

AGENDA

for a regular meeting of the Pittsfield Town Council, to be held on *Tuesday, December 7, 2021* at 6:30 pm in the Council Chambers at the Pittsfield Municipal Building at 112 Somerset Avenue and by teleconferencing technology. Directions to join the meeting by teleconferencing are available at the end of the agenda.

1. OPEN MEETING/PLEDGE OF ALLEGIANCE, FOLLOWED BY A MOMENT OF SILENCE:

2. ADOPTION OF MINUTES OF:
The Regular Meeting held on November 16, 2021

3. PRESENTATIONS, CONGRATULATIONS AND INTRODUCTIONS:

A. Community and Economic Development Activities and Events

1. Projects and Grants:
 - a. Route 11 (known as Route #11/10 and Main Street) Highway Construction/Rehabilitation
 - b. Main Street Sidewalk Project; Project Canopy Grants; and multiple smaller grant projects
 - c. Airport Grants
 - d. Many other smaller Grant Opportunities

4. PUBLIC HEARINGS:

5. REPORTS:

- A. Council Committees: Finance, Ordinance and Recycling
- B. Board and Committee Updates by Town Councilors and Manager
- C. Town Manager's Report

6. OLD BUSINESS:

7. NEW BUSINESS:

ORDINANCE 21-15: (Set to Public Hearing on 12/21/2021) An Ordinance to authorize the transfer of unencumbered appropriation balances to various departments.

FROM:	05-10	Police (for Animal Control)	\$ 5,000
	10-05	Highway	\$ 6,000
TO:	05-20	Street Lights	\$ 2,000
	05-25	Animal Control	\$ 5,000
	10-15	Cemetery	\$ 4,000

RESOLUTION 21-127: Resolved that the Town Council Authorize the Town Manager to Execute the Contract Between the Kennebec Valley Council of Governments and the Town of Pittsfield, Maine for Assistance with the Northern Border Regional Commission (NBRC) Grant in the amount of \$6,450.00 which is a requirement of the NBRC.

RESOLUTION 21-128: Resolved that the Town Council Authorize the Town Manager to Execute the Memorandum of Understanding Between the Kennebec Valley Council of Governments and the Town of Pittsfield for Planning Board and Planning Office Administration.

8. DISCUSSION ITEMS:

A. Financial Reports as of 10/31/2021

- 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

B. Financial Reports as of 11/30/2021 (to date as this is very recent)

- 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

9. REPORTS: Audience, Council

10. ADJOURNMENT:

2022 Budget Process: Budget Workshop Scheduled directly after the Council Meeting:

- A. Discussion on 2022 Budget Process
 - Updates on materials/questions
 - Outstanding Items

Discussion on Operating Budget to date

Discussion on Capital Budget to date

Effect of Capital Budget to date on 2023 Debt Service

Discussion on Water and Sewer Enterprise Accounts to date

JOIN ZOOM:

Join Zoom Meeting ***(by computer)***

<https://us02web.zoom.us/j/84721087478?pwd=MTlmY0lWL01QTHI5TjVaTy9lOXVldz09>

Meeting ID: 847 2108 7478

Passcode: 305208

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York) ***(by phone)***

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+1 253 215 8782 US (Tacoma)

Meeting ID: 847 2108 7478

Passcode: 305208

Find your local number: <https://us02web.zoom.us/j/84721087478>

MINUTES

for a regular meeting of the Pittsfield Town Council, held on *Tuesday, November 16, 2021* at 6:30 pm at the Pittsfield Municipal Building and by teleconferencing technology.

Councilors Present: Mayor Heather Donahue, Deputy Mayor Timothy Nichols, Councilor Peter Logiodice, Councilor Brent Frost, Councilor Jason Hall and Councilor Michael Cianchette.

Councilors Present by ZOOM: None.

Councilors Absent: Councilor Amanda Collamore

Also Present: Town Manager Kathryn Ruth; Nancy Breau; Bill Hall of RHR Smith & Company (Town Auditor); Valerie Royzman, Bangor Daily News; and Kaitlyn Budion, Morning Sentinel.

Also Present via Zoom: Lindsay Holmstrom, School Nurse, MSAD#53; Ben Hall; Eric Saucier; Natalie Hall; and others.

1. OPEN MEETING/PLEDGE OF ALLEGIANCE, FOLLOWED BY A MOMENT OF SILENCE:

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 November 16, 2021

Moved by Deputy Mayor Timothy Nichols and seconded by Councilor Cianchette to open the Minutes of November 16, 2021 for discussion and vote.

Motion passed with all votes in favor.

VOTE: UNANIMOUS AYE

3. PRESENTATIONS, CONGRATULATIONS AND INTRODUCTIONS:

- A. Presentation by the Town Auditor Bill Hall of RHR Smith & Company on the Audit for the period ending 12/31/2020.

