

# MINUTES

for a regular meeting of the Pittsfield Town Council, held on *Tuesday, October 18, 2022* at 6:30 pm in the Council Chambers at the Pittsfield Municipal Building at 112 Somerset Avenue and by teleconferencing technology.

Councilors Present: Mayor Michael Cianchette; Deputy Mayor Peter Logiodice; Councilor Jason Hall; Councilor Eric Saucier; and Councilor Lindsay Holmstrom

Councilors Present by ZOOM: None

Councilors Absent: Councilor Brent Frost and Councilor Ronald Jester

Also Present: Town Manager Kathryn Ruth; Public Works Director Don Chute, Jan Laux, Howard Margolskee, Michael Lynch and Cory Verrill

Also Present by ZOOM: Heather Donahue

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

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

## **2. ADOPTION OF MINUTES OF:**

Regular Meeting held on October 04, 2022

**Moved** by Deputy Mayor Logiodice and seconded by Councilor Hall to adopt the Minutes of the Regular Meeting on October 04, 2022.

Motion passed with all votes in favor.

**VOTE: UNANIMOUS AYE**

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

### **A. Community and Economic Development Activities and Events**

#### **1. Projects and Grants:**

- a. Planning Initiative Program Update
- b. Main Street Sidewalk Project
- c. Route #11/10 (Route 100) and Main Street Highway Construction/Rehabilitation
- d. Main Street Sidewalk Project Community Development Block Grant Funding; Northern Border Regional Commission Grant; Project Canopy Grants; and multiple smaller grant projects
- e. Main Street Sewer Main Rehabilitation Project including DEP American Rescue Plan Act (ARPA) Grant Funding
- f. Airport Grants
- g. Many other smaller Grant Opportunities
- h. Certificates and Ceremonies  
Presentation for Retirement of Harold "Pete" Bickmore

The Town Manager advised that Pete was not feeling up to attending the ceremony but may be able to do so in two weeks. At that time, the ceremony will be in person and/or on ZOOM to cover both scenarios.

The Town Manager updated the Town Council on the Planning Initiative Program as the Request for Proposals had been issued on various websites. A lengthy list of consultants authorized to work on MaineDOT projects was acquired from the State website. A copy of the RFP had been sent out to some of the consultants and more will be completed. Manager Ruth noted that she also provided a list of grant funding and matches that the Town has to date for the Main Street – Downtown Project in the last Council Package.

Ms. Ruth noted that the federal grantor’s visit on October 5, 2022 was excellent. As the Councilors had not been able to attend, she was pleased to have the assistance of the Congressional delegation as well as the Town’s engineer for Main Street – Downtown Haley Ward (formally CES, Inc). The event was about an hour with an introduction to the Town, discussion and then tour of the downtown.

**4. PUBLIC HEARINGS: N/A**

**5. REPORTS:**

A. Council Committees:

The Finance Committee was supposed to meet, however, people had to work and/or were ill so the meeting was cancelled. The Ordinance Committee indicated that it had not met. The Town Manager advised that the Recycling Committee will be starting up in January of 2023.

B. Committee Updates by Town Councilors and Manager:

The Town Manager reported that the Planning Board and Recreation Committee had been moved to the Departments Monthly Achievement Reports as the Mayor wanted them to provide a written report. Neither committee has met so a report was not needed.

C. Town Manager’s Report

**TOWN MANAGER’S REPORT FOR 10/18/2022:**

**STREAMLINED VERSION FOR TOWN COUNCIL**

As we are now entering the budget period at the Council Meetings, the TM Reports will target only the most important information.

1. Priorities for the last two weeks: With the budget process being moved forward to mid-October; property taxes due in mid-October and the early voting for the November election in process, we certainly can state that this is the busiest period of time that we have ever seen. Add in all of the new citizens moving to Town required to change over their registrations and other official business; quarterly reporting; and all of the major projects underway, there are many priorities. As always, our priorities will be focused on customer transactions first.

2. Budget Process for 2023: A copy of the Budget Calendar listing the meeting schedule for Budget Workshops as well as the budget documents are posted on the Town’s website [www.pittsfield.org](http://www.pittsfield.org)

3. Request for Proposals for Consultant Services: The Town did not receive any bids or proposals for this project. Since the same Proposal was utilized that resulted in our 2013 Comprehensive Plan Update and it worked well, this is interesting. The RFP was distributed to a list which included KVCOG. An inquiry to KVCOG asking why the organization did not submit a proposal has not been answered as the Planner has been on vacation.

