

MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, November 1, 2011 at 7:30 pm in the Council Chambers.

PRESENT: COUNCILORS: Mayor Tim Nichols, Bob Stackhouse, Caleb Curtis, Christopher Carr. **ABSENT:** Deputy Mayor Gary Jordan, Jr. and Louise Baker. Also present: Town Manager Kathryn Ruth and Town Clerk Nicole Nickolan. Audience members included: Don Hallenbeck, Frannie Rogers, Annaleis Hafford and others.

1. **Mayor Nichols** opened the meeting by leading the **Pledge of Allegiance**. The Council observed a moment of silence.

Mayor Nichols noted he would be voting tonight to make a quorum.

2. Adoption of minutes of the regular meeting held on October 18, 2011

Moved by **Councilor Stackhouse** and seconded by **Councilor Carr** that the minutes of the regular meeting held on October 18, 2011 be adopted.

VOTE: UNANIMOUS AYE

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

Presentation by the Town Manager on Town Goals and Achievements

As an introduction for the upcoming budget process for 2012, we have prepared accomplishments and determined goals for the future. The Town Manager noted it is always good to review achievements and to discuss goals as there are certainly a lot of enhancements and improvements taking place in the community. There was a brief discussion with highlights.

Review of the Comprehensive Plan Implementation Strategies and Goals

The Town Councilors received a copy of the Comprehensive Plan Implementation Strategies and Goals. When this planning document was approved on 01/02/2007, it was recommended that the document be reviewed each year. This process was recommended due to the fact that many of the projects would require additional funding.

This review is to consider if any projects will be proposed for 2012. Given the economy, average to lower than average revenue collections and the need to budget for necessities, we would not recommend adding any new projects this year.

The Town has received requests to spend several millions of dollars this year for improvements to the Town. Prior to receiving these requests, I had planned to propose that the Celebrations Committee be re-instated and have their function be amended to add low-cost Community Celebration and Enhancement ideas. This was originally scheduled to be proposed after the millions of dollars of complex and time-consuming grant projects

were completed. We are several months away from closing off a majority of the grant projects. Several grant projects will be closed off by the end of this year. A major grant project of over \$1.5 million dollars will begin next year. We also have a variety of smaller grants in the works from filed applications being ranked to projects that are in the process of being implemented.

We are spending all available time addressing regular business, considerably more concerns than usual which appear to be driven by a down economy, streamlining services as best as possible to deal with a lower level of expenditures and multiple complex grant projects.

Obviously, we do not have millions of dollars for projects and we can discuss this more as part of the budget process if you so desire.

Report on New Business Activity & Opportunities in Pittsfield

1. Employment Specialist Available in Pittsfield:

Looking for employment and not sure how to go about it? Interested in job training or improving your work skills? Want to learn to use the internet to apply for jobs?

An Employment Support Specialist from the Kennebec Valley Community Action Program is available through a grant obtained by KVCAP. The Employment Support Specialist will work with you by providing guidance and support and connecting you with the resources you need to be successful in your employment goals. You can get help with:

- searching on the internet for jobs
- creating a resume
- connecting to training or education opportunities
- how to apply for jobs on-line
- creating an email account

and many other activities to assist you in meeting your career goals -call **1-800-542-8227 ext. 2533 or 859-2533 to schedule an appointment with the Employment Specialist in Pittsfield at the Pittsfield Municipal Building or Pittsfield Public Library.**

2. Rapid Response Services for Global Contact Services Employees (4 GCS locations were closed including Pittsfield). Now advised 5 locations have been closed.

3. Marketing for the Industrial Park Expansion: We have a new marketing pamphlet, spec sheet and map for the Pittsfield Industrial Park Expansion: The documents are on the town website. I tried to send the information out by e-mail as I noted I would at the last meeting and it started to be returned, so I did not try any further attempts. The copies of the materials are available on your Councilor desks this evening. We will review the materials when there is more time, as I believe it is the brochure that is the issue as it is a WordPerfect document and from a very old version of word perfect.

