

MINUTES

for a regular meeting of the Pittsfield Town Council, to be held on Tuesday, April 16, 2019 at 6:30 PM in the Council Chambers.

PRESENT: COUNCILORS: Mayor Timothy P. Nichols, Deputy Mayor Heather Donahue, Councilor Matt Bolster, Councilor Howard Margolskee, and Councilor Debra Billings.

ABSENT: Councilor Caleb Curtis and Councilor Robert Stackhouse

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

AUDIENCE: Joe Sanborn, Jane Woodruff, Don Woodruff, Pete Logiodice, Ann Mathews, Amber Quint, Maria Farmer, Jerry-Lynn Perkins, Jason Perkins, Shane Grant, Tom Brown, Jan Laux, Michael Wylie, Ron Watson, Mike Leblanc, Michael Lynch, Jennifer Watson, Jim Cianchette, Molly Thieren, Donna Dunphy, Don Chute 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 April 2, 2019.
Amendment: Add "I request the Town Council have a discussion to clarify the purpose and direction of the Town's Committees." to the Communications and Media Committee report.

Moved by Councilor Bolster and seconded by Councilor Billings that the amended minutes of the meeting held on April 2, 2019 be adopted.

VOTE: UNANIMOUS AYE

4. **PRESENTATIONS, CONGRATULATIONS AND INTRODUCTIONS**

- A. Presentation of the Spirit of America Award to Tom Brown:
Tom Brown was selected by the Town Council as the recipient of the Spirit of America Award for 2019. The criteria for the award are "impact, compassion, intensity, longevity and recency" for volunteer efforts. Tom's commitment to the Town and the Pittsfield Historical Society certainly exemplifies these criteria. Mr. Brown has been active in the Pittsfield Historical Society and maintained the records of the Society until 2019. Tom continues to assist with the society's business. Tom has kept the doors of the Depot open for many years on a regular schedule so that all could enjoy the treasures that the Town is so fortunate to have and display.
- B. Presentation by Recycling/Transfer Station Coordinator Don Chute for 2019 Enhancement Projects at the Transfer Station.
Don Chute explained that the Transfer Station needs to be replaced before any serious safety issues should develop in the future. We identified the need in 2016 to start putting funds away to replace the existing structure in the future when the time was right to take on this project. I now have DEP verbal approval to replace this building on the site of the old closed landfill. I have also received verbal approval from DEP to move forward with this project for the Summer/Fall timeline in 2019. The Transfer Station also needs other minor enhancements to stay within its licensing requirements as well. The road access and all road systems within the facility need gravel work and rebuilding. The Town approved \$10,000.00 for the purchase of 1000 cu/yds of gravel to be purchased for this project. The gravel was purchased and is at the Public Works garage ready to be used for this project. The other enhancement is some tree

cutting and loaming/seeding in the minor deviations that exist on the old landfill cap. These need to be repaired this year in order to remain within expected Maine DEP licensing requirements. Donnie had provided an action plan to get these projects done during the Summer/Fall timeline for the year 2019.

- C. 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 Sunday, September 8, 2019 in Manson Park.

Due to the need to concentrate on the theatre to make sure it is properly covered; the Town Manager forego her usual business report.

5. PUBLIC HEARINGS/OLD BUSINESS: NONE

6. REPORTS:

A. COUNCIL COMMITTEES:

FINANCE- The committee will be meeting next week on Tuesday, April 23, 2019 at 3:00 pm. The agendas will be sent out prior to that meeting.

ORDINANCE- The Planning Board has discussed the two items that we sent to them, so we plan to revisit those items at our next meeting, which will be held on Thursday, April 25, 2019 at 6:30 pm. The agenda will be sent out prior to that meeting.

RECYCLING- The Recycling Committee met on April 3, 2019 and discussed the opening of the Reuse Center, which is tentatively set for April 27, 2019 and is being advertised in the Rolling Thunder. We also spoke about Don Chute’s plans for improvements that he discussed earlier.

B. BOARD AND COMMITTEE UPDATES BY TOWN COUNCILORS AND MANAGER

Communications and Media Committee- We have not met since our last report.

