

MINUTES

for a regular meeting of the Pittsfield Town Council, held on Tuesday, March 5, 2019 at 6:30 PM in the Council Chambers.

PRESENT: COUNCILORS: Mayor Nichols, Deputy Mayor Donahue, Councilor Bolster, Councilor Margolskee and Councilor Billings.

ABSENT: Councilor Stackhouse and Councilor Curtis

Also present: Town Manager Kathryn Ruth, Assistant to the Town Manager Michael Feole

AUDIENCE: Wladimir Ortiz, MCI Students-Nathan, Meaghan and Tessa, Jessica Ouellette, Joe Sanborn, Pete Logiodice, Amber Quint, Ann Mathews, Jim Cianchette, Jennifer Watson, Ron Watson, Jan Laux, Steve Vance, Pete Bickmore, Becka Nadeau, Sarah Lawrence, Donna Dunphy, Carol Vigue, Pete Vigue and Nancy Monteyro.

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 February 19, 2019, a special meeting held on February 19, 2019 and a special meeting held on February 26, 2019.

Moved by Councilor Bolster and seconded by Councilor Billings that the minutes of the meetings held on February 19, 2019 and the meeting held on February 26, 2019 be adopted.

VOTE: UNANIMOUS AYE

4. PRESENTATIONS, CONGRATULATIONS AND INTRODUCTIONS

A. Presentation by Town Manager of Goals in 2018 and 2019.

A brief presentation of the goals completed in 2018 and the goals for 2019 took place. The goals for 2019 are general so that they can be tweaked as needed as we move forward. Focuses are crucial so that the most important projects can be accomplished.

First, I would like to thank the Town Councilors for the evaluation and note that I always learn from all the comments and discussion.

The Town Council decided several years ago that the Town Manager would report on the goals for the each year.as well as accomplishments from last year. Some of the accomplishments of each department including those that I manage are listed in the Budget Package each year and are available as a handout this evening. The Town Manager noted that she did not believe there are any surprises on this list of goal projects for 2019 given our concentration on town infrastructure. It is important to have focuses in this busy world and this community which is surprising much busier than other communities. Requests can come from many levels of government and layers of the State, region and community, which often can be conflicting in nature. In order to have accomplishments, it is crucial to stay focused on the priorities. The Town has made many commitments and needs to follow through on them.

The goals are:

1. Promote Economic and Community Development by placing less emphasis on manufacturing and more emphasis on community development and tourism. The Town had been focusing on manufacturing, financial services, information technology, precision manufacturing and advanced technologies for forestry.
2. Assist the Planning Board and Code Enforcement Officer to review and update the current Comprehensive Plan.
3. Assist the Town Council to implement a new direction for the Town once the Council determines that direction. This goal should mesh with the review of the Comprehensive Plan as the Plan currently has a vision statement in place for the Town. This goal may include workshops, brainstorming and/or a facilitator to determine the direction.
4. Set Employee Action Plans for professional development and enhancement of project management for all Department Heads/Supervisors to assist with work flow and accomplishments.
5. Facilitate the review of opportunities for Water and Sewer System Rehabilitation with the development of a new Paving Plan for the Town involving coordination of the Water/Sewer and Highway staff and Engineering Consultant.

B. MCI Student presentation on Pittsfield Community Clean Up, April 22, 2019 8:00 am -2:00 pm
Jessica Ouellette from HealthySV introduced the students she has been working with from Jobs for Maine's Graduates Program at MCI as well as their adviser Wladimir Ortiz. The students did a fabulous job explaining the overall goal of the Clean Up Day as well as the components for a town-wide clean up. The extent of the work to be completed will be based upon the number of volunteers from the school and community. All of the students in the JMG program will be participating. The students need a few supplies and volunteers. The Recycling Committee will discuss this opportunity. The Town Councilors commended the students on their presentation.

C. Community and Economic Development Activities and Events

PinnacleFest was held on Saturday, March 2, 2019 and was a resounding success.

2019 Sebasticook valley Chamber of Commerce (SVCC) dinner will be held on March 18, 2019 at 5:00PM-8:00PM in the MCI Savage Dining Room.

The 47th Annual Central Maine Egg Festival will be held from July 8, 2019 to July 13, 2019.

A new business has opened in town having acquired approval. The Town welcomes Muddy Waters Outpost which will be renting kayaks.

