

# MINUTES

for a regular meeting of the Pittsfield Town Council held on Tuesday, December 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.

PRESENT: COUNCILORS: Mayor Heather Donahue, Deputy Mayor Matthew Bolster, Councilor Debra Billings, Councilor Amanda Collamore and Councilor Peter Logiodice IV.

ABSENT: Councilor Nichols (due to a prior commitment)

Also present: Town Manager Kathryn Ruth

AUDIENCE: Transfer/Recycling Coordinator Don Chute and Public Works Foreman Steven Vance

ZOOM: Librarian Holly Williams, Fire Chief Bernard Williams and Police Chief Harold Bickmore

## **1. OPEN MEETING/PLEDGE OF ALLEGIANCE, FOLLOWED BY A MOMENT OF SILENCE.**

Mayor Donahue opened the meeting by leading the Pledge of Allegiance.  
The Town Council observed a Moment of Silence.

## **2. ADOPTION OF MINUTES OF THE REGULAR MEETING HELD ON DECEMBER 01, 2020 and the BUDGET WORKSHOP HELD ON DECEMBER 01, 2020.**

Moved by Councilor Billings and seconded by Deputy Mayor Bolster to adopt the Minutes as presented.

**VOTE: UNANIMOUS AYE**

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

- A. Community and Economic Development Activities and Events
  - Events
  - Announcements
  - Pittsfield Promotional Video

The Town Manager reported she was advised that the Promotional Video is nearly 100% complete. Black Fly Media and our PEEC Director Gary R. Jordan, Jr. are making a few minor revisions. The Town Logo was requested today and provided. This was the logo we had the contest for the Bicentennial. It would be great to have this ready to roll out for the New Year. PEEC Director Michael Gray sent the latest clip today. If any of the Councilors would like to see it, let me know. When we get what is considered the FINAL version for your review, all the Town Councilors should view it.

## **4. OLD BUSINESS/PUBLIC HEARINGS:**

## **5. REPORTS:**

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

**FINANCE:** The Finance Committee has not met since completing all the budget calendar meetings.

**ORDINANCE:** The Committee will resume meetings early next year.

**RECYCLING:** No Report this evening.

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

The Town Manager reported that the Parks and Recreation Committee met last Thursday, went over the Recreation Director Job Description to see if there would be any proposed revisions for the Town Manager to review and spent 2.5 hours discussing recreation for the community.

## **C. TOWN MANAGER'S REPORT**

The Town Manager advised that it would be a short report this evening as the agenda is not short!

1. Transfer Station Stickers for 2021: The new stickers will be available on 12/17/2020 for the year 2021, By January 29, 2021, all residents and businesses will need to have their new sticker or they will not be able to access the transfer station. There was a question regarding what would happen if they do not get a sticker. The individual or business will simply not be able to access the transfer station until they get an updated sticker. People have 1.5 months to obtain their sticker. The Town Manager will put this on the Town's Facebook page, other Facebook pages and the Town's website.

2. Seasons Greetings: All of the Town employees would like to wish the Town residents and businesses a happy and safe holiday season.

## **6. NEW BUSINESS/PUBLIC HEARINGS:**

**ORDINANCE 20-13: (Public Hearing)** The Town of Pittsfield hereby ordains the 2021 Capital Budget be approved as follows:

Town Offices/Computers & Digitization	\$ 15,000
Municipal Building Reserve	5,000
Police/Cruiser	44,980
Police/Station Reserve	5,000
Fire/Station Reserve	5,000
Public Works/Garage Roof Repairs	10,000
Public Works/Garage Reserve	<u>5,000</u>
Total Projects/Reserves:	\$ 89,980
Total Projects/Reserves:	\$1,658,480
Funding Breakdown:	
Funding by Loan	-\$ 500,000
Funding by Lease/Purchase	-\$ 815,000
Funding by Reserves	-\$ 15,000
Funding by Special Revenues	-\$ 8,500

Funding by Grants	-\$ 65,000
Funding by Other Resources	<u>-\$ 165,000</u>
Total to be raised by taxation	\$ 89,980

Public Hearing opened by Mayor Donahue.

For: None

Against: None

Councilor Discussion: Deputy Mayor Bolster stated he does not want to take out a third loan for capital projects. The Town Manager advised that the Council did not approve any loans or lease-purchases for 2021 while approving all of the rest of the capital projects. The loan remains on the CIP, however, the Council would have to authorize many steps including scheduling a public hearing, voting to approve a loan, voting to send out a Request for Proposals and so forth. As the Town Council has decided against taking out a third loan, this article approves \$89,980 in tax dollars.

