

MINUTES

for a Special Meeting of the Pittsfield Town Council, held on Tuesday, February 25, 2020 at 6:30 PM in the Council Chambers.

PRESENT: COUNCILORS: Mayor Heather Donahue, Deputy Mayor Matthew Bolster, Councilor Amanda Collomare, Councilor Peter Logidice, Councilor Debra Billings; and Councilor Timothy P. Nichols.

ABSENT: None

Also present: Town Manager Kathryn Ruth

AUDIENCE: None

1. Mayor Donahue opened the meeting by leading the Pledge of Allegiance.
2. The Council observed a Moment of Silence.
3. EXECUTIVE SESSION

Councilor Nichols moved to enter Executive Session to discuss the duties of the Town Manager pursuant to 1 M.R.S.A. Sec. 405(6)(A), seconded by Councilor Bolster.

VOTE: UNANIMOUS AYE

The Town Council entered Executive Session at 6:35 p.m.

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

VOTE: UNANIMOUS AYE

The Town Council exited Executive Session at 9:26 p.m.

4. ADJOURNMENT

Moved by Councilor Billings and seconded by Councilor Bolster to adjourn at 9:28 pm.

VOTE: UNANIMOUS AYE

Kathryn Ruth, Deputy Town Clerk

MINUTES

for a regular meeting of the Pittsfield Town Council, held on Thursday, March 5, 2020 at 6:30 PM in the Council Chambers.

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

ABSENT: Councilor Timothy Nichols

Also present: Town Manager Kathryn Ruth

AUDIENCE: Ben Hall, Jan Laux and Joe Sanborn

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 18, 2020.**

Moved by Deputy Mayor Bolster and seconded by Councilor Billings that the Minutes of the regular meeting held on February 18, 2020 be adopted.

VOTE: UNANIMOUS AYE

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

One presentation/discussion was held regarding the Joint Town Council/Planning Board Workshop to discuss the Comprehensive Plan and Future Projects

After some discussion, it was agreed that the **Joint Town Council/Planning Board Workshop** would be scheduled for Tuesday, April 28 (with a backup date of Tuesday, April 14) at 6:30 pm in the Council Chambers. The meeting will focus in on 3 areas to obtain input about at community meetings. This will assist in choosing projects to implement in the Comprehensive Plan. There was a discussion at the meeting about the recommendations that the Pittsfield Economic Expansion Corporation (PEEC) had made to the Planning Board in June 2019 to encourage growth in the Town by reviewing the zones and then making changes if necessary; reviewing the subdivision ordinance to see if it is preventing growth; and rezoning land around the Industrial Park to provide for further industrial and/or commercial growth. The Town Manager suggested that these items be discussed at the meeting.

Community and Economic Development Activities and Events

Upcoming Events:

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:

ORDER 20-04: (Tabled) Ordered that the Town Council amend the Transfer Station/Recycling Center User Fee System effective 06/01/2020 for all users and start selling the new stickers on 05/01/2020.

Moved by Councilor Billings and seconded by Councilor Logiodice to remove Ordinance 20-04 from the Table.

VOTE: UNANIMOUS AYE

Moved by Councilor Billings and seconded by Councilor Collamore that Order 20-04 be adopted.

**VOTE: AYE: Mayor Donahue,
Councilor Billings, Councilor
Logiodice and Councilor Collamore.
Nay: None
Abstained: Deputy Mayor Bolster**

RESOLUTION 20-29: (Tabled) 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.

By consensus, it was recommended that this item remain tabled until the project is fully developed.

6. REPORTS:

A. COUNCIL COMMITTEES:

FINANCE: The next meeting is on Thursday, March 12, 2020 at 5:00 pm.

ORDINANCE: The next meeting is on Wednesday, March 11, 2020 at 6:30 pm.

RECYCLING: The committee is discussing combining Arbor Day and Earth day for tree planting with several groups to increase interest.

B. BOARD AND COMMITTEE UPDATES BY TOWN COUNCILORS AND MANAGER

C. TOWN MANAGER'S REPORT

1. Agenda items for the next meeting on Tuesday, March 17, 2020 will include holding a public hearing on the Ordinance to issue 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. The Finance Committee will be meeting on March 12th to review the list of roads recommended to be paved. The Excavator Lease-purchase as well as the purchase of a backhoe will be coming up at the next meeting. We will also be

working on the RFP for Paving which will come to the Council next month as well as reviewing proposals for two smaller truck purchases authorized for bid at the last Council Meeting.

