

# MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, June 05, 2018 at 6:30 PM in the Council Chambers.

**PRESENT:** COUNCILORS: Mayor Michael Cianchette, Heather Donahue, Matthew Bolster, Timothy Nichols and Deputy Mayor Robert Stackhouse. **ABSENT:** Howard Margolskee and Caleb Curtis. Also present: Town Manager Kathryn Ruth and Transfer Station/Recycling Center Coordinator Don Chute. Audience members included Holly Zadra, Jan Laux, Peter Logiodice, Marie Manning, Ed Porter, Ron Watson, Michael Gray, Alex Oakes, Scott Strom and John Chadwick.

1. **Mayor Cianchette** opened the meeting by leading the Pledge of Allegiance. The Council observed a moment of silence.
2. Adoption of minutes of the regular meeting held on May 15, 2018.

Moved by **Deputy Mayor** and seconded by **Councilor Bolster** that the minutes of the meeting held on May 15, 2018 be adopted.

Councilor Donahue had questions about how the meeting minutes were written for the discussion on cable. She advised that the letter from Farmington which was read at the meeting was not in the minutes. The Town Manager advised that the procedures which the Town Clerk has explained out, which are entirely correct, is that we do not put all of these letters and statements into the minutes. The only time that we place the letters or statements into the minutes are the CDBG Public Hearing. This is because it is a requirement that we have statements in the record. With all of these statements, we receive more points on the application. We have had two recent CDBG Public Hearings and we have read all the letters into the record. Councilor Donahue indicated that is what she had been thinking about. Councilor Donahue asked about how one would see the Official Town Clerk's Council Meeting Book. The Town Manager advised to just come into the Town Office and there is a row of Council Meeting Minutes Books. Councilor Donahue asked if the letter would be in the book. The Town Manager advised that it would be with the minutes in the book. Councilor Donahue also asked about how the minutes were very brief when there was a lot of discussion. She wanted to look up something and it was not listed. The Town Manager indicated that is correct. The Town Clerk spoke to her about how there were hours of discussion on this topic and advised how many days it would take to prepare the minutes if the full discussion was placed in the minutes. The Town Manager stated that no one has the time to write this all up especially given that it was a very confusing meeting. She advised that we can refer to the tapes which I agreed to as this was a very reasonable request. I was advised to put all of this discussion into the minutes would take two days of time with the other duties and with people being out ill, we just did not have the staff to write up all of the back and forth discussion. Councilor Donahue asked for the procedure if someone wanted to listen to the tape. It was discussed that someone would meet with the Town Clerk and they could listen to the tape. If we know what the item is, we can move the tape up to that item for them. The Town staff would need to sit with the individual. Deputy Mayor Stackhouse inquired if there were charges for copies. The Town Manager advised that yes, there were in accordance with the State Law. If it is going to cost a lot, we advise the person ahead of time as some items that people ask for could be quite expensive and they would not realize this. Councilor Donahue asked if she came down could she make a copy with her I-phone. The Town Manager said that the Town would need to be in charge of the tape so that someone by accident did not damage or erase the tape. She will need to think about how this would work. The Town would need to be there when the

tape is being reviewed or copied. The Town Manager believes this can be done but needs to check into this further. The Mayor explained that this is because of the security for the tapes.

**VOTE: UNANIMOUS AYE**

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

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

##### Events Completed:

Sebasticook Valley Chamber of Commerce and Town of Pittsfield Business Networking Breakfast on Tuesday, 05/22/2018 from 7:00 am – 9:00 am in the Pittsfield Municipal Building Council Chambers – Networking and Resources – Door opens by 6:30 am for setup

In January, we announced that the Town would work with the Chamber on a business networking event. Councilors then requested that we hold a Business Networking event so that the businesses could get together. In the past, the Town has held events that have drawn well over 123 people and usually about 75. The last event that we had last year drew 36 individuals. The event held with the Chamber on 05/22/2018 drew in 11 business owners, representatives and those looking to start a business. There were definitely a few happy business representatives, however, the cost and time to put together events like this in a changing environment is a lot. We dedicated 102 hours to make sure that we had extensive advertising and contacts as well as promotion as did the Chamber of Commerce.

The event worked well for the providers which were: The Sebasticook Valley Chamber of Commerce (SVCC), Eastern Maine Development Corporation (EMDC), SCORE (used to be known as Service Corps of Retired Executives), Somerset Economic Development Corporation (SEDC) and the Town of Pittsfield because we got to network ourselves and brainstorm about how to set up events in the future. All the organizations are having issues drawing in people. The whole environment is changing as people have less time and do not utilize face to face anymore. Many people simply want a list of websites to go to get to information about services or watch webinars so they can watch them anytime they have a few minutes. While everyone present would prefer the meetings that drew 123 people and the interaction, we need to utilize other means. EMDC brainstormed about this about 3 months ago after holding classes with few students or having to cancel classes. Now they are offering very few actual classes and have gone to PODCASTS. We talked about this at length. There was a specialized software that EMDC purchased for this. The Town will look into this.

