

# MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, September 18, 2012 at 6:30 pm in the Council Chambers.

**PRESENT: COUNCILORS:** Bob Stackhouse, Caleb Curtis, Deputy Mayor Gary Jordan, Jr. and Donna Chale. **ABSENT:** Mayor Tim Nichols, Christopher Carr and Louise Baker. Also present: Town Manager Kathryn Ruth and Financial Clerk Tonja Lary. Audience members included: Scott Noble, Annaleis Hafford, John Ring, John Watson and others.

1. **Deputy Mayor Jordan** 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 September 4, 2012.

Moved by **Councilor Stackhouse** and seconded by **Councilor Curtis** that adoption of minutes of the regular meeting held on September 4, 2012 be tabled until the next Town Council meeting.

**VOTE: UNANIMOUS AYE**

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

**Presentation by Engineer Annaleis Hafford from Olver Associates regarding 2012 Sewer System Improvements for Elm Street, School Street and Fourth Street and possible usage of the old railroad bed which is now functioning as a multi-use recreational trail:**

The Town Council received background material regarding the possibility of using this multi-use recreational trail for the sewer instead of replacing part of the line in place, which is currently in wetlands. Assistant Water/Sewer Superintendent Scott Noble is discussing this possibility with the Clubs that utilize the old railroad bed and has invited them to the Council Meeting for discussion.

Annaleis Hafford stated the design work for the sewer improvements has been completed for Elm St, School St. and Fourth Street. The project is titled 2012 Sewer System Improvements. These documents are ready to be sent to RD and DEP for their review prior to bidding. The Town would like to obtain public comment and input for the Elm Street cross-country portion of the design work as the new sewer is proposed to be relocated to the Town's recreational trail system between Hamilton Street and School Street. The relocation of the Elm Street sewer was required during the Environmental Review process, which requires an evaluation of options by RD, which funds a large portion of these sewer improvement projects.

RD has stated if there are any alternatives to the location of the Elm Street sewer they would not permit the sewer to be replaced where it is now. This is because the sewer is located within a wetland area and RD does not permit disturbance to a wetland unless there are no alternatives.

We found a viable alternative for replacing the sewer in a new location to get it out of the wetland. Additionally, we have also eliminated the lower portion of the Elm Street cross-country sewer below School Street by redirecting it towards Morrill Street from School Street.

The Town has requested that we work with the ATV and snowmobile clubs to ensure that the timing of the project does not adversely impact either entity to the extent possible for this project.

Watertight, bolt-down covers will be provided along the recreational trail to protect both the sewer system and to ensure that the covers will not be an issue for recreational use.

Once the project is completed, the trail between Hamilton Street and School Street will be smoothed out, which will be an improvement to the trail system.

Annaleis stated that winter work is not recommended because the soil is not good to work with and you cannot get good soil compaction.

The Town Manager noted there is also unorganized use of the trail with walking and biking. Scott Noble noted that Warsaw Middle School does not use the trail at all. I spoke to the 4-wheeler group in Hartland, they really have no control over the trail in Pittsfield, but are more than happy to work with us. I have also spoken with the snowmobile club and they prefer we do not do the work in the winter. The snowmobile season has been so short the last few years, they really would like to use it as much as they can. They are willing to work with us.

Annaleis noted that language could be added to the plan regarding temperature requirements and snow restrictions. It was decided there would be language allowing work during certain temperatures and after there was no snow cover. Once adding some notes the plans will be reviewed by Rural Development and DEP. Annaleis will also follow up on the ADA requirements.

#### **Presentation by Kathryn Ruth, Town Manager, regarding Freedom of Access Training:**

The Town Manager conducted a training session that reviewed the Freedom of Access Law, requirements under the law and revisions, which recently went into effect at the beginning of September 2012.

The Town Council reviewed a copy of the Freedom of Access Law Training materials currently available on the State's website and a listing of the revisions to the law.

