

MINUTES

for a regular meeting of the Pittsfield Town Council held on Tuesday, February 5, 2019 at 6:30 PM in the Council Chambers.

PRESENT: COUNCILORS: Mayor Timothy Nichols, Deputy Mayor Heather Donahue, Councilor Matt Bolster, Councilor Howard Margolskee, Councilor Caleb Curtis and Councilor Debra Billings.

ABSENT: Councilor Stackhouse.

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

AUDIENCE: Jan Laux, Donna Laux, Holly Williams, Don Hallenback, Joe Sanborn, Pete Logiodice, Leslie Holten, Becka Nadeau, Sarah Lawrence, Molly Thierren, Jeane Boisvert, Amanda Collomore, Michael Cianchette, Anna Bockis, Ron Watson, Don Chute, Pete Bickmore, Jennifer Watson, Jane Woodruff, Don Woodruff, Michael Leblanc, Tania Hassard, Jeremy Thurston and Eric Witham.

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 2, 2019 and January 15, 2019.

Moved by Councilor Bolster and seconded by Councilor Curtis that the minutes of the meeting held on January 2, 2019 and January 15, 2019 be adopted.

VOTE: UNANIMOUS AYE

4. PRESENTATIONS, CONGRATULATIONS AND INTRODUCTIONS

- A. The current status of Recycling by Don Chute
Don Chute, Transfer/Recycling Coordinator, presented background on the Recycling Program.

2018 Transfer Station/Recycling Center Statistics Analysis:

-Transfer Station 2018 Budget = \$424,954.00
-Transfer Station 2018 Spent = \$392,899.32 (+ \$33,189.58)
-Transfer Station 2018 Revenue = \$34,498.87
-Recycling Center 2018 Budget = \$99,174.00
-Recycling Center 2018 Spent = \$93,536.20 (+ \$5637.80)
-Recycling Center 2018 Revenue = \$42,418.00 (Still waiting 5 payments +/- \$6,000) = \$48,418.00
-Municipal Recycling Tonnage recovered = 1079.49 tons
-Organics and Miscellaneous Recycling Tonnage Recovered = 200 Tons Estimated
- Avoided Cost for Disposal 1279.49 tons @ \$65.00 per ton = \$83,166.85
- Cost of Recycling Program = \$48,418.00 Revenue + \$83,166.85 avoided cost = \$131,584.85 minus operating cost \$93,536.20 = OVERALL SAVINGS OF FACILITY = \$38,048.65
-SUMMARY: The Transfer Station/Recycling Center Saved the Taxpayer through revenue and avoided costs \$229,273.30.
******* TOTAL SOLID WASTE BUDGET \$524,128.00 Minus Savings \$229,273.30 = \$294,854.70**
******* ACTUAL COST TO TAXPAYER FOR TRANSFER STATION & RECYCLING CENTER - \$294,854.70**
*******Cost to run program of similar sized community +4000 people = \$600,000.00**

Highlights of the Program 2018:

- 273.15 tons of Cardboard were recycled
- 93.54 tons of Newspaper/magazine and 90.1 tons of White paper recycled
- 55.29 tons of glass recycled for beneficial use
- 30.1 tons of plastic recycled
- 349.78 tons of Metals recycled
- 55.29 tons of glass recovered for beneficial use
- 107.62 tons of materials were recovered for reuse
- 71 tons of universal waste and electronics were dismantled and 100% recycled
- Over 200 tons of organics were removed from the solid waste saving over \$13,000.00
- Recovered 1100 gallons of used motor oil (Skowhegan Recycling Center used to heat Building)
- Recovered 4.9 tons of Toxic chemicals from entering Maine Landfills during our annual Household Hazardous Waste collection event.
- Purchased New 2018 Kenworth Waste Transporter so we can continue to transport our solid waste and recyclables. Saving more than \$25,000.00 in contractual costs.

