

MINUTES

for a regular meeting of the Pittsfield Town Council, held on Tuesday, September 17, 2019 at 6:30 PM in the Council Chambers.

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

ABSENT: Councilor Debra Billings

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

AUDIENCE: Joe Sanborn, Jaime Jensen, Michael Gray, Scott Strom, Don Hallenback, Ron Watson, Pete Logiodice, Steve Vance, Amanda Collamore, Jo-Helen Tolman, Don Chute, Pete Bickmore, Pete Doucharme and Michael Leblanc.

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 SEPTEMBER 3, 2019.**

Moved by Councilor Bolster and seconded by Councilor Stackhouse that the Minutes of the regular meeting held on September 3, 2019 be adopted.

VOTE: UNANIMOUS AYE

4. **PRESENTATIONS, CONGRATULATIONS AND INTRODUCTIONS**

A. Presentation by Transfer Station/Recycling Coordinator Don Chute re: Options for Fee Structure at the Pittsfield Transfer Station - Preliminary Only

There was a lengthy discussion regarding options available. A short list of items was identified that would be easy to implement. These items would be as user friendly as possible and cost effective for the Town. Final options will be brought back to the Council in the near future.

B. Community and Economic Development Activities and Events

Update on event:

4th Annual Maine Cheese Festival held on Sunday, September 8, 2019 in Manson Park. Deputy Mayor Donahue advised of how well the Cheese Festival went this year. The intent of the Cheese Guild is to move the event around the State; however, it is a lot of work and they are losing their event coordinator. The Town Manager advised that the event coordinator had been great to work with on this project. In all it was a wonderful event for the Cheese Guild, community and region in beautiful surroundings.

Certificates:

Thank You to the Pittsfield Garden Club: The beauty in Town at our parks and other locations tended to by the Garden Club has been so vibrant, especially the downtown planters that were spilling over. The Town Council will be signing a Certificate of Thank You to the Pittsfield Garden Club for their dedication and hard work maintaining all of the flower/plant displays in Town. The group has enhanced our Town's

community development efforts through the addition of beauty and enjoyment of surroundings. Read the certificate.

Thank You to the organizers of the Summer Concert Series: The Town Council will be signing a certificate of Thank You to Jan Laux and Barbara Denaro: The Summer Concert Series is an important part of our community development efforts and has provided enjoyment to many people. Read the certificate.

5. PUBLIC HEARINGS/OLD BUSINESS: NONE

6. REPORTS:

A. COUNCIL COMMITTEES:

FINANCE: Met last Thursday, September 12 and discussed the 2019 Capital Improvement Plan, the Request for Proposals that were issued and the new Town Phone System.

ORDINANCE: No report.

RECYCLING: Met on September 4 and had an update on the re-use center. It is planned to close after the last Saturday in October. The new building at the Transfer Station is scheduled to be installed at the end of October and the Transfer Station employees will then work on the interior. The update on composting was about a verbal agreement with Skowhegan. Recycling rate is 46%. The bin behind the town office is emptied on Tuesday and Friday mornings and should be returned to the site by noon on those days. The next meeting is scheduled for October 2 at 4:00 pm.

B. BOARD AND COMMITTEE UPDATES BY TOWN COUNCILORS AND MANAGER

Bicentennial Committee: Had the Farm to Table Dinner on Saturday. The venue was well done and the food was great.

Theatre Committee: Jaime Jensen: Reported that she has been meeting with local businesses to sponsor movies. We have great shows coming up. I hope to see everyone at the Theatre.

C. Town Manager's Report: Town Council Meeting of 09/17/2019

TOWN MANAGER'S REPORT

1.) Public Notice: The flushing of the Town's Hydrants began last month and was concluded after several weeks. Olver Associates provided training on how to flush the hydrants which is to start at the water source and move through the town. The flushing has been found to be helpful to some areas of town where the minerals were consolidating. We could flush again later this year; however, we believe it is likely that the next flushing will be early next year. Olver Associates will attend the next Town Council meeting to discuss enhancements and maintenance updates for the town's water system to date, preliminary budget estimates, which I will also be working on and recommendations.

2.) HHW Day has been changed by KVCOG from Saturday, October 05, 2019 to Saturday, October 12, 2019. All other information remains the same. READ Notice. We will not be having the Medication Collection Event as we have the Collection events each year and have the box at the Town Office.

