

MINUTES

for a regular meeting of the Pittsfield Town Council, held on Tuesday, June 16, 2020 at 6:30 PM at the Pittsfield Municipal Building and by teleconferencing technology due to the Governor's Proclamation of State of Civil Emergency for the ongoing COVID-19 pandemic.

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

Also present: Town Manager Kathryn Ruth

AUDIENCE: Sharon Littlefield, Terri Hall, Lori Glidden and Don Chute and via ZOOM: Civil Engineering Services (CES, Inc.) Engineer Chip Haskell

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 June 2, 2020.**

Moved by Councilor Collamore and seconded by Councilor Billings that the Minutes of the Regular Meeting held on June 2, 2020 be adopted.

VOTE: UNANIMOUS AYE

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

A. Presentation on the MSAD #53 School Budget by Superintendent Sherry Littlefield. Superintendent Littlefield attended the Council Meeting this evening with the Chairperson of the School Board Terri Hall and Lori Glidden who handles all the finances for the district to update the Town Council and the public on the proposed 2020-2021 School Budget. The Town Council had received copies of the school budget proposal over the weekend and received an additional handout at the meeting. The Superintendent went over the highlights of the budget. At this time, a decision had not been made by Burnham regarding withdrawal from the district.

B. Community and Economic Development Activities and Events
Congratulations to Cianbro and Puritan Medical Products for the massive effort in remodeling of the former Edwards Plant for the medical device manufacturer expanding to Pittsfield to produce swabs for testing for COVID-19. This will utilize part of a vacant building that needs a tenant; assist two businesses for an expansion and worthwhile use of a structure; and put hundreds of people back to work. It will also be instrumental in the fight against a virus that currently does not have a cure.

The Pittsfield Economic Expansion Corporation (PEEC) Board of Directors will hold its next meeting on Thursday, July 02, 2020 at 10:00 am in the Council Chambers. This is a 501c3 economic development non-profit and as such, the meetings are not open to the public. The group will be following all CDC requirements and Governor's Orders including social distancing and wearing masks. The Town Manager reviewed several projects that the Directors had recommended last year to the Planning Board for review to assist the Town to grow and prosper.

The Community Development Block Grant (CDBG) for the sidewalks is to be discussed later tonight.

Additional item to be added to the agenda due to COVID-19:

Moved by Councilor Nichols and seconded by Deputy Mayor Bolster to waive the rules to add Resolution 20-73 to the agenda.

VOTE: UNANIMOUS AYE

4. PUBLIC HEARINGS/OLD BUSINESS:

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

(TABLED) 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.

RESOLUTION 20-62: (Tabled) Resolved that the Town Council Accept the proposal 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.

5. REPORTS:

A. COUNCIL COMMITTEES:

FINANCE: Met on Thursday, June 11, 2020 and reviewed the investment holdings with the banks. We plan to start the Budget Workshops in August.

ORDINANCE: Have not met yet since the last meeting. We are waiting for items from the Planning Board.

RECYCLING: We have a meeting tomorrow, Wednesday, June 17, 2020 at 5:00 pm.

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

C. TOWN MANAGER'S REPORT

1. Thank you during the civil emergency: Thanked everyone for how well they did during the civil emergency to date 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. It will likely change in July too. While we are re-opening up more and more, we would ask people to be considerate of your neighbors, friends and people who you do not know by wearing a mask when required, following the arrows at the stores and staying on the social distancing circles on the floors at establishments. We have had great compliance here with the distancing.

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. We are now in Week #3 and all is going well, just extremely hectic. The Town Manager reviewed the highlights of the re-opening requirements. **Thank you** for your understanding and patience as we comply with all of the rules and try to keep everyone safe.

3. Library Services for June: The Librarian reports that they will open the library on Monday, June 22nd to 10 people at a time. She has been doing appointments for 2 weeks and it's gone well, so they feel that they have a handle on what they have to do. There will be a press release out to the Rolling Thunder and will put a write up on Facebook today.

4. On-line services for Town Business Update:

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

5. 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.

6. 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.

7. 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. The ad goes in the Rolling Thunder next week and out on Facebook this week.

8. Nomination papers for District #2 Town Councilor Seat: We will be able to count write-ins this year based upon the legal advice from 2020 compared with 2018's situation. The Town Clerk will issue directions on how to do this. The votes for Donald Duck and Mickey Mouse will not be counted so only valid write-ins will be counted. Good Luck. The next Election is in July on 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.

