

MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, September 18, 2018 at 6:30 PM in the Council Chambers.

PRESENT: COUNCILORS: Mayor Cianchette, Deputy Mayor Stackhouse, Councilor Bolster, Councilor Margolskee and Councilor Nichols

ABSENT: Councilor Donahue, Councilor Curtis

Also present: Town Manager Kathryn Ruth, Assistant to the Town Manager/Interim Clerk Michael Feole

Audience members included: Joe Sanborn, Don Hallenback, Scott Strom, Jessica Ouellette, Mike Cray, Michael Gray, Bernard Williams, Pete Logiodice, Jan Laux, Rita Gordon, Debra Billings, Karen Baker, Scott Noble, Don Chute, Nancy Monteyro and Pete Bickmore.

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 September 4, 2018.

Moved by **Councilor Nichols** and seconded by **Councilor Margolskee** that the minutes of the meeting held on September 4, 2018 be adopted.

VOTE: UNANIMOUS AYE

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

Presentation by Jessica Ouellette and Mike Cray on the purpose of HealthySV and its proposed programs for the next two years regarding drug abuse programs and reception at local schools.

The various grants were reviewed by Jessica Ouellette and Officer Cray. They are very happy with the response to date and are planning a Trunk or Treat event at the Town Offices for Halloween.

Economic and Community Development Activities by Town Manager Kathryn Ruth

Report on:

FirstPark Open House on Thursday, September 13, 2018 in Oakland from 5:00 – 7:00 at the FirstPark Office: Approximately 30 people attended from the various towns.

Reminder of upcoming meeting:

Kennebec Valley Council of Governments 51st Annual Meeting on Thursday, September 27, 2018 at 5:30 pm in Sidney – I had announced this event at the last meeting. If anyone would like to attend let me know after the meeting this evening as we need to register for the event.

Report on New Business Activity & Opportunities in Pittsfield:

We have several small business explorations under way by local business owners, prior business owners, prior residents and other individuals. One will be purchasing a building on what used to be known as South Main Street. One is looking for a building location in town and I believe will make a choice soon. Another is looking at opportunities in the downtown. Others are looking a business investment in their current facilities which would be very nice.

Innovative Specialties LLC's new manufacturing building is coming right along in the Industrial Park and will be finished shortly.

4. PUBLIC HEARINGS/OLD BUSINESS: NONE

5. REPORTS:

A. COUNCIL COMMITTEES

- Finance-No Report at this time.
- Ordinance-No report at this time.
- Recycling-No report at this time.

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

- Communication Committee-No Report at this time.
- Bicentennial Committee-A meeting was held on 9/5/2018 and attendance was good. The tentative calendar was set for 2019 and the flag design was adopted. Flags will be produced and displayed throughout the downtown area. The Bicentennial information has been added to the town website.

C. TOWN MANAGERS REPORT

Town Manager's Report: Town Council Meeting of 09/18/2018:

1. Household Hazardous Waste Day:

TOWN OF PITTSFIELD

Residential Household Hazardous Waste Disposal & Medication Collection Event

Saturday, October 6, 2018

9am–Noon

Pre-registration is required to participate!

In conjunction with the Kennebec Valley Council of Governments, & other communities, the Town of Pittsfield will host a Residential Household Hazardous Waste Disposal & Medication Collection Event at the Pittsfield Recycling/Transfer Station located at 601 Peltoma Avenue, Pittsfield. **Pittsfield residents, contact Recycling/Transfer Station at 487-3361 to pre-register.** Non-residents who wish to participate must pre-register with the town they reside in. Brochures available @ Pittsfield Town Office, Pittsfield Recycling/Transfer Station & online at www.pittsfield.org listing details about the event. **KVCOG and participating towns will use a professional hazardous waste disposal company to process and dispose of HHW from area residents. These items include old oil and latex based paint, gas, motor oil, pesticides, cleaners, pool chemicals, TVs, computers and other difficult to get rid of materials that**

could potentially harm people and pets. KVCOG, in partnership with local law enforcement, will concurrently be hosting our annual unwanted pharmaceutical collection with the goal of keeping these medications out of the water table, lakes and rivers, and also out homes where they can lead to accidental poisoning or abuse

2. Pittsfield Fall Recreation Program:

All Fall Sports Recreation Programs are on-going and the children are having a great time. THANKS to all of the many volunteer coaches as well as our Recreation Director Suzy Morton.

