

PITTSFIELD TOWN COUNCIL
Regular Meeting & Budget Workshop Agenda
November 21, 2023 • 6:30 p.m.
Council Chambers

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Moment of Silence**
- 4. Adoption of Minutes**
 - a. Regular Meeting & Budget Workshop held on November 8, 2023
- 5. Presentations, Congratulations & Introductions**
- 6. Public Hearings**
- 7. Reports**
 - a. Town Manager's Report
 - b. Department Head Reports
- 8. Old Business**
- 9. New Business**
 - a. **Ordinance 23-10:** (Set to Public Hearing on 12/05/2023) That the Town Council hereby ordains that a supplemental appropriation of \$35,000.00 from the Cemetery Investment Fund be approved to purchase Map 012 Lot 012 from VAC NEW, INC. for the agreed purchase price of \$35,000.00 for the purpose of expanding the Village Cemetery.
 - b. **Resolution 23-110:** Resolved that the Town Council waive the Bid Policy, Chapter 2, Administrative Code, Section 106, Regulation of Bids and Contracts to accept the estimate of Trafton Plumbing & Heating to replace and relocate the waterline supply for firetrucks in the Fire Station, not to exceed \$10,225.00, such funds to be expended from the Fire Station Reserve.
- 10. Discussion Items**
 - a. Public Comment

- b. Councilor Comments

11. Budget Review

- a. Police Department – Page 28
- b. Fire Department – Page 32
- c. Animal Control – 38
- d. Social & Community Services – Page 73
- e. Water – Page 80
- f. Sewer – Page 86

12. Adjournment

Topic: Town Council Meeting & Budget Workshop
Time: Nov 21, 2023 06:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

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Passcode: 784709

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PITTSFIELD TOWN COUNCIL REGULAR MEETING MINUTES
for November 8, 2023 at 6:30 P.M.
in the Council Chambers at 112 Somerset Avenue, Pittsfield, ME

Present: Mayor Cianchette, Deputy Mayor Margolskee, Councilor Frost, Councilor Jester, Councilor Hall and Councilor Donahue. Town Manager, Jacob Gran

Absent: Councilor Saucier

Also present: Peter Logiodice, Police Chief Morris, Jan Laux, Amy Kitchen, Donna Lambert, Amanda Collamore, Donnie Chute, Caleb Curtis and others

1. **Call to Order:** Mayor Cianchette called the meeting to order at 6:30 p.m.
2. **Pledge of Allegiance**
3. **Moment of Silence**
4. **Adoption of Minutes**

Motion by Deputy Mayor Margolskee and seconded by Councilor Frost to approve the minutes as written for the meeting of October 17, 2023.

VOTE: UNANIMOUS AYE/MOTION PASSES

5. **Presentations, Congratulations & Introductions:** None
6. **Public Hearings:** None
7. **Reports:** Town Manager's Report: See attachment
8. **Old Business:** None
9. **New Business**
 - a. **Resolution 23-108:** Resolved that the Town Council approve a renewal application for a liquor license for Vittles Restaurant at 107 Main Street, Pittsfield, Maine 04967.

Motion by Deputy Mayor Margolskee and seconded by Councilor Jester that Resolution 23-108 be adopted.

Deputy Mayor Margolskee noted that the town listed as the owner address in Massachusetts, on page 4 of the application, doesn't exist. The zip code is for Marblehead, MA.

VOTE: UNANIMOUS AYE/MOTION PASSES

- b. **Resolution 23-109:** Resolved that the Town Council authorize the Town Manager and Public Works Director to purchase a 2021 F-550 Plow Dump Truck from the 2023 Capital Improvement Plan Loan at an amount not to exceed \$90,000.00.

Motion by Deputy Mayor Margolskee and seconded by Councilor Jester that Resolution 23-109 be adopted.

Donnie Chute noted that the Sales Tax wasn't factored in, but we worked that out with the seller. We have the title in hand, we are just waiting for the check.

VOTE: UNANIMOUS AYE/MOTION PASSES

10. Discussion Items

- a. Public Comment:

Amanda Collamore: Noted there are still numerous lights out on Library Street. It is very frustrating. It is very dark and kids didn't come down to go trick or treating because of it. It was also noted that it is still very dark on the corner of the municipal building by the back door.

- b. Councilor Comments:

Mayor Cianchette: Noted he was pleased to see the turn out for the voting. Thank you everyone for voting. A big thank you to Donnie, Chief Morris and Jacob for all the fantastic changes. I am looking forward to the coming year.

Deputy Mayor Margolskee: No comment

Councilor Frost: No comment

Councilor Jester: Noted there is another light out on Somerset. He will pass the information to the Town Manager. I want to echo Jacob – I want to thank the entire Police Department for their dedication to the Town this year. It has been amazing what we have seen done. I witnessed the responsiveness to the team recently and I wanted to give a big thanks.

Councilor Hall: No comment

Councilor Donahue: Noted that she would like to revisit having the zoom links available to the public.

