

Minutes

for a regular meeting of the Pittsfield Town Council held on Tuesday, November 19, 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 and Assistant Michael Feole

AUDIENCE: Joe Sanborn, Reverend Jess Tardy, Reverend Julianne Bousquet, Michael Killam, Jennifer McCarthy, Travis Brewer, Tabitha Brewer, Jan Laux, Pete Logiodice, Molly Thierren, Amanda Collamore, Holly Zadra, Benjamin Hall and Ann Duncomb.

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 NOVEMBER 6, 2019.**

Moved by Councilor Bolster and seconded by Councilor Curtis that the Minutes of the regular meeting held on November 6, 2019 be adopted.

VOTE: UNANIMOUS AYE

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

Announcement and information regarding renovations at the Meeting House by Holly Zadra, Council President and Reverend Jess Tardy: A review of the work at the Meeting House that is needed and the commitment of the members to move forward was discussed. The Town Councilors and Town Manager wished the Meeting House their best with the upcoming renovations. The Town Manager noted that she would look for grant funding opportunities in 2020.

Update regarding the Skating Rink Revitalization Project at the Pinnacle: Ad hoc Committee member Ben Hall presented a detailed review of the project to date. The Town Council and Town Manager thanked Ben and the committee members for their dedication and hard work.

Community and Economic Development Activities and Events were discussed.

Events: Small Business Saturday on Saturday, November 30, 2019 and Buy Pittsfield, Buy Local were discussed by the Town Manager.

Certificates of Thank You were presented by Mayor Nichols to Michael Killam and Boy Scout Troop #63 in recognition of building the new Information Kiosk located next to the Recycling Container in the Municipal Parking Lot.

5. PUBLIC HEARINGS/OLD BUSINESS:

ORDINANCE 19-13: (Public Hearing) 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.

Public Hearing opened by Mayor Nichols

For: None

Against: None

Public Hearing closed by Mayor Nichols

Moved by Councilor Stackhouse and seconded by Councilor Curtis that Ordinance 19-13 be adopted.

VOTE: UNANIMOUS AYE

ORDINANCE 19-14: (Public Hearing) 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.

Public Hearing opened by Mayor Nichols

For: None

Against: None

Public Hearing closed by Mayor Nichols

Moved by Councilor Stackhouse and seconded by Councilor Bolster that Ordinance 19-14 be adopted.

VOTE: UNANIMOUS AYE

ORDINANCE 19-15: (Public Hearing) 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.

Public Hearing opened by Mayor Nichols

For: None

Against: None

Public Hearing closed by Mayor Nichols

Moved by Councilor Stackhouse and seconded by Councilor Margolskee that Ordinance 19-15 be adopted.

VOTE: UNANIMOUS AYE

ORDINANCE 19-16: (Public Hearing) That the Town Council hereby ordains to transfer property located at Snakeroot Road, Map 05, Lot 02-A to Glen F. Wall and Ethan R. 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 and Ethan R. Wall.

Public Hearing opened by Mayor Nichols

For: None

Against: None

Public Hearing closed by Mayor Nichols

Moved by Councilor Bolster and seconded by Councilor Stackhouse that Ordinance 19-16 be adopted.

VOTE: UNANIMOUS AYE

ORDINANCE 19-17: (Public Hearing) 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.

Public Hearing opened by Mayor Nichols

For: None

Against: None

Public Hearing closed by Mayor Nichols

Deputy Mayor Donahue abstained from voting.

Moved by Councilor Stackhouse and seconded by Councilor Margolskee that Ordinance 19-17 be adopted.

VOTE: UNANIMOUS AYE

6. **REPORTS:**

A. **COUNCIL COMMITTEES:**

FINANCE: No report.

ORDINANCE: No report.

RECYCLING: No report. The next meeting is tomorrow, Wednesday November 20, 2019 at 4:00 pm.

B. **BOARD AND COMMITTEE UPDATES BY TOWN COUNCILORS AND MANAGER**

Bicentennial Committee: The Holiday tree lighting is on 12/4/2019 in Hathorn Park.

Theatre Committee: Ann Duncombe: Thanks to the Bicentennial Committee for sponsoring the Rocky Horror Picture Show on Halloween week. We sold prop bags and had a good time. Jaime has done a great job. She has hired an assistant manager who is working out well. The MCI Jazz band will be at the Theatre on 12/11/2019. Santa is coming for the free movie. We are having another comedy show that is a different set of people from Portland except for Mary, who is coming back.

