

WORKSHOP MEETING MINUTES/NOTES

Minutes/Notes for a Budget Workshop of the Pittsfield Town Council held on *Tuesday, December 05, 2022 at 6:30 pm in the Council Chambers* at the Pittsfield Municipal Building at 112 Somerset Avenue and by teleconferencing technology.

Councilors Present: Mayor Michael Cianchette; Deputy Mayor Peter Logiodice; Councilor Jason Hall; Councilor Brent Frost; Councilor Eric Saucier; and Councilor Ronald Jester

Councilors Present by ZOOM: None

Councilors Absent: Councilor Lindsay Holmstrom

Also Present: Town Manager Kathryn Ruth; Howard Margolskee and Heather Donahue

Also Present by ZOOM: None

2023 Budget Workshop Discussion:

Last review of the 2023 proposed budget as revised

Discussion of position in preparation of Dec. 06, 2022 Public Hearing

Mayor Cianchette announced that he would not be taking public input this evening as the public hearing scheduled for tomorrow evening would provide that opportunity. He explained this meeting is the Town Council's last opportunity to review the budget and make any changes. It was decided to go through the budget page by page. Only those budgets which were discussed are listed below. All other department budgets were found to be in order when reviewed and will go to public hearing with the budget allocation as is.

Police Budget, Page 23:

Councilor Frost noted that he was not comfortable with the way that the Administrative Assistant got the additional pay to take care of the Evidence Locker. The whole way that went down was not right. If a department is given a deadline to submit their detailed budget and did not, then it should not be included. Deputy Mayor Logiodice agreed. A lengthy discussion incurred about how the Skowhegan Police Chief explained the reasons why this was a good idea and that when he met with the Administrative Assistant he was able to get her the pay she wanted and save the Town money by not having an officer do the work. The Mayor explained that when he met with Amy the following week, she filled him in on all of the issues with how the evidence had been dealt with before and that this would result in a tamper proof setup. The Town Manager noted she tried to make the position listing clearer but was unable to fit in the title that the Administrative Assistant assigned to the job description she wrote for her position for 2023. The budget now lists Manage/Admin/Other \$55,000 for the Administrative Assistant's position to which the Town Council added Evidence

Technician duties for 2023. When the Mayor polled the Councilors, all Councilors concurred so it stands as is.

Public Works, page 28: The Town Manager advised that when she went back to review all wages she listed the exact pay for each position and then increased it by the 3% cost of living increase. The budget when prepared had the Mechanics position in it which was vacant. She advised there have been several changes in personnel with three vacancies being filled (the one who left and the 2 positions previously added). Also, there was a change in insurance due to revisions as this is the period of time that changes can be made. The Town Manager noted that the PW Director who also is Transfer Station Coordinator is not salaried. Right now, the additional hours are split according to a formula set when the position began. A new timesheet will be used for 01/01/2023 to track the actual time usage so we can decide how to split the time between the two departments for 2024

Transfer Station, page 31: The Coordinator's pay was corrected and the other two positions were part of the group receiving adjustments as they would have been negatively affected by the 2023 minimum wage and the pay is too low for effective recruitment.

Library, page 35: The Mayor indicated that he would like to reconsider the Library Budget revisions and go back to the original Library budget submitted by the Department Head. He noted the Librarian indicated that she was happy with her submittal. Councilor Hall stated that we listened to the residents. Other Councilors stated that we took the written and verbal comments that we received about the Library under consideration. The Mayor advised that there were 40 people in the room out of the entire Town and indicated he felt that the budget was changed because the room was filled that evening. Polling the Councilors resulted in 4 for the budget to remain as is (Jester, Saucier, Hall and Frost) and 2 to leave the budget as it was prior to the amendment by the Golden Plan (Cianchette and Logiodice), therefore the budget remains as is.

Unclassified, page 38: The Mayor indicated that Councilor Holmstrom contacted him about the Comprehensive Plan allotment. As the Town Council will be working on the charter, the Comprehensive Plan review would be intertwined with the charter. She recommended that the allocation of \$35,000 be removed for 2023. Deputy Mayor Logiodice was concerned about this and noted if we were not going to complete the Plan project in 2023, then we should have some funding put aside by dividing up the cost between two years. Councilor Frost agreed that some funding should be put aside for this project to split the cost between the two years and help make sure it takes place as the Planning Board needs the document. Councilor Saucier asked if funds should be budgeted for the Charter revisions for legal assistance, consulting or advertising. The Town Manager advised there were specific

advertising requirements. The Mayor told the Town Council that the Council will be putting the Charter revisions together so no one would be hired but there would be a legal review. After discussion, it was the consensus by all to reduce the allocation from \$35,000 to \$15,000.

Capital Budget Allocations (through Taxation), Page 40: Councilor Jester recommended deleting Fire Rescue 1 at \$35,000 in the 2023 budget noting that the Fire Chief submitted this capital request which was placed in the budget and sat before us to indicate that this vehicle would be alright for several years. The Fire Chief also advised that he needed a new larger truck which will not be coming back before us for purchase for several years so we should budget for the highest priority project. Both the Mayor and Town Manager indicated that the Fire Chief needs to review and re-do his Vehicle Replacement Plan for the capital budget and Capital Improvement Plan submittals. The Mayor then noted that will be for next year and tonight we need to make a decision on how to proceed regarding the Chief's capital budget request. The Council agreed to take out the \$35,000 which will be related to changes in Debt Service.

