

MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, June 17, 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: Town Manager Kathryn Ruth and Town Clerk Nicole Nickolan. Audience members included: Donnie Hallenbeck, Donald Chute, John Dickson, Ron Smith of RHR Smith & Company, Mike Lange, Una May Lord, and others.

1. **Mayor Nichols** opened the meeting by leading the **Pledge of Allegiance**.
2. **Adoption of Minutes** of the Regular Meeting on June 3, 2008.

Moved by **Councilor Cianchette** and seconded by **Councilor Gray** that the Minutes of the Regular Meeting on June 3, 2008 be adopted.

VOTE: UNANIMOUS AYE

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

2007 Recycling Rate

Recycling/Transfer Station Coordinator Donald Chute presented the 2007 Municipal Solid Waste and Recycling Figures. It was another stellar year. Our recycling rate is up to 71.80%. We are #1 in the State of Maine this year. There has been a large decrease in solid waste. This is due to tougher times. People seem to throw away less and make use of what they have. In 2002 there were 765 tons of bulky waste. There were 202 tons last year. Overall, we are headed in the right direction. Our active recycling committee and great educational programs help build toward our success. Donnie wanted to commend all the workers at the transfer station and everyone that works toward our recycling goal.

Mayor Nichols asked how the new baler was working. Donnie stated it was working wonderfully and it is much more efficient. Councilor Chale questioned how the market was holding up. Donnie stated it is trendy, at best. Councilor Chale questioned if the recycling truck that collects our recycling is cost effective. Donnie stated that this service is more than paid for by the savings we get from recycling these items instead of it being collected as solid waste. The recycling truck also makes it easier for the citizens to recycle. Councilor Cianchette stated that all the workers at the transfer station are more than helpful. They do a terrific job. They take a lot of pride in their job. Deputy Mayor Fotter stated that the transfer station has a great staff. The Council has received many positive comments. The Town Manager noted with a recycling rate of 71.8%, this means that we have the highest recycling rate in our history without all the additional pallets in 2003 that elevated our figures. It is a true figure for recycling in our community. Everyone involved with the recycling program and who actively recycles in our community should be commended. Thank you to Donnie, the Recycling/Transfer Station

staff, Recycling Committee, the Recycling Committee Chair/Mayor, Town Councilors, town staff, citizens, businesses and organizations. The results are astronomical! Mayor Nichols stated he appreciates everything the transfer station does. We used to have a recycling rate of 23%. Its now at 71%. The public is better educated and Donnie is the reason for that. He has done a great job.

2007 Audit

Ron Smith of RHR Smith & Company presented details on the audit for the period ending 12/31/2007. Mr. Smith briefly reviewed some of the highlights of the audit. He noted that the Town has almost 3 million dollars in General Fund equity. Most of the funds are reserved or designated for capital projects. Mr. Smith warned that the wastewater infrastructure is one of our most expensive costs. Based on his observations the infrastructure is getting older and will be expensive to repair. This will be one of the Towns biggest expenses over the next few years. There were a few accounts that needed housekeeping and to be separated from the Town. Mr. Smith also suggested reviewing the interest rates and possibly refinancing at a better rate.

The Town Manager noted this is the 6th year in a row that the Town's financial record keeping has resulted in the Town receiving an unqualified Auditor's Opinion and Management Letter listing no reportable conditions.

The items listed for recommendations are good:

Put into writing the Town's informal process, regarding the Fund Balance account, which I can do. It is the process that we utilize during the budget process and then afterwards when we set the tax commitment, which requires knowing what the school and county budgets are going to be.

Some of the accounts that the Auditor's turned up were those for the Library, which the Trustees had been handling for years. Many of those have been turned over to the Town. As they were in CD's, they turned them over when the CDs matured so that they did not lose funds so it has taken awhile after it was identified in the audit.

