

# AGENDA

for a regular meeting of the Pittsfield Town Council, to be held on Tuesday, May 5, 2020 at 6:30 pm by teleconferencing technology due to the Governor's Proclamation of State of Civil Emergency for the ongoing COVID-19 pandemic. Directions are available at the end of the agenda.

1. Open Meeting/Pledge of Allegiance, followed by Moment of Silence.
2. Adoption of Minutes of the Regular Meeting held on March 17, 2020.
3. **PRESENTATIONS, CONGRATULATIONS AND INTRODUCTIONS:**

A. Community and Economic Development Activities and Events

Upcoming Events (*To be determined – under review*)

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

## 4. **PUBLIC HEARINGS/OLD BUSINESS:**

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

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 Public Works Employees be rescinded and replaced with the new Chapter 2.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

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 Barbara Fendler Memorial Park (Fendler Park) be rescinded and replaced with the new Chapter 2.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

**ORDINANCE 20-05:** (Public Hearing) That the Town Council hereby Ordains that Chapter 2. Administrative Code, Division 3. Voluntary Town Service, Article 2. Alphabetical Description of Boards and Committees, Section 900. Parks and Recreation Board be rescinded and replaced with the new Section 900. Parks and Recreation Committee.

**ORDINANCE 20-06:** (Public Hearing) That the Town Council hereby Ordains that Chapter 2. Administrative Code, Division 3. Voluntary Town Service, Article 2. Alphabetical Description of Boards and Committees, Section 1100. Pinnacle Park Board be amended by deleting Section 1100. Pinnacle Park Board in its entirety.

**ORDINANCE 20-07:** (Public Hearing) That the Town Council hereby Ordains that Chapter 2. Administrative Code, Division 3. Voluntary Town Service, Article 2. Alphabetical Description of Boards and Committees, Section 1300. Pool Committee (Pittsfield Municipal Pool) be amended by deleting Section 1300. Pool Committee (Pittsfield Municipal Pool) in its entirety.

**ORDINANCE 20-08:** (Public Hearing) That the Town Council hereby Ordains that Chapter 11. Pittsfield Public Library Policies, Article 5. Circulation Services Policy, Section 504. Overdue Materials be rescinded and replaced with the new Section 504. Overdue Materials.

**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:**

**ORDINANCE 20-09:** (To be set to Public Hearing on May 19, 2020) That the Town of Pittsfield Town Council hereby ordains the tax anticipation note borrowing for the fiscal year ending December 31, 2020 on the following terms:

Ordered that, pursuant to Section 5771 of Title 30-A of the Maine Revised Statutes, as amended and the Ordinance adopted on the date hereof, the Town Treasurer is hereby authorized and empowered to borrow money from time to time during the fiscal year ending December 31, 2020 in the principal amount or amounts not exceeding \$500,000 at any one time outstanding, in anticipation of the collections or receipts from taxes, by the issuance of tax anticipation notes of the Town, each of which notes shall be designated "Town of Pittsfield 2020 Tax Anticipation Notes." All of such tax anticipation notes, and any extensions, renewals or replacements thereof, shall be signed by the Town Treasurer and countersigned by at least a majority of the members of the Town Council, shall be payable on or before November 1, 2020, out of money raised by taxation during the fiscal year ending December 31, 2020 shall bear interest payable at maturity at a rate determined in the manner as approved by the Treasurer, and shall contain such other terms and provisions, not inconsistent herewith, and be in such form, as shall be approved by the officers signing the same, whose approval shall be conclusively evidenced by their execution thereof, and

Be It Further Ordered that the Treasurer is hereby authorized to award the notes to such person or entity as approved by the Town Council, such approval to be conclusively evidenced by the execution of the 2020 Tax Anticipation Notes; and

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

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

**RESOLUTION 20-41:** Resolved that the Town Council call a Special Election for Councilor-District 2 on Tuesday, July 14, 2020 and approve that nomination papers for Councilor-District 2 be made available on \_\_\_\_\_ and that the filing deadline for said nomination papers will be \_\_\_\_\_ at 5:00 pm, as the first call for a Special Election and nomination paper deadlines were vacated by the Governor's Proclamation of a Civil Emergency and the health crisis.