11. Budget Review

- a. General Overview
- b. Town Council – Page 6

- c. Administration – Page 8
- d. Town Clerk – Page 10
- e. Finance – Page 12
- f. Assessing – Page 14
- g. Legal – Page 16
- h. Elections – Page 18
- i. Municipal Building – Page 20
- j. Community & Economic Development – Page 22
- k. Insurance & Benefits – Page 24
- l. Code Enforcement – Page 26
- m. Airport – Page 58
- n. Library – Page 64
- o. General Assistance – Page 70
- p. Unclassified – Page 72

The budgets, as shown above, were reviewed by the Town Council. The Town Manager provided additional clarification on specific line items. Refer to video for further discussion.

12. Adjournment

Motion by Deputy Mayor Margolskee and seconded by Councilor Jester that the meeting be adjourned at 8:09 p.m.

VOTE: UNANIMOUS AYE/MOTION PASSES

Respectfully submitted.

Nicole Nickolan, Town Clerk



Attachment A
Town Manager's Report
November 8, 2023

A job well done to Police Chief Morris and his team for their three recent community events – the Paint Night at Outland Brewery, Halloween Candy Crawl, and Give the Cop a Bird. The paint night brought in \$550 for heating assistance, the Candy Crawl drew a ton of people to our downtown, and they collected 60 turkeys and enough extras to create full Thanksgiving dinner baskets for a number of families in our community. Great work!

There will be a free community Thanksgiving meal at MCI on Thanksgiving Day.

Reimbursement for GA costs for the period of January 1 to June 30 were submitted on September 1. The funds have not been received yet, but a call into the GA Hotline confirmed that they have received and are processing our request. The reimbursement should be \$6,612.87. Reimbursement for costs from July 1 to October 31 were submitted last week. We're anticipating a reimbursement of \$4,429.15. This will be done on a monthly basis moving forward.

Unfortunately, the candidate that I had extended an offer to for the full time Code Enforcement Officer position has declined. I have since re-opened the job posting and have already interviewed one qualified individual.

Our Public Works Director has made contact with the owner of Kauffman Roofing. They are still planning on fulfilling the contract for the Public Works roof. A representative from their company was onsite last week.

I have attached a breakdown of the 2022 and 2023 CIP loans. I am proposing that the truck discussed at the last Town Council meeting be funded through the 2023 CIP loan.

I hadn't heard back from our attorney in time to get something on this agenda for the cemetery lot purchase. I have since heard from her and will be placing a resolution on the next regular agenda.

The runway crack seal and repair project was completed at the airport on October 25.

2023 Capital Improvement Loan

Ordinance 23-03 was approved on 05/02/2023. Authorization to borrow up to \$1,250,000 for the projects listed below. A loan for the full amount was voted upon and received. As of 10/31/2023:

PAVING	BRIDGES/CULVERT	PW TRUCK
1,000,000.00	70,000.00	180,000.00
<u>(662,623.33)</u>	<u>(0.00)</u>	<u>(79,501.00)</u>
337,376.67	70,000.00	100,499.00

2022 Capital Improvement Loan

Ordinance 22-01 was approved on 02/01/2022. Authorization to borrow up to \$2,090,000 for one or more of the following projects:

1. Up to \$1,000,000 for paving;
2. Up to \$600,000 lease-purchase of a fire truck;
3. Up to \$180,000 lease-purchase of a dump truck;
4. Up to \$70,000 for bridges/culverts;
5. Up to \$60,000 for the purchase or lease of a new highway truck; and,
6. Up to \$180,000 for the purchase or lease purchase of fire department SCBA.

The Town Council authorized a loan for \$1,070,00 for paving and bridges/culvert work.

In 2023, \$50,000 of the 2022 authorization was used for an emergency purchase of a truck for highway through a new separate loan from First National.

\$1,070,000.00 borrowed in 2022	\$2,090,000 authorized
<u>\$ 50,000.00 borrowed in 2023</u>	<u>\$1,120,000 borrowed</u>
\$1,120,000.00	\$ 970,000 unused

PAVING/CULVERT	PW TRUCK
1,070,000.00	50,000.00
2,220.54 (interest)	<u>(45,000.00)</u>
<u>(999,630.93)</u>	5,000.00
72,589.61	

Current Account Status

E 65-25-45-09 MUNIC LOANS / LOAN W/PF FD - DEBT SERVICE / CIP 2023

0.00 = Budget 742,124.33 = YTD Exp -742,124.33 = Balance
 0.00 = Bud Adj 0.00 = YTD Enc

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type	Debits	Credits
06	0254	11664	06/28/23	01669 O'Connor Mot	2004 VOLVO TRUCK	AP	42,001.00	0.00
08	0335	11900	08/15/23	01568 Northeast Pa	756.56 tons @ \$122.50/ton	AP	92,678.60	0.00
09	0357	12006	09/08/23	01568 Northeast Pa	Paving Roads, Overlay	AP	154,350.00	0.00
10	0424	12216	10/20/23	01568 Northeast Pa	Paving Roads, overlay	AP	415,594.73	0.00
10	0424	12217	10/20/23	01727 O'Connor Mot	2008 International	AP	37,500.00	0.00
Totals-							742,124.33	0.00

Monthly Summary

Month	--Regular Entries--		--Budget Entries--	
	Debits	Credits	Debits	Credits
June	42,001.00	0.00	0.00	0.00
August	92,678.60	0.00	0.00	0.00
September	154,350.00	0.00	0.00	0.00
October	453,094.73	0.00	0.00	0.00
Totals	742,124.33	0.00	0.00	0.00

