

MINUTES

for a regular meeting of the Pittsfield Town Council, held on Tuesday, September 15, 2020 at 6:30 PM at the Pittsfield Municipal Building and by teleconferencing technology due to the Governor's Proclamation of State of Civil Emergency for the ongoing COVID-19 pandemic. Directions to join the meeting by teleconferencing are available at the end of the agenda.

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

ABSENT: Councilor Debra Billings

Also present: Town Manager Kathryn Ruth

AUDIENCE: Benn Hall, Paul Bertrand and various Football volunteers.

Zoom: Carl

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 September 1, 2020.**

Moved by Deputy Mayor Bolster and seconded by Councilor Nichols that the Minutes of the regular meeting held on September 1, 2020 be adopted.

VOTE: UNANIMOUS AYE

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

1. Community and Economic Development Activities and Events: further updates will be provided regarding projects as information becomes available:

A. General

Discussions: Calls continue to be received regarding private sector business activities that remain under review and small projects continue to be vetted. The Town has received a few inquiries about available buildings and has provided information and assistance to business representatives collecting information on potential sites for their business or client. As we know, our available commercial business stock is very limited. The available commercial land for sale at competitive pricing in the downtown is also limited. It is good that most buildings are occupied, however, the structures that are available are older and/or a bit limited with one exception. A number of private sector business projects continue to be vetted. Not every business wishes to request assistance and work with the Town and/or PEEC.

Projects moving forward: A number of projects are moving forward, although slowly due to their complexity and the world-wide health crisis. The fastest moving projects are listed below with most having been discussed at one or both of the two recent Planning Board meetings:

1-*Pittsfield Solar 1*, a 4.95 MW AC Solar PV Development is proposed for the former Jock LaSalle property on Main Street/Route #100 (formerly known as South Main Street).

2- *FIDC 112, LTD* has proposed construction of a 2,502 square foot Walgreen Store at 420 Somerset Avenue. This location has been reviewed by other companies in the past and abuts Family Dollar.

- 3- *Somerset Solar, LLC* a 4.98 MW AC/ 5.74 MW DC Solar Facility is proposed at 500 Somerset Avenue. This project would be placed on a back lot behind Rite Aid's property abutting Carriage Estates. The terrain of the lot makes it very difficult to develop, therefore, this is an excellent use of the property.
- 4- *Snakeroot Solar, LLC* a solar array farm is proposed for Snakeroot Road and was reviewed preliminarily at the 8/10/2020 Planning Board meeting.
- 5- *Walpole Realty* is applying to the Planning Board for an expansion to their property at 202 Industrial Park Street (the property just past the entrance to the Industrial Park Expansion).
- 6- *Innovative Specialties, LLC (Nitro Trailers)* has applied to the Planning Board for a 6,000 square foot addition to the existing building at 140 Business Court and has started the process at the Planning Board.
- 7- The Town's phased in Airport Hanger project has brought in reasonably proceed bids so that the Town can apply for federal funding for a storm water construction project this summer. The Town has received approval at our June 2020 Capital Improvement Meeting to proceed forward. We just received the grant agreement and signed it through the internet, a new service that the State and Town are utilizing so that paperwork can be processed faster and it is done electronically so that the papers are not touched by multiple individuals. The low bidder for the work has been approved by the Fixed Base Operator Caleb Curtis to start the project next Spring rather than this year as the company got behind on projects with COVID-19. I checked with the Engineering Consultant and have been advised that this will not cause any issues with our next grant in the phased in approach being utilized by the FAA, Maine DOT and the Town for the revenue generating airport hanger project.

These are the major projects moving forward, although a number of others are also in the works.

Update on Economic Development Meetings: The Pittsfield Economic Expansion Corporation (PEEC) Directors attended the 7/7/2020 Town Council Meeting and discussed with the Council proactive projects that would be helpful in promoting the Town for growth and development. The Town Council had been talking about these projects this year and decided to issue a letter to the Planning Board on 7/15/2020 was included in the 7/21/2020 Council Meeting. The Planning Board reviewed the letter at their regularly scheduled meeting on 8/10/2020 after tabling it at the end of their July meeting.

PEEC conducted three meetings on Friday, 8/14/2020; Monday, 8/17/2020 and Tuesday, 8/18/2020 to interview all of the proposals received for the Request for Commercial Real Estate Services for the Theatre. The chosen proposer was contacted and is preparing the agreement. I have requested their wording for the front of the marquee to be provided as soon as possible so that we can add language to the sides to promote business and the front to promote the possibilities with the theatre for sale. The package of material was received last week and research for needed materials is under way.