4. Request for Proposals for Document Scanning and Record Management System: We met with two companies on site Monday to tour the facilities for a review of the materials to be scanned. Each company's approach was different. I learned that two large Maine towns are in the midst of this type of project so I plan to call to learn best practices. A third company cancelled their visit. Two other inquiries were received, however, they have not asked to come on site. This can be viewed as a learning experience to determine the marketplace for this type of work on a large scale. As noted in the RFP, this will need to be a multi-year project in order to afford it. The deadline for proposals is October 20, 2022.

5. Request for Proposals for a Town-wide Reappraisal: This RFP's deadline is coming up on October 21, 2022. There has been very little activity. However, there are few valuation companies in Maine.

Since RFPs are posted on-line, it is possible that copies were downloaded without inquiries made, however, it would be hard to bid without reviewing the site and/or asking questions.

6. Open Positions Recruitment:

The Town of Pittsfield is experiencing the same issues as many employers in Pittsfield and the State with positions unfilled and very few applicants. There NOW are 20 pages (up from 17 this summer) of jobs on the Maine Municipal Association Job Bank, the one site in the State where nearly all municipal positions are listed. It is full of municipal positions in all departments with most pages having 20-30 positions listed so there continues to be well over 500 positions available.

Updated for Week of 10/18/2022:

Position	Vacancy	Status
Financial Clerk	1	Focused on police right now, use on-line for that dept.
PW Driver/Equip. Operator	1	New employee starts next week; second offer made
Police Chief	1	Deadline this week; number of inquiries received and 4 applications filed
Police Officers	2	Multiple avenues pursued; extensive competition
NEW Recycling Attendant	1	Several times this year; covered by employee who had worked at the Cemetery

7. Grant Applications:

Wellhead Protection Grant Reimbursement: The propane generator system at the Water Treatment Facility has now been completed. There were some delays obtaining items due to supply issues so the project has taken a bit longer, however, is a welcome relief as winter approaches. A reimbursement to the State of Maine for the grant funds approved will be filed upon the receipt of the final bill.

Airport Grant Reimbursement: Reimbursement for our last billings for the Airport Hangar grant were submitted in order to be processed before the federal government shuts down for the end of their fiscal year for a couple of weeks prior to October 1, 2022. Two requests are pending. In addition, our first reimbursement for payment on the Town hangar project will be submitted this week in the amount of \$46,502.59. We will be filing more reimbursements shortly.

8. Public Works Updates:

2022 Paving Program: The binder coat for the country roads is to be applied by October 31, 2022. A letter has been drafted for the Public Works Director and myself to sign requesting the paving company's action plan to finish our paving. The company is to finish our paving when the weather is warm enough (40 degrees or more). The Public Works Director and I were receiving reports from the paving company that the work would certainly be completed by the end of the month. Today, we received an estimate of the reclaim and binder paving work based upon field measurements. It appears when the work is completed that the Town will be very close to the \$1 million dollar figure. Northeast Paving will start the reclaim work early Tuesday morning, 10/18/2022 pending the weather. We then were advised that the company will finish up everything in the next few weeks...we do not have a few weeks before the deadline, only two weeks. The PW Director and I meet will meet Tuesday morning to address this in writing.

9. Code Enforcement Status:

Al Tempesta is now serving as our Code Enforcement Officer after resolution of a pending personnel issue. The Town had been consulting with the State of Maine. Al has agreed to cover the Town while a decision is made on having a full-time Code Enforcement Officer and then during recruitment. He will be able to be in Town late Monday afternoons, Tuesday afternoons and Friday afternoons pending other commitments. As soon as a few items are cleared up this week, we will be working on the Webb Road and Washington Street violation issues. The Code Violation Matrix is being updated with the developments taking place.

Ms. Holmstrom indicated that she was reviewing the progressing matrixes, however, it is hard to determine the progress and that some items did not have progress. She stated that this seems to be a Town Manager issue. The Town Manager advised that there is a personnel issue and that it will be resolved by the end of the month. Then there will be more progress. She stated she is following appropriate processes and has legal advice. The Town is also working with the State of Maine. It was decided that the Town Manager will present new work for the dates in bold print so it is easier to see and go back to making the summary that she started out with that the Council asked to discard for the matrix. We will have both from now on.

10. Purchasing Requirements:

The Town's regulations and how purchasing takes place within those requirements will be reviewed at the meeting. The Town Manager advised that the Town Council wanted to discuss how to address credit cards and she is all set to discuss this. The Town Council then passed over the issue to the agenda.