9. Pittsfield Summer Recreation Program: Forms are now available with a deadline of July 2nd, 2020. The programs will be different this year to follow the CDC and Governor's Orders/Proclamations due to COVID-19 to protect the children as much as can be done. READ

10. Welcome Letter to Pittsfield for MCI: The Town has received a request from the Headmaster due to the what is going on in the nation – to issue a letter to prospective students coming in January 2021 that Pittsfield is a safe community and talk about our assets. I will be doing that this week. It is nice for the Town to be included in the Packages given out to prospective students across the world.

11. Egg Festival Window Painting Contest: Faith Humphrey has volunteered to organize the yearly window painting contest along Main Street for families to sign up for windows. With the Council's and our EMA Director's blessing, we would like to do this. The Egg Festival Committee will purchase the supplies and it will be in compliance with social distancing and all CDC and Governor's Orders/Proclamations.

12. KVCOG Textile Recycling: We happened to mention to the new Solid Waste Director at KVCOG the need to pull all of these heavy cloth items out of the waste stream. He had developed a textile recycling program with Apparel Impact. A closed container with a door/opening will be delivered to the Transfer Station for free disposal and pickup for all of the surplus cloth that is thrown away or clothing that can no longer be sold at Pennywise. This is a great enhancement. Right now, we have someone on our Recycling Committee who transports used clothing to the Homeless Shelter. This effort can also continue.

13. Mowing of Departments and Airport: The Public Works Foreman has come to agreement with the former contractor to complete this work at a reasonable price compared to the other pricing. I was just notified so this item will go on the July 7 agenda for approval and we will pay the contractor Far & Beyond from mowing to mowing as we did in the past.

14. Fire Station and Municipal Building Projects: Our Fire Station Masonry Repointing Alternate to Replacement and Municipal Building Masonry Wash, Seal and Repointing will begin on Monday, June 22, 2020 with the Fire Station work. The contracts were issued to Mr. Rick Pease of PCS – Specialty Contracting of Skowhegan. They will work around the requirement that we have to use the back and front door for COVID-19 compliance to stay open.

15. Municipal Building and Fire Station Roof Projects: C.O. Beck, which was the low bidder for these projects late last year indicated it was too late to start the projects last year which was reasonable and then were going to start early this year, however, COVID-19 came along. They have just gotten their crews back and are starting projects. They will complete the project by September 11, 2020 and believe they will be done in August. Given the current health crisis, they wanted a bit of extra time which was fine. Their pricing was exceptionally good and they do high quality work.

6. NEW BUSINESS:

ORDER 20-09: That the Town of Pittsfield Town Council hereby ordains the tax anticipation note borrowing for the fiscal year ending December 31, 2020 on the following terms:

Ordered that, pursuant to Section 5771 of Title 30-A of Maine Revised Statutes, as amended and the Ordinance adopted on the date hereof, the Town Treasurer is hereby authorized and empowered to borrow money from time to time during the fiscal year ending December 31, 2020 in the principal amount or amounts not exceeding \$500,000 at any one time outstanding, in anticipation of the collections or receipts from taxes, by the issuance of tax anticipation notes of the Town, each of which notes shall be designated "Town of Pittsfield 2020 Tax Anticipation Notes." All of such tax anticipation notes, and any extensions, renewals or replacements thereof, shall be signed by the Town Treasurer and countersigned by at least a majority of the members of the Town Council, shall be payable on or before November 3, 2020, out of money raised by taxation during the fiscal year ending December 31, 2020 shall bear interest payable at maturity at a rate determined in the manner as approved by the Treasurer, and shall contain such other terms and provisions, not inconsistent herewith, and be in such form, as shall be approved by the officers signing the same, whose approval shall be conclusively evidenced by their execution thereof, and

Be It Further Ordered that the Treasurer if hereby authorized to award notes to such person or entity as she deems appropriate, and

Be It Further Ordered that the notes authorized by the foregoing are hereby designated as qualified tax exempt obligations for purposes of Section 265(b) of the Internal revenue Code of 1986, as amended, and

Be it Further Ordered that the Treasurer of the Town be authorized to covenant with the purchasers of the notes on behalf of the Town and for the benefit of the holders of the notes, that the Town will take whatever steps, and refrain from taking any action, as may be necessary or appropriate to ensure that interest on the notes will remain free from federal income taxes, including without limitation, the filing of information returns and reports with the Internal Revenue Service and the payment of any rebate due to the United States of America.

