

MINUTES

For a regular meeting of the Pittsfield Town Council held on Wednesday, November 7, 2018 at 6:30 PM in the Council Chambers.

PRESENT: COUNCILORS: Mayor Michael Cianchette, Councilor Matthew Bolster, Councilor Heather Donahue and Councilor Caleb Curtis.

ABSENT: Deputy Mayor Robert Stackhouse, Councilor Howard Margolskee and Councilor Timothy P. Nichols.

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

Audience members included: Joseph Sanborn, Don Hallenback, Michael Gray, Pete Logiodice, Scott Strom, Ethan Strom, Steve Vance, Dean Billings, Don Chute, Andrew Heath, Bernard Williams and Michael Leblanc

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 October 16, 2018.

Moved by **Councilor Curtis** and seconded by **Councilor Donahue** that the minutes of the meeting held on October 16, 2018 be adopted.

VOTE: UNANIMOUS AYE

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

Upcoming Meetings/Events:

Innovative Specialties, LLC Opening: A ribbon cutting ceremony has been tentatively set for Friday, November 16, 2018 to celebrate Innovative Specialties, LLC's move to Pittsfield. The manufacturing/distribution center is a wonderful expansion for the company with enough room for production. A Community Development Block Grant (CDBG) received by the Town of Pittsfield for the project from the State of Maine Department of Economic and Community Development (DECD) helped to make this expansion possible. Chad Dow plans to involve the town, bank, his vendors, customers, friends and family. Town officials have been invited to attend.

GET THE MOST OUT OF SMALL BUSINESS SATURDAY!

One small purchase can make a big difference for neighbors, your community & you!

Small Business Saturday is a shopping holiday held on the Saturday after Thanksgiving during one of the busiest shopping periods of the year. Small businesses sometimes offer many similar discounts that large chain stores have, but without the marketing dollars to display the price cuts. Please join your neighbors this year on Saturday, November 24, 2018. Shop local and support your community, this day and every day! The Heart of Pittsfield is planning a promotional event for Small Business Saturday. More information to come!

Report on Meetings/Events:

Presentation by the Town Manager on Town Goals and Achievements: Due to time constraints of the agenda, the Town Manager referred to the Budget Book and copies of the Town Goals and Achievements available at the Town Office.

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

5. **REPORTS**

A. COUNCIL COMMITTEES:

FINANCE: No Report

ORDINANCE: No Report

RECYCLING: No Report

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

No Report

C. TOWN MANAGER'S REPORT

1. Election Results:

We had an astronomical turnout prior to the election with absentee ballots and then during the election. It was steady all day. We have lots of new voters and people we had not seen before.

The results from the election were posted on-line this morning at www.pittsfield.org with the exception of the write-ins which were counted this morning.

The following are the results (also had been available on-line):

READ the 2018 General Election Results

READ the Municipal Election Results

2. Activities at the Polling Location:

We thank the **PITTSFIELD Arts Club** for their great luncheon at the polls. All of their lunch items went very quickly and people were very supportive of the Pittsfield Always Ready to Serve Club which donates to so many community causes.

We also thank the **Pittsfield Bicentennial Committee** for hosting a table on the upcoming Bicentennial activities which start with the Christmas Tree Lighting Ceremony on Wednesday, 12/05/2018 at Hathorn Park at 6:00 pm.

Our 200th Birthday is 06/19/2018. There will be a week of activities as well as events leading up to the Bicentennial Celebration.

The Committee had a great table and great conversation with citizens about all the activities. The volunteers sold 6 historical books Then and Now; 9 hats; 10 License Plates for the front plate starting January 1, 2019; 13 decals for windows and received a \$20.00 donation, making in total \$511.00. Congratulations.

And speaking of the Bicentennial Committee, we created a financial form for the Committee to use to request purchase orders for purchases, services and other activities within their budget. The staff and I believe this will help streamline the workflow and save everyone time and energies. With so much

enthusiasm, Committee members are in sometimes several times a day and several people can ask about the same item. With this form, the individual who needs the item for their committee, subgroup or themselves will fill it out and e-mail it to the staff. We will issue the purchase order and can e-mail it back to the individual to order the item or we can order it for them. This is designed to allow the Committee members to spend less time on ordering items and more time promoting their activities. Committee Michael LeBlanc has talked to the Executive Committee members about this process.

3. Pittsfield Winter Sports Recreation Program:

Winter Sports 2018-2019 Sports Sign-ups are due on Tuesday, November 13, 2018. The sports are Basketball Kindergarten; Basketball 1st grade; Basketball 2nd grade; Girls Basketball 3rd-4th; Girls Basketball 5th – 6th; Boys Basketball 3rd – 4th; Boys Basketball 5th – 6th and Cheering 2nd-5th. The cost per child for Pittsfield residents is \$20.00 and for non-residents is \$25.00.

