

AGENDA

for a regular meeting of the Pittsfield Town Council, to be held on Tuesday, March 02, 2021 at 6:30 pm by teleconferencing technology allowed by 1 M.R.S.A. Sec. 403-A during the Governor's Proclamation of State of Civil Emergency for the on-going COVID-19 pandemic. 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:

Council member elected at the February 2021 Election takes the oath of office and is seated:
Councilor District 2: Brent D. Frost

2. ADOPTION OF MINUTES OF:

The Regular Meeting held on February 16, 2021

3. PRESENTATIONS, CONGRATULATIONS AND INTRODUCTIONS:

A. Community and Economic Development Activities and Events

1. Route 11 (known as Route #11/10 and Main Street) Highway Construction/Rehabilitation

Meeting with Chip Haskell, Haley Ward (formerly CES, Inc.) Project Manager to discuss (a) the new proposed schedule and materials received from MaineDOT and (b) the status of the Town's work for the Main Street Sidewalk in the downtown
2. Main Street Sidewalk Project and multiple other smaller grant projects
3. Town Video commissioned by the Pittsfield Economic Expansion Corporation (PEEC)
4. Planning Board Review Projects
5. Airport Grant Projects
6. Maine Efficiency Funding Opportunity
7. Northern Regional Border Commission (NRBC) Grant Opportunity
8. Other Grant Opportunities

4. PUBLIC HEARINGS/OLD BUSINESS:

ORDINANCE 21-01: That the Town of Pittsfield hereby Ordains that the Ordinance Authorizing Transfer of Funds for the Pittsfield Municipal Airport be adopted.

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. NEW BUSINESS:

ORDER 21-04: Ordered that the Town of Pittsfield hereby authorizes the execution of the Cooperative Agreement with the Town of Rangeley, in substantially the form attached, and authorizes the Town Manager to execute the Agreement on behalf of the Town.

RESOLUTION 21-18: Resolved that the Town Council sign a Letter of Support for Extended Producer Responsibility for Packaging.

7. DISCUSSION ITEMS:

8. REPORTS:

9. ADJOURNMENT

JOIN ZOOM:

Join Zoom Meeting (*use for computer*)

<https://us02web.zoom.us/j/89007813719?pwd=TmtNR0t5WUlnbjNFU0dtZkUvSE8xQT09>

Meeting ID: 890 0781 3719

Passcode: 984508

Dial by your location

- +1 312 626 6799 US (Chicago)
- +1 646 558 8656 US (New York) (*use for phone*)
- +1 301 715 8592 US (Washington DC)
- +1 346 248 7799 US (Houston)
- +1 669 900 9128 US (San Jose)
- +1 253 215 8782 US (Tacoma)

Meeting ID: 890 0781 3719

Passcode: 984508

Find your local number: <https://us02web.zoom.us/j/keC6KDbj0l>





MINUTES

for a regular meeting of the Pittsfield Town Council, held on Tuesday, February 16, 2021 at 6:30 pm by teleconferencing technology allowed by 1 M.R.S.A. Sec. 403-A during the Governor's Proclamation of State of Civil Emergency for the on-going COVID-19 pandemic. The meeting began at 6:37 pm.

Councilors Present by ZOOM: Mayor Heather Donahue; Deputy Mayor Timothy Nichols; Councilor Debra Billings; Councilor Peter Logiodice IV and Councilor Jason Hall

Councilors Absent: Councilor Amanda Collamore

Also Present: Town Manager Kathryn Ruth and Caleb Curtis, Airport Manager and Fixed Base Operator

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 January 19, 2021

The Workshop and Regular Meeting on February 2, 2021

Moved by Councilor Billings and seconded by Deputy Mayor Nichols that the Minutes of the Regular Meeting held on January 19, 2021, and the Workshop and Regular Meeting held on February 2, 2021 be adopted.

VOTE: UNANIMOUS AYE

3. PRESENTATIONS, CONGRATULATIONS AND INTRODUCTIONS:

A. Community and Economic Development Activities and Events

1. Route 11 (known as Route #11/10 and Main Street) Highway Construction/Rehabilitation: In the Council package, the Town Councilors received a detailed response to the questions and requests that the Town Manager made to MaineDOT regarding how the project has been moved back to 2022-2023. The Main Street project started out as a much smaller project with a lot less improvement contemplated and has grown to a very large project today. That large project needs a lot more money. The Town Manager read the information so that people know why this has happened and the current schedule released by MaineDOT. This is very important information for residents and businesses:

Our MaineDOT Project Manager Randall Barrows advised on 02/02/2021: "The project has become more comprehensive over the years and there has been a significant increase in construction cost since the project was originally programmed. It has also increased in length since it was originally programmed. When the project was first added to the workplan the project length was 0.94 miles. The original description was beginning 0.02 miles south of Nichols Street and extending northerly 0.94 miles to 0.09 miles north of Livingston Street. The intent to rehabilitate portion of highway that

is considered the (urban) area that connected to either side of the State Pugmill project that was constructed in 2016. The project was funded at approximately \$517,000.00. The project limits were extended on either end of the project for two reasons when the State Pugmill project was built. 1. The southerly limit was extended southerly approximately .38 miles because that section was not well suited adding plant mixed recycled asphalt pavement. The northerly limit was extended 0.47 miles because of project coordination issues as you may recall the water main replacement was not going to be complete prior to the State Pugmill Project. When those additions were made approximately \$217,000 was added to WIN 21812.00 bringing the total funding to the current \$734,000.00.

I believe the original funding was more in line with what would have been typical of a State Pugmill Project which is a significantly lesser scope dealing mostly with pavement structure and condition on the travel way only. There will be a significant amount of new drainage added to the project due to size and condition of the existing drainage on the southerly end of the project. We will be reconstructing, paving shoulders and adding / replacing drainage on the northerly end of the project. The middle of the project will remain as primarily a pavement preservation style project. All in all the increase in projected cost is increase length, overall scope and increasing construction cost. Currently we have a construction estimate in the range of 4 million dollars.

