

MINUTES

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

PRESENT: COUNCILORS: Mayor Tim Nichols, Wayne Fotter, Michael Gray, Brian Philbrick, Sr., Christinalyn Hamel, and Louise Baker. **ABSENT:** Gary Jordan, Jr. Also present were Town Manager Kathryn Ruth and Town Clerk Nicole Nickolan. Audience members included: Don Hallenbeck, Sharon Mack of the BDN and Mike Lange of SVW.

1. **Mayor Nichols** opened the meeting by leading the **Pledge of Allegiance**.
2. **Adoption of Minutes** of the Regular Meeting on June 19, 2007.

Moved by **Councilor Gray** and seconded by **Councilor Philbrick** that the Minutes of the Regular Meeting on June 19, 2007 be adopted.

VOTE: UNANIMOUS AYE

3. **PRESENTATIONS, CONGRATULATIONS AND INTRODUCTIONS:**
4. **PUBLIC HEARINGS/OLD BUSINESS:**
5. **REPORTS: TOWN MANAGER, FINANCE, ORDINANCE & RECYCLING COMMITTEES:**

Town Manager's Report: Town Council Meeting of 07/17/2007:

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

2. New E-911 Address: In order to update your new E-911 address in the Verizon Telephone Directory, you can call 1-800-585-4466 and press "O" for an operator. We have been told that there is no charge for this service. This information has been added to the Town's website.

3. Town Maps: The new In-Town and Rural Routes E-911 Road maps are now on the Town's website on the front page under News. They can be downloaded and will print on 8 ½ X 11 paper so they can be printed out at peoples' homes or businesses now.

4. Historical Society Project: The Pittsfield Historical Society is looking for volunteers and donations to assist them with rebuilding the cupola at the caboose and painting the caboose. The caboose needs to be re-painted after the vandalism. In order to paint the caboose, the wooden cupola needs to be rebuilt. Anyone who has carpentry skill would be welcome at the Pittsfield Historical Society to assist them with this very important project which will then allow the painting to take place. They have one volunteer at this

time. More are welcome. Anyone who would like to donate or would like more information, please contact Tom Brown at 487-4926 or Clem Spencer at 487-2408.

5. Pittsfield Public Library Launches Summer Reading Program: Super sleuths and daring detectives are invited to join “Get a Clue @ Your Library” at the Pittsfield Public Library. The 2007 Summer Reading Program, with special programs and activities, is open to all children, preschool through teen. Special programs will be held every Tuesday afternoon from June 26 through August 7 at 1:00 for children ages 4-7 and 2:00 for children ages 8-12. A full schedule of events is available at the library.

Children who keep a record of the evidence of books read throughout the summer will receive a free book. Older children and teens can participate in the OYO (On Your Own) book club. They will read books and write brief reviews to share. Participants can enter to win weekly prizes. The new book, “Harry Potter and the Deathly Hallows”, donated by Mr. Paperback in Waterville, will be awarded as the grand prize on July 23.

The library hours are 10:00 – 6:00 Monday through Friday, 10:00 – 1:00 on Saturday through June. During the summer, the library will be open until 8:00 on Tuesday nights.

6. Pittsfield Farmers’ Market: Rain or shine all Summer and Fall, the Pittsfield Farmers’ Market will be in Hathorn Park until November 1 every Monday & Thursday from 2:00 pm – 6:00 pm. We have new brochures at the Town Office for anyone who is interested.

7. Central Maine Egg Festival: Beginning on Tuesday, July 24 and ending with the fireworks and band on Saturday evening, July 28, 2007. We have copies of the Schedule of Events, Big Parade Rules/Entry Form and entry forms for the Quiche & Cheesecake Contest and Luncheon.

Finance Committee: The Finance Committee met earlier tonight. Our stocks look great and everything is going well.

Ordinance Committee: No Report.

Recycling Committee: No Report.

6. **NEW BUSINESS:**

- a. **RESOLUTION 07-74:** Resolved that the Town Council Approve the discharge of mortgage for the Housing Revolving Loan recorded in the registry of deeds in Book 2248, Page 057 to page 058 for Muriel York.