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

Night School from November 2 – November 8
Venom from November 9 – November 15
First Man from November 16 – November 22
Goosebumps 2 from November 23 – November 29
Johnny English from November 30 – December 6

Showings are Friday, Saturday, Monday – Thursday at 7:30 pm and Sundays at 2 pm.

The Pittsfield Community Theatre is looking for two new members. The group meets the last Wednesday of every month at the Municipal Building Council Chambers at 6 pm. You must be a town resident, like the Theatre, and want it to stay up and running. Please e-mail pittsfieldtheatre@myfairpoint.net if you are interested or want to talk more.

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 are now selling the books at the Town Office. They are also available at Bud's Shop N' Save and on line at Amazon.com.

6. Pittsfield Historical Society and Historical Collection Inventory:

The Town has obtained Central Maine Moving & Storage/North American Moving Services to relocate the Pittsfield Historical Collection to the alternate storage location until renovations on the Depot are complete. Due to the high pricing for packing the collection by a moving company, the Town of Pittsfield and the Pittsfield Historical Society have coordinated to have volunteers facilitate the packing. Prior to beginning work, volunteers will be vetted. Volunteer background checks have been submitted to the Pittsfield Police Department and education on handling historical items will be conveyed to the volunteers. All packing materials are acid and lignin free with buffered and unbuffered tissues to protect the collection while in storage. Great care will be taken to ensure the collection is protected throughout the move process. Ron Watson is working with the owner of the environmentally controlled storage facility to ensure the key card entry is installed to ensure authorized staff access only. The goal is to have the exterior of the Depot finished prior to the Pittsfield Bicentennial Celebration so that all citizens will be able to admire the efforts to maintain this location for many generations to come. We have not yet received the lease agreement as the

Town Council will need to approve it, however, time is of the essence as we have to vacate the depot. Hopefully the lease will arrive soon. It is to be at \$0 cost which is greatly appreciated, however, we need to review the conditions and length, etc.

Thank you to all volunteers who are donating their time to assist with this great opportunity to restore the Depot and move the collection to a secure location while the depot has work completed.

7. Wells and Well Pumps:

The Town Council had previously authorized work to the two drinking water wells which took place in October 2018. Hegarty Plumbing and Heating Inc. inspected and cleaned the 12" well and the 8" water well. The firm also completed troubleshooting when the water pump did not work, installed a temporary pump, ordered a new pump and installed it. The work got the Town up to date on the water wells and pumps. We should though in the near future, review the need for the pumps and whether a new larger pump should be installed. The cost of the Cleaning and Inspection of the two drinking water wells was \$17,600.00. The cost of the trouble shooting and installation of the temporary 6" 7.5 motor was \$4,140.00 and the cost of the new 6" 7.5 hp submersible motor was \$1,923.00.

8. King Foundation Award to the Friends of the Public Library:

The Librarian and Friends of the Library submitted a request to the King Foundation for a digitization project for the old microfilm of the local newspapers. The application was submitted under the Friends of the Pittsfield Public Library, a 501c3 organization using their federal number with the intention of the Friends administrating the grant.

The award was made which was wonderful and a check showed up in the name of the Town of Pittsfield rather than the applicant which was the Friends of the Public Library. So, after research and calls, the auditor did agree that the Town can deposit the check as it is made out to the Town of Pittsfield and the King Foundation does not want to re-issue the check and then we can issue a check back to the Friends of the Pittsfield Public Library. The amount of the grant was \$10,000. As this was a Friends project, we do not have to keep the funds with the Town and complete all of the financial processes, make sure that the proper votes were taken for both authorizations to approve and the expenditure process as we do for all grants. This will simply be an In/Out Transfer Authorized by the Town Auditor.

9. Insurance claim fully paid for the damage to the Industrial Park Divider:

Our Deputy Treasurer took over the insurance claim processing for the 2017 damage to the Industrial Park Divider in which the individual who damaged the divider and the town staff could not come to agreement on the price to fix it. Emmalee was very persistent and received all of the payment with the exception of the \$1000 deductible. She continued on and got the deductible too so we now have the full cost of this repair or \$5,289. The Public Works Foreman reports it is too late in the season to do anything, so he will plan the work for Spring 2019.

10. Last and certainly not least, our Librarian Lyn Smith is officially retiring at the beginning of January 2019 after 27 years of dedicated service. She is looking forward to retirement which will be a lot of travel but also will miss being part of the town and library. I will certainly miss all of the little department head meetings that we had with Lyn, Donna and myself. We will start the recruitment process next week and also start planning our surprise retirement party for January 2019. Lyn is one of a kind, I will really miss her.

