

MINUTES

for a regular meeting of the Pittsfield Town Council, held on Tuesday, March 19, 2019 at 6:30 PM in the Council Chambers.

PRESENT: COUNCILORS: Mayor Timothy Nichols, Deputy Mayor Heather Donahue, Councilor Caleb Curtis and Councilor Debra Billings.

ABSENT: Councilor Robert Stackhouse, Councilor Matt Bolster and Councilor Howard Margolskee.

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

AUDIENCE: Michael Wylie, Pete Logiodice, Jason Hall, Steve Vance, Michael Cianchette, Jef LeRette, Molly Therien, Jim Cianchette, Amber Quint, Ron Watson, Ann Mathews and Pete Bickmore.

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 March 5, 2019.

Moved by Councilor Billings and seconded by Deputy Mayor Donahue that the minutes of the meeting held on March 5, 2019 be adopted.

VOTE: UNANIMOUS AYE

4. PRESENTATIONS, CONGRATULATIONS AND INTRODUCTIONS

A. Community and Economic Development Activities and Events

- Pittsfield Community Clean Up on Monday, April 22, 2019 from 8:00 am – 2:00 pm, times dependent upon the number of volunteers recruited; organized by Maine Central Institute Jobs for Maine's Graduates (JMG)

-47th Central Maine Egg Festival Monday, July 08, 2019 through Saturday, July 13, 2019

-4th Annual Maine Cheese Festival in Manson Park on September 8, 2019.

Noted that the Town was still in the running for a potential Alzheimer's Facility as well as many other towns.

Advised that two projects were under review for 113 North Lancey Street which would be great:

Mead Production and selling mead on site

Brewery and Restaurant

Regarding the Main Street Road Survey and Design project, contact has taken place with MDOT several times in recent history including 3 weeks ago and then last Friday, March 15 resulting in that we should still plan on late Spring 2019 for the survey from the State. We also need their design specifics. It is clear that MDOT continues to be backed up with work, especially with their survey teams. On March 15, the Project Manager did advise that they were again looking at hiring an engineering firm to help. I encouraged this as it will move the surveys that are waiting to be done along. We did receive written requests from MDOT to find out what is on site close to and in the ROW along the properties as a beginning step in the collection of information. Citizens also received these forms which is good and we explained what was going on. We will put a note on the website so that people along Main Street will now what is going on. The written

requests just arrived and we received them for the 6 properties we have along Main Street. Next the engineering consultant for the Town will call and suggest a meeting in the near future to go over what the state would like for a design so that we can gather more information. So, the engineer and I will alternate calls rather than myself calling all the time.

In response to a concern and the fact that new people are involved with the meetings, the letter received from the Town's engineering consultant in December of 2018 on the Main Street Sidewalk Project was read again. Chip Haskell of CES, Inc. wrote:

“Much of our design work will need to be completed hand in hand with the design from the Maine Department of Transportation (MDOT) which begins with their completion of survey work. Per our kickoff meeting in August, the MDOT had planned to complete this survey work in November; however, as of our discussion with Randy Barrows at the end of November, it had not begun. Further, given the weather, it is not likely to be completed until next Spring with their design to follow.

While we could survey it ourselves and begin to design the sidewalk, we need to have a firm understanding of where the MDOT intends to design the roadway, both vertically and horizontally. Our design needs to begin from this foundation otherwise we would be guessing where to locate the sidewalk. It is almost certain that changes would have to be made once the MDOT design is underway. Unfortunately, each time we have to go back to the drawing board it would result in additional costs to the Town. Additionally, with survey work initially planned to be completed by the MDOT, the Town would incur the cost of CES, Inc. completing this work early.

We understand your concern with the schedule, however, we think the Town is best served by allowing the sidewalk design to follow the MDOT design. There are many variables that the MDOT needs to work through that will drive the eventual location of the sidewalk (elevation of the proposed curb, relocation of utilities, open ditch locations, ROW, etc.). Designing the sidewalk first really puts the cart before the horse in my opinion. With the information from MDOT and some level of certainty with their design, we can still have the sidewalk design completed well ahead of the final MDOT design.”

KVCOG CED Meeting – State Bicentennial.

I asked what the Town could do to assist and/or advertise our bicentennial as the State Bicentennial starts on 07/26/2019 and ours is 06/2019. I was advised that we would be experts and should just have all the 2019 events in 2020 again! Seriously, the State's website will be up and running soon and there will be an option to submit information to be listed for events. We will find out when that option starts and participate as much as we can for promotion for the Town's Bicentennial and to promote the State's Bicentennial.

