

MINUTES

For a regular meeting of the Pittsfield Town Council held on Wednesday, November 20, 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 P. Nichols, Councilor Heather Donahue and Councilor Caleb Curtis

ABSENT: None

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

Audience members included: Marie Manning, Pete Logiodice, Steve Vance, Don Chute, Bernard Williams, Scott Noble 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 November 7, 2018.

Moved by **Councilor Bolster** and seconded by **Councilor Nichols** that the minutes of the meeting held on November 7, 2018 be adopted.

VOTE: UNANIMOUS AYE

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

Community and Economic Development Activities and Events:

Upcoming Meetings/Events:

Innovative Specialties, LLC Opening: A ribbon cutting ceremony has been re-scheduled to **Friday, November 30, 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.

The event was re-scheduled which is good as he has people driving in from long distances away. Due to the storm projected up to 8" on Friday, November 16, 2018 and the Thanksgiving holiday on Friday, November 23, 2018, Chad moved the Open House to **Friday, November 30, 2018 at 12:30 pm**. Please let me know at the meeting if you can attend the new date for the event. There will be a luncheon and small program to recognize everyone and have tours of the facility.

GET THE MOST OUT OF SMALL BUSINESS SATURDAY COMING RIGHT UP:

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!

Annual Christmas Tree Lighting scheduled for Wednesday, December 5, 2018 at 6:00 pm at Hathorn Park. Christmas songs at the Gazebo, Tree Lighting, Sleigh Rides and Refreshments. This is the opening event for the 200th Bicentennial!

Announced the following new businesses are coming to Pittsfield:

Suzy Morton's **new Flower and Gift Shop** will be opening at Somerset Plaza in the near future in the former Corinne's Gift Shop location by Subway. This is exciting for Suzy and her family as well as the Town! The Town Office and our customers have been enjoying Suzy's flower display for the last few weeks.

Holly Zadra's yoga studio **Sundew Studio** is certainly gaining interest and customers. Holly's studio will be located at 113 North Lancey Street in January 2019 at the wonderful Business Center that houses a variety of small businesses and entrepreneurs.

Dental Lace's new packaging/fulfillment center for on-line orders was announced at the beginning of October 2018 at the Council Meeting for the former McMann's Auto property on Main Street (formerly known as South Main). This is exciting especially as the company is owned by a former citizen who grew up in Pittsfield.

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:**

Bicentennial Committee: Councilor Margolskee briefly updated the Councilors noting that more details on the schedule will be released shortly.

C. **TOWN MANAGER'S REPORT**

1. Pittsfield Winter Sports Recreation Program:

Winter Sports 2018-2019 Sports Sign ups took place and teams are organized. All practices were scheduled with cancellations today. Please go to the Pittsfield Recreation Facebook Page for updates.

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

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 Theatre is closed in observation of Thanksgiving but open on Friday after Thanksgiving.

Special Events:

Dec. 1st The Theatre will host a live band called Timbre. This showing will be sponsored by Manchester Motors

Dec. 8 at 2 PM Doors open at 1:15 PM the Christmas Movie Jim Carrey The Grinch That Stole Christmas Free popcorn, Hot Chocolate and drawing for gifts

Jan. 12 fundraiser chili/ corn chowder

Feb. 9th fundraiser Valentine dance

The Pittsfield Community Theatre is looking for 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.

GOLDEN TICKETS REMINDER

3. 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. The Town is placing an order this week.

4. Pittsfield Historical Society and Historical Collection Inventory:

The Town is pleased to report that the Pittsfield Historical Collection has been relocated successfully to the winter storage location, while the Depot renovations continue. The final move cost came in under budget, with a savings of \$1,648.37 and 5.5 hours ahead of schedule. Central Maine Moving & Storage/North American Moving Services relocated the Pittsfield Historical Collection to the alternate storage location. With their expert, professional crew, they continued to work diligently and withstood freezing temperatures on move day. Great care was taken to ensure the collection was protected throughout the move process. The Town would like to thank all those from Central Maine Moving & Storage for their outstanding performance and the savings of taxpayer dollars! The Town is extremely grateful for all the efforts made by everyone. Volunteers, with Ron Watson, Ron's family, and Tom Brown from the Pittsfield Historical Society, along with Harold Sherwood of Cianbro, were instrumental in facilitating many needs. The Town personnel did a wonderful job coordinating all of the effort. Many thanks to all that have assisted in this transition. This Depot renovation process is a huge undertaking; however, the long-term benefits will be realized by all. 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 the Pittsfield Historical Collection for many generations to come.

5. Somerset Economic Development Corporation (SEDC) and Kennebec Regional Development Authority (KRDA): Economic development groups that the Town has belonged to since their incorporation.

