

AGENDA

for a regular meeting of the Pittsfield Town Council, to be held on *Tuesday, June 07, 2022* at 6:30 pm in the Council Chambers at the Pittsfield Municipal Building at 112 Somerset Avenue and by teleconferencing technology. Directions to join the meeting by teleconferencing are available at the end of the agenda.

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

2. ADOPTION OF MINUTES OF:

Regular Meeting held on May 17, 2022.

3. PRESENTATIONS, CONGRATULATIONS AND INTRODUCTIONS:

- A. Meeting with MaineDOT Representative Jared Farn-Guillette, Region 4 & 5
Transportation Planner re: MaineDOT Opportunities, specifically the Planning Partnership Initiative (PPI)
1. Review of Opportunities available to the Town for a decision on whether to Pursue a Planning Partnership Initiative (PPI) for the Main Street Project
 2. Question and Answer Session
- Other Relevant Programs, if any

- B. Meeting with Peter G. Vigue regarding the need for more Code Enforcement in Town

C. Community and Economic Development Activities and Events

1. Projects and Grants:
 - a. Main Street Sidewalk Project:
 - b. Route 11 (known as Route #11/10 and Main Street) Highway Construction/Rehabilitation
 - c. Town Main Street Sidewalk Project Grant Funding; Northern Border Regional Commission Grant; Project Canopy Grants; and multiple smaller grant projects
 - d. Main Street Sewer Main Rehabilitation Project including DEP American Rescue Plan Act (ARPA) Grant Funding
 - e. Airport Grants
 - f. Many other smaller Grant Opportunities
 - g. Certificates
 - h. Ceremonies

4. PUBLIC HEARINGS:

5. REPORTS:

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

6. OLD BUSINESS: N/A

7. NEW BUSINESS:

ORDINANCE 22-06: (Set to Public Hearing on 06/21/2022) The Town of Pittsfield hereby ordains to accept all tax year payments of Uriel J. Cormier, including interest and lien costs, for the property at 140 Manson Street (Map 025, Lot 039), the Town having acquired said property as a result of automatic foreclosure of a 2019 property tax lien; recorded in the Somerset Registry of Deeds on July 21, 2020 at Book 5575, Page 85 which matured on January 21, 2022. The Town Council further authorizes the Town Manager to execute a municipal quitclaim deed releasing the Town's interest in said property to Uriel J. Cormier.

RESOLUTION 22-51: Resolved that the Town Council act as necessary on the MaineDOT Planning Partnership Initiative (PPI).

RESOLUTION 22-52: Resolved that the Town Council authorize the Town Manager to execute the Sidebar Agreement #3-2022 to the Police Collective Bargaining Agreement expiring December 31, 2022 for Lateral Transfers and Scheduling.

RESOLUTION 22-53: Resolved that the Town Council authorize the Town Manager to submit an application to the COPS Hiring Program (CHP) for a Community Resource Officer.

RESOLUTION 22-54: Resolved that the Town Council authorize the Town Manager to expend and transfer \$4,500.00 for concrete repair to the Municipal Building Entryway and \$6,3874.00 for Storefront Frame and Glass, such repairs totaling \$10,884.00 from PITT#54 Municipal Building Cosmetics (G#1-658-00) and furthermore to close the Reserve as the work has been completed, transferring the balance to the Town's General Fund Reserve Account for expenditure, being \$600.29 as of 04/30/2022.

RESOLUTION 22-55: Resolved that the Town Council Sign the Warrant and Notice of Election to Call the MSAD #53 Budget Validation Referendum to be voted on June 14, 2022.

RESOLUTION 22-56: Resolved that the Town Council Appoint Nicole Nickolan as Warden and Tina Farias and Stephanie Kozel as Deputy Wardens for the June 14, 2022 State Primary Election and the MSAD #53 School Budget Election.

RESOLUTION 22-57: Resolved that the Town Council Approve the opening of absentee ballots on June 14, 2022 at 9:00 AM, 11:00 AM, 1:00 PM, 3:00 PM and 6:00 PM for the June 14, 2022 State Primary Election and the MSAD#53 Budget Election.

8. DISCUSSION ITEMS: N/A

9. REPORTS: Audience, Council

10. EXECUTIVE SESSION:

- A. For discussion of pending litigation and a proposed settlement offer with the Town Attorney pursuant to 1 M.R.S.A. Section 405(6)(E).
- B. 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.

11. ADJOURNMENT:

Join Zoom Meeting

<https://us02web.zoom.us/j/87457675349?pwd=b09UMFpROFJlN1BSb1NNNmZrTk9XUT09>

Meeting ID: 874 5767 5349 *(by Computer)*

Passcode: 590415

Dial by your location

+1 312 626 6799 US (Chicago)

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

+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: 874 5767 5349

Passcode: 590415

Find your local number: <https://us02web.zoom.us/u/kbs79EuSAa>



MINUTES

for a regular meeting of the Pittsfield Town Council, held on *Tuesday, May 17, 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 Ronald Jester, Councilor Eric Saucier and Councilor Lindsay Holmstrom.