6. **NEW BUSINESS:**

RESOLUTION 18-100: TABLED at the meeting of October 16, 2018:

Resolved that the Town Council accept the bid of T. Buck Construction Inc. of Turner, ME in an amount to not exceed \$282,792.00 for the Pittsfield Maine Sewer - Madawaska Sewer Reconstruction and Authorize the Town Manager to execute a contract for same, pending concurrence of the award by the Northern Border Regional Commission as the project is partially funded by said agency.

Moved to remove from the table by **Councilor Donahue** and seconded by **Councilor Bolster**.

VOTE: UNANIMOUS AYE

The Town Council had received a copy of Bid Results from the last meeting as well as a copy of the bid submittal of the low bidder including qualification sheets; and Project Manual pages to show the Agreement that will be signed that was included in the Bid Documents.

The Town Manager noted that Plymouth Engineering vetted the low bidder and was satisfied with the results of the review. One of the references/parties called was Bill Olver of Olver Associates who has worked on several projects with T Buck. He was pleased with the results of their work.

The staff has been told that there is an issue with the State's approval of the road opening permit and that the State is not requesting the 10% payment for the permit that the Town has always paid, but 100% of the cost of the permit. This is a large sum of money that was not included in the budget. As you know, this was the road that MDOT wanted an answer on for paving immediately and a call was made to the State to intervene on the Town's behalf. I have taken over the opening permit for the Assistant Water/Sewer Superintendent and have been advised that the Town will need to pay over \$25,000 for the road opening permit rather than the regular 10% of the disturbed area cost as in the past. Scott had reported that he was told that the permit was all set to be issued with the standard 10% payment due of around \$2,500 and then later on he reported that the permit was being sent back to the Town with the check. At that time, he was advised of the new information. I am checking into this but do not have all of the information as of yet.

Mayor Cianchette indicated that this was not the issue at hand right now, it is the acceptance of a bid. The Town Manager advised that this is a significant cost that the Council should know about and that it could possibly affect pricing in the future. There was a discussion about why this is coming up now and it is because the State had notified the Assistant Water/Sewer Superintendent. As people will remember last year, this is the area that the State indicated that they were paving, needed an answer immediately on what we were going to do and there was no way to have logical and realistic pricing available, therefore, the Town Council voted down signing an agreement with MDOT to pave an area of Madawaska Road after the sewer project was completed. After more discussion, it was agreed that the Town Manager will continue to pursue this issue and that we now know that there may be an issue and time lag to obtain this permit. Since it is so late in the year now, it is unlikely that the contractor could start the project, therefore, this will be a Spring 2019 project.

Moved by **Councilor Donahue** and seconded by **Councilor Curtis** that Resolution 18-100 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 18-101: Resolved that the Town Council Proclaim October 22, 2019 as Phelan McDermid Syndrome Awareness Day for the Town of Pittsfield.

Moved by **Councilor Bolster** and seconded by **Councilor Donahue** that Resolution 18-101 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 18-102: Resolved that the Town Council review the request dated 10/28/2018 and received 10/29/2018 to determine the official width of the public easement on the discontinued town road now known as the Call Road (i.e., Taylor Road and other names such as Old Huff Road, etc.), authorize the Town Attorney to complete legal research to not exceed \$1,500.00 and to act as necessary.

The Town Manager advised that one of the property owners is unable to fully access a discontinued section of what we would view as the Taylor Road as another property owner has erected a fence on part of the roadway. The property owner needs to have full access for a logging truck to utilize the public easement.

The Town Manager asked the Building Inspector to go out to the site to review the situation so that we could determine what was taking place. He went to the site and found NO TRESSPASSING SIGNS on one end of the road and on the other end of the road it was reported to be unpassable without a Four-wheel drive. The property owner who has filed the request (or petition) has offered to take Steve Seekins out to view the site. The request was forwarded to the Town Attorney who will have to complete legal research. To date, I have not seen any discontinuance road records of abutters here. We did have a copy of the road discontinuance vote in the Town Meeting records. The Town Attorney has asked for town records which we have determined will take a lot of time to try to locate. As this request was received during the Budget Preparation/Election Preparation/Tax Lien Foreclosure Preparation crunch period, the research was not started until the Election was completed and then several people have been working on the request.

There was a lengthy discussion about this request, how the Town had not received a request to determine the width of a public easement before to everyone's knowledge and that there seem to be limited records. The Town Manager has provided everything that was located to the Town Attorney who will have research conducted on the law available at the time of discontinuance and if possible, determine the options of the Town on this specific request. Generally, when a party asks to lay out a road, it is a new road and does not involve laying out a road that the Town discontinued. It was agreed that the Town should conduct some research for due diligence.