Both groups have just created Strategic Plans. SEDC's is homegrown completed internally and KRDA's was completed in conjunction with Marshall Communications of Augusta, well known marketing company in the State.

SEDC: Noted a couple of important points about their strategic plan for the County

KRDA: This was a modern detailed exercise over a 3 month period that I was pleased to participate in and learned a lot of professional details about branding and marketing that we can utilize with PEEC. Listed briefly the Table of Contents titles to provide a quick overview of the plan.

6. Earth Day Community Cleanup on Monday, April 22, 2019: The Town is pleased to announce that we are teaming up with HealthySV and Maine Central Institute for a Community Earth Day Cleanup. In 2019, school will be in session on Earth Day, which rarely happens. MCI Students will be in charge of organizing the event. We have contacted all SAD#53 schools and they will participate based upon the activities involved. The students are working on the day's activities and we will know more in the near year.

6. NEW BUSINESS:

Ordinance 18-4: (To be set to Public Hearing 12/18/2018) The Town of Pittsfield hereby Ordains the 2019 Capital Budget be approved as follows:

Town Offices/Telephone System	\$ 10,000
Town Offices/Tiling Floors & Move	10,389
Municipal Building/Generator Replacement	35,000
Municipal Building/Wash & Seal, Repoint	26,840
Police/Cruiser Video System	7,000
Fire Station/Masonry Replacement	15,838
Airport/Grant Match Reserve	90,000
Library/Capital Reserve Fund	<u>5,000</u>
 Total Projects/Reserves:	 \$ 200,067
 Total Projects/Reserves:	 \$4,760,871
Funding Breakdown:	
Taxation	-\$ 200,067
Funding by Loan	-\$ 2,133,640
Funding by Lease/Purchase	-\$ 125,000
Funding by Reserves	-\$ 33,000
Funding by Special Revenues	-\$ 15,755
Funding by Theatre Loans/Special Revenues	-\$ 90,939
Funding by Grants	-\$1,800,000
Funding by Other Resources	<u>-\$ 362,470</u>
 Total to be raised by taxation	 \$ 200,067

Moved by **Councilor Donahue** and seconded by **Councilor Bolster** that Ordinance 18-4 be set to public hearing on December 18, 2018.

VOTE: UNANIMOUS AYE

Ordinance 18-5: (To be set to Public Hearing 12/18/2018) The Town of Pittsfield hereby ordains that the 2019 Operating Budget in the amount of \$3,312,339 () be approved, and the total sum of \$8,073,210 () be appropriated (Operating plus Capital Budgets);

AND FURTHER, that \$1,579,593 () be raised through taxation; that \$1,303,507, () be raised from estimated revenues; that \$229,796 () be appropriated from State Revenue Sharing; that \$125,000 () be appropriated from Lease/Purchase; that \$2,133,640 be appropriated from Loans/Bonds; that \$33,000 () be taken from reserve funds; that \$15,755 be appropriated from Special Revenues; that \$90,939 be appropriated from Theatre Loans/Special Revenues; that \$1,800,000 () be appropriated from grants; that \$362,470 () be appropriated from other Revenue Resources; and that an additional sum of \$399,510 () be taken from undesignated fund balance.

Moved by **Councilor Nichols** and seconded by **Councilor Margolskee** that Ordinance 18-5 be set to public hearing on December 18, 2018.

VOTE: UNANIMOUS AYE

Ordinance 18-6: (To be set to Public Hearing 12/18/2018) The Town of Pittsfield hereby ordains that the 2019 Water and Sewer Enterprise Fund budgets in the respective amounts of \$430,732 () and \$501,350 () be appropriated from the respective estimated departmental revenues.

Moved by **Councilor Stackhouse** and seconded by **Councilor Donahue** that Ordinance 18-6 be set to public hearing on December 18, 2018.

VOTE: UNANIMOUS AYE

Ordinance 18-7: (To be set to Public Hearing 12/18/2018) The Town of Pittsfield hereby ordains that the 2019 Water and Sewer Enterprise Fund Capital Budget in the amount of \$646,500 () be approved;

AND FURTHER, that that \$9,500 () be appropriated from Water/Sewer Budgets; that \$301,000 () be appropriated from Water/Sewer Enterprise Additional Revenues; that \$46,000 () be appropriated from Water/Sewer Enterprise Loan; that \$290,000 (\$) be appropriated from Water/Sewer Standpipe Reserve.

Moved by **Councilor Nichols** and seconded by **Councilor Stackhouse** that Ordinance 18-7 be set to public hearing on December 18, 2018.

