

# MINUTES

for a regular meeting of the Pittsfield Town Council, held on Wednesday, November 6, 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, Councilor Robert Stackhouse and Councilor Debra Billings.

Also present: Town Manager Kathryn Ruth, Assistant Michael Feole

**AUDIENCE:** Joe Sanborn, Pete Logiodice, Steve Vance and Pete Bickmore.

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 OCTOBER 15, 2019.**

Moved by Councilor Bolster and seconded by Councilor Billings that the Minutes of the regular meeting held on October 15, 2019 be adopted.

**VOTE: UNANIMOUS AYE**

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

### **Presentation by the Town Manager on Town Goals and Achievements**

As an introduction for the upcoming budget process for 2020, the departments prepared a list of accomplishments and determined goals for the future. These materials are in the budget books under Tab 9. While we did start the budget process earlier this year, it is still a good idea to review goals and indicate our achievements. The Town Manager briefly reviewed a number of the departments' 2019 achievements and then a number of the 2020 goals developed by the departments.

**Community and Economic Development Activities and Events** were briefly noted

People were encouraged to participate in Small Business Saturday on Saturday, November 30, 2019

## 5. **PUBLIC HEARINGS/OLD BUSINESS: NONE**

## 6. **REPORTS:**

### **A. COUNCIL COMMITTEES:**

**FINANCE:** We met last Thursday and discussed the Capital Improvement Projects, the Budget and the Capital Improvement Budget.

**ORDINANCE:** We have not met because we are waiting for information from the Planning Board.

**RECYCLING:** No Report

**B. BOARD AND COMMITTEE UPDATES BY TOWN COUNCILORS AND MANAGER: No Report**

**C. TOWN MANAGER'S REPORT**

1.) Time Warner announcement: Name Change to Spectrum Northeast, LLC: READ for tonight:

2.) Kiosk or new Display Board in the Municipal Parking Lot for Public Notices: Compliments to the Boy Scout Troop #63 and especially Michael Killam. At long last we have a new Display Board for the island by the Recycling Trailer. Notices can be posted as well as materials that the public can view. The boy scouts worked getting this project approved and it has been a bit under 2 years since the Town was contacted about a project. This was Michael's Eagle Scout project. We will process a Certificate of Thanks at the next meeting for Michael and the Troop.

3.) New Transfer/Recycling Office Built and Ready for Delivery: Our Transfer Station/Recycling Coordinator Don Chute reports that the new building structure is complete. Coordination is taking place to get the building here for a weekend when everyone is available to work on it for their part. We will advise when that weekend will be for public notice just in case the project does not all get done in a tiny window utilized as the electrical and all controls need to be changed over and everything hooked up.

4.) Budget Calendar for 2020: READ for tonight

5.) Commercial Insurance Company: Glatfelter, our current insurance company is changing over to American Alternative Insurance Corporation at the next renewal in July 2020. The renewal process will be the same and the transfer should be seamless. There are some items that will need to be worked on before that time. There will be a Department Head/Supervisor meeting in January 2020 to work on a Comprehensive fleet safety program. We have bits and pieces that are completed, but not a uniform system. This will apply to not only the vehicles, but also all of the equipment that the Town has in the various departments.

6.) Annual Notices: The Annual Notice of our Sexual Harassment Policy and prohibition of sexual harassment in the workplace was distributed to employees with their last paycheck. We also distributed a copy of the notice of the Employee Assistance Program. So many employees seem to be going through some personal issues, financial issues or medical issues. This is a free program through our insurance program for all employees, even if they do not have insurance with the Town. It can also be used by their spouse which is awesome. It is free confidential help in which an individual can talk to the Anthem office by phone, in-person or on-line. An employee or spouse can have up to 3 free counseling visits per issue. We pay for this through our insurance and people should take advantage of it. Dealing with grief, alcoholism, pain, divorce, and so many other issues can be addressed.

7.) Cracksealing at the Airport: The cracksealing that was authorized this summer was completed at the airport this weekend. The company that was commissioned with the best pricing is very busy doing this work all across the State. Cracksealing can take place as long as there is not ice in the cracks. It is a hot product that seals the crack. This will be Year 1 of a 3 year project for the Town. Once we get the more important areas fixed, we will be further down the road toward an official FAA/MDOT cracksealing project in the Year 2025. At that time or around that time, the FAA and MDOT are talking about a \$350,000 project. \$4,400 was approved from the Airport Improvement Reserve for the initial work this year.

8.) Recreation Department Winter Sports 2019-2020 Registration: READ Notice

9.) Property Tax Relief Payment for the Homestead Exemption: The Town received an official notice from the State of Maine explaining the media item that had caused confusion about what was taking place and whether an individual has to reapply. No, anyone who qualified in 2019 for the Homestead Exemption will qualify for a \$100 relief payment to be sent out in January – February 2020. So, if someone qualified and had the exemption of 04/01/2019, he/she should receive the check.