Moved by Councilor Billings and seconded by Councilor Collamore that Order 20-09 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 20-66: Resolved that the Town Council Accept the bid of Bar Harbor Savings Bank of Pittsfield, Maine in response to the Town of Pittsfield Request for Proposals with interest payable at maturity at the rate of 1.42% per annum.

Moved by Councilor Billings and seconded by Councilor Collamore that Resolution 20-66 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 20-67: Resolved that the Town Council execute a letter to the Department of Transportation requesting that pavement be placed as needed along North Main and Main Street when Hunnewell Avenue is paved in August 2020 to address the failing pavement until the Main Street Project begins in 2021.

Engineer Chip Haskell of CES, Inc. had provided an update for the Town Council: "...As we discussed, much of our design work will need to be completed hand in hand with the design from the Maine Department of Transportation (MDOT). To date, we understand the MDOT has completed the topographic and right of way surveys, as well as the preliminary design of their road project. While we could begin to design the sidewalk, we need to have a firm understanding of where the MDOT intends to design the roadway, both vertically and horizontally. Our design needs to begin from this foundation otherwise we would be speculating where to locate the sidewalk. It is almost certain that changes would have to be made throughout the MDOT design process. Unfortunately, each time we have to revise our design it would result in additional costs to the Town. We understand the concern of your constituents relative to the delays in schedule. The MDOT has admitted that this has dragged on much longer than anticipated. Regardless, we are reaching out to the MDOT Project Manager on a regular basis to convey our concerns. We've had varying degrees of success getting in touch but we're confident they understand our position. In our opinion there is no question the Town is best served by allowing the sidewalk design to follow the MDOT design. There are many variables that the MDOT needs to work through that will drive the eventual location of the sidewalk (elevation of the proposed curb, relocation of utilities, open ditch locations, ROW, etc.). Designing and constructing the sidewalk first would be very much premature. Once the MDOT gets to a level of certainty with their design, we can begin our work on solid footing. Our scope of work is nowhere near as robust as what the MDOT has in front of them. As a result, we're confident we can complete our sidewalk design well ahead of the final MDOT design. We do not believe that holding off on the sidewalk design will be the cause of any delay."

Engineer Chip Haskell joined the discussion via Zoom. He explained how the Town's sidewalk project is a small part of a large MDOT project and we need to fit into it. Mr. Haskell answered a number of questions.

The Town Manager indicated that Chip is also talking with MDOT to see if we can hear everyone's comments at once and then complete any revisions needed rather than follow the regular MDOT process in which it is designed, commented on and then revised, then goes to the next person to review and changes are requested and so forth. Due to the intrinsic nature of the projects, ie., hooked together, both projects likely should be bid together.

We have learned that Hunnewell Avenue is to be paved in early August. As we were notified last November at a MDOT Scoping Meeting that the Main Street Project has been moved back to 2020-2021 and we have just been notified that the timetable is lagging behind, it is important to have the current condition of Main Street addressed. The Project Manager has expressed a willingness to consider this request due to the condition of the roadway. We were advised that it was likely that the project would be bid out next summer. COVID-19 has backed up many projects at all levels of life.

As the Town Council is interested in sending a letter, the Town Manager will draft one for their review. The Town Manager noted that this has been frustrating to all involved, including MDOT, however, it will be super when it is all completed

Moved by Councilor Nichols and seconded by Councilor Bolster that Resolution 20-67 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 20-68: Resolved that the Town Council Act as Necessary due to the civil emergency regarding Pittsfield Parks.

There was a very lengthy discussion about whether there should be any plans submitted by the organizers of events that use the parks. This would not apply to families or individuals but to organized events that are advertised. The Town Manager, EMA Director and Safety Officer recommended that the EMA Director sign off on a plan provided by the organizers on how the event will meet COVID-19 requirements, which can be just a list of bullets of steps. Several Councilors indicated that people need to be responsible for themselves and their actions. It was felt that there is plenty of information available about COVID-19. It was noted that we want the Town to be open. The Mayor advised that the restroom keys were not given out for recreation programs this year at the parks so they will not be given out for events that take place in the parks. Councilor Collamore noted that the Town Office can pass out the CDC regulations when people come in to reserve the park for their event.

Moved by Councilor Collamore to not have any further actions, seconded by Councilor Bolster.