The Department did see a significant decrease in projected funding due to COVID 19 and was facing great deal of uncertainty at the time that I was seeking the supplemental funding for the project this past fall. We did not have a complete Preliminary Design Report and Estimate at the time which was a large factor in the Department's decision to move the project to 2022. The Department has had to make strategic decisions how to best use available funding. As for supplemental funding for projects we typically add the funding during the fall of the year prior to the year of advertise. Unless the project is supposed to be delivered in the first year of the three year work plan it does not differentiate which year it will be delivered. Supplemental funding for this project will be added into the 2022-2023-2024 workplan with a delivery date in 2022 (request will be made September – October 2021 timeframe). I have requested the commitment letter and will forward as soon as I receive. I have provided my current projected schedule below.

Projected Schedule:

Currently addressing draft PDR review comments	present to 2/26/2021
Final PDR Distribution Complete	3/12/2021
2 week distribution, all internal team, program management & chief engineer	
Address any comments from final distribution	3/12/2021 to 3/22/2021
Virtual Public Involvement (Public Meeting)	3/22/2021 to 4/2/2022
2 week online presentation with opportunity to comment and ask questions	
Preliminary Utility Coordination	present to 4/23/2021
Plans Impacts Complete	4/23/2021
Key Milestone which begins Right of Way Phase	
Final Utility Coordination	4/23/2021 to 3/29/2022
Final Design	4/23/2021 to 3/29/2022
Environmental Coordination	present to 3/29/2022
Titles ordered for ROW Mapping	5/1/2021
ROW Mapping, title verification	7/1/2021 to 10/24/2021
ROW Evaluation	10/27/2021 to 1/14/2022

ROW Negotiation	1/17/2022 to 2/22/2022
ROW certified	3/29/2022
Plans Specifications Estimate Complete	4/5/2022
Advertise	4/26/2022
Construction Begin	6/7/2022
Construction Complete	7/1/2023

I hope this has provided adequate answers to all of your questions. Feel free to ask for further clarification if needed.

2. Main Street Sidewalk Project and multiple other smaller grant projects: The Town's Community Development Block Grant Project award expires this year. There is absolutely no possible way that the Town can complete the project by building the sidewalk in this timeframe. MaineDOT would need to approve the sidewalk. The Town's sidewalk is in the right of way of the State's road and is not on a Town road. The sidewalk and road need be built together in order to have a tailored package that fits together. To do anything else is to spend a lot of money and have issues later on. The Town Manager will remind the MaineDOT that we need answers to the 2 questions asked which are about the commitment letter they are writing and when they need to review the Town's plans. Our Engineering Firm CES, Inc. now known as Haley Ward has noted a fast turn-around period. We are waiting for confirmation on how the MaineDOT and Town Engineer's schedules will fit. Then we head to the State on our grant project to try to obtain an extension.

All other grants for this project have been extended with the 2 tree planting grants extended to June 30, 2021 and the others for a variety of biking, pedestrian, walkway, benches and other miscellaneous items to be completed as the MaineDOT project schedule allows.

3. The Town Video commissioned by the Pittsfield Economic Expansion Corporation (PEEC): - Councilors received the link. After discussion, it was agreed that the Town Councilors would contact the Town Manager by 12:00 noon on Thursday of this week if they had any comments or revisions recommended.

4. Planning Board Review Projects: The Planning Board held a Special Workshop with the Code Enforcement Officer and the Town Manager. At the workshop, the following items were accomplished:

- a. The Planning Board agreed to the use of ZOOM for its meetings and will start out with a more informal session first to get used to this.
- b. The Planning Board was agreeable to training opportunities that were located for them as follows:

- 1. First, a general basic PB/ZBA Board training great for new members and helpful as a refresher for long-term members. We are working on signing the members up now with the new MMA E-Business billing model. That session is next week.
- 2. Second a more specific training session will be held with KVCOG's Director of Planning Joel Greenwood on land use ordinances. Specifically, he will start with the Subdivision Ordinance and may have time for the Site Plan Review Ordinance. That session is tentatively scheduled for

Monday, March 15, 2021 at 6:00 pm. It will be via ZOOM and be advertised so that anyone can sign up who is interested – Councilors, Board of Appeals members, potential developers, citizens, etc.

c. A session was held on the Subdivision Ordinance in which the Town Manager spent almost an hour with the board members reviewing sections in the current ordinance and sections of 5 other community Subdivision Ordinances which had helpful and/or interesting information in them.

5. Airport Grant Projects: The Town is working on several airport grant projects and is extremely fortunate to have on the agenda this evening the scheduling of the public hearing for the transfer of funds from Rangeley to Pittsfield as a loan of entitlement funds to be paid back when the Town receives its next allotments of funding. This will allow the Town's Airport Hangar project to move forward. It was a miracle to find another town that did not need its allotments for a few years while it puts its workplan together and we need the funding now but can then pay it back at a time that works good for both Towns. This is a wonderful opportunity as we could never save enough entitlement funds for a hanger due to the maximum carry forward of \$600,000 and the fact that we would never get a loan or bond for several hundred thousand dollars for an airport hangar given all the other needs of the Town.

6. Efficiency Maine Funding Opportunity: We have an opportunity to upgrade lighting that has a quick turnaround time. All departments with the exception of the library have been contacted for an inventory of their current lighting. The Library has had upgrades as part of the major expansion project and has been working on their lighting the last year. The new Assistant is going to compile all the information and work with Efficiency Maine. Our Fire Chief has volunteered to work on this project.

7. Northern Regional Border Commission (NRBC) Grant Opportunity: The Town had a very successful NRBC projects and was one of the first towns and cities in Maine to qualify for a project. This grant addressed replacement of a part of the sewer system on Madawaska Road to assist with development of the former SAS Property. The grant opportunity for several states has just been announced and in early March there will be an information package available. We will review projects to see what would be a good project for submission to assist with development. Funding is 50% cash match so this will need to be studied to see if we have enough funding for a submission once suitable project/s are identified.