4. Celebration of the Town's Re-Use Center: The Town's Re-use Center celebrates 6 months of operation now, having opened on April 16, 2011. The facility has been very

popular and highly successful. The Open House went very well on Saturday, October 22, 2011, which is National Make A Difference Day. The Facility was open from 10:00 am – 4:00 pm with the celebration taking place at 10:00 am, a few minutes after opening. At the time of the presentation there were approximately 26 people in attendance. Refreshments were available and the Mayor provided certificates to our great volunteers who made it all happen. Certificates were for Deanna Tilton, Joyce Jones, Discount Warehouse, Pennywise, the Go Green Group, the Pittsfield Recycling Committee presented to Vice-Chair Kevin Bryant, and Don & Jane Woodruff who pick up items every week to take to the Trash to Treasure Recycling Center. The Town Manager gave a brief review of the statistics for the Re-use Center.

4. **PUBLIC HEARINGS/OLD BUSINESS: NONE**

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

Town Manager's Report: Town Council Meeting of 11/01/2011: Passed over to save additional time for the Budget Process.

Finance Committee: The Committee met tonight prior to the Council Meeting. The accounts seem to be doing well after all of the volatile ups and downs of the market.

Ordinance Committee: No Report.

Recycling Committee: No Report.

6. **NEW BUSINESS:**

RESOLUTION 11-123: Resolved that the Town Council confirm the Town Manager's appointment of Frannie Rogers as P/T Recreation Director pursuant to the Personnel Rules & Regulations.

Moved by **Councilor Stackhouse** and seconded by **Councilor Curtis** that Resolution 11-123 be adopted.

The Town Manager noted as this appointment involves a department head position and is not of a temporary nature, Council confirmation is required under the Town Charter. Due to the importance of the position, it would be prudent for the Town Council to meet the top ranked candidate.

The deadline for the Recreation Director's applications resulted in several applications and interviews have been conducted. Councilor Carr, who is very interested in the Recreation Program, assisted with the interviews. Councilor Carr and I were in agreement on the individual.

Until the Council Meeting, personnel applications are confidential under law, therefore, a separate package of materials was provided on the candidate.

Frannie Rogers is here this evening. She is a life-long member of the community and is raising her family here. Frannie is very interested in becoming the Recreation Director and working with everyone.

Frannie wanted to thank everyone for the opportunity. She is very excited to jump right in and get started!

VOTE: UNANIMOUS AYE

RESOLUTION 11-124: Resolved that the Town Council authorize the expenditure of the remaining unencumbered funds in the Waverly Street Water Main Replacement Project, DWSRF #2010-20 approved by the State of Maine Drinking Water Program to not exceed \$508,500 and authorize additional expenditures to not exceed \$35,444.00 from the Water Enterprise Fund only as needed and approved by Olver Associates and the Town of Pittsfield in the field to perform the completion of the HDPE water line installation by drilling a pilot grouting hole to seal the fractured ledge and permit the larger drilling rig to finish the directional boring operations so that the project can be finalized.

Moved by **Councilor Curtis** and seconded by **Councilor Stackhouse** that Resolution 11-124 be adopted.

The Town Manager noted as we know from several reports at Council Meetings, the Waverly Street Drilling project has been shut down while Olver Associates investigates and recommends a proposed solution to deal with getting through the fractured ledge. The Waverly Street Project hit fractured ledge late this summer and then was shut down. There is a process called grouting in which material is pushed into the hole so that the company can drill through it and finish the project. The entire length is done except under 150'. We had to wait awhile for the costs and plan of action as there are not a lot of firms that do this type of work. We are fortunate that a company that has expertise with this process is in New Hampshire. Depending upon the cost, Olver Associates evaluate whether another method may be more effective and determined that we should continue with the drilling. It would seem that ETTI Drilling could finish this project with grouting. Olver Associates provided a letter of recommendation and Engineer Annaleis Hafford is here this evening to discuss the project with the Town Council. Any work to be completed will need to be done in 11/2011 or the project will remain shut down until Spring 2012. Annaleis gave a brief overview of the available options for the crossing and why the option of boring was selected. The fractured ledge was a very unusual situation and could not be foreseen. Oliver Associates provided the Town Council a letter giving details of the step-by-step process.

