

MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, October 2, 2018 at 6:30 PM in the Council Chambers.

PRESENT: COUNCILORS: Mayor Michael Cianchette, Deputy Mayor Robert Stackhouse, Councilor Matthew Bolster, Councilor Howard Margolskee, Councilor Timothy Nichols, Councilor Caleb Curtis and Councilor Heather Donahue.

ABSENT: None

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

Audience members included Pete Logiodice, Michael Gray, Ronald Watson and Jan Laux.

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 18, 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:**

Community and Economic Development Events

Kennebec Valley Council of Governments 51st Annual Meeting on Thursday, September 27, 2018 at 5:30 pm in Sidney

The Town Manager reported on the very nice meeting at Snow Pond Center for the Arts in Sidney which was nifty. This enter is also called the New England Music Camp and has recently undergone revitalization. It now hosts the Snow Pond Arts Academy – Maine’s Charter School for the Arts. The program was interesting. The food was excellent. It was catered by the Enchanted Kitchen at Firefly Farm based in Saint Albans. The Enchanted Kitchen also runs the Yum Bus, a food truck serving Central Maine.

Reminder of upcoming meeting:

The 2018 Spirit of America Award for outstanding volunteerism will be provided in the Memory of Lancey Bradshaw who passed away earlier this year. The event will take place on Wednesday October 17, 2018 starting at 6:00 pm in the Superior Court Room of the Somerset County Building at 41 Court Street in Skowhegan for anyone who would like to attend. Along with the presentation in Lancey’s memory the Town will also get a certificate. We have contacted Lancey’s Family to make sure that they know about this event.

Report on New Business Activity & Opportunities in Pittsfield:

A. General:

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 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.

Announced the expansion of Dental Lace, an organic dental floss company, to Pittsfield. Jodi Breau, a former town resident, will locate her distribution/on-line fulfillment center in town, purchasing the former McMann Auto facility on Main Street (previously known as South Main). This is an up and coming business and quite exciting.

4. PUBLIC HEARINGS/OLD BUSINESS:

Ordinance 18-3: 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.

The Mayor opened the public hearing. There were no comments for the Ordinance or against the Ordinance and no comments in general.

Moved by **Councilor Nichols** and seconded by **Councilor Curtis** that Ordinance 18-3 be adopted.

VOTE: UNANIMOUS AYE

5. REPORTS:

A. Council Committees

Finance Committee – No Report
Ordinance Committee -No Report

B. Board & Committee Updates by Town Councilors and Manager

Communications Committee – No Report

C. TOWN MANAGER'S REPORT

Town Manager's Report: Town Council Meeting of 10/02/2018:

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.

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. 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.

5. 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 salvaged. As we do not have access inside, that is an opinion from looking at the outside only.

6. Tiling of the Town Offices: This is a large project which likely needs a moving company. We looked at carpet, however, the installation times being quoted would result in services being shut down for too long. However, on tiling, we are being told that we could do this over a Friday-weekend-Monday. This has been on-going for some time to get quotations. This project allows the opportunity to move items around as everything is going to have to come out of all of the offices, therefore, we will need to organize a filing plan and moving plan. This large project would take place in January – February as these months are a bit quieter than the remainder of the year.

7. Email viruses: There were comments at a past meeting which were well intentioned, however, I did want to provide information regarding computer viruses. Our server has a large capacity. We have virus protection on all of the computers in the town office as well as the server plus gov. office, our provider, has virus protection. The Deputy Treasurer Emmalee Reed and I monitor the computers, there has never been a virus problem. Therefore, we would not obtain another server for documents or e-mails due to viruses. However, with TRIO going to a web-based platform in an attempt to address some of the issues that are on-going as their current platform is not supported by Microsoft, we may need to update the server. This will be reviewed for the budget.

8. Municipal Payment Options: Michael will report briefly on the Municipal Payment Options under review – we went beyond Municpay when we heard some of the back end information and reference from a town. Front end sounded really good. Michael reported on the pros and cons. This subject needs more research especially with how the payments may or may not post to the financial system.

9. Council Streaming Services Option: Michael will also report on the Council Streaming Services Options under review. Michael presented a comprehensive review of the streaming services. The Town Hall Video Streaming seems to be the best proposal and the most comprehensive. This is the one that Michael will pursue and bring back more information on for the Council.

10. Pittsfield Historical Society 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. Most items are on the inventory, however, we need to go through the building. 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 going on. 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.

11. Insurance Company Review: We had an excellent meeting with the insurance company that wanted to review the Town's insurances. Don Chute, the Town's Safety Coordinator, attended the meeting. Many subjects were discussed including the questions that the Town Manager had sent in on having volunteers

perform work on projects that they would like to do. The company's position was reinforced. The inspector toured the Town Offices finding a couple of items right off. The inspector pointed out the tripping hazard at the Council podium and advised to use caution tape. The Town Manager and Safety Coordinator updated the inspector on how we previously had caution tape, however, that citizens did not think it was aesthetic. The Town Manger had safety tape put back on the corners for the safety of those using the room. The Inspector also mentioned the back entrance brick work and we explained how that project was going to be completed by Public Works, however, is on the work list with many other projects. The Inspector then went to the Library noting a few minor items such as shelving needing to be secured in a few locations. In all, it was an excellent visit.

12. 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 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, weekly, quarterly, semi-annul, etc. 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 no 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.