VOTE: UNANIMOUS AYE

RESOLUTION 18-106: 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.) and to revisit at completion of Town Attorney review.

Moved by **Councilor Nichols** and seconded by **Councilor Bolster** that Resolution 18-106 be adopted as amended.

VOTE: UNANIMOUS AYE

RESOLUTION 18-107: Resolved that the Town Council abate the Real Estate Property Account #2322 for the following years: (1) 2016 for principal in the amount of \$98.98 plus costs and interest for a total to not exceed \$177.46 and (2) 2017 for principal in the amount of \$101.43 plus costs and interest for a total to not exceed \$166.81 as the mobile home is not in the Town and should not be taxed.

Due to a lot of different information that people have been provided, this item was tabled pending review of exactly what has happened.

Moved by **Councilor Nichols** and seconded by **Councilor Stackhouse** that Resolution 18-107 be tabled.

VOTE: UNANIMOUS AYE

RESOLUTION 18-108: Resolved that the Town Council abate the Real Estate Property Account #2335 for 2016 for principal in the amount of \$74.74 plus costs and interest for a total to not exceed \$149.65 as the mobile home is not in the Town and should not be taxed.

Moved by **Councilor Stackhouse** and seconded by **Councilor Nichols** that Resolution 18-108 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 18-109: Resolved that the Town Council authorize the Town Manager to execute a lease agreement for 110 Hunnewell Avenue at \$0 lease cost to the Town to house the historical records and archives of the Town until the windows being restored at the Historic Pittsfield Railroad Depot are installed upon approval of the Town Attorney.

Moved by **Councilor Stackhouse** and seconded by **Councilor Nichols** that Resolution 18-109 be adopted.

VOTE: UNANIMOUS AYE

DISCUSSION ITEMS:

Financial

- A. Financial Reports as of 10/31/2018
 - 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 Report

B. Other Reports as of 10/31/2018
Building and Plumbing Permit Reports
Library Report- Librarian's and Library Trustees Minutes
Police Report

Items were reviewed by the Town Manager as needed.

7. **REPORTS:** Audience, Council

Audience:

Marie Manning: Provided an update on cable television. It was reported at a meeting that franchise renewal affecting Municipal and Statewide budgets. At the Federal level they are looking to deregulate the cable industry further and this may allow cable companies to stop paying franchise fees. Smaller towns like Pittsfield would take a small loss (\$20,000) but larger cities like Waterville would take larger losses (\$160,000). Another issue is "Channel Slamming" where they take the lower numbered public access channels and move them to a higher range of numbers such as in the 1300 region and that makes the lower numbers available for revenue paying channels such as shopping networks. At the State level they are looking into how many houses have access to cable internet in the same area and what happens when a large amount of people go online and the speed of the shared connection reduces dramatically. People with high speed internet have been seeing their service reduced to a crawl when this happens. This is due to the fact that Spectrum uses central hubs to connect seven to nine towns together where before they just had two or three towns sharing the same office.

Council:

Councilor Bolster: No Items.

Councilor Donahue:

1-She has had a couple of snow complaints from June Ct. (Steve Vance stated that they plowed June Ct at the beginning of the storm and that they did not get back there until the end of the storm but it did get plowed.)

2-She took recyclables to the Transfer Station and noticed that the "Clear Glass Only" sign is still there. (Don Chute stated that they do teach residents when they come that green and brown glass is okay but he leaves the sign up because people try to bring glass china and other types of glass such as plexiglass and that should not be thrown in with the clear/green/brown glass.)

3-She has a question about the Tax Acquired property (Town Manager stated that the Assessor has all of her records on this issue and that she is awaiting his review so that we can move forward).

Councilor Margolskee: No Items.

Councilor Nichols: Congratulations to the two businesses that have opened in town. He wishes everyone a Happy Thanksgiving and safe travels.

Councilor Curtis: He is sorry that he was late arriving. He has a new baby and stayed to support his wife. It has been super fun having the new baby.

Deputy Mayor Stackhouse: Thanks to the audience for being here and staying to the end. He is looking forward to the tree lighting and kickoff of the Bicentennial Celebrations. It is great to have new businesses

in town. Congratulations to Heather, Tim and Debra on winning their seats in the election. Congratulations to Kathryn and the team upstairs for all of the hard work.

Mayor Cianchette: Thanks for showing up tonight. He does read reports. Every employee in this town is very professional and all of the employees represent the town well.

8. **ADJOURNMENT**

Motion by **Councilor Nichols** and seconded by **Councilor Stackhouse** to adjourn at 7:53 pm.

VOTE: UNANIMOUS AYE

Michael Feole, Deputy Town Clerk