B. Certificates for New Businesses, Activities and/or Projects:

487 Nutrition located at 108 Somerset Plaza by Shawna Melanson
Summer Concert Series Thank You Certificates

C. Promotion of Businesses that recently opened:

Puritan Medical Products Company LLC located at 129 North Main Street

Outland Farm Brewery by Michael and heather Holland located at 113 N. Lancey Street, Suite 6 & 7

Peterson Bookkeeping by Julie M. Watkins located at 121 Somerset Plaza, Suite B

Tiny Treasures Childcare by Jennifer Rancourt at 20 Dogtown Road

Cross Roads Case Management by Barry Morriss at 442 Main Street

P Squared Tax and Accounting by Michelle Peterson at 113 N. Lancey Street

This Place at 445 Canaan Road by Joseph Perkins, who have received their Second Hand Dealer License

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

Decked Out Skateboards at 145 Hartland Avenue by Jacob Hinsch

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

Central Maine Motors on Main Street

The Flower Studio at 117 Somerset Plaza by Suzy Morton which is a flower and gift Shop at the Somerset Plaza

Sundew Studio at 113 N. Lancey Street by Holly Zadra which is a yoga studio. 113 North Lancey Street is a wonderful Business Center that houses a variety of small businesses and entrepreneurs.

Dental Lace's new packaging/fulfillment center for on-line orders located right here in Pittsfield. This is exciting especially as the company is owned by a former citizen who grew up in Pittsfield. Dental Lace was chosen as one of the 7 companies to be featured at the Maine International Trade Center's Global Event in 2019. Dental Lace is located in Scarborough and Pittsfield.

D. Large Grants Summary:

Community Development Block Grant Project for Economic Development for Main Street Sidewalk:

Update: A proposed timetable was received from MaineDOT that was received at the meeting on 7/21/2020. More survey information was received by the CES Engineer who is collecting up questions for the design work review. A request was forwarded to MaineDOT to request paving of sections of North main and main Street that are contained within the boundaries of the State's main Street project as we have learned it will be two more years before the reconstruction project will be completed. A copy of the letter to MaineDOT was provided in the 7/21/2020 Council Package. As of this writing this agenda submittal, word has not been received from MaineDOT regarding the request for paving. \$250,000

Update: A ZOOM session was held by MaineDOT to discuss the esplanade, trees, bump outs and other items for Main Street on 8/24/2020. Attached are write-ups regarding the meeting including (1) the progress Meeting Minutes; (2) Sidewalk Footprint with 2' Esplanade and without an Esplanade. We will discuss this information at the Council Meeting and may be joined by Town Engineering Consultant Chip Haskell of CES, Inc. as MaineDOT would like to know how we would like to proceed with the additional information that is now available. The Town's recommendations from the last meeting were provided to MaineDOT directly after the Council Meeting. A response has not been received as of yet. A response has also not been received about paving the worst sections of Main Street and North Main Street.

Past History: Waiting for the MaineDOT survey that started in mid-May 2019 to near completion. It is expected in late September 2019 and we have inquired again as to the status. The survey has not yet been

received with both the Town's Engineering Consultant CES, Inc and the Town inquiring of MaineDOT. We would like to obtain the information and set up a site visit with interested parties while the weather still permits, then design the sidewalk and put the work out to bid this winter for best pricing that we can obtain. This is a CDBG project, therefore, the full federal requirements must be bid. Another option is to have it designed and then have the sidewalk folded into the State's project. There are pros and cons, however, there would not be any coordination issues as there would be one entity in charge. Due to MaineDOT schedule, the Town did receive additional time to complete this project. We are still waiting for MaineDOT to sign a contract with a design firm as it will take a lot longer for the design to be completed if MaineDOT does it themselves. The first team meeting on the Department of Transportation's main Street Project has been set for the end of November 2019. A report on this Initial Team meeting has been provided. The engineer is working on the sidewalk plans. A timetable will be developed once we hear back from the engineers as to progress in design in working with MaineDOT. We have made a few phone calls and e-mails posing several questions. The pandemic has further set back progress. More contacts have been made. MDOT has responded that the project timeline may be further delayed; that a meeting will be established between all parties in the next few weeks to go over the project and timetable; acknowledges the Town and Engineer's frustration and need to move forward; and acknowledged that it may be necessary to put down some temporary pavement in locations to get Main Street by until the rehabilitation project moves forward to completion. A helpful MDOT ZOOM session took place on June 22, 2020 in which we learned more about the State's projected timeframe and process to move their project forward which then allows the Town's project to move forward.

E. Report on Meetings & Events

Report on Meetings and upcoming Meetings:

Many ZOOM sessions have been scheduled for intergovernmental, state and federal meetings. An update will be provided at the meeting.

4. PUBLIC HEARINGS/OLD BUSINESS: NONE

5. REPORTS:

A. COUNCIL COMMITTEES:

FINANCE: We have a meeting on 9/22/2020 at 4:00 pm instead of 6:30 pm. We will be discussing budget requests coming from the departments for next years' budget.