8. Other Grant Opportunities: Several smaller grant opportunities are under review that would be beneficial for the Town. More information will be available in the near future.

4. PUBLIC HEARINGS/OLD BUSINESS: None.

5. REPORTS:

A. Council Committees: Finance, Ordinance and Recycling

The Town Council reviewed the comprehensive meeting schedule compiled by the Town Manager for the three Council Committees. The first meeting for the Finance Committee is March 9, 2021 at 6:30 pm; the first meeting of the Ordinance Committee is March 23, 2021 at 6:00 pm; and the first meeting of the Recycling Committee is June 26, 2021 at 5:30 pm due to recruitment.

B. Board and Committee Updates by Town Councilors and Manager

The Town Manager announced that the Parks and Recreation Committee will meet on February 24, 2021 at 6:00 pm by ZOOM.

The Airport Committee is to meet on ZOOM in the near future to review recommendations for the Town Council on the hangar lease fees. The Town Manager has asked for a couple of dates that fit the Committee's schedule for a meeting.

C. Town Manager's Report

1. Special Election for Town Councilor: The Special Election for Council District #2 is scheduled for Thursday, February 25, 2021. Three certified Nomination papers were filed by the deadline: John W. Buys; Brent D. Frost; and Samantha R. Meurer. To get the word out to District #2, the Town has placed ads in The Rolling Thunder and sent out information on several Facebook Pages as well as publication on the Town website. A list of roads has been published to assist in alerting voters in District #2 to the election and also to alert town residents that this is an election just for District #2. District #2 covers the following area: Ames Court; Century Court; Chester Street; Cianchette Street; Crosby Street; Cross Street; Estelle Street; Franklin Street; Harrison Street; Institute Street; Lancey Street; Libby Street; Library Street; Main Street Even #s 148-912 and Main Street Odd #s 149-427; Manson Street; McCarthy Street; Meadow Court; Mount Road Even #s 2-146; Nichols Street; Peltoma Avenue; Pittsfield Street (Pittsfield Gardens); Powell Street; Stinson Street #s 101-230; Summer Court; Summer Street; Sunset Street; and Weymouth Street.

2. Research Projects and FOAA Request: Having finished several Freedom of Access of Information requests, it was back to working on regular business. Unfortunately, last week another request was received for several years of financial data which is do-able and then today, another request was received. The latter request is from an International Law Group based in Virginia with an office in Maine seeking additional information and questioning the Town's records from the 1966 discontinuance of a section of the Taylor Road. As you may recall, the out of town owners of land off the Taylor Road requested that the Town declare that a section of road discontinued by the Town had a public right of way as well as the width of the roadway due to a dispute with abutters. As the request fell under the law, a time-consuming review of the town's records took place and after legal research, a recommendation was made by the Town Attorney. The Town went through the required process, verified that a public easement existed and determined the width of that public easement. However, the Town chose to stay out of the civil dispute that was taking place between property owners. The four-page legal letter that arrived is full of questions regarding the Town's records and requests multiple actions be taken by the Town. This is the first time that I have seen anything like this. The Town is being requested to go through and declare on the ground the physical starting point and ending point of the discontinued road as well as the exact location of a centerline. Multiple other requests are contained in the legalese. The letter is being forwarded to the Town Attorney with a request for a recommendation and if there is anything that the Town is required to do under the law, then a cost not to exceed is requested. From reviewing this letter, I can see a large portion of the legal budget being utilized for one request on one road for items that do not seem to be the Town's responsibility. The Town has dozens of discontinued roadways and the cost to produce this type of information for every road would be staggering. I had noted when the original request arrived that it

was tailored in such a way that the Town had to become involved, however, our due diligence requirements were met and this new request seems far reaching. I will report back on our options, if any, in addressing the legal request.

FYI: If people want a copy of a budget, tax card, ordinances, etc, he/she does not need to file a FOAA request - just call up or come on down. We fill many of these requests each week.

3. Computer System and Financial Systems: After receiving assistance to fix a few important computer issues, a package of information has been compiled about our computer system setup asking for a review of the current system, that enhancements be recommended for efficiency, effectiveness and safety for the system and on-going support options be provided. Likely, this will be a phased approach due to the cost as funds are limited and we also need to have some limited document scanning completed in order to provide for more space. When the new Assistant started using the computer assigned to that position after it sat idle for a few months, it malfunctioned. We found that it had a corrupted hard drive. This was puzzling as it had been by far, the best performing computer in the office. A new replacement computer was ordered. When our review and meeting with the computer company is completed, an update and any actions needed at the Council level will be provided. The company that we have consulted with is the only computer services company recommended by TRIO/Harris that is able to work well with this financial software. The company is also endorsed by many towns as being extremely helpful with their systems on a consulting basis as well as able to come in and assess the needs of a town. Over the years, the Town had worked with several computer companies, however, there were always issues in addressing TRIO so we ended up fixing items ourselves through our former Deputy Treasurer/Office Manager, current Deputy Treasurer and myself. Luckily for a number of years, a company that worked with TRIO was available, however, the owner passed away and we were back on our own working on the system a few years ago. It will be good to have access to a company knowledgeable about the Town's financial software program and the Town's overall system on board again. Now, let's hope that this will be affordable.

4. End of Year Processes – Regular Finance Work: Due to all of the requests for answers and/or projects to be provided immediately, work has not commenced on regular financial work for several weeks now. There have been many requests from the state and federal government as well as the 60-80 requests/approvals/ questions/concerns that come in daily during the week with a lower amount on Wednesdays. Some of the time-sensitive requests have been the legal issues and FOAA requests with statutory time limits that need to be met. Therefore, the reviews required of the full-time Bookkeeper/Treasurer duties have not come to pass. I plan to attempt to work on the EOY processes again this weekend rather than other time-sensitive issues. I am also proposing that next week be dedicated entirely to the financial end of the year processes so that they can be completed. We have now processed two small 2020 Accounts Payable Warrants and are working on our next one. Usually we have processed most of the bills for work not yet billed as of December 31 by this time of the year. We are still making phone calls asking for bills. It is going to be a while as the bills are coming in slowly so we will continue to be persistent.

