

MINUTES

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

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

Also present: Town Manager Kathryn Ruth

AUDIENCE on Zoom: Holly Williams, Paul Bertrand, Nancy Shorey, Ron Watson, Jan Laux, Howard Margolskee and Don Woodruff (for a few minutes).

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 March 17, 2020.**

Moved by Deputy Mayor Bolster and seconded by Councilor Collamore that the Minutes of the regular meeting held on March 17, 2020 be adopted.

VOTE: UNANIMOUS AYE

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

Report on Events:

Our events were cancelled including the Easter Egg Hunt at the Pinnacle scheduled for April 11, 2020; the Prescription Drug Take Back Day with FREE on-site SHREDDING scheduled for April 26, 2020; and the Bike Rodeo put on by Kiwanis that was scheduled for May 9, 2020 due to the world-wide pandemic.

48th 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 22, 2020 was just announced as cancelled due to the COVID-19 pandemic. At this time, a limit of 50 people for any event has been set by the State and our event would have many thousands. Therefore, the 48th Annual Central Maine Egg Festival has been cancelled for 2020. With even more time to plan, the 2021 Annual Central Maine Egg Festival will be even bigger!

5. **PUBLIC HEARINGS/OLD BUSINESS:**

ORDINANCE 20-02: (Public Hearing) That the Town Council hereby Ordains that Chapter 2. Administrative Code, Division 1: Town Council, Article 1. General Rules Governing Council Actions, Section 109. Use of Social Media by Town Councilors be added.

Moved by Councilor Billings and seconded by Deputy Mayor Bolster that Ordinance 20-02 be adopted.

Public Hearing opened by Mayor Donahue.

For: None

Against: None

Public Hearing closed by Mayor Donahue.

Moved by Councilor Billings to amend Ordinance 20-02, section 109 title "Use of Social Media by Town Councilors" to read "Official Use of Social Media by Town Councilors" and in section 109.3, the last sentence reading "It relates to all use of social media, whether inside or outside in an official capacity" shall be stricken, seconded by Councilor Collamore.

VOTE: UNANIMOUS AYE

Moved by Councilor Billings and seconded by Councilor Collamore to adopt Ordinance 20-02 as amended.

VOTE: UNANIMOUS AYE

ORDINANCE 20-03: (Public Hearing) That the Town Council hereby Ordains that Chapter 2. Administrative Code, Division 2: Administration of Town Business, Article 3. Description of Individual Departments Section 600. Public Works Department through Section 603. Public Works Employees be rescinded and replaced with the new Chapter 2. Administrative Code, Division 2: Administration of Town Business, Article 3. Description of Individual Departments Section 600. Public Works Department through Section 603. Public Works Employees and add Section 604. Transfer Station and 605. Recycling Center.

Moved by Councilor Collamore and seconded by Deputy Mayor Bolster that Ordinance 20-01 be moved to discussion.

Public Hearing opened by Mayor Donahue.

For: None

Against: None

Public Hearing closed by Mayor Donahue.

Moved by Councilor Billings and seconded by Councilor Nichols that Ordinance 20-03 be adopted.

VOTE: UNANIMOUS AYE

Moved by Councilor Nichols that the rules be waived to put Ordinances 20-04 to 20-07 together for action, seconded by Councilor Collamore.

VOTE: UNANIMOUS AYE

ORDINANCE 20-04: (Public Hearing) That the Town Council hereby Ordains that Chapter 2. Administrative Code, Division 2: Administration of Town Business, Article 3. Description of Individual Departments, Section 800. Parks and Recreation Department through Section 808. Barbara Fendler Memorial Park (Fendler Park) be rescinded and replaced with the new Chapter 2. Administrative Code, Division 2: Administration of Town Business, Article 3. Description of Individual Departments, Section 800. Parks and Recreation Department through Section 808. Barbara Fendler Memorial Park (Fendler Park) and add Section 804. Funds.

ORDINANCE 20-05: (Public Hearing) That the Town Council hereby Ordains that Chapter 2. Administrative Code, Division 3. Voluntary Town Service, Article 2. Alphabetical Description of Boards and Committees, Section 900. Parks and Recreation Board be rescinded and replaced with the new Section 900. Parks and Recreation Committee.

ORDINANCE 20-06: (Public Hearing) That the Town Council hereby Ordains that Chapter 2. Administrative Code, Division 3. Voluntary Town Service, Article 2. Alphabetical Description of Boards and Committees, Section 1100. Pinnacle Park Board be amended by deleting Section 1100. Pinnacle Park Board in its entirety.