Debt Service, Page 41: Councilor Jester stated that along with the review of Fire Trucks, that the \$35,000 designated for 2022 in the budget should be utilized against the Line for the Fire Engine 3 Replacement, reducing the allocation to \$13,286. This will save taxpayer dollars in 2023. It was understood by doing this that the Town will not be building up funds toward a specific truck in the future. It was recommended that the budget lines and accounts regarding the fire trucks not have any year, make or model listed but simply be called Fire Truck. The Town Manager noted this can be done and that there should be an agenda item to address this.

The Mayor went around the room to see if Councilors had any more changes and seeing none, the discussion on the 2022 budget was completed. Several Councilors expressed that they were pleased with the budget.

ADJOURNMENT:

Moved by Deputy Mayor Logiodice and seconded by Councilor Frost to adjourn the meeting at 7:50 pm.

Motion passed with all votes in favor.

VOTE: UNANIMOUS AYE

Respectfully submitted,

Kathryn Ruth, Deputy Town Clerk



MINUTES

for a regular meeting of the Pittsfield Town Council, held on *Tuesday, December 06, 2022* at 6:30 pm in the Council Chambers at the Pittsfield Municipal Building at 112 Somerset Avenue and by teleconferencing technology.

Councilors Present: Mayor Michael Cianchette; Deputy Mayor Peter Logiodice; Councilor Brent Frost; Councilor Jason Hall; Councilor Eric Saucier; Councilor Ronald Jester and Councilor Lindsay Holmstrom

Councilors Present by ZOOM: None

Councilors Absent: None

Also Present: Town Manager Kathryn Ruth; Public Works Director Don Chute; Librarian Holly Williams; Annaleis Hafford, Vice-President Olver Associates; Vicente Morris, Incoming Police Chief and his wife Erica and daughter Bella; Reserve Officer Chris Carr; Administrative Assistant Amy Kitchin; Heather Donahue; Eric Glencross; Howard Margolskee; Jan Laux; L. Michael LeBlanc; Kaitlyn Budion; and others.

Also Present by ZOOM: Fire Chief Bernard Williams, Alicia Nichols and Nicole Steeves.

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

Mayor Cianchette opened the meeting of the Council by leading the Pledge of Allegiance. The Council observed a Moment of Silence.

2. ADOPTION OF MINUTES OF:

Regular Meeting held on November 15, 2022 and Budget Workshops on November 01, 2022; November 09, 2022; November 15, 2022; and November 29, 2022.

Moved by Deputy Mayor Logiodice and seconded by Councilor Hall to adopt the Minutes of the five meetings: Regular Meeting on November 15, 2022 and Budget Workshops on November 01, 2022; November 09, 2022; November 15, 2022; and November 29, 2022.

Motion passed with all votes in favor.

VOTE: UNANIMOUS AYE

3. PRESENTATIONS, CONGRATULATIONS AND INTRODUCTIONS:

A. Community and Economic Development Activities and Events

1. Projects and Grants:

- a. Planning Initiative Program Update
- b. Main Street Sidewalk Project
- c. Route #11/10 (Route 100) and Main Street Highway Construction/Rehabilitation
- d. Main Street Sidewalk Project Community Development Block Grant Funding; Northern Border Regional Commission Grant; Project Canopy Grants; and multiple smaller grant projects
- e. Main Street Sewer Main Rehabilitation Project including DEP American Rescue Plan Act (ARPA) Grant Funding
- f. Airport Grants
- g. Many other smaller Grant Opportunities

Due to the public hearings scheduled, the Town Manager briefly updated the Town Council on two items. First she noted the progress on moving forward on the Planning Initiative Program. Our MaineDOT Project Manager for this project has indicated that we need to make the selection for the consultant for the feasibility study this month. He has suggested December 13 which is a bit too soon and December 22, 2022. As the Council requested that the meetings take place in the evening, these are the available dates. The Town Manager asked the Town Councilors on the Committee to let her know when they would like the meeting. Second, she advised that she updated the Grants Listing since COVID and advised that the Town has received well over 200 grants since starting this project back in 2003 and over \$15 million dollars. This excludes ARPA funding unless it has been converted into a grant by a State department and we received an award. It used to include the CWSRF and DWSRF projects for sewer and water respectively, however, forgiveness of debt and low-interest loans are technically not grants unless converted to a grant by the State. She will continue to update the listing as there are more grants recently to add.

