

MINUTES

for a regular meeting of the Pittsfield Town Council, held on *Tuesday, June 21, 2022* at 6:30 pm in the Council Chambers at the Pittsfield Municipal Building at 112 Somerset Avenue and by teleconferencing technology.

Councilors Present: Mayor Michael Cianchette, Deputy Mayor Peter Logiodice, Councilor Jason Hall, Councilor Brent Frost, Councilor Ronald Jester, Councilor Eric Saucier and Councilor Lindsay Holmstrom.

Councilors Present by ZOOM: None

Councilors Absent: None

Also Present: Town Manager Kathryn Ruth; Public Works Director Don Chute; Transfer Station Truck Driver Michael Havey; Somerset County Representatives including Sheriff Dale Lancaster, EMA Director Michael Smith, Deputy Administrator Michael Pike and other representatives; Nancy Breau, and Heather Donahue.

Also Present by ZOOM: Police Administrative Assistant Amy Kitchin and Donna/Michael Cray.

1. OPEN MEETING/PLEDGE OF ALLEGIANCE, FOLLOWED BY A MOMENT OF SILENCE:

Mayor Cianchette opened the meeting of the Council by leading the Pledge of Allegiance. The Council observed a Moment of Silence.

2. ADOPTION OF MINUTES OF: Regular Meeting held on June 07, 2022

Moved by Deputy Mayor Logiodice and seconded by Councilor Frost to adopt the Minutes of June 07 2022.

Motion passed with all votes in favor.

VOTE: UNANIMOUS AYE

3. PRESENTATIONS, CONGRATULATIONS AND INTRODUCTIONS:

A. Community and Economic Development Activities and Events

1. Projects and Grants:

- a. Main Street Sidewalk Project:
- b. Route 11 (known as Route #11/10 and Main Street) Highway Construction/Rehabilitation
- c. Town Main Street Sidewalk Project Grant Funding; Northern Border Regional Commission Grant; Project Canopy Grants; and multiple smaller grant projects
- d. Main Street Sewer Main Rehabilitation Project including DEP American Rescue Plan Act (ARPA) Grant Funding
- e. Airport Grants
- f. Many other smaller Grant Opportunities
- g. Certificates
- h. Ceremonies

Due to the time spent on Planning Initiative presentations, the Town Manager briefly advised of the progress on grants. The Town has received very good news with the issuance of our Community Development Block Grant Agreement Amendment for \$250,000 for one year. We were advised that will be the last amendment due to the time lapse since the initial award and then the project being delayed due to MaineDOT's workload, COVID and State funding. With the Planning Initiative, we have heard that the project could be delayed 2-3 years depending on what is proposed. In talking with the Department of Economic and Community Development, they have recommended that we find another project in the downtown/around the downtown that we can spend the funds on which of course would require Davis Bacon, the contracts with the CDBG language, bidding and so forth. I have one project that our match might be eligible for as we did follow all the federal contracting requirements, however, it is not close to \$250,000 and was several years ago. It will be checked into as a possibility. The funders are being contacted to determine the feasibility of the funding sources with a possible delay of 2-3 years. For the Airport, we do have a few tentative solutions from the engineers on the financing gap that has arisen so there will be more discussion on Thursday of this week to determine if these solutions are feasible and acceptable to the funders. There will be more information shortly.

4. PUBLIC HEARINGS:

ORDINANCE 22-06: (Public Hearing) The Town of Pittsfield hereby ordains to accept all tax year payments of Uriel J. Cormier, including interest and lien costs, for the property at 140 Manson Street (Map 025, Lot 039), the Town having acquired said property as a result of automatic foreclosure of a 2019 property tax lien; recorded in the Somerset Registry of Deeds on July 21, 2020 at Book 5575, Page 85 which matured on January 21, 2022. The Town Council further authorizes the Town Manager to execute a municipal quitclaim deed releasing the Town's interest in said property to Uriel J. Cormier.

The Mayor opened the Public Hearing.

Proponents: None

Opponents: None

The Mayor closed the Public Hearing.

Moved by Deputy Mayor Logiodice and seconded by Councilor Hall to adopt Ordinance 22-06.

