

MINUTES

for a regular meeting of the Pittsfield Town Council, held on Tuesday, July 21, 2020 at 6:30 PM at the Pittsfield Municipal Building and by teleconferencing technology due to the Governor's Proclamation of State of Civil Emergency for the ongoing COVID-19 pandemic.

PRESENT: COUNCILORS: Mayor Heather Donahue, Deputy Mayor Matthew Bolster, Councilor Timothy Nichols, Councilor Amanda Collamore, Councilor Debra Billings, and Councilor Peter Logiodice.

Also present: Town Manager Kathryn Ruth

AUDIENCE: Robert Stackhouse and Michael Gray.

1. 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 July 7, 2020.**

Moved by Councilor Billings and seconded by Deputy Mayor Bolster that the Minutes of the Regular Meeting held on July 7, 2020 be adopted.

VOTE: UNANIMOUS AYE

3. **PRESENTATIONS, CONGRATULATIONS AND INTRODUCTIONS:**

A. Community and Economic Development Activities and Events

Upcoming Events

The traditional Egg Festival Window Contest will be taking place this summer. Faith Humphrey, one of the Town's long-time Election Workers, will be organizing the contest. Currently, we are looking at Friday, August 21, 2020 with an Egg Festival type theme. More details will be available shortly.

Many events have been cancelled or are on hold due to the COVID-19 pandemic and civil emergency with re-opening of smaller events now taking place. All of our economic development groups including KVCOG, SEDC, KRDA/First Park General Assembly, KRDA/First Park Executive Committee, KRDA/First Park Marketing Committee and Ken-Som Transition Team. Our Pittsfield Economic Expansion Corporation (PEEC) Board of Directors also started meeting.

Also reviewed were:

The Town Council's Paving Letter for sections of Route #100/#11 which pertains to areas of what used to be and still are called Grove Hill and South Main Street was issued to the MaineDOT.

The schedule for the Main Street Reconstruction (which impacts the Town's sidewalk project).

The Letter to the Planning Board requesting a focus on two priority projects.

The RFP for Commercial Real Estate Services: After the Town Council's motions at the last meeting to start the process to list and sell the Theatre, Commercial Real Estate agents were contacted and an RFP for Commercial Real Estate Services compiled. We also took photographs and completed a brief write-up about the theatre that the Town can provide to the Real Estate agents.

We do not need authorization to send this out this evening as the Town Council already voted at the last Council Meeting. As this is such a large and important project, we did want you to have input. Gary R. Jordan, Jr., and Michael Gray on the Pittsfield Economic Expansion Corporation (PEEC) were consulted due to background. Councilor Billings also asked about an item that was addressed. Michael Gray commented on whether if PEEC purchased it at the last minute as no one else did, would they have to pay the commission? We thought not, however, Gary presented the RE Agent's view that their firm would have spent money advertising and promoting in addition to staff time, so he thought they should receive the commission. Gary as a member of PEEC will not be bidding on the project. He will assist the Town with the process including interviewing firms. Councilors will advise the Town Manager by July 22, 2020 at 4:00 pm if they would like any revisions to the RFP.

4. PUBLIC HEARINGS/OLD BUSINESS: NONE

5. REPORTS:

A. COUNCIL COMMITTEES:

FINANCE: No report.

ORDINANCE: No report.

RECYCLING: We had a meeting on July 5 and reviewed going forward to set up a drop off time and time to purge the Reuse Building so that we can clean it. We also talked about possibly combining Trash to Treasure with the Maine Recycles Week this fall. Our next meeting will be on September 9, 2020.

B. BOARD AND COMMITTEE UPDATES BY TOWN COUNCILORS AND MANAGER

Parks and Recreation Committee: The Committee held its first meeting on Thursday, July 15, 2020. Officers were elected as follows: Chair Ben Hall, Vice Chair Jennifer Saucier and Secretary Amanda Mack. The Town Manager provided information about the budget and how accounts are set up. Recreation Director Suzy Morton explained programs, getting volunteers and online presence. The group would like to have their own website or use the Town's recreation page. The next meeting is on July 30, 2020 at 6:30 pm.