Councilors Present by ZOOM: None

Councilors Absent: Councilor Brent Frost (due to work)

Also Present: Town Manager Kathryn Ruth; Public Works Director/Transfer Station Coordinator Don Chute; Police Chief Harold Bickmore; Stanley Kitchin; Heather Donahue and others.

Also Present by ZOOM: None

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 May 03, 2022.

Moved by Deputy Mayor Logiodice and seconded by Councilor Saucier to adopt the Minutes of May 03, 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. Route 11 (known as Route #11/10 and Main Street) Highway Construction/Rehabilitation.
 - b. Main Street Sidewalk Project Grant Funding; Project Canopy Grants; and multiple smaller grant projects
 - c. Main Street Sewer Main Rehabilitation Project including DEP American Rescue Plan Act (ARPA) Grant Funding.
 - d. Airport Grants
 - e. Many other smaller Grant Opportunities
 - f. Certificates
 - g. Ceremonies

Town Manager Ruth summarized the developments on the Main Street Project from the meeting with the MaineDOT Planning Division and Project Manager. After the Planner discussed the timeframe involved with a Village Partnership or Planning Partnership Initiative, there was discussion and brainstorming on how to make the projects fit together. The Project Manager advised

that their Design and Development project would need to end at the point that the Town decided to move forward on a planning project as to not plan out something that conflicted with the Town's proposed project from the planning exercises. The Project Manager could not see how we could complete some components of the project while others were delayed awaiting a final decision through the Planning Partnership. In the end after the discussion, it was clear that the MaineDOT would shut down the project and believed that the funds designated for the Main Street project would be kept designated for this project, however, that detail would have to be verified. Both the Planner, Project Manager and Town Manager had items to check on and a meeting would be scheduled with the Town Council on June 07, 2022 for an update from the MaineDOT Planner on what he found for funding and opportunities.

4. PUBLIC HEARINGS:

ORDINANCE 22-05: (Public Hearing) The Town of Pittsfield hereby ordains to accept all tax year payments of Robert S. & Susan M. Deelsnyder, including interest and lien costs, for the property at Johnson Flat Road (Map 001, Lot 008), the Town having acquired said property as a result of automatic foreclosure of a 2019 property tax lien; recorded in the Somerset Registry of Deeds on July 21, 2020 at Book 5575, Page 88 which matured on January 21, 2022. The Town Council further authorizes the Town Manager to execute a municipal quitclaim deed releasing the Town's interest in said property to Robert S. & Susan M. Deelsnyder.

The Mayor opened the Public Hearing.

Proponents: None

Opponents: None

The Mayor closed the Public Hearing.

Moved by Deputy Mayor Logiodice and seconded by Councilor Jester to adopt Ordinance 22-05.

Motion passed with all votes in favor.

VOTE: UNANIMOUS AYE

5. REPORTS:

A. Council Committees:

The Finance Committee, Ordinance Committee and Recycling Committees reported that they had not met.

B. Committee Updates by Town Councilors and Manager: Ms. Ruth noted that the Planning Board and the Recreation Committee would be meeting shortly with a date to be set for each meeting in May, 2022.

C. Town Manager's Report

TOWN MANAGER'S REPORT FOR 05/17/2022:

STREAMLINED VERSION FOR TOWN COUNCIL

1. MSAD#53 District Public Hearing: REMINDER ONLY DUE TO IMPORTANCE:

As discussed at the Town Council Meeting, the District was going to verify the date of the upcoming hearing. That date is Thursday, May 19, 2022 at 6:30 pm in the Warsaw Gym. After the hearing, the second part of the process, which is the referendum vote should be scheduled in June with the State vote. Our Primary and potential Referendum Election is scheduled for June 14, 2022. The Town Council previously received the updated Budget Assessment.

2. Notification to Pittsfield Water Works from Northern Lights regarding testing result for Legionella:

Olver Associates advises of the following:

“We have been informed by the hospital that a routine water sample that they collect for their purposes has tested positive for *Legionella*. This is a bacteria that can be present in water and poses a respiratory health risk for those that inhale or aspirate water that is contaminated. It can cause a serious illness related to pneumonia. It is not common for *Legionella* to be detected and when it is, the occurrences seem to be at large facilities such as hotels, hospitals and other large buildings. At the water treatment plant we provide a robust chlorine residual of about 1.5 parts per million, which results in immediate disinfection as well as maintaining a detectable amount of chlorine throughout the entire system. This morning there was a chlorine residual of 0.14 parts per million at the hospital. We will order five samples kits today to test for *Legionella* in the water. The locations will be: finished water at the treatment plant, at the three routine bacteria locations (A.E. Robinson, Frost’s Mobil and the Cianbro fabrication shop) and at the service to the hospital. The hospital has a gravity storage tank and booster pump system to increase pressure. EPA has established a maximum contaminant level goal (MCLG) of 0 colonies for *Legionella* though they do not establish a routine or required testing regimen. We will conduct further research on this. Attached is a *Legionella* fact sheet published by EPA.”