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

Town Manager's Report: Town Council Meeting of 06/17/2008:

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

2. Egg Festival Committee: The Egg Festival Committee is geared up for a great event this year. Officers are Steve Craig, President & Chair; Lori Barker, Vice-President & Contact person; Eva Charity, Treasurer, and Tonja Metivier, Secretary. The Town's website has information on the event. For additional details as well as registration forms for the pageant and the marketplace, got to <http://eggfest.craftah.com/>

Something new this year: The Egg Festival Committee has a short audio and video that is advertising the Town and the Egg Festival that is now out on the public access station. We can credit Lori Barker for the additional advertisements.

3. Sweeping Schedule: The Town Sweeper was out of commission three times now, once fixed quickly and twice we had to wait for parts. Nearly all of the roads have been swept. A few places have been identified to be swept again. We have purchased a few extra parts to try to avoid this problem next year. The usual sweeping schedule has been over 1 month late. Our highway equipment is very old and we are budgeting reserve funds to replace trucks for sanding and future plowing and for a sweeper. We are fortunate to have our own sweeper regardless of its age. We had checked around for hiring a sweeper and found that if we hired one and swept ourselves it was \$110-\$120/hour. The other option was contracting sweeping through a company, that was very expensive and towns have to wait for their place in the queue for the service.

4. Sidewalk Project: The Public Works Department is digging up the Somerset Avenue sidewalk that has been raised/uneven for decades. Evidently, against popular belief, there are no water and sewer lines under the sidewalk, which has been a deterrent to digging up this sidewalk. We dug some test pits earlier this month and found no deterrents to reconstructing the sidewalk and having it repaved.

5. Next Pool Fundraiser: There will be a Chicken Barbeque at the MCI Cafeteria on Saturday, June 21, 2008 from 5:00 p.m. – 6:30 p.m. so Mark Your Calendar. All proceeds to benefit the Paul E. Bertrand Community Pool Project. Adults are \$6.00 each and children \$4.00 each. There is a limit of 150 tickets. Tickets can be purchased at Heidi Ann's Flower Shop, the Town Office, from a Swimming Pool Committee member or at the door as supplies last.

6. 4th of July Outdoor Decorating Contest: Notice read.

7. Recreation Department Sign-ups: Summer Recreation Department Program Registrations will be held on Wednesday, June 18 at 8:00 am – 6:00 pm; Thursday, June 19 at 8:00 am – 5:00 pm; and Friday, June 20 at 8:00 am – 5:00 pm at the Pittsfield Town Office (upstairs). The Summer Program will consist of Basketball; Field Hockey; Golf; Soccer; Tennis; Arts and Crafts; and Swimming Lessons. Program cost is \$15.00 resident fee and \$20.00 non-resident fee.

8. Somerset County Transition Team: The next meeting of the group which functions as a clearing house of information, sponsors job fairs with other entities and provides a strategy to address layoffs will be meeting on Wednesday, August 06, 2008 at 9:30 am in the Town Council Chambers.

Yesterday, we received the very good news from the Labor Department that additional Employment Assistance will be received for SAS Workers. The request for a Dual Enrollment Grant as part of the DOL's National Emergency Grant program was approved. The Dual Enrollment Grant will ensure that the State will be able to allocate the aid and vocational training to displaced workers not covered by the previously granted Trade Adjustment Assistance. It is hard to get both grants, however, the SAS workers and the region were very fortunate.

9. Sebasticook Valley Chamber of Commerce & Sebasticook Valley Healthy Communities Coalition: The Second Leadership Conference for the region was held on Thursday, June 12, 2008 from 6:00 p.m. – no later than 8:30 p.m. at the Hartland Consolidated Schools Cafeteria. We reviewed the results of the assets in the region, brainstormed on several questions addressing a Healthy Sebasticook Valley; types of retail, commercial or industrial activities we want to see in the area; and niche advertising and marketing the region. The results are being written up and will be distributed when received.

