

Bike Rodeo put on by Kiwanis: The Pittsfield Area Kiwanis Club will hold a bike rodeo on Saturday, May 9, 2020 (more information to follow such as time and location).

48th Annual Central Maine Egg Festival Week: Our **48th Egg Festival** will be held on Monday, July 6 – Saturday, July 11, 2020 including the **Kiwanis Karnival** on Wednesday, July 8 – Saturday, July 11, 2020

4. PUBLIC HEARINGS/OLD BUSINESS:

ORDINANCE 20-01: (Public Hearing) That the Town of Pittsfield hereby ordains the borrowing of up to \$706,000 to finance costs of the paving of public roads and capital improvements in the Town, and in order to raise said amount, general obligations bonds and/or notes shall be issued in a total aggregate principal amount not to exceed \$706,000 and the Treasurer and the Mayor shall determine the date, maturities, denominations, interest rate or rates, place of payment, paying agent and registrar, form and other details of the Bonds, including the signing and delivery of said Bonds on behalf of the Town. The Bonds shall be executed in the name of the Town by its Treasurer, and countersigned by the Mayor, and be in such form and contain such terms and provisions, not inconsistent herewith, as the Treasurer and Mayor may approve, their approval to be conclusively evidenced by their execution thereof. The Treasurer and Mayor are hereby authorized to provide on behalf of the Town that any of the Bonds may be made redeemable or callable, with or without premium, prior to maturity. The Treasurer, Mayor and other proper officials of the Town be, and hereby are authorized in its name and on its behalf to do or cause to be done all such other acts and things as may be necessary or desirable in order to effect the issuance, sale and delivery of the Bonds hereinabove authorized, including any certificates, and other documents as may be necessary or appropriate in connection with the sale of the Bonds.

Moved by Deputy Mayor Bolster and seconded by Councilor Nichols that Ordinance 20-01 be adopted.

The Public Hearing was opened by Mayor Donahue.

For: None

Against: None

The Public Hearing was closed by Mayor Donahue.

VOTE: UNANIMOUS AYE

5. REPORTS:

A. COUNCIL COMMITTEES:

It was noted that all committee meetings are cancelled (Finance, Ordinance and Recycling) until further notice.

FINANCE: None

ORDINANCE: None

RECYCLING: None

B. BOARD AND COMMITTEE UPDATES BY TOWN COUNCILORS AND MANAGER

There were no updates this evening.

C. TOWN MANAGER'S REPORT

The regular report was brief this evening so that there could be a discussion about the emergency health crisis that is unfolding.

1. Sidewalk Project: Due to the issues with Connors Avenue and the planned work to the sidewalks in the area, the Town has hired an engineer to assist the Public Works Foreman. This review will address the handicap parking issue as well as to review this project due to the deterioration this winter with Connors Avenue. It is likely that we will phase in the project with the first project being the back parking lot sidewalks by the Municipal Building and the second project being the sidewalks along Connors Avenue and the handicap parking area out front.

2. Code Enforcement Legal: One of the two property owners contacted by the Town Attorney as part of the legal code enforcement project has agreed to correct the violations at 139 Manson Street. There has been no word from the second property owner at 231 Somerset Avenue.

3. U.S. Census 2020: Please make sure to fill out the U.S. Census Survey so that the Town's citizens will be counted as well as the State's population for federal funding and other funding sources.

4. Central Maine Egg Festival Theme: The theme chosen for the 48th Annual Central Maine Egg Festival is "Harry Potter's World of "Egg"-Craft"

5. Emergency Health Situation Unfolding: We decided to have the Council meeting this evening (Tuesday, March 17, 2020) with a limited number of people (1) to conduct important business on the agenda that is scheduled and (2) to discuss the future and how to address this emergency situation that we are in. We have experts on emergencies invited this evening. Bernard Williams, our long-time Fire Chief is the EMA Director and Don Chute, our Safety Coordinator is the Health Officer. This discussion is to get word out to the public.

