

MINUTES

for a regular meeting of the Pittsfield Town Council, held on *Tuesday, July 19, 2022* at 6:30 pm in the Council Chambers at the Pittsfield Municipal Building at 112 Somerset Avenue and by teleconferencing technology.

Councilors Present: Mayor Michael Cianchette, Deputy Mayor Peter Logiodice, Councilor Jason Hall, Councilor Brent Frost, Councilor Ronald Jester and Councilor Eric Saucier.

Councilors Present by ZOOM: None

Councilors Absent: Councilor Lindsay Holmstrom

Also Present: Town Manager Kathryn Ruth; Gary R. Jordan, Jr.; Annaleis Hafford, Vice-President, Olver Associates; and Heather Donahue.

Also Present by ZOOM: Nancy Breau

1. OPEN MEETING/PLEDGE OF ALLEGIANCE, FOLLOWED BY A MOMENT OF SILENCE:

Mayor Cianchette opened the meeting of the Council by leading the Pledge of Allegiance. The Council observed a Moment of Silence.

2. ADOPTION OF MINUTES OF: Regular Meeting held on July 05, 2022

Moved by Deputy Mayor Logiodice and seconded by Councilor Hall to adopt the Minutes of July 05, 2022.

Motion passed with all votes in favor.

VOTE: UNANIMOUS AYE

3. PRESENTATIONS, CONGRATULATIONS AND INTRODUCTIONS:

A. Presentation by Gary R. Jordan, Jr., Director from the Pittsfield Economic Expansion Corporation (PEEC) on the review conducted on the Town's Land Use Ordinances and discussion topics of Building Code, Housing Availability and Smart Growth, to be supplemented by other Directors as necessary

Gary R. Jordan, Jr., Director, joined the Town Council for an update on the activities of the Town's economic development arm, the Pittsfield Economic Expansion Corporation known as PEEC.

Director Jordan explained that the Pittsfield Economic Expansion Corporation was created in 1995 by the Town of Pittsfield to serve as its economic development arm. Known as PEEC, it is a 501c3 organization under the State law. This means that PEEC is organized as a nonprofit and it is registered each year by the Treasurer. PEEC was created to foster, encourage, assist, support, and promote the development, establishment, settlement, or resettlement within the Town of Pittsfield, Maine, of industrial, manufacturing, fishing, agricultural, recreational, or other business enterprises for purposes of stimulating economic growth in the Town, in part by providing support incentives for businesses to construct and expand facilities incorporating new techniques,

combatting community deterioration, lessening the burdens of government, providing for increased employment for the citizens of the Town and providing for increased tax base within the Town. The Corporation shall constitute a "local development corporation" pursuant to 5 M.R.S.A. 513081(6). The non-profit has a board of 3-7 Directors. The Board has a President, Vice-President, Secretary and Treasurer.

Gary advised that land use is a very important matter and these are peoples' property so it is important to protect peoples' properties. The property for sale is up to an individual. He advised that the Town has a good land use ordinance. We have a very nice set up here in Town with a Town center, a community cluster of homes, a nicely laid out Industrial Park and basically, it is a very attractive town. He advised that things are changing in Town. 30 years ago we would not have thought of cell towers in town or having solar farms. Currently, there are 8 homes for sale in Town and that is it for the inventory of available homes. We need to have more residential homes to grow the Town. We are not going to grow the land size of the town so we need to decide how big do we want to be. Do we want to have tiny homes? How much farmland will be preserved? There are large tracts of land available, however, they are owned privately so someone needs to want to sell.

Director Jordan, Jr. indicated that we should look at solar farms and that Grow Smart Maine has some good resources.

There was a discussion on the expense of water, sewer and road costs for developers. Gary advised that he had not heard of towns sharing the cost of these projects. Generally, the developer determines the cost and then sets the price of the homes to cover the cost of the development. He will look into this for the Council.

Gary discussed some of the recent projects of PEEC including (1) the on-going review of the ordinances and recommended changes; (2) the Pittsfield video that took awhile as it was started just before COVID set in and how Blackfly Media did a great job with the final product; (3) having Allied Realty market the Theatre and noted that there have been over 30,000 views of the marketing materials on the theatre; (4) the group's involvement with the Main Street reconstruction and sidewalks; (5) Dunkin Donuts coming to Town; and (6) advised that in the past PEEC sold property for the Town. Currently, PEEC and the Town do not have any economic development property for sale as everything has been sold.

There was a discussion on the necessity of having industry standards for homeowners to protect them. Director Jordan, Jr. advised that he had been involved with designing and constructing homes under building codes for over 30 years. Currently the Town has the State Building Code called MUBEC. He advised that it was important to have a code to protect everyone. He advised of a situation that he was assisting a landowner in another community with and without a building code, the homeowner would not have had much protection.

The discussion then turned to the last item of solar projects and guidelines. Gary advised that it was important to review standards for these projects and the Town's farmlands.

Heather Donahue asked to speak at this point about solar projects. She advised of the many changes taking place with solar projects and pointed out some references for the Town to utilize in a review of solar projects and farmland, specifically the Farmland Trust's new guidelines which she just sent the Town Manager. Gary spoke of the materials on the Grow Smart website which would

be helpful in this review. Deputy Mayor Logiodice advised that we should consider a moratorium on solar projects that had not yet been permitted.