- 3.) The Waverly Street Bridge is now closed to through traffic as the State of Maine needed to work on the bridge.
- 4.) The KVCOG General Assembly Annual Meeting will be held on September 30 from 4:00 pm to 6:00 pm in Waterville. One Councilor signed up for the event which should be interesting as it was on economic development.
- 5.) Maine Digital Government Summit: Notices out on the table for the daylong event scheduled for October 22, 2019 at the Augusta Civic Center. The Town will register people. Just let us know.
- 6.) School Resource Officer Michael Cote, if not already, should be in the school full-time shortly as a reserve officer is being hired to cover what would have been his shifts. The School has advised that they are grateful that the program can continue and that they can work with the Town.
- 7.) All Fall Recreation Sports Program are now up and running. We appreciate the efforts of all of the volunteer coaches as they donate a lot of hours. We also appreciate the efforts of Maine Central Institute with their oversight of the football program and the efforts of our part-time Recreation Director who has to be everywhere.
- 8.) P/T Theatre Position or Assistant Theatre Manager Position Available: We are still looking for an individual to work with Jaime Jensen our Theatre Manager. Two people whose skills complement each other would be great.
- 9.) Update on the Council Chambers Tiling and little podium area project: The cost has been verified and accepted. Michael is waiting for the installation schedule as we would like to have this done as soon as possible. Safety tape will need to remain until the PW Department can build some railings.
- 10.) Budget Calendar for 2020: READ
When I meet with the Building Inspector/Codes Enforcement Officer tomorrow about this budget, I am also going to discuss the exaggerating ladder situation on Somerset Avenue. The owner of the property has challenged the Town about its right to request the ladders be taken down and requesting the OSHA requirement. OSHA is not a requirement for residences. We cannot go onto private property and take the ladders down. I did contact the Town Attorney again as we received some helpful information from a resident. We thank Jane Woodruff for her input.
- 11.) Tax Acquired Property goes out to bid as authorized by the Town Council. READ
A unique situation has developed. One of the prior property owners, the only individual residing at the properties, arrived at the Town Office several days after the last redemption period. A letter is on the table in front of you. The Councilors were interested in having the prior property owner pay up all the back taxes, tax liens, interest and costs to redeem the property even though it was past the redemption period. If this can legally be done at this point, we will remove the property from the TAP Sale that is on-going and have the prior owner pay the amount due. The Town Manager has asked legal for a recommendation. If it cannot be done at this point, then we will proceed forward.
- 12.) The Maine Digital Government Summit 2019 is coming up in October. For those who are interested, please let me know by the end of the week and we will register everyone at once.

13.) Besides the budget, the next large project is the energy audit from KVCOG which Councilors have received a report of the preliminary findings only. We did ask to join the KVCOG Streetlight Review project.

14.) The 2020-2021 Maine Department of Transportation Capital Plan includes the following: Safety and infrastructure improvements at the airport for design, permitting and construction of an 8 bay nested T-Hangar estimated at \$1,442,000; A lot of paving on Route #2, a lot of Bridget Rehabilitation projects on the I-95 overpasses; crack sealing at the Pittsfield Municipal Airport Runway and Taxiway; and still includes the Main Street Rehabilitation Project at \$617,500. As soon as we receive the survey information for the downtown area, our design engineer CES, Inc. will be able to start working on the design for the sidewalk which is a very small project compared to the total MDOT Road Project on Main Street.

15.) We also came across some grant opportunities for the arts, recreation and possibly the skating rink.

7. NEW BUSINESS:

ORDINANCE 19-12 (To be set to Public Hearing on 10/01/2019) That the Town Council hereby ordains that Chapter 2B General Assistance Ordinance, Appendices A-D, and Appendix H be rescinded and the new Appendices A-D and Appendix H be adopted to reflect the revised maximums for the period of October 01, 2019 – September 30, 2020. And to continue to use Appendices E-F set forth and filed with the Department of Health and Human Services (DHHS) until any new appendices are approved.

Moved by Councilor Stackhouse and seconded by Councilor Bolster that Ordinance 19-12 be moved to Public hearing on 10/1/2019.

VOTE: UNANIMOUS AYE

ORDER 19-10

TOWN OF PITTSFIELD ORDERS OF TOWN COUNCIL

Authorizing Equipment Lease Purchase Financing and Appropriation of the Proceeds Thereof

WHEREAS, the Town desires to authorize a municipal equipment lease purchase financing arrangement and to appropriate the proceeds thereof to finance the costs of acquisition of a 3CX On Premise Phone System with Yealink SIP-T46S Phones (the "Equipment"); and

NOW, THEREFORE, be it voted, resolved, and ordered by the Town Council of Pittsfield, Maine:

Section 1. The sum of \$564.33/month for a yearly cost of \$6,771.96/year for a five (5) year total of \$33,859.80 is hereby appropriated to finance the costs of acquisition of the Equipment.