Moved by **Councilor Donahue** and seconded by **Councilor Curtis** that Resolution 18-102 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 18-103: Resolved that the Town Council waive the bid policy, Chapter 2, Administrative Code, Section 106, to allow for the following two projects: (1) Shim and Resurface a section of South Street in the amount of \$4,800 and (2) Tack and Shim a section of Peltoma Avenue in the amount of \$11,550 and to authorize the Town Manager and/or Deputy Treasurer to transfer and expand up to \$16,350 from PITT#20 Road Construction/Reconstruction/Paving Reserve G-1-607-00 for same.

The Public Works Foreman advised of the two areas that need paving prior to winter. The first is a sunken area over a culvert that has been on the Public Works List to fix. The area is getting progressively worse and is worrisome as it seems to be wet all the time. The Public Works Foreman has investigated this area as this was to be addressed before winter 2018. Steve Vance believes that the area will hold for a few years until South Street is scheduled for major work under a new plan if the area receives a good shim and resurfacing. The second is the sunken wheel track on Peltoma Avenue on the right-hand side headed to the Transfer Station. This area continues to deteriorate. A good tack and shim should also hold this area until the road is scheduled for major work under a new plan.

The Town Manager advised that the Road Construction Reserve had \$26,517.58 in it as of 09/30/2018 and that while the account would be depleted, these two areas need to be paved.

Moved by **Councilor Bolster** and seconded by **Councilor Curtis** that Resolution 18-103 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 18-104: Resolved that the Town Council authorize the Town Manager to execute the performance agreement for Tim Sample c/o The Maine Humor Company in the amount of \$2,250.00 (10% pre-payment discount) for a Bicentennial Performance on Wednesday June 19, 2019 and authorize the payment.

As part of the Bicentennial Celebration week, the Bicentennial Committee proposes a performance by Tim Sample as one of the main events to be held on Wednesday, June 19, 2019. This is our 200th Birthday!! All agreements/contracts require approval of the Town Council to execute. This celebration will be paid for through the Special Revenues Account for the Bicentennial Celebration.

Moved by **Councilor Donahue** and seconded by **Councilor Curtis** that Resolution 18-104 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 18-105: Resolved that the Town Council Authorize the Town Manager to Execute the Discharge of Mortgage for the Town of Pittsfield doing business as the Pittsfield Community Development Program, owner of a Landlord Agreement from Roland E. Tozier and Jacklyn C. Tozier dated September 18, 1985 and later modified by an agreement between the Town of Pittsfield and Daniel L. Tozier dated August 17, 1988.

This was an issue from the 1980's that requires a discharge of mortgage of a former program that the Town operated.

Moved by **Councilor Curtis** and seconded by **Councilor Donahue** that Resolution 18-105 be adopted.

VOTE: UNANIMOUS AYE

7. **REPORTS:** Audience, Council

Audience:

Don Hallenback: Noted about the Taylor Road issue that he remembers back in 1978 reading about leaks in Union Hall, the former town office, and how records got wet. Mentioned there might be a possibility that there are records at the depot.

Council:

Councilor Bolster: No report.

Councilor Donahue: Nitro Trailers has a nice video of the first trailer to come off of their production line on their Facebook page here in Town. Great to hear that microfiche records at the library are getting saved. Can plants go into the island at the Industrial Park and also when would it be possible? (Town Manager – Indicated that safety is an issue, however with help from Public Works when the area is fixed in Spring 2019, we can look at plants again at the site. The Town Manager noted that the area previously had plants, however, had been too much for the volunteers and/or the Public Works crew to maintain). Sad to hear that Lynn is retiring.

Councilor Margolskee: Absent

Councilor Nichols: Said he will be brief this evening as we have a budget workshop after the meeting. He is pleased to be re-elected to another three-year term as Town Councilor. He is retired from the State and has the time available to represent his District and help support the Town.

Councilor Curtis: Absent

Deputy Mayor Stackhouse: Absent

Mayor Cianchette: Thanks to everyone for showing up tonight. Thanks to Edward Heath for coming to see how our government works. Thanks to all of the ladies who worked on the election. Indicated he is getting calls again from the ladies about what the Assistant to the Town Manager's function is. (Town Manager – Indicated that she has reviewed this several times including in writing. She noted that Michael is in charge of the front office.)

8. **ADJOURNMENT**

Motion by **Councilor Donahue** and seconded by **Councilor Curtis** to adjourn at 7:45 pm.

VOTE: UNANIMOUS AYE

Michael Feole, Deputy Town Clerk