MINUTES

for a regular meeting of the Pittsfield Town Council, held on Tuesday, February 4, 2020 at 6:30 PM in the Council Chambers.

PRESENT: COUNCILORS: Mayor Heather Donahue, Deputy Mayor Matt Bolster, Councilor Timothy Nichols, Councilor Amanda Collamore, Councilor Debra Billings, and Councilor Peter Logiodice.

Also present: Town Manager Kathryn Ruth and Assistant Michael Feole

AUDIENCE: Joe Sanborn, Don Chute, Jan Laux, Amber Quint, Adam Violette, Dean Homstead, Sabrina Ivory, Chris McDonald, Adam Pomeroy, Sherri Littlefield, Michael Leblanc and Ron Watson.

1. Mayor Nichols opened the meeting by leading the Pledge of Allegiance.
2. The Council observed a Moment of Silence.

3. ADOPTION OF MINUTES OF THE REGULAR MEETING HELD ON JANUARY 21, 2020.

Moved by Councilor Billings to amend Order 20-01 to include "abstained by Councilor Billings" at the end of each vote.

Moved by Councilor Bolster and seconded by Mayor Donahue that the Minutes of the regular meeting held on January 21, 2020 as amended be adopted.

VOTE: UNANIMOUS AYE

4. PRESENTATIONS, CONGRATULATIONS AND INTRODUCTIONS:

A. Presentation by Mayor Tim Nichols and Recycling Coordinator Don Chute recognizing the Town of Pittsfield's 10 top recycling businesses of 2019: Mayor Nichols and Recycling Coordinator Don Chute both discussed the highpoints of the Town's Recycling Program and then recognized each business and organization that was present. The businesses were Cianbro; CM Almy; Northern Light Health Facilities; AE. Robinson; Buds Shop n' Save; MCI and SAD #53; Renys; Family Dollar Store; Nitro Trailers/ Innovative Specialties, LLC and Dunkin Donuts.

B. Presentation by the Town Manager on the 2020 Schedule of Federal/State Elections:
The Town Manager reviewed the list of upcoming elections that the Town has received for 2020. As there is a lot of confusion on what is taking place this year as it is a change and a lot of information is not yet available, the Town staff wanted to get the word out about the election process for this year.

C. Presentation by the Town Manager on the Spirit of America Foundation Award: Provided a brief presentation on the background of this very important award program and the individuals who have been chosen since the Town of Pittsfield joined the program in 2012. At the meeting on 02/18/2020 a candidate should be chosen by the Town Councilors. The Town Manager reviewed the handout provided by Bruce Flaherty, President of the Maine Spirit of America Program. A list of nominees will be forwarded to the Town Council and it was decided that Councilors would provide any additional names to the Town Manager on or by next Monday. After deciding on the candidate, there will be an awards ceremony in April at a Council Meeting and then a county-wide awards ceremony for Somerset County in September – October.

D. Community and Economic Development Activities and Events
Events:
48th Annual Central Maine Egg Festival Week on Monday, July 6 – Saturday, July 11, 2020 including the Kiwanis Karnival on Wednesday, July 8 – Saturday, July 11, 2020
The Town Manager briefly reviewed the highlights of the Economic Development Program including the need for members for the Community Development Block Grant Advisory Committee for the Main Street project that will start meeting in the near future; that all large grants were now formally closed off and funding reimbursement received; and that the Town was working with several businesses on their projects which includes one business that is currently exploring a CDBG Economic Development Grant with the Town. We will be meeting with the Economic Developer at the Kennebec Valley Council of Governments as soon as scheduling permits.

5. PUBLIC HEARINGS/OLD BUSINESS:

ORDER 20-01: Ordered that the Town Council elect from among its members a Mayor to serve for the 2020 year.

Moved by Councilor Billings and seconded by Councilor Collamore to remove Order 20-01 from the Table.

VOTE: UNANIMOUS AYE

Moved by Councilor Collamore to nominate Councilor Donahue as Mayor, seconded by Councilor Logiodice.

VOTE: AYE: Councilor Logiodice, Councilor Collamore, Councilor Donahue, Councilor Bolster and Councilor Nichols.
NAY: Councilor Billings
Motion Passes

ORDER 20-02: Ordered that the Town Council elect from among its members a Deputy Mayor to serve for the 2020 year.