After the review the Town Councilors signed a certification of completion for the Freedom of Access Training.

#### **Community and Economic Development Activities and Events:**

##### *Report on New Business Activity & Opportunities in Pittsfield:*

SAS Property placed on the market by MTC Holdings, LTD of San Antonio, Texas: The Trust holding the former SAS building for several years decided that it would put the property out for sale. Terry Sortwell of LandVest, a company from Camden that handles Luxury Real Estate was retained by the company. It would be great to have this property on the market so that it could be used, rather than be vacant. The information is on the Town's website as well as distributed to a number of regional and state entities. Our DECD Governor's Account Representative came from Augusta to review the building's potential for future state inquiries and we met with Mr. Mulligan. The State does not receive a lot of inquiries due to the economy,

however, we wanted to get on the State's radar when requests come in, especially manufacturing, as the building has the potential to put 300-400 people back to work.

Pittsfield received word on 08/27/2012 that the Town had been designated one of the Business Friendly Communities by the Governor. The Town of Pittsfield is 1 of 14 towns that was recently recognized by the State of Maine as business friendly. The Certified Business Friendly Community Program recognizes and promotes those communities that show a true commitment to business development.

*Save Our Historic Depot Campaign:*

Everyone can help our Save the Depot fundraising campaign.

This historic 1880's building needs to be preserved and/or restored.

As a historic building on the Historic Register of National Buildings, the Town must follow historic preservation requirements and standards. As such, the project would cost more than if a resident or business fixed up their building.

Phase I consists of the roof replacement and the masonry reconstruction and pointing, a total of \$47,265.00

Phase II consists of removing the old siding with lead based paint and installing cedar clapboard siding and trim, a total of \$39,425.00

Phase III includes the windows restoration; replacement doors; and insulation, a total of \$24174.00.

We would plan to complete Phase I first, if at all possible, then head to Phase II and so forth.

The estimates are based upon the cost schedules from an architect with historic preservation background, Ames & Associates of Bangor. It is possible, that we may be able to have work completed for less.

*Business Resources Night:*

On Tuesday, 09/25/2012 from 6:00 pm – 8:15 pm at the Warsaw Middle School Gym & Cafeteria, a Business Resource Night will be held for businesses to meet with resource providers to obtain information; network with other businesses; and promote their business services/products.

*Report on Meetings & Events:*

Recycling Committee Meeting on Wednesday, 09/05/2012 at 5:00 pm in the Municipal Building

Somerset Community College Workforce Development Discussion on Thursday, 09/06/2012 at 9:00 am at the Frye Building at KVCC in Fairfield

Sebasticook Valley Chamber of Commerce Board of Directors Meeting on Thursday, 09/06/2012 at 5:00 pm at the Chamber Office, Palmyra

Mobilize Maine Economic Development Session on Tuesday, 09/11/2012 9:00 – 11:00 am at KVCOG

American Legion Remembrance Day Ceremony on Tuesday, 09/11/2012 at 5:00 pm in Hathorn Park

Healthy Grant Assessment and Data Collection Webinar on Wednesday, 09/12/2012 from 1:00 – 2:30 pm

First Park Marketing Committee Meeting on Wednesday, 09/12/2012 at 4:00 pm in Oakland in the First Park Conference Room

Somerset Economic Development Corporation Board of Directors Meeting on Thursday, 09/13/2012 from 10:00 am – 12:00 noon in Skowhegan at the Community Center

Somerset Connect Workforce Development Meeting projected to be held on Thursday, 09/13/2012 from 1:00 pm – 3:00 pm in Skowhegan at the Career Center

Egg Festival Committee Meeting to begin planning for the 2013 event on Thursday, 09/13/2012 at 6:30 pm in the Municipal Building

HealthySV Yearly Meeting & Awards on Tuesday, 09/18/2012 from 9:00 am – 2:00 pm in Palmyra

Upcoming Meetings & Events:

Mobilize Maine/Asset Mapping Exercise for Regional Economic Development Practitioners on Wednesday, 09/19/2012 from 9 am – 11 am at the Kennebec Valley Council of Governments in Fairfield

Safety Committee Meeting on Thursday, 09/20/2012 at 10:00 am in the Municipal Building

Kennebec Valley Council of Governments 45<sup>th</sup> Annual Meeting on Tuesday, 09/25/2012 from 9:00 am – 10:30 am at the Alford Youth Center in Waterville

Ken-Som Transition Team Meeting on Thursday, 09/27/2012 from 9:00 – 11:00 am at KVCOG in Fairfield

Comprehensive Plan Update Public Input Meeting on Saturday, 09/29/2012 from 9:00 am – 12:00 noon at the Warsaw Middle School Cafeteria

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

**Town Manager's Report: Town Council Meeting of 09/18/2012:**

1. The FYI Folder: FYI Folder which contains items that come in between the Town Council Meetings has the following this evening: READ List

2. Pittsfield Backyard Compost Bin Sale: The sale is over with, however, people can still order a bin as we were under the maximums required for an order so we have a few more that will be available for each of the Earth Day products.

To celebrate re-use in the community, 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.

3. 2012 Tax Bills Issued: The Tax Assessor has set the mil rate for 2012 at \$18.50/\$1,000 valuation. For the last two years, the rate was \$17.90/\$1,000 valuation. This is an increase of .60 of a mil or 3.35%.

On a property with a \$100,000 valuation, this would be an increase of \$60.00.

Two items affected the mil rate resulting in an increase:

1. The School Budget funding cutbacks caught up with the budget and there was a larger than usual increase to offset the situation; and
2. Personal property valuation decreased under the state law. There was no offsetting revenue from any large increases in personal property.

In conclusion, the school budget increased, county increased a small amount and the Town portion did not increase.

4. Library News: Read notice.

5. Nomination Papers Available: Read notice

**Finance Committee:** None.

**Ordinance Committee:** The Ordinance Committee met tonight. We reviewed the Hathorn Park Ordinance and made some changes. That will be set to Public Hearing at the next Town Council Meeting. The new Building Code and Maine Efficiency programs were reviewed and there are no revisions needed at this time.

**Recycling Committee:** None.

## 6. **NEW BUSINESS:**

**RESOLUTION 12-128:** Resolved that the Town Council Accept the Proposal of \_\_\_\_\_ of \_\_\_\_\_ in an amount to not exceed \$\_\_\_\_\_ for Paving of the McCarthy Road and the Pittsfield Sewer Treatment Plant and Authorize the Town Manager to Execute a contract for same.

Moved by **Councilor Stackhouse** and seconded by **Councilor Curtis** that Resolution 12-128 be adopted rejecting all bids.

The Town Manager noted at the last Regular Meeting of the Town Council, the RFP for Paving of McCarthy Road and areas at the Pittsfield Sewer Treatment Plant was approved for bidding. Quotations were due on Friday, 09/14/2012 to provide as much time as possible for bidding, however, keeping in mind that colder weather is coming soon. A copy of the bid specifications was provided in the Council package. A copy of the bid results were available at the Council Meeting.

Due to the magnitude of the bids, all should be rejected. The Assistant Water/Sewer Superintendent has been asked to determine the worst spots and then put together bid specs to grind the road, compact and leave in place the recycled material.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 12-129:** Resolved that the Town Council accept the proposal of Sargent Corporation of Stillwater, ME for the Sewer System Improvements, CWSRF No. C230142-03 in an amount to not exceed \$782,385.00 and Authorize the Town Manager to execute a contract for same once approved by the United States Department of Agriculture (USDA) Rural Development (RD) and the State of Maine Department of Environmental Protection.

Moved by **Councilor Stackhouse** and seconded by **Councilor Chale** that Resolution 12-129 be adopted.