The Town was presented with a Heart Safe Community Sign from the State of Maine, which recognizes the Sebasticook Valley Hospital Ambulance Service for their efforts to improve survival from sudden cardiac arrest and for meeting the criteria to be designated a HEARTSafe Community. These signs are to be placed in all towns which are serviced and support the SVH Ambulance Service.

10. Pittsfield Public Library News: Notice read.

11. Free Training: The Power of Positive Parenting – a Three Hour Workshop: This is authorized instruction based on the book of the same name written by Dr. Glenn Latham presented by Robert Fletcher to be held on June 14th from 9 am – 12 pm at The Church of Jesus Christ of the Latter-day Saints, 59 Libby Hill Road in Newport. Please pre-register by calling Walter Reuter Sr. at 487-5454.

Finance Committee: No Report.

Ordinance Committee: No Report.

Recycling Committee: The Committee had their final meeting on 05/04/2008. They discussed their plan to continue working on the reuse & reduce program. They also discussed inviting Pennywise to a meeting for brainstorming ideas. They talked about the possibility of having another energy forum in the Fall. The Committee will meet again in September. They talked about reconnecting with the school in the fall to keep recycling in the forefront at our schools.

6. **NEW BUSINESS:**

- a. ***RESOLUTION 08-81:*** Resolved that the Town Council Approve the Request for Proposals for the Pittsfield Public Library Historic Preservation – Lower Level Renovations Project and Authorize the Town Manager and Librarian to seek proposals for same.

Moved by **Councilor Gray** and seconded by **Councilor Cianchette** that Resolution 08-81 be adopted.

The Town Manager noted the project manual has literally taken weeks to compile. Kleinschmidt, Cianbro and the Town have been working on this project extensively.

The Project Manual contains:
Instructions to Bidders
Notice to Contractors
Bid Form

Bid Bond
Contract Performance Bond
Contract Payment Bond
Contract Agreement – utilized the Town’s standard services with the addition of CDBG required language
CDBG Contract Provisions
Permits
Wage Rates: Davis-Bacon Act Rates
Lien Waiver
Then we get to the actual work in Section 4

The ad has the relevant background information on the project. The ad was read. We are right on the timetable for the project to the day.

Councilor Chale questioned the short time period that the bidders would have before the pre-bid meeting and asked how this would be advertised statewide. The Town Manager explained the many ways this would be advertised to the construction companies in the state. It will be a very wide spread advertisement.

VOTE: UNANIMOUS AYE

b. **RESOLUTION 08-82:** Resolved that the Town Council Authorize the Town Manager and the Librarian to accept a \$400.00 grant from the Maine Nutrition Network.

Moved by **Councilor Chale** and seconded by **Councilor Cianchette** that Resolution 08-82 be adopted.

The Town Manager noted this grant will help people learn about nutritious snacks for children and how to eat more nutritiously in general.

VOTE: UNANIMOUS AYE

c. **RESOLUTION 08-83:** Resolved that the Town Council Accept the proposal of Kennebec Paving of Canaan, ME for MDOT Type C mix in an amount not to exceed \$ 75,238.80 for the 2008 Bituminous Paving Program by reducing the number of roads to be paved as necessary and contingent upon the Engineer’s approval of the paving formula and mix.

Moved by **Councilor Cianchette** and seconded by **Councilor Gray** that Resolution 08-83 be adopted.

VOTE: UNANIMOUS AYE

Moved by **Councilor Gray** and seconded by **Councilor Chale** that Resolution 08-83 be adopted as amended as follows:

Amended as follows: Resolved that the Town Council Accept the proposal of Kennebec Paving of Canaan for MDOT Type C mix in an amount not to exceed \$75,238.80 for the 2008 Bituminous Paving Program and with satisfactory paving, continue paving more of

Industrial Park Street, in total to not exceed the 2008 town paving budget of \$92,000 all contingent upon the Engineer's approval of the paving and the mix used.