10.) The Tax Acquired Property that did not receive any bids will be brought back for TAP Sale again with a reduced minimum bid.

**7. NEW BUSINESS:**

***ORDINANCE 19-13:*** (Set to Public Hearing on 11/19/2019) That the Town Council hereby ordains to transfer property located at 422 Hunnewell Avenue, Map 12, Lot 66-ON & Map 12, Lot 66 to Daniel L. Tozier for the sum of \$47,544.00 as the result of a Tax Acquired Property bid. The Town acquired said property as a result of automatic foreclosure of a 2016 property tax lien, recorded in the Somerset County Registry of Deeds on June 20, 2017, at Book 5169, Page 275 and Book 5169, Page 274, which matured on December 20, 2018. The Town Council further authorizes the Town Manager to execute a municipal quitclaim deed releasing the Town's interest in said property to Daniel L. Tozier.

Moved by Councilor Stackhouse and seconded by Councilor Bolster that Ordinance 19-13 be moved to public hearing on 11/19/2019.

**VOTE: UNANIMOUS AYE**

***ORDINANCE 19-14:*** (Set to Public Hearing on 11/19/2019) That the Town Council hereby ordains to transfer property located at 103 Waverly Street, Map 33, Lot 41 to Kevin Heath for the sum of \$6,000.00 as the result of a Tax Acquired Property bid. The Town acquired said property as a result of automatic foreclosure of a 2016 property tax lien, recorded in the Somerset County Registry of Deeds on June 20, 2017, at Book 5169, Page 307, which matured on December 20, 2018. The Town Council further authorizes the Town Manager to execute a municipal quitclaim deed releasing the Town's interest in said property to Kevin Heath.

Moved by Deputy Mayor Donahue and seconded by Councilor Margolskee that Ordinance 19-14 be moved to public hearing on 11/19/2019.

**VOTE: UNANIMOUS AYE**

***ORDINANCE 19-15:*** (Set to Public Hearing on 11/19/2019) That the Town Council hereby ordains to transfer property located at 367 North Main Street, Map 29, Lot 23 to Kimberly M. Niles for the sum of \$5,000.00 as the result of a Tax Acquired Property bid. The Town acquired said property as a result of automatic foreclosure of a 2016 property tax lien, recorded in the Somerset County Registry of Deeds on June 20, 2017, at Book 5169, Page 310, which matured on December 20, 2018. The Town Council further authorizes the Town Manager to execute a municipal quitclaim deed releasing the Town's interest in said property to Kimberly M. Niles.

Moved by Councilor Bolster and seconded by Councilor Stackhouse that Ordinance 19-15 be moved to public hearing on 11/19/2019.

**VOTE: UNANIMOUS AYE**

**ORDINANCE 19-16:** (Set to Public Hearing on 11/19/2019) That the Town Council hereby ordains to transfer property located at Snakeroot Road, Map 05, Lot 02-A to Glen F. Wall for the sum of \$3,030.30 as the result of a Tax Acquired Property bid. The Town acquired said property as a result of automatic foreclosure of a 2016 property tax lien, recorded in the Somerset County Registry of Deeds on June 20, 2017, at Book 5169, Page 190, which matured on December 20, 2018. The Town Council further authorizes the Town Manager to execute a municipal quitclaim deed releasing the Town's interest in said property to Glen F. Wall.

Moved by Councilor Stackhouse to amend as follows: add Ethan Wall to the quitclaim deed, seconded by Councilor Billings.

**VOTE: UNANIMOUS AYE**

Moved by Councilor Stackhouse and seconded by Deputy Mayor Donahue that Ordinance 19-16 be moved to public hearing on 11/19/2019.

**VOTE: UNANIMOUS AYE**

**ORDINANCE 19-17:** (Set to Public Hearing on 11/19/2019) That the Town Council hereby ordains to transfer property located at 1044 Main Street, Map 04, Lot 46 to Richard A. Brown & Mary L. Brown for the sum of \$13,500.00 as the result of a Tax Acquired Property bid. The Town acquired said property as a result of automatic foreclosure of a 2016 property tax lien, recorded in the Somerset County Registry of Deeds on June 20, 2017, at Book 5169, Page 252, which matured on December 20, 2018. The Town Council further authorizes the Town Manager to execute a municipal quitclaim deed releasing the Town's interest in said property to Richard A. Brown & Mary L. Brown.

Deputy Mayor Donahue abstained from voting.

