

MINUTES

for a regular meeting of the Pittsfield Town Council, held on Tuesday, January 21, 2020 at 6:30 PM in the Council Chambers.

PRESENT: COUNCILORS: Mayor Timothy Nichols, Deputy Mayor Heather Donahue, Councilor Matt Bolster, Councilor Amanda Collamore, Councilor Debra Billings, and Councilor Peter Logiodice.

ABSENT: Councilor Caleb Curtis

Also present: Town Manager Kathryn Ruth and Assistant Michael Feole

AUDIENCE: Joe Sanborn, Robert Stackhouse, Ben Hall, Jan Laux, Amber Quint, Howard Margolskee, Ann Mathews, Michael Leblanc, Sarah Lawrence and Molly Therrien.

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

3. **ADOPTION OF MINUTES OF THE REGULAR MEETING HELD ON JANUARY 7, 2020.**

Moved by Councilor Bolster and seconded by Deputy Mayor Donahue that the Minutes of the regular meeting held on January 7, 2020 be adopted.

VOTE: UNANIMOUS AYE

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

Community and Economic Development Activities and Events

Events:

48th Annual Central Maine Egg Festival Week on Monday, July 6 – Saturday, July 11, 2020 including the Kiwanis Karnival on Wednesday, July 8 – Saturday, July 11, 2020

The Town Manager advised that there are several economic development projects under review, one of which could require a Community Development Block Grant application.

The Town added Business Tips to the Town website from the Small Business Administration. Anyone that is interested can go to www.pittsfield.org, go the dropdown screens, click on business and then business tips. These are usually sensible items being forwarded to the Town as we signed up for them to then post them for small businesses to help.

The Town is looking for volunteers for the CDBG Advisory Committee that will oversee the sidewalk project. We can also get involved with keeping citizens updated on what MDOT is doing regarding Main Street, will hold informational sessions for the businesses along Main Street and the public to know what is going on. Since there are so many steps involved in the State's project and we have to mesh into that project, this will be a 2-year commitment. The Main Street Revitalization Project is planned by MDOT to go out to bid around June of 2021. However, there is a lot to do before that. There are other amenities that we can work on beside the sidewalk. So far, we have a grant for 20 trees and a grant for 4 new bike racks. I am sure if citizens and businesses get involved, they will think up some other items that we can look at for the downtown and Main Street.

5. PUBLIC HEARINGS/OLD BUSINESS:

ORDER 20-01: Ordered that the Town Council elect from among its members a Mayor to serve for the 2020 year.

Moved by Mayor Nichols to nominate Councilor Bolster as Mayor, seconded by Councilor Bolster.

VOTE: AYE: Councilor Bolster and Mayor Nichols.

**NAY: Deputy Mayor Donahue, Councilor Collamore and Councilor Logiodice
Councilor Billings abstained.
Motion Failed**

Moved by Councilor Collamore to nominate Councilor Donahue as Mayor, seconded by Councilor Logiodice.

**VOTE: AYE: Deputy Mayor Donahue,
Councilor Collamore and Councilor
Logiodice**

**NAY: Councilor Bolster and Mayor Nichols.
Councilor Billings abstained.
Motion Failed**

Moved to Table Orders 20-01 and 20-02 by Councilor Billings, seconded by Councilor Bolster.

VOTE: UNANIMOUS AYE

ORDER 20-02: Ordered that the Town Council elect from among its members a Deputy Mayor to serve for the 2020 year.

VOTE: INCLUDED IN ABOVE

6. REPORTS:

A. COUNCIL COMMITTEES:

FINANCE: We have not had a meeting. Deputy Mayor Donahue would like to have a meeting with Kathryn to go over the regulations.

ORDINANCE: Deputy Mayor Donahue indicated the next meeting is on January 29, 2020 at 6:00 pm.

RECYCLING: Mayor Nichols indicated that the Committee met on January 9, 2020. Kathryn talked about Earth Day. Don Chute talked about composting and getting a special container to hold the food waste. He is looking into a site for the composting and what that may entail. An ordinance change may be required. He is planning to tour a site to see what other towns have done. It is too late to have Adult Ed hold a class this semester so they may hold a talk in conjunction with the Biggest Little Farm movie on Earth Day. Don also gave an update on dump stickers. Deputy Mayor Donahue suggested that the town look into the original planting layouts from the designer of Manson Park and get a group of people together to recreate those plantings. The park was designed by Frederick Law Olmstead, who was famous in the early 1900s. He

designed New York's Central Park and also the Emerald Necklace, which is a famous group of parks around Boston.