C. TOWN MANAGER'S REPORT

1.) Time Warner announcement: Name Change to Spectrum Northeast, LLC: READ for tonight: Time Warner Cable has sent out notices that they have completed their transition to Charter Communications/Spectrum, so you may see mail from either of those names.

2.) It is almost time for Christmas: Holiday Lights at Hathorn Park
Wednesday, Dec 4 at 6:00 PM

Emcee: Chris Peterson (from Buds Shop and Save)
Warsaw Chorus

Special guest and comments: Brad Farrin
Comments regarding the year of the Bicentennial celebration
Flipping the light switch for the tree: Terri Vieira
Arrival of Santa either horse and wagon or fire truck
Hot chocolate and cookies donated by SVH
Additional lights for the gazebo, etc. donated by SVH

3.) Town Offices Closed: In celebration of Thanksgiving, the Town Offices will be closed Thursday and Friday, November 28 and November. A safe holiday to all.

4.) New Transfer/Recycling Office Built and Ready for Delivery: Our Transfer Station/Recycling Coordinator Don Chute reported for the last Council Meeting 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 may not be able to move the building due to the weather conditions. Public Works is concerned about the ice that is present and damaging the building if it is moved. We can, however, insulate the structure and complete interior work. The Electrician can run all the conduit so that it will be all ready to hook up. We have all of this ice in locations and so, we will not want to move the building unless Public Works and the Transfer Station staff feel that we can safely do so.

5.) Budget Calendar for 2020: READ for tonight. The next workshop will be held next week on Tuesday, November 26, 2019 at 6:30 pm.

6.) Donation of Swimming Pool Chemicals: We would like to acknowledge and thank the Palmyra Walmart for their donation to the Town of Pittsfield Community Swimming Pool, the Paul E. Bertrand Pool, for the donation of a pallet of swimming pool chemicals. One of the major costs of the pool is the chemicals so we will tally up the type, amount and value of the donation so we can see if this can assist the budget. We were approved on Friday, 11/15 and picked up the supplies today.

7.) Recreation Department Winter Sports 2019-2020 Registration: The registrations poured in the next days after the 11/13/2019 deadline so we have some full winter sports. READ listing of activities.

The Recreation Department indicates that they have openings for Rec basketball coaches-specifically Boys 3/4 and Boys 5/6. If you are interested or know a great coach-please contact the Rec Dept right away!
Email: pittsfieldrec@gmail.com or send us a Facebook message. Thank you.

When the schedules are set up, the Pittsfield Recreation Department will notify everyone through their popular Facebook Page. The Town will also help promote this.

8.) 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 a lot of confusion about what was taking place and if you have 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 on 04/01/2019, he/she should receive the check.

7. NEW BUSINESS:

ORDINANCE 19-18: (To be set to Public Hearing 12/17/2019) The Town of Pittsfield hereby ordains the 2020 Capital Budget be approved as follows:

Town Offices/Digitization	\$ 30,000
Municipal Building/Cosmetics	12,000
Police/Cruiser Video System	7,000
Police/Station Reserve	5,000
Police/Animal Control Officer Vehicle	25,000
Fire/Station Reserve	5,000
Airport/Obstruction Removal	49,000
Library/Capital Reserve Fund	<u>5,000</u>
 Total Projects/Reserves:	 \$ 138,000
 Total Projects/Reserves:	 \$2,531,800
Funding Breakdown:	
Funding by Loan	-\$ 1,360,000
Funding by Lease/Purchase	-\$ 0
Funding by Reserves	-\$ 75,000
Funding by Special Revenues	-\$ 10,000
Funding by Grants	-\$ 905,300
Funding by Other Resources	<u>-\$ 43,500</u>
 Total to be raised by taxation	 \$ 138,000

Moved by Councilor Curtis and seconded by Councilor Stackhouse that Ordinance 19-18 be moved to Public Hearing on 12/17/2019.

VOTE: UNANIMOUS AYE

ORDINANCE 19-19: (To be set to Public Hearing 12/17/2019) The Town of Pittsfield hereby ordains that the 2020 Operating Budget in the amount of \$3,875,106 () be approved, and the total sum of \$6,406,906 () be appropriated (Operating plus Capital Budgets);

AND FURTHER, that \$1,964,900 () be raised through taxation; that \$1,537,305, () be raised from estimated revenues; that \$360,901 () be appropriated from State Revenue Sharing; that \$0 () be appropriated from Lease/Purchase; that \$1,360,000 be appropriated from Loans/Bonds; that \$75,000 () be taken from reserve funds;

that \$10,000 be appropriated from Special Revenues; that \$905,300 () be appropriated from grants; that \$43,500 () be appropriated from other Revenue Resources; and that an additional sum of \$150,000 () be taken from undesignated fund balance.

