

MINUTES

for a regular meeting of the Pittsfield Town Council, to be held on Tuesday, May 7, 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, Councilor Caleb Curtis and Councilor Debra Billings.

ABSENT: Councilor Robert Stackhouse

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

AUDIENCE: Joe Sanborn, Amanda Collomore, Ann Mathews, Michael Gray, Jan Laux, Michael Wylie, Wladimir Ortiz, Jessica Ouellette, Tessa Murphy, Megan Frias, Scott Noble, Michael Leblanc, Denise Savage, Connie Cummings, Pete Bickmore, Pete Logiodice, Molly Thieren and Amber Quint

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 16, 2019.

Moved by Councilor Bolster and seconded by Councilor Curtis that the minutes of the meeting held on April 16, 2019 be adopted

Moved to table by Councilor Billings and seconded by Deputy Mayor Donahue to add the Theatre discussion and comments made.

VOTE: UNANIMOUS AYE

4. **PRESENTATIONS, CONGRATULATIONS AND INTRODUCTIONS**

A. Viewing of the Pittsfield Water Works Historical Infrastructure: Two pieces of the Town's Water Works History were on display.

B. Review of the Town Council Rules of Procedures by Mayor Timothy P. Nichols and Councilor Debra Billings: The Mayor and Councilor Billings discussed the Town Council Rules of Procedure and the need to more closely follow them.

The Mayor was pleased to make presentations as follows and called all individuals up front to receive their certificates:

C. Town of Pittsfield commendation certificate to commend Animal Control Officer (ACO) Connie Cummings, Pittsfield Police Department for her dedication to duty to help secure horses that had been left in cold weather with little or no shelter.

Certificate to commend Jessica Ouellette, Northern Light Health, SVH Drug Free Communities Project Coordinator, for her outstanding efforts coordinating Earth Day activities.

Presentation to Maine Central Institute Jobs for Maine's Graduates (JMG) Students on the Planning Committee for the Pittsfield Community Clean-up Day: Megan Farias, Tessa Murphy, and Nathan Torres.

D. Community and Economic Development Activities and Events

Events:

-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.

Certificates for New Businesses:

Pittsfield Medical Center at 105 Main Street by Dr. Alexandra Idenburg, M.D.

Decked out Skateboards at 145 Hartland Avenue by Jacob Hinsch

Sebasticook Trading Center at 1457 Main Street by James Martin, Jr.

Promotion of Businesses that recently opened:

Muddy Waters Outpost owned by Bob and Hope Wilbanks has opened at 107 Waverly Avenue for the rental of kayaks.

Central Maine Motors on Main Street and Amanda Sarples has opened Gracielyn Photography.

Suzy Morton's new Flower and Gift Shop called The Flower Studio is at 117 Somerset Plaza.

Holly Zadra's yoga studio Sundew Studio is located at 113 North Lancey Street.

Dental Lace's new packaging/fulfillment center for on-line orders is located here on Main Street. Dental Lace has been chosen as one of the 7 companies to be featured at the Maine International Trade Center's Global Event. Dental Lace is located in Scarborough and Pittsfield.

Projects: Excellent news with the Main Street Sidewalk Project with the surveyors showing up the third week of April and again this week. We are awaiting a report on what they have found to date and to see if the projected timeframe for their results is still around mid-June as originally indicated being two (2) months for the survey to be completed. We did ask as people are anxious to work on the sidewalk project if we could have information at appropriate intervals, for example for a portion of the project at a break a way point. It is good that MDOT is able to focus on this project now. Once we know the timeframe for the information to be available for design work, we can have the committee start meeting on the Main Street Project.