C. TOWN MANAGER'S REPORT

1. Thank you during the civil emergency: We would like to thank everyone for how well they did during the civil emergency to date. We thank everyone for their ingenuity and support of not only the community, our businesses, our organizations and the Town, but also of each other. Information is always changing and evolving as we have not been through a period such as this. While we are re-opening up more and more, we would ask people to be considerate of your neighbors, friends and people who you do not know by wearing a mask when required, following the arrows at the stores and staying on the social distancing circles on the floors at establishments. We have had great compliance here with the distancing.

2. Election Results from Tuesday, July 14, 2020 from 8:00 am – 8:00 pm at the Pittsfield Municipal Building. Due to COVID-19 requirements, the building was set up differently with the flow in the back door and out the front door with less polling booths. The flow worked really well and it was very comfortable. For a November election, though, we are concerned with the setup for the number of voters anticipated so the Town Clerk will be researching this. Changing a polling location takes time and we need to have a location that is handicap accessible and works well for COVID-19. The election results were posted on the Town's website as follows: **READ RESULTS.** For Councilor District #2, there were 4 pages of names written with two votes and one vote. As there was no plurality, no one won. Therefore, no one can be seated. This was verified legally. It was evident that people wrote in names of people they knew. I have

asked since the nomination papers go out in a few days if only person decides to take out nomination papers if we could seat that person earlier.

3. Town Office RE-opening: Our town office, as well as town offices across the state fit under the Governor's Phase II opening of June 1, 2020. After the 07/14/2020 election, we revised the hours back to the regular schedule of: Monday, Tuesday, Thursday and Friday: open 8:00 am – 5:00 pm and closed on Wednesdays.

4. On-line services for Town Business Update:

Since April, the following services have been available on-line: READ

We have a handout on the Town's website at www.pittsfield.org and links on the Facebook page.

5. New Registration List: Knowing that new registrations can be complicated with all of the paperwork involved, we have updated and refined a list of items required for (a) a new vehicle registration; (b) for used vehicles (dealer sale) and (c) required for used vehicles (private sale). This was created and placed at the Town Office as a handout as one comes inside the building/outside the building; on the Town's website and links were placed on the Facebook Page.

6. Transfer Station New Fee System was to go into effect on June 01, 2020 and has been pushed back to August 1, 2020. Mid-June we started a campaign to promote getting the stickers ahead of time, contacting known contractors who use the facility, etc. When opening up, it was prudent to address all of the registrations and other needs of the citizens and businesses first before throwing in a whole new set of items. After several weeks of ads, we are now down to the countdown with one more ad in the Rolling Thunder next week and information on Facebook. We have issued over 70 new permits so far.

7. Code Enforcement Violations: The cases that the Town Council agreed upon earlier this year and we sent the background in on have been compiled to await when the courts open up. Cases for 80K Appeals will be further down on the list of cases to be heard.

Also, I would note for landlords and tenants that the Courts' Reopening plan will end the ban on August 3, 2020 for court hearings that would result in evictions. There is concern that there could be a rush of evictions as tenants unable to pay rent during COVID-19 are evicted while landlords have large amounts of rent due. These types of cases would be much higher up in the que than the Town's Code Violations.

8. Pittsfield Summer Recreation Program: The numbers of Swimming Lessons are down so these lessons are being held only 9:00 am – 12:00 noon. The pool will close for staff to have lunch from 12:00 noon – 1:00 pm. The pool will be open 1 – 5 pm M-F and 6-8 pm M-Thursday. The hours for Saturday are 12:00 noon – 3 pm based upon lifeguard availability so this may change at a later date. This provides 1 more hour of Open Swim per weekday so this should help to space the children out. As there were less lessons, there is more Open Swim Time.

9. Sibley Pond Bridge Renaming Ceremony: READ Notice

10. Tax Liens: 2019 tax liens were recorded today. We are down to 126 liens from the 130's in the past.

11. Project Canopy Grant Announcement: READ Announcement

12. Porta Potties: This has worked well to date. There was 1 incident with the porta potty being tipped over and the contractor came right over to assist the staff and cleaned it up. Nature's Way, a local company,

is very customer orientated and the prices are less than other companies. We will be changing our vendor at the Transfer Station. A benefit with this setup is that the location can be open all the time for park users.