The State Department of Health and Human Services has just advised that the plan for sampling was ideal, especially sampling at the service entrance to the hospital. The State also requested measuring the chlorine residual at all of those locations.

I will advise of the testing results when they are received.

3. North Main Street Guardrail across from Puritan:

The side of the road facing Fendler Park on North Main Street has given away along the guardrail. The State of Maine as well as Central Maine Power were contacted. The State plans to bring in steel to strength the area. At this time, the area that has collapsed is not over the large culverts. This is a major project so the State needs to price and schedule the work, however, understood the importance.

4. Public Works Schedule for Work:

Please see attached the proposed work schedule for the department for May – June 2022.

5. 2022 Speed Trailer Application:

Update for May 17, 2022: Both Public Works and the Town Office have received compliments about the Speed Trailer. It was definitely needed on Somerset Avenue as one starts down toward School Street; at the intersection of Somerset/Hartland/Central Street by the Park; Peltoma Avenue and Hartland Avenue. The trailer goes to St. Albans on May 23 so we have it for another week.

Moving it around is very effective as people get used to it if it stays too long in one spot. Although we were told that our little stationary speed sign was coming eventually, I am glad that I applied for the opportunity to have this large Speed Trailer and it was granted.

6. Somerset County Dispatch Software Upgrade with Municipal Contribution:

Update for May 17, 2022: The consolidated meeting of the affected communities of Fairfield, Pittsfield and Skowhegan was held with Somerset County and the proposed vendor Central Square on Tuesday, May 10, 2022 from 10:00 am – 11:30 am in the County Commissioners Office in Skowhegan. The Police Chief and I participated by ZOOM, however, found the session confusing. There are unknowns about the costs, however, all three Town Managers explained that we needed to understand a billing that provided details and requested follow-up information from Central Square. We would have written up the results of the meeting, however, this was the only result – a request for detailed information and breakdown in a bill that we can understand. Once we receive this, a meeting should be scheduled with the Council as we will have some information to review in addition to the sales brochure that the Council received.

7. Airport Hangar, Apron and Taxiway Project updates:

Update for May 17, 2022: The Town received a response from HTA's insurance company that they would like to sit down with the Town and other parties involved to discuss the issue and determine how more funds can be made available.

Meanwhile, the Town had to schedule the Planning Board review on the Airport project again as HTA had not provided the plans in a timely fashion. I will handle the review this time to ensure that the Town is provided with the proper documents.

New Item at the Airport: Issues under the ground where culverts and storm drains were dead ended without an outlet were discovered after the last Council Meeting: When work was completed at the airport on prior projects, evidently, multiple storm drains and culverts were left under the ground without outlets. This was likely an engineering issue, however, a contractor, would have left the pipes under the ground not hooked up to anything. This was found when the FAA was at the site working on the electrical. Public Works placed stone to drain the area as the alternative was to have a major project across the airport pavement.

8. Computer Services / Managed Services Onboarding:

Update for May 17, 2022: The training for the new web-based TRIO has not been scheduled due to notification by the Town Assessor that this program has seriously malfunctioned in the Assessing module. Evidently, it does not pick up any value for mobile homes and the Assessing company has been advised that it is being worked on. Currently we have issues with vehicle registrations, postings that malfunction and so forth and now if we move over to the web-based version that is in works, we are being told that there will be issues with the tax commitment. This notification on the assessing module problems was received on 05/16/2022. This situation will be looked into to determine how to proceed.

9. Mayor's E-mail on Attention and Action Items:

Please find attached the response to Councilor items on (1) Agenda; (2) Open positions; (3) Town Manager's reports to be revised; (4) Department monthly reports to be revised; (5) Gift and Credit Cards; (6) Organizational chart; (7) Evaluation process background and package from former Mayor.

10. Next Town Manager's Report:

The next report will be bullets only to provide a shortened version of the TM Report as requested by Town Councilors. The Town Manager advised that different Councils want different items. She noted that the prior Councils wanted the goals detailed in the Town Manager's Reports with full details, however, the Council now would like less information and details, so that is fine as Councils do want different items at different times.

Due to the water issue at the hospital and finishing up the details on the projects and issues listed above, an explanation was necessary for this Town Manager Report.

Mayor Cianchette asked two questions regarding the Town Manager's Report. First, he wanted to know about the testing location for *Legionella*. The Town Manager verified that one location was tested by the Town outside of the hospital where the water entered the building, which confirmed that there was no *Legionella* in the supply going into the building. Second, the Mayor wanted to know about the Somerset County Central Square project. The Town Manager verified that the Town Managers had asked for additional material to better understand the bill that was being presented to each Town. She advised that the materials should arrive so that we can discuss this at the June 07, 2022 meeting in order to determine how to proceed, such as to request a meeting with the County as we would have sufficient details to understand what was going on, send a letter, etc.