##### Events scheduled:

46<sup>th</sup> Central Maine Egg Festival scheduled for Monday, 07/09/2018 – Saturday, 07/14/2018

##### Updates:

##### **Report on New Business Activity & Opportunities in Pittsfield:**

Two projects involving building/s are under review. One requires state and federal permits for renovations to a building that is currently unoccupied. This has become increasingly difficult as the State of Maine is

having trouble obtaining the information from the federal government on the designation that is needed. Numerous discussions have taken place culminating in a recent discussion with the prospective business owner and State representatives regarding eligibility. The Town is awaiting the results of the discussion which will determine if the project will move forward or not. If the project can move forward, the Town will be assisting the prospective business owner with local permitting options. The other project would be in the future involving 1-2 Industrial Park Expansion lots for the construction of a new building.

In addition, a few private sector business activities remain under review and small projects continue to be vetted. To address the few remaining available small locations, additional promotional pieces beyond our regular promotion of available properties had been provided to economic and community development resources and sites. We have received inquiries about industrial park buildings and have provided information on the GE Building that is now available. Other inquiries have been received regarding the available industrial park lots. Most inquiries received this summer for industrial park lots need much larger parcels, therefore, we have provided information on private sector opportunities.

The Town has received a number of inquiries about available buildings in Town and provided information and assistance to business representatives collecting information on potential sites for their business or client. Some of the inquiries were from our website marketing materials while others were from the economic development information that we sent out on the internet. Still other inquiries were from advertising conducted on behalf of the property owners by their real estate agent or themselves.

**Bangor Savings Bank** plans to move into the former TD Bank location in 2018. The opening date has been announced as Monday, July 2, 2018. The current Bangor Savings Branch will close on Friday, June 29, 2018 and then open on Monday at the new location. Contractors have been working in the building for several weeks.

The **Community Development Block Grant Project for Innovative Specialties LLC** has started in the Industrial Park Expansion. This was a \$260,000 grant toward the cost of the new Manufacturing Facility. The foundation is in and the building has begun. As of April 25, 2018, the timbers for the roof were up and in May, the building had been framed in. The project is coming along quite quickly.

The Town was formally awarded a **Community Development Block Grant for Economic Development for the Main Street Sidewalk Project** on Wednesday, November 15, 2017. This will be a good project for the downtown. We have a group of volunteers ready to work on the project once the State of Maine starts moving forward with a plan for the Main Street Road Work. The State has not officially started the project yet. We need the State's schedule so that we can match with it appropriately. The bid specifications for the engineering consultant for the project have been drafted and were forwarded to the Maine Department of Transportation for review and approval.

**The Northern Regional Border Commission Grant project** is now underway with the issuance of the Request for Qualifications for Engineering for the Madawaska sewer main project. In June 2017, the Town asked for guidance from the federal government on this project and has been awaiting a response. After notifying the federal government agency in charge of the grant that the project has changed from an industrial complex as indicated in the grant application, the Town has been awaiting written confirmation that the project may proceed forward. The Town also filed for an amendment to the project. We had been checking on our request on a regular basis. Written confirmation was received on Tuesday, May 22, 2018 and interviews were scheduled with the interested engineers on Wednesday, May 23, 2018.

**Report on Meetings:**

HealthySV Coalition Meeting on Wednesday, May 16, 2018 at 9:00 am at the Leighton Street facility

Kennebec Regional Development Authority (KRDA) Marketing Committee Meeting on Wednesday, May 16, 2018 at 1:00 pm at the FirstPark Office in Oakland

Kennebec Valley Council of Governments (KVCOG) Board of Directors Meeting on Tuesday, May 22, 2018 at 9:30 am at the KVCOG Office in Fairfield

Kennebec Valley Council of Governments (KVCOG) Executive Committee Meeting on Tuesday, May 22, 2018 at 11:30 am at the KVCOG Office in Fairfield

Theatre Committee Meeting on Wednesday, May 30, 2018 at 6:00 pm

Kennebec Regional Development Authority (KRDA) Executive Committee Meeting on Thursday, May 31, 2018 at 5:00 pm at the FirstPark Office or T-Mobile in Oakland.

Bicentennial Committee Meeting on Wednesday, June 06, 2018 at 6:00 pm at the Library

**Upcoming Meetings:**

Sebasticon Valley Chamber of Commerce Board of Directors Meeting on Thursday, June 07, 2018 at 5:00 pm at the SVCC Office in Palmyra

Central Maine Egg Festival Committee Meeting on Thursday, June 14, 2018 at 6:30 pm

Kennebec Valley Council of Governments (KVCOG) Board of Directors Meeting on Tuesday, June 19, 2018 at 9:30 am at the KVCOG Office in Fairfield

Kennebec Valley Council of Government (KVCOG) General Assembly Meeting on Tuesday, June 19, 2018 at 10:00 am at the KVCOG Office in Fairfield

Kennebec Valley Comprehensive Economic Development Strategy (CEDS) Committee Meeting on Tuesday, June 19, 2018 at 11:30 am at the KVCOG Office in Fairfield

HealthySV Coalition Meeting on Wednesday, June 20, 2018 at 9:00 am at the Leighton Street facility

Theatre Committee Meeting on Wednesday, June 27, 2018 at 6:00 pm

Kennebec Regional Development Authority (KRDA) General Assembly Meeting on Thursday, June 28, 2018 at 5:00 pm at the FirstPark Office or T-Mobile in Oakland.