13. KVCOG Textile Recycling: We happened to mention to the new Solid Waste Director at KVCOG the need to pull all of these heavy cloth items out of the waste stream. He had developed a textile recycling program with Apparel Impact. Once the details are worked out, a closed container with a door/opening will be delivered to the Transfer Station for free disposal and pickup for all of the surplus cloth that is thrown away or clothing that can no longer be sold at Pennywise. This is a great enhancement. Right now, we have someone on our Recycling Committee who transports used clothing to the Homeless Shelter. This effort can continue, however, the items that simply can no longer be used can be recycled which is great.

14. Fire Station and Municipal Building Projects: Our Fire Station Masonry Repointing Alternate to Replacement and Municipal Building Masonry Wash, Seal and Repointing Projects began on June 24, 2020 with the Fire Station. They will work around the fact we have to use the back and front door for COVID-19 compliance to stay open. Those contracts were issued to Mr. Rick Pease of PCS – Specialty Contracting of Skowhegan. The company is now working on the back of the Town Offices part of the Municipal Building.

15. Municipal Building and Fire Station Roof Projects: C.O. Beck, which was the low bidder for these projects late last year indicated it was too late to start the projects last year which was reasonable and then were going to start early this year, however, COVID-19 came along. They will complete the project by September 1, 2020 and believe they will be done in August. Given the current health crisis, they wanted a bit of extra time which was fine. Their pricing was exceptionally good and they do high quality work.

6. NEW BUSINESS:

RESOLUTION 20-84: Resolved that the Town Council Approve the Request for Proposals for 2020 Sand Purchase and Authorize the Public Works Foreman to seek bids for same.

Moved by Deputy Mayor Bolster and seconded by Councilor Billings that Resolution 20-84 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 20-85: Resolved that the Town Council Approve an amount to not exceed \$3,300.00 to be added to the Municipal Building Roof Replacement Project to address the work required around Solar Panels which originally were going to be removed by the Public Works Department, and to Authorize the Town Manager to execute a Change Order for this additional work.

Moved by Deputy Mayor Bolster and seconded by Councilor Billings that Resolution 20-85 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 20-86: Resolved that the Town Council Authorize the Town Manager and Deputy Treasurer to Transfer and expend \$12,480.00 from PITTS#52 Municipal Building Exterior (G1-616-00) for the Municipal Building Masonry Wash, Seal and Repointing Building.

Moved by Councilor Billings and seconded by Councilor Logiodice that Resolution 20-86 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 20-87: Resolved that the Town Council Authorize the Town Manager and Deputy Treasurer to Transfer and Expend \$16,850.00 from PITT#53 Fire Station Exterior (G1-627-00) for the Fire Station Masonry Repointing/Replacement.

Moved by Councilor Collamore and seconded by Councilor Nichols that Resolution 20-87 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 20-88: Resolved that the Town Council Authorize the Town Manager and Deputy Treasurer to Transfer and Expend \$7,064.66 from PITT#21 Airport Improvement Reserve (G1-611-00) for the Town's share of the Engineering for the Permitting & Design to Construct an 8-Unit T-Hanger and Apron.

It was noted that for the record we had to utilize the official name of the project, however, that the project will now be bid for 6 units.

Moved by Councilor Billings and seconded by Deputy Mayor Bolster that Resolution 20-88 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 20-89: Resolved that the Town Council Authorize the Town Manager to Sign all necessary paperwork including the Town's Standard Services Agreement for Sewer System Operations Work as needed.

Moved by Councilor Billings and seconded by Deputy Mayor Bolster that Resolution 20-89 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 20-90: Resolved that the Town Council Adopt the Budget Calendar for the 2021 Budget Process.

Moved by Deputy Mayor Bolster and seconded by Councilor Collamore that Resolution 20-90 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 20-91: Resolved that the Town Council approve the payment of the monthly disbursements in the amount of \$278,878.73 (July 2020) and \$278,878.63 (August, 2020 – June 2021) to SAD #53 for its fiscal year beginning July 1, 2020 and ending June 30, 2021, for a fiscal year total of \$3,346,543.66 which represents the Town of Pittsfield's share of SAD#53's local appropriation funds.

Moved by Councilor Collamore and seconded by Councilor Billings that Resolution 20-91 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 20-92: Resolved that the Town Council approve the payment of weekly payroll checks in accordance with the following accounts: Personnel Services (01-05 Regular; 01-10 Overtime; 01-15 Part-time; 01-20 Supply Operation; 01-25 Supply Maintenance; 01-30 Distribution Maintenance; 01-35 Customer Accounts; and 01-40 FICA).

