

# MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, January 15, 2008 at 7:30 pm in the Council Chambers.

**PRESENT:** COUNCILORS: Mayor Tim Nichols, Deputy Mayor Wayne Fotter, Gary Jordan, Jr., Donna Chale, Michael Cianchette and Louise Baker. **ABSENT:** Michael Gray. Also present were Town Manager Kathryn Ruth and Assistant Treasurer Vickie Braley. Audience members included: Scott Noble, Bernard Williams, Sharon Mack, Gerard Forgue and other residents.

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

Moved by **Councilor Jordan** and seconded by **Councilor Cianchette** that the Minutes of the Regular Meeting on January 2, 2008 be adopted.

**VOTE: UNANIMOUS AYE**

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

Update on Economic Development Opportunity for the Region

To get the word out as fast as possible on the upcoming job fair on 01/17/2008 and 01/18/2008, we have distributed the job fair notice and the GCS posters to: 16 towns, all 3 Bud's Shop 'Save and 26 other businesses in Pittsfield and the surrounding towns.

The State of Maine Career Center has completed a mailing to over 400 people with the skill set that the company is seeking. The Town has completed a mailing to a specialized skill set that the company is seeking. Everyone has been totally supportive and helpful. Not only are we receiving contact from people who are interested in applying for the positions that may come to Maine, but we are also receiving comments from people wishing us well on this proposal.

Between all of the resources that we have immobilized so quickly, we have reached well over 20,000 households in the 36 town wide area. The Town of Pittsfield through several major corporations provides for 2,600 jobs in the community. People travel from a 36 town wide area to work here so we have concentrated on that area.

The company and the State of Maine have been excellent to work with on this proposal. GCS will have 4 of their key personnel present at the Job Fair to interview prospective applicants. We will also be assisting them.

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

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

**Town Manager's Report: Town Council Meeting of 01/15/2008:**

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

**2. Swimming Pool Grant:** I am very happy to announce that the State of Maine Department of Conservation has set aside \$25,000 in FY2007 Land and Water Conservation Fund monies to assist the Town of Pittsfield with its Community Swimming Pool project. The project has received State approval and is now being submitted to the National Park Service for review and final approval. We applied for assistance with the essential components of the Swimming Pool project – lighting, security fencing, paving, bathhouse/restrooms, etc.

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

**4. Pittsfield Public Library Building Project Update:** All are invited to an informational program about the Library's building project on Tuesday, February 12, 2008 at 6:30 p.m. Join the Town Council, Friends of the Library and your neighbors to celebrate the successes of the library programs and the fund raising campaign. Find out about the future of the library and view the plans for the renovation and expansion. Discover the gem in your community and explore ways that you can be a part of the excitement.

**5. 2008 Tax Club:** The Town makes available a tax club payment plan which enables taxpayers to divide their next year's property taxes into twelve monthly payments. The basis for the estimated 2008 tax will be the actual 2007 tax divided by 12. Payment books are now available for those who participated in the Tax Club in 2007. For further information or to sign up for the tax club during January, ask any of the counter personnel at the Town Office or call the Town Office at 487-3136.

**6. New Water Meter Installation for the Automatic Reading System:** Letters have gone out to schedule the appointments for installation of the new meters. The letters are being staggered, which means given the number of meters to be installed across Town, that this project will be on-going this Winter into Spring. The staff are now working on Books 5&6. These books include: Somerset Avenue; School Street; Crawford Road; Phillips Corner Road; Birchwood Terrace; Maple Terrace; Arbor Terrace; Hamilton Terrace; Highland Street; Greeley Street; Dorothy Street; West Street; Hathorn Street; Central Street; and Middle Street.

**7. Neighborhood Watch:** The Town's Neighborhood Watch Group is inviting everyone to join them to exchange ideas and share information to make the community a safer place. Get tips on how to protect your loved ones and your property while learning how you can make a difference doing things you already do. The next scheduled meeting

is: Monday, 02/04/2008 6:30 p.m. All meetings are at the Council Chambers in the Municipal Building.

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

Scrapbooking Expo: See Attached.

The next Swimming Pool Committee Meeting is Monday, January 28, 2008 at 6:00 p.m. in the Council Conference Room.

### **9. Pittsfield Library “Let’s Talk About It” Book Group:** READ Press Release

**10. Pinnacle Ski Club Meeting:** The next meeting of the Pinnacle Ski Club will be Tuesday, January 22, 2008 at 7:00 p.m. at the Pinnacle. This will be a work session to continue to set up operations. The facility is starting to get quite a bit of interest and has been open two weekends now. This is the year for the Pinnacle with all of the snow!

**11. Town of Pittsfield 2008 Training Calendar:** The Safety Committee has established a training calendar for 2008, which includes one training session per month. This will be great. Generally, when all of the summer people come on, we have 5 training sessions all together in May – June. We will need to do a little bit of individualized training, however, this will spread the training out all year round. READ List.