Motion passed with all votes in favor.

VOTE: UNANIMOUS AYE

5. REPORTS:

A. Council Committees:

The Finance Committee, Ordinance Committee and Recycling Committees reported that they had not met.

B. Committee Updates by Town Councilors and Manager:

The Town Manager reported that the Planning Board Meeting was held on 06/13/2022 and went very well. All paperwork is now in order for the Planning Board Meetings with a process and forms as we used to have. There were two applicants who were very pleased with how easy the process was. The KVCOG Planner was able to review one of the findings of fact as it was new. The other

application was not. Both applications, which were solar projects, were continued either through a re-application for the same exact project or a minor amendment due to a few minor location changes. For when we put the budget together, the PB has a budget request which we can review at the Council's August budget workshop.

C. Town Manager's Report

TOWN MANAGER'S REPORT FOR 06/21/2022:

STREAMLINED VERSION FOR TOWN COUNCIL

1. State Primary Election/Referendum and MSAD#53 Budget Vote:

The State Primary and MSAD#53 Vote on the 2022-23 Budget took place on Tuesday, June 14, 2022 from 8:00 am – 8:00 pm at the Pittsfield Municipal Building in the Council Chambers:

The results of the State Primary held on 06/14/2022 for Pittsfield were as follows:

Governor: Paul LePage 136 votes; Janet Mills 69 votes.

2nd Congressional District: Elizabeth Caruso 57 votes; Bruce Poliquin 90 votes.

2nd Congressional District: Jared Golden 66 votes.

Maine Representative District 68: Amanda Collamore 140 votes; Stanley Short 69 votes.

Maine Senate District 3: Shawn Bean 63 votes; Bradlee Farrin 137 votes.

District Attorney 4: Maeghan Maloney 64 votes.

The results of the MSAD#53 District Budget Referendum for Pittsfield were:

Question 1: Budget Validation: 173 Yes; 59 No; 7 Blanks for 239 votes cast.

2. Paul E. Bertrand Community Swimming Pool: The pool is scheduled to open Monday, June 27, 2022 with the following activities*

Swim Lessons	9:00am-12:00pm Mon-Friday
Junior Lifeguard Course	12:00-1:00 Mon-Friday
Monday- Thursday Open Swim	2:00-5:00pm & 6:00pm-8:00pm
Friday Open Swim	2:00pm-5:00pm
Saturdays Open Swim	12:00pm-3:00pm
Open Swim Fees: Pittsfield Resident- \$10 per family for the summer / Non-Pittsfield Resident- \$20 per family for the summer	

Public Works has been assisting the Recreation Department with the pool.

* (Please Note: the schedule was subsequently postponed. The pool chemical levels were tested and found to be safe, however, the water was off color. The pool has been drained and re-filled to open the following week).

The Mayor noted that Councilor Saucier wished to make a presentation about the pool. Councilor Saucier passed out large photographs of the pool and spoke at length about the lack of management of the pool, how the pool was not being taken care of and how the children were being deprived of an activity.

Transfer Station Truck Driver Michael Havey who has assisted recreation at the pool for many years asked to speak indicating the sequence of events that led up to the pool not being closed up which dealt with a difficult water break. Public Works Director Don Chute spoke of issues at the pool and the need for the work at this recreation facility to start on time both with closure and opening.

3. Kennebec Valley Council of Governments (KVCOG) General Assembly Meeting: This yearly meeting will take place on Wednesday, June 22, 2022 at 11:30 am in Waterville to vote on the KVCOG budget and hear about the year's accomplishments and activities. If anyone would like to attend, please let me know.

4. Street Crosswalk Paint:

Update for 06/21/2022: There is new paint on I-95 so I spoke with the PW Department which found out that an order placed 2 years ago was received by MaineDOT. The PW Department is checking to see if we can buy a few cans off them but it is highly doubtful based upon how difficult it is to obtain the correct type of paint.

From 06/07/2022: For several months, Public Works has been calling around for crosswalk paint to not find any available. Public Works advises that the State does not have any paint for the lines on I-95 this summer when they pave. The staff has called as far away as New York. There is a chain supply issue with this product at the factory. Last year, we were able to acquire a small amount of paint which with our inventory from the prior year, we were able to paint the main crosswalks. As we had a limited supply, the crosswalks along the side streets were not painted. This year, we do not have any paint.