Opportunities for Solid Waste/Recycling Program:

- Try to find creative ways to find new revenue markets for more recyclables
- Use of social Media to educate more residents on importance of our current program.
- Look at trying to get more Municipalities to join our program by maintaining low user fees for use of our recycling program.
- Try to recruit private companies to bring clean recyclables to our facility by showing them the benefits of reducing solid waste costs.
- Increase the cost of a Transfer Station Sticker from \$1.00 to \$5.00. Fee hasn't changed since 1986.
- Increase the fee on car and truck tires for Towns/Businesses from \$1.00 each to \$2.00 each. This fee has been the same since 2004.
- We could look at a small fee for the disposal of Over-Sized bulky items like couches, Chairs, Mattresses, and similar items.
- Could increase our MSW fee to commercial haulers.
- Could look at banning or not accepting construction debris at our facility. It would be the responsibility of the homeowner to rent dumpsters from commercial haulers. Could save over \$30,000.00 per year. This works well in the Town of Canaan.
- Accept white goods and metals from any entity because it would create extra revenue for the Town.
- Could assess a fee to accept recyclables from commercial haulers who want to use our facility.
- Could charge a small per gallon fee to handle waste-oil.
- Could look at a Pay per bag system even though it has been voted down in the past. Its not a popular with the town residents and creates other issues of starting an enterprise account.
- look for another area in town to place a second recycling bin to try to recover more materials.

B. 2019 Pittsfield Spirit of America Tribute Award

The Town Manager reviewed the list of nominees to date for the Spirit of America award. The Town Council will choose a candidate at their next meeting. If Councilors have any further Nominees, please submit them on or by Tuesday, February 12, 2019.

C. Community and Economic Development Activities and Events

2019 Annual Banquet for Sebasticook Valley Chamber of Commerce (SVCC) on Thursday, April 18, 2019 from 5:00 pm – 8:00 pm at Maine Central Institute Savage Family Dining Room. If anyone would like to attend, please let the Town Manager know so she can have the registration done.

47th Central Maine Egg Festival Monday, July 08, 2019 through Saturday, July 13, 2019

New Businesses in town include Gracielynn Photography, Maine Central Motors, Sundew Yoga Studio and Dental Lace order fulfillment center. Outland Farms Micro-brewery hopes to be opening soon. Suzie Morton hopes to be opening her Florist shop in Somerset plaza shortly. We have two offers for 4 lots in the Industrial Park and hope to be initiating the purchase process soon. The Pittsfield Economic Expansion Corporation Directors have been contacted for a meeting and the date will be set shortly to meet with the interested parties.

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

5. **REPORTS:**

A. COUNCIL COMMITTEES:

FINANCE- No Report

ORDINANCE- The Ordinance Committee met on 1/22/2019 and discussed the following items: Moving the Home Enterprise setback from 50' to 30', The home occupation clause requiring all equipment to be housed within the building and changing it to allow equipment to be located outside of the structure in a fenced in area, prohibiting Herbicides and Pesticide use on town property, the MUBEC codes to allow tiny houses and how to regulate them and changing the requirement from having building owners be responsible for making the entire connection to the sewer to having them be required to dig to the side of the street. The Committee needs to gather information with the Assistant Water/Sewer Superintendent.

RECYCLING-No Report

B. BOARD AND COMMITTEE UPDATES BY TOWN COUNCILORS AND MANAGER

Theatre Committee- Ann Matthews shared that the Committee has a new members and a new Chair. They also formed a sub-committees. The website for the town and theatre are bad. We received a report from the town for expenses and revenues for the last 15 years and it was too big and confusing. It didn't need to be printed. It could have been delivered in a PDF file. Is Donna Salaried? (Town Manager-No, a few years back the State raised the limit to be salaried to over \$50,000 and those who, like Donna, were not making that much became hourly employees.) Can volunteers work in the Theatre to replace the part-time help? (Town Manager- Yes. But they would need training.) The expense and revenue report is incomplete and needs to be broken down. (See Town Manager report)

Bicentennial Committee- Meets tomorrow at the MCI Student Center at 6:00 PM. The storefront next to Stan's barbershop is coming along nicely. It is not open for regular hours yet. We have 2 events coming up:

2/9/2019-Dinner and Valentine Dance at the UU Church. Also is the Welcome Table's 10th anniversary of service to the town.

3/2/2019- PINNACLEFEST.