There are several projects to review and a meeting of PEEC will be called in the near future.

B. Community and Economic Development Activities and Events

1. Projects and Grants:

- a. Planning Initiative Program Update
- b. Main Street Sidewalk Project
- c. Route #11/10 (Route 100) and Main Street Highway Construction/Rehabilitation
- d. Main Street Sidewalk Project Community Development Block Grant Funding; Northern Border Regional Commission Grant; Project Canopy Grants; and multiple smaller grant projects
- e. Main Street Sewer Main Rehabilitation Project including DEP American Rescue Plan Act (ARPA) Grant Funding
- f. Airport Grants
- g. Many other smaller Grant Opportunities
- h. Certificates and Ceremonies

The Town Manager advised of several updates on the grant projects including an update on the work completed by the MaineDOT Planner after meeting with the Town Council on the Main Street project for the Planning Initiative Program. She also advised that several grant projects were confirming the period of time that the grant funding would be available which included possible amendment periods due to the Planning Initiative Program adding a potential of 2-3 years onto the timeline. The Town Manager advised that the Airport grant project was moving forward with the low bidder on the airport hanger so this was good news. More updates will be available shortly.

4. PUBLIC HEARINGS:

5. REPORTS:

A. Council Committees:

The Finance Committee, Ordinance Committee and Recycling Committees reported that they had not met.

B. Committee Updates by Town Councilors and Manager:

The Town Manager reported that the Parks and Recreation Committee would be meeting next week.

C. Town Manager's Report

TOWN MANAGER'S REPORT FOR 07/19/2022:

STREAMLINED VERSION FOR TOWN COUNCIL

1. Planning Partnership Initiative:

The comments received on the draft were few, but interesting. Nearly everyone who I contacted which included Town Councilors, town staff, interested parties who attended our public information session in the past, business owners and non-profits along Main Street who we had contact information for and the

Heart of Pittsfield, did not have any comments. A few people said that it looked really good. The comments were as follows:

The study area was of concern: *“The study extends on Main Street / Route 11, starting at the junction of Route 11 and Madawaska Avenue and extending over the rail line terminating 475’ south of McCarthy Street. We strongly feel that the study area should extend up Main Street to the hospital and not stop at the described junction. There should be a safe bike/pedestrian path up what was formerly called Grove Hill at least to the hospital if not Leighton Street, given that there is a housing complex there.”*

The trash cans on Main Street were very helpful and should be put out in the future.

The sidewalk behind Main Street is starting to be difficult to walk on.

From these comments, the State MaineDOT Planner spoke to a friend at the hospital about the addition of a sidewalk to the hospital and was advised that it would greatly benefit patient access. Jarod Farn-Guillette is adding this to the scope. He is now working on the budget for the project.

2. Fireworks: Fireworks concerns came up around the 4th of July as we had three individuals contact the Town due to an overabundance of fireworks in their area of town. I will send out the draft Fireworks Ordinance to the members of the Ordinance Committee and the group can decide if it would like to hold a meeting to review fireworks regulations.

3. Computer IT Help: Mr. Rodrigue from Cianbro was contacted a few times and then I found out that he was leaving Cianbro. He provided several dates/times to choose from for a meeting prior to his departure. He was going to bring over a member of the IT Department with him so that a member of the staff could get updated on the Town’s needs. Unfortunately, Russ must have had some last-minute items to do as he was unable to meet that date/time and has subsequently left employment with Cianbro. I will call over on Wednesday to start discussions with another member of the IT Department. The assistance that we really need is making the Council Chambers more user friendly for sound and visual so we will concentrate in that area.

4. Fendler Park Boat Launch: With the change in the stair set up from wood to concrete, the permitting needs to be updated. Kleinschmidt is working on the plans and is nearly done. We have asked the Environmental staff person at Cianbro if she can assist with the permitting and been advised that if the project is in the same footprint, it should not be difficult to permit.

5. Airport and Sewer Treatment Plant not required to file a Multi-Sector General Permit: Good news for both the Airport and the Sewer Treatment Plant as we are no longer considered to be engaging in Industrial Activity and/or do not have a regulated discharge of stormwater. The Airport used to be required to have quarterly testing of stormwater, however, the regulations have been revised for those facilities that do not have outside mechanic work. This will save manpower as we had to go out to the airport right after a large storm each quarter and go to several sites to test the runoff for contamination. We never had any contamination issues to report. The Sewer Treatment facilities had been required to have a Multi-Sector General Permit, however, with the recent determination as we do not have any buildings that hold or treat sewerage, a permit is no longer required. Two less permits for the Town is great.

6. Airport Hangar Contract: The Airport Contractor was issued the Notice of Award the next day after the Council Meeting to move this project along. The Notice of Contract was received in the appropriate

filing time. Now the Contractor is working on his schedule which will be forwarded to HTA and then to the Town to issue the Notice to Proceed.

7. Effluent Discharge Gate Railing Bids: Olver Associates put out a request for bids to determine if there were any companies interested in upgrading the gates to the Effluent Discharge area. Two bids were received so this will be an agenda item in the near future.