VOTE TO AMENDED: UNANIMOUS AYE
VOTE: UNANIMOUS AYE

The Town Manager noted the bids were:

Kennebec Paving \$68.90/ton, just C mix
Vaughn Thibodeau \$86.75/ton, just Superpave
Pike Industries \$89.70/ton, C mix and Superpave
S&G Construction \$89.95/ton, just C mix

Kennebec Paving is the low bid. The Public Works Department has checked on the following: Formula mix was received. The mix comes from Pike. Per John, the Engineer has approved the mix to make sure it meets the bid specifications. The Alcohol and Drug testing verification was received. The engineer has suggested that we utilize quality control in the field from now on, i.e. field density testing, which would comprise part of the engineer's approval.

d. **RESOLUTION 08-84:** Resolved that the Town Council Authorize the Town Manager to Execute a contract for the Police Department with the Somerset Humane Society for the period of June 1, 2008 – December 31, 2008 at the sum of \$408.85 per month.

Moved by **Councilor Cianchette** and seconded by **Councilor Gray** that Resolution 08-84 be adopted.

The Town Manager noted the Town's animal shelter had closed where we take all the stray dogs and cats that we cannot find the owners of earlier this year. The cost had been \$1,500 per year plus a charge per animal. The budget for 2008 is \$2,000 for all shelter costs.

The Police Chief received very high quotes for shelters in the area and kept working on it. He was able to work out a ½ year contract with the Somerset Humane Society. We could not afford to sign a year contract in the 2008 budget because we would be over drafted. The cost for an animal shelter will be higher at all of the shelters in the area than what we had been paying.

It is recommended that we sign a 6-month contract with the Somerset Humane Society for \$408.85 per month due to cost, accessibility and ease in dealings.

VOTE: UNANIMOUS AYE

e. **RESOLUTION 08-85:** Resolved that the Town Council Authorize the Town Manager and Assistant Treasurer to transfer Library Funds to a CD account with proper FDIC insurance bond or other insurance for a higher interest income.

Moved by **Councilor Chale** and seconded by **Councilor Gray** that Resolution 08-85 be adopted.

VOTE: UNANIMOUS AYE

- f. **RESOLUTION 08-86:** 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 **Councilor Jordan** that Resolution 08-86 be adopted with the name Lorrie Farewell for the Theater Committee.

The Town Manager noted it was suggested to offer this to the family of Mr. Haynes at the last Council meeting. Rusty's daughter was interested and this is in tribute to Rusty Haynes.

Councilor Cianchette thanked Donnie Hallenbeck for also offering to take the seat on the Theater Committee. **Councilor Cianchette** questioned if there was a possibility of reducing the number of board members on some boards that there is a continuous problem filling every year. The Councilors feel that they can do better job of recruiting and will work on finding some candidates.

VOTE: UNANIMOUS AYE

- g. **RESOLUTION 08-87:** Resolved that the Town Council Approve Cammie Jemery as the new Motor Vehicle Agent for the Town of Pittsfield.

Moved by **Councilor Cianchette** and seconded by **Councilor Chale** that Resolution 08-87 be adopted.

The Town Manager noted Cammie is doing an excellent job.

VOTE: UNANIMOUS AYE

- h. **RESOLUTION 08-88:** Resolved that the Town Council Approve the issuance of a parade permit to the Egg Festival Committee/The Pittsfield Greater Area Kiwanis for the Kiwanis Kiddie Parade on July 24, 2008 and the Egg Festival Big Parade on July 26, 2008 and waive the fees.

Moved by **Deputy Mayor Fotter** and seconded by **Councilor Gray** that Resolution 08-88 be adopted.

VOTE: UNANIMOUS AYE

- i. **RESOLUTION 08-89:** Resolved that the Town Council Cancel the regularly scheduled meeting for July 1, 2008.

Moved by **Councilor Gray** and seconded by **Councilor Cianchette** that Resolution 08-89 be adopted.

