

TOWN OF PITTSFIELD

2020 DEPARTMENT GOALS

ADMINISTRATION

1. Continue to provide leadership to meet the challenge of balancing increased expenses with lower revenues.
2. Continue to promote enhancements to the Town's financial recordkeeping, software, and reconciliation process for increased efficiency and effectiveness. Work with the Auditor to continue to receive unqualified (excellent) audit results.
3. Promote staff development and growth through professional development; coaching; lending library and on-line training opportunities. Increase staff awareness of podcasts and webinars.
4. Work with staff to continue to address the goals/objectives of the Re-use; Recycling; Operation; and Capital Plans and expansion of the re-use and recycling categories to save additional funds.
5. Assist staff to advance Economic Development through the Marketing Plan, Industrial Park Expansion, Commercial/Industrial sites; Business visitation and referral efforts to assist local businesses to obtain employees. Continue to promote small business development with referrals and resources at Business Resource Forums and Buy Local Campaign. Initiate additional opportunities for business through networking, promotional opportunities and use of the Town's website.
6. Promote community betterment projects and revitalization efforts including new enhancements at the Town's park system, downtown sidewalk projects, revitalization of the theatre and more.

ANIMAL CONTROL

1. Enhance training and safety for Animal Control Officer (ACO).
2. Meet other central Maine ACO's to discuss best practices.
3. Work on funding and ideas with Waterville Humane Society for the benefit of the surrounding towns including Pittsfield.
4. Work on a plan to get a used vehicle for the ACO to pick up animals.
5. Work on a plan to get a radio for the ACO.

CLERK

1. Continue to meet all State requirements for Vitals/IFW/Animal Welfare).
2. Continue to meet State filing goals for license reporting.
3. Implement a new filing system for contracts, leases, bonds and other important town records.
4. Continue to meet State filing goals for license reporting.

CEMETERY

1. Work on Powers Cemetery Expansion.

CODES ENFORCEMENT and BUILDING INSPECTION

1. Provide the services required of the Building Inspector, Code Enforcement Officer and Local Plumbing Inspector while improving knowledge, effectiveness and productivity.
2. Attend training classes offered by the State of Maine Planning Office for Code Enforcement Officers, Building Inspectors and Local Plumbing Inspectors.
3. Continue to train and enforce Public Law 699 Maine Uniform Building and Energy for one and two-family dwellings (MUBEC)
4. Obtain or create more efficient checklists and plan review documents for MUBEC enforcement.
5. Continue to reduce the number of home sites with junky and un-maintained yards.
6. Refine the filing system of the CEO's Office.

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ECONOMIC/COMMUNITY DEVELOPMENT

1. Focus on Downtown Revitalization.
2. Continue to search and apply for grant opportunities for important town projects.
3. Conduct surveys for business and community needs.
4. Create a brand using information from the Town Promotional Video under development.
5. Broaden the Buy Local/Shop Local Campaign in Pittsfield.

FINANCE

1. Monitor the expenses of the town departments to recommend ways to reduce expenditures.
2. Continue to upgrade the Town financial records filing system into multiple file cabinets which then will be organized into digital files.
3. Utilize TRIO system for the checking account bank reconciliation rather than a separate excel spreadsheet.
4. Continue to work with staff for multi-department office supply orders, keeping purchases to a minimum. Set guidelines for departments so that they do not purchase separately, driving to vendors for their own needs while orders could have been consolidated to save taxpayer money and time.
5. Increase efficiency by automating the collection of miscellaneous revenue sources.
6. Organize the cash receipting system for ease in locating numbers and deleting funds no longer used.

FIRE DEPARTMENT

1. Operate within budget.
2. Complete annual training on time.
3. Conduct more training with Mutual Aid departments.
4. Add new members.
5. Provide advanced training for those who want to advance.

GENERAL ASSISTANCE

1. Continue to expand the Workfare program.
2. Effectively aid families in need in accordance with State General Assistance Rules and Regulations.

HIGHWAY DEPARTMENT

1. Replace 8 culverts in the Industrial Park and reclaim ditch back to original grade lines.
2. Replace 16 culverts at various locations throughout the town as needed.
3. Ditch and cut shoulders at critical locations on the Johnson Flat Road and install one culvert at field entrance and one new cross culvert.
4. Cut and remove roadside brush at new locations and maintain the roadsides previously completed.
5. Continue to improve road drainage, resurface and shape the roads and infrastructure throughout the Town.
6. Continue to improve efficiency and level of winter services provided to the Town of Pittsfield related to plowing, sanding and snow removal.
7. Continue progress of the department's migration toward road infrastructure maintenance and safety as our first priority.

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LIBRARY

1. Strive to have part-time staff paid above minimum wage, recognizing their education and experience.
2. Develop a building maintenance plan and budget, possibly with the cooperation of the Public Works Foreman.
3. Develop more programs in partnership with the town recreation department, the Theater and other community organizations.
4. Update the library's policy and procedure handbook, including the library's personnel policy.
5. Adopt collection development policy that contains materials selection, collection maintenance, patron requests, gifts, donations and memorials, and request for reconsideration of library materials.

POLICE DEPARTMENT

1. Continue to enhance reserve program with a goal of hiring 2-3 officers.
2. Initiate part-time School Resource Officer (SRO) program at MCI during the spring/fall of 2020.
3. Create a new cadet program for the PPD.
4. Enhance training and education for all officers.
5. Continue to upgrade equipment and clothing for officers.
6. Continue outreach with the community.
7. Add email addresses for each officer and update computer equipment.
8. Create part-time evidence technician.
9. Paint and update office.
10. Initiate Dirigo Safety/Power DMS to update policies and procedures.

RECYCLING CENTER

1. Replace a 35-year old vertical down stroke baler with a new one to continue to be able to segregate and bale recyclables to generate revenue for the recycling program.
2. Continue to look for new innovative recycling markets and try to expand our ability to generate revenue and divert materials from being landfilled.
3. Continue aggressive maintenance to the buildings and equipment making sure we are able to save taxpayer's money.
4. Replace a 48ft box trailer giving us the ability to store baled recyclables until we can sell them for a better price. This storage will give us the ability to make more revenue when the market is low.
5. Create a partnership with the Town of Skowhegan to get rid of more compostable materials. There is still more room to improve the removal of organics from our waste stream so we must have a way to compost more without spending a lot of money starting our own program. Will continue work on removing more organics from waste stream and take advantage of regional options for disposal.

THEATRE

1. Continue to streamline expenses and stay within a lower budget.
2. Enhance revenues through increased shows and productions.
3. Locate funding for capital needs.
4. Work with the school system to utilize the theatre for shows and productions.
5. Promote the theatre to reflect the endless possibilities of uses for this unique asset.

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TRANSFER STATION

1. Continue to try to reduce costs of solid waste at our facility by continuously monitoring proper disposal procedures. Continue to try to find cheaper alternatives rather than just dispose of materials.
2. Replace one of our aging solid waste compactors to continue to compact our solid waste saving taxpayer money in the trucking and handling of solid waste.
3. Look for grant opportunities to continue to upgrade and invest in our facility.
4. Look for opportunities to partner with other communities to continue reducing disposal costs of solid waste by partnering up on similar projects, ideas or purchasing agreements.
5. Repair the main roadways into our facility to make them better for vehicles using our facility for the next 10 years. Possibly look at paving of main entrance road and access roads.
6. Implement a new fee structure at the facility to dispose of certain types of high priced wastes. This would be for all contractors and residents to dispose of certain materials. The hope is to save individuals money instead of passing costs along to everyone or subsidizing the costs or operations.