The Town Auditor provided a comprehensive review of the 12/31/2020 audit to the Town Council. First, Mr. Hall indicated that the most important aspect of the entire 119-page audit was that on pages 1-3, it was determined that the Town received a non-qualified opinion. This is the opinion that the Town wants. It means that the audit was very good. It was noted that the Town Manager writes the Management's Discussion and Analysis herself and although the Auditor populates the discussion with figures from the audit, this is the only part of the report that is unaudited. The Town Auditor went through the various sections of the audit and noted that the Town has \$1,477,385 in unassigned unrestricted fund balance up from the 2019 audit which was \$1,184,285 which is good. In reference to a question from the Council, the Auditor explained that this fund balance is supposed to cover 3 months bills. The auditor reviewed the audit and noted that in order to have funds to pay 3 months bills, the Town should have over \$2.0 million dollars, therefore, the Town does not have excess cash available. The Town Manager noted that this is an improvement in

the unappropriated surplus account for 12/31/2020 which is good. The Auditor finished his review of the Audit noting that the unassigned unrestricted fund balance is a good size for the general government; the water and sewer enterprise funds are solvent; there were no discrepancies found and that it was a good year for the Town. He noted if there was anything that was an issue it is the fact that the Town Manager needs help with the financials as she is doing all of it now and has been doing much of it over the years. Mr. Hall advised that the Town's audit was later this year due to COVID as was many town audits. His firm is having trouble finding staff and it is very busy which is the same for the Town. The Town Auditor and Town Manager discussed having the audit in person for 2021 if at all possible as it takes a lot more time to work on the audit over the internet and virtually. The Mayor and Town Councilors thanked Mr. Hall for a very thorough discussion and traveling to the Town to present the audit to them.

B. Presentation by the Town Manager on Town Goals and Achievements

The Town Manager briefly reviewed the Town Department Achievements for 2021 and the goals chosen by Departments for 2020. This is a great exercise for the staff to participate in with nearly all departments contributing. The Town Manager noted that there are many good projects listed for 2020 as focuses.

C. Community and Economic Development Activities and Events

1. Projects and Grants:

- a. Route 11 (known as Route #11/10 and Main Street) Highway Construction/Rehabilitation
- b. Main Street Sidewalk Project; Project Canopy Grants; and multiple smaller grant projects
- c. Airport Grants
- d. Many other smaller Grant Opportunities

The Town Manager reviewed the main projects as well as the fact that everything is coming together on the Main Street project. There will be a group meeting of all of the parties involved in the near future. Scheduling has been difficult given how busy everyone is at this time of year. A timeline will be constructed for the Town's project based upon the MaineDOT' timeline. All of the grants need to be coordinated with due dates added to that schedule. This effort is underway.

4. PUBLIC HEARINGS: None.

REPORTS:

A. Council Committees:

Finance: Mayor Donahue reported that the Finance Committee has not met since the last report.

Ordinance: Mayor Donahue noted that the Ordinance Committee has nothing to report since the last meeting.

Recycling: Councilor Nichols reported that the Committee would be meeting later this month.

B. Board and Committee Updates by Town Councilors and Manager

The Town Manager reported that there have not been any Board/Committee meetings as this is a busy time of the year.

C. Town Manager's Report for 11/03/2021:

1. Upcoming Budget Meetings: In addition to the Budget Meeting later this evening on Capitals; Debt Service and Additionals, we wanted to note that the Budget Workshop originally scheduled for 11/23/2021 was cancelled by Councilors so that families could get together with travel plans for Thanksgiving Week. There is a possibility of an Additional Town Council Workshop on 12/07/2021 after the Council meeting if needed. The public hearing on the budget will be held on Tuesday, 12/21/2021 as part of the Regular Council Meeting.

2. Town Offices closed: The Town Offices and Public Library will be closed on Thursday and Friday, November 25 and 26, 2021 in observance of Thanksgiving.

3. Maine On-line Burn Permits Became Free of Charge: On-line Burn Permits are now free of charge. Burn permits are available at maineburnpermit.com

4. Important Reminder: 2022 Transfer Station Stickers: In order to reduce costs at the Transfer Station by making sure that only those who should be dumping garbage are doing so, new stickers are being issued each year. By December 01, 2021, the Town will have the new 2022 stickers available for purchase. The stickers were ordered really early this year so they should be in on time.

5. Important Reminder: 2022 Dog Licenses: All dogs over 6 months old must be registered prior to January 31, 2022. The State law requires a late fee be assessed after that date. The Town has received the new tags and can start registering your dogs on October 15th. We want to make sure that you license your dog/s prior to the deadline so that you do not have any extra fees. The Doggie Jewelry is here!

6. Important Reminder: Online Services: For re-registration of vehicles, boats and other services go to www.pittsfield.org and click on the Citizens' Tab, choosing on-line services at the top of the page.

Please remember that Motor Vehicle has advised the Town that there is an aluminum shortage and we will receive a reduced inventory of new plates so if you do not need a new plate and can use your current plate, please do so. We are also going to receive reduced inventories of stickers.

7. Workers Compensation Safety Incentive Program:

Update: The Departments need to start working on their Building Plans and identifying any items that need to be budgeted for in the future. Only two departments have been making progress so this will be a topic for the next Departments meeting.

History: In the midst of our exciting two weeks here before quieting down fully, I did get the paperwork filed for our Safety Program credit. It appears that we qualify for a 7.5% discount on our Workers Compensation Insurance Program cost. If we had a wellness program which is currently being investigated as an outsourced service, we would have qualified for a 10.0% discount. During the next few months, we will be working on fixing the items that were determined to require work on the inspections that took place on all the buildings. Only one department head needs assistance with their inspections.

The flurry of excitement here actually went into two more weeks before it quieted down. There was a brief period when we did not receive any inquiries so we thought the real estate sales were going to quiet down, however, they heated up again!

The inspections will be an important part of an upcoming Department Head Meeting. We had held off on these as we had a flurry of new staff to get acquainted with town operations and to start training procedures. It is good that all of the moving around that is going on in the State seems to have slowed down now so we will start working on projects again once people are a bit more caught up. COVID seems to be back to stay so I am not going to keep waiting to have the nice face to face meetings that we used to have in the Council Chambers. We will operate by ZOOM for the future until we can safely have the entire non-elected government structure together in one room. I am sure that this will take place at some point in the future.