The purchase order for the repair of the front entrance was pulled in April, 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. The paint was purchased earlier this year.

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

6. NEW BUSINESS:

RESOLUTION 18-93: Resolved that the Town Council appoint Nicole Nickolan as Warden and Karen Baker, Michelle Hopkins and Emmalee Reed as Deputy Wardens for the November 6, 2018 General and Referendum Election, Municipal Election and the MSAD #53 Election.

Moved by **Councilor Nichols** and seconded by **Councilor Curtis** that Resolution 18-93 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 18-94: Resolved that the Town Council approve the opening of absentee ballots on November 6, 2018 at 10:00 AM and 3:00 PM for the November 6, 2018 General and Referendum Election, Municipal Election and the MSAD #53 Election.

Moved by **Councilor Nichols** and seconded by **Councilor Margolskee** that Resolution 18-94 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 18-95: Resolved that the Town Council approve and authorize the Town Manager to sign the Application/Agreement for the Grant-in-Aid Program for the Department of Conservation, Bureau of Parks and Lands Snowmobile Program for an estimated project of \$38,767.00 to improve the snowmobile trails for the Driftbusters Snowmobile Club.

Moved by **Deputy Mayor Stackhouse** and seconded by **Councilor Bolster** that Resolution 18-95 be adopted.

VOTE: UNANIMOUS AYE

7. **REPORTS:** Audience, Council

Audience:

Jan Laux- Rolling Thunder, page 2 this week had an article on Poponovers.

Mike Gray- Can we put enhanced tax information on-line? Can we put heating into the walkway leading to the Municipal Building from the parking lot to melt the ice in the winter? The Historical items being stored at the Depot need to be stored in a controlled atmosphere. The smaller items that are valued less than \$800.00 should not be listed on the Town insurance.

Ron Watson- Thanks to the Town staff on the research on video streaming and card payment processing. Thanks to Denise for her help in cataloguing the historical items in the Depot. Wants to work with the Town Manager and the Historical Society at the October meeting or another meeting to discuss the depot historical project.

Council:

Councilor Bolster: Question for the Town Manager-Did we get any feedback on bank fees to take out the our-future finds? (TM- Portland Trust says that we could loose money in this process. The Town would need to sell the CDs in the market with a Bond Broker. Portland Trust Company got a bid that was good for a few minutes for 2 2% loss on the value of the CD that they made the request for. If they had chosen to accept the bid there would be a 3 day settlement period before the funds would be released to the town. The Town Manager plans to check a few times over the next weeks to see how the rate fluctuate. The funds are spread out between several CDs, so we could use smaller amounts and not have to take it all out at once.)

We could do preparatory work such as culverts in 2019 and then pave in 2020 so that we spread out the money over several years and hopefully take smaller losses or no losses at all.
It is Flu season, so everyone should get their Flue shots soon.

Councilor Donahue: If we slide the desks out near the edge of the podiums in the Council Chambers it may eliminate the tripping hazard that requires the caution tape.

Is there a Candidate's night scheduled? (TM-Yes, on October 24 at 5:00 PM in the Council Chambers)
Thanks for moving along on the technical projects. What is going on with the brick building on Manson Park on the left- (Mike Gray-plan is in place.)

Open Creamery day is Sunday-Balfour Farm and Abrams Dairy are the closest to this area. She will be doing farms tours at 11:00, 1:00 and 3:00. There will be other products available at her farm. She has free kittens for those who would like to adopt.

Councilor Margolskee: Nothing to add tonight.

Councilor Nichols: Congratulations to Jodi Breau for moving her business to town. Thinks the handyperson that is being recommended by the Town Manager and Public Works Foreman is a good idea. He also likes the idea of tiles in the town office instead of replacing the rug that was mentioned by Kathryn. Thanks to Mike for the projects that he has been working on. The Chicken BBQ supper at the theatre was a success.

Councilor Curtis: Glad to see Heather's research going forward with the staff's efforts and it would be good to see the services come together. Thinks that heat in the sidewalk is a good idea and may even pay for itself if we save money on salt. Indicated that sprucing up the entrance that the staff are looking at is a good idea.

Deputy Mayor Stackhouse: Thanks to the audience for coming in and giving input. Thanks to the Town Manager and Mike for their efforts. Thanks to the Theatre for a great selection of movies and the advertisements shown before the movies. Supports tile over carpet.

Mayor Cianchette: Pittsfield meet and greet with the police chief and other law enforcement executives will be at Dysarts next Wednesday from 8:30-10:00 AM.

Wanted to diversify businesses in town and never thought he would see Organic Dental Floss. The idea is super and Jodi Breau is bringing it to Pittsfield.

The Hazardous Material and Medication collections are this Saturday.

The traffic light on Main St. is having issues (TM - She was advised that the police have called this in more than once and that the repair is waiting on a part. This will be followed up on).

Glad for the option to use the Our Future Fund with CDs. Happy to see that it is not a rush to spend. The Town Council has been conservative for 15 years and now that the economy is improving the Council can have some of these items addressed. These things are bringing pride to our Town.

Would like to see an LED sign to announce town related information.

8. **ADJOURNMENT**

Motion by **Deputy Mayor Stackhouse** and seconded by **Councilor Nichols** to adjourn at 8:30 pm.

VOTE: UNANIMOUS AYE

Michael Feole, Assistant to the Town
Manager/Deputy Town Clerk