Moved by Councilor Bolster and seconded by Councilor Margolskee that Ordinance 19-17 be moved to public hearing on 11/19/2019.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 19-112:** Resolved that the Town Council accept the bid of Michael Bolster of Burnham, ME in the amount of \$17,500.00 for Surplus 2004 Sterling Rolloff Truck and allocate the funds to PITT#13 Recycling Equipment (G1-603-00).

Councilor Bolster abstained from voting.

Moved by Councilor Stackhouse and seconded by Councilor Margolskee that Resolution 19-112 be adopted.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 19-113:** Resolved that the Town Council authorize the Town Manager to execute an easement to the Town of Burnham for Map 009, Lot 015 of the Town of Burnham Tax Maps for the construction of a gravel pad for use as a turnaround.

Moved by Councilor Bolster and seconded by Councilor Billings that Resolution 19-113 be adopted.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 19-114:** Resolved that the Town Council approve the expenditure of the remaining Bicentennial Funds at the end of 2019 for the following projects; (1) Historical Tour Signs and Installation Project for \$2,500 and (2) Boat Launch Development Project for \$2,500, both in 2020 and (3) the creation of an Account for the remaining funds to be expended for an annual Pittsfield Day Celebration.

Councilor Margolskee explained the proposal. The Town Manager noted that any additional funds to be raised by the Committee during the year such as collectibles would be placed in the fund for the future Pittsfield Day. Everyone agreed that this was an excellent approach.

Moved by Councilor Bolster and seconded by Councilor Billings that Resolution 19-114 be adopted.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 19-115:** Resolved that the Town Council waive the Bid Policy and accept the proposal of RHR Smith & Company, CPA of Buxton in the amount of \$10,400 for the Municipal, Water Enterprise and Sewer Enterprise Audits and \$2,500 for Single Audit for Grants if required for the Audit Year of 2019 and Approve the firm as the external auditor for the Town's 2019 Audit.

Moved by Councilor Stackhouse and seconded by Councilor Billings that Resolution 19-115 be adopted.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 19-116:** Resolved that the Town Council Authorize the Town Manager to Execute an Amendment to the Contract for Professional Engineering Services for the project of Environmental Permits for the Pittsfield Municipal Airport to include permitting and preliminary design to construct 8-unit T-Hanger and Apron under the Airport Improvement Program (AIP) Project No. 3-23-0036-017-2019 between the Town of Pittsfield and Hoyle, Tanner & Associates (HTA) after Maine Department of Transportation approval in an amount to not exceed \$43,400 for a total contract of \$143,400.

The Town Manager discussed the grant project history, completed work and upcoming work.

Moved by Councilor Bolster and seconded by Deputy Mayor Donahue that Resolution 19-116 be adopted.

**VOTE: UNANIMOUS AYE**

8. **DISCUSSION ITEMS:**

9. **REPORTS:**

**AUDIENCE:**

Steve Vance: Do I need to stay for the rest of the budget meeting? (The Town Manager advised no and noted the meeting date for the Highway budget review).

**Council:**

**Councilor Bolster:** No report.

**Deputy Mayor Donahue:** Police Chief Bickmore sent an e-mail today notifying us that he received a grant for a cruiser system and body cameras. She inquired if the \$7,000 can be deleted from the capital budget. (The Town Manager did not think that it was an exact match and will inquire). The Universalist Unitarian meeting house will be closed due to renovations being done on the lower level.

**Councilor Margolskee:** Congratulations to the Police Chief regarding the grant for body cameras. He has done a good job going out and making the Police Department safer and being around.

**Mayor Nichols:** Congratulations to Amanda and Pete in their council wins. Congratulations to the Police Chief for the grant. Kathryn, the staff upstairs and all other employees have done a wonderful job. I am glad that Howard's resolution passed. A Pittsfield Day would be awesome.

**Councilor Curtis:** No report.

**Councilor Stackhouse:** Resolution 19-114 is a great project and idea. Congratulations to Pete and Amanda for the Town Council wins. Kathryn - thanks for a great job upstairs.

**Councilor Billings:** Congratulations to the Police Chief on the grant. Thanks to Kathryn for keeping me updated while I was out. Also, thanks to Kathryn for help in the office when I was doing the efficiency study. I spent over 200 hours in the office reviewing the work and know what is needed. I like Howard's idea for a Pittsfield Day.

10. **ADJOURNMENT**

Moved by Councilor Stackhouse and seconded by Councilor Margolskee to adjourn at 7:30 PM.

**VOTE: UNANIMOUS AYE**

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Michael Feole, Deputy Town Clerk

*Minutes are a synopsis of a meeting. For more detail, please go to [www.pittsfield.org](http://www.pittsfield.org) and click on Town Meeting Videos to listen to videos of Town Council and other Board/Committee Meetings.*