5. PUBLIC HEARINGS/OLD BUSINESS: NONE

6. REPORTS:

A. COUNCIL COMMITTEES:

FINANCE- Interviews will be scheduled with the banks that the Town invests funds with in the near future. The Town Manager will be in contact regarding preferred dates.

ORDINANCE- The Ordinance Committee had a meeting on March 12, 2019 and discussed:

- Chapter 2A: Business Licenses and Permits, Section 211 and Schedule A
- Chapter 6: Offenses-Miscellaneous, Article 15 Rules Governing Manson Park
- Chapter 13: Zoning Ordinance Section 4- Performance Standards, Home Based Enterprise, Home Occupations and Amendment to Tables P & Q to allow Tiny Homes in several districts.

Two items were discussed that need research:

- Chapter 9: Sewer Use Ordinance, Article 5, Section 512
- New Ordinance on Municipal Pesticide use.

RECYCLING- The next meeting will be on April 3, 2019.

B. BOARD AND COMMITTEE UPDATES BY TOWN COUNCILORS AND MANAGER

Bicentennial Committee-No Report.

Theatre Committee- Ann Mathews reported that the Theatre Manager has been on vacation since 2/11/2019. She stated that the Theatre can be run by part time staff. She sent a letter to Mrs. Gray, who has offered to resign but has not made it official with a letter of resignation. She has asked Mrs. Gray for that letter. We have had issues with having enough people at meetings for quorums. She requested that the Town Manager inform them so that the Council will know how to address Mrs. Gray's absence if she does not respond? (Town Manager - I have sent an e-mail and will contact her shortly to determine when the letter can be received. The Town Council would appoint someone in her place after she resigns. The Town Manager advised that when people are absent for long periods of time and a letter is not received, the legislative body sometimes has to remove the individual. She does not think that it needs to come to this and will check to see what is going on.)

C. TOWN MANAGER'S REPORT

1. Theatre Special Events: I was contacted by Cemetery Theatre to have their next movie to be filmed in Pittsfield this summer. The group have a movie scheduled to be presented in the Theatre in April.

2. School Project: I was contacted by the Warsaw Middle School and the sixth grade would like to assist with a Mission Statement. They created four brochures listing the things that they like about Pittsfield and a few suggestions about changes that they would like to see. They used the town website for information gathering.

7. NEW BUSINESS:

ORDER 19- 04: Ordered that the Town Council approve amendments to the Pittsfield Community Theatre Ticket and Concession Prices on the Town of Pittsfield Fee Schedule.

Moved by Councilor Curtis and seconded by Deputy Mayor Donahue that Order 19-04 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 19-26: Resolved that the Town Council Approve the issuance of a parade permit to the American Legion, Post 32 for a Memorial Day Parade on May 27, 2019 and waive the permit fees.

Moved by Councilor Curtis and seconded by Deputy Mayor Donahue that Resolution 19-26 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 19-27: Resolved that the Town Council Appoint members to fill the vacancies on the various Town Boards and Committees.

J. Michael Braley	Renewal	Board of Appeals	Expires 12/31/2021
Stanley Short	New	Board of Ethics	Expires 12/31/2021
J. Michael Braley	New	Board of Ethics	Expires 12/31/2021
Stanley Short	New	Personnel Appeals Board	Expires 12/31/2021
Jim Cianchette	New	Pinnacle Park Board	Expires 12/31/2021

Moved by Councilor Curtis and seconded by Councilor Billings that Resolution 19-27 be adopted.

VOTE: UNANIMOUS AYE

8. DISCUSSION ITEMS:

1. Financial Reports for January 2019:

A. Financial Reports for January 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

B. Other Reports as of 01/31/2019

- Building and Plumbing Permit Reports
- Library Report – Librarian’s and Library Trustees Minutes
- Police Report

DESCRIPTION:

The Town Manager advised of the following:

Budget Expenditure Report: 8.33% of period; 7.9% of municipal; 7.7% municipal, water & sewer (depreciation and transfers done by Auditor so percentage will increase)

Revenue Collections Report: 8.33% of period; 2.5% municipal; 3.4% municipal, water & sewer

Excise Tax Collections Comparison Report: For this period, -\$16,822.44 behind 2018 collections at this time of the year.

State Revenue Sharing Comparison Report: For this period, -\$21,152.17 behind 2017 collections. This account needs to be watched closely in case it falls behind.

The remainder of the Financial Reports are self-explanatory.