**6. OLD BUSINESS: N/A**

**7. NEW BUSINESS:**

***ORDINANCE 22-10:*** (To be set to Public Hearing on 11/01/2022) That the Town Council hereby Ordains that Chapter 2B General Assistance Ordinance and Appendices A-I be rescinded and the new Chapter 2B General Assistance Ordinance be adopted and further that Appendices A-I be adopted to reflect the revised maximums for the period of October 1, 2022 – September 30, 2023.

**Moved** by Deputy Mayor Logiodice and seconded by Councilor Hall to set Ordinance 22-10 to Public Hearing on 11/01/2022.

Motion passed with all votes in favor.  
**VOTE: UNANIMOUS AYE**

**ORDINANCE 22-11:** (To be set to Public Hearing 12/06/2022) The Town of Pittsfield hereby ordains the 2023 Capital Budget be approved as follows:

Town Offices/Computers	\$ 10,000
Town Offices/Digitization	50,000
Municipal Building/Reserve	5,000
Police/Computer Server	15,000
Police/Station Reserve	5,000
Transfer/Transporter Cans	30,000
Parks & Recreation/Lights and Fencing	15,000
Library Reserve	5,000
Highway/Storage Tanks	10,000
Fire Rescue 1	35,000
Fire/Station/Reserve	5,000
Public Works/Garage Roof & Repairs	10,000
Public Works/Garage Reserve	<u>5,000</u>
 Total Projects/Reserves:	 \$ 200,000
 Total Projects/Reserves:	 \$3,555,000
Funding Breakdown:	
Funding by Loan (Paving)	-\$1,000,000
Funding by Loan (Bridge/Culvert)	- 70,000
Funding by Loan (Road Rebuilding)	- 700,000
Funding by Loan/Bonding	-\$ 500,000
Funding by Lease/Purchase	-\$ 180,000
Funding by Reserves	-\$ 75,000
Funding by Grants	-\$ 780,000
Funding by Other Resources	<u>-\$ 50,000</u>
 Total to be raised by taxation	 \$ 200,000

**Moved** by Deputy Mayor Logiodice and seconded by Councilor Hall to set Ordinance 22-11 to Public Hearing on 11/01/2022.

Motion passed with all votes in favor.  
**VOTE: UNANIMOUS AYE**

**ORDINANCE 22-12:** (To be set to Public Hearing 12/06/2022) The Town of Pittsfield hereby ordains that the 2022 Operating Budget in the amount of \$4,745,033 ( ) be approved, and the total sum of \$8,300,033 ( ) be appropriated (Operating plus Capital Budgets);

AND FURTHER, that \$2,186,648 ( ) be raised through taxation; that \$1,586,592, ( ) be raised from estimated revenues; that \$821,793 ( ) be appropriated from State Revenue Sharing; that \$180,000 ( ) be appropriated from Lease/Purchase; that \$2,270,000 be appropriated from Loans/Bonds; that \$75,000 ( ) be taken from reserve funds; that \$780,000 ( ) be appropriated from grants; that \$50,000 ( ) be appropriated from other Revenue Resources; and that an additional sum of \$350,000 ( ) be taken from undesignated fund balance.

**Moved** by Deputy Mayor Logiodice and seconded by Councilor Hall to set Ordinance 22-12 to Public Hearing on 11/01/2022.

Motion passed with all votes in favor.

**VOTE: UNANIMOUS AYE**

**ORDINANCE 22-13:** (To be set to Public Hearing 12/06/2022) The Town of Pittsfield hereby ordains that the 2023 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 Deputy Mayor Logiodice and seconded by Councilor Hall to set Ordinance 22-13 to Public Hearing on 11/01/2022.

Michael Lynch stated that the water and sewer departments each lost \$90,000 on the PUC website. He stated he goes to that site as that is the only place that he can get correct information. He wanted to know if this amount was going to be sufficient. The Town Manager stated that this must be 2021 but does not know what he is referring to as both departments did not lose that figure. The Town Manager advised that in 2021 the Town Council commissioned Olver Associates to look at the budget and revenue to determine if a rate increase was needed as the staff thought that it was needed. The rate increase was recommended, approved and went into effect for 2022 and these are the budgets that were requested. He asked if the Town Manager was still the Superintendent. The Town Manager stated that she has never been the Superintendent and that they had asked the state to change that designation when she saw it. He asked who was the Superintendent. The Town Manager noted that although it is not the exact title, that Annaleis Hafford, who is the Operations Manager for the Water and Sewer Departments, would be considered to be the Superintendent. Mr. Lynch indicated he would call her first thing tomorrow to discuss his concerns.