5. Bipartisan Infrastructure Law (BIL):

For 06/21/2022: The Town is scheduled for its Capital Improvement Planning session with the MaineDOT and FAA on Wednesday, June 29, 2022. The BIL will be discussed in addition to the Hangar project and the funding that that the Town has allocated for other projects. An update will be provided for the 07/05/2022 meeting.

From 06/07/2022: The Town is eligible for \$159,000 in 2022 Airport Infrastructure Grant (BIL AIG) funding. We have been told that this funding cannot be applied to the Town Hangar project. My inquiry into the due date for applying for grant funding resulted in a date of September 30, 2025 for a grant obligation for the 2022 funds. Therefore, I would recommend waiting a bit to see if there is not some way that we can use the funds for the hangar project such as trying to re-apply for the grants, etc.

6. Maine Department of Transportation Project Notifications:

a. The Long-Range Transportation Plan (LRTP) is the overarching document for the Department's Family of Plans, which includes the Statewide Active Transportation Plan, the Statewide Strategic Transit Plan, the Statewide Aviation System Plan, and the Maine State Rail Plan. These plans can be reviewed along with a live public session that was taped earlier this year by typing into a search line State of MaineDOT Plans Pittsfield. You will see a link for Current Plans which these are under and a link for the MaineDOT Work Plan.

b. Work Plan for Pittsfield for 2022-2023-2024: As there have been quite a few questions raised about projects that are on-going in Pittsfield by the State and future projects, I have embedded the list of projects from the Pittsfield Page of the Work Plan for the 3-year period rather than attach it to the TM Report as attachments become unattached easily.

2022	Pittsfield	Highway-Bridges	I-95 NB/ North Main Street Bridge (#5989) over Madawaska Avenue. Located 0.38 of a mile west of the Palmyra town line.	023607.00		\$2,310,000
2023/24	Pittsfield	Runway/Taxiway	Safety and infrastructure improvements that may include crack seal and pavement markings.	018703.01	Aviation	\$361,000
2023/24	Pittsfield	Highway-Minor Spans	Osborne Bridge (#2634) over Farnham Brook. Located 0.18 of a mile north of Webb Road.	026111.00		\$1,500,000
2023/24	Pittsfield	Highway-Minor Spans	Farnham Bridge (#2274) over Farnham Brook. Located 0.12 of a mile north of Webb Road.	026109.00		\$1,500,000
2022	Pittsfield	Highway-Bridges	I-95 SB/ Seabastcook River Bridge (#1446) over Interstate 95 southbound. Located 1.06 miles south of the Palmyra town line.	023613.00		\$4,380,000
2022	Pittsfield	Rural Highways	Beginning 0.02 of a mile south of Nichols Street and extending north 1.85 miles. Project funding is contingent on Congressionally Designated Spending approval.	021812.00	Highway Construction/ Rehabilitation	\$4,420,000
2022	Pittsfield	Highway-Bridges	I-95 SB/ Route 152 and MCRR Bridge (#5986) over Route 152. Located 1.24 miles west of the Palmyra town line.	023603.00		\$3,710,000
2022	Pittsfield		Replacing curb, repairing rail, and piers on Hunnewell Bridge (#5778) in Pittsfield which carries Route 69 over West Branch Seabastcook River.	WR 43821	Bridge and Structural Maintenance	\$56,000
2022	Pittsfield	Highway-Bridges	I-95 SB/ North Main Street Bridge (#1445) over Madawaska Avenue. Located 0.36 of a mile west of the Palmyra town line.	023609.00		\$2,600,000

7. Boston Post Cane: I left this on the report as I have been receiving questions from the public about the Boston Post. The member of the PHS continues to work on this. The oldest citizen in Pittsfield is honored with a presentation of the Boston Post Cane and a plaque/certificate. Usually there are some refreshments and photographs taken. The family will be invited. In 2019, Mr. Floyd James was recognized at the age of 96. Unfortunately, Mr. James passed away recently. Members of the Pittsfield Historical Society (PHS) led by Mr. Alvin Wyman are working on the next presentation having identified the oldest citizen. When the cane is presented, it is just for the ceremony and then taken back to the office for display with the oldest citizen receiving a nice plaque/certificate.

