

# MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, September 4, 2018 at 6:30 PM in the Council Chambers.

**PRESENT: COUNCILORS:** Mayor Michael Cianchette, Councilor Caleb Curtis, Councilor Timothy Nichols, Councilor Heather Donahue, Councilor Howard Margolskee, Councilor Matthew Bolster.

**ABSENT:** Deputy Mayor Robert Stackhouse

Also present: Town Manager Kathryn Ruth, Assistant Town Manager Michael Feole

Audience members included: Don Hallenback, Joseph Sanborn, Jensen Baird Gardner Henry, William Hall, Mike Gray, Scott Strom, Peter Vigue, Pete Logiodice, Deborah Billings, Steve Vance, Karen Baker, Jessica Boumil, Don Chute, Jan Laux, Babara Denaro, John Chadwick, Ryan Clark, Nicole Clark, Ron Watson, Maria Farmer, Patty Barry, Hannah Thompson, Donna Dunphy, Pete Bickmore, Nancy Montero

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 August 14, 2018.

Moved by **Councilor Nichols** and seconded by **Councilor Bolster** that the minutes of the meeting held on August 14, 2018 be adopted.

**VOTE: UNANIMOUS AYE**

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

Presentation by the Town Auditor Bill Hall of RHR Smith & Company on the Audit for the period ending 12/31/2017.

Bill Hall, Town Auditor was introduced. Mr. Hall indicated that at the end of December, 2017, the Town had a bit over \$3.8 million dollars in total fund balance, of that \$2,657,120 was committed, \$399,510 was assigned and \$765,481 was unassigned. This is what we use for budgeting and cash flow. His first question to the Treasurer when he arrives is if there has been any TAN borrowing. Pittsfield has not had to borrow for years as it has had good cash flow. He reviewed sewer and water funds which are propriety funds as well as the enterprise funds. Bill noted that the revenue budgeting was excellent as they came in at \$22,500 more than anticipated or less than 2%. That was a great budget year. Mr. Hall addressed the notes in the audit. He advised that a yellow book audit is completed on the USDA grants. The Auditor noted that he will say the same comment as he did last year – the Town is in pretty good shape. He advises that Kathryn does a very good job with the books and he is glad to see another individual has just been hired to help as she does a lot. The Town Manager noted that our audit book is larger than most towns as there are so many different funds and projects. The Auditor stated that Kathryn is very good about getting grants and other monies. Bill explained that the auditor that came this year had not been here before and he was shocked as to the magnitude of what the Town was managing. Kathryn noted that Emmalee, the Deputy Treasurer and herself were very pleased to not receive a management letter with requested enhancements. This is the second year that the Town has not received a management letter. When we did get one in the past, it only had a couple of items listed. The Auditor said that Town does a great job and he is pleased.

Presentation by Town Attorney Jensen Baird Gardner Henry on Roles of the Town Council.  
Community and Economic Development Activities and Events

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

#### **5. 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

Councilor Donahue reported on findings for the Communications and Media Committee concerning research that she had conducted for towns within 10% the size of our town and what they do on their websites. She found that some had online payments available for such things as taxes, water/sewer, etc. She also found some to have tax maps available on-line and land use maps for zoning and meeting calendars. She also found some using a service for video streaming and recording of meetings held at the Town Council chambers. This service was costing \$250/month. She then discussed a service called Municipay that will process payments on-line via links on the town website and that the staff can also use to process payments via credit cards. There are card readers available for \$95.00 each.

Councilor Margolskee reported that the Bicentennial Committee is meeting on Wednesday, 9/5/2018 at the town Library at 6:00 PM.

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

###### **Town Manager's Report: Town Council Meeting of 09/04/2018:**

**1. Sebasticook Road Culvert Project:** As we know, the best time to perform work in the water such as the culvert lining and stabilization project is to conduct the work when the water levels are low. Contractor Knowles Industrial Services and Plymouth Engineering have been working to reduce costs by reducing the

amount of coffer dams used. Chris Anthony and the Town of Hartland did a great job reducing the water level along Sebesticook into Mill Pond to help out with the costs and safety of all.

