

MINUTES

for a regular meeting of the Pittsfield Town Council, held on Tuesday, February 18, 2020 at 6:30 PM in the Council Chambers.

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

ABSENT: Councilor Timothy Nichols and Councilor Debra Billings.

Also present: Town Manager Kathryn Ruth

AUDIENCE: Don Chute, Pete Snow, Joe Sanborn, Chris Pelletier, Michael Leblanc and Ben Hall.

1. Mayor Donahue 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 FEBRUARY 4, 2020.**

Moved by Deputy Mayor Bolster and seconded by Councilor Logiodice that the Minutes of the Regular Meeting held on February 4, 2020 be adopted.

VOTE: UNANIMOUS AYE

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

Community and Economic Development Activities and Events

Events:

The Skating Rink at the Pinnacle: The Grand Opening will be held on Sunday, February 23, 2020 from 11:00 am until 3:00 pm; there will be plenty of fun on and off the ice; make sure to dress up as your favorite Frozen character!

Easter Egg Hunt at the Pinnacle: The traditional Kiwanis Easter Egg Hunt will be held on Saturday, April 11th 9:00 am SHARP! Come meet the Easter Bunny!

Prescription Drug Take Back Day: The next Prescription Drug Take Back Day will be held on Saturday, April 26, 2020 with FREE on-site SHREDDING! Shredding will be from 9:00 am – 1:00 pm and the Prescription Drug Take Back Event will be from 10:00 am – 2:00 pm.

Bike Rodeo put on by Kiwanis: The Pittsfield Area Kiwanis Club will hold a bike rodeo on Saturday, May 9, 2020 (more information to follow such as time and location).

48th Annual Central Maine Egg Festival Week: Our 48th Egg Festival will be held on Monday, July 6 – Saturday, July 11, 2020 including the **Kiwanis Karnival** on Wednesday, July 8 – Saturday, July 11, 2020

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

6. **REPORTS:**

A. COUNCIL COMMITTEES:

FINANCE: No report. Next meeting will be on March 12 at 5:00 pm and the next meeting after that is April 2 at 6:00 pm.

ORDINANCE: The next meeting is Thursday, February 20 at 6:30 pm.

RECYCLING: no report

B. BOARD AND COMMITTEE UPDATES BY TOWN COUNCILORS AND MANAGER

C. TOWN MANAGER'S REPORT

1.) Future Agenda Presentations:

In March, we will be processing the agenda items which includes scheduling a public hearing and holding the public hearing on issuing a loan for the paving and other capital projects in the amount of \$706,000 which is the same as we did last year. That will allow \$500,000 worth of paving. We also need to have the roads decided upon that will be paved. I understand that Snakeroot needs its overlay coat, however, at least part of the Higgins Road has to be addressed.

We will also be issuing the RFP for the borrowing to the financial institutions.

2.) As voted upon by the Town Council at their December 17, 2019 meeting, the new Pittsfield Town Office Hours are:

New Town Office Hours

Effective January 1, 2020 the Town Office will have the following hours:

Monday 8:00 - 5:00

Tuesday 8:00 - 5:00

Wednesday Closed

Thursday 8:00 - 5:00

Friday 8:00 - 5:00

We apologize for any inconvenience this may cause.

This is being done to allow for more time for work and projects as we cannot afford to go back to the total number of employees that we had years ago. This will allow more efficiency and effectiveness. In addition, the Town has been open more hours than any town office around and more hours than most town offices in the state.

3.) Upcoming Elections:

March 3 Presidential Primary and Special State Referendum Election

June 9 State Primary Election and the Special Election for Councilor District #2

November 3 General or Presidential Election and potential State referendum election as well as regular Councilor and School Board elections. Basically, the General Election for Town.

4.) Upcoming Caucuses:

The Republican 2020 Caucus will be held on Saturday 02/29/2020 at the Pittsfield Town Office, 112 Somerset Avenue with registration from 11 am – 12:00 pm and the Caucus beginning at 12:00 noon.

The Democrats 2020 Caucus will be held on Sunday 03/08/2020 at the Pittsfield Town Office, 112 Somerset Avenue. The doors open at 1:00 pm. Frank Geagan who organizes this reminds us that Daylight Savings Time starts on Caucus Day. Remember to spring forward!

5.) Our recent Energy RFQ was picked up by Google so we are starting to get more advertising on items so this is great.

6.) Board/Committee Vacancies: Airport Committee, Board of Appeals, Board of Assessment Review, Cemetery Trustees, Economic Development Committee Team, Housing Rehab Loan Committee, Pool Committee and Recycling Committee.