8. Airport Hangar, Apron and Taxiway Project updates:

Update for June 21, 2022: A meeting has been scheduled for Thursday, June 23, 2022 to review the options that HTA has been vetting with the MaineDOT and FAA to address the funding gap on the Hangar project. If successful, there will likely be a vote at the July 05, 2022 Council Meeting. If not successful, there will be a report provided.

Update for June 07, 2022: A meeting was scheduled for Friday, June 03, 2022 for HTA representatives, their legal counsel, the Town Manager and the Town's Attorney to discuss possible solutions. A report will be provided under separate cover.

Update for May 17, 2022: The Town received a response from HTA's insurance company that they would like to sit down with the Town and other parties involved to discuss the issue and determine how more funds can be made available.

9. Open Positions Recruitment:

The Town of Pittsfield continues to experience the same issues as many employers in Pittsfield and the State with positions unfilled and very few applicants. With very few applicants or sometimes one applicant for a position, the Town is often hiring people who do not match the qualifications, have the background or work abilities which has led to more issues. Once in a while, we do find a very good candidate. Since COVID, we have had to address many difficult situations and inappropriate behavior. While it is not appropriate or legal to go into specifics due to the State law and the Charter requirements, I will say that several supervisors and myself have had to deal with issues that we have never seen before including some strange items since COVID started and we went into mandatory lockdown (but still worked). It is certainly a different work environment now.

There are 17 pages of jobs available on the Maine Municipal Association Job Bank, the one site in the State where nearly all municipal positions are listed. It is full of municipal positions in all departments with most pages having 20-30 position listings so there must be around 500 jobs listed.

Updated for 06/21/2022:

Position	Vacancy	Filled
Assistant (Revised by Town Council to handle Personnel/HR rather than assist Town Manager)		Late 03/2022
Interviews again**	Deputy Treasurer/Tax Collector	Late 08/2021
Interview offered	Financial Clerk	Beginning 05/2022
Background check on-going (not technically a position that is available but since the Deputy Treasurer/Tax Collector is so hard to fill and we need help, listed this position)		
Public Works Driver/Equipment Operator	1 position	
(TM found applications in the HR Office files from earlier in the year who had never been contacted, gave them to Dept Head in 05/2022, both hired after background review, then 1 quit)		
Transfer Station Attendant (TM Found application in the HR Office files from earlier in the year, provided to Dept. Head in 05/2022, has more testing on 06/24).		Pending more testing
Police Officer	1 as of 04/2022 and 1 as of 05/2022	Applicants withdrew
Fire Department	Always recruiting, handles own hires	On-going all year

*After filled, another Employee left for an enhanced benefit package beyond anything the Town has in the private sector.

**Zip Recruiter was utilized, although candidates do not match the job descriptions, there are several applications. No applications received from any of the other sources such as the MMA Website, Jobs in Maine/USA, State of Maine, etc. Received 20 unique applications (many applied for 2 positions), offered 6 interviews, 1 showed up on time and then did not fill out the application. Then received a very good applicant who is currently in the background checking phase.

Promotion had been newspaper ads, town website; Maine Municipal Association; State website; several on-line publications; Career Center contacts and as of late, Indeed (recommended by Cianbro). Indeed brought in several candidates, however, due to carelessness/errors, my credit card was not utilized properly by a prior employee and this option is no longer available (still working on this). Now using Zip Recruiter which did bring in some applicants from janitors to uber drivers

with a few customer service representatives. All methods will be continued except newspaper ads as these are ineffective.

10. Computer Services / Managed Services Onboarding:

Update for June 21, 2022: A meeting has been scheduled for June 29, 2022 regarding the need for assistance in addressing the current version of TRIO and moving over to the web version. Evidently, the assessing issue was just straightened out so we should be able to begin moving over once we have some actual training. There are a number of items to be discussed. It would be best to move over during the summer vs. later in the year when the budget is on-going. There will be several people from TRIO involved so I believe we will finally have some progress.

