

MINUTES

for a regular meeting of the Pittsfield Town Council, held on Tuesday, June 2, 2020 at 6:30 PM in the Council Chambers.

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

ABSENT: Deputy Mayor Matthew Bolster

Also present: Town Manager Kathryn Ruth

AUDIENCE: Steve Vance, Don Chute, Kyle Holmstrom, Ben Hall, Devon Varney, S Connelly and Kyle Nelson.

1. Mayor Donahue 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 May 19, 2020.**

Moved by Councilor Nichols and seconded by Councilor Logiodice that the Minutes of the regular meeting held on May 19, 2020 be adopted with Councilor Billings full statement added.

VOTE: UNANIMOUS AYE

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

A. Community and Economic Development Activities and Events

1. We are proud of Puritan Medical and Cianbro for the great work being done to convert the former Edwards building for Puritan's use. Also thank you to the federal government for all of the financial assistance.
2. PEEC will be meeting soon to discuss several subjects including two requests to the Planning Board made last summer regarding a review of property in the vicinity of the Industrial Park for possible rezoning and a review of the Subdivision Ordinance in order to determine how to promote new housing subdivisions.
3. The CDBG grant for the sidewalk is still on hold pending the road design and has been further delayed due to COVID-19. Further information has been requested of MDOT to determine their timetable for the project to proceed forward. The Town may want to request some temporary paving on Main Street in the locations where the pavement is coming off the road to get us by until 2021.

4. **PUBLIC HEARINGS/OLD BUSINESS:**

RESOLUTION 20-52: (TABLED) Resolved that the Town Council waive the Bid Policy, Chapter 2, Administrative Code, Section 106, to accept the proposal from _____ of _____ for Departments Mowing and Pittsfield Municipal Airport Mowing in an amount to not exceed \$_____ for Departments Mowing and \$_____ for Pittsfield Municipal Airport Mowing; and authorize the Town Manager to execute the contracts for same.

Moved by Councilor Collamore to move Resolution 20-52 from the table, seconded by Councilor Billings.

VOTE: UNANIMOUS AYE

Moved by Councilor Collamore and seconded by Councilor Billings that we reject the bid on the table and ask Steve Vance to provide another plan.

VOTE: UNANIMOUS AYE

RESOLUTION 20-58: (TABLED) Resolved that the Town Council appoint members to the new Parks and Recreation Committee which combined the former Parks and Recreation Committee, Pinnacle Park Board and Swimming Pool Committee.

Moved by Councilor Collamore to move Resolution 20-58 from the table, seconded by Councilor Billings.

VOTE: UNANIMOUS AYE

Moved by Councilor Billings and seconded by Councilor Nichols that Resolution 20-58 be adopted.

VOTE: UNANIMOUS AYE

5. REPORTS:

A. COUNCIL COMMITTEES:

FINANCE: The next meeting is Thursday, June 11th.

ORDINANCE: We have not met. The Committee is waiting on the Planning Board who has their next meeting on Monday, June 8th.

RECYCLING: We are looking at the 3rd Wednesday in June.

B. BOARD AND COMMITTEE UPDATES BY TOWN COUNCILORS AND MANAGER: None

C. TOWN MANAGER'S REPORT

1. Thank you during the civil emergency: We would like to thank everyone for how well they did during the civil emergency to date. We thank everyone for their ingenuity and support of not only the community, our businesses, our organizations and the Town, but also of each other. Information is always changing and evolving as we have not been through a period such as this.

2. Town Office Re-opening: Our town office, as well as town offices across the state fit under the Governor's Phase II opening of June 1. In the nick of time, EMA Director Bernard Williams came to our rescue building a large temporary shield for the front counter this weekend as some of our partitions remain on back order due to supply demand. This was the one item holding up our re-opening as it would not have been safe to open without a large counter shield.

MASKS Required per the Governor's Order for all indoor public places according to all newspapers when the notice was published. In following the Governor's Orders, **face masks covering the nose and mouth must be worn by customers.** Customers with medical conditions who cannot wear masks are encouraged to contact the Town Office at (207) 487-3136 to schedule an appointment or we can provide assistance remotely. On Monday morning, the Governor's website had a new order which is the one that the newspapers referred to, however, it notes that face masks must be worn by customers if you cannot meet social distancing. We revised the sign and asked people as a courtesy to wear a mask. Almost everyone did. **To meet spacing requirements, we can safely have 6 customers** between the front counters and the back entrance. This is really good as a survey was compiled of towns that participated and most towns only had 3 people for the customer service windows. We are able to fit a few more people in the building which is good. (Note: To ensure safe social distancing, **no more than 3 customers will be allowed in the front**

reception area – 1 at each available customer service window. Due to available staffing, **2 windows** may be open at times. When people are waiting in the 3 blue social distancing circles for the next available counter spot, **all other customers must wait outside**. Customers will be able to come in the back door as a counter spot opens up. The **outside back walkway** has been marked with **blue footsteps** at 6-foot social distancing intervals).