The project was concluded last week and we are awaiting the final figures for this project. The contractor is working with the engineer on a possible solution for the Crawford Road Bridge that would be less expensive than the original bid that was not accepted as it came in over budget.

## **2. Pittsfield Fall Recreation Program:**

Update on Rec Fall Cheering! Parent/player meeting on Sunday 9/9 at 11:00am at Manson Park (by Softball Field) Meet Coaches Suzy Morton and Leah Piatt for details regarding season expectations, practices and the schedule. Practices will be Monday/Wednesdays from 5:30-7:00 starting 9/10. Thank you 😊

Update about K-2 Soccer: This program will start Saturday 9/15!! Practices/games will be Saturday mornings from 9:30-11:00 at Manson Park for 6 weeks. Additional practices may be scheduled by coaches during the week. Coaches will be getting rosters and making calls soon. Thank you!! 😊

Update on 5/6 Soccer: We are in the Waldo County League. A travel schedule is being made and will be out soon. At this point we are looking for a coach. And as soon as we have one -we'll start practicing! Thank you for your patience. Have a great day! 😊

**3. 2018 Summer Concert Series:** This was a great series sponsored by businesses ending with the Beatles Tribute Band and a Food Drive. People really loved the Beatles Tribute.

**4. Employee Hire Update:** The Mayor sent a request for information on the employees hired. I have provided several updates this year and will conclude by consolidating all of the updates Councilors have received into one report. READ Report

**5. Pittsfield Community Theatre Movie Line-up:** This will be published in the Town Manager's Report.  
**Aug. 31-Sept. 6 MISSION IMPOSSIBLE FALLOUT**

## **6. 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

we will be severing Chicken, Cole Slaw, Baked Beans, Rolls, Drinks and Chocolate Cream Pie

Buy tickets ahead from any committee member ...

**7. Maine State Housing Authority New Program:** Maine Housing is promoting its Mobile Home Replacement Initiative which provides an opportunity for the owner/occupant of a Pre-1976 Mobile Home to remove and replace it with a new Energy Star certified manufactured home located on the same site. This would be the combination of a MaineHousing First Home Loan and a \$30,000 MaineHousing (deferred, forgivable 0% second mortgage) grant to cover the costs of removing and dismantling the existing home and then purchasing and installed a new home. Successful applicants will need to qualify for a MaineHousing First Home Loan and to purchase the new home through a licensed Maine manufactured home dealer. More information is available at the Town Office and on the State of Maine website.

6. **NEW BUSINESS:**

**RESOLUTION 18-84:** Resolved that the Town Council proclaim November 12<sup>th</sup> - 18<sup>th</sup> as Maine Recycles Week for the Town of Pittsfield.

Moved by **Councilor Curtis** and seconded by **Councilor Nichols** that Resolution 18-84 be adopted.

VOTE: UNANIMOUS AYE

**RESOLUTION 18-85:** Resolved that the Town Council waive the bid policy, Chapter 2, Administrative Code, Section 106, to allow the purchase and/or installation of the following equipment: a new Wacker Neuson WL-32 Mini Loader with attachments for sidewalk snow removal, plowing equipment to be installed on two existing town trucks, one used plow truck, one new sander body insert for the International dump truck, one new sander body insert for the 1 ton dump truck and a new 14' wide overhead door, and to authorize the Town Manager and/or Public Works Foreman to expend up to \$184,000 from PITT#5 Highway Equipment Reserve G-1-601-00 for same.

Moved by **Councilor Bolster** and seconded by **Councilor Curtis** that Resolution 18-85 be adopted.