The Town Manger noted that due to the revised scheduling of Cianbro and Kleinschmidt in the historic preservation project manual, another meeting would be needed on 07/29/2008 to accept a low bidder. The Councilors all agreed that we should cancel the

first meeting in August and combine any necessities into the July 29, 2008 meeting. We will return to the normal schedule on August 19, 2008.

VOTE: UNANIMOUS AYE

7. **DISCUSSION ITEMS:**

Financial As Listed Below:

- A. Financial Reports as of 05/31/2008:
 - 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
 - Personal Property Tax Report
 - Real Estate Property Tax Collection
 - Briefly Reviewed by Town Manager**

- B. Other Reports as of 05/31/2008:
 - Building and Plumbing Permit Reports
 - Library Report – Librarian’s and Library Trustees Minutes
 - Police Report
 - Self Explanatory – Not Reviewed**

Discussion Items:

1. Update on Water Project: Water Meter Replacement and Automated Meter Reading System (AMR)

844 new meters have been installed of the 1,354 accounts or 62.3%. Of the 510 accounts left, approximately 300 are in mobile home parks. The Town Attorney is reviewing the Town’s Water Terms and Conditions and votes to determine if we need to take any further steps for master metering the mobile home parks. Currently, there is a meter on every mobile home in the mobile home parks and the Town is going onto private property to read and maintain meters and this is not recommended. If we could master meter, there would be one reading, one bill, one collection instead of 100’s.

2. 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.

Summer Street (and Summer Court) Sewer Separation Project: No word from the State or MDOT on our request to change the agreement back to the original submittal or at least change some of the language and explanations on why we can

not hook up the residences. The work whether, we are allowed to use the Peltoma Avenue drainage ditch or we have to divert the water, is scheduled for mid-August. Manter Company has been very flexible on this project. We are planning another pre-construction meeting after the 4th of July. The Engineer had noted that the project would be about mid-August. When I spoke with the Contractor, we were advised September – October 2008.

Work Plan/Study for Removal of Sludge from the Lagoon System: We still have not been approved by DEP to proceed forward with the Work Plan proposed by Acheron and approved by the Town Council. DEP had concerns over the testing that was done and Acheron provided the necessary submittal. We have made two more requests for approval to proceed and indicated that we would like to meet with them if that will help. This is a huge project with a huge cost and we need to move forward.

Overall Sewer System Study: This project is being performed by Oliver Associates to review the infiltration and determine a priority list of areas to work on in the lines has involved several reviews in the field by the company during the large storms. They are measuring the flows in the lines in different locations to determine where the infiltration is making its way into these old lines.

Engineering for new projects: On-going with all field work done by Plymouth Engineering. They are looking at one of the Main Street projects, Hamilton Cross Country and West Street. We will have bid packages ready to go for summer and need to decide which ones we can afford as we get more information in on the new water and sewer revenue stream. We have to fix Main Street, basically we have to fix these three locations. The revenue stream for the Sewer System has always been an issue. I have found documents that showed the Town struggling with this same situation back in 1984. The packages are ready and Plymouth Engineering is waiting for some camera work costs.

3. Grants Update:

Airport Grants: Vegetation Plan/Permitting Grant: The last reimbursement has been submitted to close out the grant.

Airport Grants: Runway Obstruction Clearing: Received the third payment on this grant so we are nearly complete. There is a small amount of stump removal with herbicides that was recently completed. We will now file the last reimbursement and reports to close out the grant.

Airport Grants: Design Engineering for Apron Reconstruction: Hired the Independent Reviewer from the Council's Resolution earlier this year. The 2-hour scoping meeting was held and we completed a list of assignments. The contract was approved by the Town Council and the FAA. We are waiting for the MDOT approval. Then we can begin the project.

Brownfields Grants: The workplan is being compiled. This project requires a lot of dedicated time.

CDBG Grant/Business Assistance: Moosehead Cedar Log Homes bid for their distribution center came in well within budget so they are very happy. The project is nearly completed. They have been building the facility in between the storms. The owners are working with KVCOG on the required job creation. This project requires a lot of dedicated time.