The Town Manager noted the project was placed out to bid by Olver Associates with a due date of 09/11/2012. There were eight bids received for this work with the bids ranging from \$782,385.00 to \$964,118.75. The bids are under budget with Sargent Corporation of Stillwater as the apparent low bidder. Olver Associates has reviewed the bids and the company's recommendation was included in the Council package. Also included is a copy of the tally as well as the pages we received from the bids. Engineer Annaleis Hafford of Olver Associates is present this evening to review the project as well as answer questions. As we are starting late, the entire project will not be completed prior to winter, however, bidding the project out at this time has resulted in excellent pricing.

This is part of the \$3.4 million dollar loan and grant project that the Town received approval from USDA (\$1.9 million loan and \$1.5 million grant). Due to the accumulation of over 30 years of sludge in the lagoon system and the cost to remove the sludge coming in at \$1.9 million dollars based upon using past engineering reviews projecting tonnage to be removed, the Town was going to have to borrow the funds to remove this material so that the Lagoon System would continue to function. We were fortunate to be approved for \$1.5 million dollars in grant funding for sewer infrastructure work given the condition of the Town's sewer system. Therefore, rather than borrowing the \$1.9 million for critically needed work, we were also able to receive \$1.5 million as grant funding for important rehabilitation work for the sewer system. Then it was found that the prior engineering studies estimating the tonnage accumulated in the Lagoon System were considerably higher than the actual tonnage. This resulted in more funding available for sewer rehabilitation. The Town has been indeed fortunate that all bids for projects have come in considerably under budget due to the economy and the lower volume of construction work available during the last couple of years. That trend continues today.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 12-130:** Resolved that the Town Council Authorize the Town Manager to Execute Modification #2 to the State of Maine Department of Transportation Cooperative Agreement for Funding for Aviation Projects.

Moved by **Councilor Chale** and seconded by **Councilor Curtis** that Resolution 12-130 be adopted.

The Town Manager noted the Town has a Cooperative Agreement with the Maine Department of Transportation in order to receive aviation funding from MDOT for the State contribution of 2.5 % or

another contribution level. This Modification allows the agreement to be extended for 2 more years in order to complete projects that may be awarded to the Town during that period of time.

This is Modification #2 which extends the agreement period to complete projects to December 31, 2017.

At past Council Meetings, we have reviewed the upcoming projects in the Town's Airport Capital Improvement Plan that we will be filing grant applications for funding during the next several years.

This is a housekeeping item, however, quite important to the Town, its economic development program and the users of the Pittsfield Municipal Airport.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 12-131:** Resolved that the Town Council Proclaim November 08-15 as Maine Recycles Week for the Town of Pittsfield.

Moved by **Councilor Stackhouse** and seconded by **Councilor Curtis** that Resolution 12-131 be adopted.

The Town Manager noted the Recycling Committee plans to celebrate National Recycling Week with activities in the school system as scheduling allows. This Proclamation is the first step in that process. The proclamation reads as follows:

WHEREAS, recycling enjoys the support of the vast majority of the people of Maine who now have the opportunity to participate in recycling programs; and

WHEREAS, the State of Maine recognizes that "closing the loop" and buying products with recycled content is essential to the success of recycling and practices this principle in its purchases; and

WHEREAS, for over a decade, the State of Maine has made the commitment to the hierarchy of Reduce, Reuse, Recycle; and

WHEREAS, recycling has become fundamental to the health and welfare of the people of the State of Maine and to their economy through manufacturing and tourism; and

WHEREAS, recycling and buying recycled directly contributes to the prosperity of the people of Maine through jobs in manufacturing, collection, processing, marketing, and transportation throughout the state,

NOW, THEREFORE, the Pittsfield Town Council does hereby proclaim November 08 – 15 as Maine Recycles Week in Pittsfield and urge all citizens to participate in their community's