Moved by Councilor Billings and seconded by Councilor Collamore to remove Order 20-02 from the Table.

VOTE: UNANIMOUS AYE

Moved by Councilor Collamore to nominate Councilor Bolster as Deputy Mayor, seconded by Councilor Logiodice.

VOTE: UNANIMOUS AYE

6. REPORTS:

A. COUNCIL COMMITTEES:

FINANCE: At the January 31, 2020 meeting, the following items took place: Signed the expense warrants and the Water & Sewer commitments and reviewed the financial administration processes. Our next meetings are March 12, 2020 at 5:00 pm and April 02, 2020 at 6:00 pm.

ORDINANCE: The committee met on January 29, 2020 and reviewed items from last year. Several items are waiting for the Planning Board. The following items were discussed: the use of pesticides, land use, and social media use by the Town Council. Our next meeting is February 20, 2020 at 6:30 pm.

RECYCLING: No report. Our next meeting is on February 5, 2020 at 4:00 pm.

B. BOARD AND COMMITTEE UPDATES BY TOWN COUNCILORS AND MANAGER

Bicentennial Committee-No report.

Theatre Committee: Chairperson Amber Quint reported that we are having another Comedy Night this Saturday that will include Mary Winchenbach, the "Moose Turd Lady". The show will be taped and may be included in a new series about Mary. A number of movies have been booked and are on our calendar. We are also hoping to have an "Open Mic Night" during the Egg Festival this year.

C. TOWN MANAGER'S REPORT

1: The Town Office has new hours: Monday, Tuesday, Thursday and Fridays 8:00 am to 5:00 pm. We are closed on Wednesdays.
2: The movies for the rest of February at the Theatre are: Doolittle, 1917 and Little Woman.
3: The Planning Board is having a Public Informational Session on February 10 at 7:00 pm. Sludge products will be discussed that may affect Chapter 9B and Chapter 9C. Cianbro has also requested some very nice signs. The Planning Board will be looking at the sign regulations and determining whether a change in the regulations should take place to increase the size of their signs around town directing the public to their locations. Several other businesses would also be assisted by having larger directional signs.
4: The Town will still have a few vacancies on Boards and Committees after consideration of tonight's resolutions for appointments as follows: one (1) Councilor and two (2) members on the Airport Committee, five (5) members on the Board of Assessment Review, one (1) on the Economic Development Team, one (1) Councilor and three (3) members on the Housing Revolving Loan Fund Committee, two (2) members on the Pool Committee, three (3) members on the Recycling Committee, one (1) on the Board of Appeals and one (1) on the Cemetery Trustees. The Town Manager described the functions of the boards and committees and noted that it was very important to have people serve on the Board of Assessment Review and the Board of Appeals as these boards meet when there is an application.

7. NEW BUSINESS:

RESOLUTION 20-17: Resolved that the Town Council declare the seat of former Councilor Caleb Curtis vacant and call a special election for Councilor-District 2 on Tuesday, June 9, 2020.

Moved by Councilor Billings and seconded by Deputy Mayor Bolster that Resolution 20-17 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 20-18: Resolved that the Town Council Approve that nomination papers for Councilor-District 2 be made available on March 16, 2020 and that the filing deadline for said nomination papers will be April 27, 2020 at 5:00 PM.

Moved by Councilor Collamore and seconded by Deputy Mayor Bolster that Resolution 20-18 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 20-19: Resolved that the Town Council Approve the Request For Qualifications for Energy Savings Performance Contracting for the Town of Pittsfield, Maine.

Moved by Deputy Mayor Bolster and seconded by Councilor Collamore that Resolution 20-19 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 20-20: Resolved that the Town Council Authorize the Town Attorney during 2020 to send legal letters to property owners with code violations in which the owners have not made an effort to correct such violations and those property owners who have repeat violations as identified by town staff and reviewed by the Town Council.

Moved by Councilor Nichols and seconded by Deputy Mayor Bolster that Resolution 20-20 be adopted.

The Town Manager reviewed the history of how this project has come about including the availability of specific funding for legal assistance that is required. The Town staff have sent letter after letter and contacted the individuals with code violations, including meeting on site and in the office. Several cases require an initial letter and two cases were chosen to pursue as identified in the Council Package. The Town Manager advised that this is not something that we want to do, however, the buildings are dilapidated and detrimental to the neighborhood and community.