Moved by **Councilor Philbrick** and seconded by **Councilor Gray** that Resolution 07-74 be adopted.

The Town Manager noted this is a housekeeping item to address an old loan that was on the books years ago, however, was paid.

VOTE: UNANIMOUS AYE

- b. **RESOLUTION 07-75:** Resolved that the Town Council Authorize the Town Manager and Assistant Treasurer to close the Citizens Bank account as a part of account streamlining.

Moved by **Councilor Philbrick** and seconded by **Councilor Baker** that Resolution 07-75 be adopted.

The Town Manager noted this account was utilized a lot until we obtained the TD Banknorth Checking Account, which is collateralized, therefore, we do not need to Transfer monies as in the past.

VOTE: UNANIMOUS AYE

- c. **RESOLUTION 07-76:** Resolved that the Town Council Approve a pole permit application to set one (1) pole on Phillips Corner Road, approximately 6600 feet northwesterly of Weeks Road to Verizon New England Inc. and Central Maine Power Company.

Moved by **Councilor Philbrick** and seconded by **Councilor Gray** that Resolution 07-76 be adopted.

The Town Manager noted John Dickson checked the location and there are no issues.

VOTE: UNANIMOUS AYE

- d. **RESOLUTION 07-77:** Resolved that the Town Council Authorize the Request for Proposals for the Pinnacle Ski Club Roof Installation be issued and to seek bids for the same.

Moved by **Councilor Philbrick** and seconded by **Councilor Baker** that Resolution 07-77 be adopted.

The Town Manager noted the Pinnacle Park facilities need updating which includes a new roof on the Pinnacle lodge. A number of groups have come together to support working together in order to update the facilities. This will include the roof, tree cutting, grounds maintenance/skating rink, interior work, etc.

I would suggest adding to the bid specifications -the right of the Town Council to waive any technicality or formality in the quotations, and to accept any quotation which it may deem to be in the best interest of the Town as well as note that the successful contractor must sign the Town's Standard Services Contract.

VOTE: UNANIMOUS AYE

- e. **RESOLUTION 07-78:** Resolved that the Town Council Authorize the Extension of the Bid Pricing accepted for 2006-2007 for Cleanings and Emergency work with Walker Industrial Services for Fall 2007 and Spring 2008 Cleanings as well as Emergency work.

Moved by **Councilor Philbrick** and seconded by **Councilor Gray** that Resolution 07-78 be adopted.

The Town Manager noted the pricing would remain the same for a second year with the company. The only other company that had bid was a lot higher, specifically \$7,194 for the year's work excluding emergency work. We have had a number of calls for emergency work and they have come promptly and costs have been maintained as quoted or less.

VOTE: UNANIMOUS AYE

- f.* **RESOLUTION 07-79:** Resolved that the Town Council Authorize the Town Manager to Execute the Award Letter for the Safe Routes to School funding for the 2008-09 Biennium from the Department of Transportation depicting the elements of the project and the Town's intent to continue with the development of the project.

Moved by **Councilor Philbrick** and seconded by **Councilor Hamel** that Resolution 07-79 be adopted.

The Town Manager noted the second section of the sidewalk by Vickery and Warsaw to continue and finish the sidewalk project in the vicinity of the schools was applied for by SAD #53 and the Town. There were over 40 projects and 20 were funded so this is indeed good news.

It is likely that we would be able to sign a contract this fall. Then we would work on the bid specifications and obtain permission to put them out in late winter, 2008. The project would go forward in the Summer of 2008. We need certification from the State for each step in a very detailed step by step process so it takes some time.

Also if the pricing goes over the contract amount of \$23,831 for the sidewalk, the Town would be responsible to pay the additional funds. The Town has \$8,759 in a sidewalk reserve as match money so we would prefer to not utilize those funds.

VOTE: UNANIMOUS AYE

- g.* **RESOLUTION 07-80:** Resolved that the Town Council Sign the Project Certification for the Community Swimming Pool Project.

Moved by **Councilor Philbrick** and seconded by **Councilor Baker** that Resolution 07-80 be adopted.