C. TOWN MANAGER'S REPORT

The Theatre budget report was delivered to the Theatre Committee on 1/30/2019.

We ran out an expense summary for each year except 2018, which still has accounts payables for bills not yet received. We ran a complete Revenue history from 2003 to 2018. We put the 2017 and 2018 data into a monthly format which resulted in another 48 reports. I spoke with Rochelle about the reports as she is reviewing the finances. The Town was requested to run out 15 years

of records for the Theatre as well as to print out specific reports. All reports were made available to everyone who asked for material. We printed out every type of report that was available in the financial system. Most individuals wanted printed copies of the reports so these were provided.

The Ordinance for the Retail Marijuana Distribution Ban was not needed at the end of the last 6 month period because the State changed the law so that a town has to opt-in to allow retail sales.

Tax liens for 2016 taxes resulted in the town acquiring 6 properties. The CEO is going to check each property in the next week to see what issues were inherited. They are mostly small parcels of land with either mobile homes or small houses. We do not expect to take possession because this would lead to liability issues and there is no need to do so in order to sell the properties.

KVCOG is having a Meet & Greet for their new director on 2/20/2019 from 11:00-1:00.

We received notification from Somerset County for their County budget meeting on 2/11/2019 at 6:00 PM in the St. Albans Town Office. There are 2 vacancies in our district, 1 for a 2 year term and 1 to complete a term expiring in 2020.

The Welcome Table is celebrating their 10th anniversary of service to our community. Their vision is to have a place to socialize, have a meal and for community spirit. They serve lunch every Friday and anyone is allowed to attend. They collect donations. There will be a celebration Dinner and Valentine Dance at the U.U. Church on 2/9/2019.

6. **NEW BUSINESS:**

RESOLUTION 19-12: Resolved that the Town Council confirm the Town Manager's appointment for the Librarian's position in accordance with the Personnel Policy Regulations.

The Town Manager reviewed the application and selection process. She advised that Holly Williams had been selected.

Moved by Councilor Bolster and seconded by Councilor Curtis that Resolution 19-12 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 19-13: Resolved that the Town Council accept the proposal of Charter Communications Operating LLC. In the amount of \$84.98 per Month and one-time installation charge of \$99.00 for High Speed Internet Service (100/10 MBS and 5 IP Addresses) at the Pittsfield Community Theater and authorize the Town Manager to execute the Service Agreement.

Ann Mathews asked about this resolution and it was explained that this proposal would save money over the current provider. It is for a month to month contract.

Moved by Councilor Curtis and seconded by Councilor Billings that Resolution 19-13 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 19-14: Resolved that the Town Council authorize the Town Manager to execute a contract for the Police Department with the Humane Society – Waterville Area for the period of January 1, 2019 – December 31, 2019 to not exceed \$6,659.70 for the year and authorize the Town Manager to sign same.

Moved by Councilor Curtis and seconded by Councilor Billings that Resolution 19-14 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 19-15: Resolved that the Town Council waive the bid policy, Chapter 2, Administrative Code, Section 106, to follow the State Bid Package for police Cruisers and to accept the proposed bid of Quirk Ford of Augusta in an amount not to exceed \$31,611.00 for a 2019 Fleet/Non-Retail Ford Utility Police Interceptor.

There was a discussion regarding the fact that this is part of the capital budget to be paid for by a loan with the debt service payment coming out of the Pittsfield Future Fund. If this is pursued, then this expense could be paid by the interest that had accumulated in the account and then reimbursed once the loan is acquired. There was interest in doing this so the Town Manager will review the account and bring back a proposal to the next meeting.

Moved by Deputy Mayor Donahue and seconded by Councilor Margolskee that Resolution 19-15 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 19-16: Resolved that the Town Council waive the bid policy, Chapter 2, Administrative Code, Section 106, and to accept the proposed bid from Yankee Communications in the amount of \$8,195.90 for equipment to outfit a 2019 Ford Utility police Interceptor.

Moved by Councilor Bolster and seconded by Councilor Curtis that Resolution 19-16 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 19-17: Resolved that the Town Council accept a grant from Somerset County and the Maine Emergency Management Agency (MEMA) in an amount to not exceed \$16,412.00 and authorize the expenditure of those funds for same.