6. OLD BUSINESS: N/A

7. NEW BUSINESS:

RESOLUTION 22-45: Resolved that the Town Council authorize the Town Manager to execute the Sidebar Agreement #2-2022 to the Police Collective Bargaining Agreement expiring December 31, 2022 for a Signing Bonus to Recruit an Officer for a vacancy.

Moved by Deputy Mayor Logiodice and seconded by Councilor Hall to adopt Resolution 22-45.

Motion passed with all votes in favor.

VOTE: UNANIMOUS AYE

RESOLUTION 22-46: Resolved that the Town Council waive the Bid Policy, Chapter 2, Administrative Code, Section 106. Regulation of Bids and Contracts and authorize the Town Manager to execute the IT Managed Services Agreement for Non-Profit & Municipalities with Technology Solutions of Maine in Winthrop in accordance with the fee schedule and Police Budget Account funding.

Moved by Deputy Mayor Logiodice and seconded by Councilor Jester to adopt Resolution 22-46.

Motion passed with all votes in favor.

VOTE: UNANIMOUS AYE

RESOLUTION 22-47: Resolved that the Town Council accept the proposal of _____ from _____ in an amount to not exceed \$ _____ in response to the Request for Proposals for the 2022 Road Paving Program and authorize the Town Manager and Public Works Director to negotiate with the company to add/delete roads in accordance with Council discussion as long as the total amount of

the bid is not exceeded, and further at a later date with Council approval, add additional milage as agreed upon by the Town Council when funding becomes available; with such award to be made and the Town's Standard Services Contract be executed by the Town Manager once the funds from the 2022 Capital Improvement Plan (CIP) Bond are received later in May 2022.

Moved by Deputy Mayor Logiodice and seconded by Councilor Hall to open for discussion Resolution 22-47.

Motion passed with all votes in favor.

VOTE: UNANIMOUS AYE

The Town Manager advised that after review, the low bidder, Roundy's Paving should be disqualified because (1) Only part of the required bid form was submitted. Only the total sheet was submitted. All pages of the bid form with the detailed breakdown were not submitted; (2) Past issues with the Town's 2019 paving program in which the roads were not paved in a timely fashion, multiple contacts had to take place, and a section of the Snakeroot Road was never repaired; and (3) The cost of overseeing the paving program.

The next lowest bidder is Northeast Paving at \$941,500.60 with (1) The required bid forms were submitted; and (2) The company representative indicated that they would work with the Town on the roads to be paved as that was normal business practice.

Don Chute in his role as the Public Works Director explained in detail his concerns with the low bidder explaining out all of the issues with the 2019 paving program and the significant costs incurred by the Town. He recommended that the low bid be rejected. He has checked out the second low bidder and recommends that Northeast Paving be selected.

A lengthy discussion incurred regarding the proposals received and then the roads proposed for paving. The Town Manager and Public Works Director explained that they met with Stan Kitchin of S&G to discuss paving and to obtain advice. Stan Kitchin of S&G Construction who had not bid on the paving, was concerned about having more of the rural roads paved such as Mount Road as the buses travel it from the SAD#53 bus garage; and either Pooler or Powers Road as they are in bad condition. The Town Manager advised that two of the in-town roads had trench paving left over from the massive USDA Sewer Remediation projects that we had several years ago and that we had promised the funder that we would pave them in a timely fashion. Due to the economy and paving costs, these roads have not yet been completed. She advised that with all of the money that the Town has received from the ARPA funding and other sources that there are likely to be inspections and that we should pave those roads as we indicated that we would do so. It was thought by most of those in discussion that we could delete paving most of Crawford Road and concentrate on paving the two ends and also delete paving on the Berry Road past the culvert that is to be fixed at the entrance.

It was consensus that the Town accept the bid of Northeast Paving to not exceed the bid price and authorize negotiation on the roads to be paved; that the Public Works Director would look for funds in his budget as he may not need to purchase as much sand this year as we have quite a pile of sand and the Town Manager would look for funding also. It was agreed that the Town Manager and Public Works Director will approach Northeast Paving to obtain pricing for other roads and bring the project back to the Town Council at a June meeting for a consensus on the roads to be paved.

Moved by Deputy Mayor Logiodice and seconded by Councilor Saucier that the prior motion to discuss be rescinded and that the Town Council adopt Resolution 22-47 with the proposal of Northeast Paving of Bangor, Maine in the amount of \$941,500.60.

Motion passed with all votes in favor.

VOTE: UNANIMOUS AYE

RESOLUTION 22-48: Resolved that the Town Council sign the application for a Special Taste Testing Event License for the Maine Cheese Festival to be held on Sunday, September 11, 2022 from 11:00 AM to 6:00 Pm at Manson Park.