**VOTE: Deputy Mayor Bolster-AYE,
Councilor Nichols-NAY, Councilor
Collamore-AYE, Councilor Logiodice-AYE,
Councilor Billings-NAY, Mayor Donahue-
AYE
Passed**

Moved by Councilor Billings and seconded by Councilor Bolster that Resolution 20-68 be adopted as amended.

**VOTE: Deputy Mayor Bolster-AYE,
Councilor Nichols-NAY, Councilor
Collamore-AYE, Councilor Logiodice-AYE,
Councilor Billings-NAY, Mayor Donahue-
AYE
Passed**

RESOLUTION 20-69: Resolved that the Town Council Sign the Warrant and Notice of Election to Call the MSAD #53 Budget Validation Referendum to be voted on July 14, 2020.

Moved by Councilor Nichols and seconded by Councilor Billings that Resolution 20-69 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 20-70: Resolved that the Town Council Authorize the Town Manager to execute the 2020 Project Canopy Agreement for Pittsfield's gateway to the Downtown along Main Street, Phase II.

Moved by Councilor Billings and seconded by Councilor Bolster that Resolution 20-70 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 20-71: Resolved that the Town Council Authorize the Town Manager, EMA Director and Health Officer to apply for COVID-19 Grant opportunities not limited to the Keep Maine Healthy 2020 Municipal COVID-19 Awareness Campaign to Help Keep Maine Residents and Visitors Safe This Summer

and Fall to pay for town expenses in addressing COVID-19 and authorize the Town Manager and Deputy Treasurer to accept and expend such funds.

There were concerns about how the State was going to require Towns receiving funding to forward complaints to the State, however, this is what the various officers are required to do under the law. The Town Manager advised if there was a grant we apply for which we are concerned about when the award is made, the Town can decide to not accept it. Having the standing resolution will allow the Town to move quickly. The Town Manager will keep the Council apprised of the grants applied for and awards received.

Moved by Councilor Collamore and seconded by Councilor Logiodice that Resolution 20-71 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 20-72: Resolved that the Town Council Appoint members to fill the vacancies on the new Parks and Recreation Committee.

Moved by Councilor Collamore and seconded by Councilor Billings that Resolution 20-72 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 20-73: Resolved that the Town Council sign the request for extension of the liquor license for Outland Farms Brewery at 113 North Lancey Street, Suites 6 & 7, Pittsfield, ME 04967, to allow temporary operations per the diagram to be delivered to the State to allow the business to fall under the guidelines 2020 Opening under the "Governor's Plan to Re-open the State" in place due to the COVID-19 Health Crisis.

Moved by Councilor Billings and seconded by Councilor Nichols that Resolution 20-73 be adopted.

VOTE: UNANIMOUS AYE

7. DISCUSSION ITEMS:

- A. Department Reports for 05/31/2020
 - Accomplishments/Achievements
- B. Financial Reports as of 05/31/2020
 - 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: 41.7% of period; 30.7% of municipal; 27.8% municipal, water & sewer (depreciation and transfers done by Auditor so percentage will increase)

Revenue Collections Report: 41.7% of period; 21.6% municipal; 24.5% municipal, water & sewer

Excise Tax Collections Comparison Report: For this period, we are -\$85,107.90 ahead of 2019 collections at this period of time.

State Revenue Sharing Comparison Report: For this period, +\$62,432.82 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 Reports are self-explanatory.

8. REPORTS:

Audience:

None

Council:

Deputy Mayor Bolster: No report.

Mayor Donahue: Thanked the Superintendent and her staff for coming in to discuss the budget. Thanked the Council for adding the item to the agenda tonight to help develop a new business. Feels it is important to support businesses.

Councilor Collamore: Inquired into the status of the new Transfer Station Office? (TM: The staff is working on the schedule with CMP and the electrician so that when the station closes Saturday night, everything can be completed so that it can open the next workday or Tuesday morning). Noted the water main on Library Street has an issue and needs to be fixed. She will try to join the next meeting remotely but will be in a different time zone. Thanks to everybody for their input tonight on the parks as there were a lot of viewpoints.

Councilor Nichols: No report.

Councilor Logiodice: No report.

Councilor Billings: No report.

9. ADJOURNMENT

Moved by Councilor Billings and seconded by Councilor Collamore to adjourn at 9:11 PM.

VOTE: UNANIMOUS AYE

Respectfully submitted by:

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.