2. Financial Reports for February 2019

A. Financial Reports as of 02/28/2019

- 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

B. Other Reports as of 02/28/2019

- Building and Plumbing Permit Reports
- Library Report – Librarian’s and Library Trustees Minutes
- Police Report

DESCRIPTION:

The Town Manager advised of the following:

Budget Expenditure Report: 16.7% of period; 14.9% of municipal; 14.0% municipal, water & sewer (depreciation and transfers done by Auditor so percentage will increase)

Revenue Collections Report: 16.7% of period; 7.6% municipal; 7.2% municipal, water & sewer

Excise Tax Collections Comparison Report: For this period, -\$21,807.32 behind 2018 collections at this time of the year.

State Revenue Sharing Comparison Report: For this period, -\$19,930.83 behind 2018 collections. This account needs to be watched closely in case it falls behind.

The remainder of the Financial Reports are self-explanatory.

3. General Items

A. Water System Update – Advised of the actions taken by the Water Department regarding the recent pressure issue reported by four homeowners. The issue is resolved right now, however, is being studied by Olver Associates for recommendations in case it continues

B. Pittsfield Economic Expansion Corporation (PEEC) Request for Proposals for Video Production Services to promote the Town – Provided an update on the project and that RFPs had been sent out to numerous companies.

C. Town Buildings Submitted for Free Energy Audit Opportunity – The Town’s applications for several buildings have been accepted by KVCOG as completed. The Consultant will be in touch with the Town.

D. Library and Other Departments Forum/Presentation on Civility Update - Advised of the work being done by the Librarian. The Town Manager and Assistant will be attending an upcoming meeting of the Town Manager’s to learn more about this state-wide issue.

E. Legislative Bulletin from the Maine Municipal Association and State News Updates – The Councilors decided that they receive these items already and have enough e-mail. Councilor Billings has not yet received these items so the Town Manager will have this checked into.

9. REPORTS:

Audience:

Michael Wylie- On the day of the Memorial Parade a recruiter from each branch of the service will be setup in PopOnOvers. Inquired if he could still use the Theatre at the end of July to have a conference? It is scheduled for July 28. (Town Manager and Theatre Committee Chair: Yes, you would be able to have it there this year.)

Jim Cianchette- Was on the Theatre committee back 8 years ago. The deficit was \$28,000 and now is \$78,000. Asked if the Committee should have an audit to figure out where the increases were? (Town Manager – Advised no as the Theatre Department is part of the regular Town Audit already. She noted that she could meet with Jim and show him in the budgets or another else as to where the funds are being spent).

Michael Cianchette- Thanks to Colonel Wylie. You represent the American Legion and the Military very well. I hear that Councilor Stackhouse is having issues and I want him to know that he is being thought of and being missed. Thanks to the Theatre Committee. The momentum that you are generating is building up. Expressed concern over the Theatre Manager’s vacation time. Indicated that there was a large piece of expensive equipment used to clear the basketball court at Hathorn Park. We need to use our equipment more wisely.

Steve Vance- Expressed concern over budgets and overtime. When I get into budget constraints and ask employees to take comp time, it builds up. I have 250 hours of comp time and 3 weeks of vacation. I am going to take that time off as it is my time. If someone leaves the budget will get busted paying it out.

Ron Watson- Work has started on the Depot. If you are curious, feel free to contact me. If anyone is interested in learning how to build a museum exhibit let me know. We are looking for a membership coordinator and a secretary for the board.

Council:

Councilor Bolster: Absent.

Deputy Mayor Donahue: The Theatre and Police reports are missing for January and February. (Town Manager - Yes, they were not submitted). Can we have bids put in by email? (Town Manager - Bids are supposed to be sealed until the day and time that they are all opened so that prevents email being used.) Wanted Pika, which was used in Belfast for their marketing, to be contacted on the RFP for the video. (Town Manager, Certainly, we will send out an RFP). Explained that she did not send in any items by the deadline as she had been very busy. My concern is that if the video is produced by the end of May, none of the trees would be leafed-out and it would be shot in mud season. Had a complaint about Sibley Pond Road and the Town went right out and the people making the complaint were happy about the fast response. 3/28 is the next Communications and Media committee meeting. Can we have an alternate while a councilor is out? (Town Manager – Under the current ordinance, it does not appear so. Councilors can call into the Council Committee meetings, however, they cannot vote.) Does not like comp time. If an employee works then we should pay them.

Councilor Margolskee: Absent.

Mayor Nichols: Thanks to everyone for what they do. Thanks to Jim for volunteering. Thank you to the Colonel for coming in. Thanks to Kathryn for all her hard work and that of the staff.

Councilor Curtis: No comments.

Councilor Stackhouse: Absent.

Councilor Billings: No comments.

10. **ADJOURNMENT**

Moved by Councilor Curtis and seconded by Councilor Billings to adjourn at 8:10 PM.

VOTE: UNANIMOUS AYE

Michael Feole, Deputy Town Clerk