Update for June 07, 2022: To date, we have not received an update from TRIO regarding this matter. As we are preparing for the Election, many due dates for filings and meetings as well as serving lines of customers, we have not pushed the issue.

Update for May 17, 2022: The training for the new web-based TRIO has not been scheduled due to notification by the Town Assessor that this program has seriously malfunctioned in the Assessing module. Evidently, it does not pick up any value for mobile homes and the Assessing company has been advised that it is being worked on. Currently we have issues with vehicle registrations, postings that malfunction and so forth and now if we move over to the web-based version that was in works, we are being told that there will be issues with the tax commitment. This notification on the assessing module problems was received on 05/16/2022 at which point our Assessor requested that we not upgrade to the web-based TRIO under after the tax commitment in late August.

11. Public Works Reports:

A. Many projects underway: In addition to addressing emergencies and problems, the staff is working on some of the culverts.

B. Radar Speed Feedback Sign:

06/21/2022 Update: The solar powered sign is here at the Town Office awaiting erection on Peltoma Avenue. It will require state computer training direction to set it up.

06/07/2022 Update: The grant that we were awarded for a feedback speed sign was delayed due to chain supply issues with some parts. One was located for us and dropped off at the Public Works Garage by the Maine Local Roads Center. Through the MaineDOT website, I contacted the engineer for our District in Bangor for permission to put up the sign. I was told that we could move the sign around as we wanted. I have explained that it is the fixed sign that would be erected on their road and not the moveable sign that we just won through the lottery. These issues both arose at the same time. Donnie is going to determine the location for the sign and then we will contact the DOT engineer. To erect a sign on a state road, the Town is required to obtain permission. This will be a very noticeable sign when installed and should help with speeding.

12. Codes Enforcement Status:

A Code Violation Enforcement Plan was to be provided, however, the files are in such disarray that I cannot figure out exactly what has gone on. This is after I had it organized more than once since April 1, 2022. These are the highpoints after the last meeting:

- A. The letter that was sent regarding the Webb Road multiple violations was found to not be enforceable, therefore, another letter is being worked on between the Alternate Code Enforcement Officer and the Town Attorney which will be sent out likely this Friday. It will have a tighter list of violations especially as we can see all of them now as we had been prohibited from entering the property. Also the timeframe for cleanup will be shortened.
- B. I had contacted the Town Attorney and advised that we need to obtain an order to get onto the Webb Road property as we know that the drone pictures cannot be used as evidence. After the last Council Meeting, I had sent the drone pictures as well as the letter I found in the file to the Town Attorney asking for advice. After some discussions, the Alternate CEO is being advised how to obtain an Administrative Order to go down with the Police and be able to enter the property.
- C. The Leonard Street Property owner has agreed to clean up the debris on the property by filling a dumpster being dropped off on Monday and to be picked up on Friday of this week. Then the 6-7 unregistered vehicles are to be moved out. The owner has agreed to address these issues with the Alternate CEO.

I am thinking that a chart would be extremely helpful that is kept up and distributed which will make this a priority as it will list the last step that was completed on each of the priority violations along with the date and the next step to complete.

6. OLD BUSINESS: N/A

7. NEW BUSINESS:

RESOLUTION 22-58: Resolved that the Town Council approve the Town joining the Somerset County Dispatch Console Upgrade Project and the expenditure of funding required for participation by the Pittsfield Police Department, such funding total for all services including license and maintenance, to not exceed \$79,749.79 and which may be less with a different proration to be paid for with the American Rescue Plan Act Funds.

Moved by Deputy Mayor Logiodice and seconded by Councilor Frost to open Resolution 22-58 for discussion.

Motion passed with all votes in favor.

VOTE: UNANIMOUS AYE

Somerset County EMA Director Michael Smith summarized the project describing the older communications program that will not be improved upon in the future as it is being phased out, the review process that the County started back in August of 2021 and the need for everyone to contribute to the project. He advised that without the ability to obtain reports that this would create issues for any department that did not participate. The largest cost is the conversion of the data. Mr. Smith will be receiving a three-year projection of costs for the maintenance which he advised he would share with the Town Manager upon its receipt. The cost was discussed. Ms. Ruth advised that she had been told by the Town of Fairfield that the math was not correct so she used their figure. Mr. Smith advised that the math on his proposal was correct. It was agreed to round the figure up to an even number.