8. Tax Liens:

Update for 07/19/2022: The tax lien season is fully engaged with research being conducted, calls made and verification of background material for new owners on the outstanding property tax report. The 30-day notices need to be processed before the new program goes into effect as we cannot leave work in the computer during the transition to the new TRIO program as there is a chance that the data could be affected. We have talked to other towns to understand that it was not an entirely smooth transitional period. We started the process with 296 potential 30-day notices which includes extra fees and certified costs. By contacting people, we were able to get this down to 204 and several people came by today to pay. Due to freezing issues with the financial system at the end of June and now, we were very careful with the tax lien process, each 30-day notice was reviewed; list added up and for safekeeping, a PDF file was made of the 30-day notice which is the first step in the tax lien process; people have 30 days to pay off their taxes; if unable to do so, a lien is filed at the registry within the next 10-day period.

Update for 07/05/2022: It is now time to start the tax lien process for the 2021 taxes that are not yet paid. This is a very detailed process which needs to take place in July, therefore, I will be dedicating considerable time to it for the next several weeks. This is one of our statutory requirements.

9. Street Crosswalk Paint:

Update for 07/19/2022: Located some good traffic signs for the sidewalks and will order them this week.

Update for 07/05/2022: We are looking at traffic signs to place in the crosswalks that are in high traffic areas. The signs are around \$500.00 each and will likely be good for one season as they are normally hit quite a bit and/or disappear although they are heavy. The signs are set up so that when they are hit, they are not supposed to damage the vehicle and can be set back up. The signs will meet the requirements of the Manual on Uniform Traffic Control Devices which we are required to follow.

Update for 06/21/2022: There is new paint on I-95 so I spoke with the PW Department which found out that an order placed 2 years ago was received by MaineDOT. The PW Department is checking to see if we can buy a few cans off them but it is highly doubtful based upon how difficult it is to obtain the correct type of paint.

From 06/07/2022: For several months, Public Works has been calling around for crosswalk paint to not find any available. Public Works advises that the State does not have any paint for the lines on I-95 this summer when they pave. The staff has called as far away as New York. There is a chain supply issue with this product at the factory. Last year, we were able to acquire a small amount of paint which with our inventory from the prior year, we were able to paint the main crosswalks. As we had a limited supply, the crosswalks along the side streets were not painted. This year, we do not have any paint.

10. Maine Department of Transportation Project Notifications: (This is the last time that this information will be displayed in the Town Manager’s Report. We have heard a lot of comments about the extent of the work being funded so we want to reach as many people as possible):

a. The Long-Range Transportation Plan (LRTP) is the overarching document for the Department's Family of Plans, which includes the Statewide Active Transportation Plan, the Statewide Strategic Transit Plan, the Statewide Aviation System Plan, and the Maine State Rail Plan. These plans can be reviewed along with a live public session that was taped earlier this year by typing into a search line State of MaineDOT Plans Pittsfield. You will see a link for Current Plans which these are under and a link for the MaineDOT Work Plan.

b. Work Plan for Pittsfield for 2022-2023-2024: As there have been quite a few questions raised about projects that are on-going in Pittsfield by the State and future projects, I have embedded the list of projects from the Pittsfield Page of the Work Plan for the 3-year period rather than attach it to the TM Report as attachments become unattached easily.

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|---------|------------|---------------------|---|-----------|--------------------------------------|-------------|
| 2022 | Pittsfield | Highway-Bridges | I-95 NB/ North Main Street Bridge (#5989) over Madawaska Avenue. Located 0.38 of a mile west of the Palmyra town line. | 023607.00 | | \$2,310,000 |
| 2023/24 | Pittsfield | Runway/Taxiway | Safety and infrastructure improvements that may include crack seal and pavement markings. | 018703.01 | Aviation | \$361,000 |
| 2023/24 | Pittsfield | Highway-Minor Spans | Osborne Bridge (#2634) over Farnham Brook. Located 0.18 of a mile north of Webb Road. | 026111.00 | | \$1,500,000 |
| 2023/24 | Pittsfield | Highway-Minor Spans | Farnham Bridge (#2274) over Farnham Brook. Located 0.12 of a mile north of Webb Road. | 026109.00 | | \$1,500,000 |
| 2022 | Pittsfield | Highway-Bridges | I-95 SB/ Sebecook River Bridge (#1446) over Interstate 95 southbound. Located 1.06 miles south of the Palmyra town line. | 023613.00 | | \$4,380,000 |
| 2022 | Pittsfield | Rural Highways | Beginning 0.02 of a mile south of Nichols Street and extending north 1.85 miles. Project funding is contingent on Congressionally Designated Spending approval. | 021812.00 | Highway Construction/ Rehabilitation | \$4,420,000 |
| 2022 | Pittsfield | Highway-Bridges | I-95 SB/ Route 152 and MCRR Bridge (#5986) over Route 152. Located 1.24 miles west of the Palmyra town line. | 023603.00 | | \$3,710,000 |
| 2022 | Pittsfield | | Replacing curb, repairing rail, and piers on Hunnewell Bridge (#5778) in Pittsfield which carries Route 69 over West Branch Sebecook River. | WR 43821 | Bridge and Structural Maintenance | \$56,000 |