VOTE: UNANIMOUS AYE

RESOLUTION 11-125: Resolved that the Town Council accept the proposal of Engstrom & Tumosa Tree Service of Dover-Foxcroft in an amount to not exceed \$ 2,025.00 for the removal of trees and stumps and authorize the Town Manager and Public Works Foreman to seek bids for the same.

Moved by **Councilor Stackhouse** and seconded by **Councilor Curtis** that Resolution 11-125 be adopted.

The Town Manager noted at the 10/18/2011 Council Meeting, the Town Councilors approved the issuance of a Bid for the Removal of Trees and Stumps. A copy of the RFP was provided in the Council Package. Bids were due on Monday, 10/31/2011. The bids

ranged from a low of \$2,025 to a high of \$29,500. The PW Department remembers the low bidder from the past and the PW Foreman is comfortable with awarding the bid to the company. We are in the process of receiving their waiver from Workers Compensation Insurance. The low bidder's prices are within reason.

VOTE: UNANIMOUS AYE

RESOLUTION 11-126: 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 Curtis** and seconded by **Councilor Carr** that Resolution 11-126 be adopted.

The Town Manager noted Christian Cookson is interested in an appointment to the Planning Board. There have been some vacancies, so Chris would return to the Board to fill a full membership for 5 years. He was a very committed member so this was excellent.

VOTE: UNANIMOUS AYE

7. **DISCUSSION ITEMS:**

Updates:

Highway Projects: Winter Sand has been put up. The Highway crew is working on more ditching, extensive brush cutting, airport clearing once the ground freezes and work on the Town's grants. Everything is done at Hathorn except installation of the small bleacher by the Basketball Court which arrived and was damaged. The Parks & Recreation (Manson Park Committee) has the stenciling on order for the basketball court.

We plan to re-surface the dump road with about 1000 yards of gravel. PW is getting the cost per yard and right now, it looks like \$6.00 - \$7.00 for the proper gravel unless we put it up, which will take weeks and end up costing almost as much, if not more, when I count in the vehicle, diesel, labor, and equipment rates. I am sure that everyone would like to have the dump road upgraded. We will be utilizing funding from the C/F account for the Transfer Station roadwork, which did not get completed last year, and the Council approved the funding to be carried forward. I have advised the departments that they need to use their C/F funds for the projects they were intended for so the Transfer Station and Public Works have been planning this project, which will get done just before ground freezes.

The Riverfront Grant has more to install as well as brush cutting and trail clearing. PW has installed several new features at the Pinnacle, paid for by the CDBG Riverfront Grant – 3 picnic tables, bike rack and a display case for maps and Pinnacle information. They now have some trail and brush work and work to the skating rink. We also need to install a couple of pieces of skateboard park equipment. The facility has been approved for volleyball for the summer; installation of a small gate for the roadway; and gravel resurfacing of the roadway.

Water & Sewer Project: Sewer Rehabilitation goes slowly on the cross-country route from Manson Park up Nichols Street.

Grants Update:

New Grants:

Airport Grants: Stormwater, Security and FAA Review: The Stormwater Pollution Prevention Plan was finalized with all of the suggested language changes that Caleb and I submitted. The document was forwarded to the FAA & MDOT. Public Works has located a few of the culverts that need fixing, however, there are a lot of culverts out on the airport property. We have one more reimbursement request for the old PAPPI charges that came in after the runway grant was closed down for the FAA costs. Then that grant will be closed down.

Airport Grants: Environmental Assessment (Engineering to prepare for Apron Expansion): The grant award was executed and after several discussions with the FAA and MDOT, a contract with the Airport Consultant HTA can proceed forward. The Federal funding issue which resulted in a partial closure of the FAA resolved and business is now proceeding forward. New grants could not be authorized during this period of time, so the Town's filing in May, 2011 was just approved last month and now can proceed forward. If the environmental assessment results in the Town being able to expand the Apron, that grant project would be submitted next year after the permitting was completed. The MDOT contract and the HTA contract were on the agenda at the last meeting. I have asked the Engineers for a schedule for the project.