4. **PUBLIC HEARINGS/OLD BUSINESS: NONE**

5. **REPORTS:**

A. **COUNCIL COMMITTEES: FINANCE & RECYCLING: NO REPORT**

### **Ordinance Committee**

(Michael Cianchette, Robert Stackhouse and Heather Donahue)

The Committee will need to meet in the future to address a number of items. The Town Manager advised that we are combining items unless they are time-sensitive as it will save time and legal advertising costs.

**Shoreland Zoning Ordinance** (Updated ordinance per State, no deadline set yet)

**Sewer Use Ordinance** (Asked to have reviewed)

**Roundup Pesticide Prohibition on Public Property** and later all properties (Asked to have reviewed)

**Zoning Ordinance**, Home Occupations language (to be reviewed at the next regular Planning Board meeting per a request)

It was decided to meet prior to the July 17, 2018 Council Meeting at 5:30 pm.

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

**Ad hoc Cable Committee:** Councilor Donahue reported that there had not been any additional Meetings. They spent two hours discussing this and then crafted the motion on the agenda.

**Bicentennial Committee:** Mayor Cianchette called upon Jan Laux to provide an update as Councilor Margolskee was absent. The next meeting is Wednesday, June 6, 2018 at 6 pm at the Library. He expects several new members to attend. People do not want to come up with the ideas, rather they want the Committee to tell them what to do. The Committee will not be meeting during the summer. There may be a trial run for a community picnic. There has been a lot of press for the Summer Concert Series. Food Trucks have started to call. The Hathorn Park Hut will be open for food.

**Theatre Committee Update:** We had a great meeting on May 30, 2018. Members and a number of guests were present. The Theatre Committee planned their activities for Egg Festival Week, which is to sell items at the Open House on Thursday prior to the Kiwanis Kiddie Parade and to sell items in the Marketplace Wed – Saturday. The items are a surprise and we think you will be pleasantly surprised at the Marketplace. There will be a lot of free advertising undertaken to promote this fundraiser. The members also talked about their next fundraiser - Chicken Barbeque with a movie or band. Some other ideas are to encourage piano recitals and other play type activities at the theatre. More to come from the Committee.

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

**Town Manager's Report: Town Council Meeting of 06/05/2018:**

**1. UU Meeting House Presentation & Invitation to Participate:** Holly Zadra contacted myself over the weekend regarding a great opportunity for the community as well as the Meeting House. As it is time-sensitive, I placed the item under the Town Manager's Report as our next meeting would be after the event. Holly will need about 5 minutes regarding a Special Guest to Pittsfield on June 15 and 16, 2018:

Holly Zadra noted she appreciated the opportunity to speak this evening. She clarified that she is not here to promote or speak of religion. She is here to invite everyone to utilize the meeting house. A historical assessment was conducted of the Meeting House by Ames out of Bangor. This is a historical building with much beauty. Holly noted the stained glass windows and the organ. We want the Meeting House to be accessible to all. The Comprehensive Plan notes a Community Center should be built. Could the Meeting House be a pop-up Community Center? Holly spoke of the event coming up:

Holly Truitt presents: June 15: The Nordic Culture House Model & June 16: Design Lab & Social Luncheon at the Unitarian Universalist Meeting House at 112 Easy Street.

FRIDAY, JUNE 15 | 6pm

Take a virtual learning journey to explore a co-creative, cross-sector model for collective impact and dream what might be possible for Central Maine at the Unitarian Universalist Meeting House (UUMH) of Pittsfield. University of Montana Broader Impacts Group and spectrUM Discovery Area Director Holly Truitt\* will share her research on Nordic culture houses, which bring like-hearted community organizations such as libraries, museums, non-profits, and social services under a single roof. Truitt will guide us through thriving culture houses in Sweden and Finland, as well as Missoula, Montana's soon-to-be-built culture house, the first of its kind in the nation.

SATURDAY, JUNE 16 | 10am -1pm

Roll up your sleeves and co-imagine what the UUMH space can become. Holly Truitt\* will guide us through the co-creation process which includes identifying an opportunity, building a coalition, and then co-designing to make transformative impact. During this facilitated design lab, we will explore: Who are the potential anchors and partners in this space? What transformative change do we want to co-create? What would it look like to co-create programming under one roof? We'll take a floor plan and begin to imagine and co-design the possibilities.