5. PUBLIC HEARINGS/OLD BUSINESS:

ORDINANCE 19-2: (Public Hearing) The Town of Pittsfield hereby Ordains that Chapter 16 Shoreland Zoning Ordinance, Section 12-C Non-conforming Structures and 12-E Non-conforming Lots be rescinded and the new Section 12-C Non-conforming Structures and 12-E Non-conforming Lots be adopted.

The public hearing was opened by the Mayor. There were no comments for or against the Ordinance amendment. The Mayor closed the public hearing.

Moved by Deputy Mayor Donahue and seconded by Councilor Bolster that Ordinance 19-2 be adopted.

VOTE: UNANIMOUS AYE

5. **REPORTS:**

A. COUNCIL COMMITTEES:

FINANCE- Will be meeting with banks the next few months on the Town's investments.

ORDINANCE-The next meeting will be on Monday, March 18, 2019 at 6:00 pm in Council Chambers.

RECYCLING- Will meet soon on a Wednesday at 4:15 pm on a date to be announced.

B. BOARD AND COMMITTEE UPDATES BY TOWN COUNCILORS AND MANAGER

Communications and Media Committee- Will meet on Monday, March 18, 2019 at 3:00PM in Council Chambers.

Bicentennial Committee- PinnacleFest was a huge success. We have no other events in March but we do have 2 in April; Earth day Clean Up on April 22, 2019 and the Art Show at the UU church from April 26, 2019 to April 28, 2019.

Theatre Committee- Jennifer Watson presented 8 options being considered to help the Theatre stay open through the entire year. The Comedy Show had a wonderful turnout and approximately \$2800.00 was made on Saturday. The next meeting is Wednesday, March 6, 2019 at 6:00 PM in the Council Chambers.

C. TOWN MANAGER'S REPORT

KVCOG is offering an Energy Performance audit for Public Buildings and the Town will be submitting several buildings for review. This will be very helpful.

Maine DOT is taking applications for Culvert repair grants.

There is a program the Town will apply for from Efficiency Maine for LED light replacement grants with 75/25 percent funding and 1- 2-year payback. This is for internal lights for buildings.

6. **NEW BUSINESS:**

RESOLUTION 19-23: Resolved that the Town Council waive the bid policy, Chapter 2, Administrative Code, Section 106, to accept the proposal from Toomey Water Services of North Brookfield, Mass. for a total to not exceed \$9500.00 for a Mi.Net Mobile Transceiver and EZ Reader Map 2 from Mueller Systems for reading water meters.

Moved by Deputy Mayor Donahue and seconded by Councilor Margolskee that Resolution 19-23 be adopted.

The Town Manager explained that the transceiver and reader had to be purchased through an authorized dealer. The current reading system is now 10 years old and the meter reader had failed. It has done well.

VOTE: UNANIMOUS AYE

RESOLUTION 19-24: Resolved that the Town Council Write off Interest on Real Estate Accounts #503; #504; and #2164 in the amount of \$1,272.76 regarding the new owner being advised to hold off on paying the tax bill until the abatement request was processed.

Moved by Councilor Bolster and seconded by Councilor Billings that Resolution 19-24 be adopted.

The Town Manager advised that all of the details on this issue are in the Council's package. She advised that this was a very fair way to address this issue. Councilors agreed that this was only fair.

VOTE: UNANIMOUS AYE

RESOLUTION 19-25: Resolved that the Town Council accept Drug Forfeiture Funds in the amount of \$3,304.00 from Somerset County and authorize the expenditure of those funds to purchase equipment in support of drug investigations.

Moved by Councilor Margolskee and seconded by Councilor Billings that Resolution 19-25 be adopted.

The Police Chief advised that the Sheriff's Office was willing to share the proceeds from the Drug Forfeiture.

VOTE: UNANIMOUS AYE

7. DISCUSSION ITEMS:

1. Council Committee Discussion to include membership review.
It was discussed that the Ordinance Committee would consider adding two resident members to the Finance, Ordinance and Recycling Committees and formalizing the Recycling Committee into the Administrative Code.
2. Pittsfield Economic Expansion Corporation (PEEC) Request for Proposals for Video Production Services to promote the Town. The draft is now complete and will be forwarded to the Town Council for their review with a due date for comments. This project will be funded by PEEC.
3. Paving Plan Discussion on which roads to include in the Paving Plan.
Steve Vance discussed paving. Mayor Nichols suggested Seabasticook Street and Detroit Ave. Councilor Bolster suggested Johnson Flat Rd and Snakeroot Rd. Councilor Margolskee suggested having the Water/Sewer Supervisor and the Public Works Foreman develop a long-term plan since paving includes the W/S planning so that the new roads are not dug up immediately after paving. The Town Manager agreed with Councilor Margolskee's suggestion regarding the paving, water and sewer work as it must be coordinated. It was agreed that the Public Works Foreman will bring back a list of the roads for paving and associated work to get the road/section of road ready for paving for consideration.
4. Maine Town & City magazine Article- Civility 2.0 Discussion.
Holly Williams as well as other department heads will work on training/presentations on Civility. Holly will be speaking to a consultant at the end of the month. The Town Manager indicated that this would be helpful for the community and town.
5. BikeMaine Community Grant Opportunity.
There was a discussion about this opportunity. Although the grant amount is small, it could be beneficial for the parks and downtown. The Town Farm was mentioned as it hosts off road bikers. In addition, the Town has the Recreational Trail under the Interstate that was