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|------|------------|-----------------|--|-----------|--|-------------|
| 2022 | Pittsfield | Highway-Bridges | I-95 SB/ North Main Street Bridge (#1445) over Madawaska Avenue. Located 0.36 of a mile west of the Palmyra town line. | 023609.00 | | \$2,600,000 |
|------|------------|-----------------|--|-----------|--|-------------|

11. Open Positions Recruitment:

The Town of Pittsfield continues to experience the same issues as many employers in Pittsfield and the State with positions unfilled and very few applicants. With very few applicants or sometimes one applicant for a position, the Town is often hiring people who do not match the qualifications, have the background or work abilities which has led to more issues. Once in a while, we do find a very good candidate. Since COVID, we have had to address many difficult situations and inappropriate behavior. While it is not appropriate or legal to go into specifics due to the State law and the Charter requirements, I will say that several supervisors and myself have had to deal with issues that we have never seen before including some strange items since COVID started and we went into mandatory lockdown (but still worked). There are still 17 pages of jobs on the Maine Municipal Association Job Bank, the one site in the State where nearly all municipal positions are listed. It is full of municipal positions in all departments with most pages having 20-30 position listings so there must be more than 500 jobs listed.

During job interviews, we have experienced people leaving when they find out there is no working from home (have to cover the counter), do not fill out the background check for criminal/credit/driver's check and disappear, will not fill out an application and do not respond after receiving a job offer. The major issue we are running across is that people do not want to wait on customers. It is certainly a different work environment now.

Updated for Week of 07/19/2022:

| Position | Vacancy | Filled/Status |
|--|--|---------------------|
| Assistant (Revised by Town Council to handle Personnel/HR rather than assist Town Manager) | As of late 03/2022 | More Interviews |
| Deputy Treasurer/Tax Collector <u>OR</u> | As of late 08/2021 | More Interviews |
| Financial Clerk | No vacancy | More Interviews* |
| Public Works Driver/Equipment Operator | 2 positions open again | |
| Police Officer | 1 as of each 04/2022; 05/2022; 07/2022 | Applications coming |
| Fire Department | Always recruiting, handles own hires | On-going all year |

The general ad in The Rolling Thunder for part-time or day help for the outside departments where staff can be assigned duties as needed brought in several applications with 2 hires to date.

*One Financial Clerk starts this week joining the other Financial Clerk which means that the Financial Clerk positions are filled. Since it is easier to hire for a Financial Clerk than the Deputy Treasurer, we will advertise for three positions and then hire for the 2 positions that candidates with good skills and good attitude are available to fill.

No applications received from other sources such as the MMA Website; Town Website; Jobs in Maine; Jobs in the USA; State of Maine; Career Center, etc. Received some from asking people to spread the word, Indeed and Zip Recruiter. Won a free ad from Jobs in Maine so after the next set of interviews, will determine if we have new staff coming in and then use the free ad for the position that is vacant. Promotion had been newspaper ads, town website; Maine Municipal Association; State website;

LinkedIn; several on-line publications; Career Center contacts; Indeed (recommended by Cianbro); and Zip Recruiter.

12. Computer Services / Managed Services Onboarding/Transfer to New TRIO:

Update for July 19, 2022: Still on schedule to go live on July 20, 2022. Focus has been on making sure all postings that can be completed are taken care of as well as reports printed out -so that as much as possible can be closed off before the transfer takes place. It is important to not leave any items open. Whereas we are working on the tax lien process, everything must be processed and out of the computer prior to Wednesday so that is the focus now.

Update for July 05, 2022: The meeting went well with Harris staff agreeing that the Town should have had more assistance with our calls instead of being told repeatedly that they do not service the version of TRIO that we have; their staff agreed that they can help and should have done so. We were advised that the assessing module issue with trailers had been fixed in June and then there was some discussion about the ticket for the company that requested that we not move over to the web version. Rather than get in the middle of a dispute that was not ours, we asked to move on to discuss how we needed actual training and the setup to practice on and explore that we had been promised. It has now been set up on all the computers except the TM, who also needs it also as I am required to be the town's bookkeeper. We go live on Wednesday, July 20, 2022 with the web version which is the newest version of TRIO. Therefore, we will put some signs on the door and website that we have a new software setup and that there may be delays, however, there are delays now with being bounced out of the system so it will be good to move over. Finding out that nearly 300 trailers would not have to be entered as supplemental bills was a relief as it would be hard to have the correct tax commitment which is a requirement of the law and to be fair to everyone. Now we can change over and hopefully, have the additional financial reconciliation issues that developed this year when we upgraded the computers but were asked to not update the software until after the tax commitment be eliminated. This is very good news.

13. Public Works Reports:

Update for 07/19/2022: New bridge/culvert inspection reports have been received from the State which shows continual deterioration of the two sites (Mosher Bridge on the Crawford Road and Sebasticook Culverts not previously re-lined).

A number of culverts have been addressed. A grading company has been hired with Sibley Pond first on the list to then move toward Town along Route #2 to the side roads to access the gravel roads.

The Sand Bid will be prepared for the next Town Council Meeting for authority to put out to bid. We will not need to purchase a lot of sand this year given the size of the sand pile. We may want to put the bid out for a smaller quantity but also have an option to increase by a certain amount if the price is reasonable.