8. Departments Meeting:

We held the Departments CIP Meeting on Friday, 11/05/2021 at 11:00 am which was very helpful in sorting through all the outside capital improvement projects. The next Departments meeting will be held on Wednesday, 11/17/2021 at 11:00 am as a general communication sharing information on projects and a discussion on the buildings and program review for Workers Compensation as well as the Town's official fee schedule.

9. Left over Items from Yard Sales – Think of the Re-Use Center:

As we wind down from Summer and Fall to head into winter, yard sales are slowing down. Please consider donating your left-over items to the Trash to Treasure Re-Use Center. Citizens who are cleaning out their homes for sale or just downsizing may contact the Pittsfield Town Office at 487-3136 or finance3@pittsfield.org to schedule an appointment to drop off items to the Re-Use Center. As the Center is now closed due to COVID restrictions, an appointment is needed. Please do not drop off items in the yard as they will get wet and not be of any use to anyone. We are currently restocking the building so we need new materials. Please remember, no bedding or clothing. All clothing should be donated to Pennywise. Bedding can be dropped off for our container as you enter the Transfer Station. We have had several calls since making this announcement last week. Our little videos will be coming out soon on Re-Use Topics. I tried one, however, it was too long so I need to cut it down.

Current and Upcoming Activities:

10. Maine Recycles Week to be held for the first time since 2010:

Officially the Maine Recycles Week in November has not been held for several years. Luckily the Town of Pittsfield and a few other communities have been celebrating it. We will again be celebrating Maine Recycles Week this November. We will be celebrating Maine Recycles Week all November. Please recycle!

Updated and/or Continuing Items:

11. Codes Enforcement Work:

Update: Individual property updates were provided at the last Town Council Meeting on November 02, 2021 and several code violations and/or conditions will be going forward for consideration on this meeting's agenda on November 16, 2021.

12. Municipal Building Renovations and/or Beautification:

Front Entrance: Making inquiries for the company to arrive to complete the work that was scheduled for October before it is too cold. No answer as of yet. I expect they are running behind like everyone else is.

Update: We are on the schedule for October with one of the best little companies and I am anxiously awaiting notice so we can give public notice. It will be great to have this work done as it has been on the specialty contractor's list for over 2 years now. Once the contracted work to the building is completed, we plan to have the steps sealed and painted so we will be addressing the weatherproofing and appearance of the stairs.

13. Railroad Improvements:

Update: No update on this project. All remains the same. It is getting late in the year so this may be a project for MaineDOT for 2022. Multiple calls did not result in a schedule. We believe that they do not know how long each will take and do not have a firm schedule. As soon as we know, which may be that day, the information will be posted to the Town website and Facebook Page. We have called for information on this because if there are going to be traffic delays or revisions to traffic flow, we would like to advertise this beforehand so people will know in case they would like to take an alternate route or plan for more time for their trip. Shortly, the MaineDOT and the Railroad will be making at grade highway crossing improvements and/or signal improvements. These will be taking place in Pittsfield on Industrial Park Road at the Railroad Crossing located .46 south of Somerset Avenue and on Route #69/Detroit Avenue at the Railroad Crossing located .48 miles east of Route 100/11. When we know more information, we will post it on the Town website.

14. Computer Services / Managed Services Onboarding:

Update: We have made a number of requests and have continued to emphasize that items need to be done, therefore, one of the computers was worked on. While not 100%, it is working much better. E-mail seems very good now.

We have requests waiting for assistance. We did receive from TRIO, our other managed services provider, at long last the materials on the ability to have the MyRec site communicate with TRIO to discover that after all these discussions about the credit cards and how many companies can be added, that we need to be on a higher level TRIO to be able to interface. We plan to move over to the higher level TRIO after year end as we do not want to chance losing data given how much information we have created this year. The information we have received from other towns does not sound good in terms of the difficulty of the move.

Councilor Hall had requested a copy of the reports received from the Computer Services company for 2021 to better understand the issues. This is not an easy item to understand nor determine exactly what the issue is. It is ever changing. Once one item is fixed, another appears. A ticket will be created with the Managed Services Contract. Then, there will be e-mails, phone calls, faxes and the ticket will be closed out, sometimes when the issue is not resolved. One then needs to ask for the ticket to be continued and then there are two tickets in total on the problem with the computer system or program. One item that is under review now has 12-13 different steps.

Even when we deal with the TRIO Financial system, in which we have tickets out now, there can be as many as 3-5 people involved and contradictions take place. I have noticed that the staff changes quite a bit with these companies which then requires constant learning.

Therefore, with both the Logically system for assistance with the Town's computer programming and the Harris system for the financial software, there are extensive tickets and steps. Harris seems to send a copy to one person while the Logically System responds to the person who first called/e-mailed or went to their computer system to report a problem. It is harder to track the Logically System issues as many people have tickets.

I asked the Assistant who is in charge of this how to report on this and Cathy noted that there is no easy way. It would be very time-consuming to track all of these items. So at this point, there is no easy report to provide. The Assistant is working on an overview to bring the project to the Town Council for action. It has been difficult to nail down all of the pieces and very complex.