Michael Cianchette asked what are the funds to be spent on? The Police Chief advised portable radios, laptops, ballistic vests and ballistic helmets.

Moved by Deputy Mayor Donahue and seconded by Councilor Billings that Resolution 19-17 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 19-18: Resolved that the Town Council authorize the Town Manager to apply for a grant from the Federal Aviation Administration (FAA) in the amount of \$129,600.00 and the Maine Department of Transportation (MDOT) in the amount of \$7,200.00 with a 5% match from the Town of \$7,200.00 for a total

project of \$144,000.00 for the Preliminary Design and Permitting to Construct an 8-Unit T-Hangar and Apron at the Pittsfield Municipal Airport under Airport Improvement Program (AIP) Project No. 3-23-0036-xxx-2019; upon award to execute all paperwork on behalf of the Town of Pittsfield and authorize the expenditure of those funds for same.

Councilor Curtis recused himself from this vote due to an interest in the outcome.

Councilor Curtis explained the project at the Pittsfield Municipal Airport that will be a hanger with space that is rented or leased out to individuals and companies with planes. All revenue will go to the Town. The Town Manager explained the grant process briefly.

Moved by Councilor Billings and seconded by Deputy Mayor Donahue that Resolution 19-18 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 19-19: Resolved that the Town Council appoint the following members to the following Town Boards and Committees.

The list of nominees will be attached to the Minutes.

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

VOTE: UNANIMOUS AYE

6. **DISCUSSION ITEMS: NONE**

7. **REPORTS:**

Audience:

Michael Cianchette- I have a comment, a clarification and a question. Thanked the audience. The numbers that Donnie is showing is commendable. The motion was made to close the Theatre altogether. Another comment came up to cut it in half and let it go as far as they can. I remember stating that the Bicentennial celebration would be the last thing held in the Theatre.

The video files as far as being stored is sufficient.

Has the Town Manager evaluation been completed for 2018? (Town Manager- It is to be completed by the end of the month).

Ron Watson- Asked who moved and seconded Resolution 19-12 (Assistant to the Town Manager-It was moved by Councilor Bolster and seconded by Councilor Curtis.)

Thanked Donnie for the report.

The video is good. Can we voice recognition? (Assistant to the Town Manager- Asked the company when the service was set up if we could use voice recognition and they said no. The software cannot handle an environment with different voices and people talking at once. Most voice recognition software has the user speak 200 words into it so that it can learn the person's voice.)

Facebook and YouTube is a great way to demonstrate what is recyclable or not.

Requested the background information on the agenda items for the audience that the councilors get. I know that we would go through a lot of paper but we could fill out a form for those interested and send them a PDF via email or charge if they want it printed out.

If money is being spent, wants to know all of the information of where it is coming from, where it is going, and the Finance Committee should be approving those things. An Economic Development Team is a great idea. People can serve on the committee and help with state grants. Can they help write grants? (Town Manager - Over the years I have worked with several people who had experience writing grants so yes, that is something that we would do.)

The Comprehensive Plan is useful to have read through. I see is a disconnect between the residents, the Town Council, and what the Comprehensive Plan thinks the direction should be. Perhaps we can invite the community for a workshop.

Jan Laux-Most of you know who I am. I am Mr. Bicentennial. We have talked about the Comprehensive Plan at the Planning board meetings to have a workshop before we take it to the community. There may be things in there that need a second look such as how to attract people to town.

Ron Watson- The Historical Society met last week to review and update the bylaws and we are working on the database. Tom Roberts is willing to teach those interested how to use the database.

Michael Leblanc- My partner, Rosalie Williams, currently serves on a board at Kennebec Valley Health. She has nominated people from the community for those awards. She is on the nominating committee and they are instituting a System Advisory Committee. She has nominated Police Chief Bickmore.

Council:

Councilor Bolster: Thanks to Don for his presentation.