Section 2. For the purposes of financing the aforesaid appropriation, pursuant to the Town Charter and all amendments thereof and acts additional thereto, and all other authority thereto enabling, there is hereby authorized and approved one or more equipment lease purchase agreements, each such lease to be in such form and contain such terms and provisions as the Town Council and Finance Committee may hereafter determine or authorize, with such terms and conditions, including the interest rate(s), term or maturity and other terms and conditions as the Town Treasurer and the Mayor deem appropriate and to award the equipment lease purchase agreement(s) to such financial institution or institutions as it deems to be in the best interests of the Town, and the Treasurer, Mayor, Clerk and other appropriate officers of the Town are

hereby authorized and empowered to do all such acts and things, and to execute, deliver, file, approve, and record all such lease purchase financing documents, leases, contracts, assignments, certificates, memoranda, abstracts, such other documents as required by the lessor of such equipment, and other documents as may be necessary or advisable, with the advice of counsel for the Town, as may be necessary or appropriate in connection with such lease purchase financing. If the Equipment is to be acquired by the Town prior to execution of such equipment lease purchase agreement, theThe Town, pursuant to Internal Revenue Service Treas. Reg. 1.150-2, hereby declares its official intent to pay, on an interim basis, costs of the Equipment, which costs the Town reasonably expects to reimburse with proceeds of such tax exempt equipment lease purchase agreement(s) to be issued by the Town in the maximum principal amount set forth above.

Section 3. The acquisition of the Equipment under such equipment lease purchase agreement(s) is necessary, convenient, in the furtherance of and will at all times be used in connection with the Town's governmental and proprietary purposes and functions and are in the best interests of the Town, and no portion of the Equipment will be used, directly or indirectly, in any trade or business carried on by any person other than the Town on a basis different from the general public. The Town covenants that it will perform all acts within its power which are or may be necessary to ensure that the interest portion of the rental payments under the equipment lease purchase agreement(s) shall at all times be and remain exempt from federal income taxation. The Town further covenants that the Municipal Lease Purchase Agreement is hereby designated a Qualified Tax Exempt Obligation pursuant to Section 265(b) of the Internal Revenue Code.

Moved by Councilor Curtis and seconded by Councilor Stackhouse that Order 19-10 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 19-92: Resolved that the Town Council accept the proposal of Alliance Digital Networks (AND) Internet/Telephone of Bangor Maine in an amount to not exceed \$856.80 per month for sixty (60) months as depicted in the proposal submitted in response to the Town's Phone System Request for Proposals dated August 13, 2019 contingent upon receipt of financing, the cost of which is included in the bid price and authorize the Town Manager to execute all necessary paperwork for the lease-purchase of the 3CX On Premise Phone System with Yealink SIP-T46S Phones for a cost to not exceed \$856.80 per month for a sixty (60) month period to include the lease-purchase, phone service, service contract and financing.

Moved by Councilor Stackhouse and seconded by Deputy Mayor Donahue that Resolution 19-92 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 19-93: Resolved that the Town Council approve the new application for a liquor License for Poponovers, LLC at 119 Main Street, Pittsfield, Maine 04967.

Moved by Councilor Bolster and seconded by Councilor Margolskee that Resolution 19-93 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 19-94: Resolved that the Town Council sign the application for a license for Special Taste Testing Event for the Pittsfield Historical Society to be held on October 20, 2019 at the Pittsfield Railroad Station.

Moved by Councilor Stackhouse and seconded by Councilor Margolskee that Resolution 19-94 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 19-95: Resolved that the Town Council Accept the bid of Snowman’s Construction of St. Albans, Maine in the amount not to exceed \$14.95 per yard for Winter Sand.

Moved by Councilor Stackhouse to amend the resolution to add “in an amount not to exceed 3000 yards.” The motion was seconded by Councilor Curtis.

VOTE: UNANIMOUS AYE

Moved by Councilor Bolster and seconded by Deputy Mayor Donahue that Resolution 19-95 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 19-96: Resolved that the Town Council accept the proposal of Charter Communications Operating LLC, in the amount of \$84.99 per month and one time installation charge of \$99.00 for High Speed Internet service (100/10 MBS) at the Water Garage (120 Bow St.) and authorize the Town Manger to execute the Service Agreement.