ORDINANCE 20-07: (Public Hearing) That the Town Council hereby Ordains that Chapter 2. Administrative Code, Division 3. Voluntary Town Service, Article 2. Alphabetical Description of Boards and Committees, Section 1300. Pool Committee (Pittsfield Municipal Pool) be amended by deleting Section 1300. Pool Committee (Pittsfield Municipal Pool) in its entirety.

Public Hearing opened by Mayor Donahue.

For:

Paul Bertrand: Great idea.

Nancy Shorey: We are glad that all of the people can work together and help each other out. Now we don't need so many people volunteering, so it's a good idea.

Against: None

Moved by Councilor Billings and seconded by Deputy Mayor Bolster that Ordinances 20-04, 20-05, 20-06 and 20-07 be adopted.

VOTE: UNANIMOUS AYE

ORDINANCE 20-08: (Public Hearing) That the Town Council hereby Ordains that Chapter 11. Pittsfield Public Library Policies, Article 5. Circulation Services Policy, Section 504. Overdue Materials be rescinded and replaced with the new Section 504. Overdue Materials.

Public Hearing opened by Mayor Donahue.

For:

Holly Williams: Advised that she wanted to change how we do fines because sometimes people cannot afford them. It is important for people to return their materials or they return them and then never come back. It is a hardship for some people. This change is just for overdue fines. If somebody loses or damages a book they will still have to repay us.

Against: None

Public Hearing closed by Mayor Donahue.

Moved by Councilor Billings and seconded by Deputy Mayor Bolster that Ordinance 20-08 be adopted.

5. **REPORTS:**

A. COUNCIL COMMITTEES:

FINANCE: No report.

ORDINANCE: No report.

RECYCLING: No report

B. BOARD AND COMMITTEE UPDATES BY TOWN COUNCILORS AND MANAGER

C. TOWN MANAGER'S REPORT

1. Thank you during the civil emergency: I could say so much about the last 1.5 months, however, I would like to thank everyone in the Town for their support of not only the community, our businesses, our organizations and the Town, but also of each other. Information is always changing and evolving as we have not been through a period such as this.

2. Town Office RE-opening: Our town office, as well as town offices across the state fit under the Governor's Phase II opening of June 1. Since the offices shut down at the end of March, we have been looking at the setup in the building and made some plans. Our EMA Director and Public Works crew have been extremely helpful. Bernard reviewed the front office setup which has been totally open with one of the largest counter areas around. Newport Glass was commissioned on April 14 for the ordering of materials including doors to secure the very open town office setup. Public works has been to the Town Office numerous times to work on the area. The installation will need to be scheduled once the materials arrive. The rest of the building is very open, however, congested in areas which means moving items around and channeling flow. Safety Coordinator Donnie Chute has been thinking about this and reviewing since early April. There will need to be a lot of changes made. We have been making appointments with people for services needed and will continue to do that if it is an item that cannot wait for an opening. The staff has been working at home and coming into the office as needed for items that cannot legally, security wise or even logistically be completed at home. We have been talking about shifts for a while leading up to the entire opening. It will be interesting to see what transpires in the next few weeks as the Governor's Re-opening Plan is a work in progress and can change based upon COVID-19. I wanted to advise the Town Council before making any public announcements. The Library and Recreation Departments are also working on their plans.

3. On-line services for Town Business Update: We are excited to report that our application for Rapid Renewal for vehicles was approved and the staff has participated in the State training requirement. Our application was caught up in the effort to have every town in the State have this ability so it took a bit of time. We are now waiting for our account to be activated. Once this happens, you can complete your re-registrations in the convenience of your home or business. For those of you who would like to enjoy your boats, you are already able to complete your re-registrations on-line if you would like. Please go to Boat Registration under on-line services on the Town's website. When Rapid Renewal for vehicles goes live, we will publish this information. For anyone who wants their vehicle re-registration conducted and cannot wait until the civil emergency is over with which allows for 30 more days to do so or for the Town Office to re-open, you can call the Town Office to make arrangements through the mail with either a check or after a credit card transaction over the phone, you can arrange for the re-registration to be sent to you. The on-line services also include options for taxes, utility payments, etc. Our Deputy Treasurer was working on this today with the vendor and State.

4. Transfer Station New Fee System: This was effective June 01, 2020. With the need for people to purchase a new transfer station permit during the month of May and with the Town Office being closed, this was a logistical item. IN addition, if contractors had to pay, this was still an issue. I would recommend putting the New Fee System on the agenda again to re-vise the dates based upon the civil emergency.