We checked to make sure that no one is sick this evening by asking people. We have hand sanitizer available and gloves for those who will be touching the warrant. The room has been sanitized this evening.

The Town Manager read a list of the services that are currently taking place, changes that will be implemented and the web-based services that can take place as follows:

Town of Pittsfield Town Services Update as of 03/17/2020:

Greetings. The Town of Pittsfield has been monitoring the COVID-19 virus and its potential impact in our community. After serious consideration, we are making adjustments in the way Town services are provided. These will be evaluated on an ongoing basis and changes will be made as information and circumstances change. Our goal is to ensure the safety of our residents and our employees in the most responsible way possible. We apologize for the inconveniences that these measures will cause. It is important to avoid the need to shut down entirely through unintended exposure to the virus. We strongly encourage residents to practice social distancing to avoid potential contact but we also encourage everyone to call, e-mail and text your neighbors, friends, and family to avoid social isolation in the weeks to come.

A few updates on precautions and arrangements being made for the protection of all and to continue town services:

Pittsfield Community Theatre: The Theatre is closed until the end of the month and at that time, the situation will be re-evaluated. The Theatre Manager will work with the Town Manager on a quest to find operational funding and shore up the operations, revamp the building and help out where needed.

Pittsfield Public Library: The Library is closed and will remain closed until March 31, 2020. At that time, the situation will be re-evaluated. Staff will continue to work at the library and will be able to check materials out and leave them in the elevator lobby which is the handicapped entrance. This will begin on Wednesday, March 18, 2020. Library staff will call or email patrons when their materials are ready. They may also be able to deliver to those that are not able to leave their home. The staff is not certain if interlibrary loans will be available, but people can definitely be able to check out our materials. All materials entering and leaving the premises will be disinfected. Patrons can search for library materials at Minerva.maine.edu, and change the "All Minerva Locations" to "Pittsfield Public Library". Facebook Live story times will continue.

March 17, 2020

Municipal Offices: The Town Offices are closed; however, staff are working to assist customers over the phone. We are making some structural changes as the building permits for when we re-open. This is in addition to our other precautions to be proactive to protect the public and our staff. Please use our available on-line services with a credit card or debit card. For many years we have assisted those who cannot get into the Town Office or should not be out in the population through the mail and e-mail for re-registrations. We have asked Public Works to build a drop box for the outside of the building that will be secure for payments that people can easily drop off when they would like. We will advise when it is ready. Please call 487-3136 to discuss your needs during the office hours of 8:00 am – 5:00 pm.

Recycling/Transfer Station: These services will continue as usual with protective gear warranted for dealing with garbage and limiting public contact.

Public Works, Water and Sewer. These services will continue as usual, limiting public contact. Questions can be answered by phone easily.

Public Safety: Police will be limiting public contact on items that can be answered on the phone, however, will be responding as usual to law enforcement calls requiring an officer. **Fire** will be responding to fire calls as usual. Additional protective gear may be warranted.

Day by day as the situation unfolds, revisions to services will be needed which may include the closure of more buildings. Our Town Emergency Management Director Bernard Williams and our Health Officer Don Chute are monitoring the situation closely.

MSAD #53 plan to implement a FREE Breakfast and Lunch program for all district students aged 18 and under who need it will begin on Thursday, March 19th. Details are available at their website at <http://www.msad.org>

If the Town Office staff go home, we have purchased laptops for the employees to put TRIO, files and our emails for work. Staff are compiling lists of work to do and planning how to do the work at home. There will be a log to account for our work completed during this period of time. We are putting a plan together, however, in case the Town Manager becomes ill, the basics would be completed as follows:

Warrants processed with bills and checks:	AP Financial Clerk; Deputy Treasurer as backup and Assistant as backup
Sign Checks	Deputy Treasurer has authority to do this
Payroll	Deputy Treasurer; AP Financial Clerk as backup
Purchase Orders	AP Financial Clerk; multiple staff can be backup
Vitals	Town Clerk; Assistant as backup
Updating computers	Assistant
Putting meetings together on-line	Assistant; Town Clerk as backup
Authorizing Large Expenditures	Fire Chief as EMA Director
Oversight of the Office & Town	Fire Chief as EMA Director; Safety Coordinator/ Health Officer as backup

There was a lengthy discussion with EMA Director Bernard Williams (Fire Chief) and Health Officer Don Chute (Safety Coordinator). EMA Director Williams spoke about the CDC guidelines; the Town's emergency regulations; how the State Legislature and many other entities were shutting down; and what can happen if this continues for awhile as people are buying up a number of commodities so we may run out of certain types of food and supplies. The EMA Director discussed the distribution of supplies as the hospital is first and police and fire second for items such as masks, gloves and sanitizer. They will be going out to check on the elderly and to see if anyone needs help. Health Officer Don Chute spoke of a two-prong approach in which people should stay at home if sick and then if they have been exposed to the virus, will be quarantined for 14 days. Supplies such as plates, napkins and tissues are already running out. He recommended that the staff not handle money any more. The Health Officer spoke about his telephone call

with the CDC in which it is hoped that the curve will level out. The regular flu is serious and this is much more dangerous. Don noted that under an emergency situation and/or civil emergency that he had the right to send employees home if they were sick and wanted to verify with the Town Council if they would support this. All Councilors unanimously agreed that the Health Officer was authorized to do so. It was pointed out that Bernard as EMA Director was in charge of the Town under the Town's regulations and had the authority to authorize the necessary expenditures in case of an emergency as did the Town Manager under the bid policy.

6. NEW BUSINESS:

ORDINANCE 20-02: (Set to Public Hearing on 04/07/2020) That the Town Council hereby Ordains that Chapter 2. Administrative Code, Division 1: Town Council, Article 1. General Rules Governing Council Actions, Section 109. Use of Social Media by Town Councilors be added.

Moved by Deputy Mayor Bolster and seconded by Councilor Billings that Ordinance 20-02 be set to Public hearing on 04/07/2020.

Amended by Deputy Mayor Bolster, seconded by Councilor Billings to move the Public Hearing to 05/05/2020.

VOTE: UNANIMOUS AYE

ORDINANCE 20-03: (Set to Public Hearing on 04/07/2020) That the Town Council hereby Ordains that Chapter 2. Administrative Code, Division 2: Administration of Town Business, Article 3. Description of Individual Departments Section 600. Public Works Department through Section 603. Public Works Employees be rescinded and replaced with the new Chapter 2. Administrative Code, Division 2: Administration of Town Business, Article 3. Description of Individual Departments Section 600. Public Works Department through Section 603. Public Works Employees and add Section 604. Transfer Station and 605. Recycling Center.

Moved by Deputy Mayor Bolster and seconded by Councilor Billings that Ordinance 20-03 be set to Public hearing on 04/07/2020.

Amended by Deputy Mayor Bolster, seconded by Councilor Billings to move the Public Hearing to 05/05/2020.

VOTE: UNANIMOUS AYE

ORDINANCE 20-04: (Set to Public Hearing on 04/07/2020) That the Town Council hereby Ordains that Chapter 2. Administrative Code, Division 2: Administration of Town Business, Article 3. Description of Individual Departments, Section 800. Parks and Recreation Department through Section 808. Barbara Fendler Memorial Park (Fendler Park) be rescinded and replaced with the new Chapter 2. Administrative Code, Division 2: Administration of Town Business, Article 3. Description of Individual Departments, Section 800. Parks and Recreation Department through Section 808. Barbara Fendler Memorial Park (Fendler Park) and add Section 804. Funds.

Moved by Councilor Nichols and seconded by Councilor Collamore to waive the rules and take Ordinances 20-04, 20-05, 20-06 and 20-07 in one vote.

VOTE: UNANIMOUS AYE