Update from 07/05/2022: Requested that Plymouth Engineering put together a re-bid for the Crawford Road Bridge work and a new bid for the remaining Sebasticook Street culvert/s re-lining. Previously, the Town had bid out the work for the Crawford Road bridge abutments and the re-lining of one of the Sebasticook Street culverts. Due to the cost of the work, only the Sebasticook Street culvert was completed. Funding had been budgeted for some work to be completed to the bridges/large culverts in the Capital Improvement Plan this year. This is included in the large 2022 CIP loan.

Also requested that Plymouth Engineering look at Lancey Street which had been rebuilt entirely in 2001-2002 to determine a course of action in addressing the condition of the road and to put together a budget to do so.

14. Code Enforcement Status:

Update for 07/19/2022: Our Alternate CEO had to take last Friday off for some other responsibilities. He will be back in the office on Friday, 07/22/2022. During the week he has been working with the Town Attorney as well as myself. Below is an update from the Town Attorney.

A. Washington Street – The Town Attorney believes they have been able to locate a probable alternate address for the property owners. We have been advised that if AI is still uncomfortable pursuing a dangerous building proceeding as he does not view the building as dangerous, then he should draft a notice of violation detailing the identified MUBEC violations and send to the new address as well as any other address that the Town has on file. Assuming no action within 15 days (the timeframe that the firm has used in the other Notices of Violation, then if the Council authorizes a Rule 80K case, it will be pursued in court.

B. Webb Road – A notice of violation was sent to the property owners on or about June 27. That Notice of Violation only dealt with the lack of an adequate septic system. Further violations may be present, but the CEO has been refused entry to the property, and photographs taken from the roadway do not show a sufficient number of potentially uninspected or unregistered vehicles to qualify the property as an automobile graveyard. The deadline for compliance with the requirements of the June 27 Notice of Violation has passed. However, given the change in mailing address just communicated to the Town, it was recommended that another copy of the Notice of Violation be sent to the property owners on Monday, July 11. The Town Attorney advises that we should reassess at the end of July to determine if pursuing a Rule 80K matter is appropriate. The Town Attorney advises that given the nature of the alleged violation – failing to have an adequate septic system – it is unlikely that compliance will occur, even with a court order. If the Town wishes to pursue additional violations, *i.e.*, junkyard and automobile graveyard, then we will need to request an administrative inspection warrant from the Court.

C. Leonard Street – a notice of violation was sent on June 21, 2022. The Alternate CEO has verified that as of last week no progress has been made by the property owner in cleaning up the property – despite a free dumpster being provided. The Attorney suggests preparing a citation and complaint (junkyard) if the Council approves moving in that direction.

Please note that the property owner at Leonard Street got his friends together and cleaned up 2/3 of the junk in the yard either late last week or on the weekend so that there is a very distinct improvement. Next, we need to work on the vehicles and the remaining junk.

Update for 07/05/2022:

Our Alternate Code Enforcement Officer has stated it will take some time to address a Code Enforcement Plan. He is here 5 hours a week on Fridays (except when before a holiday). Some of that time is helping the current CEO finish or re-align items. Mr. Tempesta had advised that he is not comfortable with volunteers working in the CEO Office. He is more than willing to meet with any Town Councilor or citizen to update him/her on a specific code issue. However, people could get called into court which is too much for a volunteer position and/or too much can go wrong when people are trying to help. Therefore, he requests only staff work on code issues.

Since the last meeting:

- A. A staff member who lives in town has advised that he is going to assist the property owner at the corner of Madawaska Road and Harriet Street with the falling in barn to get this addressed.
- B. The tenants on the Webb Road property where there are alleged violations arrived at the Town Office to express outrage. The Town Attorney is working with the Alternate CEO to obtain access to the property.
- C. The Town Attorney is reviewing how to address the Washington Street property with the owners having no forwarding address available. The Town Attorney has advised that we are required to serve them to proceed forward and if we cannot, then we have to file with the court for permission to utilize an alternative service. In any case, the owners have to have actual knowledge of the proceeding or any resulting court order.
- D. The dumpster was dropped off at the Leonard Street property but was not fully utilized for the week as the property owner arrived home after arranging this with the Transfer Station, locked up and left for a while. A violation letter reviewed by the Town Attorney had been sent to Mr. Sprague by the Alternate CEO and it was made clear that the availability of the dumpster did not relieve the owner of any of the obligations to clean up his property and bring it into compliance with town regulations.

Water and Sewer Billing Update: The Town Manager advised that the meter issue that has caused the delay in billing is isolated to certain meters which come up with an error notation. All the rest of the meters are not involved with this problem. The Town Manager advised of what had taken place with the water meter readings in Book 5. The meter program is an automated separate program that reads the meters and then the information is uploaded into the TRIO program. This process did not work last year with Book 5 and 6. I had the meters read several times and could not figure out what the issue was except that some of the readings seemed strange. After the meters were read manually by the staff, there were just a few issues so we billed and there were very few inquiries on the billing amounts or readings. We thought this was resolved. The other books were all read, the readings and billings were going along well, we came back to this book and again, there were errors. If we had known the issue was not resolved, we would have tried to have separated Book 5 and 6 apart to see if we could get past the error readings. Specific meters were again malfunctioning with strange readings.