5. Proposals in response to our RFP for banking services: This is for the 2nd Capital Improvement Plan Loan authorized by the Town Council for \$706,000 with \$500,000 for paving and \$206,000 for a list of 5 other capital projects was to be received in April. An addendum was issued with a new due date in mid-May 2020. We are about a month later than originally anticipated as you will see when we get to the RFP for Paving. With the civil emergency, people were unable to get around, did not want to go to the Post Office to send the town bids and if Public Works had not yet started road work because it was so wet, there was no reason to issue the loan so that we had to pay more interest.

6. Brush Removal from Storms: Thanked the Transfer Station, Public Works and Fire Department especially Bernard Williams, our EMA Director and Donnie Chute, our Health Officer/Safety Coordinator as well as all of the employees who have been out there working on our extraordinary efforts with the

Spring brush season. Wow – how much brush can you have? With the power outage caused by the storm, torrential rains, so much storm damage, the ground conditions at the Transfer Station and COVID-19, we could not have that amount of brush and trees go straight to the transfer station because people would be very muddy conditions, get stuck and likely not be able to practice social distancing which would not be good. The chipping project which included hire of a pulp truck for the large piles out in the country, was a unique solution. There was a soft opening for the Transfer Station brush pile after over 2 days of work done at the site at the end of April as it was drying out enough from the two back to back storms.

Update on the project from Safety Coordinator Don Chute: For now, Jeff Dewey trucking is done at this time. We have completed Districts 1 and 2 for the second time. We need to finish up District 3 one more time. We will be doing district 4 with the hand crew starting at the end of this week and the week following, Jeff will do all of district 4 with his truck. The hand crews have chipped about 180 tons of chips and 700 tons of brush was done with pulp truck that will be chipped at a later date. This does not include what residents have hauled in themselves. Donnie has a list of people wanting wood chips at the Transfer Station. Besides all the reasons listed above, this was a great project as people could work outside and our recycling statistics will be higher than usual this year from all of the chipped material.

6. **NEW BUSINESS:**

ORDINANCE 20-09: (To be set to Public Hearing on May 19, 2020) That the Town of Pittsfield Town Council hereby ordains the tax anticipation note borrowing for the fiscal year ending December 31, 2020 on the following terms:

Ordered that, pursuant to Section 5771 of Title 30-A of the Maine Revised Statutes, as amended and the Ordinance adopted on the date hereof, the Town Treasurer is hereby authorized and empowered to borrow money from time to time during the fiscal year ending December 31, 2020 in the principal amount or amounts not exceeding \$500,000 at any one time outstanding, in anticipation of the collections or receipts from taxes, by the issuance of tax anticipation notes of the Town, each of which notes shall be designated "Town of Pittsfield 2020 Tax Anticipation Notes." All of such tax anticipation notes, and any extensions, renewals or replacements thereof, shall be signed by the Town Treasurer and countersigned by at least a majority of the members of the Town Council, shall be payable on or before November 1, 2020, out of money raised by taxation during the fiscal year ending December 31, 2020 shall bear interest payable at maturity at a rate determined in the manner as approved by the Treasurer, and shall contain such other terms and provisions, not inconsistent herewith, and be in such form, as shall be approved by the officers signing the same, whose approval shall be conclusively evidenced by their execution thereof, and

Be It Further Ordered that the Treasurer is hereby authorized to award the notes to such person or entity as approved by the Town Council, such approval to be conclusively evidenced by the execution of the 2020 Tax Anticipation Notes; and

Be It Further Ordered that the notes authorized by the foregoing are hereby designated as qualified tax exempt obligations for purposes of Section 265(b) of the Internal Revenue Code of 1986, as amended, and

Be It Further Ordered that the Treasurer of the Town be authorized to covenant with the purchasers of the notes on behalf of the Town and for the benefit of the holders of the notes, that the Town will take whatever steps, and refrain from taking any action, as may be necessary or appropriate to ensure that interest on the notes will remain free from federal income taxes, including without limitation, the filing of information returns and reports with the Internal Revenue Service and the payment of any rebate due to the United States of America.

Moved by Deputy Mayor Bolster and seconded by Councilor Billings that Ordinance 20-09 be set to Public hearing on 05/17/2020.