4. PUBLIC HEARINGS:

ORDINANCE 22-11: (Public Hearing) The Town of Pittsfield hereby ordains the 2023 Capital Budget be approved as follows:

Town Offices/Computers	\$ 10,000
Town Offices/Digitization	50,000
Municipal Building/Reserve	5,000
Police/Computer Server	15,000
Police/Station Reserve	5,000
Transfer/Transporter Cans	30,000
Parks & Recreation/Lights and Fencing	15,000
Library Reserve	5,000
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:	 \$ 200,000
 Total Projects/Reserves:	 \$3,555,000
Funding Breakdown:	
Funding by Loan (Paving)	-\$1,000,000
Funding by Loan (Bridge/Culvert)	- 70,000
Funding by Loan (Road Rebuilding)	- 700,000
Funding by Loan/Bonding	-\$ 500,000
Funding by Lease/Purchase	-\$ 180,000
Funding by Reserves	-\$ 75,000
Funding by Grants	-\$ 780,000
Funding by Other Resources	<u>-\$ 50,000</u>
 Total to be raised by taxation	 \$ 200,000

Moved by Deputy Mayor Logiodice and seconded by Councilor Hall to open Ordinance 22-11 for discussion for the public hearing.

Motion passed with all votes in favor.

VOTE: UNANIMOUS AYE

The Mayor opened the public hearing.

Heather Donahue, Webb Road: Expressed concern that the \$35,000 for the Fire Rescue Truck that the Town Council decided two years ago be funded has been removed from the budget. She has attended a lot of the budget meetings and this allocation was zeroed out last evening. She indicated that the Town had found itself in this position before when it had no savings for a down payment or the first debt service payment and so decided to put funds away. Mrs. Donahue indicated that we are back to the same situation now after the Council decided to put money away each year to build up funding to pay for a vehicle. The Mayor noted that the Council decided at the workshop last evening to remove the \$35,000 from capitals and will use the \$35,000 that was in the 2022 budget toward the Debt Service payment. The Mayor stated the Council based its decision on the need and the need is for another vehicle. The Town Manager advised that by doing this, there will be no savings for the Fire Rescue truck as zero funds will be set aside for it. The focus will be on the highest priority truck now. This will reduce the amount of taxes raised for 2023.

Eric Glencross, Ryan Street: Asked if the budget includes an SRO officer for the Schools to stop bullying. The Mayor indicated if one was included, it would be in the Police budget. None is included this year.

Heather Donahue, Webb Road: Stated that it is widely recognized that Digitization needs to be done. Indicated that Digitization that has been discussed now for four years and as of last evening's budget session, is no longer in the budget. The Town Manager and Town Council got RFPs this time and had a cost of \$147,000. This would be \$50,000 for three years as it is too much to do all at once. The Town Council took this money out of the budget and could have had a project for \$50,000 for a year or even a lower amount as a trial project. The Mayor indicated that the cost was prohibitive and the Council is not saying no, however, that there will be bids issued again with options such as a per box cost; the staff completing the project with training and a high speed scanner purchased; or a one-year project. The Town Manager stated that the companies that bid would have pretty much done what we wanted to get the project such as a one year contract for \$50,000 or another option. She will compile some options and it will be re-bid in 2023, however, stated that there are no funds in the budget. Councilor Jester asked if it was still on the CIP and the Town Manager noted that she will be adjusting for the Council's final action taken but that yes, Digitization will remain on the CIP, however, without any funding.

Jan Laux, Birchwood Terrace: Stated that they just got their tax bills and wanted to know which budget the funds were raised for? He believes the timing is mixed up. He stated we are not spending on a calendar year. The Mayor asked that this item wait for the end of the meeting.

The Mayor closed the public hearing.

Moved by Deputy Mayor Logiodice and seconded by Councilor Hall to amend Ordinance 22-11 as indicated on the handout with \$157,500 raised from taxation.

Motion passed with all votes in favor.

VOTE: UNANIMOUS AYE

ORDINANCE 22-12: (Public Hearing) The Town of Pittsfield hereby ordains that the 2023 Operating Budget in the amount of \$4,745,033 () be approved, and the total sum of \$8,300,033 () be appropriated (Operating plus Capital Budgets);

AND FURTHER, that \$2,186,648 () be raised through taxation; that \$1,586,592, () be raised from estimated revenues; that \$821,793 () be appropriated from State Revenue Sharing; that \$180,000 () be appropriated from Lease/Purchase; that \$2,270,000 be appropriated from Loans/Bonds; that \$75,000 () be taken from reserve funds; that \$780,000 () be appropriated from grants; that \$50,000 () be appropriated from other Revenue Resources; and that an additional sum of \$350,000 () be taken from undesignated fund balance.

Moved by Deputy Mayor Logiodice and seconded by Councilor Frost to open Ordinance 22-12 for discussion for the public hearing.

Motion passed with all votes in favor.

VOTE: UNANIMOUS AYE

The Mayor opened the Public Hearing.