Entities: Economic Development- Pittsfield Economic Expansion Corporation (PEEC):

For PEEC, I had noted that if we got into a pinch at the last Town Council Meeting and need to have a 501c3 for an economic or community purpose such as a grant, that we could use PEEC to file the application. We would not use PEEC to run the Theatre because if PEEC ran the Theatre, it would be the same as the Town running the Theatre. If you wish for the Theatre to be on its own, you would not use PEEC. PEEC could apply for a grant or foundation funding if something came up in the interim, however, it would not apply for all of the funding needed for the Theatre. It is available in case an opportunity arises until we figure out what is taking place in the future. The Town Manager explained the regulations including the purpose of PEEC as well as reviewed parts of the by-laws. Directors discussed how PEEC functions.

5. PUBLIC HEARINGS/OLD BUSINESS:

ORDINANCE 19-3: (Public Hearing) 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.

Public comment for: None.

Public comment against: None

Moved by Councilor Billings and seconded by Councilor Bolster that Ordinance 19-03 be adopted.

VOTE: UNANIMOUS AYE

5. **REPORTS:**

A. COUNCIL COMMITTEES:

FINANCE: Procedures to finance the paving program and the capital improvement projects were discussed at the last meeting - the Maine Municipal Bond bank versus financial institutions and how to leverage each were discussed. The next meeting is scheduled for May 16, 2019.

ORDINANCE: A meeting was held on April 25, 2019 and language changes on ordinances for Manson Park, building ordinances and licenses and permits were discussed. Two ordinances from the planning board were discussed. The ordinance for the pesticide ban and the ordinance for moving the Transfer Station and Reuse departments out of the Public Works department were also discussed.

RECYCLING: The committee met May 5, 2019. Thanks to everybody who helped on earth Day. The Reuse center opening was reviewed along with the Recycling Brochure, the Composting Action Plan and Project Canopy. The next meeting is planned for June 5, 2019 at 4:00 PM.

B. BOARD AND COMMITTEE UPDATES BY TOWN COUNCILORS AND MANAGER:

Communications and Media Committee: We have not met again. We need clarification on our duties and scope.

Bicentennial Committee: May is for our Tours and Open Houses. We plan to have a finalized schedule ready for the next Town Council meeting.

Theatre Committee: Ann Mathews spoke noting we are holding more events. Many volunteers are helping with the Spaghetti Supper and we are planning to have a Theatre Camp for kids this summer. We plan to coordinate with the Recreation Program to put on a talent show. Do we have answers about how to address the budget? (Town Manager: I spoke to some of the councilors about this and addressed it with you in two emails as well as earlier tonight. There is a method we can utilize other money which can be set up in special revenues. I would like to go through the budget with the committee to see which items the Committee would like to move out of the budget. I have not changed the budget from the original one that I had to setup quickly after the reconsideration meeting in anticipation that we may need to revise it. Once the Committee decides on what it would like to raise funds for, we will realign the budget and post the new budget. Then we will have a new account under Special Revenues where they will raise money and spend money just like we do with some of the other projects. Legal has approved this. Ann Mathews: Discussed the applications being accepted for the Manager and Assistant positions (Town Manager – As advertised, applications will be accepted until the positions are filled. The Committee had been invited to assist with interviews and the Town Manager will come up with a schedule that works for all who would like to do so).

C. TOWN MANAGER'S REPORT

1. Had announced at the Finance Committee Meeting last evening that Robert Stackhouse is now able to get around and will be at the next Town Council meeting on May 21, 2019. While the Town Manager has kept him updated, he and the Town will be happy to have him back attending Council meetings and other meetings.
2. The fire damaged home has been boarded up in the front by the Town and fire safety ribbon put around it. The insurance company has been contacted. Thanks to Pete Logiodice for reporting this.
3. The Senior Citizens Club sends their thank you for the \$1000 that the town contributed for their activities.
4. The Town was thanked for providing the opportunity for JMG to participate in the town clean-up.

6. NEW BUSINESS:

ORDINANCE 19-4 (To be set to Public Hearing on 05/21/2019) That the Town of Pittsfield hereby Ordains that the Chapter 6, Offenses – Miscellaneous, Article 15, Rules Governing Manson Park be rescinded and the new Chapter 6, Offenses – Miscellaneous, Article 15, Rules Governing Manson Park be adopted.

