

TOWN MANAGER'S REPORT

Town Manager's Report: Town Council Meeting of 10/02/2018:

1. Household Hazardous Waste Day:

TOWN OF PITTSFIELD

Residential Household Hazardous Waste Disposal & Medication Collection Event
Saturday, October 6, 2018, 9am–Noon, Pre-registration is required to participate!

In conjunction with the Kennebec Valley Council of Governments, & other communities, the Town of Pittsfield will host a Residential Household Hazardous Waste Disposal & Medication Collection Event at the Pittsfield Recycling/Transfer Station located at 601 Peltoma Avenue, Pittsfield. Pittsfield residents, contact Recycling/Transfer Station at 487-3361 to pre-register. Non-residents who wish to participate must pre-register with the town they reside in. Brochures available @ Pittsfield Town Office, Pittsfield Recycling/Transfer Station & online at www.pittsfield.org listing details about the event. KVCOG and participating towns will use a professional hazardous waste disposal company to process and dispose of HHW from area residents. These items include old oil and latex based paint, gas, motor oil, pesticides, cleaners, pool chemicals, TVs, computers and other difficult to get rid of materials that could potentially harm people and pets. KVCOG, in partnership with local law enforcement, will concurrently be hosting our annual unwanted pharmaceutical collection with the goal of keeping these medications out of the water table, lakes and rivers, and also out homes where they can lead to accidental poisoning or abuse

2. Pittsfield Fall Recreation Program:

All Fall Sports Recreation Programs are on-going and the children are having a great time. THANKS to all of the many volunteer coaches as well as our Recreation Director Suzy Morton.

3. Pittsfield Community Theatre Movie Line-up: This will be published in the Town Manager's Report.

Oct. 5-11
SEARCHING
Rated: PG-13
Running Time: 1 hr 45 min
Matinee Sunday, Oct. 7 at 2 PM ...

Oct. 12-18
OPERATION FINALE
Rated: PG-13
Running Time: 2 hr
Matinee Sunday, Oct.28 at 2 PM no Sunday evening movie...

Oct. 19-25
THE HOUSE WITH A CLOCK IN IT'S WALLS
Rated: PG
Running Time: 1 hr 45 min
Matinee Sunday, Oct. 21 at 2 PM no Sunday evening movie...

Oct. 26-Nov. 1

SMALLFOOT

Rated: PG

Running Time: 1 hr 40 min

Matinee Sunday, Oct. 28 at 2 PM no Sunday evening movie...

4. The Pittsfield THEN and NOW Pittsfield History with current information is a beautiful collection of interesting information about the community, its facilities, homes and the people. In addition, the pictures are quite nice. We will be looking into selling the book at the Town Office. It is available for order at Bud's Shop N' Save and on line at Amazon.com.

5. Water and Sewer Liens: Property at 132 Peltoma Avenue owned by Loren & Kimberly Russell will have water and sewer liens mature later this month. This is the derelict property at the corner of Peltoma and Lancey Street where we or the neighbors cut the grass. Our options are to file a stay so that the lien will not mature or to take the property, which is a menace and try to bid it out fast with the minimum bid being monies owed on account. The Code Officer went to the site to review it at my request and from the outside, he believes the barn has to come down and that the building itself may be salvaged. As we do not have access inside, that is an opinion from looking at the outside only.

6. Tiling of the Town Offices: This is a large project which likely needs a moving company. We looked at carpet, however, the installation times being quoted would result in services being shut down for too long. However, on tiling, we are being told that we could do this over a Friday-weekend-Monday. This has been on-going for some time to get quotations. This project allows the opportunity to move items around as everything is going to have to come out of all of the offices, therefore, we will need to organize a filing plan and moving plan. This large project would take place in January – February as these months are a bit quieter than the remainder of the year.

7. Email viruses: There were comments at a past meeting which were well intentioned, however, I did want to provide information regarding computer viruses. Our server has a large capacity. We have virus protection on all of the computers in the town office as well as the server plus gov. office, our provider, has virus protection. The Deputy Treasurer Emmalee Reed and I monitor the computers, there has never been a virus problem. Therefore, we would not obtain another server for documents or e-mails due to viruses. However, with TRIO going to a web-based platform in an attempt to address some of the issues that are on-going as their current platform is not supported by Microsoft, we may need to update the server. This will be reviewed for the budget.