The Maine Cheese Festival Secretary and Town Resident Heather Donahue advised of how pleased both the Cheese Festival organizers and town residents were to have the Cheese Festival back for a third year in Pittsfield. Ms. Donahue explained the setup and program this year. Everyone agreed that this was a great event for the Town and thanked the Cheese Guild for committing to bring the festival back to Pittsfield this year.

Moved by Deputy Mayor Logiodice and seconded by Councilor Hall to adopt Resolution 22-48.

Motion passed with all votes in favor.

VOTE: UNANIMOUS AYE

RESOLUTION 22-49: Resolved that the Town Council approve the Public Exhibition Permit and the Special Amusement Permit for the Maine Cheese Festival to be held on Sunday, September 11, 2022 from 11:00 AM to 6:00 Pm at Manson Park.

Moved by Deputy Mayor Logiodice and seconded by Councilor Hall to adopt Resolution 22-49.

Motion passed with all votes in favor.

VOTE: UNANIMOUS AYE

RESOLUTION 22-50: Resolved that the Town Council appoint members to fill the vacancies on the various Town Boards and Committees.

Moved by Deputy Mayor Logiodice and seconded by Councilor Jester to adopt Resolution 22-50.

The Appointments consist of the following renewals:

- David Ross, Airport Committee, regular term
- David Quint, Board of Appeals, regular term
- David Reynolds, Board of Appeals, regular term
- Robert Stackhouse, Personnel Appeals Board, regular term
- Cory Verrill, Planning Board, regular term
- J. Michael Braley, Board of Ethics, regular term
- Robert Stackhouse, Cemetery Trustees, regular term

Ad Hoc Committee:

Michael Gray, Main Street CDBG Advisory Committee, for the length of the project

Motion passed with all votes in favor.

VOTE: UNANIMOUS AYE

8. DISCUSSION ITEMS: N/A

9. REPORTS:

Audience:

Chief Bickmore: Thanked the Town Council and Town Manager for all of their support during his personal medical issues. Thanked Cianbro and Mark Brooks for the video he received 1.5 months ago. Recognized Marty as Acting Chief and Amy Kitchin, both have done an excellent job. Thanked the officers, boots on the ground. Indicated that due to staffing, that they would have 10 hour shifts and would be going back to no coverage during the middle of the night with call-outs as needed. Would appreciate support to have the \$15,000 bonus for officers.

Heather Donahue: Thanked the Town Council and Town Manager for the support on the Cheese Festival and is looking forward to another great event this year with increased attendance.

Councilors:

Councilor Hall: No Report. Glad the Chief is back to work and that we will have the Cheese Festival again.

Councilor Saucier: Good to have the Chief back. Pleased with Recreation with the new Director, how people are stepping up, proud to see the direction and to see the youth in the new uniforms.

Councilor Jester: Thanked Donnie and Stan for their perspectives and happy the Chief is back.

Deputy Mayor Logiodice: No Report

Councilor Frost: Absent.

Councilor Holmstrom: No Report.

Mayor Cianchette: Good to see the Chief back full-time but needs to take care of himself. Thanked everyone for coming. Thanked Heather and is enthusiastic about the Cheese Festival. Encouraged everyone to attend the May 19, 2022 School Budget meeting at 6:30 pm. If people have a concern about the SRO position being deleted, please make yourself available for the meeting. He would like to see the room filled.

10. EXECUTIVE SESSION:

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

Motion by Deputy Mayor Logiodice, seconded by Councilor Hall to go into Executive Session under 1 M.R.S.A. Section 405(6)(A).

Motion passed with all votes in favor.

VOTE: UNANIMOUS AYE

A brief recess was held to sign warrants and documents as well as put the room into order. The Councilors entered Executive Session at 8:14 pm.

Moved by Deputy Mayor Logiodice, seconded by Councilor Saucier to exit Executive Session under 1 M.R.S.A. Section 405(6)(A).

Motion passed with all votes in favor.

VOTE: UNANIMOUS AYE

11. ADJOURNMENT:

Moved by Deputy Mayor Logiodice and seconded by Councilor Hall to adjourn the meeting at 9:29 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.



TOWN COUNCIL MEETING OF 06/07/2022:

 X PUBLIC HEARINGS
 REPORTS
 OLD BUSINESS

 X NEW BUSINESS
 DISCUSSION ITEMS
 EXEC. SESSION

 ORDER 22-
 RESOLUTION
 X ORDINANCE 22-06

 X PACKAGE
 ADDITION

TO BE TITLED: See Below

DESCRIPTION:

ORDINANCE 22-06: (Set to Public Hearing on 06/21/2022) The Town of Pittsfield hereby Ordains to accept all tax year payments of Uriel J. Cormier, including interest and lien costs, for the property at 140 Manson Street (Map 025, Lot 039), the Town having acquired said property as a result of automatic foreclosure of a 2019 property tax lien; recorded in the Somerset Registry of Deeds on July 21, 2020 at Book 5575, Page 85 which matured on January 21, 2022. The Town Council further authorizes the Town Manager to execute a municipal quitclaim deed releasing the Town's interest in said property to Uriel J. Cormier.