ORDINANCE: We had a meeting last week. We talked about old business: the ban on pesticide use and Article 7-Dogs and Horses. We also took a look at the sewer ordinance, issues on hold that are being discussed by the Planning Board such as tiny houses, sludge management and water works issues.

RECYCLING: Our next meeting is tomorrow, 9/16/2020 at 5:00 pm.

B. BOARD AND COMMITTEE UPDATES BY TOWN COUNCILORS AND MANAGER

Parks and Recreation: Ben Hall discussed the principal's association ruling on Football and how the committee would like to keep the kids and families safe. Woody presented the plan for Fall Football. Items included: Following all CDC guidelines, waivers, sanitizing all equipment, coaches taking temperatures before games and practice, and no outside participation from outside towns except Athens. Games and

practices would be held at Manson Park. Fans would be expected to social distance and areas will be marked off with cones. All coaches will wear face coverings while interacting with the players. No car pooling would be allowed for away games in Athens unless the car pools were from the same household.

Planning Board: The Planning Board met on Monday and discussed how to have more growth in town. This included the rules for subdivision, land in town that may be subdivided and other ways to increase housing.

C. TOWN MANAGER'S REPORT

1- Thank you during the civil emergency: We would like to thank everyone for how well they did during the civil emergency to date. We have had great compliance here with the distancing. We appreciate the fact that so many people wear masks when coming to the Town Office.

2- November 2020 Election Site: We have not been able to find an alternate site to hold the November Election in town, so we will hold it in the usual place, at the Municipal Building in the Council Chambers. We held the July Primary there and we will use the same layout for the November election. The Town Office staff will be required to work the election, so the Town Office will be closed to in-person transactions. The Town Office staff will take the next day, Wednesday off to reduce the need for overtime as we did in July, which worked out well.

3- Nomination papers available: Read Notice

4- 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, 2020. After the 07/14/2020 election, we revised the hours back to the regular schedule of: Monday, Tuesday, Thursday and Friday open 8:00 am – 5:00 pm and closed on Wednesdays.

5- On-Line services for Town Business Update: Since April, the following services have been available on-line: See handout on the Town's website at www.pittsfield.org and links on the Facebook page. On-line services has its own button on the left side of the home page.

6- New Registration List: Knowing that new registrations can be complicated with all of the paperwork involved, we have updated a list of items required for (a) a new vehicle registration; (b) for used vehicles (dealer sale) and (c) required for used vehicles (private sale). This was created and placed at the Town Office as a handout as one comes inside the building/outside the building; on the Town's website and links were placed on the Facebook page.

7- Transfer Station New Fee System was to go into effect on June 1, 2020 and was then pushed back to August 1, 2020 due to COVID-19. As of today, we have sold 1,113 transfer Station stickers.

8- Transfer Station new Attendant building: Central Maine Power has advised the Town that they will cut power to the Transfer Station on Saturday, September 19, 2020 to facilitate the installation of the new building. Power will be restored on Tuesday, September 22, 2020 to resume operations.

9- Code Enforcement Violations: The cases that the Town Council agreed upon earlier this year and we sent the background in on have been put together to await when the courts open back up. The courts are opening in phases and each phase will include different case types. Our case types are included in Phase V, which should be commencing around the end of November. However, both properties have made progress towards resolving the violations, so we may not need to bring them to court as planned.

10-KVCOG Textile recycling: Please utilize the Apparel Impact Company's Clothing and shoes Box for Textile Recycling at the Transfer Station. Items will be picked up by employees of Apparel Impact and either recycled or donated which then removes the materials from the waste stream. After pickup, the materials will be sorted with those that are good enough, being donated (like we do now with the Recycling Committee team member driving up to the shelters in Bangor with donated clothing and efforts in the past to give bedding to Animal Shelters). Items to be recycled or re-used are: Clothing, bedding, towels, bags, purses, shoes and hats.

11- Sewer and Water System work: The Town was able to negotiate a contract with Olver Associates to be the official operator of the Pittsfield Sewer Treatment Facility/Lagoon System for \$375/week for oversight and work. Operations continue to be under review for recommendations for enhancements. We have forwarded information regarding water rate collection to Olver Associates and will be provided with a list of items to work on to assist the firm. This is needed in order to more effectively operate the system as well as address additional loan opportunities for capital improvements and due to the fact that the Water and Sewer Systems must have depreciation which is charged to our budget as though it was an expense.

12- Hydrant Project will be completed on 9/21/2020. Hydrant flushing will be performed once the flow has come up the required levels after lawn watering season ends. This will be done twice a year from October 5 to October 30 this year and March the next year before lawn watering season starts.