Howard Margolskee, Elm Street: Asked what the Virtual Assistant and Grant Administrator were in the Economic Development Budget. The Town Manager noted that the Town Council had been working on a plan that started last year, however, it did not come to fruition so it may not take place as listed. Mr. Margolskee stated that the positions in the front office are fully engaged and the Town Manager takes care of the grants. The Town Manager noted that this was to be a transition of duties to be worked out but will likely end up being an Admin Assistant as before rather than focusing on grants. She explained the Virtual Assistant would be a contract with a company to provide assistance via the format desired such as by computer with a long-distance individual assisting on a project basis or certain regular tasks. It is an interesting concept. Mr. Margolskee asked if it is a new position? The Town Manager noted that the concept had been that people would be moved around. He said if that happened then you would hire someone else for the position that then was vacated. The Town Manager said that is correct. She advised that this did not work out as planned so the position may not be Grant Administrator. If people were more comfortable we can just list 1 position or personnel instead of Grant Administrator. The Mayor noted that we were trying to be proactive to put a position in the budget to concentrate on just grants. The Town Manager apologized that she cannot explain more as this was all discussed in Executive Session. However, the intent is not to add any more positions than we have been budgeted for in 2022. There is one vacancy being kept open for a staff position of some sort which was originally to be the Grant Administrator but will likely be an Admin Assistant. The Mayor stated that we are trying to be efficient and think outside the box to allow for flexibility.

Heather Donahue, Webb Road: Stated that we have no matching funds in the Economic Development Budget in case we acquire grants. The Mayor advised that not all grants are matching. Mrs. Donahue noted that many do require funds. The Mayor stated that we will identify matching funds at the time we obtain a grant.

Heather Donahue, Webb Road: Spoke of her concern about the Theatre. There are just very basic costs in the budget and no maintenance. She advised that the Marquee has pieces coming off it. Since the Council declined to take any action on the building, it needs to be made safe and be more curb friendly. The Town Manager noted that the Theatre has in its capital account \$27,158 as of

October 31, 2022. She noted that the Theatre is inspected each week and that she will advise Public Works of the concern over the marquee and they will determine what needs to be done.

The Town Manager referred to the revisions on the handout as follows;
\$4,920,496 for 2023 Operating Budget;
\$8,432,996 for Operating plus Capital Budgets
\$2,152,460 to be raised through taxation
\$1,753,743 be raised from estimated revenues

The Mayor closed the public hearing.

Moved by Deputy Mayor Logiodice and seconded by Councilor Frost to approve Ordinance 22-12 as amended on the handout.

Motion passed with all votes in favor.

VOTE: UNANIMOUS AYE

ORDINANCE 22-13: (Public Hearing) The Town of Pittsfield hereby ordains that the 2023 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 Deputy Mayor Logiodice and seconded by Councilor Hall to open Ordinance 22-13 for discussion for the public hearing.

Motion passed with all votes in favor.

VOTE: UNANIMOUS AYE

The Mayor opened the public hearing.

The Mayor closed the public hearing as there were no comments or questions.

Moved by Deputy Mayor Logiodice and seconded by Councilor Hall to approve Ordinance 22-13.

Motion passed with all votes in favor.

VOTE: UNANIMOUS AYE

ORDINANCE 22-14: (Public Hearing) The Town of Pittsfield hereby ordains that the 2023 Water and Sewer Enterprise Fund Capital Budget in the amount of \$7,434,737 () be approved;

AND FURTHER, that \$7,044,737 () be appropriated from Loans/Bonds, that \$0 () be appropriated from State ARPA Funds, that \$0 () be appropriated from Town ARPA Funds, that \$20,000 () be appropriated from Grants, that \$20,000 () be appropriated from other revenues, that \$150,000 () be appropriated from the Sewer Projects Reserve and that \$200,000 be appropriated from the Sewer and Water Restoration Reserves.

Moved by Deputy Mayor Logiodice and seconded by Councilor Hall to open Ordinance 22-14 for discussion for the public hearing.

Motion passed with all votes in favor.

VOTE: UNANIMOUS AYE

The Mayor opened the public hearing.

The Mayor closed the public hearing as there were no comments or questions.

Moved by Deputy Mayor Logiodice and seconded by Councilor Hall to approve Ordinance 22-14.

Motion passed with all votes in favor.

VOTE: UNANIMOUS AYE

5. REPORTS:

A. Council Committees: Finance, Ordinance and Recycling

Finance Committee – No Report; Ordinance Committee – No Report; and Recycling Committee – The Town Manager reported that the committee will meet in January 2023 and has three interested parties. The Mayor stated that this is excellent news.

B. Board/Committee Updates by Town Councilors and Manager

The Town Manager reported that the Planning Board will be meeting at some point. We had three cell tower applications, however, it was determined that under the ordinance that the CEO could deal with two. It appears that one will require a meeting.

C. Town Manager's Report

TOWN MANAGER'S REPORT FOR 12/06/2022:

STREAMLINED VERSION FOR TOWN COUNCIL

We continue in the midst of the busiest time of the year which then intensified to be the busiest period of time that the Town has had over the last twenty years. Add into this the budget process at the Council Meetings so the TM Reports will target only the most important items and be quite brief!

1. Request for Proposals for Document Scanning and Record Management System: Both companies did end up verifying that they would do the amount of work that the Town wanted, either \$50,000 or \$25,000 with the program included at the original unit rates. For the following years for the program we would need a contract, which would be true as it would be like any other service.

2. Request for Proposals for Professional Services for Feasibility Study: MaineDOT has contacted the Town to recommend a meeting in the evening either on 12/13/2022 or 12/22/2022 to review the proposals and select a firm. MaineDOT will meet with the Committee and staff to review the studies and assist. I have been advised that unlike other RFQ procedures we have been involved with for grants that we do not have to interview the firms.