Public Hearing closed by Mayor Donahue.

Moved by Councilor Collamore and seconded by Councilor Billings that Ordinance 20-13 be adopted

**VOTE: UNANIMOUS AYE**

**ORDINANCE 20-14: (Public Hearing)** The Town of Pittsfield hereby ordains that the 2021 Operating Budget in the amount of \$4,204,421 ( ) be approved, and the total sum of \$5,862,901 ( ) be appropriated (Operating plus Capital Budgets);

AND FURTHER, that \$2,229,077 ( ) be raised through taxation; that \$1,520,324, ( ) be raised from estimated revenues; that \$395,000 ( ) be appropriated from State Revenue Sharing; that \$815,000 ( ) be appropriated from Lease/Purchase; that \$500,000 be appropriated from Loans/Bonds; that \$15,000 ( ) be taken from reserve funds; that \$8,500 be appropriated from Special Revenues; that \$65,000 ( ) be appropriated from grants; that \$165,000 ( ) be appropriated from other Revenue Resources; and that an additional sum of \$150,000 ( ) be taken from undesignated fund balance.

The Town Manager advised that the original budget was revised for publication by the deletion of \$23,971 the Town Council had made prior to the date the hearing was scheduled. After scheduling the public hearing, additional amendments to the budget ordinance included the following: placing the 53<sup>rd</sup> payroll in the 2021 budget; health insurance savings; USDA agreed to modify our lease agreement so that we can use the \$85,000 that was to be in the budget each year for capital projects; Highway Budget reduced by \$10,000; and the Police Budget was reduced by \$38,095 as the Patrol/ACO/Detective position was decreased by \$30,000 as funds had been carried forward and not utilized yet; the Captain's position was deleted at \$5,000; and miscellaneous other items. This totaled an additional \$61,467 in savings. Councilors have before them the revised figures for a municipal budget which is now a 5.0% increase down from a 7.1%.

Public Hearing opened by Mayor Donahue.

For: None

Against: None

Councilor Discussion:

There was a discussion about how the Town Council did not want to take out a loan. The Town Manager advised that when all of the capital projects were completed for 2019 and 2020 after putting several projects out to bid several times and while it did take a long time, the Town actually saved a lot of money by receiving really good pricing. From all of the savings on all of the projects, especially the Municipal Building and Fire Station roofs, the Municipal Building and Fire Station brick work and paving projects, the Town has approximately \$200,000 available for next year for paving on roads which do not require grinding or being re-built. It was also concluded that the additional \$45,000 Councilors had talked about adding to the budget for the third loan to break up the cost between two years is not needed as the Council has decided to not have the third capital loan next year.

Public Hearing closed by Mayor Donahue.

Moved by Deputy Mayor Bolster and seconded by Councilor Collamore that Ordinance 20-14 be amended with the 2021 Operating Budget in the amount of \$4,142,954 and the total sum of \$5,801,437 and further that \$2,167,610 be raised through taxation and that the rest of the figures remain the same.

**VOTE: UNANIMOUS AYE**

**ORDINANCE 20-14: (Public Hearing)** The Town of Pittsfield hereby ordains that the 2021 Operating Budget in the amount of \$4,204,421 ( **\$4,142,954** ) be approved, and the total sum of \$5,862,901 (**\$5,801,434** ) be appropriated (Operating plus Capital Budgets);

AND FURTHER, that \$2,229,077 ( **\$2,167,610** ) be raised through taxation; that \$1,520,324, ( ) be raised from estimated revenues; that \$395,000 ( ) be appropriated from State Revenue Sharing; that \$815,000 ( ) be appropriated from Lease/Purchase; that \$500,000 be appropriated from Loans/Bonds; that \$15,000 ( ) be taken from reserve funds; that \$8,500 be appropriated from Special Revenues; that \$65,000 ( ) be appropriated from grants; that \$165,000 ( ) be appropriated from other Revenue Resources; and that an additional sum of \$150,000 ( ) be taken from undesignated fund balance.

Moved by Councilor Collamore and seconded by Councilor Billings to approve Ordinance 20-14 as amended.

**VOTE: UNANIMOUS AYE**

**ORDINANCE 20-15: (Public Hearing)** The Town of Pittsfield hereby ordains that the 2021 Water and Sewer Enterprise Fund budgets in the respective amounts of \$613,824 ( ) and \$501,350 ( ) be appropriated from the respective estimated departmental revenues.

Public Hearing opened by Mayor Donahue.