Moved by Councilor Stackhouse and seconded by Councilor Curtis that Resolution 19-96 be adopted.

VOTE: UNANIMOUS AYE

8. DISCUSSION ITEMS:

A. Financial

1. Financial Reports as of 8/31/2019
 - 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 8/31/2019
 - Building and Plumbing Permit Reports
 - Library Statistics
 - Police Statistics (not included)

The Town Manager advised of the following:

Budget Expenditure Report: 66.7% of period; 56.9% of municipal; 53.0.0% municipal, water & sewer (depreciation and transfers done by Auditor so percentage will increase)
Revenue Collections Report: 66.7% of period; 42.6% municipal; 43.9% municipal, water & sewer
Excise Tax Collections Comparison Report: For this period, -\$30,012.79 behind 2018 collections at this time of the year.

State Revenue Sharing Comparison Report: For this period, +\$36,181.85 ahead of 2018 collections. This account needs to be watched closely in case it falls behind. The remainder of the Financial Reports are self-explanatory.

9. **REPORTS:** Audience

Peter Doucharme: Horses are leaving deposits in the street. He would like them to have a bag to catch the material and suggested an ordinance. (The Town Councilors and Town Manager discussed talking with the owners of the horses first and then having the Ordinance Committee review an ordinance).

Jo-Helen Tolman: Relayed that she saw 2 girls standing in the cross walk at Dunkin Donuts and the older girl said that the younger girl wasn't listening to her about how to cross. She told the younger girl to listen to the older girl. She watched as they walked across. Requested that the intersection be addressed before something happens. (The Town Councilors and Town Manager discussed how this intersection was under the jurisdiction of the Maine Department of Transportation. The Town will ask MDOT to review the intersection and Public Works will look to see if the flashing light it has would work down in this area after consulting with MDOT).

Pete Logiodice: Inquired if the Amish people pay taxes on their properties? (The Town Manager advised that everyone pays taxes unless there is a non-profit ownership).

Michael Leblanc: Recommended speaking with the Amish about the horses before we make an ordinance to see if they would be willing to take care of it. (Town Manager: This will be part of the plan).

Ron Watson: Thank you for the Special Events permit.

Amanda Collamore: We really want the Cheese Festival back next year!

Council:

Councilor Bolster: Thanked Donnie for his presentation. Thanked Steve for coming in and bringing in the Winter Sand samples. Thanked Heather for bringing the Cheese Festival here.

Deputy Mayor Donahue: Thanks for all of the support for the Cheese Festival. Open Creamery Day is on October 13, 2019 and 14 creameries are going to take part. Excited about the Taste of Pittsfield Event at the Depot. Can we set up the agenda so that the department heads don't have to stay at the meeting so long? (TM: The order for the Agenda is in the Town Code. For this meeting there was an Ordinance, Order, and Resolutions. The Resolutions for the public have been first to accommodate the public and then regular items. Generally, the staff are higher on the agenda, however, this time we had did not have many regular items from the staff). Questioned why PEEC is listed in the Town books and on the Town Audit? (The Town Manager advised that PEEC is owned by the Town so it is part of the town's financial recordkeeping and audit). Noted her heart goes out to the firefighters in Farmington.

Councilor Margolskee: Wants the Town to be proactive and have a table if the festival comes back. Thanked the Chief for the update he sent to the Councilors.

Mayor Nichols: On behalf of the Town expressed his condolences to the community, families, those who were injured and those who lost their lives in Farmington in the recent tragic explosion. His heart goes out to the Firemen in Farmington. Indicated his family's long involvement in the fire service. Noted his condolences to the family of Bud Jones. He was a great man who will be missed. The Cheese Festival worked out very well and there was good publicity. Thanks to the new businesses coming in. Indicated that Pittsfield is seeing a lot of growth.

Councilor Curtis: Thanked the audience. The 2 presentations tonight were very good.

Councilor Stackhouse: Thanked Steve for coming in about the horses. The wrong way sign on the interstate ramp from the north is hanging (The Town Manager noted that MDOT will be contacted). Expressed his thanks to Kathryn for all of her hard work upstairs and to the staff.

Councilor Billings: Absent

10. ADJOURNMENT

Moved by Councilor Stackhouse and seconded by Councilor Curtis to adjourn at 10:15 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.