

MINUTES

for a regular meeting of the Pittsfield Town Council, to be held on Tuesday, May 21, 2019 at 6:30 PM in the Council Chambers.

PRESENT: COUNCILORS: Mayor Timothy Nichols, Deputy Mayor Heather Donahue, Councilor Matthew Bolster, Councilor Howard Margolskee, Councilor Robert Stackhouse , Councilor Caleb Curtis and Councilor Debra Billings.

ABSENT:

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

AUDIENCE: Ann Mathews, Michael Cianchette, Brad Fisher, Jeanne Bouvier, Blake Bartlett, Brian Sullivan, Jan Laux, Amber Quint, Michael Lynch, Jerry-Lynn Perkins, Jason Perkins, Jen Watson, Ron Watson, Michael Leblanc, Donna Dunphy, Denise savage, Pete Bickmore and Michael Gray.

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 and May 7, 2019.

Moved by Deputy Mayor Heather Donahue and seconded by Councilor Debra Billings to move the Minutes from April 16, 2019 from the Table.

VOTE: UNANIMOUS AYE

Moved by Councilor Debra Billings and seconded by Deputy Mayor Heather Donahue to adopt the Minutes from April 16, 2019.

VOTE: UNANIMOUS AYE

Moved by Deputy Mayor Heather Donahue and seconded by Councilor Howard Margolskee to Table the Minutes from May 7, 2019.

VOTE: UNANIMOUS AYE

4. **PRESENTATIONS, CONGRATULATIONS AND INTRODUCTIONS**

- A. Presentation on Movie Filming at Hathorn Park by Jason Perkins.
- B. Presentation on the Future of the Pittsfield Community Theatre by Jerry-Lynn Perkins.
- C. 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.

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

ORDINANCE 19-4 (Public Hearing) 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of Pittsfield hereby Ordains that the Chapter 6, Offenses – Miscellaneous, Article 15, Rules Governing Manson Park be rescinded and the new Chapter 6, Offenses – Miscellaneous, Article 15, Rules Governing Manson Park be adopted.

Public Hearing opened by Mayor Timothy Nichols

Public comment for:

Michael Cianchette: Can we get a brief description of the changes?

Town Manager-The Rules to be rescinded state that no person in Manson Park be inebriated and no alcohol be allowed within the Park. The changes would allow for alcohol within the Park if the area is cordoned off and it was being served by an operator who was duly licensed and followed the laws of the state.

Public comment against: None

Public Hearing closed by Mayor Timothy Nichols

Moved by Councilor Debra Billings and seconded by Deputy Mayor Heather Donahue that Ordinance 19-04 be adopted.

VOTE: UNANIMOUS AYE

ORDINANCE 19-5 (Public Hearing) 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.

Public Hearing opened by Mayor Timothy Nichols

Public comment for:

Michael Cianchette- Can we get a brief description of the changes?

Town Manager: The rules stated that the initial license would be approved by the Town Council. The changes allow the Town Clerk to issue the initial license.

Public comment against:

Michael Cianchette: I would caution the Council against giving up this approval role.

Public Hearing closed by Mayor Timothy Nichols

Moved by Councilor Matthew Bolster and seconded by Deputy Mayor Heather Donahue that Ordinance 19-05 be adopted.

VOTE: UNANIMOUS AYE

ORDINANCE 19-6 (Public Hearing) That the Town of Pittsfield hereby Ordains that the Chapter 2A. Fee Chart be rescinded and the Chapter 2A. Fee Chart be adopted.

Public Hearing opened by Mayor Timothy Nichols

Public comment for:

Michael Cianchette: What are the changes being made to the Fees?

Town Manager: None to the fees themselves. There were a number of blocks open in the table and it was felt that they left things open to interpretation, so all of the blocks have been filled in with clarifications as to who does what, etc.

Public comment against: None

Public Hearing closed by Mayor Timothy Nichols

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

VOTE: UNANIMOUS AYE

5. **REPORTS:**

A. COUNCIL COMMITTEES:

FINANCE: The committee met on Thursday and went over proposals for borrowing. It was decided that we will have an RFP to get the best terms.

ORDINANCE: No report.

RECYCLING: The committee will be meeting on June 6, 2019 at 4:00 pm.