Economic Development Administration Grant: Pittsfield Industrial Park

Expansion: We are running up against the deadline. The punch list inspection took place of the Industrial Park Expansion project and although short, the list is very important as it contains resolution of infiltration into the sewer line. Flow testing showed the issue that was causing this which is a manhole. The contractor was provided with items to fix and the work was to have been done by this week. As the Engineer is out of the state with a family medical emergency and the staff person in charge of this is in the hospital having an operation, the work has not yet been checked. The Town filed through KVCOG the pay requisition last week. There were missing certified payrolls from a subcontractor of Central Maine Power Company that we found out that they had, which has held up obtaining payment. That issue was resolved today. Previously, I filed a number of closing documents, which the EDA has filed with their attorney for review. We were notified that our project manager would no longer be working for the EDA due to budget cuts. This will likely slow down the close-out of the Town's grant with the federal government. Everything that I can file has been filed, the rest requires the engineer of record, who is out of state right now.

L&W Conservation – Hathorn Park Legge's Field: L&W Conservation – Hathorn Park Sports Complex: The Town received our first reimbursement from the Town. We have \$3278.60 left in our grant and have been approved to fix the gravel parking area by Legge's Diamond by the restrooms and garage as well as spectator benches for the basketball court. Once the benches arrive and are assembled, the second and final reimbursement request will be submitted. Our federal inspection went very well and we

were complimented on the work. This grant will then be closed out shortly. We received confirmation that the benches have been shipped.

New Opportunity: L&W Conservation – Hathorn Park Sports Complex, II:

We filed the required pre-application or intent for Phase II of the Hathorn Park Sports Complex. We were looking a proper and safe playground equipment; fencing between the playground and basketball; reconstructing two paths at Hathorn, fixing the log fence up by the area where the Farmers Market is and re-doing the parking lot as well as structural and electrical upgrades for the Gabezo (if possible). This is on the agenda this evening for all required motions and paperwork. I submitted all of the Intergovernmental requests for review. Our federal inspection went well.

Riverfront Community Development Grant: The State is very pleased with this project and as we are under budget, we have been approved to continue to supplement the park. Therefore, we were allowed to purchase picnic tables; liner for the skating rink; benches for the skating rink; informational display sign; and bike rack. These costs were submitted as Reimbursement #2 as everything was installed and we received payment. The Pinnacle Ski Club met and we came up with a list of items for the facility to include a new small gate for the roadway; resurfacing of the roadway; more gravel work at the facility and a volleyball setup for the summer months on the skating rink. These items will be Reimbursement #3 and we received approval to proceed forward.

Other Grant Opportunities:

MDOT Transportation Enhancement Grant: We are waiting for information on whether other project areas would be eligible for funding. If so, the Town would be responsible for a 20% cash match to obtain the 80% federal funding in the MDOT program. We would need to engineer the project in advance of applying for the grant next year.

8. **REPORTS:** Audience, Council

Audience:

Donnie Hallenbeck: The Historical Society is closed for the season. We will reopen in April/May. I want to thank Steve or Bernard, whoever helped getting our lights back on at the apartments.

Council:

Councilor Baker: Absent.

Councilor Carr: Just want to say welcome to Frannie. We have high expectations of you – and I think you can handle them. Good Luck.

Deputy Mayor Jordan: Absent.

Councilor Curtis: Wanted to welcome Fran. This position needs someone very organized. I think you will do great.

Councilor Stackhouse: Welcome to Frannie. I wanted to mention the pothole in front of Somerset Avenue that is very large. Is there any way we can fill this? The Town Manager noted that the State has been called numerous times as this is a State Road. We will touch base with them again. I wanted to thank Kathryn and the girls upstairs. You are all doing a great job.

Mayor Nichols: Wanted to welcome Frannie. You are very organized and that is what this recreation Department needs. I also want to thank everyone for all the hard work upstairs. The celebration at the Re-Use Center went very well.

9. **ADJOURNMENT:**

Motion by **Councilor Stackhouse** and seconded by **Councilor Curtis** that the meeting be adjourned at 8:25 p.m. All in agreement.

Nicole Nickolan, Town Clerk