Bicentennial Committee- The Earth Day event is next Monday. Thanks to Don and Matt for their help in hosting this event. Thank you also to the MCI JMG students for all of the planning that has gone into this event. The Art show will be held on April 26-28, 2019 at the Universalist Unitarian Meeting House.

Theatre Committee-

Jennifer Watson: Are we supposed to become a non-profit or are we planning to stay with the Town? If we become a non-profit, we need to form another committee to work towards that.

Ann Mathews: Some of us think that we should form another committee to form the non-profit with some people from the Town Council, the community and the Theatre Committee. Some on the Theatre Committee don’t think that it should be the Theatre Committee’s job to start a non-profit. We would like to know what we are supposed to be focusing on here. We are trying to make these plans, but for what?

Councilor Billings: Recommends changing the name to reflect having more than movies such as a Cultural Center so you can apply for grants. A non-profit needs three things - a Mission Statement, a Capital Campaign and a steering committee. Made one clarification that she does not want to see the Theatre go away. Wants it to be doing bigger and greater things and not have the Town fund it.

Mayor Nichols: His own personal opinion is that in the long-term a 501c3 is probably in the cards. In the short-term it needs to be run like a Community Theatre to get through this.

Deputy Mayor Donahue: We should put it up for sale and foster the idea that it become a 501c3. If that means giving it to an organization as an asset that they can leverage, then we should do this.

Ann Mathews: Questioned how we are supposed to make a long-range plan when we don't know if we can stay open? After my last meeting with Kathryn, the budget has been approved for \$100,000. No matter what our revenues are, we cannot spend more than that \$100,000. (Town Manager: Yes, the budget approved by the Council was \$100,366). Thought that we were putting money into a special revenue account and would have access to that money once we ran out of the budget and now, I find out that that is not the case. (Town Manager: No, the Theatre Committee can vote to use the Fundraising money for renovations and repairs).

Amber Quint: Am I correct that we can only use the Fundraising money for repairs and not for things like payroll? (Town Manager: That is correct, the payroll is in the budget).

Michael Lynch: Watched this Council cut the Theatre budget that night without a lot of thought. It was very irritating to me. I came into the Town Office two days later and asked for two years of monthly reports to see if this was a concern that could be made or if it should be shuttered or what the process should be. Six weeks later I received two reams of paper containing every transaction back to 1992. My question is about leadership. I went to the Town Manager looking for information and weeks go by and I get an abundance of information, but it wasn't what I was looking for. We are sitting in the middle of April and we have burned 4 months of a budget that should never have been passed that night. I am asking someone on the council to take some leadership and tell this committee how to get through 2019. There has been no collective discussion by any of the people in the front here. I don't know that we have heard what everyone else thinks on what you would like to see out of a department, which is the Theatre.

Michael Wylie: I started a 501c3 and the one thing that we needed to be successful, and we were, was a vision, a mission of what was going to happen. We need to form a committee to brainstorm "What is our Mission". I would volunteer to be on it. What I found with the Bossov Ballet is that once you had a mission, and some of it was just writing good English, is that you got money.

Shane Grant: It is part of our responsibility that we are hopeful that the Theatre can sustain itself and knowing that we are bringing events to town for people to be able to go see what they don't normally get to go see. We can't compete with the Netflix and Hulu generation so bringing in live performances, your Allison Aimes, Maine-made films or a variety show will bring people into Pittsfield to discover the town. I have been contacted by people all over the state asking what they can do. By capping the budget on the Theatre, you are basically putting a DNR (Do Not Resuscitate) on the Theatre.

Mayor Nichols: Has hope that the Theatre can be saved just like the Library and Pool were saved.

Molly Thieren: Has four quick questions that are all one-word answers: If the Theatre Committee fails and the Theatre closes, who is responsible for the repairs? (Town Manager: It is still the town.) Has anyone

approached the town about buying the building? (TM: Not now, but in the past we had an interested party). How many empty buildings do we have in the downtown right now? (TM: 2 empty spots). How many buildings does the town own right now that we are trying to sell? (TM: None)

Councilor Bolster: If somebody had come to me and suggested that we could raise all of this money and save the theatre, then I wouldn't have suggested to cut the budget. If this had been taken on by the Theatre committee four years ago this may not have happened.

Jane Woodruff: Are there other line items besides the \$6000 bill for the furnace that could be paid for out of the Fundraising account? (Town Manager: We have yearly roof maintenance for approximately \$1500).