History: When I receive a concrete plan of action, pricing and timetable, I will advise. Multiple tickets and items are on the list of requests at the computer company. Work that was scheduled for weeks ago is still waiting. Unfortunately, COVID has been an issue. The individual who was scheduled for the next work day to address some of the issues we were having as well as to go over requests on how to set up new programs such as a second Vendor for Credit Cards for Recreation was diagnosed with COVID the prior day. The Assistant has been following up with the company over the last several weeks and it looks like we are going to have some help arrive soon. The staff continues to work on the cost of the server to be updated as well as the computers that require updating for a transfer to an updated version of TRIO. We would not want to transfer at year end as we have heard of malfunctions in other communities during the transfer.

15. Summer Highway Work Program for 2022: Please call in any drainage or culvert issues that you are having for our 2022 Work Plan:

Update: Anyone with drainage or culvert issues, please contact Don Chute at transferstation@pittsfield.org or townmanager@pittsfield.org as we have expended the list of areas that we have to watch out for with heavy rains and preparing information for future Work Plans for the Budget.

16. Other Water/Sewer Projects: While many projects are taking place, the more strategic or important items are reviewed below as they would be priorities for completion once we switch over to the new contract with Olver Associates when they run the Town services.

a. Leak Detection: The good work being completed with Olver Associate staffing and/or associates has worked out quite well to stop the loss of a lot of water. There are still leaks in the system, however, several have been stopped. Another leak detection day took place on Tuesday, May 18, 2021 to address 2-3 remaining leaks. These leaks need to be correlated exactly so that we know their precise location rather than a general area in order to minimize the impact of roadway disturbance when the repair is done. Once the exact location of the leak is determined, the repair is then scheduled. Multiple locations were found which has been very helpful in lowering demand. This has been a very good project for the Town and it is expected that we would continue to work on leak detection.

b. Rehabilitation of the Wells: The Town continues to wait its turn for the cleaning and inspection of the wells by the Contractor hired for the work. This work will remove the fines from the wells that slow down water production as well as inspect the wells for any remedial work. This work will

need to take soon prior to our highest production period during the middle of the summer or will need to be re-scheduled to Fall.

c. Sewer Video Work for roads under consideration for paving was conducted.

More roads were to have their sewer reviewed later this Fall for the next two years of paving projects if those roads are simply going to be paved. If they are being considered for reconstruction and previously had video work completed, then another review of the sewer would not be needed. I asked Olver Associates to have the cost determined to video camera the large residential subdivision containing Birchwood, Hamilton, Arbor, Hemlock and Maple Terrace. A cost to video camera Library Street was also obtained. We have received those costs but had not received the cost to clean the lines. Those costs have just come in and are quite large so this item will be placed on the upcoming Council Meeting for consideration.

History: The Town, through its Consultant Olver Associates had sewer video work conducted on Main Street as well as the roads under consideration of paving this year (Central Street, Hathorn Street, Middle Street and Harrison Street). Discussions with Olver Associates has resulted in the decision that sewer video work will not be required on any of the roads that had sewer reconstruction projects during the United States Department of Agriculture (USDA) massive Sewer Remediation work. This is because the sewer mains were replaced on those roads or sections of those roads and the service lines were also updated as part of the projects. At their early age, they do not need to be videoed.

d. Inspection and Cleaning of Water Storage Facilities: Olver Associates is in the process of obtaining quotations for the inspection and removal of sediment in the two tanks/standpipes. Locating a company is no easy feat, especially a company that has some time available to fit the Town's two tanks into its schedule. This would be a hard item to bid out and may not result in any bids as companies with a good reputation have too much work to do. It is time to have this work completed and it is a necessary component of being able to finish bid specifications for the painting of 1 or both of the tanks/standpipes. A quotation was received which was reasonably priced. Other companies did not quote.

e. VAS Program with E.J. Prescott: Olver Associates promotes the use of the VAS Program that E.J. Prescott provides to its customers free of charge. This is an inventory management program in which the Town would purchase all items in its inventory from E.J. Prescott and the company manages the inventory so that each town or district always has an up to date inventory. Prices are locked in for 1 year for nearly all items with prices locked in for a month for copper pipe, HDPE pipe and PVC piping. Certain item would have a 2-Hour Emergency Delivery guarantee with the Town not charged for the delivery including fuel surcharges. This program would keep the Town's inventory in order and in the case of emergency breaks, result in the staff not running around trying to find parts or having to go pick up parts in the midst of an emergency break. As the Town would have more inventory in stock, this is not a program that we would explore further or sign up for until a rate increase goes into effect and we start to have more funding available. We will continue to review this program as it does have benefits; however, it is on the back burner for the moment.

f. Grant for the Stationary Backup Generator: The Town had been advised that it has received \$10,000 in grant funding toward the cost of the backup generator which was authorized.

g. Grant for the Capacity Study: The Town has just been advised that an award of \$20,000 has been made toward the Capacity Study for the Water System.

Update: Both grants are very good for the Town, however, we need to determine how to pay for the remainder of the Capacity Study.

17. Tree Cutting Along the Recreational Rail Trail by JW Parks Golf Course: At the last meeting, we reported on a great project coming up and to thank the business for proposing and completing this work. Don Chute, Public Works Director and I have been working with JW Parks Golf Course with Michael Dugas and Stanley Kitchen to have the trees cut along the rail trail that would affect the golf course and this will be free of charge to the Town which we greatly appreciate. In the meantime, the Driftbusters has asked if Linkletter could come up a little further and cut up to the school on the Rail Trail. Donnie contacted the company which advised that they would come up further on the rail trail if their equipment was there and the scheduling worked out. Thus, this all needs to be worked out when the company's equipment is here in Town. Donnie advises that this is about .30 of a mile past where the cutting was to stop and that he will mark the several trees that are an issue. This would be completed within the same directions as noted previously. The Public Works Director and I wanted to make sure that the Council knew about this and would be fine with it as the Council was with the cutting to take place along the Golf Course in the Rail Trail. This would be of benefit to those using the Rail Trail. The Councilors concurred that this would be good.