CDBG Grant/Public Facilities/Historic Preservation/Library: The draft bid specifications are ready. The plans were finalized. The project continues to need a lot of attention. I reported on it earlier this meeting.

CDBG Grant/Special Projects Matching Funds/GCS: Completed and signed off on by DECD. Check issued to GCS. Received close out documents from the DECD.

Efficiency Maine Business Program: The project was completed and we are waiting for funding.

Funds for Efficient Delivery of Services – Regional Curbside Recycling Truck: Filed that one away. Program funding was utilized for budget gap.

L&W Conservation Fund: Stein Park Renovation Project – Completed last year, 5% of project has not been receipted yet so the project has not been closed out – backlog of projects. Waiting for funds.

L&W Conservation Fund: Swimming Pool Essential Components – Project approved early May, paperwork arrived, bids issued, waiting for all contractors to come to the office to sign their contracts. Have insurance certificates. Paul is to call them when he needs the work done.

Library Grants from the State of Maine: Several are tied to the restoration project and 1 needs to be spent by 06/30/2008 so this is definitely a priority.

Project Canopy: All grant paperwork filed and grant closed out, no inspection as of yet or reimbursement.

Safe Routes to School: Filed Utility certification, ROW certification, Categorical Exclusion paperwork, preliminary plans and then many conversations with State and engineer. Complimented on our paperwork, however, waiting for state approvals through state agencies. These are behind. There continues to be no approval to go forward. Once we have approval to go forward, the engineer will create the bid package and then the Town Council will act upon it. Now, the earliest we can put the project out to bid will be 07/15/2008, then we are required to provide 3 weeks for bidding and so forth, so despite our best efforts, the project will most likely not start until after school begins. But we cannot start until we receive each state approval or we do not get funding.

Other Grants: Municipal Investment Trust Fund Grant Program grant for \$250,000 – should be hearing shortly. The estimated timeframe was originally 06/09/2008, moved back now until around 06/20-06/23/2008.

Maine Bond Bank information was discussed. Please refer to handouts for additional notes.

8. **REPORTS:** Audience, Council

Audience: Donnie Hallenbeck suggested if mowing contract doesn't work out, perhaps we could hire a few goats.

Council:

Councilor Baker: Stated that she did not understand much of what was being said about the audit. The auditor states we have money available, but we don't have money. The Town Manager explained that much of the "available" money is actually tied up in projects. Councilor Baker also mentioned she was looking into bringing windmill power to Town. Perhaps for the transfer station or the Pinnacle. There were a few names given out by other Council members and Councilor Baker will do some research.

Councilor Cianchette: No comment.

Councilor Chale: Congratulations to Donnie on the recycling efforts. It was nice to hear all the good news from the auditor. Wanted to thank all the people in Town for passing the school referendum. Wanted to extend her sincere sympathy to Sharon Mack for the loss of her Mother.

Councilor Jordan: Questioned what is being done as far as mowing in the parks. The grass seems long and unruly. The Town Manager explained that the situation needs to be resolved and that the Public Works Department was working on it. There has been a certified letter sent to straighten this situation out.

Councilor Gray: No comment.

Deputy Mayor Fotter: Questioned if we will be using one meter at the trailer park. The Town Manager advised that the Town attorney is reviewing the information and will have a suggestion shortly. Deputy Mayor Fotter also questioned if the old meters will be kept. The Town Manager noted that it was thought of perhaps stripping the metal from them for selling or keeping some for the trailer parks.

Mayor Nichols: The windmills are a good idea. Great news on the recycling numbers. Kudos to the Transfer Station. It was great news to hear the audit went so well. Thank you to Kathryn and the town employees for all their hard work.

9. **ADJOURNMENT:**

Moved by **Deputy Mayor Fotter** and seconded by **Councilor Cianchette** that the meeting be adjourned at 9:12 p.m. All in agreement.

Nicole Nickolan, Town Clerk