

**PITTSFIELD TOWN COUNCIL**  
**Town Council Meeting & Budget Workshop Agenda**  
**December 5, 2023 • 6:30 p.m.**  
**Council Chambers**

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Moment of Silence**
- 4. Adoption of Minutes**
  - a. Regular Meeting & Budget Workshop held on November 21, 2023
- 5. Presentations, Congratulations & Introductions**
- 6. Public Hearings**
  - a. **Ordinance 23-10:** Ordinance Authorizing Supplemental Appropriation for Purchase of Real Property
- 7. Reports**
  - a. Town Manager's Report
- 8. Old Business**
- 9. New Business**
  - a. **Ordinance 23-11:** (Set to Public Hearing on 12/19/2023) Ordinance Adopting the Town General Fund Budget for the Period of January 1, 2024 through December 31, 2024
  - b. **Ordinance 23-12:** (Set to Public Hearing on 12/19/2023) Ordinance Adopting the Capital Improvement Budget for the Period of January 1, 2024 through December 31, 2024
  - c. **Ordinance 23-13:** (Set to Public Hearing on 12/19/2023) Ordinance Adopting the Sewer Budget for the Period of January 1, 2024 through December 31, 2024
  - d. **Ordinance 23-14:** (Set to Public Hearing on 12/19/2023) Ordinance Adopting the Water Budget for the Period of January 1, 2024 through December 31, 2024

## **10. Discussion Items**

- a. Public Comment
- b. Councilor Comments

## **11. Budget Review**

- a. Additional Requests
- b. Capital Improvements
- c. Debt Service

## **12. Adjournment**

Topic: Town Council Meeting & Budget Workshop  
Time: Dec 5, 2023 06:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/84548174543?pwd=eWJlOjVlUkYTh0NTMycjJLQk9zdz09>

Meeting ID: 845 4817 4543  
Passcode: 420260

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One tap mobile

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Dial by your location

- +1 646 931 3860 US
- +1 646 558 8656 US (New York)
- +1 305 224 1968 US
- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 301 715 8592 US (Washington DC)
- +1 360 209 5623 US
- +1 386 347 5053 US
- +1 507 473 4847 US
- +1 564 217 2000 US
- +1 669 444 9171 US
- +1 669 900 9128 US (San Jose)
- +1 689 278 1000 US
- +1 719 359 4580 US
- +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)

Meeting ID: 845 4817 4543  
Passcode: 420260

Find your local number: <https://us02web.zoom.us/j/84548174543>

**PITTSFIELD TOWN COUNCIL REGULAR MEETING MINUTES  
& BUDGET WORKSHOP  
for November 21, 2023 at 6:30 P.M.  
in the Council Chambers at 112 Somerset Avenue, Pittsfield, ME**

Present: Mayor Cianchette, Deputy Mayor Margolskee, Councilor Frost, Councilor Jester, Councilor Hall, Eric Saucier (by Zoom) and Councilor Donahue. Town Manager, Jacob Gran and Town Clerk, Nicole Nickolan

Also present: Peter Logiodice, Police Chief Morris, Amy Kitchen, Bernard Williams, Peter Snow, Bobbie Dennis, Annaleis Hafford, Travis Jones, Tim Moran and others

1. **Call to Order:** Mayor Cianchette called the meeting to order at 6:30 p.m.
2. **Pledge of Allegiance**
3. **Moment of Silence**
4. **Adoption of Minutes**

**Motion by Deputy Mayor Margolskee and seconded by Councilor Frost to approve the minutes as written for the meeting of November 8, 2023.**

**VOTE: BY ROLL CALL**

**Mayor Cianchette: Aye**

**Deputy Mayor Margolskee: Aye**

**Councilor Frost: Aye**

**Councilor Jester: Aye**

**Councilor Hall: Aye**

**Councilor Saucier (by Zoom): Aye**

**Councilor Donahue: Aye**

**MOTION PASSES**

5. **Presentations, Congratulations & Introductions:** None
6. **Public Hearings:** None
7. **Reports:**
  - Town Manager’s Report: See attachment
  - Department Head reports: As written
8. **Old Business:** None

## 9. New Business

- a. **Ordinance 23-10:** (Set to Public Hearing on 12/05/2023)  
**Ordinance Authorizing Supplemental Appropriation for Purchase of Real Property**

