

MINUTES

for a regular meeting of the Pittsfield Town Council, held on Tuesday, October 15, 2019 at 6:30 PM in the Council Chambers.

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

ABSENT: Mayor Timothy Nichols,

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

AUDIENCE: Michael Gray, Pete Logiodice, Amanda Collamore, Molly Sherry, Dean Billings.

1. Deputy 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 OCTOBER 1, 2019.**

Moved by Councilor Bolster and seconded by Councilor Margolskee that the Minutes of the regular meeting held on October 1, 2019 be adopted with amendments by Deputy Mayor Donahue.

VOTE: UNANIMOUS AYE

4. PRESENTATIONS, CONGRATULATIONS AND INTRODUCTIONS:

A. Presentation on the Initial Audit Report to assist with Energy Needs and Building Updates for the Town of Pittsfield as provided under a Kennebec Valley Council of Governments Grant.

This will be a review of the Siemens' report regarding the on-site inspections of six (6) buildings, preliminary project economics and performance contracting program. The next step in the process with interest is an Investment Grade Audit (IGA) to develop an energy savings performance contracting program. It will also be a very brief report as the Report states that it is proprietary and confidential from the Siemens Industry. We tried several times to get a report without this on the cover and ended up with it stating Proprietary information on the cover and then proprietary and confidential inside. I am aware that I cannot give out copies beyond the Councilors, however, we can hear a few points in the study.

KVCOG received a grant through the Department of Economic and Community Development to assist Towns in their service area with energy needs, specifically with the streetlights. Southern Maine has had a few consortiums of towns in the last couple of years work under the new laws where we can own our own streetlights. This also means that we have to maintain them too. This is a complicated area so KVCOG was fortunate to be granted funds to have Towns look at this. There were approximately 6 towns of the 44-town service area that participated, Pittsfield being one. The Town Manager reviewed the report highlights.

B. Community and Economic Development Activities and Events

1. 2019 Spirit of America Award will be presented to the Town of Pittsfield and Tom Brown on Wednesday, 10/16/2019.
2. Small Business Saturday will be held on 11/30/2019.

3. Director Michael Gray presented Pittsfield Economic Expansion Corporation highlights including: Innovative Specialties is near the purchase date for the four Industrial Park lots, MCI is looking into closing off Stinson St., there are no new opportunities for TIFs in town at this time, the Armstrong family is looking into selling the SAS property, Hammond Lumber is closing their retail outlet in town and will re-invest and expand the mill and a large cell provider is looking into putting a tower into the downtown area.

5. PUBLIC HEARINGS/OLD BUSINESS: NONE

6. REPORTS:

A. COUNCIL COMMITTEES:

FINANCE: The committee met last Thursday and discussed the paving that is just about completed and the bids on the recent RFPs for the roof and masonry.

ORDINANCE: No report

RECYCLING: No report

B. BOARD AND COMMITTEE UPDATES BY TOWN COUNCILORS AND MANAGER

Bicentennial Committee: No report

Theatre Committee: No report

C. TOWN MANAGER'S REPORT

1. Residential Household Hazardous Waste (HHW) Disposal Event on Saturday, October 12, 2019 from 9:00 am – Noon. We had a very successful HHW Day this past Saturday. Pittsfield had a total of 42 units from 20 individuals. There were 4 no-shows. Palmyra also participated with their own manifest, had all their forms filled out correctly and had 11 participants. So, in all in all a very successful HHW Day.

2. Prescription Drug Take Back Day on Saturday, October 26th in the Pittsfield Municipal Parking Lot. Northern Lights (HealthySV) will be collecting E-waste items from 8:00 am until noon. Items to be collected include cellphones, computer towers, printers, televisions and monitors. The Pittsfield Police Department will be collecting unwanted or unused prescription drugs from 10 am until 2 pm.

3. The Husky Howl: Wheels and Coffee will take place on Saturday, October 26th from 11:00 am – 4:00 pm. This is a wheel show for the community to raise funds for JMG's Annual Giving Tree Charity. READ

4. The Pittsfield Community Trunk or Treat Event which was the long-standing highly anticipated Fire Department Halloween Party with the best doughboys in the world expanded last year to include additional partners - and has expanded further to have 3 locations this year: READ

5. The Waverly Street Bridge continues to be closed to through traffic as the State of Maine needed to work on the bridge.

6. The Town Council Chambers: Will be closed to meetings for Wednesday, October 23 and Thursday, October 24, 2019 as the new tiling will be installed along with the small area of carpet for the podium.

