

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 11<sup>th</sup>.

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

**RECYCLING:** We are looking at the 3<sup>rd</sup> 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](http://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](http://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.