Moved by Councilor Billings and seconded by Councilor Curtis that Ordinance 19-04 be moved to Public Hearing.

VOTE: UNANIMOUS AYE

ORDINANCE 19-5 (To be set to Public Hearing on 05/21/2019) That the Town of Pittsfield hereby Ordains that Chapter 2A. Business Licenses and Permits, Article 2. Licenses, Section 211. Transient Seller of Consumer Merchandise and Lunch Wagons be rescinded and the new Chapter 2A. Business Licenses and Permits, Article 2. Licenses, Section 211. Transient Seller of Consumer Merchandise and Lunch Wagons be adopted.

Moved by Councilor Bolster and seconded by Councilor Billings that Ordinance 19-05 be moved to Public Hearing.

VOTE: UNANIMOUS AYE

ORDINANCE 19-6 (To be set to Public Hearing on 05/21/2019) That the Town of Pittsfield hereby Ordains that the Chapter 2A. Fee Chart be rescinded and the Chapter 2A. Fee Chart be adopted.

Moved by Councilor Margolskee and seconded by Councilor Billings that Ordinance 19-06 be moved to Public Hearing.

VOTE: UNANIMOUS AYE

RESOLUTION 19-34: Resolved that the Town Council waive the bid policy, Chapter 2, Administrative Code, Section 106, to accept the proposal from F. A. R. & Beyond Lawncare Services to continue with the same pricing as in 2018 for the Roadside Mowing: Departments Mowing and Pittsfield Municipal Airport Mowing and add trimming of the fence at the Sewer Treatment Plant at \$450/trimming; and to authorize the Town Manager to execute the contracts for said work with the same conditions as were in place for the years 2014-2018.

Moved by Deputy Mayor Donahue and seconded by Councilor Margolskee that Resolution 19-34 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 19-35: Resolved that the Town Council waive the Bid policy, Chapter 2, Administrative Code, Section 106, to accept the proposal from Hegarty Plumbing and Heating Inc. of Buxton Maine for a total to not exceed \$7,030 to replace the submersible pump end.

Ann Mathews questioned if no one else put in a bid on this? Scott Noble indicated that they are the only ones qualified to do this type of work in our area and we are lucky to have them.

Moved by Councilor Billings and seconded by Deputy Mayor Donahue that Resolution 19-35 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 19-36: Resolved that the Town Council Approve the request for Proposals for the 2019 Road Paving Program and authorize the Town Manager and Assistant Water/Sewer Superintendent to seek proposals for same.

Michael Gray asked why the Assistant Water/Sewer Superintendent is named on this? The Town Manager advised that the Public Works Foreman is away and Scott is assisting.

Amanda Collomore asked how the roads were picked? The Town Manager advised that the staff chose roads which did not require a complete reconstruction. The Town Manager agreed with Ms. Collomore that Library Street requires reconstruction which includes water and sewer. She explained that we are putting together a new capital improvement plan for the road work.

Moved by Councilor Billings and seconded by Councilor Margolskee that Resolution 19-36 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 19-37: Resolved that the Town Council Approve the issuance of a parade permit to Wladimir Ortiz for a 5K Run/Walk Fundraiser for Yemen- OM Project on June 15, 2019 at 9:00 am and waive the permit fees.

Moved by Deputy Mayor Donahue and seconded by Councilor Bolster that Resolution 19-37 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 19-38: Resolved that the Town Council Appoint Nicole Nickolan as Warden and Michael Feole, Michelle Hopkins and Emmalee Reed as Deputy Wardens for the June 11, 2019 MSAD #53 Budget Referendum from 11:00 am to 4:00 pm.

Moved by Councilor Curtis and seconded by Councilor Billings that Resolution 19-38 be adopted.