Motion passed with all votes in favor.

**VOTE: UNANIMOUS AYE**

**ORDINANCE 22-14:** (To be set to Public Hearing 12/06/2022) The Town of Pittsfield hereby ordains that the 2023 Water and Sewer Enterprise Fund Capital Budget in the amount of \$7,434,737 ( ) be approved;

AND FURTHER, that \$7,044,737 ( ) be appropriated from Loans/Bonds, that \$0 ( ) be appropriated from State ARPA Funds, that \$0 ( ) be appropriated from Town ARPA Funds, that \$20,000 ( ) be appropriated from Grants, that \$20,000 ( ) be appropriated from other revenues, that \$150,000 ( ) be appropriated from the Sewer Projects Reserve and that \$200,000 be appropriated from the Sewer and Water Restoration Reserves.

**Moved** by Deputy Mayor Logiodice and seconded by Councilor Hall to set Ordinance 22-14 to Public Hearing on 11/01/2022.

Jan Laux stated that Birchwood Drive should have been completed by now and it has not been started. Howard Margolskee and Jan Laux expressed concern over the figure of \$7,434,737 and wanted to know what it entailed. The Town Manager advised when putting together the figures for the public hearing we start with the first budget figures. As the Town Council has approved multiple projects for application, we need to determine, if the projects are received, which projects will be approved. She noted that the Town Council would not approve all of these projects, however, this is the total of all of the projects they have applied for this year to move the water and sewer infrastructure forward. The only projects that have been approved are the Birchwood and Peltoma sewer system projects which we were awarded. All of these other projects are applications with the exception of the grant for Birchwood Water Design and Library Street Water Design.

Jan Laux talked about how the Town will need the schools when everyone comes to talk about this \$7,044,737 figure. The Town Manager advised that once the budget process moves forward, we will know the figure that this will actually be and it will be on the motion amendment as in the past. Howard Margolskee asked if we knew the loan cost and the Town Manager advised that all of the amortization charts as well as the project cost breakdowns are in the budget book and if they stay tonight, she will go through them to advise at the budget workshop.

Ms. Ruth noted that when it was decided that more work would be completed for Water and Sewer to address infrastructure this meant that the rates had to go up after a study was conducted. The rates were increased in 2021 for 2022 to cover the items in the budget. That water rate does not cover new projects. It certainly would not cover \$7 million dollars which is the total of all projects that the Town has applied for which we would never receive and would never decide to fund all together. She is sure the Town Council will come to a compromise on it.

Motion passed with all votes in favor.  
**VOTE: UNANIMOUS AYE**

## **8. DISCUSSION ITEMS:**

- A. Department Report for 09/30/2022  
Accomplishments/Achievements

Ms. Ruth noted that the Town Council can review the reports at their leisure. The Town Manager noted that the Town should be able to have a Department Report from the Codes Enforcement/ Building Inspector in November in addition to the regular Building Permit and Plumbing Permit list.

- B. Financial Reports as of 08/31/2022:
  - Budget Expenditure Report – available at 10/05/2022 meeting; report in Budget Book
  - Revenue Collections Report - available at 10/05/2022 meeting and software company fixed Report issue; updated report in the Budget Book

Ms. Ruth noted that with the TRIO conversion the reconciliations are taking longer due to malfunctions. She listed these reports on the agenda so that there is a record of their completion and reconciliation as she handed them out at the last meeting. She is now working on the month of 09/30/2022. After a few months, most of the issues should be worked out.

## 9. REPORTS:

Audience:

Michael Lynch:

He made out a check to the Pittsfield PD who was running Trunk or Treat and wants his money expended before Halloween. He is concerned that it is going to take 9 months to do this with the Town's system. He wants to know where his money went. The Town Manager advised that last week the Town Office was given three checks totaling \$700. All money goes to the Town Office to be recorded in the financial system. There is no little bank account for the police, for the transfer station, assessing office, etc. Michael wanted to know the date that the check was receipted and whether it sat on someone's desk or in their file. The Town Manager advised we were given the checks and receipted them. There were hundreds of checks coming in each day with over \$1 million being receipted so does not know the date but does know it was receipted last week. Michael wanted to know how the money will be spent. The Town Manager advised that the Department will determine how to spend it, get a purchase order either on-line or in person and then go to the store of their choice where we have an account, bring the slip in and eventually the bill shows up and it is paid. Michael indicated that there have been dozens of calls on this and he wants to know his money is being spent before Halloween.