The Town Manger noted the grant application for the essential components of the Swimming Pool Project nears completion. The Project Certification needs to be signed by the Town Council. We just received our commitment of volunteer assistance from local contractors Brent Newhouse, Cianbro, Frank Woodworth, Inc. and J&D Builders toward the pool project. We also received over 20 letters in support of the project.

VOTE: UNANIMOUS AYE

- h.* **RESOLUTION 07-81:** Resolved that the Swimming Pool Committee Serve as the Project Committee for the Land and Water Conservation Fund Project and that the Chairperson be designated as the day-to-day contact.

Moved by **Councilor Philbrick** and seconded by **Councilor Gray** that Resolution 07-81 be adopted.

The Town Manager noted this is a requirement of the Land & Water Conservation Fund Grant Application process. The pool committee is the logical committee to be involved with this process.

VOTE: UNANIMOUS AYE

- i.* **RESOLUTION 07-82:** Resolved that the Town Council Authorizes the Town Manager to Execute a grant award from the Federal Aviation Administration and the Maine Department of Transportation for the Runway 01 Approach Obstruction Clearing, Phase 2 for the Pittsfield Municipal Airport under Airport Improvement Program (AIP) Project No. 3-23-0036-08-2007.

Moved by **Councilor Philbrick** and seconded by **Councilor Gray** that Resolution 07-82 be adopted.

The Town Manager noted the Obstructions Removal Grant award was received in the amount of \$158,120. This includes funding for the engineering assistance listed below on the agenda and 2 of the 3 areas that need to be cut or brush and slash removed. There was one location that could not be approved for funding as the Town received funding in the 1980's from the FAA and then did not maintain the area from the 1980's on.

It is estimated that it will cost approximately \$42,800 to cut/fix that area. The good news is that the re-permitting under the Vegetation grant is being paid for by the FAA and when these other areas are cut, they will have to cut through this area. The material also appears low enough at this time so that it is not interfering. That situation would change in the future.

At this point, we need the permits, which we have just been authorized to proceed forward on the Vegetation Plan and Permitting Grant that we received last year. Then we follow all the steps and approvals. Once the FAA allows a contract to be issued for the actual work to the low bidder, the item will be on the agenda.

VOTE: UNANIMOUS AYE

- j.* **RESOLUTION 07-83:** Resolved that the Town Council Authorizes the Town Manager to Execute the Contract for Professional Engineering Services for the project of Clear Runway 1 Approach, Phase 2 (Runway 01 Approach Obstruction Clearing, Phase 2) at the Pittsfield Municipal Airport, AIP #3-23-0036-08-2007 between the Town of Pittsfield and

Hoyle, Tanner & Associates (HTA) after FAA approval in the amount of \$53,400.

Moved by **Councilor Philbrick** and seconded by **Councilor Gray** that Resolution 07-83 be adopted.

The Town Manager noted the Council received a copy of the contract. The FAA approved this step going forward so that a contract could be executed for this project.

VOTE: UNANIMOUS AYE

7. **DISCUSSION ITEMS:**

Financial As Listed Below:

- A. Financial Reports as of 06/30/2007:
 - Budget Expenditure Report
 - Revenue Collections Report
 - Tax Acquired Property Report
 - Economic Development Revolving Loan Update
 - Housing Revolving Loan Update
 - Transfer Station/Recycling Monthly Report
 - Theatre Monthly Report
 - Reviewed Briefly by Town Manager**

- B. Other Reports as of 06/30/2007:
 - Building and Plumbing Permit Reports
 - Library Report – Librarian’s and Library Trustees Minutes
 - Police Report
 - Self Explanatory – Not Reviewed**

Brief Updates On:

Update on Sewer Project: Summer Street Sewer Replacement Project (dead end)

We have just received the engineering plan for the work. Millett Associates states that we should try to bid out the entire sewer main from the dead end of Summer Street through to Peltoma Avenue. The Stormwater system is listed as an Alternate, so if the pricing allows, the Town will award it. If not, PW and the other departments’ staff will install this on the shoulder of the road as time and work permits.