2023 \$1,250,000 CIP PAVING, CULVERT & TRUCK LOAN

Current Account Status

E 65-20-45-08 MUNIC LOANS / LOAN WPF FD - DEBT SERVICE / CIP 2022

0.00 = Budget 999,630.93 = YTD Exp -999,630.93 = Balance
0.00 = Bud Adj 0.00 = YTD Enc

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type	Debits	Credits
12	0526	10810	12/30/22	01568 Northeast Pa	Loan for Paving	AP	899,630.93	0.00
12	0596		12/31/22		A/P 2022 Paving Hold Back	R GJ	100,000.00	0.00
Totals-							999,630.93	0.00

Monthly Summary

Month	--Regular Entries--		--Budget Entries--	
	Debits	Credits	Debits	Credits
December	999,630.93	0.00	0.00	0.00
Totals	999,630.93	0.00	0.00	0.00

2022 \$1,070,000 CIP PAVING/CULVERT/BRIDGE LOAN

Current Account Status

E 65-30-45-10 MUNIC LOANS / LOAN W/PF FD - DEBT SERVICE / CIP TRUCK

0.00 = Budget 45,000.00 = YTD Exp -45,000.00 = Balance
 0.00 = Bud Adj 0.00 = YTD Enc

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type	Debits	Credits
07	0298	11806	07/25/23	00208 S&G CONSTRU	2002 INTL 2000SE TR/PLOW	AP	45,000.00	0.00
Totals-							45,000.00	0.00

Monthly Summary

Month	--Regular Entries--		--Budget Entries--	
	Debits	Credits	Debits	Credits
July	45,000.00	0.00	0.00	0.00
Totals	45,000.00	0.00	0.00	0.00

2022 \$50,000 CIP TRUCK LOAN

Town of Pittsfield

Month of OCTOBER 2023

Department: FIRE

Date submitted: 6 Nov 23

Monthly Accomplishments

Report on Projects to Town Council

A. OCTOBER 2023 Projects Completed

Date Completed

1. 18 Calls

31 OCT

2 . Bids for piping in truck bays (To TM)

12 OCT

4.

5.

6.

7.

8.

9.

10.

Town of Pittsfield

Month of OCTOBER 2023

Department: FIRE

Date submitted: 6 Nov 23

Highlights of Items not completed in OCTOBER 2023 but scheduled and reasons for it:

**A. OCTOBER 2023 Projects Not Completed Reason not
completed**

1. Engine 4 AC repaired Waiting for garage appointment

**2. Bids for replacement of windows and
entrance door Waiting on vendors**

3.

4.

5.

6.

7.

8.

9.

10.

Town of Pittsfield

Month of OCTOBER 2023

Department: FIRE

Date submitted: 6 Nov 23

Next Month's Projects for NOVEMBER 2023:

C. Current Projects and Anticipated Projects **Expected Completion**

1. Engine 4 AC repaired 30 NOV 23

2. Bids for replacement of windows and
entrance door 30 NOV 23

3.

4.

6.

7.

8.

9.

10.

D. Issues or Unanticipated Problems and Matters

Project

Issue/Problem

How it was solved

1.

Water/Sewer Department Monthly Report for October 2023

- **Monthly drinking water samples were taken and delivered to Northeast Labs**
- **Repaired three water leaks (122 Sunset, 19 Newhouse Rd, Town Pool) a new 2 inch curbstop was installed at the pool to resolve the leak issue.**
- **Shut off water and removed six seasonal meters (Brent Frost, town pool, driving range, Hancock Lumber, Warsaw athletic field concession stand and the Hut at Hawthorne Park). Removed meter at the Cemetery on 11/3.**
- **Removed curbstop and shut off water at the corporation off the water main at 199 Raymond St. This was done at the request of Cianbro. Cianbro was installing a new gravel parking area for MCI.**
- **Volatile Organics testing sample was taken and delivered to Lab in Augusta**
- **Hydrant flushing and pumping of hydrants has been ongoing. Anticipate to have this completed on Nov 6th. We are working with and coordinating the last day of flushing with a local business.**
- **Repaired and cleaned six curb stops and placed new caps.**
- **Daily Dig Safe requests have been completed.**
- **Received chemical deliveries at Detroit Drinking Water Plant**
- **Installed several meters as requested by Town Office**
- **Participated in State Drinking Water Inspection at the Detroit Plant and Phillips Corner/Grove Hill tanks.**
- **Allen Environmental was on site at Library Street on 10/26 to hydro excavate to locate water line and determine size and material of pipe.**
- **Delivered the lead/copper test results to the ten participating customers. Results were within acceptable levels**

Sewer Report

- **Weekly composite sampling ongoing**
- **Monitoring and adjusting Effluent flow as water level dictates**