B. BOARD AND COMMITTEE UPDATES BY TOWN COUNCILORS AND MANAGER

Theatre Committee: Ann Mathews announced that this may be her last report to the Town Council as the Theatre Committee is meeting tomorrow to elect officers. She asked if there is a reason that the Theatre does not have a gap account. (TM: This is on the agenda for tomorrow night's Theatre Committee review). She also asked why the Town Council approved raises for the Theatre Manager and Assistant Manager without notifying the committee. (TM: The pay adjustments to include cost of living and wage adjustments were approved for all town employees to make the town more competitive with pay rates in our size communities as well as the surrounding communities.)

C. TOWN MANAGER'S REPORT

1. Don Chute will be presenting certificates at the first Town Council meeting in February to the top businesses in town for recycling to recognize their accomplishments. Don will also be presenting options for dump stickers at the second Town Council meeting in February.
2. The new Town Office hours are Monday, Tuesday, Thursday and Friday, 8:00 am to 5:00 pm, closed on Wednesdays.
3. Kiwanis International turned 105 years old today. While our club is not that old, we congratulate the Greater Pittsfield Area Kiwanis Club on their years of service to the community.
4. The Maine Department of Transportation has asked the abutting towns to send a letter approving the renaming of the Sibley Pond Bridge to the "William Harris Memorial Bridge" this week. The Town Manager asked the Council to think about whether they would like her to do this.
5. Special Election for a Councilor for District 2: Since the vacancy in the Town Council is more than 6 months before the regular election which is in November when Councilors are elected, the Town Council will have to call a Special Election within 60 days of that vacancy to fill that seat. This means to call the election, not to hold the election which would be very difficult due to all the timeframes. The Town Clerk was asked to determine the schedule with all of the steps which includes having the absentee ballots available 30 days prior, etc. She has determined that the Town Council may wish to hold the special election at the same time in order to save the cost of a separate election. The Town Manager asked the Town Councilors to think about whether they wanted the special election in May or if it could be matched up with the June primary. This item can be addressed at the next Town Council Meeting in February.

7. NEW BUSINESS:

RESOLUTION 20-12: Resolved that the Town Council accept the proposal of Harris Computer to add the MOSES module to our TRIO service to support Inland Fisheries and Wildlife (IF&W) processing for the sum of \$420.00 and authorize the Town Manager to execute the Contract.

Moved by Councilor Bolster and seconded by Deputy Mayor Donahue that Resolution 20-12 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 20-13: Resolved that the Town Council accept the proposal of Harris Computer to upgrade the TRIO service from Access to SQL for the sum of \$2,649.95 and authorize the Town Manager to execute the Contract.

Moved by Councilor Billings and seconded by Deputy Mayor Donahue that Resolution 20-13 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 20-14: Resolved that the Town Council authorize the Town Manager to sign an Easement Deed for Central Maine Power Company to install a pole within the Town right-of-way which will have power lines crossing the Town Recreational Trail to provide electricity to a new home on Map 32, Lot 24A

Moved by Deputy Mayor Donahue and seconded by Councilor Billings that Resolution 20-14 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 20-15: Resolved that the Town Council appoint members to fill the vacancies on the various Town Boards and Committees.

Moved by Deputy Mayor Donahue and seconded by Councilor Bolster that Resolution 20-15 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 20-16: Resolved that the Town Council appoint members to the Community Development Advisory Committee for the Economic Development Grant.

Robert Stackhouse and Simone Engelhardt are the interested parties.

Moved by Councilor Bolster and seconded by Deputy Mayor Donahue that Resolution 20-16 be adopted.

VOTE: UNANIMOUS AYE

8. **DISCUSSION ITEMS:**

A. Department Reports for 12/31/2019 Accomplishments/Achievements

These are summary accomplishment reports from the Town's departments. The purpose is to enhance communication between the Council, public and departments as well as between the individual departments. The directions were simple – the report will need to list 5 achievements or activities undertaken by each department per month and the report would be no more than one-half of a page in length. The Town Councilors liked these reports and found them to be very informative.