formerly the Maine Central Railroad tracks turned back to the Town. The Town Manager will draft a few options and then check with BikeMaine.

6. Project Canopy Grant Opportunity.

There is a grant of up to \$8,000.00 for tree planting and one for planning and education of up to \$10,000.00. Deputy Mayor Donahue talked about a possible project for the Town Farm property. The Town Manager noted that if this project was not viable per the State that tree planting is a wonderful opportunity for replacing our older tree canopy along the roads and is a great opportunity to partner with the schools.

8. REPORTS:

Audience:

Peter Vigue-

- A historic pipe is missing from the back of Hathorn Park. (The Town will look into this to see what may have happened).
- Can we have an update on the Main St. Sidewalk project? (Town Manager - The design work is on hold until the MDOT survey is completed. The Town needs to piggyback onto the design proposed by MDOT so that the sidewalk and road project are coordinated and mesh). The project was discussed. The Town Manager has been checking in with the State on the progress of the survey which was to have been completed last Fall and now is to be completed by late Spring. At this point, the snow needs to melt so that the State can complete the survey).
- I have three town Reports that show property taxes due for deceased people. (Town Manager - The Town Reports have been updated and posted to the website to reflect that either the estates or heirs owe money for personal property or real estate for those who have passed. The office staff will search for records of death going forward when the lists are compiled. She explained that the Town Auditor did not feel that the Balance sheet was overstated as the taxes that could be written off are a small amount when compared to the balance sheet. For some taxes there is an account to write the taxes off to and a schedule can be established. The Town Manager noted that in her report to the Town Council recently she had advised the Council that the Town needed to work on the Personal Property and Real Estate Collections as a priority project for 2019. Three collection letters are scheduled for this year for personal property. There was a discussion about how long to leave the taxes on the books and a plan will be established to address this as part of the priority project.

Ron Watson-

- The Historic Society has updated its by-laws and will be working next on Policies and procedures.
- We will be looking for volunteers and will have more on this subject at the next meeting.

Council:

Councilor Bolster:

- Thanks to the MCI students for their presentation.
- Thanks to the Theatre committee for their hard work.

Deputy Mayor Donahue:

- Thanks to Jessica and HealthySV for helping with the Town Clean up.
- Thanks to the Theatre Committee.
- Can we get an update on the carpet/tile replacement? (Town Manager- Michael and I have been discussing the schedule and will be putting a schedule together. The Town Manager noted that the original schedule had to be discarded when she damaged her leg).
- We had a Maine Cheese Guild meeting and we need clarification on what the rules are for alcoholic beverages in Manson Park. (Town Manager- Advised how the BikeMaine event was handled and that she will review the ordinance to determine if there is a way to open up the park better and allow for proper approvals).

Councilor Margolskee:

- Thanks to Jessica for the Earth Day preparations.
- Thanks to Steve for coming tonight.
- Glad to hear that the Theatre Committee is moving in the right direction, I would suggest an aggressive plan going forward.
- Glad to get the check for the drug arrests.

Mayor Nichols:

- Thanks to the MICI JMG students and Jessica.
- Has no doubt that the Theatre will be safe with all of the hard work being put in.
- Knows it is hard on Donna because it is her job being affected.

Councilor Curtis: Absent

Councilor Stackhouse: Absent

Councilor Billings:

- Thanks to everyone who came tonight and to the Theatre Committee.
- Apologized for mentioning the Historic Society and non-profit.

7. **ADJOURNMENT**

Moved by Councilor Bolster and seconded by Councilor Billings to adjourn at 10:07 PM.

VOTE: UNANIMOUS AYE

Respectfully Submitted By:

Michael Feole, Deputy Town Clerk

Kathryn Ruth, Deputy Town Clerk