**12. Budget Books:** If any of the Councilors are in the Town Office, please drop off your Budget Book and we will insert the new pages for the Municipal Budget. The bottom line of the budget remains the same. You are also welcome to bring your budget books to the next Council Meeting on 02/04/2008. New Councilors already have their updated books.

**Finance Committee:** No Report.

**Ordinance Committee:** No Report.

**Recycling Committee:** No Report.

## 7. **NEW BUSINESS:**

- a. ***ORDINANCE 08-01:*** (To be set to public hearing on 02/05/2008) That the Town Council hereby ordains to accept all tax year payments of Roscoe, Sanborn (Heirs) in possession, including interest and lien costs, for the property at 203 Livingston Street (Map 029, Lot 025), the Town having acquired said property as a result of automatic foreclosure of a 2002 property tax lien, recorded in the Somerset Registry of Deeds on July 18, 2003 at Book 3157, Page 25, which matured on December 9, 2004. The Town Council further authorizes the Town Manager to execute a municipal quitclaim deed releasing the Town’s interest in said property to Roscoe Sanborn (Heirs) in possession.

Moved by **Deputy Mayor Fotter** and seconded by **Councilor Jordan** that Ordinance 08-01 be set to public hearing on 02/05/2008.

The Town Manager noted this property foreclosed on 12/09/2004 for 2002 taxes. The tenant at the property, an heir, has paid the taxes in full. The property will be released in the name of the Heirs of Roscoe Sanborn. The heir is also participating in the 2008 tax club. This is a success story.

**VOTE: UNANIMOUS AYE**

- b. **ORDINANCE 08-02:** (To be set to public hearing on 02/05/2008) That the Town Council hereby ordains to accept all tax year payments of Roxanna O'Briskis, including interest and lien costs, for the property at 194 F Street (Map 034, Lot 048), the Town having acquired said property as a result of automatic foreclosure of a 2004 property tax lien, recorded in the Somerset Registry of Deeds on May 24, 2005 at Book 3489, Page 187, which matured on November 26, 2006. The Town Council further authorizes the Town Manager to execute a municipal quitclaim deed releasing the Town's interest in said property to Roxanna O'Briskis.

Moved by **Councilor Jordan** and seconded by **Councilor Cianchette** that Ordinance 08-02 be set to public hearing on 02/05/2008.

The Town Manager noted this property foreclosed on 05/24/2005 for 2004 taxes. Ms. O'Briskis has also joined the 2008 Tax Club. This is another success story.

**VOTE: UNANIMOUS AYE**

- c. **RESOLUTION 08-11:** Resolved that the Town Council Sign the County-wide Mutual Aid Agreement for Somerset County.

Moved by **Councilor Jordan** and seconded by **Councilor Chale** that Resolution 08-11 be adopted.

The Town Manager noted the Fire Chief provided a written explanation of how the County-wide Mutual Aid Agreement will work.

Bernard Williams was in the audience to answer any questions. Mr. Williams explained that the Chiefs Association has worked on this agreement and it has been staffed through MMA. Out of 28 Departments in the county 24 or 25 have signed on to this agreement. If any of the Departments that have signed on has equipment we need to borrow, we will have access to it with this agreement. Also, if departments come to Pittsfield for training or we attend training in a different location, the departments are covered by the insurance based on location. This was one of the problems we had during training.

**VOTE: UNANIMOUS AYE**

- d. **RESOLUTION 08-12:** Resolved that the Town Council Approve the 2008 Emergency Operations Plan for the Town of Pittsfield.

Moved by **Councilor Cianchette** and seconded by **Councilor Jordan** that Resolution 08-12 be adopted.

The Town Manager noted the EOP is a template from the Somerset County Emergency Management Agency for all of the towns to utilize. It contains the Emergency Proclamation and the Basic Plan. It explains the major hazards and vulnerabilities that the Town may have (list on page 4).

This is a good format from the County – the old EOP is hard to follow and encompasses emergency plans from businesses in Town, which constantly change.

Bernard Williams was in the audience to answer any questions. Mr. Williams explained this Emergency Operations Plan is necessary to receive federal monies. The Council will not be responsible to take the training classes. The Council will still be responsible for the bills, as required by law. There would be at least 7 courses the Council would have to attend in order to have a command position.

**Councilor Chale** questioned the information on pg. 27 regarding shelters. Mr. Williams explained we are now under a new Red Cross center out of Lewiston-Auburn, we were under mid-coast in Brunswick, which we had many issues with them. We have an agreement with Wrights Gym for sheltering in Pittsfield, which was recently renewed. **Councilor Cianchette** questioned why we switched centers. Mr. Williams advised it was a personnel issue. **Councilor Chale** also mentioned there were some phone numbers on pg. 19 that needed to be updated. Mr. Williams advised that logistical changes, such as phone numbers, would not need to go through Council for changes.