VOTE: UNANIMOUS AYE

**RESOLUTION 18-86:** Resolved that the Town Council waive the bid policy, Chapter 2, Administrative Code, Section 106, to accept the proposal of Huffs Construction of Burnham, ME for \$5.00 per yard in an amount not to exceed \$17,500.00 for the Winter Sand. The winter sand is to be loaded and hauled by the town of Pittsfield from the Huff Construction Pit located on Lower Peltoma Ave. across from the Basford Road in Burnham.

NOTES: Peter Vigue stated that the quality of the sand should be considered since he feels that it has a lot of dirt in it and will need more to be put down to begin with and will take more effort to clean out of the roadways and sewer drains. Steve Vance stated that he had done quality checks on the samples that he had received from area vendors and he had tow that were the best. One was priced at \$12/yard and was the best. The second best was priced at \$5/yard and fell within the PW budget, so that is why he selected it.

Moved by **Councilor Donahue** and seconded by **Councilor Curtis** that Resolution 18-86 be adopted.

VOTE: UNANIMOUS AYE

**RESOLUTION 18-87:** Resolved that the Town Council Authorize the Town Manager to open a separate bank account as required for Tax Increment Financing Districts and/or Grants.

Moved by **Councilor Nichols** and seconded by **Councilor Curtis** that Resolution 18-86 be adopted.

VOTE: UNANIMOUS AYE

**RESOLUTION 18-88:** Resolved that the Town Council Adopt the Budget Calendar for the 2019 Budget Process.

Moved by **Councilor Nichols** and seconded by **Councilor Curtis** that Resolution 18-86 be adopted.

VOTE: UNANIMOUS AYE

7. **REPORTS:** Audience, Council

**Audience:**

Peter Vigue- With respect to the reference to the hostile work environment, he urges the Town Council to avoid a class action lawsuit if at all possible. He would like the Town to take care of all of the deferred maintenance around Town such as the dead tree in the Town Office parking lot median and sand on the roadway on the Main Street in the downtown. He wants the Town Council to direct the Town Manager to have the staff do this. (Councilor Nichols stated that the Town Manager should be included in the topics and that everyone should be working together). He also feels that he has brought up these same issues for some time and feels pushed-back and ignored. He is a major employer and large taxpayer and he believes this should be acknowledged. He would like the town facilities like the transfer station to be sanitary to work in.

Deborah Billings-The Town Council is supposed to sit and listen to the audience and feels that it is a push-back from the council when the Councilors start talking with the public. She agrees with Peter Vigue that many things could be done in town to make it more attractive. We may need to hire more people. Four people in the Highway Department can't do everything that they are being asked like tonight. People at the transfer station don't have any running water and work outside all year long. Her husband did this for years.

Ron Watson- Thanks to Heather Donahue for looking into digital issues. Having a better on-line presence and on-line payments would be great for the people in his generation, who do not hold a lot of cash. He assumes that if everyone is using their own e-mail, then a virus could go through the town computers. Having a dedicated server for all records would be needed in this age. Media and communications are going to be more and more digital.

John Chadwick-Wants to back Peter Vigue about making the town look better. Had an incident across the street from him with the brush cutting by highway and he contacted the Town Council and the issue was immediately taken care of.

Mike Gray-About the theatre, he has seen the Libra Foundation making Monson a showplace. We need to make the theatre into a performing arts center. We need to explore these issues about expanding the building up or out the back to make room to house a performing arts center. He thanked Peter Vigue for his vision about this issue.

Jan Laux- He hears a lot of things going on that have been good and bad, but thinks that the Town Council has not heard all of it. He wonders what activities could draw new people into doing things in this town. His biggest fear is that Central Maine is a forgotten part of the state. Maybe we need to form our own state if Augusta doesn't want to address this. He needs the town to be a good place for people like the concert series performers to come to. He wants more people to wear the Pittsfield t-shirt that says "A Good Place to Call Home" to lift us up. If we have the 250<sup>th</sup> year celebration, we need to be here for it.

