Comprehensive Plan Update:** Copies of the update to the Comprehensive Plan for the Implementation Strategies are available at the Town Office. We also have copies of the original Comprehensive Plan from 1997 in case anyone would like a set. The Update to the Plan will be available on the Town website under Economic Development.

**5. Recycling/Environmental Celebration Dates for 2007:**

<b>Sunday 04/22/2007</b>	<b>Earth Day</b>	<b>Set nationally each year</b>
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Earth Day Activities are scheduled with the school(s) to fit in with their classes and vacation calendar

<b>Sunday, 05/20/2007 - Saturday, 05/26/2007</b>	<b>Arbor Day Week</b>	<b>3<sup>rd</sup> full week in May*</b>
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Weekday Activities are also scheduled with the school(s)

<b>Saturday, 05/26/2007</b>	<b>Arbor Day Park Activities</b>	<b>Saturday of Arbor Day Week</b>
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<b>Saturday, 05/26/2007*</b>	<b>Trash to Treasure Day Day</b>	<b>Established locally to match Arbor Activities</b>
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\*Trash to Treasure Days: In case of inclement weather on the scheduled date, the day long event will be held the following Saturday (06/02/2007 for the Spring date).

**6. Earth Day:** To celebrate Earth Day and remind everyone of its importance all year round, we have Earth Care A to Z tips and Celebrate Earth Day Wildflower Mix seeds free for everyone to pick up – they are available at the Town Office, Public Library and the Transfer Station for dryer weather.

**7. Highway News:** Street sweeping has been scheduled a few times now. Once we dry out, this is the Highway Department's first priority. Crosswalks will then be painted and our 4 new pedestrian yield crosswalk signs will go up on Somerset, Hartland and Main Street down by MCI.

**8. Summer Mowing and Grounds Work Contract:** The contractor intends to finish out his last year of a three-year contract for mowing and grounds work at the parks and town facilities. The Public Works Department is in charge of this contract. If anyone has concerns about the mowing or grounds work at the town facilities, please call PW Foreman John Dickson at the PW Garage at 487-6942.

**9. Safety Committee:** The Town's Safety Committee is up and running. One of our first projects will be to review all town buildings by walk throughs and to re-vamp our forms for incidents, personal protective equipment and other safety areas.

**10. Maine Power Options Fuel Bid Request:** We had talked last year about joining the Cooperative Bid for fuel deliveries so we expressed interest for the 2007-2008 bid which we are now eligible for due to our membership in the electricity bid. This is a bulk bid so it looks like we will save money.

**11. Vickery School Government Class:** I would like to thank the third grade teachers and all of their students at Vickery School for their invitation to talk about the Pittsfield Town Government. Everyone was very attentive and asked numerous interesting questions. I regularly go into the Middle School but I had not been in to the Elementary classes. The Police Chief and the Fire Chief will also be going in to the third grade classes later this month.

**12. MDOT 20 Year Planning Process:** MDOT is holding two public meetings in this area on Maine's Transportation Future. This is part of Maine' long-range (20-year) planning process. MDOT would like your thoughts on (a) how to invest in Maine's roads, airports, rail lines, bridges, seaports, public transportation and recreation trails; (b) how we should fund future transportation needs and improvements; and (c) how the transportation system can best support Maine's economy and quality of life. The meetings will be held in Augusta at the City Center (Lecture Hall) at 3:00 p.m. on Monday, May 7<sup>th</sup> and in Skowhegan at the Community Center at 9:00 am on Wednesday, May 9<sup>th</sup>.

**Finance Committee:** The Finance Committee met earlier at 6:15 this evening. The cemetery trust fund investment was reviewed and it continues to grow. There were some purchases and sales of some funds in that investment to strength it, and everything looks fine.

**Ordinance Committee:** No Report.

**Recycling Committee:** The Recycling Committee met on 04/04/2007. Updates were given on electronics recycling and clothes and rags recycling. Updates were also given on Trash to Treasure Day, Arbor Day and Earth Day.