B. Financial Reports as of 12/31/2019

- 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
Theatre Monthly Report
Building and Plumbing Permit Reports

The Town Manager advised of the following:

With many Accounts Payable bills paid in 2020 and more coming as well as Accounts Receivable payments coming, all reports without these items were completed and included in the package. Others will be provided next month when all the A/P's and A/R's are received.

Excise Tax Collections Comparison Report: For this period, -\$31,869.03 behind 2018 collections at this time of the year.

State Revenue Sharing Comparison Report: For this period, +\$88,518.95 ahead of 2018 collections.

This account needs to be watched closely in case it falls behind. It worked out well this year.

The remainder of the Financial Reports are self-explanatory.

9. **REPORTS:**

AUDIENCE:

Jan Laux: Advised the Planning Board would like to have a community forum to discuss the future of the Town. Stated the group that has the most to say about the future of the Town is the Planning Board. Wanted to get all the committees together for a discussion. Thought we should put in place more traditions such as a Pittsfield Day or Heather's idea of the plantings in Manson Park. Stated we need to look at our Charter. Stated that there should be a separate election of the entire Town for Mayor not just the Town Council.

Ben Hall: Spoke on behalf of the Mayor election or non-election. Has worked with Heather and feels she would be a great Mayor. Would like this resolved.

Ann Mathews: Agrees with Ben Hall.

Howard Margolskee: Finds it appalling that Caleb resigned publicly in December and we have no letter of resignation.

Council:

Councilor Bolster: Welcome to Pete and Amanda. Thanks for stepping up. Stated that there is nothing against Heather for being Mayor. Uses the ATV trails and saw the barricades and thought about the parking next to the trail in Newport. It brings a lot of people into that town. We have the Industrial Park that could be utilized for trailside parking. Indicated that the Town Council should update the yearly review for the Town Manager.

Deputy Mayor Donahue: Last year the Communications Committee went through the entire website and made recommendations for updates. The Committee stopped meeting when we were told that we had overstepped our mandate. Wants this committee to reconvene to work on items such as the Town Manager's evaluation. Likes Jan's idea to hold a single forum for all committees. Encouraged the Bicentennial Committee to keep up the good work and continue with the Pittsfield Day. Agreed with Deb on her items mentioned before. Planning Board Minutes should come to the Ordinance Committee. Thanks to Ann and Ben for their kind words.

Councilor Collamore: Would like more community events held at night or on weekends. A lot of events at the Library are held during the day on Wednesday when she is working. Would like to see a Mayor elected. Congratulations to Jan for your part in the Summer Concert series. Thanked everyone for coming.

Mayor Nichols: Asked when the Town was going to get Caleb's resignation (TM: Advised she would assist by going to go see Caleb and that she expects he has not provided one yet as he has been extremely busy.) Towns and Cities use different methods to elect their Mayors. Cities elect them city-wide and it is a full time position. If we want to have a joint meeting with the Planning Board, will support it. Thanked everyone who has volunteered. Likes to see all of the new businesses. Believes that we can get a handle on our food waste which is 44% of the waste stream and will save a lot of money.

Councilor Curtis: absent

Councilor Logiodice: Noticed a streetlight out which was pole #31 near the cross walk. Asked why barriers are up across from the post office. That is where people park their trucks and trailers when they go snowmobiling. (DB: There is a municipal parking lot across the street.)

Councilor Billings: Thanked everyone for coming tonight. Would like to see some goals for Committees and Boards. The Planning Board should be working on the Comprehensive Plan. Thinks that the Charter should be reviewed. Would like to see some committees combined. Also would like to see this council rework Kathryn's evaluation form. I would like to see round table discussions at workshops. The budget process needs to be refined more. We started in July last year and still ended in December. We need to make these meetings shorter such as having a time to not exceed or a time limit for people talking.

10. **ADJOURNMENT**

Moved by Councilor Billings and seconded by Councilor Bolster to adjourn at 9:00 PM.

VOTE: UNANIMOUS AYE

Michael Feole, 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.