**2. 2018 Summer Concert Series:** This will be published in the Town Manager's Report: This series starts on July 12 in Manson Park during Egg Festival week with Yellow Brick Road, an Elton John Tribute Band. The schedule includes Phat Burger Deluxe, Meghan Clark, Cold Engines, Pete Kilpatrick, Riff Johnson, Denny Breau and Studio Two, all sponsored by local businesses.

**3. 2018 Egg Festival Concert Series:** This will be published in the Town Manager's Report. This week includes Riff Johnson, Open Mic hosted by Riff Johnson, The Wildwoods Band, Harold J. Crosby Community Band, Sus4, Steve Dunphy, Seabasticook Valley Community Band, Paul Page, Sidney Morton and friends, Steve Dunphy and The Resistance.

**4. Pittsfield Community Theatre Movie Line-up:** This will be published in the Town Manager's Report.  
June 1-7 AVENGERS: INFINITY WAR PG-13: Matinee Sunday, June 3 at 2 PM no evening movie  
June 8-14 LIFE OF THE PARTY PG-13: Matinee Sunday June 10 at 2 PM no evening movie  
June 15-21 BOOK CLUB PG-13: Matinee Sunday June 17 at 2 PM no evening movie  
June 16 THE COKEVILLE MIRACLE PG-13: WILL BE PLAYING AT 2 PM; FREE TO THE PUBLIC  
June 22-28 SHOW DOGS PG: Matinee Sunday June 24 at 2 PM no evening movie  
Matinee Wednesday June 27 at 10 AM also plays at 7:30 PM  
June 29-July 9 SOLO: A STAR WARS STORY PG-13: Matinee Sunday July 1 & 8 at 2 PM with no evening movie

**5. Municipal Building Painting:** Scott Noble, our Assistant Water/Sewer Superintendent, had arranged to have the doors painted, however, had to take some time off recently. The doors must be painted in the evening or the weekend so that they can dry and not have customers get paint on themselves or their clothing or for the paint odor to overwhelm and make people sick. After contacting the employees about this work, we have found that Scott will be doing this as he is very helpful. The last time that the doors were painted was 2014. The doors have been painted several times since 2002 which I know about and we do need to scrape them down before re-painting. John Dickson would always have them painted after I called. He or the staff would do that and always did a great job. The municipal building has a list of accumulated

minor types of work we have called in over the last few years, however, public works is very busy and we are understanding of this. If the items were major such as a heavy snow load, it would be taken care of quickly. However, items like painting, mopboards, stair boards that we have the vinyl for are fit in. Scott and Timmy are working away on these items.

**6. Crosswalk Painting:** The new line stripping machine is here and the paint was ordered. Scott and Timmy have re-scheduled this work for Thursday, June 7, 2018 weather permitting.

**7. Recreational Trail Cleanup:** At the last regular meeting in May, the Planning Board, after a review of an issue brought forth by Vaughan Woodruff and Jan Laux, voted to have an item on the Town Council agenda regarding the Recreational Trail behind Library Street and in the area of the Woolen Mill. Pictures were taken by individuals utilizing the trail as well as neighbors showing the trash on the trail behind Library Street. This item has come up before and town personnel went in to the trail and removed all of the furniture, tents and other items and instructed the students to not meet there. Over a period of time, this dispersed as staff met with the students. The issue came back. Citizens felt this was really an issue for MCI not the Town so we were not contacted. After the Planning Board's discussion, I had reached out to the Headmaster about opportunities and an informal meeting of parties took place. There are several issues involved with this and we had a very good meeting. The Town will put up some signing and a couple of trash cans will be put in strategic locations. We have asked MCI to have a cleanup on the recreational trail before the students leave. More discussion is needed regarding the smoking issue, other items to do, off campus meeting location and so forth, however, the neighbors will be happy if the trash and cigarette butt issue is resolved. We need to be sensitive to all sides. MCI flourishes because it can attract students from other countries and we need to help them address this issue.

**8. Airport Capital Improvement Plan:** Councilor Curtis, who is our Fixed Base Operator and manages the day to day operations of the Airport and I met with MDOT with the FAA linked into the conference to discuss our upcoming capital projects. MDOT has not released the joint Federal Aviation Administration (FAA) and Bureau of Planning (BP) Airport Capital Plan (ACIP) as of yet. The following projects are listed from the discussion in May, 2018:

2018	No project, however, the Town needs to work on the Environmental Permits for the	
2019	Nested T-Hangar \$1,300,000	\$1.4 total with permits.
2020	Crack, Seal & Mark	\$150,000
2022	Pavement Sealcoating & Mark	\$315,000
	TOTAL:	\$1,865,000

In order to accomplish this, the environmental work must be completed this year and the Town is required to front the money. To date, all projects like this have been funded by the FAA and towns/airports have been reimbursed for the permitting costs. There is no 100% guarantee and we will not receive anything in writing. Pittsfield Economic Expansion Committee (PEEC) talked about utilizing the PEEC funds and then being reimbursed when and if the FAA approves the hanger. The hanger at the airport is an economic development project and PEEC has economic development funds. For the hanger itself, the Airport can only accumulate yearly allocations up to \$600,000 as funds must be used within a few years. This means that we can never have enough money for a hanger that we are now being told is around \$1.4 million dollars. The only option available at this time is to borrow money from other airports or receive transfers like we did with the crack sealing.