VOTE: UNANIMOUS AYE

7. **DISCUSSION ITEMS:**

A. Brief updates and/or discussions will take place on the following items:

1. Committee and Board Purpose and Responsibilities:

Ad Hoc Communications and Media Committee (established on January 02, 2018 as Ad Hoc Council Committee on Cable; appoint two Town Councilors and the Town Manager to the Committee with one Councilor to serve as Council Liaison and the Town Manager as staff; and task the Committee to bring back an Action Plan to enhance cable and programming for the community). There was a lengthy discussion regarding whether the committee should be a Council Committee or a standing committee as well as to the function. The staff will bring back information at a later date about functions for Communications Committees for background information.

2. Pittsfield Economic Expansion Corporation (PEEC) Request for Proposals for Video Production Services to promote the Town: PEEC will be interviewing: One Councilor responded regarding their preference for the company to be chosen from review of the bids received which was the Black Fly Media.

3. Airport Capital Improvement Plan Update: The Town through its Fixed Base Operator/Airport Manager and myself as Airport Manager for grants/capital will be heading down in June for our 2019-2020 Capital Improvement Plan of which we sincerely hope that more funding can be put away toward the hanger. The Site Location Development Permit application which was a book to review and certainly a lot of work to put together for the engineers was filed and we provided some additional information. It looks like we may need another

4. LED Incentives for Town Buildings: The Town will qualify for 75% rebate on LED Lights being exchanged out so we will continue to put the information together and see how many buildings we can get better lighting in terms of enhancement.

5. Town Buildings Submitted for Free Energy Audit Opportunity Update: Michael had good news from the KVCOG Consultants on just how many buildings can be reviewed and streetlights can be involved. We are going to check on the parking lot lights too. So all good news.

8. **REPORTS:** Audience,

Jan Laux: The Summer Concert series starts July 18, 2019 on Thursday nights at 6 pm saying “This concert is brought to you by...” because we have some larger sponsors. Believes the Bicentennial has the potential to drive economic development for the town. On May 22, 2019 we will have a preview of the Bicentennial at Dysarts and need help especially the week of the 19th.

Pete Logiodice- On School St. there are a couple of open areas with 1 near Warsaw and 1 at the other end. (The Town Manager thanked him for advising and will have staff take care of these water issues).

Council:

Councilor Bolster: No report

Deputy Mayor Donahue: Discussed setting a date for the Council’s first workshop which will be June 25, 2019 at 6:30 pm about the Theatre. Congratulated the JMG Students and Jessica Ouellette for Earth Day. Advised that the crosswalks on Main Street are non-existent and were not painted until Fall last year. Indicated that the Theatre Committee never got an answer from the Council about where we want them to go. We can’t wait until October/November to decide. We hosted the Cheese Guild Saturday and went to the park after the meeting. The Guild is so impressed with the park as the site of the Festival. Thanked Jane for putting in vinca vines at the Industrial park. The Bicentennial Facebook has a nice chart on the schedule. I had a resident ask about an Ordinance Change about Columbus Day becoming Native People’s Day. Open Farm Day is Sunday July 28, 2019 across the state.

Councilor Margolskee: Kudos Jessica Ouellette and the students of JMG for their job on Earth Day and kudos to Chief Bickmore and Mike Cray for bringing Jan Laux around town in the cruiser. Happy that the Main St. project is moving ahead. Indicated that the former Town Manager's residence on Somerset Avenue should be condemned.

Mayor Nichols: Thanks to people who helped on Earth Day. Thanks to the new businesses in town. The property on Somerset Avenue is an eyesore. Glad that they are looking into the use of pesticides.

Councilor Curtis: No report.

Councilor Stackhouse: Absent

Councilor Billings: I've been meeting with Kathryn and volunteering in the Town Office. I have the list that was given to Public Works from Jane and indicated that Public Works could not do all of this (Town Manager noted that some of the items listed are done each year by the department). Thanks to everyone for coming and to the Councilors. Wants to have regular workshop meetings once a month where we can hash over issues rather than extensive discussions at these meetings.

9. **ADJOURNMENT**

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

VOTE: UNANIMOUS AYE

Michael Feole, Deputy Town Clerk