8. Municipal Payment Options: Michael will report briefly on the Municipal Payment Options under review – we went beyond Municipay when we heard some of the back end information and reference from a town. Front end sounded really good. Michael reported on the pros and cons. This subject needs more research especially with how the payments may or may not post to the financial system.

9. Council Streaming Services Option: Michael will also report on the Council Streaming Services Options under review. Michael presented a comprehensive review of the streaming

services. The Town Hall Video Streaming seems to be the best proposal and the most comprehensive. This is the one that Michael will pursue and bring back more information on for the Council.

10. Pittsfield Historical Society and Historical Collection Inventory: We are working with the PHS to obtain the inventory in a format that we can utilize it and store it here at the Town Office. The actual inventory of the history and collectibles is on a Paradox system which is related to the former Corel which had Word Perfect. We have a copy and have inputted it into excel. As the PHS is probably not going to be able to enhance the listing and setup, we have identified some steps to determine exactly what is on the inventory vs. what is in the depot. Most items are on the inventory, however, we need to go through the building. There is a storage area with boxes of items that I was told were not really historical but were donated so we need to determine exactly what is going on. Regarding insurance, we have the most insurance that is available with the listing and the items which are scheduled. We may need to hire an appraiser for some items. We will be spending some time at the depot later this week/early next week based upon scheduling.

11. Insurance Company Review: We had an excellent meeting with the insurance company that wanted to review the Town's insurances. Don Chute, the Town's Safety Coordinator, attended the meeting. Many subjects were discussed including the questions that the Town Manager had sent in on having volunteers perform work on projects that they would like to do. The company's position was reinforced. The inspector toured the Town Offices finding a couple of items right off. The inspector pointed out the tripping hazard at the Council podium and advised to use caution tape. The Town Manager and Safety Coordinator updated the inspector on how we previously had caution tape, however, that citizens did not think it was aesthetic. The Town Manger had safety tape put back on the corners for the safety of those using the room. The Inspector also mentioned the back entrance brick work and we explained how that project was going to be completed by Public Works, however, is on the work list with many other projects. The Inspector then went to the Library noting a few minor items such as shelving needing to be secured in a few locations. In all, it was an excellent visit.

12. Municipal Building Maintenance:

The Town used to have a Janitor, whose position was deleted by the Town Council in budget talks prior to my arrival with the tasks given to the Public Works Department. I remember being told to never bring back the Janitor. In discussions with Public Works, we believe that we do need to bring back the Janitor in a combination with a Maintenance position, so a position that can address items at the Municipal Building, Library and Theatre. This will also be helpful if there are instances during the day that require cleanup. The position would be stationed in the Public Works Department with regular daily work, weekly, quarterly, semi-annul, etc. When the person was not busy, he/she would work on highway items as assigned.

I have taken over the Janitorial work oversight in the Municipal Building and am working with the assigned janitor. When I was working at night here in the building, the Janitorial staff would be here and there were no issues. I have designed a little system that seems to work.

The Municipal Building had been painted to my knowledge 5 times since I have been here with the last time being right before John Dickson retired in 2015. It was to be painted every 3 or so years. Some painting was conducted in June, another batch in July and then a longer period of time dedicated at the beginning of September. More needs to be done. The doors could actually use touch up every year now or we would put material on the edge of the door to resolve the need to paint.

The vinyl for the stairs was purchased in April and needs to be installed. The Public Works Foreman wants to do this himself or by his second, Timmy. With the installation of the vinyl, then we will not have to paint the stairs on a regular basis.

The purchase order for the repair of the front entrance was pulled in April, the Public Works Foreman has a commitment from the contractor to arrive by mid-October to complete the necessary work.

Public Works has on its list prior to cold weather to paint the front step and the back windows. One window was painted, several more await. The paint was purchased earlier this year.

The Tree in the parking lot that was bare was cut down early one morning in September. Public Works will address the triangle left with proper material. Other trees will be cut including one on Main Street which needs the professional tree cutting service. Tree quotations are underway.