Town of Pittsfield

Month of October, 2023

Department: Police

Date Submitted: November 2, 2023

Monthly Accomplishments

Report on Projects to Town Council

A. October, 2023 Projects Completed

- 1. Low Speed EVOC training -Luis**
- 2. Armor instructor course - Austin**
- 3. Firearms qualifications complete**
- 4. Watch guard server updates**
- 5. International LE torch run for special Olympics - Erica**
- 6. Active Shooter instructor course complete – Brett, Austin**
- 7. Meet and partner with staff at hospital**
- 8. First Responder Resiliency Seminar - Amy**
- 9. Crisis Intervention Team training – Amy**
- 10. Sexual Assault Investigations Training – Luis**
- 11. Paint Night for heating assistance for elderly**
- 12. Halloween Candy Crawl**
- 13. MCI community clean-up day**

Next Month's Projects for November 2023:

B. Current Projects and Anticipated Projects.

- 1. Give the Cops a bird, turkey collection**
- 2. Paint night for heating assistance for elderly**
- 3. Holiday tree lighting and festivities**
- 4. Range clean up**

- 5. Mechanics of Arrest, Restraint and Control training for all officers**
- 6. DARE – Erica**
- 7. Intern Schedule started**

Call Reason Breakdown

<u>Call Reason</u>	<u>Self</u>	<u>Disp</u>	<u>Total</u>	<u>%</u>	<u>Avg. Arrive</u>	<u>Avg. Time @ Scene</u>
911 Hangup/Misdial/Unknown Action: Unknown = 1 Services Rendered = 19	0	20	20	3.7	35.33	3.80
ALARM, BURGLAR Action: Services Rendered = 6	0	6	6	1.1	6.15	6.06
Assist Motorist Action: Services Rendered = 1	1	0	1	< 1	0	10.62
Animal Complaint Action: Services Rendered = 24	0	24	24	4.4	17.12	0.30
ASSAULT Action: Services Rendered = 1	0	1	1	< 1	4.37	23.00
ASSIST CITIZEN Action: Services Rendered = 37	0	37	37	6.8	12.03	22.42
ASSIST OTHER AGENCY Action: Services Rendered = 8	2	6	8	1.5	5.60	23.17
ATL Person/Vehicle or Item Action: Services Rendered = 1	0	1	1	< 1	8.95	25.03
ATTEMPT TO SERVE PAPERWORK Action: Services Rendered = 9	9	0	9	1.7	0	8.69
B&E in progress Action: Services Rendered = 1	0	1	1	< 1	22.82	38.22
Background Check for III Action: Services Rendered = 4	0	4	4	< 1	0	0
Burglary, Motor Vehicle Action: Services Rendered = 3	0	3	3	< 1	4.24	62.98
BURGLARY (B & E) PAST Action: Services Rendered = 5	1	4	5	< 1	21.37	33.96
BUILDING/PROPERTY CHECK Action: Services Rendered = 96	96	0	96	17.6	0	0.57
Civil Complaint Action: Services Rendered = 4	1	3	4	< 1	15.66	42.15
COMPLAINT Action: Services Rendered = 4	0	4	4	< 1	0	14.73
Community Policing Action: Services Rendered = 5	3	2	5	< 1	0	50.13
Call Request Action: Services Rendered = 24	0	24	24	4.4	20.67	15.50
Served PO/Summons/Subpoena/War Action: Services Rendered = 3	2	1	3	< 1	9.02	10.94
Concealed Weapons Permit Action: Services Rendered = 1	0	1	1	< 1	0	0

Dispatch Analysis

Printed: 11/02/2023

Details	8	2	10	1.8	1.92	168.13
Action: Services Rendered = 10						
Debris in Roadway / Dumping	0	4	4	< 1	0	0
Action: Services Rendered = 4						
DISTURBANCE	0	8	8	1.5	5.93	37.33
Action: Unknown = 2						
Services Rendered = 6						
DISABLED MV	1	3	4	< 1	6.45	21.38
Action: Services Rendered = 4						
DOMESTIC DISTURBANCE	1	5	6	1.1	3.68	31.10
Action: Services Rendered = 6						
DRUG TAKE BACK	0	1	1	< 1	0	0
Action: Services Rendered = 1						
EMS TRANSFER	19	2	21	3.9	2.37	183.26
Action: Services Rendered = 21						
ESCORT/TRANSPORT	1	0	1	< 1	0	34.65
Action: Services Rendered = 1						
Fire Alarm	0	1	1	< 1	3.15	18.85
Action: Services Rendered = 1						
FIRE, STRUCTURE	0	1	1	< 1	1.65	28.17
Action: Services Rendered = 1						
Fire, Vehicle	1	2	3	< 1	7.22	35.78
Action: Unknown = 1						
Services Rendered = 2						
Fire Service Call/Information	0	3	3	< 1	0	0
Action: Services Rendered = 3						
FOLLOW UP	12	3	15	2.8	6.96	39.57
Action: Unknown = 1						
Services Rendered = 14						
Harassment Complaint	0	1	1	< 1	6.80	6.28
Action: Services Rendered = 1						
Homeless Welfare Check	0	1	1	< 1	2.33	17.33
Action: Services Rendered = 1						
Intoxicated Subject	0	1	1	< 1	2.68	128.18
Action: Services Rendered = 1						
JUVENILE OFFENSES	0	2	2	< 1	8.17	5.43
Action: Unknown = 1						
Services Rendered = 1						
LARCENY /FORGERY/ FRAUD	0	1	1	< 1	0	0
Action: Services Rendered = 1						
Loud Noise/Music	1	4	5	< 1	71.54	7.00
Action: Services Rendered = 5						
MISSING ADULT	0	1	1	< 1	4.28	30.60
Action: Services Rendered = 1						