3. Pittsfield Community Theatre Movie Line-up: This will be published in the Town Manager's Report.

Sept. 14-20, THE MEG, Rated: PG-13, Running Time: 1 hr 55 min
Matinee Sunday, Sept.16 at 2 PM no Sunday evening movie

Oct. 5-11, SEARCHING, Rated: PG-13, Running Time: 1 hr 45 min
Matinee Sunday, Oct. 7 at 2 PM

Oct. 12-18, OPERATION FINALE, Rated: PG-13, Running Time: 2 hr
Matinee Sunday, Oct.28 at 2 PM no Sunday evening movie...

Oct. 19-25, THE HOUSE WITH A CLOCK IN IT'S WALLS, Rated: PG, Running Time: 1 hr 45 min
Matinee Sunday, Oct. 21 at 2 PM no Sunday evening movie...

Oct. 26-Nov. 1, SMALLFOOT, Rated: PG, Running Time: 1 hr 40 min
Matinee Sunday, Oct. 28 at 2 PM no Sunday evening movie...

4. Pittsfield Community Theatre Fundraiser:

Bring Your Family and Friends to the Pittsfield Community Theatre Committee's End Of the Summer Chicken BBQ Dinner Fundraiser, September 29th 2018, 4:30 PM- 7 PM, First Congregational Church at 132 Somerset Avenue. We will be severing Chicken, Cole Slaw, Baked Beans, Rolls, Drinks and Chocolate Cream Pie Buy tickets ahead from any committee members, Pittsfield Community Theatre and Pittsfield Town Office.

5. The Pittsfield THEN and NOW Pittsfield History with current information is a beautiful collection of interesting information about the community, its facilities, homes and the people. In addition, the pictures are quite nice. We will be looking into selling the book at the Town Office. It is available for order at Bud's Shop N' Save and on line at Amazon.com.

6. Water and Sewer Liens: Property at 132 Peltoma Avenue owned by Loren & Kimberly Russell will have water and sewer liens mature later this month. This is the derelict property at the corner of Peltoma and Lancey Street where we or the neighbors cut the grass. Our options are to file a stay so that the lien will not mature or to take the property, which is a menace and try to bid it out fast with the minimum bid being monies owed on account. The Code Officer went to the site to review it at my request and from the outside, he believes the barn has to come down and that the building itself may be salvagable. As we do not have access inside, that is an opinion from looking at the outside only. The liens may be paid up in time in which case, this will remain a Code Enforcement issue, however, the Council should know that there is a possibility that the Town will own this property.

7. Pittsfield Historical Society (PHS) and Historical Collection Inventory: We are working with the PHS to obtain the inventory in a format that we can utilize it and store it here at the Town Office. The actual inventory of the history and collectibles is on a Paradox system which is related to the former Corel which had Word Perfect. We have a copy and have inputted it into excel. As the PHS is probably not going

to be able to enhance the listing and setup, we have identified some steps to determine exactly what is on the inventory vs. what is in the depot. Many items that should be on the inventory are on it, however, we need to go through the building to assess the situation. There is a storage area with boxes of items that I was told were not really historical but were donated so we need to determine exactly what is being stored. Regarding insurance, we have the most insurance that is available with the listing and the items which are scheduled. We may need to hire an appraiser for some items. We will be spending some time at the depot later this week/early next week based upon scheduling to determine an Action Plan.

8. Municipal Building Maintenance:

The Town used to have a Janitor, whose position was deleted by the Town Council in budget talks prior to my arrival with the tasks given to the Public Works Department. I remember being told to never bring back the Janitor. In discussions with Public Works, we believe that we do need to bring back the Janitor in a combination with a Maintenance position, so the Town will have a position that can address items at the Municipal Building, Library and Theatre. This will also be helpful if there are instances during the day that require cleanup. The position would be stationed in the Public Works Department with regular daily work as well as weekly, quarterly, semi-annual and annual maintenance tasks. When the person was not busy, he/she would work on highway items as assigned.