**VOTE: UNANIMOUS AYE**

## 7. **DISCUSSION ITEMS:**

### **Financial Reports as of 08/31/2012:**

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 08/31/2012:**

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

**Self-Explanatory – Not Reviewed**

**Updates:**

**Meeting with Pan Am Railways re: Main Street Crossing # 365243L:** We had a very good meeting with Pan Am Railways on 09/07/2012. The Deputy Mayor and Councilor Stackhouse attended the meeting. The Railway had several representatives in attendance including their VP for Engineering for the Company. The cost to dig up the entire railway bed with double rails is excessive. The Railroad was agreeable to focusing on the actual travel way between the tracks as is the Town. Their engineer is obtaining quotations for new pavement and we will go from there. The Town has offered flagging assistance, our equipment to haul and manpower to assist. The RR would really like a financial contribution from the Town. I called the State of Maine and explained out the situation as the roadway is a state road and the Director of the Industrial Rail Program (which this project does not qualify for) is checking into the matter further.

**Comprehensive Plan Update Invitation to Public Input Meeting:** The Planning Board is excited about their upcoming public input session scheduled for Saturday, 09/29/2012 from 9:00 am – 12:00 noon. Basically three hours of your time (or less if you come for part) to discuss the Town's future and how we would like to see the Town grow. At their 09/10/2012 meeting, the Planning Board worked on the details for the session. During that discussion, the Board Members expressed their interest in having the Town Councilors attend the session and for the Town Councilors to invite 1-2 neighbors to attend the session. It will be facilitated and there will be break out groups so that people will be comfortable talking.

**Community Development Update: Junky Yard Cleanup Project:** Yards definitely look much better from the phone calls and letters requesting mowing of some of the properties that had not been mowed during the year. There are 39 target properties with junk collections or unkempt yards that look like hayfields. We would never contact anyone who hadn't mowed their grass for a couple of weeks, but rather have contacted those property owners who have not mowed yet this year. In August 2012 there had been progress at 26 sites with 13 sites having no response, bank sent people to the wrong site to fix items, or letters were just sent out as of 07/24/2012. As of 09/04/2012, we had a response or action at 32 properties with 7 properties that have not been addressed to some degree. As of last week, we are now down to responses or actions at 34 properties with 5 properties not yet addressed. Many of the non-respondents are the foreclosed properties owned or in the process of being owned by banks.

**Highway Projects Update:** After some touch up work on the gravel resurfacing and daily maintenance activities Public Works will be working on the following projects:

Brush Cutting and chipping in general

Tree cutting and bush hogging along the Town owned electric line from the Transfer Station to the Water Treatment Facility

Tree cutting and chipping at the Airport in proper weather conditions

Putting up sand

**Pay Phone Transfer from FairPoint to Pacific Telemanagement: Systems and fees**

**requested:** Fairpoint sold its pay phone assets to Telemanagement Systems in California. The company owns the pay phone and rents the line from Verizon. Because of the low rate of usage, the company is going to charge the Town of Pittsfield for the phone which previously was free and at one point, we received a small check of \$10-\$20 a year of the profits made through the phone. Now, we will be charged \$75 a month immediately. The first year's cost is \$900. There are 22 calls made a month and the phone makes \$11.35 a month for the company, then the company pays Verizon for the line rented. The phone will be disconnected next month. The funds are not budgeted. It is too bad to disconnect the phone, however, that is a large amount of money to pay. Of course when we first got the phone, many years ago, people did not have cell phones and track phones so it is not used as much as it used to be. Town Councilors agreed that the phone should be disconnected.

**Grants Update:**

**New Grants:**

**Airport Grants: Stormwater, Security and FAA Review** – the close-out has been processed.

**Airport Grants: Environmental Assessment (Engineering to prepare for Apron Expansion)** –the permitting is completed.

**Engineering for the Apron Expansion** – The grant was received and processed and the contract for engineering services was completed after approval by MDOT. The Town received the MDOT Cooperative Grant Amendment for DOT payments and the approval was on the agenda this evening.