VOTE: UNANIMOUS AYE

RESOLUTION 20-41: Resolved that the Town Council call a Special Election for Councilor-District 2 on Tuesday, July 14, 2020 and approve that nomination papers for Councilor-District 2 be made available on May 6, 2020 and that the filing deadline for said nomination papers will be May 29, 2020 at 5:00 pm, as the first call for a Special Election and nomination paper deadlines were vacated by the Governor's Proclamation of a Civil Emergency and the health crisis

Moved by Councilor Collamore and seconded by Deputy Mayor Bolster that Resolution 20-41 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 20-42: Resolved that the Town Council Accept the proposal of PCS of Skowhegan, Maine in an amount to not exceed \$16,850.00 for the Fire Station Masonry repointing/replacement and to authorize the Town Manager to execute all necessary paperwork including the Town's Standard Services contract for the project.

Moved by Councilor Billings and seconded by Deputy Mayor Bolster that Resolution 20-42 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 20-43: Resolved that the Town Council Accept the proposal of PCS of Skowhegan, Maine in an amount to not exceed \$12,480.00 for the Municipal Building Masonry wash, seal and repointing and to authorize the Town Manager to execute all necessary paperwork including the Town's Standard Services contract for the project.

Moved by Councilor Billings and seconded by Deputy Mayor Bolster that Resolution 20-43 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 20-44: Resolved that the Town Council Accept reject all bids received for the Municipal Building Masonry Walkway Replacement as they were substantially over budget and to authorize the Public Works Foreman to determine and implement a solution to the back entranceway which may include having the Public Works Department dig out the brickwork and have material put in place for a walkway.

Moved by Councilor Billings and seconded by Councilor Nichols that Resolution 20-44 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 20-45: Resolved that the Town Council approve the Request for Proposals for the 2020 Road Paving Program and authorize the Town Manager and Public Works Foreman to seek proposals for same.

Moved by Councilor Billings and seconded by Councilor Logiodice that Resolution 20-45 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 20-46: Resolved that the Town Council authorize the Librarian to apply for a Maine Public Library Fund grant in the amount of \$700 and to authorize the acceptance and expenditure of the grant funds.

Moved by Councilor Billings and seconded by Councilor Nichols that Resolution 20-46 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 20-47: Resolved that the Town Council authorize the Town Manager to apply for a grant from the Federal Aviation Administration (FAA) in the amount of up to \$30,000 under the Coronavirus Act, Relief and Economic Security Act (CARES Act) and upon award to execute all paperwork on behalf of the Town of Pittsfield and authorize the expenditure of those funds for same.

Moved by Councilor Billings and seconded by Deputy Mayor Bolster that Resolution 20-47 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 20-48: Resolved that the Town Council authorize the Town Manager to apply for a grant from the Federal Aviation Administration (FAA) in the amount of \$334,890 and the Maine Department of Transportation (MaineDOT) in the amount of \$18,605 with a 5% match from the Town of \$18,605 for a total project of \$372,100 for the Construct Storm water Controls for 6-Unit T-Hangar and Apron at the Pittsfield Municipal Airport under Airport Improvement Program (AIP) Project No. 3-23-0036-xxx-2020; if such project qualifies under the CARES Act, then the federal share of costs shall increase; and upon award to execute all paperwork on behalf of the Town of Pittsfield and authorize the expenditure of those funds for same.

Moved by Deputy Mayor Bolster and seconded by Councilor Nichols that Resolution 20-48 be adopted.

VOTE: UNANIMOUS AYE

7. **DISCUSSION ITEMS:**

- A. Department Reports for 03/31/2020
 - Accomplishments/Achievements
- B. Financial Reports as of 03/31/2020
 - 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

The Town Manager advised of the following:

Budget Expenditure Report: 25.0% of period; 21.0% of municipal; 19.3% municipal, water & sewer (depreciation and transfers done by Auditor so percentage will increase)

Revenue Collections Report: 25.0% of period; 15.7% municipal; 14.0% municipal, water & sewer
Excise Tax Collections Comparison Report: For this period, we are +\$39,986.12 ahead of 2019 collections at this period of time. For January, we were +\$16,421.35 ahead of 2019 collections at this time of the year.
State Revenue Sharing Comparison Report: For this period, +\$37,163.20 ahead of 2019 collections.
This account needs to be watched closely in case it falls behind. It worked out well this year.
The remainder of the Financial Reports are self-explanatory.

8. **REPORTS:**

Audience:

Ron Watson: His first impressions of the meeting is that it went really well. He did not have connection issues and voices were clear. He thanked the Town for the hard work that went into sitting this up noting that new items are always challenging. For the nomination papers under Resolution 20-41, he wonders if there is a way to have an electronic secure system utilized rather than having a sheet of paper travelling around town being touched by many people. (TM: We will look into this. She did not see this ability in the Governor's Proclamations that changed the law on the nomination papers yet. It is a good point).