To start for the first week, the Town Office will be open to the public for services from 10:00 am – 5:00 pm Monday – Friday. The Building Inspector and Assessor will be available by appointment only. Customers and Contractors may call (207) 487-3136, Extension #225 for the Building Inspector and #228 for the Assessor. (Ultimately, we plan to get back to our regular hours of M-Tues-Thurs-Friday 8:00 am – 5:00 pm and closed Wednesdays). The earlier two hours in which the Town Office will not be open to the public is to process all the items that we are doing for those who cannot come into the office or wish to have remote services due to safety. The hours will be adjusted as necessary with as much notice as possible to address this constantly unfolding situation. The COVID-19 situation sometimes changes daily. We encourage everyone to **utilize the on-line services** for re-registrations for Rapid Renewal, Boats and other services that are posted on the town website www.pittsfield.org and Facebook. These are very easy to use in the convenience of your home/business. **If you can use these services, YOU WILL NOT HAVE TO WAIT IN LINE.**

OTHER REQUIRED SAFETY MEASURES:

1. **One-way foot traffic:** Customers will enter from the back door by the large parking lot and exit through the front door walking down Connors Avenue to get back to their parking spot. (If someone cannot do this, just let us know and we will help you access the front door, please call or knock on the door).
2. **Shields** are up at the counter for the customer service windows.
3. **Hand sanitizer** is available at each window and we encourage its use.
4. We have tried to set this up so that you will have the least number of items to touch. We will be **sanitizing all required implements** throughout the day.
5. Customers are encouraged to **bring their own pens**. We will have pens, however, if you bring your own pen and use it for business at various locations, you will be the only person touching it.
6. The **downstairs** is not available for use.

Thank you for your understanding and patience as we comply with all of the rules and try to keep everyone safe in these unprecedented times.

2. Library Services for June: READ

3. On-line services for Town Business Update:

Since April, the following services have been available on-line: We have a handout on the Town's website at www.pittsfield.org and links on the Facebook page. READ

4. New Registration List: Knowing that new registrations can be complicated with all of the paperwork involved, we have updated and refined a list of items required for (a) a new vehicle registration; (b) for used vehicles (dealer sale) and (c) required for used vehicles (private sale). This was created and placed at the Town Office as a handout as one comes inside the building/outside the building; on the Town's website and links were placed on the Facebook Page.

5. Department of the Secretary of State Bureau of Motor Vehicles: The Main office and Branch offices of the Maine Bureau of Motor Vehicle re-opened on June 1, 2020 (being under Stage 2 as the Town was). All visits to the branch office are where in-person transactions are absolutely needed and appointments must be made. We have publicized this as we do not want people to drive down without an appointment and then have to wait or go back. The BMV Main Office # is 624-9000 and the Bangor # is 942-1319.

6. Transfer Station New Fee System was to go into effect on June 01, 2020 and has been pushed back to August 1, 2020. Mid-June we will start a very active campaign to promote getting the stickers ahead of time, contacting known contractors who use the facility, etc. It is prudent to address all of the registrations and other needs of the citizens and businesses first before throwing in a whole new set of items. We will start this advertising in a couple of weeks in multiple media.

7. Transfer Station Upgrade: The electrical upgrade has been authorized for the Transfer Station to update the electrical and get it ready for the building move. The Transfer Station Coordinator is waiting to hear back from CMP regarding the shut off. The plan is to have the power shut off a Saturday evening at closing, the electrician comes in to remove the old services and install the new upgrade, this should take no more than 2 days, then the plan is to have the power turned back on Monday afternoon. The meter will have been moved and the building will be placed on site.

8. Nomination papers for District #2 Town Councilor Seat: We did not receive any nomination papers for the seat. We contacted the Town Attorney to determine if the law at this point in time will allow for the write-ins and if so, we will issue directions on how to do that. There is not time to file for an official write-in position. The next Election is July 12, 2020. We have a link on the website for people to request an absentee ballot for the Primary/Special Election Referendum. We will be promoting this quite a bit too so that people know that they can vote absentee and feel safe.

6. NEW BUSINESS:

ORDER: 20-08: Ordered that the Town Council amend the Town of Pittsfield Fee Schedule for reimbursements to reflect current advertising fees.

Moved by Councilor Billings and seconded by Councilor Collamore that Order 20-08 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 20-59: Resolved that the Town Council Act as Necessary due to the civil emergency regarding the Pittsfield Recreation Program.

Moved by Councilor Logiodice to amend Resolution 20-59 to “Have safety plans in accordance with the Governor’s orders and protocols and the CDC requirements approved by our EMA Director Bernard Williams and Health Officer Don Chute which would include taking temperatures, washing hands and a plan for the helmets”, seconded by Councilor Billings.

VOTE: UNANIMOUS AYE

Moved by Councilor Collamore and seconded by Councilor Billings that Resolution 20-59 be adopted as amended.

VOTE: UNANIMOUS AYE

Moved by Councilor Collamore to waive the rules and work on Resolution 20-61 before 20-60, seconded by Councilor Billings.