Councilor Saucier wanted to make sure that the donation goes to the Trunk or Treat. The Town Manager said that items go to the right account because there is a paper trail including the receipt, purchase order, and bill along with the checking that is done. It is like the sports accounts where there is a holding account in the general ledger, revenue and expense account.

The Town Manager stated this was a simple process. The Town has multiple accounts at some fine stores here in Town and the neighboring area. Michael said that it is not a simple process. We had to get multiple bids for the same thing over and over again for the Bicentennial. The Town Manager stated she has a meeting tomorrow scheduled with the PD and will see why the items have not been purchased. She said this is a very simple process.

Councilor Hall: Thanked everyone for staying through meeting and hopes that they sit through the budget workshop to tell us what we need to fix. Talked about the charter and it has to go through a long process will take until next November. He stated that the Town Attorney told the Council that the Town has stated we can do a time-based amendment to deal with the P.O./Credit card debacle, amend it now and move forward now. Otherwise, we have to wait for the November election to do this, and we don't have time to that, he wants it done for the next meeting. He wants people to be able to use a credit card to buy items that are needed in their departments. He is looking forward to the budget workshop and digging into items. Water and sewer are painful. It is slower than we like but we will get there. (The Town Manager asked to clarify this as the water/sewer billing issue is with Book 5 & 6 which is the area of town involving people in the audience. The other books have all been billed out, out, however, these two will not work properly. This was not an item Olver or the Town would have known about in the field as the meters were moved around without another's knowledge between various locations. Once this was figured out, a plan was developed for Olver to go out to determine the correct meter numbers and locations for the list of errors and over the next several months got this resolved as they had to meet with people. After the readings are completed when the system is working it only took the Town Manager six hours to bill two books by herself last year. Unfortunately, all of the meter errors needed to be resolved and were tied to the meters being moved around in the field. The computers were then all upgraded so that they could support the new updated financial system after the computer hardware



outsourcing issues were resolved. Lastly, the conversion of software took place and this was very problematic but was completed).

Councilor Saucier: Talked about availability of information. Stated that on the town website, we have searchable pdfs, but you have to look through them. Not everything the Town has is there. He does not know what this figure for the water/sewer projects correlates to. Stated we need to change our delivery of information. He does not have time to look through information. He has a full-time job, a family, rec, sports and volunteers in Pittsfield and other locations so we need more excel spreadsheets, more hyperlinks, etc. so people can get more information. When he left Cianbro, we decided to no longer had the requisitions and purchase orders, he went back to the old P card like a credit card. He wants the people in the field to be able to purchase items on their own with a credit card. We have to fix items in the charter so that we can do this which is very frustrating. Thanked Donnie for the Spring Road being smoother as citizens are pleased and it is not even done yet.

Councilor Jester: Absent

Deputy Mayor Logiodice: No comment

Councilor Frost: Absent.

Councilor Holmstrom: This is the first budget session coming up and she is looking forward to it. She appreciates the books that they received. There is a lot of information put together by the Town Manager and she thanked the Town Manager for her work. She shares the concerns expressed this evening as when she was working as a volunteer and they needed to buy items right off, they could not just go pick up what they needed with a credit card. Councilor Holmstrom indicated she understood that there are some inter-workings of the charter that need to be changed in order to allow for them to get credit cards and go buy items to take care of needs. She also wants to advocate for a better process to share information and lists of items to do with the Town Manager. She understands the concerns with the taxes, water and sewer bills and also the loans and grants. She wants to make sense of all of it.

Mayor Cianchette: Stated it was painfully embarrassingly slow on what we do. He wants to assure everyone that this Council has been proactive, very receptive, very intelligent, what they ask for questions, they have dug into items and determined their priorities. The Charter is one of his pet projects and he has until the end of 2024 to take care of it. He advised that the Council has taken steps, talked to the Town Attorney on the steps, we are correct as stated this evening, we can make an amendment to the charter, it would be a time-based amendment. He is very enthused with this Council and we will have significant projects in the next year to two.

## **10. ADJOURNMENT:**

**Moved** by Deputy Mayor Logiodice and seconded by Councilor Saucier to adjourn the meeting at 8:01 pm.

Motion passed with all votes in favor.

**VOTE: UNANIMOUS AYE**

Respectfully submitted,

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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.*