The first step is on the agenda this evening to select the engineer for the next consulting period and process all the state required contracts. The next step is to allocate the \$100,000 for environmental work as we were

notified by FAA on May 22 that we need all permits in hand by December 31. Both Caleb and I thought the \$1.4 million was outrageous. We did learn that it has extra paving added in and some realignment of taxi-ways/taxi-lines. With the notifications by the FAA and MDOT at the meeting, this is a time-sensitive project that needs to be a priority if you wish to proceed forward.

**9. 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 an extremely lean budget and everything that goes along with that including having part-time department heads, relying on part-timers and community members to work on items, lots of volunteers and committees and perhaps an overreliance on grants and special revenues.

The latest available date from the State of Maine is 2016. For 2016, there were **493 towns and plantations in the Bureau of Taxations's study**. I did not extract plantations as some were higher or lower than the towns and I did not want to revise the official study. All tax rates were equalized so that all towns and plantations were at 100% full value so it is apples to apples. **The Town of Pittsfield has the 58<sup>th</sup> highest tax rate in the State of Maine. Therefore, our tax rate is higher than 435 towns and plantations or higher than 88.2% of the plantations and towns.** This is why we have been told to hold the line over the years and have not added staff, built new buildings or had lots of capital expenditures beyond grants and special revenue. Our auditors have noted that we are highly diversified on funding sources and have one of the most complex funding setups because we do not rely solely on tax dollars for everything. That is because we cannot. Over the last 15 years we have been fortunate to have had nearly \$20 million of federal and state grants as well as special revenues and discounted loans or low-interest loans. Our yearly budget is \$1.8 million dollars. Right now, we are working on several federally funded projects and likely will be adding the complex airport hangar project. A copy of the study is available for your review this evening or after the meeting. When the 2017 study comes out, I will report to you on it.

## 6. NEW BUSINESS:

**ORDER 18-04:** Ordered that the Town Council amend the Transfer Station/Recycling Center User Fee System Effective July 1, 2018 to \$10.00/ton for processing recyclables from outside the Town.

The Council Package included a copy of the proposed User Fee System for processing of other communities' recyclables as well as other opportunities from entities/businesses/haulers.

Our Transfer Station/Recycling Coordinator Don Chute is here this evening to discuss the proposal and answer any questions.

Don discussed the history of the recycling fees. The Town began its regional recycling program in 2002 with a set structure. In the last few years, towns jumped off to single stream against the advice that he provided. Due to the huge increase in cost which is making it almost double the cost to recycle, several of these towns have contacted Don to discuss coming back to Pittsfield's regional program. Don explained how there were many other opportunities out there for this program.

Councilors discussed how they wanted to make sure that we did not subsidize all of the capital costs, that we be able to put some money aside for capital needs in the future and that we do not lose money. It was

agreed to increase the cost per ton to \$25.00 which is still much less expensive than the cost being quoted to the towns. It was discussed that we can adjust this in the future if necessary.

Having a uniform fee that covers the cost of processing materials that can be utilized for not only the towns but other opportunities that arise would be very helpful. This adds the other entities/businesses/haulers to those who can now utilize the facility. All materials must be clean and sorted in order to be accepted and processed by the Transfer Station/Recycling Center. If items are not clean and/or sorted, the Transfer Station/Recycling Coordinator may reject items until they are sorted and/or clean.

Councilor Bolster requested to abstain and his request was accepted by consensus.

Moved by **Councilor Donahue** and seconded by **Deputy Mayor Stackhouse** that Order 18-04 be amended to \$25.00/ton effective July 1, 2018.

**VOTE: 4-0-1**

**AYE: Cianchette, Stackhouse, Nichols and Donahue**

**ABSTAIN: Bolster**

**ORDER 18-05:** Ordered that the Town Council amend the Fee for Commercial Haulers to include two options for disposal of approved Municipal Solid Waste as follows: (1) Disposal at the Transfer Station at 50% of the cost of the tipping fee plus the Town's handling and hauling cost per ton and (2) Direct Hauling to the Town's approved solid waste disposal facility for 50% of the cost of the tipping fee with a certified weight slip.