5. Backup Generator System Bids: Olver Associates' review of the bids continues. The five (5) bids were opened with the following range of pricing: Low bid of \$72,785.70 to a high of \$125,727.00. Olver Associates picked up the bids and completed a bid tally sheet. A recommendation will be

issued. The low bid is quite low and will be reviewed carefully. It is from a reliable company and may make the project feasible once verified.

6. Municipal Building Generator Upgrade: While on leave, our Fire Chief/EMD needed items to work on at home. Bernard is working on locating a generator that will fit the building's needs as well as budget.

7. New Transfer Station Building: I had reported to the Town Councilors that our new building had been hit by a commercial truck. There is a hole in the side of the building, damage under the building and damage to the roof. Additionally there is beam damage and so forth. Our Transfer Station Coordinator was in the building at the time and got knocked over and items fell off the wall on him. Donnie reported he was alright and we did file a FYI with the Workers' Compensation Insurance company just in case. The adjuster from our insurance company has been in contact with the Town. The commercial trucking company and its insurance agency have also been in contact several times. Hopefully a cost-effective and timely solution will be worked out shortly.

8. Transfer Station 2021 Sticker Required for Access: At this time after providing a grace period until the end of January, there is no dumping at the Transfer Station without a new sticker. As of today, 719 stickers have been issued. Last year, approximately 1,200 stickers were issued. Given that it is winter and a number of people are out of town, it is expected that we would have less stickers. There do appear to be a number of people who still require a new transfer sticker in order to access the facility.

9. 2016 Police Cruiser Sold: The Town of Clinton paid \$8,000.00 by check for the former cruiser and it was sold as is last week.

10. Highway Hazard Survey: The Maine Municipal Association (MMA) conducted a very thorough review of the Highway Garage to compile a large list of items to be corrected. This will be very important for the Highway Department to address. We are starting to go through the list of work that needs to be completed to update the department's operations.

11. Safety Incentive Program: The Town has received an invitation from MMA Risk Management Services to join the Workers Compensation Safety Incentive Program. This is a voluntary program and offers the Town the opportunity to earn up to 10% in contribution credits by improving workplace safety. While our overall town safety is very good and our Safety Coordinator Don Chute has done a great job, there seem to be a lot of accidents/incidents in one area that needs to be explored more by the Safety Coordinator.

12. Tax Liens Foreclosed for 2018 Taxes: In accordance with the Town's Tax Acquired Property Ordinance, paperwork has been filed with the prior owners. As background, the Town ended up with 1 property foreclosed upon which is very good compared to other communities. Our Deputy Treasurer does a great job persistently contacting people to pay their taxes so that their property is not automatically foreclosed upon under the law. We have been advised that all of the people involved with the mobile home do not want it so it is a matter of finishing the process and seeing what arrangements we can make to avoid having Public Works or a contractor hired by the Town having to cut it up and remove it. It cannot be lived in, needs to be disposed of properly and would have metal in it so hopefully we can work this out as we did with the other one last year.

13. Board/Committee Openings for 2021: Due to term expirations, several boards/ committees have openings as follows: Airport Committee, Board of Appeals, Board of Assessment Review, Board of Ethics, Board of Health, Cemetery Trustees, Economic Development Committee Team, Housing Rehab Revolving Loan Committee, Parks and Recreation, Planning Board and Recycling Committee.

14. Positions Available: We continue to advertise for a part-time Recreation Director. One application has just been received. The Town has also advertised for a temp Transfer Station Attendant for part-time to full-time work which may become a regular position in the future. The Transfer Station/Recycling Center needs assistance as an employee remains out on leave. We have been unable to find anyone by word of mouth or been able to hire firefighters and part-time reserve officers as we have done in the past to fill in.

15. Staff Department Meeting: A monthly ZOOM meeting will be held for the departments to be updated on important items and projects as well as to provide for more opportunities for staff to work together. The first ZOOM meeting will be held the first week of March 2021.

16. MSAD#53 Budget Presentation: The MSAD #53 School Superintendent and Directors on the Budget Committee are scheduled for the April 06, 2021 Town Council Meeting to provide an update on the 2021-2022 (July 01, 2021 – June 30, 2022) proposed Budget.

17. Water 30 Day Notices: Given that the Town has accounts that have not been paid on during the period of the pandemic and the bills owed to the Town are climbing, we have started the lien process. The notices for outstanding water bills totaling over \$11,000 have just been put in the mail. The Financial Clerk dedicated to Water and Sewer has made many phone calls for collections as well as set up an extensive number of payment plans. It is now time to collect by other means.

18. Highway Projects Timeline and Steps: The staff are compiling regular and special project approvals from the Town's records so that the timeline can be finalized for use. We will have this for future years after perfecting it this year.

19. Airport Brush and Tree Cutting: Due to the cold weather and the ground freezing, the Public Works Department will be starting brush removal and tree cutting obstruction removal at the Airport. It is very important to get this work done so that we can continue to apply for the airport hangar. Having gotten through the funding issue by actually being able to locate and work with an airport that had funding available for several years that we could borrow and after saving up future allotments of entitlement funds can pay the airport back so that they can complete their projects with timing that matched was fortuitous. Now, we need to complete the required cutting to remove obstructions in a limited timeframe.

20. Safety Supplies: A large order for safety supplies for departments needing items has arrived. It has taken awhile for the vendor to locate all of the items; however, the company came through even with hard to get items. The staff were excited to receive their own personal hand gel sanitizer! We have plenty of supplies for several months.