**VOTE: UNANIMOUS AYE**

- e. **RESOLUTION 08-13:** Resolved that the Town Council Waive the Regulation of Bid and Contracts (Section 106 of the Administrative Code) and Authorize the Town Manager and Assistant Water/Sewer Superintendent to Accept the proposal of Acheron Engineering, Environmental and Geologic Consultants dated 12/28/2007 to perform a sludge study on the Pittsfield Wastewater Treatment Facility Lagoons.

Moved by **Councilor Jordan** and seconded by **Councilor Cianchette** that Resolution 08-13 be adopted.

The Town Manager noted we rarely waive the bid policy. In this case, the firm listed designed the facility, has provided assistance to the town since 1978 with the lagoon system, and is the licensed operator of the Pittsfield Wastewater System.

It is important to have a firm complete the work, which understands the complexity of the system, issues with it and has a working knowledge of its history. The study will be conducted in stages. The breakdown is on page 4 of the proposal. I would limit it to the budget unless some extraordinary problem derives.

Water and Sewer Assistant Superintendent Scott Noble was in the audience to answer any questions. Mr. Noble explained that the Town started this many years ago. Bill Ball not only designed this system but has been involved hands on since the start. There was an in-depth study done at the plant in 2002. There is a lot of sludge that has been sitting for 30 years. The original design called for cleaning every 10 to 15 years.

**Councilor Jordan** and **Deputy Mayor Fotter** both agree that this system is remarkable. This cleaning is long overdue and needs to be addressed.

**VOTE: UNANIMOUS AYE**

- f.* **RESOLUTION 08-14:** Resolved that the Town Council Approve the Request for Proposals form for a 2008 truck for the Water/Sewer Department and authorize the Town Manager and the Water/Sewer Assistant Superintendent to seek bids.

Moved by **Councilor Cianchette** and seconded by **Councilor Baker** that Resolution 08-14 be adopted.

The Town Manager noted the 1988 W/S truck needs major work to be road-worthy. This is in the W/S Capital Plan for 2008 and a lease/purchase payment was placed in the Water Budget for this year. As we know, we use the vehicles until they are done.

Two minor changes were recommended by the Town Manager: A sentence should be added to #3 Quotations are to include the following: 4. Lease-purchase options available. Also, that Quotations be good for 75 days.

When we have a lease-purchase option, there are a number of steps to go through including a public hearing, ordinance, and all of the approvals of the documents. This vehicle would be similar to the vehicle purchased in 2006 and Mr. Noble is present this evening to answer any questions on the vehicle.

Moved by Councilor Jordan and seconded by Councilor Cianchette that the motion be amended by adding the following two options: A sentence should be added to #3 Quotations are to include the following: 4. Lease-purchase options available. Also, that Quotations be good for 75 days.

**VOTE TO AMMENDED: UNANIMOUS AYE**

**Councilor Cianchette** questioned if it was possible to sell the vehicle to put monies toward new truck. The Town Manager noted that the Town does do surplus sales in Spring and Fall, and that will be an option for this vehicle.

**VOTE: UNANIMOUS AYE**

## 8. **DISCUSSION ITEMS:**

There were no items listed, but one item has come up that needs to be discussed.

The Town Manager noted that the Town was contacted on behalf of the Tax Acquired Property of Janette Jones. Specifically, the Town was requested to process abatements of a specific type for Mrs. Jones for all of the years of taxes that are due. The Town Attorney has advised that these abatements are only utilized for the owner of a property. The Town has owned this particular property since 2001 due to the foreclosure of 1999 taxes. That means that applications can

not be made out and approved for all of these years as the Town can not give this specific type of abatement to itself.

The Town Council discussed this request and will not have the item placed on the next agenda as the Council will follow the Town Attorney's advice and had already taken action on this issue to pursue collection. The Town Council did not agree to renegotiate the terms of the second installment agreement with Mrs. Jones which she broke and does not contemplate a third agreement with Mrs. Jones.

9. **REPORTS:** Audience, Council

**Audience:**

**Council:**

**Councilor Baker:** No Comment.

**Councilor Cianchette:** No Comment.

**Councilor Chale:** No Comment.

**Councilor Jordan:** No Comment.

**Councilor Gray:** Absent.

**Deputy Mayor Fotter:** Looking forward to the possibility of a new company in Town. Pittsfield has a very central location. We will do all we can to make them happy. Also wanted to thank everyone for their hard work on the swimming pool grant. That project is coming along well.

**Mayor Nichols:** Congratulations to Kathryn and all the Town employees on the pool grant. Also wanted to wish the new company welcome to town. This would be a great addition to Town. Many people are very excited. Thank you to Scott Noble and Bernard Williams for attending and all their hard work. Also wanted to mention what a great job the food bank in Town is doing. They have helped many families from going without food.

10. **ADJOURNMENT:**

Moved by **Councilor Cianchette** and seconded by **Councilor Jordan** that the meeting be adjourned at 8:10 p.m. All in agreement.

---

Nicole Nickolan, Town Clerk