The Town Manager and Transfer Station/Recycling Coordinator have worked on a reasonable disposal cost as an update to the current arrangement that addresses only the cost of disposing acceptable waste at the Transfer Station/Recycling Center. In order to both assist the Town and Commercial Haulers, it is proposed that an incentive be enacted to encourage hauling direct to the contracted disposal facility:

1. If the Commercial Hauler hauls directly to the Town's approved solid waste disposal facility, the cost shall be 50% of the cost of the tipping fee with a certified weight slip.
2. If the Commercial Hauler hauls to the Town's Transfer Station where the Contractor must unload the waste and the Town must utilize its compactors to compact the waste and then haul it to the contracted waste disposal facility, the cost shall be 50% of the cost of the tipping fee plus the Town's cost per ton to handle and haul the solid waste to the contracted facility.
3. Both options are for Pittsfield generated solid waste only. If solid waste from outside Pittsfield is mixed in with town solid waste, this shall be grounds to revoke the disposal privilege through the action of the Town's Recycling/Transfer Station Coordinator.

Councilor Bolster and the Transfer Station/Recycling Coordinator had a discussion about why there was a fee for commercial haulers. This has to do with the federal law for ownership of materials once on the contractor's truck and the use of the compactors. By hauling direct, we may be able to reduce the costs for the Town and the contractors. With the increase in fees for disposal, we have tried to come up with a solution to help.

Councilor Bolster requested to abstain and his request was accepted by consensus.

Moved by **Councilor Nichols** and seconded by **Deputy Mayor Stackhouse** that Order 18-05 be adopted.

**VOTE: 4-0-1**

**AYE: Cianchette, Stackhouse, Nichols and Donahue**

**ABSTAIN: Bolster**

**RESOLUTION 18-44:** Resolved that the Town Council commits to enter into good faith negotiations with Central Maine Media Alliance (CMMA) to establish a regional PEG media and television station to provide such services to the Town of Pittsfield with said negotiations to be undertaken by the Town Council in its entirety, with the contract to be approved by the Town Council and the Town Attorney; and further that the Town of Pittsfield agrees to void the contract signed May 1, 2017 with Marie Manning as Station Liaison of “SVTV”, subject to agreement by Marie Manning with both parties releasing any claims that they may have arising out of that contract upon passage of this resolution.

Moved by **Councilor Donahue** and seconded by **Deputy Mayor Stackhouse** to allow public comment limited to 5 minutes per speaker.

**VOTE: UNANIMOUS AYE**

Marie Manning spoke in favor of the Resolution. Some of her points were that she believes she has a legal entity and that her contract with the Town is legal; honoring the existing contract does not cost the Town anything; she will not void the contract unless she has a new one in place; her agenda submittal was not included on the agenda; there is a lack of transparency as the letter she read at the last meeting was not placed into the minutes; and if the Council will not use the cable franchise fees for the PEG station then they should stop double-taxing people.

Michael Gray spoke in opposition to the Resolution. He noted that the entire Council should not be negotiating a contract; increasing the cable franchise fee would be too costly with Spectrum’s increases; the detailed accounting with documentation of how the \$15,500 was spent by SVTV has not been received; if given to CMMA, the funds will not be available for town expenses; and that the Town of Fairfield had issues with the CATV merger with CMMA and will not longer have a contract with them on July 1, 2018.

Please see the Official Town Clerk’s Council Meeting Book for the statement read by Marie Manning and the statement read by Michael Gray.

Moved by **Councilor Donahue** that Resolution 18-44 be adopted. As a second was not offered, the motion died on the floor.

**VOTE: DIED DUE TO THE  
LACK OF A SECOND**

**RESOLUTION 18-45:** Resolved that the Town Council Authorize the Town Manager and Librarian to execute all paperwork and agreements for the 12 months of Annual Membership for Minerva – software and operational support for Minerva Library Management System.

The yearly fee pays for one day of inter-library loan delivery service per week.

Moved by **Councilor Nichols** and seconded by **Councilor Bolster** that Resolution 18-45 be adopted.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 18-46:** Resolved that the Town Council accept the quotation of Plymouth Engineering, Inc. for Engineering and Design Services for the Madawaska Sewer Rehabilitation Project dated August 11,

2017 for a total of \$10,890.00 for Tasks 1-4 and 6 and \$65.00/hour for Task 5 Inspection in accordance with the Northern Regional Border Commission Grant as amended on May 22, 2018 and authorize the Town Manager to execute a General Services Contract for said project.

Request for Quotations were issued in accordance with the requirements of the Northern Regional Border Commission Grant. The project originally involved that created the jobs for the grant application was industrial in nature. That project no longer exists and another project may take its place. The sewer project has been on hold until the grant amendment came through from the federal government. The Town first contacted the federal government in June 2017. An amendment and clarification for the grant were received on May 22, 2018. Three engineers were interviewed on May 23, 2018. The unanimous choice of the interviewing committee was Plymouth Engineering, Inc. This appears to be a relatively simple project of approximately 1,400 linear feet of replacement sewer main, appropriate manholes and lateral pipes to the edge of the right of way. Details regarding paving will need to be worked out with MDOT by the Town and Engineer as Madawaska is on the list for paving this year in the MDOT Capital Plan. A copy of the bid tabulation as well as the proposal were included in the Council Package.