C. TOWN MANAGER'S REPORT

- 1-The movies playing in April at the Pittsfield Community Theatre were reviewed. It was also noted that the MCI Spring Jazz Concert took place on Ari 9.
- 2- We have a few volunteer positions available on Town Committees, 1 on the Airport Committee for a term of 3 years, 3 on the Board of Appeals for a term of 3 years, 2 on the Board of Assessment Review for a term of 5 years and 2 alternates for a term of 5 years, 1 on the Board of Ethics for a term of 3 years, 2 on the Housing Rehabilitation Committee for a term of 3 years, 1 on the Pinnacle Park Board for a term of 3 years, 1 on the Pool Committee for a term of 3 years and 2 on the Recycling Committee for a term of 3 years.
- 3-We are now accepting Credit/Debit cards (Visa, Mastercard, American Express and Discover card) in the Town Office with a Convenience fee of \$1.00 for charges under \$40 and at 2.5% for charges over \$40.

Again, I am being brief tonight due to the need to dedicate proper time to the theatre issues.

7. NEW BUSINESS:

ORDINANCE 19-3: (To be set to Public Hearing 5/7/2019) The Town of Pittsfield hereby Ordains to accept all tax year payments of Anna Handley, including interest and lien costs, for the property at 20 Barney Cianchette Road (Map 004, Lot 029-A), the Town having acquired said property as a result of automatic foreclosure of a 2016 property tax lien, recorded in the Somerset Registry of Deeds on June 20, 2017 at Book 5169, Page 209, which matured on December 20, 2018. The Town Council further authorizes the Town Manager to execute a municipal quitclaim deed releasing the Town's interest in said property to Anna Handley.

Moved by Councilor Billings and seconded by Councilor Margolskee that Ordinance 19-03 be moved to Public Hearing.

VOTE: UNANIMOUS AYE

ORDER 19-06: Ordered that the Town Council approve a change in the management position at the Pittsfield Community Theatre from one full time theatre manager to two part time positions to include a theatre manager and assistant theatre manager.

Moved by Deputy Mayor Donahue and seconded by Councilor Billings that Order 19-06 be adopted.

**VOTE: Councilor Bolster-AYE,
Councilor Margolskee- AYE, Deputy
Mayor Donahue- AYE, Councilor**

**Billings- AYE, Mayor Nichols- NAY,
ORDER 19-06 PASSED**

ORDER 19-07: Ordered that the Town Council approve a change in the management at the Pittsfield Community Theatre to one full time theatre manager and one part time assistant theatre manager.

Moved to Table by Councilor Bolster, Seconded by Councilor Margolskee

VOTE: UNANIMOUS AYE.

Moved to remove from Table by Councilor Billings, Seconded by Deputy Mayor Donahue,

VOTE: UNANIMOUS AYE.

Moved by Deputy Mayor Donahue and seconded by Councilor Bolster that Order 19-07 be adopted.

VOTE: UNANIMOUS NAY

RESOLUTION 19-32: Resolved that the Town Council authorize the Town Manager to Execute Amendment #1 to the Standard Services Contract dated June 5, 2018 between the Town of Pittsfield and Plymouth Engineering as agreed in the original contract to work together to define inspection services.

Moved by Councilor Bolster and seconded by Councilor Billings that Resolution 19-32 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 19-33: Resolved that the Town Council Appoint Jim Cianchette to fill the vacancy on the Theatre Committee.

Moved by Councilor Billings and seconded by Councilor Bolster that Resolution 19-33 be adopted.

VOTE: UNANIMOUS AYE

8. DISCUSSION ITEMS:

A. Financial

1. Financial Reports as of 3/31/2019
 - 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
2. Other Reports as of 3/31/2019

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

The Town Manager briefly reported on the Town's financial records as provided to the Town Council.

B. Other Items

1. Pittsfield Economic Expansion Corporation (PEEC) Request for Proposals for Video Production Services to promote the Town:

PEEC Directors reviewed the 2 proposals received which were Black Fly Media at \$13,000 and Media Northeast at \$5,500. To some extent, these are for a bit different service. The PEEC Directors will interview the two proposers. If any of the Councilors have any concerns regarding the proposals or questions, please let me know on or by Monday, 04/22/2019 at 12:00 noon. I do think that we all would like to have a nice video for the Bicentennial, however, there is a lot of concern with making sure we have all seasons represented and not just be updating it with some additional pictures as the seasons change. So, there will be a lot to discuss with the two firms.