3. 2022 Paving Program: The Public Works Director is looking at the last two roads paved to determine issues and then if necessary, funds will be kept by the town until next Spring in order to determine how to fix any issues.

4. Open Positions Recruitment:

Updated for Week of 12/06/2022:

Position	Vacancy	Status
Recycling Attendant	1 (again)	This position is continually filled and then person leaves.
Police Officers	2	Multiple avenues pursued; extensive competition in the State.

5. Code Enforcement Status: The Code Enforcement Officer has been out straight on items since the last meeting. He also had to cancel some office hours due to other issues not pertaining to the Town.

There have not been a lot of new developments, however, the ones that have worked well are quite good. For Code Enforcement, he has been working on a solution for Ron Porter and gave Ron two weeks. Mr. Porter agreed to the solution and has updated Al on how he is working on it, however, his two-week period is up. Al will be going over to Ron's on Friday again as he has not been there earlier this week when Al dropped by. I will go over later this week too. Finally after a lot of stops and starts, the way to address Washington Street has been agreed upon and is on the agenda this evening to be set to public hearing in January 2023. Al has advised that he will be out on leave in January but will be able to come to testify at the hearing. This makes sense as it truly is abandoned. If it works well, we can use the strategy for other ones like this. On Friday, December 09, 2022, Al is booked to go to Carriage Estates to see if items got cleared up on two lots. The Webb Road had a full container hauled out as well as 1-2 Campers. Al is contacting the owners to thank them and to instruct them to continue by hauling out the rest of the campers. Lastly, Al reports that the problematic home on Peltoma Avenue looks really good. The plumbing is the last item to be fixed there.

6. Police Negotiation Committee: The Police Union has requested to start negotiations this month. They would like to have the first session shortly so I will need some dates/times after the meeting this evening so we can get going on this.

7. Streetlights out: If anyone notices a streetlight out, please contact finance4@pittsfield.org or 487-3136 with the Pole # and location/road. We will fill out the form to request CMP to fix it.

8. Surplus Property Sale: The notices were definitely picked up at the polls. Some people are honoring their bids and some people are backing out. As soon as I have the final list of what has sold, then we will advertise the rest to get bidders to place sealed bids.

9. State Valuation Report for 2023: The Town's Preliminary State Valuation for 2023 is projected to increase 16.75% which is the largest increase we have seen for a long time. It is projected to go from \$272,900,000 to \$318,600,000 or increase by \$45,700,000. The Full value rate has decreased from .02169 to \$.0194 So \$19.40/\$1,000 valuation from \$21.69/\$1,000 valuation. Also noted is that the combined sales ratio is low and definitely not 100% so this is a wild card due to the crazy sales prices which is one of the reasons why we are starting the revaluation process which will have any reval changes going into effect all at once.

10. Taylor Road: The court dismissed the case on the Taylor Road regarding its status after the section that the Town maintains. Therefore, the unmaintained section will remain as is.

6. OLD BUSINESS: N/A

7. NEW BUSINESS:

ORDINANCE 22-15: (Set to Public Hearing on 12/20/2022) An Ordinance to authorize the transfer of unencumbered appropriation balances to various departments.

FROM:	05-25	Animal Control	\$ 5,000
	10-05	Highway	\$ 4,000
TO:	05-20	Street Lights	\$ 5,000
	10-15	Cemetery	\$ 4,000

Moved by Deputy Mayor Logiodice and seconded by Councilor Frost to set Ordinance 22-15 to Public Hearing on 12/20/2022.

Motion passed with all votes in favor.

VOTE: UNANIMOUS AYE

ORDINANCE 22-16: (Set to Public Hearing on 01/17/2023) The Town of Pittsfield hereby ordains that a Public Hearing Pursuant to Title 30-A M.R.S. Section 3106-B (Abandoned Buildings) be held and an Order and Notice to Correct Defects and Remedial Measures be issued on 157 Washington Street, Pittsfield, Maine located on Parcel ID: 29-50 owned by Larry E. Munn and Cynthia L. Munn.

Moved by Deputy Mayor Logiodice and seconded by Councilor Hall to set Ordinance 22-16 to Public Hearing on 01/17/2023.

Motion passed with all votes in favor.

VOTE: UNANIMOUS AYE

RESOLUTION 22-107: Resolved that the Town Council Confirm the Town Manager's Appointment for the Police Chief Position in accordance with the Personnel Policy Regulations.

Vicente Morris was introduced as the new Chief. Vicente thanked Town Manager Ruth for the confidence she has shown in appointing him as Chief and the responsibility and faith she has put in him. Mr. Morris thanked his wife Erica, daughter Bella and sons Nick and Zack for their understanding and support of him as he built his career as he often missed sports events and worked holidays. Vicente noted that policing is no longer just being a police officer. Police Officers are required to fill the role of psychologists, lawyers and community organizers. They work 24 hours a day 7 days a week and must at all times show dignity and respect to those they are helping. He shared his background of working for the Augusta Police Department for 21 years and before that 9 years as an Army medic. He worked his way up through the ranks in Augusta from patrol, detective, Sgt, in charge of all patrol officers and has tactical team experience. He just retired and was unemployed for 4 days! Vicente closed by stating that he needs the help of all of the employees of the Police Department to continue the work here and to make improvements and emphasized that his door will always be open. He strongly believes in community policing.