Moved by Councilor Collamore and seconded by Deputy Mayor Bolster that Resolution 20-92 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 20-93: Resolved that the Town Council Appoint members to fill the vacancies on the various Town Boards and Committees.

Moved by Councilor Billings and seconded by Councilor Nichols that Resolution 20-93 be adopted.

VOTE: UNANIMOUS AYE

7. DISCUSSION ITEMS:

- A. Department Reports for 06/30/2020
1. Accomplishments/Achievements
The reports were self-explanatory.

8. REPORTS: Audience:

Robert Stackhouse: This is my first Town Council meeting since I left and it is hard not to say AYE when you are voting. Do we get our Transfer Station permits here? (TM: Yes.) Last year we had the paving project on Detroit St. and it was not able to be finished due to the manhole height. Will we be finishing that this year? (TM: Yes, we have the money saved for the project.)

Michael Gray: PEEC is working diligently on a couple of projects. I hope to have a meeting soon.

Council:

Mayor Donahue: Noticed that the crosswalks have been painted and they look nice. Advised she had seen a lot of people out walking so it is good to have them done. Advised the Summer Concert Series has been moved to Friday this week due to the weather. They start at 6:00 pm and would like to have a hotdog vendor. (Councilor Billings: The Fire Department is available as the Egg Festival is not taking place this year). Does Steve Vance have an update on the back walkway since we are in year three on it? (TM: Noted that the bid prices had been too high and then we did not receive any bids so Public Works is going to do the work.) Also asked about Detroit Street paving and this year's paving. (TM: Although we have the funds, we have been unable to issue the letter to Pike. Once we issue the contract, the timeframes start for paving and Public Works has not yet started the preliminary work.) I know that the paving did not get done until late last year. (TM: Public Works has a long list of work to do, however, paving is one of the most important items due to the good price this year). Do we have signage up on the way into the Transfer Station to advertise that a new sticker is required on August 1 or they cannot use the facility? I have the vision of people getting turned away and it being ugly. (TM: They have been giving out information all along as well as advertising and will check on the signage at the facility).

Deputy Mayor Bolster: No report.

Councilor Nichols: Thanks to Bob and Alan Dunphy for volunteering. Thanks to Mike for giving an update on PEEC. Took a walk to the parks and noted they are in remarkably good shape. Advised he has been to other town's parks and ours are miles ahead. Indicated whoever is taking care of Manson Park and Hathorn Park has done a wonderful job. Offered condolences to Clay Hunt's family. Clay was one of the

good ones. Also offered condolences to Linda Belmaine's family. He has known her for his entire life as well. Advised that all of the work going on at the Puritan building looks really good.

Councilor Collamore: Thanked the audience for attending. We had a lot of boring items but also some interesting items. Asked if we are we talking to MCI and Warsaw about using their gymnasiums for the November 3 election? (TM: Yes, sites are being reviewed as well as inquiring with the State for the timeframe to move an election). We had a bigger turnout in the primary than a lot of other places, even with COVID. Mentioned that the water main on the corner of Library Street is still tilted and has a hole. Is concerned that someone could step into it. (TM: She had put a work order in for this problem). Welcomed the new board members and thanked them for stepping up. Reviewed the minutes from the last meeting and saw Councilor Billings' statement. She does not like the term Succession Plan but believes it is good to instead have a backup plan. We don't want to think about Kathryn not being able to be here. She does do a lot of work for this town and is able to be reached all the time. We can applaud all of her efforts in running our town. Thinks it is a good idea to have a backup plan in case something happened and Kathryn was out for a month. She has one at her job listing her duties. It should not be a succession plan but rather a backup plan. (TM: Indicated that the Town has a backup plan with a list of duties as to who is first and second to cover. The backup plan would work for 2-3 months.)

Councilor Logiodice: No report.

Councilor Billings: Thanked everybody for coming and to those who could not attend. Feels that ZOOM is working really well. Gave a Bravo to Public Works for getting the crosswalks done in unbearable heat. When they finished, they looked like a dish rag in the hot weather, however, the crosswalks were done and looked good.

9. ADJOURNMENT

Moved by Councilor Billings and seconded by Councilor Nichols to adjourn at 8:38 PM.

VOTE: UNANIMOUS AYE

Kathryn Ruth, Deputy Town Clerk

Michael Feole, 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.