Dispatch Analysis

Printed: 11/02/2023

MEDICAL EMERGENCY	0	28	28	5.1	7.38	27.38
Action: Services Rendered = 28						
Crisis Emergency	0	1	1	< 1	2.38	24.27
Action: Services Rendered = 1						
Mischief	0	1	1	< 1	10.63	3.22
Action: Services Rendered = 1						
MISSING JUVENILE	1	1	2	< 1	0.27	32.39
Action: Services Rendered = 2						
MOTOR VEHICLE ACCIDENT 10-55	1	15	16	2.9	6.45	29.22
Action: Unknown = 3						
Services Rendered = 13						
MOTOR VEHICLE COMPLAINT	0	21	21	3.9	9.63	11.01
Action: Unknown = 1						
Services Rendered = 20						
MOTOR VEHICLE STOP	38	0	38	7.0	0	8.13
Action: Services Rendered = 38						
Parking Complaint	0	2	2	< 1	26.46	6.28
Action: Services Rendered = 2						
PEDESTRIAN CHECK	1	1	2	< 1	0	30.16
Action: Services Rendered = 2						
Police Information	0	12	12	2.2	25.50	5.43
Action: Services Rendered = 12						
Protection Order Received	0	1	1	< 1	0	0
Action: Services Rendered = 1						
FOUND/LOST PROPERTY	1	1	2	< 1	7.58	3.18
Action: Services Rendered = 2						
Road Conditions	0	1	1	< 1	12.75	2.00
Action: Services Rendered = 1						
Reposessed Vehicle	0	1	1	< 1	0	0
Action: Services Rendered = 1						
SCAM COMPLAINT	0	1	1	< 1	0	0
Action: Services Rendered = 1						
SEX OFFENSES	0	1	1	< 1	0	0
Action: Services Rendered = 1						
Shots Fired Complaint	0	1	1	< 1	18.87	17.58
Action: Services Rendered = 1						
RR Crossing Problem	0	1	1	< 1	2.92	76.85
Action: Services Rendered = 1						
Sex Offender Tracking	0	2	2	< 1	0	0
Action: Services Rendered = 2						
SPRINKLER TESTING	0	2	2	< 1	0	0
Action: Services Rendered = 2						
School Safety Checks	2	0	2	< 1	0	19.73

Action: Services Rendered = 2

SUSPICIOUS ACTIVITY/PERSON	11	26	37	6.8	4.86	13.61
Action: Unknown = 1						
Services Rendered = 36						
TRAINING TEST	0	1	1	< 1	0	0
Action: Services Rendered = 1						
THEFT	0	3	3	< 1	5.17	37.87
Action: Services Rendered = 3						
Threatening	0	1	1	< 1	9.33	75.42
Action: Services Rendered = 1						
TRAFFIC CONTROL	0	1	1	< 1	0	0
Action: Services Rendered = 1						
FIRE, TREES DOWN	0	1	1	< 1	6.37	15.53
Action: Services Rendered = 1						
TRESPASS	2	5	7	1.3	10.75	43.63
Action: Services Rendered = 7						
VIN Verification	0	1	1	< 1	0	0
Action: Services Rendered = 1						
Wildlife Issue	1	1	2	< 1	0	0.47
Action: Services Rendered = 2						
Welfare Check	1	4	5	< 1	10.62	20.63
Action: Services Rendered = 5						
TOTAL	218	326	544	100	9.72	28.26

Call Action Breakdown

<u>Call Action</u>	<u>Self Init</u>	<u>Dispatched</u>	<u>Total</u>	<u>%</u>
Unknown	0	11	11	2.0
Services Rendered	218	315	533	98.0
TOTAL	218	326	544	100

Operator Race And Sex Breakdown

<u>Sex</u>	<u>Total</u>	<u>%</u>
Not Specified	50	53.2
Male	25	26.6
Female	18	19.1
Unknown	1	1.1
TOTAL	94	100

<u>Race</u>	<u>Total</u>	<u>%</u>
Not Specified	50	53.2
Asian/Pacific Islander	0	0.0
Black	0	0.0
American Indian/Alaskan Native	0	0.0
White	27	28.7

Unknown	17	18.1
TOTAL	94	100

<u>Ethnicity</u>	<u>Total</u>	<u>%</u>
Not Specified	50	53.2
Hispanic	1	1.1
Not Hispanic	21	22.3
Unknown	22	23.4
TOTAL	94	100

Case Assignment Breakdown

<u>Type Of Case</u>	<u>Total</u>	<u>%</u>
Incidents	12	60.0%
Accidents	2	10.0%
Arrests	2	10.0%
Citations	4	20.0%
EMS	0	0.0%
Field Interviews	0	0.0%
Fire Incidents	0	0.0%
TOTAL	20	100.0%