7. Digital Warrants: MMA has advised that the Town will not be able to have Councilors sign warrants digitally as the Legislature has continually turned down bills that would allow the Councilors and Selectmen to phone, dial, teleconference or utilize the computer to call in from a remote location and have their vote counted. So, a great idea, but still not legal yet.

8. Our 2020 Proposed State Valuation has arrived: The proposed valuation for Pittsfield is \$252,050,000 which is an increase of \$2,300,000 or .9%. Our 2019 valuation was \$249,750,000. An increase in the state valuation is what we want each year. This does not include Pittsfield Solar which was a massive increase of over \$20 million. If we had not captured that value, we would have had a large increase in our county and school assessments as well as a decrease in our state revenue sharing and educational subsidy that is reflected in the school assessment. When our next TIF opportunity arrives, we will review all of the scenarios to determine whether the value should be captured or not. One of our residents, Mr. Salley, who works for the State, is quite knowledgeable in this area and has volunteered to assist. If there is a huge valuation change, it would need to be captured to avoid large changes that would affect the items listed, however, if the change is smaller, there are pros and cons to capturing all the value. This has been utilized as an economic development tool to attract businesses, which it has, and we need to look at the tax rate too.

9. Great News on the New Office Project at the Transfer Station. Our Transfer Station/Recycling Coordinator Don Chute stopped by the vendor chosen, Hill View Mini Barns. The unit is being built as we speak with an anticipated completion date of the end of the month. The price was much less than other vendors contacted. Updates will be provided so you will know when the unit will arrive and then we will need public notice just in case everything does not get done in the tiny window available. They will have two days to get the electrical and all controls changed over and everything hooked up.

10. Mil Rate Comparison of Pittsfield vs. Communities in the State of Maine: Councilors had asked for information regarding how the Town of Pittsfield's tax rate matches up with other towns. While we always talk about how high our taxes are vs. other towns in the region and similar sized communities, we had not looked over the data for a few years. Many of us hear from the citizens about how our taxes are higher than other communities in the area, which is true, and how they do not want the taxes to increase. This has led to the Town having a lean budget and everything that goes along with that including having part-time department heads, relying on part-timers and community members work on items, lots of volunteers and committees and perhaps an overreliance on grants and special revenues. This was reported to the Town Council in September 2018. The prior data was from the State of Maine for 2016. For the 2017 Municipal Valuation Return, the Town's tax rate was the 83rd highest tax rate in the State so we went from being the 58th highest tax rate in the State for 2016 to the 83rd so that was great.

11. Budget Calendar for 2020: READ. The meeting schedule was discussed.

12. 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; paving on Route #2, a lot of Bridge Rehabilitation on the I-95 overpasses; crack sealing at the Runway/Taxiway; and still includes the Main Street Rehabilitation at \$617,500.

13. Grant opportunities for the arts, recreation and possibly the skating rink are underway. Contact has been made regarding the possibilities for the skating rink.

14. Report on our largest grants:
CDBG for Innovative Specialties, LLC. at long last, we received the close out paperwork and have completed it, sending it to the Town Auditor to verify and then off to DECD. \$260,000

CDBG for Main Street, which we have successfully applied for an amendment as we are waiting for the MDOT Survey for the project, which was to arrive yesterday and we have asked for an update.

As soon as we can get the survey, CES, Inc. stated they would start immediately on the design, we will convene the CDBG Advisory Committee which were people who signed up from our other committees. We would tour the area, get ideas, set a timetable and then have a public session, etc. \$250,000

Northern Border Regional Commission: I have been working on this for several weeks and am now waiting for the Engineering component that we need to tie this out. The federal government has been very good about the filing as we would be ideal to have filed yesterday, however, we do not have the information needed from the engineer on the project. Up to \$250,000

6. NEW BUSINESS:

RESOLUTION 19-104: Resolved that the Town Council accept the bid of Dan Tozier in the amount of \$47,544.00 for Map 12, Lot 66 & Map 12, Lot 66-ON, property at 422 Hunnewell Ave, from the 10/10/2019 Tax Acquired Property Bid and to require full payment of the bid price within 21 days.

Moved by Councilor Stackhouse and seconded by Councilor Bolster that Resolution 19-104 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 19-105: Resolved that the Town Council accept the bid of _____ in the amount of \$_____ for Map 18, Lot 64, property at 456 Canaan Road, from the 10/10/2019 Tax Acquired Property Bid and to require full payment of the bid price within 21 days.