6. OLD BUSINESS: None

7. NEW BUSINESS:

ORDINANCE 21-11: (To be set to Public Hearing 12/21/2021) The Town of Pittsfield hereby ordains the 2022 Capital Budget be approved as follows:

Town Offices/Computers & Digitization	\$ 15,000
Municipal Building/Reserve	5,000
Police/Cruiser	47,480
Police/Station Reserve	5,000
Library Reserve/Storm Windows Project	15,000
Highway/Storage Tanks	10,000
Fire Rescue 1	35,000
Fire/Station/Reserve	5,000
Public Works/Garage Roof & Repairs	10,000
Public Works/Garage Reserve	<u>5,000</u>
Total Projects/Reserves:	\$ 152,480
Total Projects/Reserves:	\$2,808,780
Funding Breakdown:	
Funding by Loan (Paving)	-\$1,000,000
Funding by Loan (Bridge/Culvert)	-\$ 70,000
Funding by Loan/Bonding	-\$ 587,800
Funding by Lease/Purchase	-\$ 840,000
Funding by Reserves	-\$ 50,000

Funding by Special Revenues	-\$ 8,500
Funding by Grants	-\$ 50,000
Funding by Other Resources	-\$ 50,000
Total to be raised by taxation	\$ 152,480

Moved by Councilor Cianchette and seconded by Deputy Mayor Nichols to open Ordinance 21-11 for discussion and vote.

Motion passed with all votes in favor.

VOTE: UNANIMOUS AYE

ORDINANCE 21-12: (To be set to Public Hearing 12/21/2021) The Town of Pittsfield hereby ordains that the 2022 Operating Budget in the amount of \$4,437,621 () be approved, and the total sum of \$7,246,401 () be appropriated (Operating plus Capital Budgets);

AND FURTHER, that \$2,301,435 () be raised through taxation; that \$1,500,870, () be raised from estimated revenues; that \$637,796 () be appropriated from State Revenue Sharing; that \$840,000 () be appropriated from Lease/Purchase; that \$1,657,800 be appropriated from Loans/Bonds; that \$50,000 () be taken from reserve funds; that \$8,500 be appropriated from Special Revenues; that \$50,000 () be appropriated from grants; that \$50,000 () be appropriated from other Revenue Resources; and that an additional sum of \$150,000 () be taken from undesignated fund balance.

Moved by Councilor Cianchette and seconded by Deputy Mayor Nichols to open Ordinance 21-12 for discussion and vote.

Motion passed with all votes in favor.

VOTE: UNANIMOUS AYE

ORDINANCE 21-13: (To be set to Public Hearing 12/21/2021) The Town of Pittsfield hereby ordains that the 2022 Water and Sewer Enterprise Fund budgets in the respective amounts of \$613,824 () and \$501,350 () be appropriated from the respective estimated departmental revenues.

Moved by Councilor Cianchette and seconded by Councilor Frost to open Ordinance 21-13 for discussion and vote.

Motion passed with all votes in favor.

VOTE: UNANIMOUS AYE

ORDINANCE 21-14: (To be set to Public Hearing 12/21/2021) The Town of Pittsfield hereby ordains that the 2022 Water and Sewer Enterprise Fund Capital Budget in the amount of \$2,671,200 () be approved;

AND FURTHER, that \$1,971,990 () be appropriated from Loans/Bonds, that \$498,210 () be appropriated from State ARPA Funds, that \$116,000 () be appropriated from Town ARPA Funds, that \$20,000 () be appropriated from Grants,

that \$20,000 () be appropriated from other revenues and that \$45,000 () be appropriated from the Sewer Projects Reserve.

Moved by Councilor Cianchette and seconded by Councilor Logiodice to open Ordinance 21-14 for discussion and vote.

Motion passed with all votes in favor.

VOTE: UNANIMOUS AYE

RESOLUTION 21-123: Resolved that the Town Council authorize the Town Attorney to work with the Code Enforcement Officer and Alternate Code Enforcement Officer to file an 80B appeal court action to address code violations for Map 25, Lot 42 at 139 Manson Street.

Moved by Councilor Cianchette and seconded by Deputy Mayor Nichols to open Resolution 21-123 for discussion and vote and to amend Resolution 21-123 to cap expenses at no more than \$1,000.

Motion passed with all votes in favor.

VOTE: UNANIMOUS AYE

RESOLUTION 21-124: Resolved that the Town Council authorize the Town Attorney to work with the Code Enforcement Officer and Alternate Code Enforcement Officer to file an 80B appeal court action to address code violations for Map 28, Lot 51 at 231 Somerset Avenue.

Moved by Councilor Cianchette and seconded by Deputy Mayor Nichols to open Resolution 21-124 for discussion and vote.

Motion passed with all votes in favor.

VOTE: UNANIMOUS AYE

RESOLUTION 21-125: Resolved that the Town Council authorize the Town Attorney to work with the Code Enforcement Officer and Alternate Code Enforcement Officer to file an 80B appeal court action to address code violations for Map 26, Lot 37 at 140 Leonard Street.

Moved by Councilor Cianchette and seconded by Councilor Hall to open Resolution 21-125 for discussion and vote and to amend Resolution 21-125 to cap expenses at no more than \$1,000.

Motion passed with all votes in favor.