2. The new Town Office hours are Monday, Tuesday, Thursday and Friday, 8:00 am to 5:00 pm; closed on Wednesday. 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. We held the March 3 Presidential Primary and Special State Referendum Election which was surprisingly busy – it was steady all day which was excellent. Our results were posted on the webpage as follows: Approximately 800 residents voted. The Democratic vote was 102 for Biden, 79 for Sanders, 63 for Bloomberg, 41 for Warren and the others had single or no votes. The Republican vote was 285 for Trump. The referendum question received 292 Yes votes and 495 No votes. The next election will be on Tuesday, June 9, 2020 for the State Primary and the Special Town Council District 2 seat. Nomination papers will be available on March 16 and will be due back by April 27 for that seat. The General Election will be held on November 3.

4. 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. The Energy RFQ had two responses so we will be reviewing these over the next few weeks.

6. Board/Committee Vacancies: Airport Committee, Appeals Board, the Board of Assessment Review, the Cemetery Trustees, the Economic Development Committee, the Housing Rehab Loan Committee, the Pool Committee and the 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. The next special event is on April 25, 2020, starting at 7:00 pm- Delicious Drag Divas. Tickets are \$10 and admittance is for those over 15 years of age. On Friday we are showing the movie Bad Boys; the following Friday it will be the Call of the Wild; and after that the movie will be Downhill. The Theatre is looking for volunteers to help out during movies as well as cleaning before the movies. If interested, you can apply online on the Theatre website.

8. The regional meetings have started up which includes the Kennebec Regional Development Authority (KRDA) and the Kennebec Valley Council of Governments (KVCOG). KVCOG's Comprehensive Economic Development Strategy Meeting will be held on March 10th 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*

7. **NEW BUSINESS:**

ORDINANCE 20-01: (To be set to Public Hearing on 03/17/2020) That the Town of Pittsfield hereby ordains the borrowing of up to \$706,000 to finance costs of the paving of public roads and capital improvements in the Town, and in order to raise said amount, general obligations bonds and/or notes shall be issued in a total aggregate principal amount not to exceed \$706,000 and the Treasurer and the Mayor shall determine the date, maturities, denominations, interest rate or rates, place of payment, paying agent

and registrar, form and other details of the Bonds, including the signing and delivery of said Bonds on behalf of the Town. The Bonds shall be executed in the name of the Town by its Treasurer, and countersigned by the Mayor, and be in such form and contain such terms and provisions, not inconsistent herewith, as the Treasurer and Mayor may approve, their approval to be conclusively evidenced by their execution thereof. The Treasurer and Mayor are hereby authorized to provide on behalf of the Town that any of the Bonds may be made redeemable or callable, with or without premium, prior to maturity. The Treasurer, Mayor and other proper officials of the Town be, and hereby are authorized in its name and on its behalf to do or cause to be done all such other acts and things as may be necessary or desirable in order to effect the issuance, sale and delivery of the Bonds hereinabove authorized, including any certificates, and other documents as may be necessary or appropriate in connection with the sale of the Bonds.

Moved by Deputy Mayor Bolster and seconded by Councilor Billings that Ordinance 20-23 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 20-35: Resolved that the Town Council approve the Request for Proposals for Borrowing for the financing of the 2020 Capital Improvement Plan in an amount to not exceed \$706,000 and authorize the Town Manager and Deputy Treasurer to seek bids.

Moved by Councilor Collamore and seconded by Councilor Billings that Resolution 20-35 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 20-36: Resolved that the Town Council Authorize the Town Manager to Execute the Contract to Construct Stormwater Controls for 6-Unit T-Hangar and Apron under the Airport Improvement Program (AIP) Project No. 2-23-0036-01-____-2020 between the Town of Pittsfield and Hoyle, Tanner & Associates (HTA) in an amount to not exceed \$97,000 with the final amount of the project to be approved by the Federal Aviation Administration (FAA) Grant Award and to authorize the transfer and expenditure of PITT#21 (G-1-611-00) Airport Improvement Reserve funding for the project costs prior to grant award and further upon receipt of grant funding from the FAA and MaineDOT, the Airport Improvement Reserve shall be reimbursed.