Moved by Councilor Bolster and seconded by Councilor Margolskee that Ordinance 19-19 be moved to Public Hearing on 12/17/2019.

VOTE: UNANIMOUS AYE

ORDINANCE 19-20: (To be set to Public Hearing 12/17/2019) The Town of Pittsfield hereby ordains that the 2020 Water and Sewer Enterprise Fund budgets in the respective amounts of \$613,824 () and \$501,350 () be appropriated from the respective estimated departmental revenues.

Moved by Councilor Stackhouse and seconded by Councilor Bolster that Ordinance 19-20 be moved to Public Hearing on 12/17/2019.

VOTE: UNANIMOUS AYE

ORDINANCE 19-21: (To be set to Public Hearing 12/17/2019) The Town of Pittsfield hereby ordains that the 2020 Water and Sewer Enterprise Fund Capital Budget in the amount of \$261,000 () be approved;

AND FURTHER, that \$232,000 () be appropriated from Water/Sewer Enterprise Additional Revenues and that \$29,000 () be appropriated from Water/Sewer Enterprise Loan/Lease-Purchase.

Moved by Councilor Bolster and seconded by Deputy Mayor Donahue that Ordinance 19-21 be moved to Public Hearing on 12/17/2019.

VOTE: UNANIMOUS AYE

RESOLUTION 19-117: Resolved that the Town Council Abate Real Estate Property Account #2322 for 2017 and 2016 property taxes for principal in the amount of \$101.43 and \$98.98 plus costs and interest for a total to not exceed \$358.26 as the mobile home is uninhabitable and deteriorated.

Moved by Councilor Stackhouse and seconded by Councilor Margolskee that Resolution 19-117 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 19-118: Resolved that the Town Council authorize the Town Manager and Deputy Tax Collector to issue notices of Tax Acquired Property Sale and place a Tax Acquired Parcel out to bid as follows: Property Map 18, Lot 64, located on 456 Canaan Road, Pittsfield, ME.

Moved by Councilor Stackhouse and seconded by Deputy Mayor Donahue that Resolution 19-118 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 19-119: Resolved that the Town Council approve the Request for Proposals for Power Line Tree Trimming and authorize the Town Manager and Public Works Foreman to issue the RFP for said work.

Moved by Councilor Bolster and seconded by Councilor Stackhouse that Resolution 19-119 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 19-120: Resolved that the Town Council approve the Request for Proposals for Pittsfield Municipal Airport Obstructions Removal and authorize the Town Manager and Public Works Foreman to issue the RFP for said work.

Moved by Deputy Mayor Donahue and seconded by Councilor Margolskee that Resolution 19-120 be adopted.

VOTE: UNANIMOUS AYE

8. DISCUSSION ITEMS:

A. Financial

1. Financial Reports as of 10/31/2019
 - 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 10/31/2019
 - Building and Plumbing Permit Reports
 - Library Statistics
 - Police Statistics (not included)

The Town Manager advised of the following:

Budget Expenditure Report: 83.3% of period; 71.1% of municipal; 65.9.0% municipal, water & sewer (depreciation and transfers done by Auditor so percentage will increase)

Revenue Collections Report: 83.3% of period; 54.9% municipal; 57.1% municipal, water & sewer
Excise Tax Collections Comparison Report: For this period, -\$2,903.41 behind 2018 collections at this time of the year.

State Revenue Sharing Comparison Report: For this period, +\$66,698.46 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:

Amanda Collamore: What is the status of the Library St. Street Light? (TM: It has been reported and it has been taking a lot longer than in the past. We can contact the account representative.)

Council:

Councilor Bolster: No report.

Deputy Mayor Donahue: No report.

Councilor Margolskee: No report

Mayor Nichols: I wish the Meeting House good luck. I cannot see the townspeople letting that go to disrepair. Thanks to the scouts for coming down and putting the kiosk together. Kathryn - Keep up the good work upstairs. Happy Thanksgiving.

Councilor Curtis: No Report.

Councilor Stackhouse: Congratulations to the MCI football team for winning the championship. I want to congratulate Michael Killam on his certificate tonight. Thanks to Ann for the report on the Theatre. I wish the UU church all of the best. Thanks to Kathryn for all the hard work on the Main St. project.

Councilor Billings: Absent

10. **ADJOURNMENT**

Moved by Councilor Bolster and seconded by Councilor Stackhouse to adjourn at 8:00 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.