VOTE: UNANIMOUS AYE

RESOLUTION 21-126: Resolved that the Town Council authorize the Town Attorney to work with the Code Enforcement Officer and Alternate Code Enforcement Officer to file an 80B appeal court action to address code violations for Map 29, Lots 50 and 51 at 153 and 157 Washington Street and/or address this as a dangerous building issue per the Town Attorney's advice.

Moved by Councilor Cianchette and seconded by Deputy Mayor Nichols to open Resolution 21-126 for discussion and vote and to amend Resolution 21-126 to cap expenses at no more than \$1,000 for exploratory assistance.

Motion passed with all votes in favor.

VOTE: UNANIMOUS AYE

8. DISCUSSION ITEMS:

- A. Department Report for 10/31/2021
Accomplishments/Achievements
Administration and Finance; Animal Control; Building and Codes Enforcement;
Cemetery; Fire Department; Library; Police Department; Public Works Department,
Recreation Department, Transfer Station and Recycling; and Water and Sewer.
Theatre website statistics will also be provided under this item.

The Town Manager advised that the Department Reports were self-explanatory.

9. REPORTS:

Audience:

Nancy Breau of Washington Street thanked the council for considering action on the building on Washington Street. It has been an issue for years. She had other items to mention but will wait for the new council to be seated.

Council:

Councilor Hall: No report.

Deputy Mayor Nichols: No report.

Councilor Logiodice: No report.

Councilor Frost: No report.

Councilor Cianchette: Thanked everyone for showing up.

Mayor Heather Donahue: No report.

10. ADJOURNMENT:

Moved by Councilor Cianchette and seconded by Deputy Mayor Nichols to adjourn the meeting at 8:01 p.m.

Motion passed with all votes in favor.

VOTE: UNANIMOUS AYE

Respectfully submitted,

Kathryn Ruth, 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.



TOWN COUNCIL MEETING OF 12/07/2021 :

PUBLIC HEARINGS

NEW BUSINESS

REPORTS

DISCUSSION ITEMS

OLD BUSINESS

EXEC. SESSION

ORDER 21-

PACKAGE

RESOLUTION 21-

ADDITION

ORDINANCE 21-15

TO BE TITLED: (Set to Public Hearing on 12/21/2021) An Ordinance to authorize the transfer of unencumbered appropriation balances to various departments.

DESCRIPTION:

Total Transfers for the Year 2021 are preliminarily projected at \$11,000 between departments. No transfer of funds is required from unappropriated surplus.

These accounts will be reviewed in detail prior to the public hearing as we will have much more information available. We will have November reconciled and approximately one-half of the last month in the fiscal year available for analysis. Any revisions that are needed will be presented at the Town Council Meeting. At the time of writing of the agenda item, the month of November 2021 has not yet been closed out as the posting and reconciliation process must be completed. Agenda items were filed on December 1 with the books closing on November 30 so we will have some updated information at the Council Meeting.

History:

The Charter provides for the Town Council by ordinance to transfer part or all of any unencumbered appropriation balance from one department to another. This is a housekeeping process required under the Town Charter. Until 2002, the Town had not processed transfers for several years and the Auditor had identified this as needing to take place in the 2001 audit.

In 1997, \$41,367 was transferred between accounts.

For 2002, excluding General Assistance, the amount of transfers was \$43,810.

For 2003, excluding General Assistance, the amount of transfers was \$14,100. With GA it was \$29,100.

For 2004, excluding General Assistance, the amount of the transfers was \$10,200. With GA it was \$20,200.

For 2005, the amount of the transfers without General Assistance was \$4,000. With GA it was \$7,000.

For 2006, the transfers were \$7,700.

For 2007, the transfers were \$7,700.
 For 2008, the transfers were \$14,000.
 For 2009, the transfers were \$0. At this time, the Town was on a budget freeze.
 For 2010, the transfers were \$14,000.
 For 2011, the transfers were \$6,000.
 For 2012, the transfers were \$8,000.
 For 2013, the transfers were \$6,000
 For 2014, the transfers were \$8,000
 For 2015, the transfers were \$25,800
 For 2016, the transfers were \$31,000
 For 2017, the transfers were \$27,010
 For 2018, the transfers were \$70,000
 For 2019, the transfers were \$53,283
 For 2020, the transfers were \$18,000

For 2021, it is proposed that up to \$11,000 be transferred. This is estimated high at this point and can be refined at the 12/21/2021 public hearing as we will have more of the expenses for the year charged to the budget and/or will have the purchase order amounts for bills that have yet been received.

Listed below are the reasons why the departments/offices require a transfer of funds.

FROM:	05-10	Police (for Animal Control)	\$ 5,000
	10-05	Highway	\$ 6,000
TO:	05-20	Street Lights	\$ 2,000
	05-25	Animal Control	\$ 5,000
	10-15	Cemetery	\$ 4,000

REASON:

05-20 Street Lights: The traffic light expenditures are in this budget. The lights have not malfunctioned this year but are known to do so late in the year. When the only certified company available to work on the lights has to come to Town, it is very expensive. There is a possibility that this type of issue could overdraft this budget which is very tight. This is a proactive measure only.

05-25 Animal Control: The 2021 Budget was designed to have the animal control costs decrease once the Patrol Officer/ACO/Detective (or some combination) was hired. With COVID-19 and the difficulty hiring any staff, the cost for Animal Control has been larger than expected during the first part of the year. The Town Council is interested in having the ACO be a contracted position again rather than be part of a police officer's position, therefore, the ACO Budget is being revised for 2022 to address this.