Unbeknown to Olver Associates, the Contractor for our Water and Sewer Operations and the Town, the staff at the Garage started moving the meters around between locations and did not keep a list of the changes. In addition, these meters should have been checked for accuracy before being installed anywhere and we found out that the bench to test the meters was broken so the staff did not test them. Not knowing about the meters having been moved without notification to the Town Office, Olver Associates had told their staff who requested to use the older meters, that they had to test them first not knowing that the bench was not working. I kept questioning why the readings were out of whack and was advised by the staff at the garage that he had moved a few meters around. We asked for the meter forms and there were none. We advised Olver Associates and instructed their staff to provide the list of the meters that were moved to other locations and where they were moved to and after approximately three weeks were provided with a list that was 2.5 pages long. This all came to a head at that point. Previously to this we thought there had to be a meter reading program error but could not find one, that TRIO was malfunctioning, however, this did not have anything to do with the entries freezing and we could not find that this was a TRIO issue. At no time, did we think about meters being taken out of locations and put in other locations without being reported to the Town Office to update the records. Since we have not had any meters to give out as the meter order was backordered due to supply chain issues, we never thought about not having any new meter installation report forms.

So for a variety of reasons, Annaleis made some staffing changes at the Garage and there now are two dedicated personnel there who follow the required practices, which of course is to test the meter that you are going to take out of the inventory of old meters and drop off the meter forms to the Town Office to input into the financial program as had been completed here in the past.

Annaleis Hafford from Olver explained how the staff had to go to each home to figure out what was taking place and this took time. It required a residence-by-residence inspection of the meters to confirm the numbers and in some case get the numbers. Then when the automated meter reader is in the vehicle and the staff drives by each location it will read the correct number. It is obvious which accounts are the problems, they state error in the report.

The Town Manager advised that this is isolated to specific accounts so we will make those specific bills correct for the individuals. If overbilled they will get a credit and there should not be many. The list of malfunctioning meters has 4 people on it who have not been billed yet and we have advised those on the list who we have talked to that they will have plenty of time to make payment.

The Town Manager advised that once the new TRIO is installed, we can move forward with the billing and in the interim, everything will be updated for those specific meter issues. She will report back at the next meeting after TRIO is updated to the new software. Once we have Book 5 and 6 in good order, then I can make a list of when the other books will be read and the billings will take place. We have emphasized that we will provide extra time for people to pay their bills.

6. OLD BUSINESS: N/A

7. NEW BUSINESS:

ORDINANCE 22-07: (To be set to public hearing on August 02, 2022)

**TOWN OF PITTSFIELD
ORDINANCE AUTHORIZING ISSUE OF UP TO \$2,488,000
PRINCIPAL AMOUNT OF GENERAL OBLIGATION BONDS**

The Town of Pittsfield Town Council hereby ordains the borrowing of up to \$2,488,000 to finance costs of improvements to the Town's sewer system through the State's Clean Water State Revolving Fund on the following terms:

1. Pursuant to the Constitution of the State of Maine, Maine law, including Title 30-A, Section 5772 and Section 5953-B of the Maine Revised Statutes, as amended, and the Town Charter, and all other authority thereto enabling, the Town of Pittsfield is authorized to borrow from the Maine Municipal Bond Bank Clean Water State Revolving Loan Fund (SRF) pursuant to a loan agreement between the Town and the Maine Municipal Bond Bank (the "Bank"), a principal amount not to exceed Two Million Four Hundred Eighty Eight Thousand Dollars (\$2,488,000), and to expend the proceeds of the loan or loans to finance the improvements and upgrades to the Town's sewer system which may include, but are not limited to the rehabilitation of sections of Birchwood Terrace Main and Hunnewell Main (the "Project"), or such amount of the foregoing Project as is approved by the State for participation in the SRF. The Town hereby approves and authorizes the issue, sale and delivery to the Bank as evidence of any loan and against payment therefor, General Obligation Bonds of the Town in a principal amount not to exceed \$2,488,000, for a term not to

exceed 20 years, and any Notes in anticipation of such Bonds; such Bonds and Notes to be executed on behalf of the Town by the Town Treasurer and counter-signed by the Mayor of the Town and to be at such interest rates, if any, as may be established by the Bank and approved by the Treasurer and the Mayor, with such maturities, and to be on such further terms and conditions as may be prescribed by the Bank, and approved by the Treasurer and the Mayor (the "Bonds" and the "Notes"), such approval to be conclusively evidenced by their execution of the Bonds or Notes. If the Bank approves only some but not all of the foregoing Project as eligible for funding under its SRF program, the Town is authorized to proceed with the borrowing of the amount and project approved by the Bank, even though the State may have approved only some but not all of the Project described above.

2. The Mayor and the Treasurer are hereby authorized to execute and deliver on behalf of the Town a loan agreement, relating to the issuance of the Bonds and any Notes in anticipation thereof, in such form and on such terms as the Bank shall require, which loan agreement is hereby approved, and may contain such other terms and provisions, not contrary to the general tenor hereof, as the Treasurer may approve, with his/her approval to be conclusively evidenced by his/her execution thereof.