Percent of Calls Where Case Num. Assigned: 3.7%

Man Hours By Call Arrive To Clear

<u>Call Reason</u>	<u>Total</u>	<u>%</u>
911 Hangup/Misdial/Unknown	7 min 0 sec	< 1
ALARM, BURGLAR	24 min 15 sec	< 1
Assist Motorist	10 min 37 sec	< 1
Animal Complaint	0 min 0 sec	< 1
ASSAULT	23 min 0 sec	< 1
ASSIST CITIZEN	8 hr 57 min 59 sec	4.0
ASSIST OTHER AGENCY	1 hr 55 min 50 sec	< 1
ATL Person/Vehicle or Item	25 min 2 sec	< 1
ATTEMPT TO SERVE PAPERWORK	1 hr 18 min 14 sec	< 1
B&E in progress	38 min 13 sec	< 1
Burglary, Motor Vehicle	3 hr 8 min 56 sec	1.4
BURGLARY (B & E) PAST	3 hr 39 min 0 sec	1.6
BUILDING/PROPERTY CHECK	54 min 23 sec	< 1
Civil Complaint	1 hr 24 min 0 sec	< 1
COMPLAINT	14 min 44 sec	< 1
Community Policing	2 hr 30 min 23 sec	1.1
Call Request	1 hr 2 min 1 sec	< 1
Served PO/Summons/Subpoena/War	32 min 50 sec	< 1
Details	46 hr 34 min 2 sec	20.8
DISTURBANCE	4 hr 9 min 28 sec	1.9
DISABLED MV	42 min 46 sec	< 1
DOMESTIC DISTURBANCE	7 hr 47 min 47 sec	3.5
EMS TRANSFER	59 hr 34 min 4 sec	26.6
ESCORT/TRANSPORT	34 min 39 sec	< 1
Fire Alarm	18 min 51 sec	< 1
FIRE, STRUCTURE	28 min 10 sec	< 1
Fire, Vehicle	2 hr 49 min 43 sec	1.3
FOLLOW UP	10 hr 51 min 36 sec	4.9
Harassment Complaint	6 min 17 sec	< 1
Homeless Welfare Check	34 min 40 sec	< 1
Intoxicated Subject	2 hr 8 min 11 sec	< 1
JUVENILE OFFENSES	5 min 26 sec	< 1

Dispatch Analysis

Printed: 11/02/2023

Loud Noise/Music	34 min 60 sec	< 1
MISSING ADULT	30 min 0 sec	< 1
MEDICAL EMERGENCY	21 hr 23 min 37 sec	9.6
Crisis Emergency	48 min 32 sec	< 1
Mischief	3 min 13 sec	< 1
MISSING JUVENILE	2 hr 7 min 2 sec	< 1
MOTOR VEHICLE ACCIDENT 10-55	9 hr 21 min 45 sec	4.2
MOTOR VEHICLE COMPLAINT	1 hr 14 min 0 sec	< 1
MOTOR VEHICLE STOP	5 hr 54 sec	2.2
Parking Complaint	12 min 33 sec	< 1
PEDESTRIAN CHECK	1 hr 19 sec	< 1
Police Information	5 min 26 sec	< 1
FOUND/LOST PROPERTY	6 min 22 sec	< 1
Road Conditions	2 min 0 sec	< 1
Shots Fired Complaint	17 min 35 sec	< 1
RR Crossing Problem	1 hr 16 min 51 sec	< 1
School Safety Checks	39 min 28 sec	< 1
SUSPICIOUS ACTIVITY/PERSON	6 hr 7 min 30 sec	2.7
THEFT	1 hr 53 min 37 sec	< 1
Threatening	1 hr 15 min 25 sec	< 1
FIRE, TREES DOWN	31 min 3 sec	< 1
TRESPASS	2 hr 54 min 0 sec	1.3
Wildlife Issue	0 min 28 sec	< 1
Welfare Check	1 hr 41 min 27 sec	< 1
Total	223 hr 43 min 50 sec	100.0

Special Reporting Area Breakdown

<u>Special Reporting Area</u>	<u>Total</u>	<u>%</u>
None	544	100.0
Total	544	100.0

1st Call Responder Summary Report

Calls Where 1st Responder Is Within The 1st Selected Post = 287
 # Calls Where 1st Responder Is Not Within The 1st Selected Post = 105
 # Calls Not At A Geo Processed Address = 19

Calls Per Post
 Pittsfield = 408
 Eastside = 2
 County Wide = 1

Special Studies Breakdown

<u>ETHNICITY</u>	<u>Total</u>	<u>%</u>
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TOWN COUNCIL MEETING OF: November 21, 2023

 PUBLIC HEARINGS

 X NEW BUSINESS

 REPORTS

 DISCUSSION ITEMS

 OLD BUSINESS

 EXEC. SESSION

 ORDER 23-

 PACKAGE

 RESOLUTION 23-

 ADDITION

 X ORDINANCE 23-10

TO BE TITLED:

(Set to Public Hearing on 12/05/2023) That the Town Council hereby ordains that a supplemental appropriation of \$35,000.00 from the Cemetery Investment Fund be approved to purchase Map 012 Lot 012 from VAC NEW, INC. for the agreed purchase price of \$35,000.00 for the purpose of expanding the Village Cemetery.

DESCRIPTION:

Brad Fisher first approached the Town back in August about exploring the option of purchasing his piece of land that abuts the Village Cemetery. Since the cemetery has nowhere to expand, this property is a logical expansion option.

This was brought up as a discussion item at the October 17, 2023, Town Council meeting, where a majority of the Council expressed interest in purchasing the property.