10-15 Cemetery: This budget is impacted by labor costs. Additional hours were needed and there was a small impact due to overtime of other staff members to assist. Due to the weather and lateness of the seasons, the Cemetery was open for maintenance more than projected. The Cemetery Budget was increased for 2022.

The Town has many departments that will have expenditures that will be close at the end of the year, however, should be fine. In fact, a number of the departments listed here will likely be fine, however, we are being careful and conservative. It is believed that some will finish within budget, however, if by the public hearing, unanticipated issues develop which are beyond the control of the departments, then we have this opportunity to address these items as well as make changes if funding is not required for some of the departments listed.

By tightening the budgets and utilizing budgets which do not cover any emergency and additional expenses, the transfer system is very important. The transfer system **assists in raising less taxpayer dollars** as we know at the end of the year that we can transfer funds between budgets.

This system does create extra work, however, it has always saved taxpayer dollars.

SUBMITTED BY:

(KR)

DATE:

12/01/2021

AGENDA-5811

TOWN COUNCIL MEETING OF 12/07/2021 :

- | | |
|---|--------------------------------|
| <u> </u> PUBLIC HEARINGS | <u> X </u> NEW BUSINESS |
| <u> </u> REPORTS | <u> </u> DISCUSSION ITEMS |
| <u> </u> OLD BUSINESS | <u> </u> EXEC. SESSION |
| <u> </u> PRESENTATIONS | |
| <u> </u> ORDER 21- <u> </u> | <u> X </u> PACKAGE |
| <u> X </u> RESOLUTION 21- <u>127</u> | <u> </u> ADDITION |
| <u> </u> ORDINANCE 21- <u> </u> | |

TO BE TITLED: Resolved that the Town Council Authorize the Town Manager to Execute the Contract Between the Kennebec Valley Council of Governments and the Town of Pittsfield, Maine for Assistance with the Northern Border Regional Commission (NBRC) Grant in the amount of \$6,450.00 which is a requirement of the NBRC.

DESCRIPTION:

A Northern Border Regional Grant (NBRC) application for supplemental funding was filed for \$245,000. We had applied for supplemental funds for the sidewalk including conduit, electrical controls and broadband. Since the MaineDOT's Main Street project expanded in scope so much to address all the stormwater drainage issues, drainage along the road, grading and so forth, the project is taking longer than expected. In the meantime, the construction costs have grown so our project, which was estimated several years ago, needs supplemental funds. While the Town provides the Project Manager, the NBRC program does require our local federally designated agency for economic development to provide program assistance with reporting and assistance. This is a federal grant program so there is a lot of paperwork to file. A local agency to call would be helpful rather than having to call the federal help lines if clarification or assistance is needed. By federal formula, the cost of this service is \$6,450.00 for the entire grant and the amount has been verified with KVCOG.

The Town was notified on 08/09/2021 that the Town's grant application for \$245,000 to supplement the funding available for the Main Street project was approved. This will allow for sufficient funding for considerable improvements in the downtown area for the sidewalk, conduit, electrical controls and broadband. On 09/08/2021, the grant award documents were received. On 09/21/2021, the Town Council authorized the grant agreement with the Commission to be signed. We have been working on the submittal materials required to be sent with the grant agreement in order to encumber the funds. One of those submittal requirements is an agreement with our local state and federally designated regional planning and development agency. There is a list of other requirements. Once this paperwork is submitted, we can encumber the funds and officially start the project.

The NBRC received 156 applications requesting more than \$81,000,000 in funding which was a 16% increase in requests over 2020. An additional 40+ more grant applications were filed than usual so our chances were lower than usual as so many were vying for limited funding. These are very difficult grants to obtain and the competition was fierce as well as the malfunctions that took place due to such a high turnout filing the grant paperwork. Over the four states that are able to compete for funding from the NBRC, 44 applications were approved. Only 28.2% of the grant applications received were approved. We are very fortunate to be chosen. This is a highly competitive program.

SUBMITTED BY: _____ (KR)
DATE: _____ 12/01/2021
AGENDA-5813 NBRC KVCOG Agreement

CONTRACT BETWEEN KENNEBEC VALLEY COUNCIL OF GOVERNMENTS AND THE TOWN OF PITTSFIELD, MAINE

NORTHERN BORDER REGIONAL COMMISSION GRANT

This contract for Services is made effective as of XXXX by and between Kennebec Valley Council of Governments ("KVCOG") of 17 Main Street, Fairfield, Maine, 04937 and the town of Pittsfield, 112 Somerset Avenue, Pittsfield, Maine, 04967.