21. Rapid Rectangular Flashing Beacons: The Town has the opportunity to compete for a new set of Flashing Beacons for the community's roads. This would be a set similar to the one located at the

intersection of Somerset and School Street. These are very effective and work well as long as people push the button. There are less than 40 units available for the entire State so it will be highly competitive. An agreement will be needed to own the unit, training will be required, delivery needs to be arranged for the hardware and the unit needs to be put up at the Town's cost. The information packet has been provided to the Public Works Department to review locations in Town as the unit can only be put up where the crosswalks meet all requirements. This can be discussed at the Town Council Meeting if there is interest in acquiring another unit.

6. NEW BUSINESS:

ORDINANCE 21-01: (To be set to Public Hearing on 03/02/2021) That the Town of Pittsfield hereby Ordains that the Ordinance Authorizing Transfer of Funds for the Pittsfield Municipal Airport be adopted.

There was a lengthy discussion on background regarding the Town Hangar project and history regarding the need for this project provided by Airport Manager and Fixed Base Operator, and a question and answer period was held.

Moved by Deputy Mayor Nichols and seconded by Councilor Billings that Ordinance 21-01 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 21-15: Resolved that the Town Council appoint members to fill the vacancies on the various Town Boards and Committees.

The appointees were Robert Engelhardt for the Board of Appeals; Michael Gray for the Board of Ethics; Karen Oakes for the Library Trustees; Michael Gray for the Personnel Appeals Board; Kelley Carter for the Personnel Appeals Board and Mark LaGross for the Planning Board.

Moved by Deputy Mayor Nichols and seconded by Councilor Logiodice that Resolution 21-15 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 21-16: Resolved that the Town Council accept the proposal of RA Paradis and Son of Newport in response to the Request for Bids dated March 2020 titled Construction Package 1, Stormwater Controls to not exceed \$274,968 for the Construct Hangar Building – Phase II, Construct Stormwater Controls, AIP #3-23-0036-018-2020 at the Pittsfield Municipal Airport and authorize the Town Manager to execute a contract for same.

Moved by Deputy Mayor Nichols and seconded by Councilor Billings that Resolution 21-16 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 21-17: Resolved that the Town Council accept the proposal of _____ of _____ in an amount to not exceed \$_____ for a 25 Ton Capacity Trailer, Option _____ and authorize the Town Manager to execute all paperwork for same.

Moved by Deputy Mayor Nichols and seconded by Councilor Billings to open discussion for approval of a proposal.

The Town Manager noted that the Mayor received her write-up of the Public Works Foreman's recommendation which was then read at the meeting.

After a lengthy discussion on the high cost for the trailers submitted, the number of times this went out to bid and the other options reviewed for used equipment, it was agreed to accept the Public Works Foreman's recommendation of Whited Truck Center of Bangor, Maine in an amount to not exceed \$31,534 for a 25 Ton Capacity Trailer, Option New, the motion was voted upon.

VOTE: UNANIMOUS AYE

7. DISCUSSION ITEMS:

A. Department Reports for 1/31/2021

The Mayor and The Town Manager advised that the Town Councilors had received the Department updates for January and they were self-explanatory for the record.

There were no other discussions.

8. REPORTS:

Audience:

None.

Councilors:

Mayor Donahue: Hopes everyone enjoys the winter weather and is pleased the Pinnacle has been open. Items are for sale for children and adults to ski and skate. People are enjoying the ice rink. Thanked the Parks and Recreation Committee for this great community project.

Thanked Kathryn for persisting and spending the time to put this all together for our meetings. We learn something new each meeting on how to continue to expand and improve the programming.

Deputy Mayor Nichols: Thanked Caleb for coming in on this meeting to explain this complicated airport project. Noted that the cost for a trailer will only go up so this will be a good investment and last a long time as long as the equipment is well maintained.

Received a complaint about the noise from the Jake Brakes on Somerset Avenue on the hill down to Attorney Bachrach's Office (Town Manager will check with the State as this is not a Town Road. If it was a Town Road, we could add the Jake Brake to the Town Ordinances and erect signs).

People have passed away including Rick Curtis and Rex Ludden, Sr. Wished to send

condolences to the families.

Thanked Kathryn for the Master Board and Committee Calendar of Meetings for the year and noted that it would be very helpful.

Councilor Billings: Advised she was thankful we could get her computer working. This type of meeting is the wave of the future until the Pandemic is under control. Thanked everyone who participated.

Councilor Collamore: Absent.

Councilor Logiodice: No report.

Councilor Hall: No report.

7. ADJOURNMENT

Moved by Councilor Billings and seconded by Deputy Mayor Nichols to adjourn the meeting at 8:00 pm.

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 __03/02/2021__:

____PUBLIC HEARINGS

____NEW BUSINESS

X____REPORTS

____DISCUSSION ITEMS

____OLD BUSINESS

____EXEC. SESSION

____ORDER 21-____

X____PACKAGE

____RESOLUTION 21-____

____ADDITION

____ORDINANCE 21-____

TO BE TITLED: Presentations, Congratulations and Introductions

DESCRIPTION:

A. Community and Economic Development Activities and Events:

1. Route 11 (known as Route #11/10 and Main Street) Highway Construction/ Rehabilitation:
Meeting with Chip Haskell, Haley Ward (formerly CES, Inc.) Project Manager to discuss (a) the new proposed schedule and materials received from MaineDOT and (b) the status of the Town's work for the Main Street Sidewalk in the downtown
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5. Airport Grant Projects
6. Maine Efficiency Funding Opportunity
7. Northern Regional Border Commission (NRBC) Grant Opportunity
8. Other Grant Opportunities

Updates on many projects, activities and events will be provided at the Town Council Meeting. Please see information from the MaineDOT on the Schedule and Outline of Steps for the Main Street Project that was passed out at the last meeting for your background in discussing the project with our Town Engineer.

As so much time has passed and we see hope in the project now moving forward as MaineDOT has completed some of the steps in their procedure and provided a survey of existing conditions to Haley Ward, we would like to hold an informational session to discuss the sidewalk project. The date under review is Wednesday, March 10, 2021 at 6:00 pm.