Staying on-topic when we discuss resolutions is an issue but we have to have discussions. When we did the budget process, I felt hurried. Is there a better way to use our time constructively so that we can get everyone to throw their ideas out there and still get things done in a timely manner? (Mayor Nichols- The last time that I was here as Mayor he heard that some people felt shut down. I want to make sure everyone gets a say.) Town Manager evaluation- Has not done it before so wanted to know why Kathryn needs to put work into it? (Town Manager- I put together information from the whole year. I would work on it on the weekends) I have been in a lot of other towns and they have an agenda on one side of the paper and the minutes on the other side of the paper. It was such a culture shock when I am getting this much paper at every meeting. Obviously a lot of it is background for items that we are going to be talking about but other towns in my experience do not do as thorough a job as this town does. I think that we should have more of a synopsis for the minutes. Thanked Mike for doing what you do with the audio cassette tapes and the video. (Town manager-We are fortunate to have such great council packages.) Pittsfield is much more professional than other towns. They just huddle in a corner and you have to find a chair. We have desks and a place for everyone to sit. The last thing that I want to bring up is the recent Freedom of Information Act request that the Council and Town Manager got in December. I assume that we already have a policy for that? We discussed earlier that the press was not going to have to pay for that. (Town Manager-Yes, we had thousands of pages of materials and some are still at the town attorney's office being reviewed. I had to work on this as soon as I came back. I had staff working on it before, printing out emails, collecting your emails, etc. In the future we will have to handle this differently because it is taking an excessive amount of time and money. I have only had one other request like this and it was only for one piece of information. Since it was the press, so we did not charge but we will have to look at that in the future.)

Deputy Mayor Donahue: Announced that she had met with the other members of the site selection committee for the Maine Cheese Festival and I am proud to say that we are coming to Pittsfield on September 8, 2019. They loved the park. They loved the town. Being able to use the abandoned airstrip for parking is what cinched it. We will be coordinating with the Town departments for parking and having buses coming and going from the airport. We are looking at 2000-2200 people coming to town for this festival. I have been working with Kathryn on the details such as FAA permission to use the airport. Jan Laux and Barbara Denaro have been in contact to plan a concert. If anyone wants to volunteer or sponsor please contact me. Thanks to Donnie for the report that he did. It is nice to see all of the work that he puts in. As far as the background information in the Town Council package, I don't think that we need that much information mentioning the airport grant. Does not want it to be burdensome to volunteer for certain projects. If people volunteer, then we have to let them volunteer. On the theatre motion, it was originally to close the theatre. Then we changed it to be half funding. I want an Executive Session to discuss the town attorney's letter about the Police Union Grievance.

Councilor Margolskee: Thanks to the folks that came tonight. Donnie, you did a great job tonight. I want to congratulate Holly on her appointment. I spoke to Mayor Cianchette and he sent you the request for your evaluation. To say that it was a mandated vacation overstates the issue. It is part of your job to stay healthy and take time to rest. Every time that you delay brings you lower in my esteem. And it will be reflected on your evaluation. The way that we treat people here is with respect and we are supposed to get respect back. I feel that this is long overdue to be resolved. This is usually done in December. (Town Manager – the request for the evaluation package was sent after I went on vacation. Then Deputy Mayor Stackhouse, who was asked to finish up the process, indicated that I should not worry about it, that we would take care of it when I get back from vacation which is what we are doing.)

Mayor Nichols: Thanks to Don for his presentation. Congratulations to Holly. I want to put a couple of names on the Spirit of America list: Chuck Cianchette and Ron Curtis. If I am letting people get off point it is because I want them to feel heard.

Councilor Curtis: Thanks to Donnie for a good report. I am glad to see the Ordinance Committee met. Congratulations to Holly. I am glad to see that the Cheese festival is coming to town. 70% of the airplane work that we do is from out of town.

Councilor Stackhouse: Absent

Councilor Billings: Thanks to Don. I appreciate it. You have dispelled rumors out there. Thanks to Ann Mathews for coming and the quandary that she is in.

It is good to have as much explanation as possible on everything that we do.

I am not against the Theatre. I am against the town paying to support it.

We need to stay on-point and not let discussions go on to other things. I don't feel respected.

9. **ADJOURNMENT**

Moved by Councilor Bolster and seconded by Councilor Margolskee to adjourn at 10:30 PM.

VOTE: UNANIMOUS AYE

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.