Background:

On May 31, 2022, Mr. Cormier paid off the taxes, interest and costs in full on property that had automatically foreclosed due to the 2019 tax lien filed at the Registry of Deeds when the taxes were not paid. As all the taxes, as well as all of the water and sewer bills, have now been paid in full, we will be able to deed the property back to Mr. Cormier.

The Town Council will be scheduled to hold the required public hearing on this Ordinance to issue a quit claim deed at their next meeting on June 21, 2022.

SUBMITTED BY: _____

 KR

DATE: _____

 05/31/2022

AGENDA-5877 Quit Claim Deed Map 025, Lot 039

TOWN COUNCIL MEETING OF 06/07/2022 :

 PUBLIC HEARINGS
 REPORTS
 OLD BUSINESS

 X NEW BUSINESS
 DISCUSSION ITEMS
 EXEC. SESSION

 ORDER 22-
 X RESOLUTION 22- 53
 ORDINANCE 22-

 X PACKAGE
 ADDITION

TO BE TITLED: Resolved that the Town Council authorize the Town Manager to submit an application to the COPS Hiring Program (CHP) for a Community Resource Officer.

DESCRIPTION:

As the School Resource Officer program is to be shut down, Chief Bickmore and Officer Cray would like me to apply for a grant to cover a new position of Community Resource Officer for Officer Cray. To date, I have not received the materials regarding the job description but will seek it out and put it in the package. I know that Officer Cray was working on his job description last month.

Background on the Program:

The Fiscal Year 2022 **COPS Hiring Program (CHP)** is a competitive grant program designed to provide funding directly to law enforcement agencies to hire and/or rehire additional career law enforcement officers in an effort to increase their community policing capacity and crime prevention efforts.

Anticipated outcomes of the CHP program awards include engagement in planned community partnerships, implementation of projects to analyze and assess problems, implementation of changes to personnel and agency management in support of community policing, and increased capacity of agency to engage in community policing activities.

There is **\$156 million** in funding available through the FY 2022 CHP. The award period of performance is five years (60 months) to allow time for recruitment and hiring. Only 36 months of officer salary is chargeable to the award. There is a local match.

There are hundreds of pages of documents which I have attempted to shift through as I am interested in the exact requirements. I have located information that the local match is 25% to date. As the print is so tiny on some of the documents on the computer screen even with enlargement, I am now able to print them off on the large copier (that had not been working).

There is a due date of June 09, 2022 for several steps involving the various grant accounts that need to be established as well as a federal financial form. The actual application is due on June 16, 2022.

RECEIVED
JUN 02 2022
BY: From officer
Cray

Pittsfield Police Dept – Change in position of the SRO (School Resource Officer) to the CRO / ACO (Community Resource Officer/Animal Control Officer)

I would like to propose to the Town of Pittsfield for the Pittsfield Police Dept. the position of a Community Resource / Animal Control Officer. The position which would be under the direction of the police department would accommodate the Pittsfield Fire Dept. as well.

The position of **CRO** would integrate with the businesses and their owners about the importance of local issues and concerns. The position would work to make the Town of Pittsfield an educational, healthy, and business safe place to live and work.

The position of **ACO** would work with complaint of animal incidents that have been reported to Somerset County Dispatch for the Town of Pittsfield. The CRO/ACO would have to have a place to contain animals if their owners have not been found. The Town of Pittsfield would also to need to have a place where they would accept stray animals from our town.

The following are some of the items and duties that the **CRO** position would cover.

1. Safety and interaction with the four local schools as well as the hospital.
2. Safety and interaction with the Town of Pittsfield Depts. Such as recreational events, and town / business events throughout the year.
3. Safety and interaction with the Town of Pittsfield Fire Dept. at fire scenes, events, parades, and attended by the Fire Dept.
4. School events, such as graduation, dances, and sports.
5. The position would be part of and involved in the following groups and committees and any others as needed:
 - a. Domestic Violence Task Force
 - b. Family Violence Task Force
 - c. Underage drinking, drug use task force
 - d. Sebasticook Valley Hospital Community Health Program
 - e. Kennebec / Somerset Mental Health Program
 - f. Town Recreation Events, Pinnacle, Memorial Day, Concerts in the Park, fundraisers, diaper drive, food drive, and school and business events.
6. Build a positive relationship with the community, local and outside law enforcement agencies to assist with community programs and relationships within the community.
7. Becomes part of and is familiar with community agencies that offer assistance to the youth, the elderly, and families and make referrals when appropriate.
8. Meet with or organize community groups to assist them with problems of law enforcement issue or crime prevention nature and is present in areas where interaction with the community is expected.
9. Organizes and attends meetings with citizens to solicit support and understanding of the police community resource program and promote the awareness of the functions of the position.