3. The Mayor and the Treasurer are hereby authorized to execute and deliver on behalf of the Town loan application and other applications to the Bank for borrowing under its SRF Program.

4. The Mayor, the Treasurer and other municipal officers and officials of the Town are hereby authorized to execute all documents and certificates, and to take all action, including affixing the seal of the Town, as may be necessary or convenient to carry out the full intent of the foregoing votes or any one of them, and are hereby authorized and empowered in its name and on its behalf, to do or cause to be done all such acts and things as may be deemed necessary or desirable in order to effect the borrowing authorized herein.

5. Funding for this project is a blend of Clean Water State Revolving Loan Funds and American Rescue Program Funds (ARPA) which were received by the State of Maine. Currently, ARPA grant funding has not been awarded for this project, however, if at any time in the future such funding becomes available, this Ordinance shall allow such ARPA funding to be applied and expended for this project.

6. This Ordinance shall become effective in thirty (30) days.

Moved by Deputy Mayor Logiodice and seconded by Councilor Jester to set Ordinance 22-07 to public hearing on August 02, 2022.

Motion passed with all votes in favor.

VOTE: UNANIMOUS AYE

RESOLUTION 22-70: Resolved that the Town Council waive the Bid Policy, Chapter 2, Administrative Code, Section 106, Regulation of Bids and Contracts to accept the proposal of Olver Associates Inc. of Winterport serving as the Town's Operator for Water and Sewer and Authorize the Town Manager to Execute Amendment No. 1 to the Engineering Agreement Between Owner and Engineer for Professional Services for the Water Main Drinking Water State Revolving Loan Funding (DWSRF) for Design and Geotechnical

Services only for Birchwood Terrace in the amount of \$57,000 and Library Street for \$52,000 for a total of \$109,000 with DWSRF funding currently available through the American Rescue Plan Act funds (ARPA).

Moved by Deputy Mayor Logiodice and seconded by Councilor Jester to adopt Resolution 22-70.

Motion passed with all votes in favor.

VOTE: UNANIMOUS AYE

RESOLUTION 22-71: Resolved that the Town Council approve the payment of the monthly disbursements in the amount of \$282,931.55 (July 2022) and \$3,075,077.29 (August, 2022 – June, 2023) to SAD #53 for its fiscal year beginning July 1, 2022 and ending June 30, 2023, for a fiscal year total of \$3,358,008.84 which represents the Town of Pittsfield's share of SAD #53's local appropriation funds.

Moved by Deputy Mayor Logiodice and seconded by Councilor Jester to adopt Resolution 22-71.

Motion passed with all votes in favor.

VOTE: UNANIMOUS AYE

RESOLUTION 22-72: Resolved that the Town Council approve the payment of weekly payroll checks in accordance with the following accounts: Personnel Services (01-05 Regular; 01-10 Overtime; 01-15 Part-time; and 01-40 FICA).

Moved by Deputy Mayor Logiodice and seconded by Councilor Hall to adopt Resolution 22-72.

Motion passed with all votes in favor.

VOTE: UNANIMOUS AYE

RESOLUTION 22-73: Resolved that the Town Council Approve the issuance of a parade permit to MCI Key Club for a 5K Color Run on September 18, 2022 at 10:00 am to benefit Pittsfield Parks & Recreation Department and waive the permit fees.

Moved by Deputy Mayor Logiodice and seconded by Councilor Hall to adopt Resolution 22-73.

Motion passed with all votes in favor.

VOTE: UNANIMOUS AYE

RESOLUTION 22-74: Resolved that the Town Council re-sign the previously approved Alcoholic Beverage License for the Broken Putter Restaurant & Lounge at 382 Hartland Avenue, Pittsfield, Maine 04967.

Moved by Deputy Mayor Logiodice and seconded by Councilor Hall to adopt Resolution 22-74.

Motion passed with all votes in favor.

VOTE: UNANIMOUS AYE

8. DISCUSSION ITEMS: N/A

A. Department Reports for 06/30/2022:
Accomplishments/Achievements

The reports are self-explanatory. The Town Manager was asked about the departments that did not submit reports. The Town Manager advised that two did not submit reports. One needs some assistance and is one report behind while the other department head does not file them even after being instructed to do so. This is in process of being resolved. The Town Manager noted that the reports are informational and helpful as a reminder of projects to complete the next month.

B. Financial Reports as of 06/30/2022:
Budget Expenditure Report
Revenue Collections Report
Excise Tax Collections Comparison Report
State Revenue Sharing Comparison Report
Economic Development Accounts Update
Housing Revolving Loan Update
Tax Increment Financing Update
Pittsfield Future Account Update
Transfer Station/Recycling Monthly Report

This is still in progress due to the freezing of the entries and then having to find the malfunctions. The malfunctions were all found in the past months, however, June was particularly difficult but will be resolved shortly. The Town Manager was to reconcile and provide reports each quarter to the Town Council, however, is reconciling each month in order to find the malfunctions more easily. Ms. Ruth brought the 05/31/2022 reconciled expense and revenue reports with her for Councilors who would like a copy and will pass them out at the end of the meeting.

9. REPORTS:

Audience: None.

Councilors:

Councilor Hall: No Report.