I have taken over the Janitorial work oversight in the Municipal Building and am working with the assigned janitor. When I was working at night here in the building, the Janitorial staff would be here and there were never any issues. I have designed a little system that seems to work.

The Municipal Building had been painted to my knowledge 5 times since I have been here with the last time being right before John Dickson retired in 2015. It was to be painted every 3 or so years. Some painting was conducted in June, another batch in July and then a longer period of time dedicated at the beginning of September. More needs to be done. The doors could actually use touch up every year now or we would put material on the edge of the door to resolve the need to paint.

The vinyl for the stairs was purchased in April and needs to be installed. The Public Works Foreman wants to do this himself or by his second, Timmy. With the installation of the vinyl, then we will not have to paint the stairs on a regular basis. This will be more efficient and effective.

The purchase order for the repair of the front entrance was pulled in April and the Public Works Foreman has a commitment from the contractor to arrive by mid-October to complete the necessary work.

Public Works has on its list prior to cold weather to paint the front step and the back windows. One window was painted, several more await painting. The paint was purchased earlier this year.

The tree in the parking lot that was bare was cut down early one early morning in September. Public Works will address the triangle that is left with proper material. Other trees will be cut including one on Main Street which was on the list for professional tree cutting service. Tree quotations are underway.

Michael will report briefly on the Municipal Payment Options under review if the Council would like. We went beyond Municipay when we heard some of the back end information and reference from a town. The front end sounded really good. The Councilors agreed that since Councilor Donahue, who is interested in this option was not present, that the report will wait until the next meeting. In addition, the Town should have heard back from more of the towns with this option.

Michael will also report on the Council Streaming Services Options under review if the Council would like. This report will wait until the next meeting.

6. **NEW BUSINESS:**

ORDINANCE 18-3: (to be set to Public Hearing on 10/02/2018) That the Town Council hereby Ordains that Chapter 2B General Assistance Ordinance, Appendices A-D be rescinded and the new Appendices A-D be adopted to reflect the revised maximums for the period of October 01, 2018 – September 30, 2019. And to continue to use Appendices E-F set forth and filed with the Department of Health and Human Services (DHHS) until any new appendices are approved.

Moved by **Councilor Nichols** and seconded by **Councilor Margolskee** that Ordinance 18-3 be moved to public hearing at the 10/2/2018 Town Council meeting.

VOTE: UNANIMOUS AYE

RESOLUTION 18-89: Resolved that the Town Council accept the donation of a 1968 Vintage 6 X 6 Fire Truck Tanker.

Deputy Mayor Stackhouse moved to add an addendum to the Resolution as follows:

RESOLUTION 18-89: Resolved that the Town Council accept the donation of a 1968 Vintage 6 X 6 Fire Truck Tanker from Brian Hogan of Raymond Maine under Title 30-A M. R. S. A. Sec. 5654 with the following condition: To be kept forever by the Town for use by the Fire Department and if no longer wanted by the Town, to be returned to the donor or by his will, to the Casco Fireman's Association.

The Town Manager is assisting the Fire Chief on this item and explained the various laws to Mr. Hogan. As of today, Mr. Hogan is agreeable to utilizing donation language for gifts with conditions which is listed above. Mr. Hogan and the Town would sign a document to reflect the requirements.

Fire Chief Bernard Williams indicated that he would like the vehicle and will perform regular maintenance, however, if it needs major work, he does not want to commit the funds. At this time, the Fire Chief reports that the vehicle rides well.

Moved by **Deputy Mayor Stackhouse** and seconded by **Councilor Nichols** that Addendum to Resolution 18-89 be adopted.

VOTE: UNANIMOUS AYE

Moved by **Councilor Bolster** and seconded by **Councilor Margolskee** that Resolution 18-89 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 18-90: Resolved that the Town Council Approve the Request for proposals for Pittsfield Maine Sewer-Madawaska Sewer Reconstruction and Authorize the Town Manager and Assistant Water/Sewer Superintendent to seek proposals for same.