10. Gives assistance to other patrol officers and agencies as needed for the necessity of backup and/or traffic control.
11. Set up a Police Cadet Program that would work with the CRO and all the officers in the department. (This is currently budgeted for \$5000.00)

The following are some of the items and duties that the **ACO** position would cover:

1. Calls of stay or animal issues that Somerset County Dispatch receives from the residents of Pittsfield.
2. Manages the animal in finding the owner or housing the animal until the animal can be picked up by the shelter that services the Town of Pittsfield.
3. Advises and if necessary, summons the owner of the animal.

This position would need to be supplied with the necessary equipment / supplies to handle animal calls and complaints, and to transport the animal(s).

CITY OF AUGUSTA
JOB DESCRIPTION



Job Title: Community Resource Officer (Rank of Patrol Officer)
Department: Police Department
Reports To: Bureau of Investigations Sergeant
FLSA Status: Non-Exempt
Pay Grade: Police Officer's Union Scale
Revised: October 2015

JOB DESCRIPTION OVERVIEW

The Community Resource Officer (CRO) position shall be viewed as an extension of the Augusta Police Department's Community Policing Philosophy. Performs police patrol, investigations, traffic regulation, and related law enforcement activities. The CRO is expected to serve as a resource for all members of the community, which includes but is not limited to organizations geared towards community involvement, neighborhood watch groups and all situations that are a quality of life concern.

SUPERVISION RECEIVED

Generally under the supervision of the Detective Sergeant but is subject to a higher command.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Fulfills all minimum requirements and descriptions contained within the patrol officer's job description.
- Performs the duties of a law enforcement officer during community orientated events and notifies the police supervisor of enforcement action taken.
- Achieves and maintains knowledge of neighborhood watch groups.
- Responds to and investigates quality of life complaints (i.e. disorderly house complaints, chronic traffic complaints in a particular area, interdiction involving drug use, abuse and dealing).
- Patrols hotspots around the city to promote safety through compliance.
- Gives assistance to other Law Enforcement Officers in matters regarding quality of life issues when necessary.
- Maintains necessary records of the operation of the CRO program and makes those records to the police supervision as necessary.
- Leads discussions about law enforcement related matters with community groups to assist them with problems of a law enforcement or crime prevention nature and is present in areas where interaction with the community is expected.
- Attends meetings with citizens to solicit support and understanding of the police

community resource program and to promote awareness of law enforcement functions.

- Becomes and remains familiar with community agencies that offer assistance to youth, the elderly and their families and make referrals when appropriate.
- When necessary, conducts criminal investigations.
- Attends appropriate training to develop / maintain job skills.
- Conducts appropriate classroom education / training to assist with community programs and to help build positive relationships between the community and law enforcement.
- Performs other duties as directed by Police Department supervisors and administration.

PERIPHERAL DUTIES

Maintains departmental equipment, supplies and facilities.

Maintains contact with general public, court officials, and other City officials in the performance of police operating activities.

Works with Fire Department and Code Enforcement with community issues.

DESIRED MINIMUM QUALIFICATIONS

- Completion of probationary employment after having completed MCJA.
- Current certification by the Maine Criminal Justice Academy.
- Demonstrated abilities in report writing, communications, speaking skills, budget formulation and public interaction.
- Demonstrated high standards of personal and professional ethics.

EDUCATION AND EXPERIENCE

- A high school degree or G.E.D. is required; college level course work or advanced training desirable.

SELECTION GUIDELINES

- Application for transfer.
- Oral board examination consisting of the Deputy Chief and the Division Commanders and/or designees.
- The Chief of Police will make the final decision based upon the recommendation of the board.

TOOLS AND EQUIPMENT USED

- Officer must be capable of wearing the protective vest, duty belt and issued equipment required on the belt.

- Police car, police radio, radar, handgun and other weapons as required, handcuffs, ASP, O.C. Spray, telephone, computers, flashlight, pager, first aid equipment and any other equipment as required.
- Evidence scene procession tools and materials. Cameras and audio/video equipment. Surveillance equipment.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to stand; walk; run; use hands and fingers to handle or feel objects, tools or controls; reach with hands, arms; climb or balance; stoop, kneel, crouch, or crawl and utilize taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Must have the ability to wear the protective vest, duty belt and all issued equipment.