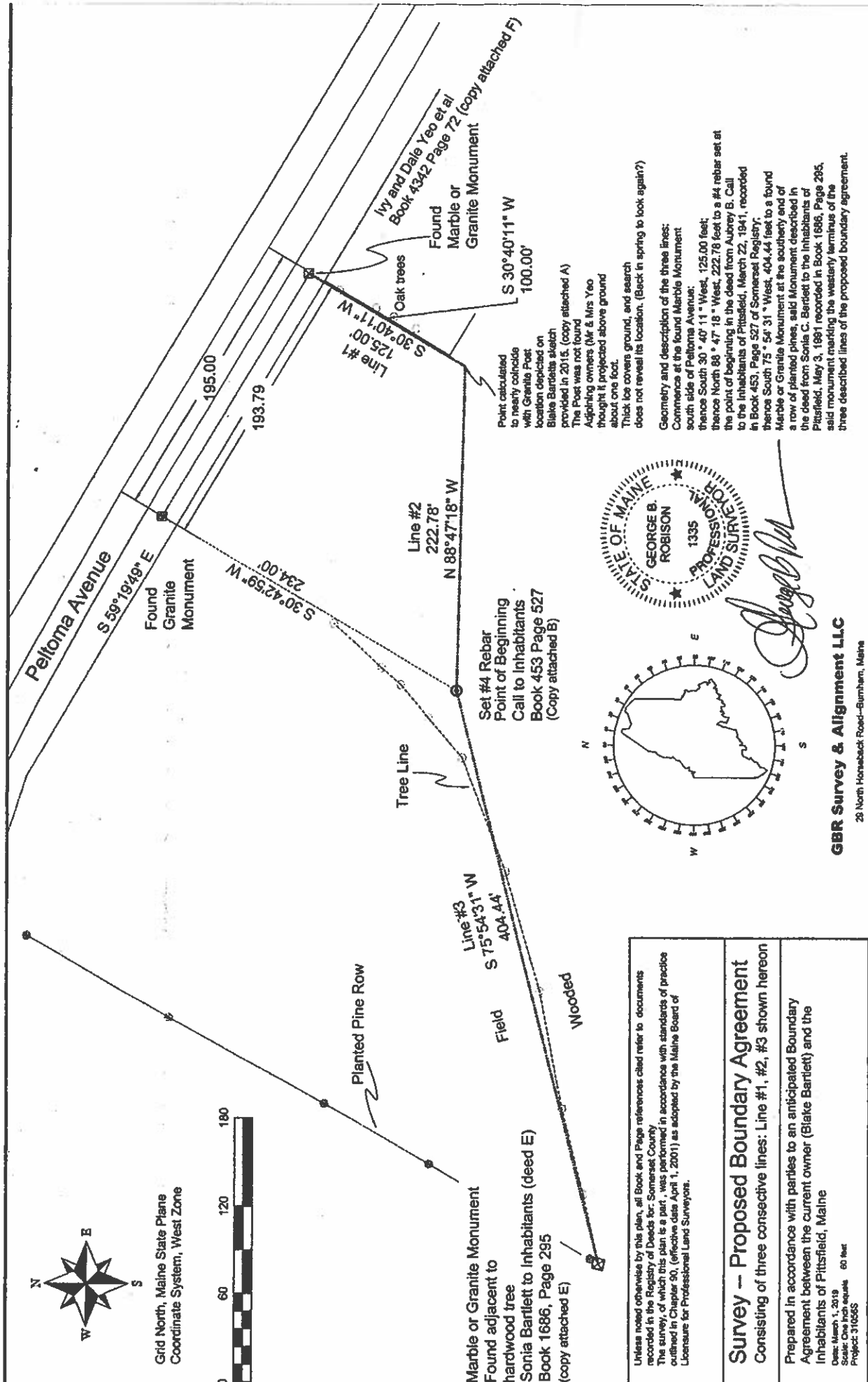
Since this expenditure was not included in the yearly operating budget, a supplemental appropriation is required. Supplemental appropriations must be done by ordinance.

Should the Council send this to public hearing, it would be acted on at the December 5, 2023, meeting.

SUBMITTED BY: Town Manager Jacob Gran
DATE: November 16, 2023

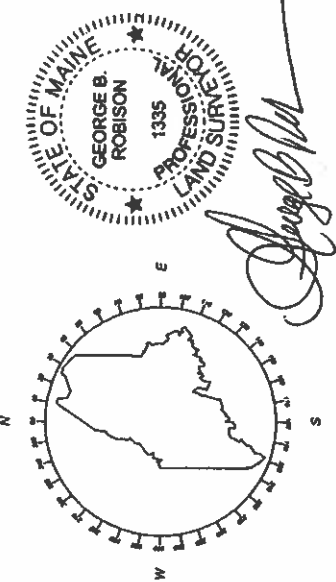


Grid North, Maine State Plane
Coordinate System, West Zone



Point calculated to nearly coincide with Granite Post location depicted on Blake Bartlett's sketch provided in 2015. (copy attached A)
The Post was not found
Adjoining owners (Mr & Mrs Yeo thought it projected above ground about one foot.
Thick ice covers ground, and search does not reveal its location. (Beck in spring to look again?)