VOTE: UNANIMOUS AYE

RESOLUTION 20-61: Resolved that the Town Council accept the proposal of Pike Industries from Fairfield, Maine in an amount to not exceed \$380,580.50 in response to the Request for Proposals for the 2020 Road Paving Program and authorize the Town Manager to execute the Town's Standard Services Contract.

Moved by Councilor Billings and seconded by Councilor Nichols that Resolution 20-61 be adopted.

VOTE:

AYE: Donahue, Nichols, Billings,
Logiodice

NAY: None

ABSTAINED: Collamore

RESOLUTION 20-60: Resolved that the Town Council Act as Necessary due to the civil emergency regarding the Pittsfield Community Theatre.

Councilor Logiodice moved to table Resolution 20-60 until there is further guidance from the Governor or the CDC; and in the meantime, the Theatre Committee needs to come up with a plan to reopen, seconded by Councilor Collamore.

VOTE: UNANIMOUS AYE

RESOLUTION 20-62: Resolved that the Town Council Accept the proposal of _____ of _____ for the Energy Savings Performance Contracting and to authorize the Town Manager to execute all necessary paperwork including the Town's Standard Services contract for the project.

Moved by Councilor Nichols to table Resolution 20-62 until next meeting, seconded by Councilor Billings.

VOTE: UNANIMOUS AYE

It was discussed that the legal review had not yet taken place as the materials have not been provided to the Town Manager.

RESOLUTION 20-63: Resolved that the Town Council Authorize the Town Manager, EMA Director and Health Officer to search for a backup generator to fit the Municipal Building's needs as well as the Town's finances given that this project has been bid out twice.

Moved by Councilor Collamore and seconded by Councilor Logiodice that Resolution 20-63 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 20-64: Resolved that the Town Council Approve a lunch wagon license application for the Cool Bus of 98 Main Street, Hartland, ME 04943.

Moved by Councilor Collamore and seconded by Councilor Nichols that Resolution 20-64 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 20-65: Resolved that the Town Council authorize a grant application for \$1000 to be filed with the HealthySV Coalition and if approved, further authorize the Town manager and Librarian to accept and expend the funds in accordance with the grant requirements and town regulations.

Moved by Councilor Collamore and seconded by Councilor Billings that Resolution 20-65 be adopted.

VOTE: UNANIMOUS AYE

7. DISCUSSION ITEMS:

- A. Financial Reports as of 04/30/2020
 - Budget Expenditure Report
 - Revenue Collections Report
 - Excise Tax Collections Comparison Report
 - State Revenue Sharing Comparison Report
 - Economic Development Accounts Update
 - Housing Revolving Loan Update
 - Tax Increment Financing Update
 - Pittsfield Future Account Update
 - Transfer Station/Recycling Monthly Report
 - Theatre Monthly Report
 - Building and Plumbing Permit Reports

The Town Manager advised of the following:

Budget Expenditure Report: 25.0% of period; 21.0% of municipal; 19.3% municipal, water & sewer (depreciation and transfers done by Auditor so percentage will increase)

Revenue Collections Report: 25.0% of period; 15.7% municipal; 14.0% municipal, water & sewer

Excise Tax Collections Comparison Report: For this period, we are -\$39,986.12 behind 2019 collections at this period of time. For January, we were +\$16,421.35 ahead of 2019 collections at this time of the year.

State Revenue Sharing Comparison Report: For this period, +\$37,163.20 ahead of 2019 collections.

This account needs to be watched closely in case it falls behind. It worked out well this year.

The remainder of the Financial Reports are self-explanatory.

8. REPORTS:

Audience:

None

Council:

Deputy Mayor Bolster: absent

Mayor Donahue: Noted it was clear that people care very much about the kids in this town. The length of the discussions show how much thought went into the planning. Hopes the plans are approved and the kids can have a fun summer. All of the hard work that people are doing from the front office to the front line, the Transfer Station, and every one of our departments are doing great interacting with the public that are under a lot of stress right now. On a personal note, we are opening our cheese shop soon. Still waiting for our liquor license from the state.

Councilor Collamore: Thanked Devon and Kyle and all of the other people who put together the summer recreation plan. Thinks it was well thought out. Noted that the Resolutions still say Councilor Donahue and Bolster and should read Mayor and Deputy Mayor (TM: Noted she changed them herself and will check to see what the staff assigned to Council items is using). Advised of a water access pipe at the end of Library Street that appears to have been hit by a snow plow. Recognize the EMA Director and Health Officer.

Councilor Nichols: Thanked Devon and everybody else who put all of the effort into the Recreation Department. Advised if the Theatre closes down and we have to maintain it, he would like to see it used for something like an information center. Believes it should be used for something.

Councilor Logiodice: Thanks to the people in our Recreation Department for putting together the plan.

Councilor Billings: Thanked Devon and Kyle for putting together the Recreation Plan and recognized them for their hard work. Also recognized Ben Hall for pushing along the consolidation of the committees.

9. **ADJOURNMENT**

Moved by Councilor Collamore and seconded by Councilor Nichols to adjourn at 10:09 PM.

VOTE: UNANIMOUS AYE

Kathryn Ruth, Deputy Town Clerk

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.