**RESOLUTION 20-42:** Resolved that the Town Council accept the proposal of \_\_\_\_\_ of \_\_\_\_\_ in an amount to not exceed \$\_\_\_\_\_ for the Municipal Building Masonry Wash, Seal and Repointing and to authorize the Town Manager to execute all necessary paperwork including the Town's Standard Services contract for the project.

**RESOLUTION 20-43:** Resolved that the Town Council accept the proposal of \_\_\_\_\_ of \_\_\_\_\_ in an amount to not exceed \$\_\_\_\_\_ for the Fire Station Masonry Repointing Alternate to Masonry Replacement and to authorize the Town Manager to execute all necessary paperwork including the Town's Standard Services contract for the project.

**RESOLUTION 20-44:** Resolved that the Town Council reject all bids received for the Municipal Building Masonry Walkway Replacement as they were substantially over budget and to authorize the Town Manger and Public Works Foreman to determine and implement a solution to the back entranceway which may include having the Public Works Department dig out the brickwork and have material put in place for a walkway.

**RESOLUTION 20-45:** Resolved that the Town Council approve the Request for Proposals for the 2020 Road Paving Program and authorize the Town Manager and Public Works Foreman to seek proposals for same.

**RESOLUTION 20-46:** Resolved that the Town Council authorize the Librarian to apply for a Maine Public Library Fund grant in the amount of \$700 and to authorize the acceptance and expenditure of the grant funds.

**RESOLUTION 20-47:** Resolved that the Town Council authorize the Town Manager to apply for a grant from the Federal Aviation Administration (FAA) in the amount of up to \$30,000 under the Coronavirus Act, Relief and Economic Security Act (CARES Act) and upon award to execute all paperwork on behalf of the Town of Pittsfield and authorize the expenditure of those funds for same.

**RESOLUTION 20-48:** Resolved that the Town Council authorize the Town Manager to apply for a grant from the Federal Aviation Administration (FAA) in the amount of \$334,890 and the Maine Department of Transportation (MaineDOT) in the amount of \$18,605 with a 5% match from the Town of \$18,605 for a total project of \$372,100 for the Construct Stormwater Controls for 6-Unit T-Hangar and Apron at the Pittsfield Municipal Airport under Airport Improvement Program (AIP) Project No. 3-23-0036-xxx-2020; if such project qualifies under the CARES Act, then the federal share of costs shall increase; and upon award to execute all paperwork on behalf of the Town of Pittsfield and authorize the expenditure of those funds for same.

## 7. DISCUSSION ITEMS:

- A. Department Reports for 03/31/2020  
Accomplishments/Achievements
- B. Financial Reports as of 03/31/2020  
Budget Expenditure Report

Revenue Collections Report  
Excise Tax Collections Comparison Report  
State Revenue Sharing Comparison Report  
Economic Development Accounts Update  
Housing Revolving Loan Update  
Tax Increment Financing Update  
Pittsfield Future Account Update  
Transfer Station/Recycling Monthly Report  
Theatre Monthly Report  
Building and Plumbing Permit Reports

8. **REPORTS:** Audience, Council

9. **ADJOURNMENT**

**DIRECTIONS TO JOIN THE TOWN COUNCIL MEETING:**

Join Zoom Meeting

<https://us02web.zoom.us/j/82448232222?pwd=aXVhbVNSOEU2Q2hTWw1lZXdoUFA2UT09>

Meeting ID: 824 4823 2222

Password: 240165

One tap mobile

+13017158592,,82448232222#,,1#,240165# US (Germantown)

+13126266799,,82448232222#,,1#,240165# US (Chicago)

Dial by your location

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

Meeting ID: 824 4823 2222

Password: 240165

Find your local number: <https://us02web.zoom.us/j/82448232222?pwd=aXVhbVNSOEU2Q2hTWw1lZXdoUFA2UT09>