7.) Pittsfield Community Theatre: We love our theatre and need to have people support the theatre by filling the seats. As you know the Theatre is closed on Tuesday and Wednesday evenings and generally has matinees on Sundays. The Theatre conducts regular evening movie showing and holds many special events. On Thursday we are showing the movie 1917 and starting Friday will be the movie Little Women.

8.) Our Bangor Savings Bank Manager was excited to hear that we received the BikeMaine grant for 4 bike racks. Robin reports that the bank would love to have a bike rack as close to their Main Street location as possible. While I had planned for the bike racks for different locations to get the route through town to attract more bicycling and connections, by the bank is a really good location too. So it will be off to find more grant funding for bike racks. I really think once this project starts up in Spring, it will help to draw people to the downtown and put on emphasis here.

The Bank Manager also expressed interest in a horse tie up of some sort for our Amish residents. That is an interesting idea and I gave that to Michael as he has the project regarding the material deposited along the roadway which includes contacts with owners of horses, signing and now places to tie up and have horses stop.

9.) All of the regional meetings started up which included the Kennebec Regional Development Authority (KRDA) and the Kennebec Valley Council of Governments (KVCOG).

KRDA/FirstPark's Facebook and LinkedIn engagement and followers has increased extensively so I will be getting some tips on how to do this as efficiently as possible given all of our responsibilities and projects. Our Marketing Committee meeting was very interesting as well as the KVCOG meeting on various projects that we can become involved with and/or benefit from.

KVCOG's Comprehensive Economic Development Strategy Meeting will be coming up in March at which time we will learn about The 2020 Census & Your Community. Our speaker will be the *Partnership Specialist Field Division/New York Regional Census Center, U.S. Census Bureau*

10.) Councilor Billings has requested to become a member of PEEC, so there will be an item on the next agenda for that appointment. (Mayor Donahue also requested to become a director of PEEC during the discussion.)

11.) Last but not least, the 2020 Maine Governor's Conference on Tourism will be held on April 15-16, 2020. Workshops at this meeting will include Rural Destination Development, Cultural Tourism and Rural Tourism-The Outdoor Connection.

7. **NEW BUSINESS:**

ORDER 20-04: Ordered that the Town Council amend the Transfer Station/Recycling Center User Fee System effective 03/10/2020 for all users.

Moved by Deputy Mayor Bolster and seconded by Councilor Collamore that Order 20-04 be adopted.

Moved to amend by Councilor Collamore to change the effective date to June 1, 2020 and start selling the new stickers on May 1, 2020. The new fee schedule would then go into effect on June 1, 2020.

Moved to Table as amended by Councilor Collamore and seconded by Deputy Mayor Bolster.

VOTE: UNANIMOUS AYE

RESOLUTION 20-23: Resolved that the Town Council authorize the Town Manager to execute and submit a Letter of Intent for the Community Development Block Grant (CDBG) Economic Development Program for POPonOVERs LLC and/or The Nancy House.

The Town Manager explained the process which includes a Letter of Intent as the first step. If invited to file a grant application, this is usually due in May. If awarded a grant, there is a 2-3-month Project Development Phase. There was a question regarding job creation. The Town Manager advised that the project would guarantee that 2 full-time jobs would be created for the Bed & Breakfast. As part of the grant approval process, the Town holds a public hearing for community input, addresses multiple Resolutions on grant requirements such as policies and authorizes a Memo of Understanding be signed between the business and the Town. Under the Memo of Understanding, the business is required to guarantee that if the grant requirements are not fulfilled, that the business will pay the money back. This is because the funds are disbursed to the Town which in turn provides the funds directly to the business.

Moved by Deputy Mayor Bolster and seconded by Councilor Logiodice that Resolution 20-23 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 20-24: Resolved that the Town Council choose the recipient of the 2020 Pittsfield Spirit of America Award Tribute.

After discussion, the nominee chosen is Paul Bertrand

Moved by Councilor Collamore and seconded by Deputy Mayor Bolster that Resolution 20-24 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 20-25: Resolved that the Town Council Approve the Request for Proposals to replace a Water and Sewer Truck and purchase a Cemetery Truck and authorize the Water/Sewer Plant Manager and the Cemetery Sexton to issue bids for same.

Moved by Councilor Collamore and seconded by Deputy Mayor Bolster that Resolution 20-25 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 20-26: Resolved that the Town Council Approve the Request for Proposals to replace the Municipal Building walkway and authorize the Public Works Foreman to seek bids for same.

Moved by Deputy Mayor Bolster and seconded by Councilor Collamore that Resolution 20-26 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 20-27: Resolved that the Town Council Approve the Request for Proposals to wash, seal and repoint the Municipal Building and authorize the Public Works Foreman to seek bids for same.