## 6. **NEW BUSINESS:**

- a. **ORDINANCE 07-07:** (To be set to Public Hearing 5/1/2007) That the Town Council hereby Ordains to Amend Chapter 2. Administrative Code, Division 2. Administration of Town Business, Article 3, Section 800. Parks and Recreation Department by adding Section 808. Barbara Fendler Memorial Park (Fendler Park).

Moved by **Councilor Jordan** and seconded by **Councilor Philbrick** that Ordinance 07-07 be sent to Public Hearing.

The Town Manager noted this park facility was completed in 2006 and the grant was closed off. We need to name the park and hold a dedication ceremony during the summer. All that remains is to name the park. It is Ryan's wish that the Park be named in Memory for his wife Barbara.

**VOTE: UNANIMOUS AYE**

- b. **ORDINANCE 07-08:** (To be set to Public Hearing 5/1/2007) That the Town Council hereby Ordains to Accept the payment of Creasy, Charles A. & Lois E. respectively, including interest and lien costs, for the property at 40 Berry Road (Map 06, Lot 03), the Town having acquired said property as a result of automatic foreclosure of a 2004 property tax lien, recorded in the Somerset County Registry of Deeds on May 24, 2005, at Book 3489, Page 129, which matured on November 27, 2006; The Town Council further authorizes the Town Manager to execute a municipal quitclaim deed releasing the Town's interest in said property to Creasy, Charles A. & Lois E.

Moved by **Deputy Mayor Fotter** and seconded by **Councilor Philbrick** that Ordinance 07-08 be sent to Public Hearing.

The Town Manager noted this property was acquired late last year for a 2004 foreclosure on taxes due. The taxes were paid off for 2004 – 2006 in three months and a quit claim deed can be issued now.

**VOTE: UNANIMOUS AYE**

- c. **RESOLUTION 07-43:** Resolved that the Town Council Approve the Request for Proposals for the Water Meter Replacement and Automated Meter Reading (AMR) System and authorize the Town Manager and Assistant Water/Sewer Superintendent/Plant Manager to seek proposals for same, pending an engineer's and/or attorney's review.

Moved by **Councilor Gray** and seconded by **Councilor Philbrick** that Resolution 07-43 be adopted.

The Town Manager noted the Assistant W/S Superintendent reviewed automated meter reading systems at several districts/towns to determine how they are set up, warranties, problems experienced and other important background information. He also tried to obtain bid specs and was able to locate a one-page request for proposals, no specifics and a 74-page request for proposals, all specifics. We took to the best of our ability the elements of a system that the Town would be interested in for the AMR system. In addition, the meters are included as we have so many types and some types do not work well. To deal with that aspect, we did put failure rate caps for the meters into the RFP. The request is to provide residential meters as these are the ones with a constant failure rate and are quite time-consuming to read. The commercial meters that we have seem to work well. The proposal is to obtain as many meters as we can within our budget. Depending upon the pricing, we can determine the number to get to be able to set up neighborhoods or books for reading along the routes. It is our recommendation that we have an engineering firm go through the specs to ensure that we have not left items out or should revise items. We have located a firm with expertise with AMR systems so your approval would be subject to the proper technical review.

**VOTE: UNANIMOUS AYE**

- d. **RESOLUTION 07-44:** Resolved that the Town Council Authorize the Town Manager to Execute a lease of property for Municipal Parking Space with Homestead Enterprises.

Moved by **Councilor Jordan** and seconded by **Councilor Gray** that Resolution 07-44 be adopted.

The Town Manager noted it has become evident lately, on certain days of the week, the municipal parking lots can be packed or close to packed. As I noted in the Council Package, this is a good problem to have – it means that the downtown buildings are being used to capacity, we have new businesses and expanded businesses and there is a lot going on in the downtown. To assist with more parking, we worked with a number of people to determine that there was an available location. Homstead Enterprises which owns Bud's Shop N' Save was very interested in assisting the Town. There is a small parking lot that has 50' frontage along Hunnewell Avenue that is usually vacant. The rent would equal the taxes, which right now is about \$66.00 a year. The Town would need to fix a large hole at the beginning of the parking lot, 5 or so places within the lot, stripe it when we do our parking lots, put in a handicap spot when we paint ours, etc. All attorneys and insurance companies have approved the lease agreement for execution.