1. SCOPE OF SERVICES. Beginning on XXXX, KVCOG will provide to the Town the following services (collectively, the "Services"):
 - Quarterly Reporting: Ensure that the grantee files quarterly performance reports on time and with sufficient information to provide a meaningful outline of where the project is at in the process.
 - Reimbursement Requests: Provide guidance to grantees on filing reimbursement requests and ensure that reimbursement requests are accurate, within the approved budget and contain all the necessary documentation to provide evidence of reimbursements that are expected to be paid by NBRC and of the match required of the Town.
 - Annual Reporting: Ensure that the grantee files annual reports by October 30 of every year.
 - Final Reporting: Ensure that the grantee files the final report and financial report in a timely manner after the project completion.
 - General Assistance: Be available to provide guidance to the grantee with other issues, such as grantee responsibilities regarding procurement of goods, services and contractors. Have and share general knowledge about federal grant programs, specifically NBRC.
 - Liaison to NBRC: KVCOG will serve as liaison between the Town and NBRC when necessary.
1. PAYMENT. Payment shall be made to KVCOG in an amount not to exceed \$6,450 upon completion of the services described in this Contract. Payments will be made as reimbursements, based on the actual number of hours worked. If the project ceases for some reason beyond the Town's control, no work will be performed after cessation except for necessary reports or other activities required by the Northern Border Regional Commission.
2. TERM. This Contract will terminate automatically upon completion by the contract date as listed within the Grantee's Contract between the Grantee and Northern Border Regional Commission or the completion of the project, whichever comes first.
3. INDEMNIFICATION. The Town agrees to indemnify and hold KVCOG harmless from all claims, losses, expenses, fees (including attorney fees), costs, and judgements that may be asserted against KVCOG that result from the acts or omissions of the Town or its employees, agents, or representatives.
4. DEFAULT. The occurrence of any of the following shall constitute a material default under this Contract:
 - The failure to make a required payment when due.
 - The insolvency or bankruptcy of either party.
 - The subjection of any of either party's property to any levy, seizure, general assignment for the benefit of creditors, application or sale for or by any creditor or government agency.

- The failure to make available or deliver the Services in the time and manner provide for in the Contract.
5. REMEDIES. In addition to any and all other rights a party may have available according to law, if a party defaults by failing to substantially perform any provision, term or condition of this Contract, the other part may terminate the Contract.
 6. ENTIRE AGREEMENT. This Contract contains the entire contract of the parties, and there are no other promises or conditions in any other agreement whether oral or written concerning the subject matter of this Contract. This Contract supersedes any prior written or oral agreements between the parties.
 7. SEVERABILITY. If any provisions of this Contract will be held to be invalid or unenforceable for any reason, the remaining provisions will continue to be valid and enforceable.
 8. AMENDMENT. The Contract may be modified or amended in writing by mutual agreement between the parties, and by notifying Northern Border Regional Commission.
 9. GOVERNING LAW. This Agreement is made and shall be construed under the laws of the State of Maine except any law that purports to apply the substantive law of any other state or jurisdiction.
 10. CONSTRUCTION AND INTERPRETATION. The rule requiring construction or interpretation against the drafter is waived. The document shall be deemed as if it were drafted by both parties in a mutual effort.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the date the second party signs.

Service Recipient (Grantee): Kathryn Ruth, Town Manager, Pittsfield

Signature: _____

Date: _____

Service Provider (LDD): Ole Amundsen III, Executive Director, KVCOG

Signature: _____

Date: _____



Kennebec Valley Council of Governments
17 Main Street, Fairfield, Maine 04937 – www.kvcog.org – (207) 453-4258

Memorandum of Understanding

**MOU for Planning Board and Planning Office Administration
by and between
Kennebec Valley Council of Governments
17 Main Street, Fairfield, Maine 04937**

and

**Town of Pittsfield
112 Somerset Avenue, Pittsfield, ME 04967**

INTRODUCTION

KVCOG is the state and federally designated regional planning and development agency serving cities and towns in Kennebec, Somerset, and western Waldo Counties.

The Town of Pittsfield is a member of KVCOG.

PROJECT DESCRIPTION

The town wishes to secure professional assistance from KVCOG relating to support and assistance for the ongoing operations and general duties of the Pittsfield Planning Board and Planning / Code Office.

KVCOG will provide the Town with the professional assistance necessary to assure the continued and effective operation of the town's planning / code office and planning board operations.

SCOPE OF SERVICES/TASKS

KVCOG will provide planning board's review of various development applications, the administrative processing and preparation of applications for planning board review.

- A. KVCOG will provide assistance to the Pittsfield Planning Board in support of its conduct of official business to include attendance and participation in planning board meetings as needed and preparation of materials for board review regarding applications for planning board approval.

Any additions to the scope of work may be done with written consent by both parties.

STAFFING ARRANGEMENTS

KVCOG’s Planning Director, Joel Greenwood, will be the principal planner and contact for this project and responsible for delivery of all services described.

FINANCIAL ARRANGEMENTS

KVCOG staff will charge direct time plus travel and any printing, supply, postage or other direct costs.

KVCOG will allocate and provide up to **5 hours** per Development Application, except that with written consent by both parties, KVCOG may incur additional hours in the review of certain major subdivision and site plan applications, to be charged according to the memorandum of understanding. Staff time will be charged at **\$64.00** per hour for the Planning Director. This rate represents special billing rates for members of KVCOG. This rate will increase to the current nonmember rate if the Town has a lapse in membership.

Billing to the town will be done monthly, summarizing work performed to date and the charges incurred including any direct expenses. Payment is due within 30 days of the bill date.

Ole Amundsen III, Executive Director
Kennebec Valley Council of Governments

Kathryn Ruth, Town Manager
Town of Pittsfield

DATE: _____

DATE: _____

TOWN COUNCIL MEETING OF 12/21/2021 **:**

 PUBLIC HEARINGS

 REPORTS

 OLD BUSINESS

 ORDER 21-

 RESOLUTION 21-

 ORDINANCE 21-

 NEW BUSINESS

 X DISCUSSION ITEMS

 EXEC. SESSION

 X PACKAGE

 ADDITION

TO BE TITLED: Discussion Items: Financial As Listed Below

DESCRIPTION:

A. Financial Reports as of 10/31/2021

- 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

B. Financial Reports as of 11/30/2021 (to date as this is very recent)

- 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

SUBMITTED BY: _____

DATE: _____

AGENDA-5812 Financial Reporting

(KR)

11/30/2021