Geometry and description of the three lines:
Commence at the found Marble Monument south side of Pelto Avenue:
thence South 30° 40' 11" West, 125.00 feet;
thence North 88° 47' 18" West, 222.78 feet to a #4 rebar set at the point of beginning in the deed from Aubrey B. Call to the Inhabitants of Pittsfield, March 22, 1941, recorded in Book 453, Page 527 of Somerset Registry;
thence South 75° 54' 31" West, 404.44 feet to a found Marble or Granite Monument at the southerly end of a row of planted pines, said Monument described in the deed from Sonia C. Bartlett to the Inhabitants of Pittsfield, May 3, 1981 recorded in Book 1686, Page 285, said monument marking the westerly terminus of the three described lines of the proposed boundary agreement.



GBR Survey & Alignment LLC
28 North Horseback Road—Bumham, Maine

<p>Unless noted otherwise by this plan, all Book and Page references cited refer to documents recorded in the Registry of Deeds for Somerset County. The survey, of which this plan is a part, was performed in accordance with standards of practice outlined in Chapter 90, (effective date April 1, 2001) as adopted by the Maine Board of Licensure for Professional Land Surveyors.</p>
<p>Survey -- Proposed Boundary Agreement Consisting of three consecutive lines: Line #1, #2, #3 shown hereon</p>
<p>Prepared in accordance with parties to an anticipated Boundary Agreement between the current owner (Blake Bartlett) and the Inhabitants of Pittsfield, Maine</p> <p>Date: March 1, 2019 Scale: One inch equals 60 feet Project: 316565</p>

TOWN COUNCIL MEETING OF: November 21, 2023

 PUBLIC HEARINGS

 X NEW BUSINESS

 REPORTS

 DISCUSSION ITEMS

 OLD BUSINESS

 EXEC. SESSION

 ORDER 23-

 PACKAGE

 X RESOLUTION 23-110

 ADDITION

 ORDINANCE 23-

TO BE TITLED:

Resolved that the Town Council waive the Bid Policy, Chapter 2, Administrative Code, Section 106, Regulation of Bids and Contracts to accept the estimate of Trafton Plumbing & Heating to replace and relocate the waterline supply for firetrucks in the Fire Station, not to exceed \$10,225.00, such funds to be expended from the Fire Station Reserve.

DESCRIPTION:

Currently, the fill stations for our firetrucks are located on the ceiling of the Fire Station – requiring firefighters to climb on top of the firetrucks to refill them after emergency calls. This poses a safety risk.

These proposals are to relocate the supply lines by dropping them, allowing them to be accessed via ground level and thus eliminating the need to climb on top of the vehicles while parked in the station.

Two estimates were received:

Trafton Plumbing & Heating	\$10,225.00
Gilman Plumbing & Heating	\$18,675.00

This resolution is to award the project to Trafton Plumbing & Heating.

SUBMITTED BY: Town Manager Jacob Gran / Fire Chief Bernard Williams
DATE: November 16, 2023

Proposal

TRAFTON PLUMBING & HEATING

WAYNE TRAFTON

P.O. BOX 489

PITTSFIELD, MAINE 04967

PH. (207) 487-3938

PROPOSAL SUBMITTED TO PITTSFIELD FIRE DEPARTMENT		PHONE	DATE 9/23/2023
STREET 112 SOMERSET AVE.		JOB NAME WATERLINE SUPPLY FOR FIRE TRUCKS	
CITY, STATE, and ZIP PITTSFIELD, ME. 04967		JOB LOCATION FIRE DEPARTMENT	
ARCHITECT	DATE OF PLANS	JOB PHONE CHIEF300@MYFAIRPOINT.NET	

We hereby submit specifications and estimates for:

SUPPLY AND INSTALL ONE 4" PVC SCH-80 WATERLINE WITH THREE 2 1/2" PVC SCH-80 DOWN SPOUTS FOR TRUCK FILL AREAS.

SUPPLY AND INSTALL ALL FITTINGS, PIPE, HANGERS

ALL LABOR AND MATERIALS TO DO SAID WORK IS INCLUDED IN THIS PROPOSAL

We Propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

UPON COMPLETION

dollars

\$10,225.00

Payment to be made as follows:

TENTHOURS AND TWO HUNDRED TWENTY FIVE 00/100

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature:

Wayne Trafton

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Date of acceptance _____

Signature _____

GILMAN PLUMBING & HEATING

P. O. Box 304

Newport, ME 04953

Tel: 207 368-2335

Email: phelps19g@gmail.com

October 11, 2023

Pittsfield Fire Department
c/o Bernard Williams
16 Park St.
Pittsfield, ME 04967

Re: QUOTATION – Sch 80 PVC Piping for City Water Fill Station for Fire Truck
Detail:

4” Sch 80 piping from the city water RPZ gate valve to the (3) 2½” fill station drops.
3 fire truck fill station drops will be 2½” with NST gate valves x male thread.
Pipe hangers and supports will be from building center beam and vertical support
columns.

Materials/Labor	\$18,675.00
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Terms: When the above-described work is completed a bill which is due and payable
upon receipt will be sent to you.

THIS QUOTE GOOD FOR 90 DAYS FROM ABOVE DATE