SUBMITTED BY: _____

KR

DATE: _____

02/24/2021

AGENDA-5690

Presentations

3.A.1 Route #11/10 and Main Street

Kathryn Ruth

Update

From: Kathryn Ruth <townmanager@pittsfield.org>
Sent: Wednesday, February 10, 2021 4:24 PM
To: 'Barrows, Randall'
Subject: Route #11 / Main Street Highway Construction/Rehabilitation 021812.00 - PITTSFIELD TIME-SENSITIVE

Greetings Randy:

This was a very good summary and will be helpful for people to understand what has taken place and the path forward. Two quick questions:

1. If the schedule below remains in place, what date does the Town's sidewalk plans need to be:
 - a. Provided to MaineDOT for review/comment/changes requested? and
 - b. In final form to be bid out
2. You note that you have requested the commitment letter – is this an internal request for additional funding for the project OR a letter to be sent to the DECD to try to help the Town have its CDBG grant for the sidewalk?

THANKS,
Kathy

Kathryn Ruth
Town Manager
Town of Pittsfield
112 Somerset Avenue
Pittsfield, Maine 04967
Voice: (207) 487-3136
Fax: (207) 487-3138
townmanager@pittsfield.org
www.pittsfield.org



A Good Place to Call Home

NOTICE: under Maine law, documents - including emails - in the possession of public officials or employees about government business may be classified as public records. There are very few exceptions. As a result, please be advised that what is written in an email could be released to the public and/or media if requested.

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From: Barrows, Randall <Randall.Barrows@maine.gov>
Sent: Friday, February 05, 2021 2:41 PM

To: townmanager@pittsfield.org

Subject: RE: Route #11 / Main Street Highway Construction/Rehabilitation 021812.00 - PITTSFIELD TIME-SENSITIVE

Good Afternoon Kathryn,

The project has become more comprehensive over the years and there has been a significant increase in construction cost since the project was originally programmed. It has also increased in length since it was originally programmed. When the project was first added to the workplan the project length was 0.94 miles. The original description was beginning 0.02 miles south of Nichols Street and extending northerly 0.94 miles to 0.09 miles north of Livingston Street. The intent to rehabilitate portion of highway that is considered the (urban) area that connected to either side of the State Pugmill project that was constructed in 2016. The project was funded at approximately \$517,000.00. The project limits were extended on either end of the project for two reasons when the State Pugmill project was built. 1. The southerly limit was extended southerly approximately .38 miles because that section was not well suited adding plant mixed recycled asphalt pavement. The northerly limit was extended 0.47 miles because of project coordination issues as you may recall the water main replacement was not going to be complete prior to the State Pugmill Project. When those additions were made approximately \$217,000 was added to WIN 21812.00 bringing the total funding to the current \$734,000.00.

I believe the original funding was more inline with what would have been typical of a State Pugmill Project which is a significantly lesser scope dealing mostly with pavement structure and condition on the travel way only. There will be a significant amount of new drainage added to the project due to size and condition of the existing drainage on the southerly end of the project. We will be reconstructing, paving shoulders and adding / replacing drainage on the northerly end of the project. The middle of the project will remain as primarily a pavement preservation style project. All in all the increase in projected cost is increase length, overall scope and increasing construction cost. Currently we have a construction estimate in the range of 4 million dollars.

The Department did see a significant decrease in projected funding due to COVID 19 and was facing great deal of uncertainty at the time that I was seeking the supplemental funding for the project this past fall. We did not have a complete Preliminary Design Report and Estimate at the time which was a large factor in the Department's decision to move the project to 2022. The Department has had to make strategic decisions how to best use available funding. As for supplemental funding for projects we typically add the funding during the fall of the year prior to the year of advertise. Unless the project is supposed to be delivered in the first year of the three year work plan it does not differentiate which year it will be delivered. Supplemental funding for this project will be added into the 2022-2023-2024 workplan with a delivery date in 2022 (request will be made September – October 2021 timeframe). I have requested the commitment letter and will forward as soon as I receive. I have provided my current projected schedule below.

Projected Schedule:

Currently addressing draft PDR review comments	present to 2/26/2021
Final PDR Distribution Complete	3/12/2021
2 week distribution, all internal team, program management & chief engineer	
Address any comments from final distribution	3/12/2021 to 3/22/2021
Virtual Public Involvement (Public Meeting)	3/22/2021 to 4/2/2022
2 week online presentation with opportunity to comment and ask questions	
Preliminary Utility Coordination	present to 4/23/2021
Plans Impacts Complete	4/23/2021
Key Milestone which begins Right of Way Phase	
Final Utility Coordination	4/23/2021 to 3/29/2022
Final Design	4/23/2021 to 3/29/2022
Environmental Coordination	present to 3/29/2022
Titles ordered for ROW Mapping	5/1/2021
ROW Mapping, title verification	7/1/2021 to 10/24/2021
ROW Evaluation	10/27/2021 to 1/14/2022
ROW Negotiation	1/17/2022 to 2/22/2022
ROW certified	3/29/2022

Plans Specifications Estimate Complete
Advertise
Construction Begin
Construction Complete

4/5/2022
4/26/2022
6/7/2022
7/1/2023

I hope this has provided adequate answers to all of your questions. Feel free to ask for further clarification if needed.

Thank you,

Randy Barrows
Senior Project Manager
MaineDOT Highway Program
207-941-4574 office
207-592-2800 cell

Sent from [Mail](#) for Windows 10

TOWN COUNCIL MEETING OF 03/02/2021_____:

 X PUBLIC HEARINGS
____ REPORTS
____ OLD BUSINESS

 X NEW BUSINESS
____ DISCUSSION ITEMS
____ EXEC. SESSION

____ ORDER 21-_____
____ RESOLUTION 21-_____
 X ORDINANCE 21- 01

 X PACKAGE
____ ADDITION

TO BE TITLED: (Public Hearing) That the Town of Pittsfield hereby Ordains that the Ordinance Authorizing Transfer of Funds for the Pittsfield Municipal Airport be adopted.