In response to a question, the Town Manager reported that this project is financed in part by the Northern Border Regional Commission grant received by the Town. The project starts 460' north of North Main Intersection with Madawaska, by the snowmobile trail crossing, proceeding all the way to the intersection of

Waverly and Madawaska. It looks like we can have two-way traffic if it is planned right. As noted in the Council agenda package, the bid document will be subject to the requirements of the grant program to include bid requirements, selection and contract requirements. That language was added to the book. There will be a pre-bid meeting on Friday, October 12, 2018 at 10:00 am at the Town Office. Bids will be due by Friday, October 12, 2018 at 10:00 am. Work must be completed by June 15, 2019. We received a \$250,000 grant toward this very important sewer project.

Moved by **Deputy Mayor Stackhouse** and seconded by **Councilor Nichols** that Resolution 18-90 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 18-91: Resolved that the Town Council consider expending funds from the Pittsfield's Future Account in accordance with the various projects that Councilors have expressed interest in funding.

This item was requested at the last Town Council Meeting by the Mayor as an item of interest as the Town's budgets have been very conservative for years. The Town Manager contacted the investment banker as the vast majority of the funds are tied up in Certificates of Deposit since the Town had decided to invest the funds for the future and to utilize the interest, once it built up, toward the budget. The Certificates of Deposit mature in 2020 and 2022. At this time, the fund is around \$1.5 million dollars.

In response to questions, the Town Manager reviewed the funds. Approximately \$1.9 million dollars was remitted back to the Town as part of a review of the former Maine State Retirement System now called MainePERS. Many towns received funds. Ultimately, funds were placed in a separate CD for the employer match for the employees' retirement for which the funds were originally designated; funds were placed in a CD as a 3-year revenue source to assist with the budget during these difficult years; and \$1.5 million dollars was invested in CDs for the Town's future. As history, after considerable study, the Finance Committee had recommended spending some of the funds beyond utilizing the funds for the employee retirement match and toward the Town's budget as a revenue source. Business owners came to that meeting and requested that the Town put the funds away for the future for principal and to expend only the interest. The Town Council voted down the Finance Committee's recommendation. In accordance with what was requested, the funds were put out for investment and the rates returned were low in response to the Request for Proposals in October 2016. The Town then put out a Request for Proposals for Checking Account Banking Services in December 2017 and listed the investment of the funds as an option in order to generate more interest and better interest rates. This worked well and the interest rates were higher in early 2017. The funds were called Pittsfield's Future and the recommendation was made after interviewing firms to move the Town's checking account to Androscoggin Bank and the Pittsfield's Future funds to Portland Trust Company which is affiliated with Androscoggin Bank. The Finance Committee's recommendation was accepted by the Town Council at the April 4, 2017 meeting and then these funds were invested in the 3-5-year CDs.

The Town has access to \$31,911.86 in interest that is available right now. 4 CDs mature in May 2020 and 3 CDs mature in May 2022. In order to access any of the 3-year CDs, the Town will pay a penalty, which is not known as of today. The investment banker is working on this. The environment is not good right now to cash in CDs. The Investment Banker has recommended several times to not sell these prior to maturity as we will realize a loss. I have explained that the Town Council is expressing interest in utilizing the funds to assist with the budget and for enhancements so she needs an estimate of the cost to cash in the 2020 CDs.

There was a lengthy discussion about the funds that were placed in the long-term Certificates of Deposit. Councilor Bolster indicated that he does not think the Town should lose money by utilizing the funds early. The Mayor explained that this is just to consider requests for the use of the funds and does not mean that the Town Council is going to use the funds, just consider requests.

Moved by **Councilor Nichols** and seconded by **Councilor Margolskee** that Resolution 18-91 be adopted.
VOTE: 4-AYE, 1-NAY
YEA – Cianchette, Margolskee,
Nichols and Stackhouse
NAY - Bolster

RESOLUTION 18-92: Resolved that the Town Council move the regularly scheduled Town Council Meeting of Tuesday, November 6, 2018 to Wednesday, November 7, 2018 due to the Election.