Vicente was welcomed by the Mayor. Councilor Holmstrom served on the hiring group and said it was a pleasure to meet with Vicente. The Mayor thanked both Councilors Holmstrom and Hall for assisting the Town Manager with the process as everyone spent a lot of time choosing a chief.

Moved by Deputy Mayor Logiodice and seconded by Councilor Hall to adopt Resolution 22-107.

Motion passed with all votes in favor.

VOTE: UNANIMOUS AYE

After the vote, the Town Manager as Deputy Town Clerk swore in Vicente Morris as Police Chief. Chief Morris was thanked by many in the audience for choosing Pittsfield.

RESOLUTION 22-108: Resolved that the Town Council approve the transfer and expenditure of \$9,286 from the Library's Capital Reserve PITT#41 (G-1-649-00) for labor and parts to replace and upgrade the fire alarm panel.

The Librarian noted that this was a donated unit from 12 years ago and it can not be maintained. It needs to be upgraded. Every night the alarm is checked. At least once a month Mrs. Williams will come to the Library and the system will be going off as it can not communicate properly. The new system will be much more efficient.

Moved by Deputy Mayor Logiodice and seconded by Councilor Frost to adopt Resolution 22-108.

Motion passed with all votes in favor.

VOTE: UNANIMOUS AYE

RESOLUTION 22-109: Resolved that the Town Council approve the transfer and expenditure of \$3,793 from the Library's Capital Reserve PITT#41 (G-1-649-00) for labor and parts to replace motors in three of the HVAC's indoor units.

The Librarian explained that the motors are very loud and need to be replaced as they are bothering staff and patrons.

Moved by Deputy Mayor Logiodice and seconded by Councilor Frost to adopt Resolution 22-109.

Motion passed with all votes in favor.

VOTE: UNANIMOUS AYE

RESOLUTION 22-110: Resolved that the Town Council authorize the Town Manager to Execute the Maine State Housing Authority Maine Water Assistance Program Utility Provider Vendor Agreement.

The Town Manager advised that this is a new program that we are eligible for as people with loans through the Maine State Housing Authority have the ability to apply for funding to pay their water bills and if eligible can receive up to \$500 toward their utility costs. Ms. Ruth noted that this is a wonderful resource for citizens.

Moved by Deputy Mayor Logiodice and seconded by Councilor Hall to adopt Resolution 22-110.

Motion passed with all votes in favor.

VOTE: UNANIMOUS AYE

8. REPORTS: DEPARTMENTS AND FINANCIAL

9. REPORTS: Audience, Council

Audience:

Eric Glencross asked when Seabasticook Street is going to be paved (TM indicated that it is on the list of roads reported to have infrastructure issues (water and/or sewer). It is to be reviewed by Olver Associates through a contractor that cameras the sewer lines. Without these issues, it would have been paved by now. In terms of time, it has become a priority due to the condition of the pavement).

Howard Margolskee: Received an e-mail from a citizen about the downed wires on the poles from landlines. (Mayor indicated that they are inactive wires and FairPoint should be called. Public Works Director noted that he was aware of the situation, called FairPoint and requested that they respond in a week to let him know of the solution/fixing the problem).

Heather Donahue: Wanted to thank the Department Heads and Town Manager for their time in responding to many, many requests of the Town Council. Thanked the Town Clerk for her professionalism with the Recount which was run very efficiently. Expressed how pleased she was to be joining the Council in January 2023.

Councilors:

Councilor Hall: Congratulated Vinny. It was a painful budget process. He learned a lot as he is not a financial major. Several Councilors brought things to the table. To have the mil rate go down for the Town budget and have items in the budget like paving, it was good work. Indicated that the Police will have a Food Pantry Drive at Danforth's on December 15.

Councilor Saucier: Welcomed the Chief. Thanked everyone for their efforts who had a part in the process. There was a lot of good input. He learned more than anyone can understand. It could be more efficient. Proud of the budget. It was a lengthy process but good. The nights were long but there was a lot of money at stake. He wants to recognize everyone in the room who put in the time.

Councilor Jester: Welcomed the Chief and congratulations. Interested in seeing the leadership he will bring to Town. Thanked everyone who worked on the budget as it was an incredible amount of time. It was his first year and a daunting process to go through to get to this point. A testament to everyone's work is that it is 7:49 pm and we are through the process. It is balanced budget with items to be done – CEO, roofs, etc. while there is financial turmoil through the country.

Deputy Mayor Logiodice: Congratulations to the new Chief. Happy to get the Budget done before midnight.

Councilor Frost: Congratulations to Vinny. A budget is never easy as there must be give and take as there is a limited amount of funds. Noted that Councilor Jester had some new ideas.