DESCRIPTION:

At the Town Council Meeting on 02/16/2021, the Town Council set this Ordinance to public hearing for this meeting. We held a lengthy discussion with Airport Manager and Fixed Base Operator Caleb Curtis regarding the background and history of this important project. At the 03/02/2021 meeting, the Town Council will held a public hearing and then vote upon this Ordinance.

History from the 02/16/2021 Council Meeting:

Please see the attached Ordinance for the Language approved by the Town Attorney.

The purpose for the Ordinance Authorizing the Transfer of Funds is to provide the Town with the ability to authorize two transfers of funds. This will allow the Town to be able to file an application with the Federal Aviation Administration (FAA) to support the Town’s hangar construction project. The following two transfers will be authorized:

1. To authorize the FAA to transfer \$300,000 to the account for Pittsfield to allow Pittsfield to apply for a 2021 FAA grant to fund their project this fiscal year.
2. To authorize the FAA to transfer \$300,000 of Pittsfield’s eligible funding into the account of Rangeley during the 2024 fiscal year, or whenever FAA funding in the same amount is available, or, at its earliest possible time.

At long last through many building block projects, the Town’s hangar project will be able to move forward as the Town can apply to the FAA for a project in 2021. Funding is listed in the MaineDOT’s Three Year Workplan.

SUBMITTED BY: _____ KR _____
DATE: _____ 02/24/2021 _____
AGENDA-5688

Ordinance Authorizing Transfer of Funds for the Pittsfield Municipal Airport

WHEREAS, the Town owns and operates the Pittsfield Municipal Airport, a public airport; and

WHEREAS the Town seeks to construct a new aircraft storage hangar at the Airport; and

WHEREAS, this construction project is eligible for funding from the Federal Aviation Administration (FAA); and

WHEREAS, in order to have sufficient funds to complete the construction of the storage hangar in FY 2021, the Town has on _____, 2021 authorized a Cooperative Agreement with the Town of Rangeley; and

WHEREAS, under the terms of the Cooperative Agreement, the Town of Rangeley will authorize the FAA to transfer a total of \$300,000 from its FY 2020 and FY 2021 entitlement funds to the Town's account in order to support the Town's hangar construction project and its related FAA grant application for additional funding for the project; and

WHEREAS, the Town has agreed to authorize the FAA to transfer \$300,000 of its eligible to the Town of Rangeley's account either during FY 2024 or at any earlier time that such funding becomes available; and

WHEREAS, Section 5.09(d) authorizes the Town Council to transfer part or all of any unencumbered appropriation balance from one department, office or agency to another;

NOW, THEREFORE, the Pittsfield Town Council hereby ordains as follows:

1. Subject to the terms of the Cooperative Agreement, the Town authorizes the FAA to transfer any portion of its unencumbered entitlement funds to the Town of Rangeley, with such transfer to occur after the completion of the construction of the storage hangar and when the Town has unencumbered funds available for such purpose, but in no event later than fiscal year 2024.

2. This Ordinance shall remain in effect until the Town has repaid the full amount transferred from the Town of Rangeley's FAA entitlement funds to the Town for the purpose of completing the hangar construction project.

TOWN COUNCIL MEETING OF 03/02/2021_____:

 PUBLIC HEARINGS

 X NEW BUSINESS

 REPORTS

 DISCUSSION ITEMS

 OLD BUSINESS

 EXEC. SESSION

 X ORDER 21- 04

 X PACKAGE

 RESOLUTION 21-_____

 ADDITION

 ORDINANCE 21-_____

TO BE TITLED: Ordered that the Town Council hereby authorizes the execution of the Cooperative Agreement with the Town of Rangeley, in substantially the form attached, and authorizes the Town Manager to execute the Agreement on behalf of the Town.

DESCRIPTION:

Attached is a copy of the draft Cooperative Agreement between the Town of Rangeley and the Town of Pittsfield. The Agreement would be authorized at the 03/02/2021 Town Council Meeting after the public hearing on the Ordinance and the successful passage of the Ordinance. The Cooperative Agreement will allow for the transfer of entitlement funding from the Federal Aviation Administration (FAA) totaling \$300,000 from the Town of Rangeley to the Town of Pittsfield in the 2021 fiscal year and then to be transferred back to the Town of Rangeley during the 2024 fiscal year, or whenever FAA funding in the same amount is available, or, at its earliest possible time.

This is the only option available to the Town outside of bonding or obtaining a loan for this project due to the limit on FAA entitlement funding at \$600,000. The Town cannot save up enough funds to proceed forward with the airport hangar. Under the FAA requirements for the hangar project, it is estimated at a much higher price. We have to have a solution in place prior to applying in late April 2021 for a federal grant in order to proceed forward with the Airport Hangar project.

At long last through many building block projects, the Town's hangar project will be able to move forward as the Town will be allowed to apply to the FAA for a project in 2021. Funding is listed in the MaineDOT's Three Year Workplan. Now, we need to receive reasonably priced bids for the project.

SUBMITTED BY: _____

 KR

DATE: _____

 02/24/2021

AGENDA-5689

Cooperative AGREEMENT

This Cooperative Agreement (“Agreement”) is made this ___ day of March, 2021, by and between the Town of Rangeley, Maine (“Rangeley”), with a principal office at 15 School Street, Rangeley, ME 04970 and the Town of Pittsfield, Maine (“Pittsfield”), with a principal office at 112 Somerset Avenue, Pittsfield, ME 04967.

I. RECITALS

1. The Town of Rangeley owns and operates Stephen A. Bean Municipal Airport, a public airport. Rangeley is not undertaking an FAA funded project in the 2020 and 2021 fiscal years. Rangeley is currently eligible to receive \$150,000 in fiscal year 2020 and \$150,000 in fiscal year 2021 “entitlement” funds from the FAA.
2. The Town of Pittsfield, Maine owns and operates the Pittsfield Municipal Airport, a public airport. Pittsfield is in the process of constructing a new aircraft storage hangar, which is an FAA funded project. In conjunction with its project, Pittsfield requires additional funding to accomplish the project in the 2021 fiscal year. Pittsfield is currently eligible to receive \$150,000 annual “entitlement” funds from the Federal Aviation Administration (FAA) in both the 2022 and 2023 fiscal years.
3. Rangeley is willing to authorize the FAA to transfer \$300,000.00 of its “entitlement” funding to the account for Pittsfield under the terms and conditions set forth below.