B. BOARD AND COMMITTEE UPDATES BY TOWN COUNCILORS AND MANAGER

Bicentennial Committee: Jan Laux- We are meeting tomorrow at Dysart's at 6:00 pm and will be looking for volunteers. Each event leader will have a signup sheet for people to sign up.

Communications and Media Committee: No report.

Theatre Committee: Ann Mathews-We had our first Drag Queen show and everybody had a lot of fun.

Thanks to Colonel Wylie for mentioning in an article in The Rolling Thunder that the movie The Flags of Our fathers will be shown in the Theatre on Memorial Day. The committee is meeting with Kathryn Ruth next Wednesday to go over the changes in the Theatre budget. The interviews for the Theatre Manager and the Assistant Manager went well. Thanks to Donna for working through this difficult situation with grace and being very helpful.

Planning Board: Jan Laux-Can we also make regular reports to the council? (Town Manager- Yes)

D. TOWN MANAGER'S REPORT

1-I am in the process of contacting the Town's Committees to discuss the changes to the communications policy.

2- I would like to point out that the Town Council did not vote to close the Theatre, they voted to cut the funding that the town makes to support the Theatre. It will not close as long as the Theatre can make up the shortfall, which it is well on it's way to doing with all of the help from the Theatre Committee and all of the special shows that they have been having.

6. **NEW BUSINESS:**

RESOLUTION 19-39: Resolved that the Town Council excuse the absence of Councilor Stackhouse from the Town Council Regular Meetings of February 5, 2019; February 19, 2019; March 5, 2019; March 19, 2019; April 2, 2019; April 16, 2019 and May 7, 2019.

Moved by Councilor Caleb Curtis and seconded by Councilor Matthew Bolster that Resolution 19-39 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 19-40: Resolved that the Town Council approve the Video Streaming and Meeting Schedule Policy for Town of Pittsfield Boards and Committees.

Deputy Mayor Heather Donahue asked to amend the Policy to replace “Should” with “Shall”. Moved by Councilor Robert Stackhouse and seconded by Councilor Caleb Curtis to accept the amendment.

VOTE: UNANIMOUS AYE

Moved by Councilor Matthew Bolster and seconded by Councilor Caleb Curtis that the amended Resolution 19-40 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 19-41: Resolved that the Town Council authorizes the Town Manager to execute the Agreement on behalf of the Town and to take any other steps necessary to make it effective.

Michael Cianchette: What is the Agreement about?

Town Manager: It is an agreement to correct a deed from 1941 for the Bartlett property near the Town Airport.

Deputy mayor Heather Donahue asked to amend the word “Agreement” to “Boundary Agreement between Mr. Bartlett and the Town of Pittsfield.

Moved by Councilor Matthew Bolster and seconded by Councilor Debra Billings to accept the amendment.

VOTE: UNANIMOUS AYE

Moved by Councilor Robert Stackhouse and seconded by Councilor Matthew Bolster that the amended Resolution 19-41 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 19-42: Resolved that the Town Council accept the bid of _____ of _____ in an amount not to exceed \$ _____ for the garden tractor-mower for the Cemetery Mowing.

Moved by Councilor Debra Billings that the bid of Hammond Tractor of Fairfield, ME be accepted in the amount to not exceed \$6774.00 and seconded by Councilor Caleb Curtis that Resolution 19-42 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 19-43: Resolved that the Town Council authorize the Town Manager and Deputy Treasurer to transfer and expend \$6,774.00 from the following two funds: People's United Wealth PITT #44 Cemetery Mower Reserve (G/L#1-653-00) and the TD Wealth Cemetery General Fund (G/L#7-121-00) for garden tractor-mower for Cemetery Mowing; with the funds in the People's United Mower Reserve utilized first and the remainder needed for the purchase to come from the TD Cemetery General Fund.

Moved by Deputy Mayor Heather Donahue and seconded by Councilor Debra Billings that Resolution 19-43 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 19-44: Resolved that the Town Council authorize the Town Manager to sign the Town's Standard Services Agreement for Water System Operations Work as needed.