WHEREAS, the Town desires to purchase the real property located on Peltoma Avenue, identified on the Town's Tax Map 12 as Lot 12 (the "Property"), which is adjacent to the existing "New Section" of the Village Cemetery for the purpose of expansion of said Cemetery; and

WHEREAS, VAC NEW, INC. currently owns the Property and has agreed to sell it to the Town for the price of \$35,000; and

WHEREAS, the Town Manager has certified to the Town Council that there are available revenues in the Cemetery Investment Fund for said purchase;

NOW THEREFORE, be it hereby ordained by the Pittsfield Town Council that:

The Town Manager, serving as Town Treasurer, is hereby authorized to execute and deliver on behalf of the Town all documents, certificates and agreements 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 this ordinance, and is 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 purchase authorized herein for a purchase price not to exceed \$35,000.

A supplemental appropriation of \$35,0000 shall be made from the Cemetery Investment Fund for the purchase of the Property for the use described herein.

This Ordinance shall become effective in thirty (30) days

**Motion by Deputy Mayor Margolskee and seconded by Councilor Jester that Ordinance 23-10 be sent to Public Hearing on 12/05/2023.**

**VOTE: BY ROLL CALL**

**Mayor Cianchette: Aye**

**Deputy Mayor Margolskee: Aye**

**Councilor Frost: Aye**

**Councilor Jester: Aye**

**Councilor Hall: Aye**

**Councilor Saucier (by Zoom): Aye**

**Councilor Donahue: Aye**

**MOTION PASSES**

- b. **Resolution 23-110:** Resolved that the Town Council waive the Bid Policy, Chapter 2, Administrative Code, Section 106, Regulation of Bids and Contracts to accept the estimate of Trafton Plumbing & Heating to replace and relocate the waterline supply

for firetrucks in the Fire Station, not to exceed \$10,225.00, such funds to be expended from the Fire Station Reserve.

**Motion by Deputy Mayor Margolskee and seconded by Councilor Jester that Resolution 23-110 be adopted.**

Councilor Hall questioned why we are waiving the bid policy. We were told before by Kathryn Ruth that we couldn't do this. It was noted that we have waived the bid policy for many items through the years.

**VOTE: BY ROLL CALL**

**Mayor Cianchette: Aye**

**Deputy Mayor Margolskee: Aye**

**Councilor Frost: Aye**

**Councilor Jester: Aye**

**Councilor Hall: Aye**

**Councilor Saucier (by Zoom): Aye**

**Councilor Donahue: Aye**

**MOTION PASSES**

**10. Discussion Items**

a. Public Comment:

**Bobbie Dennis:** Discussed the reuse center. At one point he was given a key to the building and was able to sell some items from there. The key was taken back and now he is unable to get it. He would like to continue being able to use the building. Mayor Cianchette advised Mr. Dennis that this is something he should be speaking to the Town Manager about, not the Council.

b. Councilor Comments:

**Mayor Cianchette:** I am looking forward to the parade and tree lighting. I wish everyone a Happy Thanksgiving.

**Deputy Mayor Margolskee:** I want to wish everyone a Happy Thanksgiving and I hope everyone enjoys the holiday season.

**Councilor Frost:** I wanted to mention lighting on the Industrial Park road. The speed limit there is 45 miles per hour. Many people use that route for walking. At that speed a car comes up very fast on people walking the road. We should have some kind of streetlights on that road. There is also a lot of congestion by the Hancock Lumber building. There are many people parking on the road there and making it very hard to get through.

**Councilor Jester:** I just want to echo Docs comments. Happy Thanksgiving.

**Councilor Hall:** Is there any update on the audit? The Town Manager advised that he spoke to the auditors last week and it is in process. I hope everyone has a happy and safe Thanksgiving.

**Councilor Saucier:** Happy Thanksgiving to everyone.

**Councilor Donahue:** Want to wish everyone a Happy Thanksgiving.

## **11. Budget Review**

- a. Police Department – Page 28
- b. Fire Department – Page 32
- c. Animal Control – 38
- d. Social & Community Services – Page 73
- e. Water – Page 80
- f. Sewer – Page 86

The budgets, as shown above, were reviewed by the Town Council. The Town Manager provided additional clarification on specific line items. Refer to video for further discussion.