Council:

Deputy Mayor Bolster: No report this evening.

Mayor Donahue: A lot of people have told her that they really appreciated the cleanup. Thanked Donnie and Bernard. Noted she is glad about the transition to online services. Thanked the staff who has had to deal with the transition of being at home and get used to moving back and forth to the office. She was called that the meeting information was not in the Rolling Thunder. (TM: Advised we have not put meeting notices in the Rolling Thunder for over 10 years now because it is a weekly and we have to use the daily paper). Inquired if the pool or theatre will be open this summer? Wants the Committees to decide before the next meeting. Great news about Puritan Medical products coming to town for their expansion. Thanked General Dynamics and Cianbro for all of their work. Believes people in this community are resilient and has seen people helping each other which is one of the things that makes Pittsfield a special place. Mentioned our full-time officers had a vote of no confidence in the Police Chief. Saw a report the Town had done that the Council was not privy to before it was made public. It was eye opening. Received a lot of comments and letters in support of the Police Chief from the District Attorney's office, the Sherriff and every Police Chief in the district. She was on the committee that selected him and believes he has made a lot of changes and done a lot of good for the Town. When someone takes over for a Chief who was here 20 years it is difficult. He is not perfect. It is a different environment than he was in before. Voiced her support for the Chief personally and hopes there is a way that they can work together. Asked if we planned to hire a replacement for the police employee who resigned. Will we use the staffing agency going forward? (TM: She is waiting for information from the staffing agency as there are discrepancies in the work being done and timesheets. The Town used a staffing agency as there were few people looking for work. Advised that this has just not worked out and she will not be using the agency again. It does not seem that they do not do enough of a background check. We need to hire ourselves.). Had complaints about the fire department training vehicles by the Re-use center and indicated they need to be removed. Wanted to know what was going on with the Somerset Avenue property with all the ladders. (TM: Reported at the last council meeting that we had a response from one of two property owners. Since the one on Somerset Avenue ignored the Town, this will be handled by the Town's Attorney through the new Codes Enforcement legal account. Advised that due to COVID-19, the courts are not taking cases of this type now, however, we can get it ready).

Councilor Collamore: Indicated that she wanted to find out who was on the Planning Board on the town website due to the new solar farm project coming up and it was not listed. Advised of a conflict between their deed as an abutter to the project and the project's deed. (TM: Advised that the Code Enforcement

Officer can assist with that project. Indicated that a lot of information was taken off when the Committee met to recommend changes to the website to streamline it. Agreed that it was important and will have it put back on). Congratulate the Pittsfield Police Department for receiving the grant for new equipment/software so they no longer have to hand write tickets. Hopes that it will offset the costs to purchase the tickets. Thanked the cleanup crew. She was excited to come out of my house and see them come after that second storm because she had two more trees! Thanked everybody joining the meeting remotely. Believes this will be the norm for a while. Recommended that we use our Facebook page to share the Zoom information.

Councilor Nichols: I have good news and bad news. The bad news is that the tannery in Hartland is closing, which is really a shame. I understand with the way that things are going that it could not go any further. The good news is that a business is looking at making medical products in the former UTC Building owned by Cianbro. This is great news for the Town. (TM: That building is an ideal location.). Advised that Jerry Williams, who did auto repair for decades out of the mill, passed away. He will be missed. Believes that this meeting went well with all that is going on. Believes that things will come back with a vengeance and get back to normal. Thanks to all of the town employees for all of the work that they have done. Advised the Town Manager that the grants for the airport will be fantastic. Takes his hat off to the Highway Department, Bernard Williams, Donnie Chute and everybody who chipped the debris. Most towns would not have done that. Most people are grateful and appreciate how hard the town's crew works.

Councilor Logiodice: Glad to see Cianbro appeared to make use of the UTC building. Had somebody ask about the town's recycling bin? (TM: We announced on Facebook and the website that we had to remove the recycling bin. It had unmentionable items thrown in it along with trash. It was not safe for customers or staff. This was especially a problem due to the pandemic. Hopefully it will be back in a while).

Councilor Billings: Commented that that this meeting went very well. Agrees with Amanda that ZOOM that it will probably be the norm for quite a while. Thanked Kathryn for not reading every word in your report and appreciated it. Advised she is impressed with all of the grant money that we are eligible for on the agenda this evening. Is looking forward to seeing more paving.

9. ADJOURNMENT

Moved by Councilor Nichols and seconded by Councilor Billings to adjourn at 8:57 PM.

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.