Moved by Councilor Matthew Bolster and seconded by Councilor Debra Billings that Resolution 19-44 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 19-45: Resolved that the Town Council approve the Request for Proposals for Borrowing for the financing of the 2019 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 Debra Billings and seconded by Deputy Mayor Heather Donahue that Resolution 19-45 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 19-46: Resolved that the Town Council authorize the Town Manager and Deputy Treasurer to transfer and expend \$6,000.00 from PITT #20 Road Construction Reserve (G/L#1-607-00) for repair and pavement of a 3,600 square foot area.
Michael Cianchette-What is the paving for? (Town Manager- Johnson Flat Rd near border.) Is it pot hole filling or paving? (Town Manager- Both.)

Moved by Councilor Robert Stackhouse and seconded by Deputy Mayor Heather Donahue that Resolution 19-46 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 19-47: Resolved that the Town Council Set the Town Council Meeting Schedule for Summer 2019.

Moved by Councilor Matthew Bolster and seconded by Councilor Debra Billings that Resolution 19-47 be adopted.

VOTE: UNANIMOUS AYE

7. **DISCUSSION ITEMS:**

A. Financial

1. Financial Reports as of 4/30/2019
 - 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 4/30/2019
 - Building and Plumbing Permit Reports
 - Library Report- Librarian's and Library Trustees Minutes
 - Police Report

8. **REPORTS:**

Audience:

Michael Cianchette:

- When will the water bills be sent out? (Town Manager- Soon, all should be out in two weeks.)
- I'd like to thank everyone for doing a phenomenal job on the Theatre Committee and stepping up in such a short time.
- Thanks to the Bicentennial Committee and everyone who has stepped up.
- I suggest holding one Town Council meeting in a different place to highlight the areas around town such as the Library, the Theatre or the Unitarian Universalist Meeting House.

Amber Quint:

- What is going on with the water/ I have particles in my water and sometimes it makes the water quite dark and I won't even let my kids bathe in it. (Town Manager- The Engineering firm is going to be looking into that issue along with a number of other things.)

Ron Watson:

- I am sorry for missing the last meeting but I did get to watch it on video.
- I appreciate the hard work that the mayor and Kathryn Ruth have done.
- I talked with Kathryn about a digital plan that moves toward a delivery model. It gives constant information to residents about current situations. It is an open data policy in reach of the public. It is about data management and increases transparency. The video system for town meetings is huge and follows this policy. The police are moving towards an open system for email, communications and data availability for all. I will be having a talk about this on July 7, 2019 at the Library.

Council:

Councilor Bolster: No report

Deputy Mayor Donahue:

- The schools did first responder day today and it looked like a success from the pictures on facebook. Thanks to the Police Chief and Mike Cray for putting it together.

- Is there an April report for the Theatre? Where is the Police Report? (Town Manager- It was not submitted.)
- Can we also get a report for the Fire Department? (Town Manager- It is hard to get one because of the sporadic nature of fires and the department itself is made up of volunteers.)
- Can we get Emergency management training for the Town people? (Town Manager-Yes)

Councilor Margolskee:

- It is good to get the water bills out.
- I have noted that the town has had a significant turnover in employees over the last year. Have we had exit interviews? (Town Manager-Yes.) Why have people left? (Town Manager-A variety of reasons, better opportunities, less responsibilities, etc.)
- About Financials, we spent \$13,000 of our \$14,000 budget for legal contract services. Are we concerned about that? (Town Manager-Yes, it is very concerning.) What if we had to go to court? (Town Manager-We discussed having a part of the budget for court but we will have to look at it at our next budget.)
- Thanks to the people who came tonight.

Mayor Nichols:

- I applaud the Theatre Committee for all of the hard work. I believe that it will survive. I think that it will be saved like the pool and the Library and the Depot were.
- I put out my condolences to the family of Bob Beedie. He owned a business in town for years and was a great guy.
- I went to Manson Park the other day and it is looking terrific.

Councilor Curtis: no report.

Councilor Stackhouse:

- Thanks to everyone on the Bicentennial Committee.
- Thanks to the Theatre Committee for all of the hard work that they have done.
- Thanks to the Town Council for Resolution 19-39. I broke my leg back in January and spend most of the last few months healing in Dexter.

Councilor Billings: no report.

9. **ADJOURNMENT**

Moved by Councilor Debra Billings and seconded by Councilor Caleb Curtis to adjourn at 8:25 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.