VOTE: UNANIMOUS AYE

RESOLUTION 20-21: Resolved that the Town Council move the regularly scheduled Town Council Meeting of Tuesday, March 3, 2020 to Wednesday, March 4, 2020 due to the Presidential Primary and Special State Referendum Election.

Moved by Councilor Billings and seconded by Councilor Logiodice to amend the date to be "Thursday, March 5, 2020".

VOTE: UNANIMOUS AYE

Moved by Councilor Billings and seconded by Deputy Mayor Bolster that Resolution 20-21 be adopted as amended.

VOTE: UNANIMOUS AYE

RESOLUTION 20-22: Resolved that the Town Council Appoint members to fill vacancies on the various Town Boards and Committees.

Moved by Councilor Nichols and seconded by Councilor Collamore that Resolution 20-22 be adopted.

VOTE: UNANIMOUS AYE

8. DISCUSSION ITEMS: N/A

9. REPORTS:

AUDIENCE:

Amber Quint: Called the Town Office and was put on hold. Likes the messages about the town that I heard while on hold. The new phone system is fantastic.

Ron Watson: Called the town and the new phone system is wonderful. The social media being done by the Police is fantastic. Wants the Charter updated to make the language clear about the procedure when a seat opens on the Town Council so that a citizen can understand it.

Council:

Deputy Mayor Bolster: Thanks to Donnie and Tim for the recycling awards ceremony. Hopes we can keep moving forward with our recycling program. Thanks to the people who volunteered for the committees. Hopes things will change in the new decade regarding the homes in violation. It will help the neighbors as well. Thanks to those who voted for me. Best of luck to Heather.

Mayor Donahue: Thanks to Tim for his years of service on the Council and as Mayor. Believes volunteers are the backbone of any town. We should have the movie Wall-E screened at the Theatre on Earth Day. On February 13 the Pinnacle and Recreation Committees are going to meet to see about working together. Met with Jan about having a workshop with the Planning Board and the Town Council to set the three main topics to get input from the community so we can have forums for each topic. We could have a pot luck before the meetings to get people to come. After the three forums were held, we would come together for a combined meeting. An Executive Session will be held on February 25 at 6:30 pm to discuss the evaluation tool. (TM: Noted that the current form is well over 20 years old). Discussed hiring a workplace efficiency audit for all the departments. (TM advised that all departments should be reviewed together. She has made some contacts to locate an RFP. Results would need to be ready for the next budget). Asked what projects approved last year have been started. (TM: All of the projects that were bid out last year, however, the pricing came back too high, are being re-bid at the second meeting in February as well as the two vehicles that were approved). Thank you for voting me in as Mayor.

Councilor Collamore: Congratulations to everybody who got recycling awards. I think that recycling should be taught early. Excited to have a Mayor and a Deputy Mayor.

Councilor Nichols: Thanks to Donnie for coming in. Congratulated the recyclers for their efforts. This shows that businesses can do recycling without cost and actually have savings. It also gives future businesses a reference to go by. Education is critical. We are looked at as an example of how recycling can work. Congratulated Heather for being Mayor and Matt for being Deputy Mayor. Thanked everyone who made me Mayor and trusted me all of those years. How are things working for Wednesdays? (TM: It is working very well. We have a lot of visits from our internal customers, the departments on this day!) I think

that we have great employees upstairs (TM: Noted how happy she is with the front office staff that we have. They are extremely customer friendly).

Councilor Logiodice: No Report.

Councilor Billings: Thanked the volunteers on the committees. Suggested the Council set goals. Advised that the Planning Board should meet two times a month so that businesses do not have to wait for four months to start up. Wants the Charter reviewed. Requested workshops in order to have open discussions.

10. ADJOURNMENT

Moved by Councilor Nichols and seconded by Councilor Billings to adjourn at 8:30 PM.

VOTE: UNANIMOUS AYE

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Michael Feole, Deputy Town Clerk

Minutes are a synopsis of a meeting. For more detail, please go to www.pittsfield.org and click on Town Meeting Videos to listen to videos of Town Council and other Board/Committee Meetings.