**CDBG/Economic Development Grant: Argo Marketing Group.** – DECD has verified by letter that the Town and Argo have met the job creation requirements of the grant and paperwork has been forwarded to the State. The Town has a close-out package that we are in the process of completing for the grant. Jason Levesque thanks the Town Council and the Town staff for all of our support of his business expansion to Pittsfield. When the last hiring phase is completed, Argo will have 140 employees which is very impressive.

**Davis Foundation** – Word was received today that our entire grant application request in the amount of \$20,050 to finish Phase I (which is the re-shingling and the foundation pointing work) has been approved. The project will be discussed at the PHS Meeting Thursday night.

**HealthySV: Healthy Communities – Exercise is Fun Class** – approved and we received the grant funding. The books were ordered and received for the programming. This will be a winter program when the snow is on the ground.

**HealthySV: Healthy Communities – Proactive Student Presentations** – approved and we received the grant funding. The books were ordered and received for the programming. This project will start in late Fall – Winter with the police officers in the school with presentations.

**HealthySV Grant for Tobacco Free Signage** – signs were received and are posted where the Drug Free Zone signs are authorized and a few other locations.

**Jobs for Maine’s Graduates (JMG) School Grant through Town/Region** (pass-through)

**Jump Start Our Youth (JOY through JMG) Recreation Department** – received \$500.00

**Kiwanis Mini-Grants for Programming & Sponsorship for children** – Rec is planning activities for the \$1000.00 received last year when the Town Manager spoke to Kiwanis and the \$1000.00 received this year when our Recreation Director spoke with Kiwanis - \$500.00 for new programming and \$500.00 for a sponsorship program. A few activities took place in August and more will need to be planned by the new Recreation Director.

**L&W Conservation Fund: Hathorn Park Legge’s Field & Sports Complex, Phase II** – contract for the L&W grant was received and the project needs to be scheduled. We have 3 years to complete the project and it may be prudent to bid out all the work early this winter for a Spring, 2013 start.

**Library Mini-Grants (Cornerstone of Science and Gates for computers)** – multi-year projects that are on-going.

**Project Canopy: Town Farm Forest Management Plan** – the Contractor has been in town working on the Forest Management Plan. The project is due at the end of the month. It will be discussed at the first Recycling Committee Meeting in October and we can bring it to the Council Meeting for an update.

**Safety Grant** – the permanent first aid cabinets have arrived and are in the process of being installed.

**United Way/Keeping Mid-Maine Warm Grant** – if anyone knows of a senior citizen who could use assistance with a furnace cleaning, we have enough funding remaining for one cleaning.

#### **New Grant Applications:**

**Maine Community Foundation Grant** – opportunity for a heating system for the Re-Use Building was reviewed by the Recycling Committee and decided to not pursue. We could get a new heating unit, however after that, the cost of the fuel was just too much. Given that this is a re-use building, we discussed at the Recycling Committee how much we would like to have a solar project, if it would fit the building and have students from KVCC or another school actually have a class project in the community. Vaughan Woodruff is coming into the office next month about an exciting new solar program that he would like us to explore so there may be a possibility to install solar in the Re-Use Building.

**Belvedere Historic Preservation Grant Program** – for the Depot – This grant application has been submitted for \$22,000 for Phase II for the Depot Preservation and Restoration. This work would include all siding and trim preservation and restoration.

8. **REPORTS:** Audience, Council

**Audience:** None.

**Council:**

**Councilor Baker:** Absent.

**Councilor Carr:** Absent.

**Donna Chale:** No Comment.

**Deputy Mayor Jordan:** No Comment.

**Councilor Curtis:** No Comment.

**Councilor Stackhouse:** No Comment.

**Mayor Nichols:** Absent.

9. **ADJOURNMENT**

Motion by **Councilor Stackhouse** and seconded by **Councilor Chale** that the meeting be adjourned at 7:45 p.m. All in agreement.

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Nicole Nickolan, Town Clerk