WORK ENVIRONMENT

While performing the duties of this job, the employee will frequently work in outside weather conditions. Wear the protective vest, duty belt and all equipment required on the belt. The employee occasionally works near moving mechanical parts; in high precarious places; and with explosives and exposed to wet and/or humid conditions, fumes or airborne particles, airborne and blood borne pathogens, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The employee will also work in normal office conditions with a desk and video display terminal. The noise level in this work environment is usually moderate.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

***External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

Employee Signature

Date

Supervisor Signature

Date

TOWN COUNCIL MEETING OF 06/07/2022 **:**

 PUBLIC HEARINGS
 REPORTS
 OLD BUSINESS

 X NEW BUSINESS
 DISCUSSION ITEMS
 EXEC. SESSION

 ORDER 22-
 X RESOLUTION 22- 55
 ORDINANCE 22-

 X PACKAGE
 ADDITION

TO BE TITLED: Resolved that the Town Council Sign the Warrant and Notice of Election to Call the MSAD #53 Budget Validation Referendum to be voted on June 14, 2022.

DESCRIPTION: See Attached

SUBMITTED BY:
DATE:
AGENDA-


06/31/2022

**WARRANT AND NOTICE OF ELECTION TO CALL SCHOOL
ADMINISTRATIVE DISTRICT #53 BUDGET
VALIDATION REFERENDUM
(20-A M.R.S.A. §1305 (2) and §§1351-54)**

TO: Carol Anthony, a resident of Maine School Administrative District No. 53 composed of the Towns of Burnham, Detroit and Pittsfield, State of Maine.

In the name of the State of Maine, you are hereby ordered to serve upon the municipal clerks of each of the municipalities within the Maine School Administrative District No. 53, namely, the Towns of Burnham, Detroit and Pittsfield, an attested copy of this warrant. Service shall be in hand within three (3) days of the date of this warrant. The municipal clerks of the above municipalities shall immediately notify the respective municipal officers, who shall post the following warrant:

**Town of Pittsfield
District Budget Validation Referendum
Warrant and Notice of Election**

Somerset, ss.

State of Maine

TO: Nicole Nickolan, a Clerk of Pittsfield: you are hereby required in the name of the State of Maine to notify the voters of this municipality of the election described in this warrant and notice of election.

TO THE VOTERS OF PITTSFIELD:

You are hereby notified that a District Budget Validation Referendum election will be held at the Pittsfield Municipal Building in the Town of Pittsfield from 8:00 A.M. to 8:00 P.M. on Tuesday, June 14, 2022 for the purpose of determining the following article:

ARTICLE 1: Shall the Maine School Administrative District #53 budget for the 2022-2023 school year that was adopted at the district budget meeting on May 19, 2022 be approved?

The voting on the foregoing shall be by secret ballot referendum.

The polls must be opened immediately after election of the moderator at 8:00 A.M. to 8:00 P.M.

The Registrar of Voters shall hold office hours while the polls are open to correct any error in or change a name or address on the voting list; to accept the registration of any person eligible to vote and to accept new enrollments.

A person who is not registered as a voter may not vote in any election.

Given under our hand this day, May 19, 2022, at Pittsfield, Maine.

Joseph H. Weyman
For Mayor

B. Hill
Cup of Beer

Roland H. ...
Mehdi ...

Admin Bsh
Rachel ...

Lisa ...
Margaret ...

A majority of the Board of School Directors of Maine School Administrative District #53.

A true copy of the Warrant, attest:

Resident of Maine School
Administrative District No. 53

Print Name: _____

Countersigned this _____ day of _____, 2022 at Pittsfield, Maine.

A majority of the municipal officers of the Town of Pittsfield, Maine.

A true copy of the Warrant, attest:

Nicole Nickolan
Clerk of the Town of Pittsfield

Print Name: _____

TOWN COUNCIL MEETING OF 06/07/2022 :

 PUBLIC HEARINGS
 REPORTS
 OLD BUSINESS

 X NEW BUSINESS
 DISCUSSION ITEMS
 EXEC. SESSION

 ORDER 22-
 X RESOLUTION 22- 56
 ORDINANCE 22-

 X PACKAGE
 ADDITION

TO BE TITLED: Resolved that the Town Council Appoint Nicole Nickolan as Warden and Tina Farias and Stephanie Kozel as Deputy Wardens for the June 14, 2022 State Primary Election and the MSAD #53 School Budget Election.

SUBMITTED BY: NW
DATE: 05/19/2022
AGENDA-

TOWN COUNCIL MEETING OF 06/07/2022:

 PUBLIC HEARINGS
 REPORTS
 OLD BUSINESS

 X NEW BUSINESS
 DISCUSSION ITEMS
 EXEC. SESSION

 ORDER 22-
 X RESOLUTION 22-57
 ORDINANCE 22-

 X PACKAGE
 ADDITION

TO BE TITLED: Resolved that the Town Council Approve the opening of absentee ballots on June 14, 2022 at 9:00 AM, 11:00 AM, 1:00 PM, 3:00 PM and 6:00 PM for the June 14, 2022 State Primary Election and the MSAD #53 Budget Election.

SUBMITTED BY:
DATE:
AGENDA-

 NN
05/19/2022