## **12. Adjournment**

**Motion by Deputy Mayor Margolskee and seconded by Councilor Frost that the meeting be adjourned at 9:24 p.m.**

**VOTE: UNANIMOUS AYE/MOTION PASSES**

Respectfully submitted.

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Nicole Nickolan, Town Clerk

**Town of Pittsfield | Office of the Town Manager**  
Jacob R. Gran, Town Manager



**Town Manager's Report**  
**November 21, 2023**

A reminder that our Festival of Lights Parade and Christmas Tree Lighting Ceremony is this Saturday. Parade lineup begins on Industrial Park Road at 4PM and the parade will start rolling down Somerset Avenue around 4:30PM. The parade route has grown and grown to accommodate the now over 30 floats signed up to participate. There certainly is a lot of "buzz" in the community about this, and I'm looking forward to a great event.

The Recreation Committee met last night to discuss winter sports, finances, succession planning, and other various topics. The program continues to see increases in participation, which speaks volumes to the great job that our Recreation Director, his staff and their volunteers are doing.

I had a very pleasant introductory meeting with MCI's Head of School, David Pearson, last week. MCI has very graciously offered their facilities for the Town to utilize at any time. I'm thankful for the good working relationship that the Town and Schools share.

Kathryn and I had a meeting with Hoyle Tanner, the FAA, and MaineDOT last week to discuss the municipal hangar project. There are some funding matters that still need to be ironed out, but the project is nearing completion. We hope to have the lease agreement on an upcoming agenda for the Council's consideration to get tenants in there as soon as possible.

A reminder that Town departments, with the exception of emergency services, will be closed on Thursday and Friday this week in observance of Thanksgiving.



**Ordinance 23-10 – Ordinance Authorizing Supplemental Appropriation for Purchase of Real Property**

WHEREAS, the Town desires to purchase the real property located on Peltoma Avenue, identified on the Town's Tax Map 12 as Lot 12 (the "Property"), which is adjacent to the existing "New Section" of the Village Cemetery for the purpose of expansion of said Cemetery; and

WHEREAS, VAC NEW, INC. currently owns the Property and has agreed to sell it to the Town for the price of \$35,000; and

WHEREAS, the Town Manager has certified to the Town Council that there are available revenues in the Cemetery Investment Fund for said purchase;

NOW THEREFORE, be it hereby ordained by the Pittsfield Town Council that:

- 1) The Town Manager, serving as Town Treasurer, is hereby authorized to execute and deliver on behalf of the Town all documents, certificates and agreements 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 this ordinance, and is 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 purchase authorized herein for a purchase price not to exceed \$35,000.
- 2) A supplemental appropriation of \$35,0000 shall be made from the Cemetery Investment Fund for the purchase of the Property for the use described herein.
- 3) This Ordinance shall become effective in thirty (30) days.

Acted on December 05, 2023

Attested by:

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Nicole Nickolan, Town Clerk

**Ordinance 23-11 – Ordinance Adopting the Town General Fund Budget for the Period of January 1, 2024 through December 31, 2024**

Be it hereby ordained by the Pittsfield Town Council that expenditures for the Town Budget totaling **\$5,088,375.00** for the period of 01/01/2024 to 12/31/2024 be approved as follows:

| <u>Department</u>                 | <u>Amount</u>       |
|-----------------------------------|---------------------|
| 01-05 TOWN CONCIL                 | 4,800.00            |
| 01-10 ADMINISTRATION              | 97,900.00           |
| 01-15 TOWN CLERK                  | 57,271.00           |
| 01-20 FINANCE                     | 224,916.00          |
| 01-25 ASSESSING                   | 78,871.00           |
| 01-30 LEGAL                       | 19,000.00           |
| 01-35 ELECTIONS                   | 8,000.00            |
| 01-40 MUNICIPAL BUILDING          | 60,935.00           |
| 01-45 ECONOMIC DEVELOPMENT        | 104,319.00          |
| 01-55 INSURANCE & BENEFITS        | 768,771.00          |
| 01-60 CODE ENFORCEMENT            | 89,500.00           |
| 05-10 POLICE DEPARTMENT           | 771,106.00          |
| 05-15 FIRE DEPARTMENT             | 81,970.00           |
| 05-20 STREET LIGHTS               | 80,773.00           |
| 05-25 ANIMAL CONTROL              | 20,000.00           |
| 10-05 HIGHWAY                     | 793,486.00          |
| 10-10 BUILDINGS & GROUNDS         | 12,600.00           |
| 10-15 CEMETERY                    | 65,000.00           |
| 15-05 TRANSFER STATION            | 419,575.00          |
| 15-10 RECYCLING                   | 91,041.00           |
| 20-05 AIRPORT                     | 28,052.00           |
| 25-05 RECREATION                  | 99,529.00           |
| 25-10 LIBRARY                     | 189,395.00          |
| 25-15 THEATRE                     | 12,165.00           |
| 30-05 GENERAL ASSISTANCE          | 10,000.00           |
| 35-05 UNCLASSIFIED                | 329,694.00          |
| 40-05 SOCIAL & COMMUNITY SERVICES | 9,600.00            |
| 50-05 DEBT SERVICE                | 560,106.00          |
| <b>TOTAL</b>                      | <b>5,088,375.00</b> |

Be it further ordained that the following revenues totaling **\$3,323,764.00** be used to reduce the amount to be raised from taxes:

| <u>Department</u>                 | <u>Amount</u>       |
|-----------------------------------|---------------------|
| 01-10 ADMINISTRATION              | 1,462,435.00        |
| 01-15 TOWN CLERK                  | 8,500.00            |
| 01-20 FINANCE                     | 78,380.00           |
| 01-25 ASSESSING                   | 18,500.00           |
| 01-45 ECONOMIC DEVELOPMENT        | 122,000.00          |
| 01-55 INSURANCE & BENEFITS        | 4,300.00            |
| 01-60 CODE ENFORCEMENT            | 15,969.00           |
| 05-10 POLICE DEPARTMENT           | 64,496.00           |
| 10-05 HIGHWAY                     | 859,528.00          |
| 10-15 CEMETERY                    | 85,054.00           |
| 15-05 TRANSFER STATION            | 24,000.00           |
| 15-10 RECYCLING                   | 50,702.00           |
| 20-05 AIRPORT                     | 5,000.00            |
| 25-05 RECREATION                  | 13,900.00           |
| 25-10 LIBRARY                     | 2,500.00            |
| 30-05 GENERAL ASSISTANCE          | 7,000.00            |
| 35-05 UNCLASSIFIED                | 500,000.00          |
| 40-05 SOCIAL & COMMUNITY SERVICES | 1,500.00            |
| <b>TOTAL</b>                      | <b>3,323,764.00</b> |

Acted on December 19, 2023

Attested by:

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Nicole Nickolan, Town Clerk

**Ordinance 23-12 – Ordinance Adopting the Capital Improvement Budget for the Period of January 1, 2024 through December 31, 2024**

Be it hereby ordained by the Pittsfield Town Council that the following appropriations be adopted for Capital Improvements for the period of 01/01/2024 to 12/31/2024:

| <b><u>Account</u></b>         | <b><u>Amount</u></b> |
|-------------------------------|----------------------|
| 60-10 PAVING/RESURFACING      | \$ 500,000.00        |
| 60-33 POLICE/COMPUTER SERVER  | \$ 2,000.00          |
| 60-35 POLICE CRUISER          | \$ 38,000.00         |
| 60-85 LIBRARY CAPITAL RESERVE | \$ 25,000.00         |
| 60-86 PARKS & RECREATION      | \$ 10,000.00         |
| 60-90 HIGHWAY EQUIPMENT       | \$ 70,000.00         |
| 60-96 FIRE STATION RESERVE    | \$ 5,000.00          |
| <b>TOTAL</b>                  | <b>\$ 650,000.00</b> |

Acted on December 19, 2023

Attested by:

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Nicole Nickolan, Town Clerk

**Ordinance 23-13 – Ordinance Adopting the Sewer Budget for the Period of January 1, 2024 through December 31, 2024**

Be it hereby ordained by the Pittsfield Town Council that expenditures for the Sewer Operating Budget totaling **\$495,505.00** for the period of 01/01/2024 to 12/31/2024 be approved as follows:

| <u>Account</u>          | <u>Amount</u>        |
|-------------------------|----------------------|
| 01 PERSONNEL SERVICES   | \$ 19,869.00         |
| 05 PERSONNEL EXPENSES   | \$ 2,500.00          |
| 10 SUPPLIES             | \$ 4,400.00          |
| 15 MAINTENANCE          | \$ 8,000.00          |
| 20 PURCHASE/RENTAL      | \$ 3,000.00          |
| 25 CONTRACT SERVICES    | \$ 204,400.00        |
| 30 UTILITIES            | \$ 4,900.00          |
| 35 INSURANCES           | \$ 1,900.00          |
| 45 DEBT SERVICES        | \$ 145,536.00        |
| 60 CAPITAL IMPROVEMENTS | \$ 30,000.00         |
| 65 MISCELLANEOUS        | \$ 71,000.00         |
| <b>TOTAL</b>            | <b>\$ 495,505.00</b> |

Be it further ordained that the revenues totaling **\$495,505.00** for the period of 01/01/2024 to 12/31/2024 be approved as follows:

| <u>Account</u>          | <u>Amount</u>        |
|-------------------------|----------------------|
| 05 METERED RESIDENTIAL  | \$ 345,212.00        |
| 10 METERED COMMERCIAL   | \$ 36,761.00         |
| 15 METERED INDUSTRIAL   | \$ 48,160.00         |
| 20 METERED GOVT AGENCY  | \$ 62,912.00         |
| 25 MISC SERVICE REVENUE | \$ 560.00            |
| 30 MISC INTEREST        | \$ 400.00            |
| 35 MISC LIEN COSTS      | \$ 1,500.00          |
| <b>TOTAL</b>            | <b>\$ 495,505.00</b> |

Acted on December 19, 2023

Attested by:

\_\_\_\_\_  
Nicole Nickolan, Town Clerk

**Ordinance 23-14 – Ordinance Adopting the Water Budget for the Period of January 1, 2024 through December 31, 2024**

Be it hereby ordained by the Pittsfield Town Council that expenditures for the Water Operating Budget totaling **\$608,844.00** for the period of 01/01/2024 to 12/31/2024 be approved as follows:

| <u>Account</u>          | <u>Amount</u>        |
|-------------------------|----------------------|
| 01 PERSONNEL SERVICES   | \$ 19,869.00         |
| 05 PERSONNEL EXPENSES   | \$ -                 |
| 10 SUPPLIES             | \$ 82,000.00         |
| 15 MAINTENANCE          | \$ 32,500.00         |
| 20 PURCHASE/RENTAL      | \$ 6,000.00          |
| 25 CONTRACT SERVICES    | \$ 176,600.00        |
| 30 UTILITIES            | \$ 7,500.00          |
| 35 INSURANCES           | \$ 7,900.00          |
| 45 DEBT SERVICES        | \$ 166,021.00        |
| 60 CAPITAL IMPROVEMENTS | \$ 34,000.00         |
| 65 MISCELLANEOUS        | \$ 76,454.00         |
| <b>TOTAL</b>            | <b>\$ 608,844.00</b> |

Be it further ordained that the revenues totaling **\$608,844.00** for the period of 01/01/2024 to 12/31/2024 be approved as follows:

| <u>Account</u>            | <u>Amount</u>        |
|---------------------------|----------------------|
| 25 METERED RESIDENTIAL    | \$ 291,620.00        |
| 30 METERED COMMERCIAL     | \$ 46,857.00         |
| 35 SALES TAX              | \$ 2,600.00          |
| 40 METERED INDUSTRIAL     | \$ 24,000.00         |
| 45 METERED GOVT AGENCIES  | \$ 45,000.00         |
| 50 PUBLIC FIRE PROTECTION | \$ 184,147.00        |
| 60 MISC SERVICE REVENUES  | \$ 9,000.00          |
| 65 WATER INTEREST         | \$ 300.00            |
| 75 MISC RENT              | \$ 3,120.00          |
| 80 LIEN COSTS             | \$ 1,700.00          |
| 85 MISC INCOME            | \$ 500.00            |
| <b>TOTAL</b>              | <b>\$ 608,844.00</b> |

Acted on December 19, 2023

Attested by:

\_\_\_\_\_  
Nicole Nickolan, Town Clerk