Councilor Saucier: No Report.

Councilor Jester: No Report.

Deputy Mayor Logiodice: No Report.

Councilor Frost: There is now a third stand down by the trailers at the railroad tracks and it looks like we are progressing to a flea market. What is the difference between having a stand and a yard sale? (TM: Noted that the new stand was referred to the Code Enforcement Officer to follow up on as a permit is required for this activity. The consolidation of lunch wagons/stands was noted as a topic for the next Ordinance Committee meeting). Indicated that a 4% penalty for late taxes does not work. Asked if the Town can go beyond the State's 4% interest rate for late taxes (TM: In some areas, towns can increase beyond State requirements. Each year, the State Treasurer's Office

announces the highest interest rate that can be set by a Town. This is one of the areas in which the Town cannot exceed the State law requirement). Councilor Frost advised that it seems that 94% of the taxpayers pay their taxes and the remainder do not (TM: Advised that we started out with 296 unpaid taxes and after contacting people, we sent out just over 200 30-day notices. At this point, a considerable number will pay. However, generally the same people are on the unpaid list each year as the Councilors have noted).

Councilor Holmstrom: N/A

Mayor Cianchette: Wished we had more people in attendance and hopes that there are more people watching at home. On July 28 in Hathorn Park there will be a concert. Jan and Barbara do this, not the Town Council or town employees. He goes to the businesses for contributions for the bands. One concert was rained out. MCI will let the bands use the field gymnasium when the weather is bad. This will be the 100th anniversary of Hathorn Park and it will be the Beatles Tribute this week with a presentation regarding Hathorn Park. The Mayor would like to get the budget wrapped up before Thanksgiving and it will be painful as always. Asked about the ZOOM meeting requirement (TM: Looked at the State law which indicates that the public body may allow members of the body to participate by remote means. It appears until the State law, there is no requirement for remote participation. Under the Town requirements, we have our own ordinance on this subject so the Town permits remote participation through the Town regulations). The Mayor advised that he did not get the temperature of the Council on this. He would like to see this go away and will follow up on this at a later date. Asked the Town Manager about the photos for the Council Chambers (TM: Advised that she spoke with the Town Clerk and as soon as we resolve the issues with TRIO freezing up, she will work on this). The Mayor stated that he knew that a lot was going on right now and understands that once it is resolved, the staff will proceed forward with this project.

10. EXECUTIVE SESSION:

A. For the Town Council Members To Enter into an Executive Committee pursuant to 1 M.R.S.A. Section 405(6)(A) to discuss the assignment and duties of an employee.

Motion by Deputy Mayor Logiodice, seconded by Councilor Frost to go into Executive Session under 1 M.R.S.A. Section 405(6)(A).

Motion passed with all votes in favor.

VOTE: UNANIMOUS AYE

The Town Council entered Executive Session at 8:16 pm.

Moved by Deputy Mayor Logiodice, seconded by Councilor Frost to exit Executive Session under 1 M.R.S.A. Section 405(6)(A).

Motion passed with all votes in favor.

VOTE: UNANIMOUS AYE

The Town Council exited Executive Session at 10:23 pm.

11. ADJOURNMENT:

Moved by Deputy Mayor Logiodice and seconded by Councilor Frost to adjourn the meeting at 10:25 pm.

Motion passed with all votes in favor.

VOTE: UNANIMOUS AYE

Respectfully submitted,

Kathryn Ruth, Deputy Town Clerk

Minutes are a synopsis of a meeting. For more detail, please go to www.pittsfield.org and click on Town Meeting Videos to listen to videos of Town Council and other Board/Committee Meetings.



MINUTES

for a Special Meeting of the Pittsfield Town Council held on Tuesday, July 26, 2022 at 6:30 PM in the Council Chambers.

PRESENT: COUNCILORS: Mayor Michael Cianchette, Deputy Mayor Peter Logiodice, Councilor Jason Hall, Councilor Brent Frost, Councilor Eric Saucier and Councilor Lindsay Holmstrom.

ABSENT: Councilor Ronald Jester

Also present: Town Manager Kathryn Ruth

ZOOM: N/A

1. Mayor Cianchette opened the meeting by leading the Pledge of Allegiance.

2. EXECUTIVE SESSION

A. For the Town Council Members to Enter into an Executive Committee pursuant to 1 M.R.S.A. Section 405(6)(A) to discuss the assignment and duties of an employee.

Deputy Mayor Logiodice moved to enter Executive Session to discuss the assignment and duties of an employee pursuant to 1 M.R.S.A. Sec. 405(6)(A), seconded by Councilor Frost.

VOTE: UNANIMOUS AYE

The Town Council entered Executive Session at 6:32 p.m.

Deputy Mayor Logiodice made a motion to come out of Executive Session pursuant to 1 M.R.S.A. Section 405(6)(A), seconded by Councilor Frost.

VOTE: UNANIMOUS AYE

The Town Council exited Executive Session at 7:47 p.m.

3. ADJOURNMENT

Moved by Deputy Mayor Logiodice and seconded by Councilor Frost to adjourn at 7:48 pm.

VOTE: UNANIMOUS AYE

Respectfully Submitted by:

Kathryn Ruth, Deputy Town Clerk