2. **BikeMaine Community Grant Opportunity:** We were fortunate to be invited into the Final Application Process for the 5 bike racks to be located at strategic locations in Town.
3. **Project Canopy Grant Opportunity:** After finding out that the current Forest Management Plan the Town has can be updated for \$200-\$250 by the forester and that most of the efforts to put together a trail system would be volunteers, it was clear that Project Canopy was not the right vehicle for that project. We need a facilitator to organize the Forest Management Plan and Trail System. So, we applied for 20 trees to be planted along Main Street, one of our gateways to the downtown. These trees will not be planted right downtown as that was part of the issue with the heaving sidewalk as the root structure was so large.
4. **Town Buildings Submitted for Free Energy Audit Opportunity** – Moving forward, our buildings do qualify.
5. **Library and Other Departments Forum/Presentation on Civility Update** – Moving forward, invites will be sent out when the date is established. This will be free for the Town which is great. Thanks to Holly for pursuing this.

9. REPORTS: Audience,

Michael Lynch- Came to the meeting to see a report of the plowing for the winter but did not find it in the 108-page document for the meeting (TM: We will look into the issue.)

Pete Logiodice- Inquired about plans for the house that burned and is open? (TM: Will speak to the Code Enforcement Officer about it.)

Ron Watson- I brought up in January that the WIFI password should be put on the middle table. I also brought up previously that we have had meetings that have dissolved into circular discussions. In our Charter we have rules that are not being followed. I request that someone in the Town Office get trained as a Parliamentarian. I found 3 things that violated the rules in our Town Charter during tonight's meeting. Insource Renewables had a wonderful event last week. I congratulate them on becoming a Co-op. Thanks to Ms. Baker for her service.

Michael Lynch- I want to ask one more time, there was great pride in this community. Agrees that we want to keep taxes low, but I see tape on carpets. I am not sure that the current leadership is appropriate. Pieces of

the puzzle is coming together. As I sit here as a taxpayer, I own more than one property, we have one councilor who hasn't been here in a while. What are the rules to get the people represented? We are at a crossroads. We are not the attractive community that we were. I live here and see hundreds of cars bringing people to work here every morning and then the same ones leaving every evening. I want to turn this community into one that we all want.

Council:

Councilor Bolster: On how we conduct our meetings – we can't do things back and forth and it just drags out. We have to come up with a way to be respectful. Glad of the work that the Theatre Committee has done.

Deputy Mayor Donahue: I am a firm believer in constructive criticism. Asked Ron what were the things that we did wrong tonight? (Ron: I have to look up the Charter.) I am glad that we are taking Credit cards now. I want to remind everyone to have a workshop at the end of the next meeting to discuss committee duties. If a councilor cannot serve, we can appoint one in their place if they are within 6 months of the end of their term. Congratulations to Tom Brown on the award for his service. MCI is having a Color Run on May 15. We are having a Cheese Guild meeting on the same day. Insource Renewables had a great event. Worked with them on a solar system and can speak to their expertise. On 4/3, I attended a breakfast with a panel on Economic Development which was really interesting.

Councilor Margolskee: Thanks to everyone for coming. Asked about the delay in the water bills, (TM- The meter reader not come in yet. We plan to bill when it arrives, provide a longer time to pay if possible and promote payment plans to those who need them.) I am glad to have a Finance Committee meeting next week. I read a nice article about the Chief.

Mayor Nichols: Thanks to the Theatre Committee for all of the hard work. Everyone lives here and I want to let them speak when they come to our meetings. I am a little lenient in that area. I do not want people walking out of here feeling like they have not been heard. I wish the Theatre luck.

Councilor Curtis: Absent.

Councilor Stackhouse: Absent.

Councilor Billings: Thanks to everyone who came tonight. I am pleased how we voted on the Theatre. I agree we do not have leadership. Something has to change.

10. ADJOURNMENT

Moved by Councilor Billings and seconded by Councilor Margolskee to adjourn at 9:30 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.