Deputy Administrator Michael Pike spoke of the importance of the upgrade of the reporting system and how when he started, he did not understand that the program was important. Now that he has been involved and reviewed all the materials, he understands how crucial it is to have the upgrade.

The Town Manager had provided the Town Councilors with all the information received on this project in the absence of the Police Chief who was the contact. The latest package was compiled from information from the Town of Fairfield and the County to include: (1) a billing estimate breakdown titled no name on April 04, 2022 received at the meeting with the Police for a total estimated payment of \$87,903.76 previously discussed in April 2022; (2) a detailed Scope of Services Exhibit A received the week of May 25, 2022 from the County; (3) Somerset County EO ME Export Breakdown received from the Town of Fairfield on June 02, 2022; (4) Somerset County EO ME Export Breakdown dated June 05, 2022 formatted differently received from the Town of Fairfield; and (5) Services Breakdown Calculated by the Fairfield Police Chief on June 06, 2022. With the documents received on May 25, June 2 and June 6, 2022, the Town can now vote on the project with the most accurate and complete data available as the scope and breakdown by Town were corrected.

EMA Director Michael Smith indicated he had directed the three Town Managers to agree upon the formula for the division of the cost of the conversion of the data. Ms. Ruth had contacted him early on to advise the Fairfield Chief's estimate was fine; Fairfield advised that they did not intend to make a formal proposal and Skowhegan did not respond. Therefore, the data conversion costs will be divided equally among the entities. Mr. Smith advised that Pittsfield is the first to vote, Fairfield votes tomorrow evening and Skowhegan on 06/28/2022.

An approval of the resolution allows the Town Manager to sign an agreement from the County. Ms. Ruth advised that under the Charter we need to have funding available so the ARPA funding would be used until the Town Council decides to add funding to the two budget years we have been advised to make payments in or decides to use another source of funding.

Moved by Deputy Mayor Logiodice and seconded by Councilor Frost to rescind the motion for discussion and then moved by Deputy Mayor Logiodice and seconded by Councilor Frost to adopt Resolution 22-58 with the sum to not exceed \$79,750.00

Motion passed with all votes in favor.

VOTE: UNANIMOUS AYE

RESOLUTION 22-59: Resolved that the Town Council approve the list of additions and deletions to the 2022 Paving Program with Northeast Paving to not exceed the sum of \$ _____ to be added to the contract price previously approved at the 05/17/2022 Council Meeting for a total Paving contract to not exceed \$ _____ and authorize the Town Manager to execute the contract.

The Town Manager was asked to explain the list of additions and deletions which had been agreed upon by the paving company. Ms. Ruth noted the following:

\$ 941,500.00 (Original RFP approved and issued)
-44,123.80 (Berry Road, most of it deleted)
-87,341.00 (Crawford Road, most of it deleted)
-34,880.40 (Beans Corner Road, small section deleted)
+96,720.00 (Mount Road added)
+132,660.30 (Powers Road, 1 mile added)
\$ 1,004,535.10 New Total rounded down to \$1,000,000

Northeast Paving proposes to pave the in-town areas which the company thought was a good grouping and enough for them to keep the price the same as soon as possible in June/July 2022. Then due to large contracts and scheduling, the company will be back in October to complete the work in the county. Any binder paving is to take place only when the temperature is 40 degrees or higher. The company indicated that

they are paving quite a bit of binder in that period of time. It was agreed that this is a very good list of paving to commence this summer and be finished in fall 2022.

Moved by Deputy Mayor Logiodice and seconded by Councilor Hall to adopt Resolution 22-59 with a list of additions and deletions to not exceed \$58,500 and the Paving Contract in total to not exceed \$1,000,000.

Motion passed with all votes in favor.

VOTE: UNANIMOUS AYE

RESOLUTION 22-60: Resolved that the Town Council et the rate of interest to be charged on delinquent taxes for 2022 at 4.0% and the due date for payment of taxes at the end of the business day on Friday, October 14, 2022.