Moved by Deputy Mayor Bolster and seconded by Councilor Collamore that Resolution 20-27 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 20-28: Resolved that the Town Council Approve the Request for Proposals to replace masonry that is part of the Fire Station and authorize the Public Works Foreman to seek bids for same.

Moved by Deputy Mayor Bolster and seconded by Councilor Logiodice that Resolution 20-28 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 20-29: Resolved that the Town Council Approve the Request for Proposals to replace the sidewalk along Connors Avenue and behind the Municipal Building and authorize the Public Works Foreman to seek bids for same.

Moved by Councilor Collamore and seconded by Deputy Mayor Bolster that Resolution 20-29 be adopted.

The Town Manager advised that the Public Works Foreman was having difficulty with the bid specifications regarding the handicap parking and was concerned with the overall rapid deterioration of Connors Avenue.

Moved to Table to the next meeting by Deputy Mayor Bolster, seconded by Councilor Collamore.

VOTE: UNANIMOUS AYE

RESOLUTION 20-30: Resolved that the Town Council Approve the issuance of an RFP for a backup power generator to replace the current power generator.

Moved by Councilor Collamore and seconded by Deputy Mayor Bolster that Resolution 20-30 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 20-31: Resolved that the Town Council appoint Philip Hendricks as an interim director for the MSAD #53 Board of Directors to serve until the next annual municipal election and until a successor is elected and qualified.

Moved by Councilor Collamore and seconded by Deputy Mayor Bolster that Resolution 20-31 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 20-32: Resolved that the Town Council approve the re-naming of the Sibley Pond Bridge to the William Harris Memorial Bridge.

Moved by Councilor Collamore and seconded by Deputy Mayor Bolster that Resolution 20-32 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 20-33: Resolved that the Town Council Appoint Nicole Nickolan as Warden and Karen Kelsey, Melody Fitzpatrick, Michael Feole and Emmalee Reed as Deputy Wardens for the March 3, 2020 Presidential Primary and Special Referendum Election.

Moved by Deputy Mayor Bolster and seconded by Councilor Logiodice that Resolution 20-33 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 20-34: Resolved that the Town Council approve the opening of absentee ballots on March 3, 2020 at 10:00 AM and 3:00 PM for the March 3, 2020 Presidential Primary and Special Referendum Election.

Moved by Councilor Collamore and seconded by Deputy Mayor Bolster that Resolution 20-34 be adopted.

VOTE: UNANIMOUS AYE

8. **DISCUSSION ITEMS:**
- A. Department Reports for 01/31/2020
Accomplishments/Achievements

 - B. Financial Reports as of 01/31/2020
 - 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

9. **REPORTS:**

Audience:

Ben Hall: This was a good meeting.
Michael Leblanc: Agreed it was a good meeting.

Council:

Deputy Mayor Bolster: No report.

Mayor Donahue: Would like to set some dates at the next Council meeting to have the joint session with the Planning Board. (AC: Though we should just do it and see how it goes.) It will be a goal at the next Council meeting to set a date for the first meeting. After that we can see about the three topics. Advised there is a light out on Rt. 100 near MCI. Asked if we put signs along Main St. or does the State? (TM: Yes, we can but we would also need to amend the Traffic Ordinance. That is why I said that I would think about it.) Thanked the department for their monthly reports and found them very interesting.

Councilor Collamore: Thanked the audience for coming tonight. Addressed the clearing of the sidewalks along Main St in front of the Library and along Library St. The cars go way too fast on Library St and the kids have to walk in the road as they cannot walk on the sidewalks. It took 5 days after the second snowstorm last week to get them cleared. My son walks there every day and I would be angry if he were hit because my tax dollars are paying to have them cleared. The roads going to our schools: Somerset Ave, Main St., Library St. and School St. are important roads to have cleared first. I saw the Somerset Ave sidewalks getting cleared mid-day on Sunday and the operator was smoking inside the machine. My tax dollars pay for that machine and the smoke is ruining the interior. That needs to be addressed. We have signs in front of Cianbro saying No Parking This Side of the Street. I saw a car parked way out in the street the other day in front of Bangor Savings bank and I almost hit it going by. Asked to move the sign down in front of the bank. (TM agreed it was dangerous, will review the situation and needs time to think about how to resolve it). Please vote on March 3.

Councilor Nichols: Absent

Councilor Logiodice: The streetlight near the Industrial Park has been fixed. The Wrong Way lights at the Interstate have been out for a couple of days. (TM: We have contacted the MaineDOT in the past and will send MaineDOT an e-mail tonight.)

Councilor Billings: Absent

10. **ADJOURNMENT**

Moved by Deputy Mayor Bolster and seconded by Councilor Collamore to adjourn at 8:30 PM.

VOTE: UNANIMOUS AYE

Michael Feole, Deputy Town Clerk