For: None

Against: None

Councilor Discussion: None

Public Hearing closed by Mayor Donahue.

Moved by Councilor Billings and seconded by Deputy Mayor Bolster that Ordinance 20-15 be adopted

**VOTE: UNANIMOUS AYE**

**ORDINANCE 20-16: (Public Hearing)** The Town of Pittsfield hereby ordains that the 2021 Water and Sewer Enterprise Fund Capital Budget in the amount of \$470,000 ( ) be approved;

AND FURTHER, that \$70,000 ( ) be appropriated from Water/Sewer Enterprise Additional Revenues and that \$400,000 ( ) be appropriated from the Water Reserve.

Public Hearing opened by Mayor Donahue.

For: None

Against: None

Councilor Discussion: None

Public Hearing closed by Mayor Donahue.

Moved by Councilor Billings and seconded by Councilor Collamore that Ordinance 20-16 be adopted

**VOTE: UNANIMOUS AYE**

**ORDINANCE 20-17: (Public Hearing)** The Town of Pittsfield hereby ordains to authorize the transfer of unencumbered appropriation balances to various departments:

FROM:	05-10	Police (for Animal Control)	\$ 9,000
	25-15	Theatre	\$ 9,000
TO:	05-20	Street Lights	\$ 2,000
	05-25	Animal Control	\$ 9,000
	10-05	Public Works	\$ 5,000
	10-15	Cemetery	\$ 2,000

Public Hearing opened by Mayor Donahue.

For: None

Against: None

Councilor Discussion: None

Public Hearing closed by Mayor Donahue.

Moved by Deputy Mayor Bolster and seconded by Councilor Collamore that Ordinance 20-17 be adopted as written.

**VOTE: UNANIMOUS AYE**

**ORDER 20-10:** Ordered by the Town Council to Authorize Equipment Lease Purchase Financing and Appropriation of the Proceeds Thereof.

Moved by Councilor Collamore and seconded by Councilor Logiodice that Order 20-10 be adopted.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 20-140:** Resolved that the Town Council Authorize the Town Manager to Execute all necessary paperwork for the lease-purchase of a Xerox Altalink C8170 Color MFP Copier at a cost to not exceed lease and service contract totaling \$295.00/month for a 5-year period, an increase of \$2.50 per month or \$150.00 for the term.

Moved by Councilor Billings and seconded by Councilor Collamore that Resolution 20-140 be adopted.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 20-141:** Resolved that the Town Council accept the proposal of \_\_\_\_\_ of \_\_\_\_\_ in an amount to not exceed \$ \_\_\_\_\_ for a new 25 Ton Capacity Trailer, Option \_\_\_\_\_ and authorize the Town Manager to execute all paperwork for same.

Councilor Collamore made a motion to open discussion on Resolution 20-141, seconded by Councilor Billings.

**VOTE: UNANIMOUS AYE**

There was a lengthy discussion by the Public Works Foreman about trailer length, size and used trailers in response to questions from Town Councilors. Two of the three bids did not meet the specifications and the high bid was well above the amount budgeted in the capital plan and has a long order period to get it in. The Mayor recommended that this be re-bid and that we look at a larger radius for companies.

Moved by Councilor Collamore and seconded by Councilor Billings that Resolution 20-141 be amended by rejecting all bids and rebidding it as a 25-ton capacity trailer with a deck over as both a new trailer and used trailer.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 20-142:** Resolved that the Town Council declare the Council Seat for District 2 vacant and call a Special Election for Councilor - District 2 on Thursday, 02/25/2021.

Moved by Deputy Mayor Bolster and seconded by Councilor Collamore that Resolution 20-142 be adopted.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 20-143:** Resolved that the Town Council approve that nomination papers for Councilor – District 2 be made available on Wednesday, 01/06/2021 and that the filing deadline for said nomination papers will be Wednesday, 01/20/2021 at 5:00 PM.

Moved by Councilor Billings and seconded by Deputy Mayor Bolster that Resolution 20-143 be adopted.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 20-144:** Resolved that the Town Council approve the Request for Proposals for a Backup Generator Addition for the Pittsfield Water Department, also known as Pittsfield Water Works and authorize the Town Manager, Water/Sewer Plant Manager and Olver Associates, operator of the Pittsfield Water Works, to seek proposals for same.

The Public Works Foreman had a number of concerns and questions about this project. These will be referred to Olver Associates which drafted the specifications from their technical background.