The Mayor asked the Town Manager to explain the tasks and she referred to the Council Package to read the tasks.

Moved by **Deputy Mayor Stackhouse** and seconded by **Councilor Nichols** that Resolution 18-46 be adopted.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 18-47:** Resolved that the Town Council approve the Request for Qualifications for Engineering & Design Services for the Main Street Sidewalk Project including any revisions by the Maine Department of Transportation and authorize the Town Manager and the Assistant Water/Sewer Superintendent to seek proposals.

As discussed, the Town planned to start working on the Main Street Sidewalk Project once the Regional Job Fair was completed. As Councilors were interested in having the Town host a Business Networking Event, we also spent time to bring this important project to fruition. We then started working on the grant projects

The Town was formally awarded a Community Development Block Grant (CDBG) for Economic Development for the Main Street Sidewalk Project on Wednesday, November 15, 2017. This will be a good project for the downtown. We have a group of volunteers ready to work on the project once the State of Maine starts moving forward with a plan for Main Street's Rehabilitation or Reconstruction. The sidewalk needs to be done in full coordination with the State of Maine. The State has not officially started the Main Street Road Project. We do need the State's schedule so that we can match with it appropriately. The State's Rehabilitation or Reconstruction project for Main Street in downtown Pittsfield from the signalized intersection to the railroad tracks has not been budgeted for yet in the Maine Department of Transportation (MDOT) Capital Plan. It is anticipated this project will be budgeted in the next MDOT Capital Plan issued.

The specifications for the engineering consultant for the project have been drafted and were forwarded to the Maine Department of Transportation for review and approval. The plans designed for the sidewalk project need approval by MDOT as we will be working in the State right of way. The draft specifications were included in the Council Package. The Town is awaiting comments from the State of Maine.

Moved by **Councilor Bolster** and seconded by **Deputy Mayor Stackhouse** that Resolution 18-47 be adopted.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 18-48:** Resolved that the Town Council amend the Council Meeting attendance policy for department heads and other employees and to pay for the cost of the required attendance through

\_\_\_\_\_.

The Mayor apologized for any confusion on this subject. He did not want to mandate that employees attend the Council Meetings. He would like to invite them to attend. He has been told that employees do not think they can attend meetings.

Deputy Mayor Stackhouse indicated that the employees come to the meetings when they have agenda items and have been coming to the meetings all along.

Councilor Nichols said that years ago, we set a policy about attendance regarding when employees would be paid. They can come to any meetings they want but if they do not have an agenda item, they will not be paid. This is a budgetary issue.

The Town Manager advised that the attendance policy agreed upon by the Town Council years ago for Council Meetings for department heads and other employees is that Department Heads are required to attend Council Meetings at which their agenda items are to be discussed. This way they would be present to discuss their agenda submittals. Department Heads were required to attend only those meetings at which they had items on the agenda as the Town is required to compensate them for their attendance.

Councilor Bolster stated that these are public meetings.

Councilor Donahue inquired if there was a handbook for the employees. The Town Manager advised yes, that there is a Personnel Policy. She asked if this was in the handbook. The Town Manager advised that it would not be as it is a State law that meetings are public.

Don Chute indicated that if employees have issues with him or their department heads or the Town Manager, there is a separate procedure to follow and they would not bring this up at the Council Meeting.

The Town Manager advised that we can invite the employees but if we start asking them questions or they start reporting on their departments, they are considered to be working and have to be paid.

The Mayor stated he wants the Town Manager, who is the boss of all the employees, to make sure that the employees know that they can attend meetings. The Town Manager advised that she will address this.

Moved by **Councilor Nichols** and seconded by **Councilor Bolster** that Resolution 18-48 be adopted.

**VOTE: UNANIMOUS NAY**

**RESOLUTION 18-49:** Resolved that the Town Council Sign the Warrant and Notice of Election to Call the MSAD #53 Budget Validation Referendum to be voted on June 12, 2018.

This resolution is a housekeeping item that takes place each year as well as the next two resolutions.

Moved by **Deputy Mayor Stackhouse** and seconded by **Councilor Nichols** that Resolution 18-49 be adopted.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 18-50:** Resolved that the Town Council Appoint Nicole Nickolan as Warden and Cammie Jemery, Karen Baker and Emmalee Reed as Deputy Wardens for the June 12, 2018 Primary/Referendum Election and the MSAD #53 Budget Referendum.

Moved by **Councilor Nichols** and seconded by **Councilor Bolster** that Resolution 18-50 be adopted.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 18-51:** Resolved that the Town Council Approve the opening of absentee ballots on June 12, 2018 at 10:00 am and 3:00 pm for the June 12, 2018 Primary/Referendum Election and the MSAD #53 Budget Referendum.

Moved by **Deputy Mayor Stackhouse** and seconded by **Councilor Donahue** that Resolution 18-51 be adopted.