13- The RFPs for the Manholes and the Civil Engineering estimates are due on September 18, 2020.

14- The Back Walkway: The Public Works department is putting together bid specs to issue an RFP for the work to be done to prepare for the paving of the walkway.

15- Airport Grants: We received official notice that the Town has been awarded \$372,100 which included \$37,210 in additional funding from the CARES Act. We are also waiting for verification again if we can use the CARES funds for crack sealing as we were advised absolutely not and then when we went to our State CIP meeting, we were told that we could do so. With our reimbursement for the last Airport Grant for the engineering, the Town has over \$453,000 coming in for funding for the airport, We did sign the GARD agreement in the Docu-Sign on-line.

16- Tax Acquired Properties: The bids for the three properties being sold by the town are due a week from Friday on September 25, 2020.

17- 2020 Tax Bills: The 2020 tax bills have been sent out last week. We included an explanatory sheet detailing the reasons for the increase along with the Transfer Station sticker Fees.

18- The Town's mission statement has been finalized and advertised to all of the town employees.

6. NEW BUSINESS:

RESOLUTION 20-108: Resolved that the Town Council authorize the Town Manager to execute the Letter of Intent to participate in the one-day Household Hazardous Waste Collection Event on Saturday, October 03, 2020.

Moved by Deputy Mayor Bolster and seconded by Councilor Collamore that Resolution 20-108 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 20-109: Resolved that the Town Council authorize the Town Manager to execute a contract with Spectrum Enterprise/Time Warner for an upgrade of internet service at the Water/Sewer Garage at a cost of \$134.98 per month with a one-time service charge of \$99.00 for high speed internet services.

Moved by Councilor Collamore and seconded by Deputy Mayor Bolster that Resolution 20-109 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 20-110: Resolved that the Town Council authorize the Town Manager to Execute the Annual Hardware Maintenance Program for Mueller System, formerly Hersey Automatic Meter Readers (AMR), for the EZ Reader System Street Machine Receiver for reading meters for water and sewer billings on a yearly basis.

Moved by Deputy Mayor Bolster and seconded by Councilor Nichols that Resolution 20-110 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 20-111: Resolved that the Town Council authorize the Town Manager to execute an eighteen (18) month extension of the current postage meter lease with Quadriant in an amount to not exceed \$1,621.68 for 2021 and \$810.84 for the first six months in 2022, a cost of \$135.14/month for the period of time.

Moved by Deputy Mayor Bolster and seconded by Councilor Logiodice that Resolution 20-111 be adopted.

VOTE: UNANIMOUS AYE

7. DISCUSSION ITEMS:

- A. Department Report for 8/31/2020
 - Accomplishments/ Achievements
- B. Financial Reports as of 08/31/2020
 - 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

8. REPORTS:

Audience:

None.

Council:

Mayor Donahue: Thank you to Kathryn for getting the certificates for the Summer Concert Series. That is something that is well received that people look forward to and enjoy. Thanks to Jan and

Barbara. (TM- People have called the office and told us that it's the only thing that they have been able to do this year.) Welcome to the new Business- 487 Nutrition. I am so excited that the Transfer Station Office is going to finally be moving. It will be safer for the employees and will give them a clean space. It is nice to see a project coming to completion. Thanks to all of the volunteers coming in for the football. The town can't run without volunteers. I hope that it goes off without a hitch. Thank you for the updates on the Theatre. We have to get that moving along.

Deputy Mayor Bolster: I wanted to mention about the Main street lights still being out. Does the control box need to be replaced for the lights to work again? (TM- The lighting does work but the electrician has gone down to work on it. This was supposed to be taken care of as part of the Main Street project and it may not make it until that project is completed.)

Councilor Nichols: Thanks to the people who came in. They are working hard to keep the kids busy. It is good to see the Puritan project moving ahead full steam. It is too bad about the DOT not fixing the road. I think that the state is having a billion dollar shortfall and they will have to cut projects or raise taxes. Ann Phelps passed away last week. I grew up with her kids and went to school with them. She was big in the community as well. my condolences to her and her family. I am cautiously optimistic that with time we will get back to some semblance of normalcy.

Councilor Collamore: Congratulations to the organizers of the Summer Concert Series. It was a fantastic event as it has been every single year. I would also like to thank all of the people who came tonight to represent the football program. I am excited about the Transfer Station finally getting the building moved. We mentioned sending out Christmas cards/greetings. Do we also send out cards/greetings for Kwansa? (TM- we never have. I do to the three people personally.)

Councilor Logiodice: no report.

Councilor Billings: absent.

9. **ADJOURNMENT**

Moved by Councilor Nichols and seconded by Councilor Collamore to adjourn at 8:34 PM.

VOTE: UNANIMOUS AYE

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.