II. AGREEMENT

In consideration of the foregoing and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Rangeley hereby agrees to authorize the FAA to transfer \$300,000 to the account for Pittsfield to allow Pittsfield to apply for a 2021 FAA grant to fund their project this fiscal year.
2. Pittsfield hereby agrees to authorize the FAA to transfer \$300,000 of Pittsfield’s eligible funding into the account of Rangeley during the 2024 fiscal year, or whenever FAA funding in the same amount is available, or, at its earliest possible time.
3. Rangeley and Pittsfield will be individually responsible for filing all documentation required by the FAA.
4. The term of this Agreement is for a period of four years from the date of execution by both parties.

5. Rangeley and Pittsfield contacts under this Agreement are as follows:

Town of Rangeley, Maine
Attn: E. Joseph Roach, Town Manager
15 School Street
Rangeley, ME 04970

Town of Pittsfield, Maine
Attn: Kathryn Ruth, Town Manager
112 Somerset Avenue
Pittsfield, ME, 04967

6. This Agreement may be modified by written agreement of the parties.

In witness whereof, this **Memorandum of Agreement** has been executed this _____ day of March, 2021, by its duly authorized representatives.

Town of Rangeley, Maine

Witness

By: E. Joseph Roach
Its: Town Manager

Town of Pittsfield, Maine

Witness

By: Kathryn Ruth
Its: Town Manager

TOWN COUNCIL MEETING OF _03/02/2021_____:

_____PUBLIC HEARINGS

___X___NEW BUSINESS

_____REPORTS

_____DISCUSSION ITEMS

_____OLD BUSINESS

_____EXEC. SESSION

_____ORDER 21-_____

___X___PACKAGE

___X___RESOLUTION 21- 18

_____ADDITION

_____ORDINANCE 21-_____

TO BE TITLED: Resolved that the Town Council sign a Letter of Support for Extended Producer Responsibility for Packaging

DESCRIPTION:

Please see the attached request from one of our businesses. Jodi Breau is originally from Pittsfield and has expanded her company to Pittsfield by establishing the distribution/processing facility for Dental Lace Inc. here in Town. The company has received awards for their "Zero Waste" approach. She is aware of our excellent recycling program. Jodi has requested that the Town of Pittsfield support efforts to put the responsibility for recycling back on the businesses that produce plastic packaging.

SUBMITTED BY: _____

(KR)

DATE: _____

02/24/2021

AGENDA-5691

Kathryn Ruth

From: breaujodi@gmail.com
Sent: Monday, February 15, 2021 11:18 AM
To: townmanager@pittsfield.org
Subject: Recycling Reform
Attachments: EPR Sign On for Businesses-JB (1).docx

Hi Kathryn,

This is Jodi Breau, President of Dental Lace Inc. A zero waste oral care company located on Hartland Avenue. I'm writing to inform you about Dental Lace's support of the Extended Producer Responsibility of Packaging bill that is once again going before the legislators. This recycling reform bill will help Pittsfield because it offers support for municipal recycling but mostly because it puts the responsibility of recycling back on businesses that produce plastic packaging.

At Dental Lace Inc we create plastic free products. Our packaging is all plastic free as well. In fact our packaging and floss is compostable. We have found it is possible to build a zero waste business in Pittsfield. This is why I support the bill.

The Natural Resource Council of Maine is leading the support of the bill. They need municipalities to support the bill. Please see the attached letter from NRCM.

Hopefully Pittsfield will join other Maine communities and support this very important bill.

Jodi Breau
President
Dental Lace Inc.

Sent from [Mail](#) for Windows 10

Letter of Support for Extended Producer Responsibility for Packaging

“As a Maine-based business, we’re working hard to do the right thing for our environment with our zero waste commitment. While local businesses like mine have taken steps to reduce waste we also need the big corporations that produce packaging materials to do their part too. That’s why I support the EPR for Packaging law being backed by NRCM and Maine’s municipalities.” Jodi Breau, Owner of Dental Lace

Maine’s economy depends on a clean and healthy environment. Every year, our reputation as an eco-friendly state with spectacular outdoor spaces draws thousands of families of tourists. Visitors pump millions of dollars into our local businesses and generate significant tax income.

Maine’s local businesses, residents, and tourists all want to do the right thing to protect Maine’s environment but unfortunately the serious problems facing our waste and recycling systems are making that more challenging than it should be.

Maine’s taxpayer funded municipal recycling programs have been struggling to survive since 2017. Today, recycling costs Maine taxpayers an average of 67% more per ton than trash disposal. An increase in packaging and waste as a result of the pandemic is increasing the strain on trash and recycling programs. As a result, cutbacks and closures to municipal recycling programs have occurred throughout Maine as property taxpayers are being asked to pay more.

There is no indication that things will get better unless the Maine Legislature acts to reform recycling. Maine needs to adopt a proven solution known as Extended Producer Responsibility for Packaging (EPR) that is already used in 47 countries and provinces around the world. Because EPR has been so successful in those places, many states are now working to bring the policy to the U.S.

As local businesses who care about environmental stewardship and the future of Maine, we are joining Maine’s municipalities in urging the Maine Legislature to adopt an Extended Producer Responsibility for Packaging law as soon as possible.

EPR works because it holds big corporations, not Maine’s local businesses or municipalities, accountable for the waste they introduce into our state and creates a more sustainable funding mechanism for recycling that will reduce the burden on Maine taxpayers. EPR doesn’t impact consumer prices and also encourages innovation in packaging designs that reduce waste and improve recyclability.

EPR is a more fair, effective and sustainable solution for improving recycling that will help support our economy and preserve Maine’s image as an environmental leader.