**VOTE: UNANIMOUS AYE**

7. **DISCUSSION ITEMS: None**

8. **REPORTS:** Audience, Council

**Audience:**

John Chadwick: Questioned the work to be completed on Main Street and how far the project would progress. The Town Manager advised that the project is not in the State's current capital plan, however, she was advised the work will be from the Somerset/Main Intersection to the railroad tracks. At this time, MDOT does not know what work will take place on Main Street from the railroad tracks to MCI. The scope has not been set for the work as of yet.

Scott Strom: Reported on the session and his expectation of being called back into session.

Ronald Watson: Reported back on his questions that had come up on his discussion from the last meeting. There were 4 questions. The statistics for overdoses were acquired from his meeting with the Police Chief who got them from the Medical Examiner. There was 1 death in Pittsfield last year. People slip through the cracks. There is no central hub. There are many treatment centers. He has not had any interface with HealthySV yet. With a School Resource Officer there can be a summer program such as the DARE program. Spoke of starting Operation Hope here. The Police Chief wants to do this and has experience. Spoke of how he has learned that we do not have enough officers for a drug bust so we have to call in others. Indicated that we need more people for coverage. Recommended that we apply for grants to address the opiate issue in Pittsfield.

Deputy Mayor Stackhouse spoke to this issue. He stated that there should be a regional or county approach. Any death is bad. There was one death here in Pittsfield. All of the towns surrounding Pittsfield and in the State are having the same issues. This is not a Pittsfield issue. There should be a Somerset County approach. There was a discussion about having Skowhegan be the center for this project with Reddington Hospital. SVH and HealthySV should be involved. Penobscot County just set up a task force on this issue. It was not individual towns. Ron wants to have a regional approach also. The Deputy Mayor noted that this is not a Pittsfield issue with 1 of 129 deaths so far happening in Town. He expressed his concern with

making this a Pittsfield issue in having a negative effect on economic development and drawing businesses to Town.

Ron was asked how the Council can support this. Ron stated he is hesitant to offer a resolution at this point as he has limited experience. He would like to request a collaborative meeting with the Chief, Mayor, Town Council, citizens and Somerset County. The first step is conversation. He would like Operation Hope to be established. The School Resource Officer position may be key. He advised he recently met with the Chief and Superintendent regarding this.

**Council:**

**Councilor Bolster:** No Comments

**Councilor Donahue:** Thanked Donnie and Matt for the discussion on recycling and solid waste. Noted that Ron's comments on opioids was enlightening. People do not want it to be reflected as it may hurt business but she feels it is better than one person dying. Stated the Police Department has a new patch with the train station on it. Advised the Chief was sworn in. Asked about having a Welcome for him. The Town Manager advised that if Councilors had a welcome event it is usually for a new Town Councilor. She advised that the Chief has been sworn in more than once now and has been here for 8 months so people know him. Due to the confusion that started up, she personally swore him in. Councilor Donahue indicated that we have a high tax base with a lot of services. There is a lot we need to do to attract new residents. We need to add the necessary items to do this. Expressed her displeasure with the Council on the CMMA issue. When the project was brought forth for input, the Council was nonresponsive and did not respond to the ad hoc Committee. The Councilors did not explain their reasoning for being against this. Having the whole Council negotiate so that every member could discuss their concerns was proposed because people found fault with what the Town Manager negotiated with SVTV. The Town Manager advised that she never negotiated with SVTV. She advised that Marie Manning filed resolutions right before the Council Package deadline, the Town Manager approached her to see if the items could be put off to the next meeting so that legal review could be acquired and the Town Manager was instructed to put the items on the Council agenda. Councilor Donahue indicated that the Council did not address any of this, there was no second on the resolution. It is the Councilors right to not second the Resolution, however, there was not even any discussion. She mentioned that Kathryn talked about podcasts earlier with EMDC. These could have been put on the SVTV website to reach businesses and to bring businesses to Town. Talked about her upcoming class with 10 sessions. Thanked everyone for coming.

**Councilor Margolskee:** Absent

**Councilor Nichols:** Noted he would be brief this evening. Having a mental health counselor at the schools is good due to everything the children have to deal with today.

**Councilor Curtis:** Absent

**Deputy Mayor Stackhouse:** Advised that we are ahead of schedule on a number of projects in Town which is good. He noted that the bridges and recreational trail were moving forward quickly.

**Mayor Cianchette:** As he always does, the Mayor thanked everyone for their attendance this evening. Thanked Ron for his discussion as it was an eyeopener. Noted Ron was very vested in this. This is a good segway to the recent arrest on Nichols Street retrieving a lot of items. Suggested that Council Meetings could be moved around Town such as at the Meeting House, Theatre, Library, Schools, etc. Encouraged everyone to vote on June 12. The mental health counselor for the schools is long overdue.

9. **ADJOURNMENT**

Motion by **Councilor Nichols** and seconded by **Councilor Donahue** to adjourn at 9:14 pm.

**VOTE: UNANIMOUS AYE**

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Kathryn Ruth, Deputy Town Clerk