**VOTE: UNANIMOUS AYE**

- e. **RESOLUTION 07-45:** Resolved that the Town Council Authorize the Town Manager and Public Works Foreman to put out to bid the highway road name signs replaced by the E-911 project and to accept best bid.

Moved by **Deputy Mayor Fotter** and seconded by **Councilor Philbrick** that Resolution 07-45 be adopted.

The Town Manager noted the new street name signs have been exchanged for the former name signs. As we know a number of road names have changed. We have salvaged all of the current road name signs that we can use, including changing the avenues to streets when possible. Some of the signs could not be changed so those would be offered. We don't have all the names that were changed as some signs were stolen or had been missing. People have been calling asking about the old name signs. We thought it would be proper to take bids after putting an ad in the paper. Bids would be due on April 30, 2007. We do have a couple of the old antique type sign names which were not spelled correctly many years ago so we replaced those as part of this project.

**VOTE: UNANIMOUS AYE**

## 7. **DISCUSSION ITEMS:**

Financial As Listed Below:

- A. Financial Reports as of 03/31/2007:  
Budget Expenditure Report  
Revenue Collections Report  
Tax Acquired Property Report

Economic Development Revolving Loan Update  
Housing Revolving Loan Update  
Transfer Station/Recycling Monthly Report  
**Reviewed Briefly**  
Theatre Monthly Report – **Not Received**

- B. Other Reports as of 03/31/2007:  
Building and Plumbing Permit Reports  
Library Report – Librarian’s and Library Trustees Minutes  
Police Report  
**Self-Explanatory - Not Reviewed**

Brief Updates On:

Airport Grants: Closing out Runway Grant; Closing out Snow Removal Building Grant; Update on Vegetation Plan/Permitting Grant; and update on Clearing Grant  
Brownsfield Regional Grant  
L&W Conservation Application: Swimming Pool

- A. Grants Update:

Closing out Runway Grant: Waiting for payment by the State

Closing out Snow Removal Building Grant: Waiting for payment by the State

Update on Vegetation Plan/Permitting Grant: All paperwork submitted to the State and Federal government, waiting for approval to proceed forward to sign the contract authorized by the Town Council in February 2007.

Update on Clearing Grant: The bid specs have arrived and many different companies have picked them up. The bids will be opened on 04/24/2007 and grant application filed by or on May 01, 2007.

Brownfield Regional Grant: KVCOG has not scheduled any meetings as of yet to review the Phase II Assessment candidates. The Pittsfield Eelwier Road site is one of the two sites under consideration.

L&W Conservation Application: Swimming Pool: I started the book for the L&W Conservation Fund grant. I made a list of the information that we will need to compile for the grant application. It will be helpful to have letters of support from the people utilizing the pool and its benefits to the community and its citizens. We will need to move fast and concentrate on this project in order to make the deadline, if this program is funded this year.

8. **REPORTS:** Audience, Council

**Audience:** No Report

**Council:**

**Councilor Baker:** Absent.

**Councilor Hamel:** No Comment.

**Councilor Philbrick:** No Comment.

**Councilor Jordan:** No Comment.

**Councilor Gray:** No Comment.

**Deputy Mayor Fotter:** Would like to extend a challenge to the Council. He would like to see everyone purchase one flag if possible. Would like to see this project get rolling.

**Councilor Philbrick** briefly explained the flag project. Brian stated that there was a small article in the Rolling Thunder explaining what the committee's goal was regarding the flags. The article also included a form at the bottom that can be filled out and brought in to the office or mailed to purchase a flag. The flags are \$35.00 to fly for a season. It will be a 3X5 flag, made in the USA. The Masons have donated \$350.00 towards the project. Council Fotter has also purchased a flag. We are currently waiting on CMP and Verizon to supply the needed permits to hang the flags.

**Mayor Nichols:** No Comment except to note that he will be getting a flag.

9. **ADJOURNMENT:**

Moved by **Councilor Philbrick** and seconded by **Councilor Jordan** that the meeting be adjourned at 8:05 p.m. All in agreement.

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Nicole Nickolan, Town Clerk