**Council:**

**Councilor Bolster:** Would like to tell Peter Vigue that they speak the same language. In the business world, he can buy what he wants at will. When he was outside of the Town Council, he saw how much was crumbling and it is why he joined the council. Now he sees we need to agree to put items in the budget. In the last 5 years, we have come a long way. Vittles is ranked high and PopOnOvers is big in the community. Dunkin Donuts has come to town. Families want things like that that are simple when they would like a cup of coffee. We are on the right path and it will take some time and effort. Everyone in the room has the best interests of Pittsfield in mind even if they disagree. Thanks to the Town Attorney. Thanks to Steve Seekins. His vacation replacement, Brian Croft, remarked how easy it was to step into the role of CEO since everything was set up so nicely in the office. Brian also thought that all the staff upstairs were great to work with and help the Town citizens.

**Councilor Donahue:** There is a lot of talk about maintenance in the town buildings. Lets close the office for a day and have the staff do projects. Get a bunch of work done and spruce up the building. She would like to know if any progress had been made at the transfer station? (Don Chute- Cannot put water lines into the landfill. He looked into a water tank. He is looking into getting a little building.) She would like to Town Manager to appoint a personnel director or an HR director, that can also do website and other little projects? How is the street sign replacement going? (Steve Vance-Those that were missing have been replaced.) Saw a street across from the hospital with no sign. Also, about the weight limit sign on Higgins Rd, it is after the intersection and trucks do not have the warning to turn around once they go through the intersection. The placement doesn't make sense. Short stories are done in a theatre in New York and the children performed plays and other productions to build confidence. There are two theatre Facebook pages-can we merge them? (Donna Dunphy- One is from the fund raising group for the theatre and the other is for the theatre itself. She will work towards merging them.) She noted that there are typos on one page. If talking about bringing culture to Pittsfield, there is a festival that was in Union and is now in Freeport. They plan to move it again and would like to have it in Mansfield Park. We can also do farm tours in addition as a draw to get people into town.

**Councilor Margolskee:** 1- As we go through the budget process, there is too much work and not enough people doing the work. The budget has shrunk over the years. No matter which department we are asking a lot out of people. He called the Town Office on a Tuesday at 2:00 PM and the phone went to voicemail after three rings and then was dropped. Lots of things have wear and tear. Heather Donahue gave us an idea of what can be done. She got us some possibilities. He thanked Jan and Barb for the concert series this year. 2- The Town Council should not be a rubber stamp. We should look over the content of the package for the requests being made. We will have a lot of work to do with the budget going into next year.

**Councilor Nichols:** Stated that we have a very nice town and thank you to the Town Manager and the staff. He had people attacked that were close to him on social media. His best friend's wife, and someone moved off of the movie theatre committee because of it. He appreciates Peter Vigue's input. He likes what was done at the swimming pool and the town library. This is what can be done when we all work together. He does not want to bankrupt the citizens that he represents. Good news on the Theatre and it will exist down the road if it branches out into other areas of performance. Days of specialized things are going out the window.

**Councilor Curtis:** The biggest thing he is thinking about is the comment on the hostile work environment, and a potential lawsuit, is the town attorney told us not to interfere. Please bring a case if anyone has an issue through the right channels.

**Mayor Cianchette:** Thanks to everyone in the audience for patience and for attending. He thinks Mike will be very successful with help from the people in the office. All of the ladies, Steve, Donnie and the people at the transfer station represent the town well. Thanks for looking into the ramp at the rear of the Elks lodge. He wants to have a discussion item at the next meeting for using the \$1.5 million in the fund to go to things like carpet, building maintenance, card payments and would like to move to the new technologies that Heather found. It is time. He feels non-growth is stagnation. We need an IT person, maybe Mike? He has decided to not run for re-election this fall and to serve on the Town Council has been a pleasure. He wants to see new people come in and get involved.

8. **ADJOURNMENT**

Motion by **Councilor Nichols** and seconded by **Councilor Donahue** to adjourn at 10:45 pm.

**VOTE: UNANIMOUS AYE**

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Kathryn Ruth, Deputy Town Clerk