Moved by Deputy Mayor Bolster and seconded by Councilor Collamore that Resolution 20-36 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 20-37: Resolved that the Town Council appoint Director/s to the Pittsfield Economic Expansion Corporation (PEEC).

The Town Manager presented brief background including a reminder of the mission for PEEC as detailed in the incorporation papers; reviewed the list of current directors; and the history of meetings. After discussion, it was agreed that the Mayor was ex-officio for the Board of Directors so she would not need to be appointed to the Board which saves one seat and that Councilor Debra Billings would be the nominee.

Moved by Deputy Mayor Bolster and seconded by Councilor Billings that Resolution 20-37 be adopted with Councilor Billings name.

VOTE: (4-0-1)
AYE: Mayor Donahue, Councilor Bolster, Councilor Logiodice and Councilor Collamore.
Nay: None
Abstained: Councilor Billings

8. **DISCUSSION ITEMS: N/A**

9. **REPORTS:**

Audience:

Jan Laux: Wondered how much money the Town was saving from all the donated time to the community, such as from the Garden Club that helps make the Town look nice. Stated that the Town should recognize people who serve on the committees. (Town Manager: Explained some of the past recognition events that the Town has held including the volunteer board and committee events). Brought up having an electronic sign like the one outside the Palmyra Town Office. Had researched the cost to be about \$1,000 - \$1,500 which was less expensive than he thought. (Town Manager: Noted that this had been a proposed purchase that was not approved in the last budget. Councilor Billings liked the project. Councilor Collamore suggested having the sign down by the Industrial Park. Deputy Mayor Bolster advised of the cost of the Clinton Sign donated by the Lions' Club which was around \$16,000. The Town Manager will put the sign on the next budget list). Recommended Bump Signs put up by the Frost Heaves.

Council:

Deputy Mayor Bolster: Thanked the Audience. Likes the sign idea, however, it needs to fit in our budget. Perhaps we can get a sponsor. In the monthly report from the Highway Department would like to know how the more expensive winter sand worked out, did it cost a lot more, did it work better or save money? In the Signature folder indicated that the Mayor and Deputy Mayor can be placed on the documents again. Would have recommended that the Pool Committee meet early enough to address the fees this year which can be the new Recreation Committee.

Mayor Donahue: Thanked the audience. Does not support spending \$5,000 - \$10,000 when the Town could use the money for so many other items. If an angel or community group wants to adopt the sign as a project, that would be good. A volunteer appreciation day, tea or picnic would be good. Likes the idea of the Councilors having a Welcome Table at the Egg Festival. Suggested a Volunteer Fair when all the groups are invited to talk about what they do. (Town Manager: Explained some of the past events in which the volunteer groups were invited to talk about their groups; the public was invited to learn about the groups; there would be speakers such as for Recycling; and the volunteers' time was used as a match for grants). The Town limit signs need to be spruced up; it would be good to put the Bicentennial Logo on them and have some on other Routes if approved by the State (Town Manager: This has been on Public Works list to do, however, with all of their projects, will need to move it to another person). Suggested a Welcome Sign at the back entrance of Manson Park coming into Town. Open Farm Day will be Sunday, July 26 and they will be inviting community groups to the farm.

Councilor Collamore: Thanked the audience. Likes the sign idea. Suggested that Councilors take shifts at events such as the Egg Festival to provide Welcome Packages. Advised that we really need to use social media more to engage youth to volunteer and get involved.

Councilor Nichols: Absent

Councilor Logiodice: No Report

Councilor Billings: Thanked the audience. Kathryn is checking with the auditor about the signature stamp. Likes the Sign idea. Likes the Heart of Pittsfield Boards and Committee volunteer book (Town Manager: Attended the HOP meeting to thank them for the book). Recommended that the Town Manager not take minutes at all the Committee meetings as she has other work to do. (Town Manager: Used to take all the meeting minutes, however, now she is covering the Council Committee meetings. For the other meetings, the staff can watch the video of the meetings and create the minutes). Thought this was good and stated to make sure that you do not start up taking all the minutes again.

10. **ADJOURNMENT**

Moved by Councilor Billings and seconded by Deputy Mayor Bolster to adjourn at 8:54 PM.

VOTE: UNANIMOUS AYE

Kathryn Ruth, Deputy Town Clerk

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.