We only have \$150,000 in total, which includes the engineering cost, so we may not have enough funds for the entire length, as the dead end section was the original project.

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

The Assistant Water/Sewer Superintendent asked the two lowest bidders to make presentations on the water meter replacement and Automated Meter Reading System proposals. Maine Water Works from Oakland bid with a hand held unit. They will make a presentation in late July to be announced. Toomey Services bid with a vehicle mounted system. Erin Toomey made a presentation and showed the meters on Friday, 07/13/2007 at 10:00 am in the Small Conference Room. Thanks to Wayne for attending. It was quite interesting.

Bid Results Total

EJP of Gardiner, ME	\$275,567.00
Maine Water Works of Oakland, ME	\$176,790.65
Stiles Co of Norwood, MA	\$198,865.80
T. Sales of Salisbury, MA	\$252,461.68
Tooney Services of North Brookfield, MA	\$194,803.00
Ferguson of Bangor, ME	\$201,702.00

The budget was \$150,000 and we had discussed purchasing as many meters as possible for residential use and if necessary, using a future budget for purchases to finish the remainder of the Town. Scott is looking at a variety of options now.

Grants Update:

Airport Grants: Update on Vegetation Plan/Permitting Grant

ADA Accessibility Grants for Public Space

L&W Conservation Fund: Stein Park Renovation Project

L&W Conservation Fund: Swimming Pool

Wellhead Project Grant: Fencing around wells & signage

Airport Grants: Update on Vegetation Plan/Permitting Grant: Approval was received to proceed ahead. The timetable is being set up for the permitting assistance and vegetation plan. Once enough has been done on this grant, we will then proceed to the actual cutting or clean up work funded by the Obstructions Grant which you heard about earlier this evening.

ADA Accessibility Grants for Public Space: We received \$3,024.24 from the State which was 80% of the costs for the new walkway outside, and the new doorknobs and automatic door opener at the front door. These were better ways of doing items than our past procedures, although they were legal under the law.

L&W Conservation Fund: Stein Park Renovation Project: L&W Conservation Fund: Stein Park Renovation Project: The walkway was paved and then the grant reimbursement paperwork submitted for payment on the project. The park was hardly utilized, now people are walking through it every night.

L&W Conservation Fund: Swimming Pool: It will be filed shortly. These are very competitive and time-consuming, however, it is nearly completed.

Wellhead Project Grant: Fencing around wells & signage: This grant was supposed to be done with the Snowmobile Club, despite numerous contacts by Scott, nothing happened. The ATV club then contacted him and they are putting up fencing free of charge. The grant will then cover promotional material of staying on the trails/do not run into the wellheads, etc./map of the area.

8. **REPORTS:** Audience, Council

Audience: None.

Council:

Councilor Baker: No Comment.

Councilor Hamel: No Comment.

Councilor Philbrick: Stated that he will be talking to Scott to discuss repairing any flag poles that were damaged by the last storm. There were not many people at the last Celebration Committee meeting. The next meeting will be sometime in September. The Town is doing a good job with the Stein Park. Wanted to thank the Public Works Department for all the hard work. Councilor Philbrick also questioned who maintains the rain water drains on Somerset Ave. and Hartland Ave. Some of these drains are plugged up and maybe we could clean these up before the Egg Festival Parade. The Town Manager will check with John Dickson. She believes this is the State, however the responsibilities for infrastructure differs on State roads.

Councilor Jordan: Absent.

Councilor Gray: No Comment.

Deputy Mayor Fotter: Deputy Mayor Fotter questioned the big hole that is on Franklin Street. The Town Manager noted that this is a State road and they have been contacted.

Mayor Nichols: Wanted to thank Kathryn and all the Town employees for all the hard work. He wanted to tell the Celebration Committee how much he appreciates all their hard work. Mayor Nichols also noted the Pool Project is coming along well.

10. **ADJOURNMENT:**

Moved by **Councilor Philbrick** and seconded by **Councilor Hamel** that the meeting be adjourned at 8:07 p.m. All in agreement.

Nicole Nickolan, Town Clerk