VOTE: PASSED OVER

RESOLUTION 19-106: Resolved that the Town Council accept the bid of Kevin Heath in the amount of \$6,000.00 for Map 33, Lot 41, property at 103 Waverly Street, from the 10/10/2019 Tax Acquired Property Bid and to require full payment of the bid price within 21 days.

Moved by Councilor Stackhouse and seconded by Councilor Margolskee that Resolution 19-106 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 19-107: Resolved that the Town Council accept the bid of Kim Niles in the amount of \$5,000.00 for Map 29, Lot 23, property at 367 North Main Street, from the 10/10/2019 Tax Acquired Property Bid and to require full payment of the bid price within 21 days.

Moved by Councilor Bolster and seconded by Councilor Stackhouse that Resolution 19-107 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 19-108: Resolved that the Town Council accept the bid of Glen Wall in the amount of \$3,030.30 for Map 05, Lot 02-A, property on Snakeroot Road, from the 10/10/2019 Tax Acquired Property Bid and to require full payment of the bid price within 21 days.
Moved by Councilor Stackhouse and seconded by Councilor Billings that Resolution 19-108 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 19-109: Resolved that the Town Council accept the bid of Richard & Mary Lou Brown in the amount of \$13,500.00 for Map 04, Lot 46, property at 1044 Main Street, from the 10/10/2019 Tax Acquired Property Bid and to require full payment of the bid price within 21 days.

Deputy Mayor Donahue abstained from voting.

Moved by Councilor Stackhouse and seconded by Councilor Bolster that Resolution 19-109 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 19-110: Resolved that the Town Council accept the proposal of C. O. Beck & Sons of Waterville, ME in an amount to not exceed \$ 38,965.00 for the Municipal Building Roof Replacement and \$ 45,640.00 for the Fire Station Roof Replacement plus an allowance for material placement around the Hatch and Rooftop Units to not exceed \$ 5,000.00 and an allowance for material placement in deteriorated decking areas to not exceed \$ 5,000.00*; and to authorize the Town Manager to execute all necessary paperwork including the Town's Standard Services Contract for the project.
*\$5,000.00 for both the material around units and decking.

Moved by Councilor Bolster and seconded by Councilor Billings that Resolution 19-110 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 19-111: Resolved that the Town Council authorize the Town Manager and Theatre Manager to execute the necessary releases for Filming and Video Production regarding the Pittsfield Community Theatre as a promotional and fundraising opportunity with Production Companies/Producers/Film Companies after approval of such releases by the Town Attorney.

Moved by Councilor Stackhouse and seconded by Councilor Bolster that Resolution 19-111 be adopted.

VOTE: UNANIMOUS AYE

7. DISCUSSION ITEMS:

- A. Financial Reports as of 09/30/2019
 - 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

B. Other Reports as of 09/30/2019

Building and Plumbing Permit Reports
Library - Statistics
Police – Statistics (not included)

The Town Manager advised of the following:

Budget Expenditure Report: 75.0% of period; 63.7% of municipal; 59.4.0% municipal, water & sewer (depreciation and transfers done by Auditor so percentage will increase)

Revenue Collections Report: 75.0% of period; 48.6% municipal; 50.1% municipal, water & sewer

Excise Tax Collections Comparison Report: For this period, +\$4,064.58 behind 2018 collections at this time of the year.

State Revenue Sharing Comparison Report: For this period, +\$49,945.70 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.

8. REPORTS:

Audience:

Michael Gray: The Homestead Exemption is going up; do we have to re-apply? (TM: No, the existing paperwork will stay in effect.)

David Tozier: Are there any further steps to finalize the property sale once the payment has been made in full? (TM: Yes, we will have a two-step Public Hearing. We plan to send out a letter to all of the successful bidders detailing the steps and dates going forward.)

Council:

Councilor Bolster: No report.

Deputy Mayor Donahue: The KVCOG report sounds really promising. Thanks to everyone who came out for Open Creamery Day. Thanks for all of the work on the budget. I am excited to hear about the airport.

Councilor Margolskee: No report.

Mayor Nichols: Absent

Councilor Curtis: There are a lot of exciting things happening at the airport. There is an individual who wants to be at the airport to open a med-flight service to serve all of New England.

Councilor Stackhouse: Thanks to the audience. My condolences to the Dunphy Family. Thanks to Mike for coming in and giving the report for PEEC. Thanks to Kathryn for all of the hard work and to the staff upstairs.

Councilor Billings: Thanks to everybody who came tonight. Thanks to Kathryn for all of the work on the budget.

9. ADJOURNMENT

Moved by Councilor Billings and seconded by Councilor Stackhouse to adjourn at 8:05 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.