Moved by Deputy Mayor Bolster and seconded by Councilor Billings that Resolution 20-144 be adopted.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 20-145:** Resolved that the Town Council Authorize a total of \$\_\_10,300\_\_ for Carry Forwards from the 2020 Budget and Encumber the funds for 2021.

The Town Manager advised that there were very few Carry Forward items this year. There will be two: Fire Department, Supplies – PPE Equipment and Police Department Building/Plant.

Moved by Councilor Collamore and seconded by Councilor Billings that Resolution 20-145 be adopted with the figure of \$10,300.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 20-146:** Resolved that the Town Council approve the percentage of funds in the Cemetery General Fund at 5.4% of the November 30, 2020 balance to be transferred to the 2021 Budget as a Revenue Source for the Cemetery, thereby increasing the amount of revenues to be utilized to an amount equal to the proposed 2021 Cemetery Budget.

Moved by Deputy Mayor Bolster and seconded by Councilor Billings that Resolution 20-146 be adopted.

**VOTE: UNANIMOUS AYE**

Motion to waive the rules and vote on Resolutions 20-147 through 20-154 as a block, seconded by Councilor Billings.

**VOTE: UNANIMOUS AYE**

Moved by Councilor Collamore and seconded by Councilor Billings that Resolutions 20-147 through 20-154 be adopted.

**VOTE: UNANIMOUS AYE**

**Resolutions 20-147 through 20-154 were approved as a block.**

**RESOLUTION 20-147:** Resolved that the Town Council accept all cash donations for the Library Donations (G#1-634-00) for 2020 and authorize the expenditure of the funds in accordance with Town Rules and Regulations.

**RESOLUTION 20-148:** Resolved that the Town Council accept all cash donations for the Community Swimming Pool Donations (G#1-643-00) for 2020 and authorize the expenditure of the funds in accordance with Town Rules and Regulations.

**RESOLUTION 20-149:** Resolved that the Town Council accept all cash donations for the Underage Drinking Program (R-85-65-10) for 2020 and authorize the expenditure of the funds in accordance with Town Rules and Regulations.

**RESOLUTION 20-150:** Resolved that the Town Council accept all cash donations for the Theatre Fundraising Campaign/Renovations Revenues (R-86-09-01) and the Theatre Gap Revenues (R-86-25-05) and authorize the expenditure of the funds in accordance with Town Rules and Regulations.

**RESOLUTION 20-151:** Resolved that the Town Council accept all cash donations for the Pittsfield Keep Neighbors Warm Program (referred to by staff and citizens as Pittsfield Keep Me Warm) (R-86-10-01) for 2020 and authorize the expenditure of the funds in accordance with Town Rules and Regulations.

**RESOLUTION 20-152:** Resolved that the Town Council accept all cash donations for the Re-Use Building (R-86-11-01) for 2020 and authorize the expenditure of the funds in accordance with Town Rules and Regulations.

**RESOLUTION 20-153:** Resolved that the Town Council accept all cash donations for the Historical Depot (R-86-20-01) for 2020 and authorize the expenditure of the funds in accordance with Town rules and regulations.

**RESOLUTION 20-154:** Resolved that the Town Council accept all cash donations for the Bicentennial (R-86-71-05) for 2020 and authorize the expenditure of the funds in accordance with Town rules and regulations.

**Resolutions 20-147 through 20-154 were approved as a block.**

**RESOLUTION 20-155:** Resolved that the Town Council appoint Stephen Seekins as Code Enforcement Officer for the period of 01/01/2021 – 12/31/2021.

Moved by Deputy Mayor Bolster and seconded by Councilor Collamore that Resolution 20-155 be adopted.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 20-156:** Resolved that the Town Council appoint Stephen Seekins as Licensed Plumbing Inspector for the period of 01/01/2021 – 12/31/2021.

Moved by Deputy Mayor Bolster and seconded by Councilor Billings that Resolution 20-156 be adopted.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 20-157:** Resolved that the Town Council appoint Brian Croft as Code Enforcement Officer Alternate for the following areas: Zoning & Land Use Ordinances, Third Party Licensed Inspector for the period of 01/01/2021 – 12/31/2021.

Moved by Deputy Mayor Bolster and seconded by Councilor Billings that Resolution 20-157 be adopted.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 20-158:** Resolved that the Town Council appoint Brian Croft as Licensed Plumbing Inspector Alternate for the period of 01/01/2021 – 12/31/2021.

Moved by Councilor Billings and seconded by Deputy Mayor Bolster that Resolution 20-158 be adopted.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 20-159:** Resolved that the Town Council appoint Albert Tempesta as Code Enforcement Officer Alternate for the following areas: Zoning & Land Use Ordinances, Shoreland Zoning Ordinances for the period of 01/01/2021 – 12/31/2021.