Moved by **Deputy Mayor Stackhouse** and seconded by **Councilor Margolskee** that Resolution 18-92 be adopted.

VOTE: UNANIMOUS AYE

7. REPORTS:

A. Financial Report as of 07/31/2018

- Budget Expenditure Report
- Revenue Collections Report
- Tax Acquired Property Report
- Economic Development Revolving Loan Update
- Housing Revolving Loan Update
- Transfer Station/Recycling Monthly Report
- Theatre Monthly Report
- Excise Tax Collections Comparison Report
- State Revenue Sharing Comparison Report
- Personal Property Tax Collection Report
- Real Estate Property Tax Collection

B. Other Reports as of 07/31/2018

- Building and Plumbing Permit Reports
- Library report
- Police Report

The Town Manager advised of the following:

Budget Expenditure Report: 66.7% of period; 61.4% of municipal; 55.2% municipal, water & sewer (depreciation and transfers done by Auditor so percentage will increase)

Revenue Collections Report: 66.7% of period; 45.6% municipal; 48.8% municipal, water & sewer

Excise Tax Collections Comparison Report: For this period, \$48,209.23 ahead of 2017 collections at this time of the year.

State Revenue Sharing Comparison Report: For this period, \$20,945.14 ahead of 2017 collections. This account needs to be watched closely in case it falls behind.

The remainder of the Financial Reports are self-explanatory.

Audience:

Scott Strom: State Legislature has convened for the year. They discovered an issue with State Welfare and passed 4 of 5 bills to raise the reimbursement rate for foster parents, increase case workers and to increase case managers. They eliminated wording to always “prioritize” returning the child to the birth parent so that only the best interests of the child are taken into account. The Secretary of State needed more money in the budget for elections due to the new Ranked Choice Voting requirements but the vote

did not have a 2/3 margin. The Governor vetoed the bill. It is now left until next year. The Governor filed a bill that was passed by the legislature that would direct towns to go to a Realtor after foreclosing on a property. The bill was amended, so the Governor may now veto it due to the amendment. If it does make it into law, he will have copies for review by the Town Manager and the Council.

Council:

Councilor Bolster: About the maintenance person discussed earlier by the Town Manager, he supports the idea. It will be nice to have someone designated in the public works staff to focus on the town buildings as the department is very busy and cannot take care of everything that needs to be done.

Councilor Donahue: Absent

Councilor Margolskee: A lot of people were at the Bicentennial committee meeting, which is a very good sign and he is looking forward to next year's celebration and activities.

Councilor Nichols: Thinks a maintenance position is a good way to allow for improvements to the buildings. Thanks to the Town Manager and staff for all of the good work being done upstairs. Thanks to Brian Hogan for the donation of the Fire truck. He knows that there are certain things that should be done around town and he wants us to make sure items are accomplished. At the last meeting Peter Vigue was here and brought up issues that he wanted addressed. Councilor Nichols proposes a small citizen committee formed to look into what needs to be done to spruce up the town and take the load off of the Town Manager who is busy with other work and projects that are necessary.

Councilor Curtis: Absent

Deputy Mayor Stackhouse: Apologizes for missing the last meeting. Thanks to Mike Cray and Jessica Ouellette for the efforts of HealthySV and in the schools. Asked why the Mayor was asking for input from the audience before asking the Council (Mayor replied that that is the order that the proceedings are meant to go and that he was reminded of that fact by another councilor after the last meeting, so he is trying to closely adhere to the rules). Thanks to the Town Manager for all of her hard work and that of the staff.

Mayor Cianchette: Thanks to all for showing up tonight. It bodes well for the town to have people in the audience. He feels that everyone has pride and wants the town and the families to do well. The Bicentennial efforts are another good sign for the town. Thanks to all of the town's employees for representing the town well. He knows that no one does it for the glory.

8. **ADJOURNMENT**

Motion by **Deputy Mayor Stackhouse** and seconded by **Councilor Nichols** to adjourn at 8:15 pm.

VOTE: UNANIMOUS AYE

Kathryn Ruth, Deputy Town Clerk

Michael Feole, Assistant to the
Town Manager/Interim Clerk