Moved by Deputy Mayor Logiodice and seconded by Councilor Frost to adopt Resolution 22-60.

Motion passed with all votes in favor.

VOTE: UNANIMOUS AYE

RESOLUTION 22-61: Resolved that the Town Council set the rate of interest for overpayments for 2022 at 0% to conform with 36 M.R.S.A. Section 506-A.

Moved by Deputy Mayor Logiodice and seconded by Councilor Frost to adopt Resolution 22-61.

Motion passed with all votes in favor.

VOTE: UNANIMOUS AYE

RESOLUTION 22-62: Resolved that the Town Council authorize the Tax Collector/ Treasurer to accept prepayment or decline prepayment of taxes not yet committed or received prior to the due date and pay no interest thereon in accordance with 36 M.R.S.A. Section 506.

Moved by Deputy Mayor Logiodice and seconded by Councilor Hall to adopt Resolution 22-62.

Motion passed with all votes in favor.

VOTE: UNANIMOUS AYE

8. DISCUSSION ITEMS:

Department Report for 05/31/2022
Accomplishments/Achievements

The new reporting format from the Mayor was reviewed in detail. Concern was expressed over the Recreation Department Report not being in compliance with the instructions and the fact that the Cemetery Sexton and Building Inspector did not participate. The Town Manager indicated that all Departments were advised both in writing and verbally at the Department Head Meeting that the reporting requirement that the Mayor requested was a requirement. She noted that the reports are for enhanced communication as we cannot all know what each is doing as it is so busy. The Mayor advised that it is also for accountability as the departments are accountable to the Town Manager for doing their jobs just as she is in providing reports to the Town Council on her work. The Town Manager advised that she is dealing with the two departments that again did not report. One department head does not use a computer and usually will dictate to her what he would like her to type up for him but did not this time. The other department has chosen to not submit the

department reports which she instructed be completed both verbally and through write-ups, which is to be addressed again.

9. REPORTS:

Audience:

Nancy Breau wanted to know what was going on with the dangerous building located on Washington Street across from her residence. She relayed some of the discussion that she had with the Town Manager previously. (The Town Manager advised that she started this as she had been out completing the paving plan last year and was on Washington Street where she saw this house with open cellar windows that a child or animal could fall in and get hurt. Ms. Ruth relayed that she was shocked to not find any enforcement. She wrote a letter for the CEO at the time to sign as he was too busy to do this. The letter declared it a dangerous building which it was at that time. Since the owners did cover over the basement windows, block off a number of openings and clean up extensive garbage and debris, both the CEO and the Alternate CEO agree that this is no longer a dangerous building. It is a violation of the building code and needs to be pursued. She advised that she sent the CEO and Alternate CEO out to deliver letters as the property owners do not sign for the certified letters and they found the last known address to be vacant. So far, we have not located an address to serve the owners for court and the issue is at the Town Attorney's Office to determine how to proceed). Councilor Holmstrom thought that there had to be a process to address these type of cases when we cannot find the person. Ms. Breau stated that the CEO has talked to them. (The Town Manager noted that the Town Attorney is determining the next step and the current CEO had talked to the owners once on the phone and now there is no contact).

Councilors:

Councilor Hall: Questioned who can volunteer in the office and whether he can work on the letters for codes enforcement (TM advised that the Alternate CEO told her that no one but the Codes Department should be putting the letters together). A lengthy discussion then incurred on who can work in the Town Office and whether he/she can see materials. (TM advised that all of the Councilors can come volunteer in the office if they want as we have plenty of work, however, the Alternate CEO is concerned about volunteers working with code enforcement notices and getting called into court. There was a lengthy discussion about what volunteers can work on which is anything that is not confidential. Asked about the Audit and whether we will get it on time or will it be late (TM advised that the Auditors have been working on it diligently and she expects to receive it any day to then start reviewing it. Advised that many towns received their audits late last year due to the process that took place for audits during and after COVID. Noted we had talked to the Auditor at the meeting last year about coming here and not completing the audit over the internet as that does not work effectively). Stated on Wednesdays that the staff should be able to organize a box each week so it will not be so disorganized in the office with boxes all over the place and then file the information away. (TM advised that it is not disorganized as the boxes are being stored, the issue goes back to not having enough room and needing to budget for the digitization project so that we do not need these boxes. The project gets deleted during the budget process. Suggested we budget for this over several years as a phased project rather than one large project. She will be pleased to re-submit a request for the appropriate funds for this project for 2023). Wanted PEEC to come to the next meeting to explain what they have been doing this year (TM will check into this).