Moved by Deputy Mayor Bolster and seconded by Councilor Billings that Resolution 20-159 be adopted.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 20-160:** Resolved that Town Council appoint Albert Tempesta as Licensed Plumbing Inspector alternate for the period of 01/01/2021 – 12/31/2021.

Moved by Deputy Mayor Bolster and seconded by Councilor Logiodice that Resolution 20-160 be adopted.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 20-161:** Resolved that the Town Council authorize the Town Manager to apply for Federal Emergency Management Agency (FEMA) funding from the Department of Homeland Security (DHS) FY 2020 Building Resilient Infrastructure and Communities Grant.

Moved by Deputy Mayor Bolster and seconded by Councilor Billings that Resolution 20-161 be adopted.

**VOTE: UNANIMOUS AYE**

## **7. DISCUSSION ITEMS:**

- A. Financial Reports as of 11/30/2020
  - 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

The Town Manager advised of the following:

Budget Expenditure Report: 91.7% of period; 73.6% of municipal; 66.8% municipal, water & sewer (depreciation and transfers done by Auditor so percentage will increase)

Revenue Collections Report: 91.7% of period; 74.2% municipal; 71.9% municipal, water & sewer

Excise Tax Collections Comparison Report: For this period, we are +\$37,711.79 ahead of 2019 collections at this period of time.

State Revenue Sharing Comparison Report: For this period, +\$125,117.39 ahead of 2019 collections. This account needs to be watched closely in case it falls behind. It worked out well this year.

The remainder of the Financial Reports are self-explanatory.

## **8. REPORTS:**

### **Audience:**

Transfer/Recycling Coordinator Don Chute who also serves as the Health Officer reported there have been changes per the Governor's orders. He advised that some people are not following the mask mandate.

Don explained that it is Criminal Trespass if someone does not wear a mask and is asked to leave and then does not leave a public building. We have a mandate that if we are inside public buildings such as the Town Offices, there must be masks. If two people are in a vehicle, each one needs to have a mask on. It was decided that the department heads would need to talk to their equivalents in other towns about coverage if the departments do not have enough employees to function. Don reported that people are taking pictures in our businesses and contacting CDC. Bernard advised that the businesses can have their licenses pulled by the State if they do not follow the requirements. If we have older employees upset about COVID and they have sick time, we need to send them home which has been discussed with Kathryn and she agreed. We can bring them back if other employees become ill. He noted that there was an employee who called out sick and then was allowed to go back to work by a department head. The Town Manager advised that Donnie and Bernard need to discuss this specific issue with her so that she is updated on what has taken place. She advised that we have issued a number of reminders and may need to issue another. The Town Manager advised that we have already had 7 quarantines and so if there are more, then we need to have them. Don reviewed why the Recycling Container got pulled from the lot.

**Council:**

**Mayor Donahue:** Happy Holidays to all. Find the joy in the little things. Thanked all the staff for all of their work on projects as well as for the day to day operations under all the constantly changing regulations. Acknowledged that there has been a lot of strain on people with being in and out of the offices, working at the office and then at home as well holding two elections during a pandemic. Hopes everyone stays healthy and good wishes to all.

**Deputy Mayor Bolster:** No Report.

**Councilor Nichols:** Absent.

**Councilor Collamore:** Congratulations to Puritan on being recognized at a world class level on their accomplishments. Thanked the department heads for attending this evening. Reported on the very successful Food Drive for the Pittsfield and Palmyra Food Pantries last week. Next Tuesday, the Good Shepard Food Bank has partnered with local farmers to provide local food baskets for those who need them in the Municipal Building Parking Lot. The town public safety departments along with the Somerset Sheriff's Office and Maine State Police will participate.

**Councilor Logiodice:** Advised that he received a letter from Puritan and wanted to congratulate them on being recognized in the media for their accomplishments this year.

**Councilor Billings:** Thanked Department Heads for attending the meeting. Thanked Kathryn, Donnie and Bernard for the work that they do to keep us safe. At the first meeting in January, she would like to talk about coming up with a plan to increase volunteerism and to discuss how to make the Council packages smaller. Wished everyone happy holidays and hopes that everyone will be safe.

## **9. ADJOURNMENT**

Moved by Councilor Billings and seconded by Deputy Mayor Bolster to adjourn at 8:26 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](http://www.pittsfield.org) and click on Town Meeting Videos to listen to videos of Town Council and other Board/Committee Meetings.*