Councilor Holmstrom: It was her first budget as one of the three people in the room who went through the process for the first time. If you were at the meetings, you would see that everyone was not agreeable but worked through the conflict. The Library budget grew. They had to get through the noise. She is proud to have been part of the team and sad to go but will be around.

Mayor Cianchette: Indicated that the amount of hours spent on this budget has been innumerable, and the effort that not only the Council but our Town Manager has put into this has been immeasurable. He advised that we have come up with what we feel is a very good, very comfortable

budget and he feels very confident in the numbers. He said he is going to keep pushing to get the budget done earlier. He is pleased with the approval of the permanent CEO position. We are having success with the Webb Road issue which has been hard to address and could have turned out a different way. Thanked Vinny for considering Pittsfield for the Chief's job. The Mayor ended with announcing that the Tree Lighting has been moved to 7:00 pm on Thursday evening at the Gazebo.

10. ADJOURNMENT:

Moved by Deputy Mayor Logiodice and seconded by Councilor Hall to adjourn the meeting at 7:50 pm.

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.



MINUTES

for a Special Meeting of the Pittsfield Town Council held on Thursday, December 8, 2022 at 6:30 PM in the Council Chambers.

PRESENT: COUNCILORS: Mayor Michael Cianchette, Deputy Mayor Peter Logiodice, Councilor Jason Hall, Councilor Brent Frost, Councilor Eric Saucier; Councilor Ronald Jester and Councilor Lindsay Holmstrom.

ABSENT: None

Also present: Town Manager Kathryn Ruth

ZOOM: N/A

1. Mayor Cianchette opened the meeting by leading the Pledge of Allegiance.

2. EXECUTIVE SESSION

A. For the Town Council Members to Enter into an Executive Committee pursuant to 1 M.R.S.A. Section 405(6)(A) to discuss the assignment and duties of an employee.

Deputy Mayor Logiodice moved to enter Executive Session to discuss the assignment and duties of an employee pursuant to 1 M.R.S.A. Sec. 405(6)(A), seconded by Councilor Hall.

VOTE: UNANIMOUS AYE

The Town Council entered Executive Session at 6:31 p.m.

Deputy Mayor Logiodice made a motion to come out of Executive Session pursuant to 1 M.R.S.A. Section 405(6)(A), seconded by Councilor Jester.

VOTE: UNANIMOUS AYE

The Town Council exited Executive Session at 8:05 p.m.

3. ADJOURNMENT

Moved by Deputy Mayor Logiodice and seconded by Councilor Hall to adjourn at 8:06 pm.

VOTE: UNANIMOUS AYE

Respectfully Submitted by:

Kathryn Ruth, Deputy Town Clerk



MINUTES

for a Special Meeting of the Pittsfield Town Council held on Thursday, December 14, 2022 at 6:30 PM in the Council Chambers.

PRESENT: COUNCILORS: Mayor Michael Cianchette, Deputy Mayor Peter Logiodice, Councilor Jason Hall, Councilor Brent Frost, Councilor Eric Saucier; Councilor Ronald Jester and Councilor Lindsay Holmstrom.

ABSENT: None

Also present: Town Manager Kathryn Ruth and Attorney John Hamer.

ZOOM: Attorney Natalie Burns

1. The Pledge of Allegiance was dispensed with by consensus.

2. EXECUTIVE SESSION

A. Title 1, Section 405, 6.A., Personnel: Yearly Evaluation of Town Manager

Deputy Mayor Logiodice moved to enter Executive Session to discuss the assignment and duties of an employee pursuant to 1 M.R.S.A. Sec. 405(6)(A), seconded by Councilor Jester.

VOTE: UNANIMOUS AYE

The Town Council entered Executive Session at 6:40 p.m.

Deputy Mayor Logiodice made a motion to come out of Executive Session pursuant to 1 M.R.S.A. Section 405(6)(A), seconded by Councilor Jester.

VOTE: UNANIMOUS AYE

The Town Council exited Executive Session at 9:11 p.m.

3. ADJOURNMENT

Moved by Deputy Mayor Logiodice and seconded by Councilor Hall to adjourn at 9:12 p.m.

VOTE: UNANIMOUS AYE

Respectfully Submitted by:

Kathryn Ruth, Deputy Town Clerk



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CHAPTER 18. FINANCIAL ADMINISTRATION

ARTICLE 1. CEMETERY TRUST FUNDS INVESTMENT POLICY

Section 101. Purpose

The Town of Pittsfield Cemetery Trust Funds (“Trust Funds”) have been established for the maintenance and preservation of the various Town cemeteries in a manner consistent with specific bequests, donations and appropriate municipal care. The Trust Funds are to be invested in a thoughtful and cautious manner to preserve and enhance the Funds’ ability to provide support for the aforementioned purposes.

Oversight of the Trust Funds is the responsibility of the Town of Pittsfield Town Council. In this role, the Town Council is responsible for the oversight of the investment process and will adhere to ordinary business care and prudence in the exercise of actions or decisions.

The Investment Policy set forth below is intended to:

- Establish a clear understanding of the Trust Funds’ objectives.
- Provide guidance and direction to the Trust Funds’ Investment Manager.
- Provide a basis to monitor and evaluate investment performance of the Trust Funds.