Councilor Saucier: Thanked everyone for working on the pool and wanted to make sure that if the staff needs items to get the pool ready that they tell someone in this room. (TM: Advised that she made several recommendations to the Recreation Director and he should be talking to Donnie and

Mike about this). Don Chute indicated that the Recreation Director talked about opening the pool at different times so we need a concrete date as it takes three weeks for the chemicals to work. Advised that the Recreation Director did not think that Mike had been there and he had been putting the chemicals in all along. (TM recommended updating the checklist for the pool).

Councilor Jester: Indicated that he voted on participation in a communications plan and the number of days before the deadline was not enough time. (TM advised that the Town just received documents that could be understood with a scope that can be matched to costs and so the Council received the information. She advised that she provided all of the information received and if we had voted on this back when the police chief submitted the agenda item for \$100,000, the amount approved would have been higher than the current cost that was obtained through the efforts of the three towns working on this and asking questions).

Deputy Mayor Logiodice: No Report.

Councilor Frost: Advised he has noticed that the Council is reactive and not proactive. He recommended to address the debris and trash issues to have once a month free trash pickup. He also noted that as housing is an issue and the old Ford garage is deteriorated, why couldn't we locate a developer to build an elderly housing project. Councilor Frost advised that he was contacted by a resident on his street who is building homes in town and due to the town's regulations, it is costing him an extra \$53,000 to build the home. He is going to come to the Town to ask us to contribute and share in the cost. He said it costs more to develop here than in the surrounding towns due to the Code. Wanted to know what PEEC has been working on this year.

Councilor Holmstrom: She would like to talk vision and how we would like to receive information noting that she provided the Mayor with a form that could be utilized. She is interested in having a plan with teeth in it to address all of the properties with code issues in a strategic way.

Mayor Cianchette: Talked about the jewels of the town and wanted to thank Councilor Saucier for bringing up the pool. Talked to a gentleman on the Sibley Pond Road who was just refurbishing the front of his porch and needed to have engineering. Need to look at the Building Codes, the Charter and many other items. The CEO has been a topic the last several months and it has been building for a long time. We are asking him to do more work than the hours that we have. The budget season is coming, we had cut the position and that may not have been the smartest thing to do. 2018 The Council put in paving and then did not keep up with it. Advised that we should think about having the departments hold the line on their budgets for next year – not a 5% cut but hold the line. Asked where we were with the computers and having Cianbro help. (TM advised the server and computers were all upgraded and working fine. Mr. Rodrigue indicated that he would be back when he had time with the equipment details for the room, testing and digitization ideas so this is still in progress and she will check).

10. EXECUTIVE SESSION:

A. For the Town Council Members To Enter into an Executive Committee pursuant to 1 M.R.S.A. Section 405(6)(A) to discuss the assignment and duties of an employee.

Motion by Deputy Mayor Logiodice, seconded by Councilor Jester to go into Executive Session under 1 M.R.S.A. Section 405(6)(A).

Motion passed with all votes in favor.

VOTE: UNANIMOUS AYE

The Town Council entered Executive Session at 8:50 pm.

Moved by Deputy Mayor Logiodice, seconded by Councilor Frost to exit Executive Session under 1 M.R.S.A. Section 405(6)(A).

Motion passed with all votes in favor.

VOTE: UNANIMOUS AYE

The Town Council exited Executive Session at 11:13 pm.

11. ADJOURNMENT:

Moved by Deputy Mayor Logiodice and seconded by Councilor Frost to adjourn the meeting at 11:14 pm.

Motion passed with all votes in favor.

VOTE: UNANIMOUS AYE

Respectfully submitted,

Kathryn Ruth, 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.