Section 102. Investment Objectives

Return Requirements: The return objective should emphasize total return, including both capital appreciation and current income, in a long-term, inflation-protected context. Given the Trust Funds’ infinite life and the modest need for income, this policy favors flexibility and avoids overemphasis on current income production. The Trust Funds should generate sufficient income to at least partially offset the cost of maintaining the Town’s cemeteries. The Funds shall be invested with the goal of providing long-term appreciation of the assets while maintaining and enhancing sufficient earnings in the form of income and capital appreciation.

Risk Tolerance: In view of the Trust Funds long time horizon and limited liquidity needs, and the Town’s practice of providing at least a portion of the cemeteries’ operating expenses, the Trust Funds can assume a moderate to above-average risk level.

Section 103. Investment Constraints

Liquidity: Income generated by the Trust Funds may be required for maintenance and preservation of the Town cemeteries. Prudence dictates maintaining some liquidity for scheduled distributions and emergency expenses. This avoids a sudden need to sell long-term investments to meet unexpected demands for cash.

Time Horizon: A relatively long time horizon can be assumed for planning purposes. The assets are likely to remain invested for at least 20 years and beyond.

Taxes: Not applicable.

Laws/Regulations: Funds may be used for cemetery maintenance/preservation.

Section 104. Investment Manager(s)

The investment manager(s) shall manage the assets of the Trust Funds with the care, skill, prudence, and diligence that a prudent person familiar with such matters would use. Responsibilities include, but are not limited to, providing the Town with strategic investment counsel, custody of securities, income collection, portfolio management (including all buy/sell decisions), trade execution, and cash flow analysis. The investment manager will provide the Town Manager with a monthly report of all transactions and holdings. The investment manager will be available for meetings at such times as the Town Manager or Town Council may request.

Section 105. Investment Guidelines

The investment manager(s) shall maintain a well-diversified portfolio employing a balanced investment strategy to achieve the required total return. In order to produce long-term capital appreciation of principal, a portion of the portfolio shall be dedicated primarily to mid and large capitalization equities. Another portion of the portfolio should be dedicated to fixed income investments to provide a consistent level of income. Mutual funds may also be used to complement the equity holdings.

Within the parameters below, the investment manager(s) shall have the discretion to allocate funds to equities, fixed income investments, or cash reserves depending on the investment manager's outlook for the investment markets. Unless otherwise determined by the Town from time to time, the asset allocation for the funds shall be guided by the following:

Target Allocation: Growth and Moderate Income
(as a % of Fair Market Value)

Equities	65%
Debt Securities	30%
Cash & Cash Equivalents	5%

Section 106. Equity Investments

Equities will be used to provide capital appreciation as well as moderate income. Capital appreciation will allow the Trust Funds to keep pace with inflation. Equity investments shall be limited to the common stock of companies that trade on the New York Stock Exchange, American Stock Exchange, or the NASDAQ system. In addition, equity investments shall be limited to the following guidelines:

- A minimum of 25 stocks, with each encompassing approximately 2-3% of overall allocation.
- Maintain sector diversity consistent with the S&P 500, while adding value by over- and

under-weighting sectors based on the current economic environment and fundamental and technical analysis.

- Avoid and eliminate holdings that do not show consistent positive fundamentals and favorable price performance within their market sector.

Section 107. Fixed Income Investments

Fixed income investments shall be limited to direct debt obligations of the US Treasury, domestic corporations, mortgage-backed securities issued by Federal Agencies, and US Government Agencies. In addition, fixed income investments shall be limited to the following guidelines:

- Fixed income securities at the time of purchase must be investment grade or better by Standard & Poor's or Moody's Investor Service.
- Maturities of fixed income securities shall be structured to provide an average life of five (5) to ten (10) years, with an average life of up to fifteen years for mortgage-backed securities.
- Fixed income mutual funds may be used from time to time in order to enhance yield during an interim investing period.

Section 108. Cash Reserves

Investments in cash and cash equivalents shall be limited to insured or collateralized bank deposits, US Treasury Bills, repurchase agreements, or money market funds whose investments are limited to short-term direct obligations of the US Treasury, US Government Agencies or domestic corporations.

Section 109. Prohibited Investments

The Trust Funds shall not be invested in the following without the Town's approval:

- Futures Contracts
- Short Sales
- Option Contracts
- Private Placements
- Derivatives

Section 110. Performance Benchmarks

Performance will be monitored on a regular basis and evaluated relative to the Trust Funds' long-term objectives using appropriate benchmarks for comparison.

Section 111. Communications with Investment Manager

The investment manager(s) will provide the Town with performance data no less than annually and will be available to meet with the Town no less than annually. The agenda for meetings with the investment manager will include, at a minimum, the following:

- Current investment strategy
- Prospective economic climate
- The Portfolio performance with respect to Investment Objectives and relative benchmarks
- The expected level of cash flow projected over the next fiscal year

Section 112. Other

The Town shall periodically review the Investment Policy and make modifications when warranted. Proposed modifications to this Investment Policy will be documented in writing.

Ordinance 03-15, 05/06/03