

DEPARTMENT ACCOMPLISHMENT LISTING FOR JULY 2022

Please accept these summary accomplishment reports from the Town's departments.

The purpose of the reports is to enhance communication between the Council, public and departments as well as between the individual departments. In addition it is to be used to track department progress on their work tasks. The reports are to be brief in nature and will include:

- A. Items completed the previous month/report with highlights of items not completed but scheduled and reasons for this.
- B. Current projects and anticipated projects to be completed from then until the next report date.
- D. Issues or unanticipated problems and matters.

Kathryn Ruth
Town Manager



Town of Pittsfield

Month of July, 2022

Department: Admin and Finance

Date submitted: Aug. 10, 2022

Monthly Accomplishments

Report on Projects to Town Council

A. July, 2022 Projects Completed

Date Completed

- | | |
|--|-------------------|
| 1. Reconciled all June Credit Card entries | 07/01/2022 |
| 2. Resolution of Hangar Project funding with Partners | 07/05/2022 |
| 3. Finish certification for Limited New Vehicles | 07/13/2022 |
| 4. Obtain all correct water meter serial #s to post and check water readings provided | 07/18/2022 |
| 5. Airport Hangar HTA, FAA & MaineDOT contract signed and returned to Town | 07/18/2022 |
| 6. 30-day notices issued for 2021 tax process | 07/19/2022 |
| 7. New Financial Clerk started | 07/22/2022 |
| 8. Water/Sewer read meters and serial #s match records so we can move forward | 07/26/2022 |
| 9. Codes Enforcement updates made | 07/29/2022 |
| 10. July Warrants completed with staff | 07/29/2022 |
| 11. July Cash Receipts reviewed | 07/30/2022 |

Highlights of Items not completed in July 2022 but scheduled and reasons for it:

B. July, 2022 Projects Not Completed

Reason not completed

- | | |
|--|--|
| 1. Transfer over financial records to web
-based TRIO, the highest level of
software available | TRIO produced a new list
of steps to complete,
finished 08/03/2022. |
| 2. Water/Sewer Billing for Books 5 & 6
unable to go around issue;
review each account and contact
Ez Reader company | Meter Installation errors
addressed by Vendor, still
issues, went to other books
and work with software co. |
| 3. Fully reconcile June financial reports;
Locate all mis-postings completed by
Frozen computer/input information | Provided to Council on
08/02/2022 (completed
07/22/2022) |
| 4. | |
| 5. | |
| 6. | |
| 7. | |
| 8. | |
| 9. | |
| 10. | |

Town of Pittsfield

Month of July, 2022

Department: Admin and Finance

Date submitted: Aug. 10, 2022

Next Month's Projects for August 2022:

<u>C. Current Projects and Anticipated Projects</u>	<u>Expected Completion</u>
1. Posted all July and August postings to date prior to the conversion to New TRIO	08/02/2022
2. Complete hearing notice and ordinance approval for \$2,488,000 in CWSRF funds	08/02/2022
3. Traditional and Alternate Budget Calendars presented for discussion	08/02/2022
4. Work with Acting Chief, Admin. Assistant and Skowhegan Chief on 3 police grants	08/05/2022
5. Hold Department Head/Supervisor meeting	08/11/2022
6. Assist Police Dept. with officer hiring	by 08/12/2022
7. Tax Lien Mortgage company research	by 08/12/2022
8. Contact TAP properties one last time	by 08/15/2022
9. Review Tax Lien list to make more calls	by 08/19/2022
10. Tax Lien 30-day notices to be paid	by 08/22/2022
11. Budget Packages to departments/others	by 08/26/2022
12. Determine if grants located are accessible	by 08/31/2022

D. Issues or Unanticipated Problems and Matters

<u>Project</u>	<u>Issue/Problem</u>	<u>How it was solved</u>
1. Water/Sewer Reader	Ez Reader company	Multiple calls
will not pick up readings	support requested	and follow up
2.		
3.		

Town of Pittsfield

Month of June, 2022

Department: Cemetery

Date submitted: 08/10/2022

Monthly Accomplishments

Report on Projects to Town Council

A. June, 2022 Projects Completed

Date Completed

Town of Pittsfield

Month of June

Department: Cemetery

Date submitted: 08/10/2022

Highlights of Items not completed in June 2022 but scheduled

and reasons for it:

1. Finish grading & seeding Rt. 2 Cemetery by end of July. Project not completed due to worker shortage.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Town of Pittsfield

Month of June, 2022

Department: Cemetery

Date submitted: 08/10/2022

Next Month's Projects for July 2022:

C. Current Projects and Anticipated Projects Expected Completion

1. Daily cemetery maintenance ~ Ongoing
2. Six funerals/burials in June
3. Straightened several stones in Pitts. Village.
4. Re-seeded two full graves
5. Plan to finish Route 2 cemetery in July.
- 6.
- 7.
- 8.
- 9.
- 10.

D. Issues or Unanticipated Problems and Matters

<u>Project</u>	<u>Issue/Problem</u>	<u>How it was solved</u>
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- 1.
- 2.
- 3.

Town of Pittsfield

Month of July, 2022

Department: Cemetery

Date submitted: 08/10/2022

Monthly Accomplishments

Report on Projects to Town Council

A. July, 2022 Projects Completed

Date Completed

Town of Pittsfield

Month of July

Department: Cemetery

Date submitted: 08/10/2022

Highlights of Items not completed in ^{July} ~~June~~ 2022 but scheduled

and reasons for it:

1. Keymouth Cemetery - repairing stones
2. bush hogging, repairing fence

3.

4.

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6.

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Town of Pittsfield

Month of July, 2022

Department: Cemetery

Date submitted: 08/10/2022

Next Month's Projects for August 2022:

C. Current Projects and Anticipated Projects Expected Completion

1. Daily cemetery maintenance ~ Ongoing
2. Four funerals/burials in July.
3. Completed grading & seeding Rt. 2 cemetery.
4. Re-seeded four full graves.
5. Major project ~ Restoring Rt. 100
6. Weymouth Cemetery. Repair fence & many
7. grave stones. Bush hogging, loaming &
8. grading on "to-do list". Projected end
9. mid-October.
- 10.

D. Issues or Unanticipated Problems and Matters

<u>Project</u>	<u>Issue/Problem</u>	<u>How it was solved</u>
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- 1.
- 2.
- 3.

Town of Pittsfield

Month of July, 2022

Department: FIRE_____

Date submitted: 8 AUG 22

Monthly Accomplishments

Report on Projects to Town Council

A. JuL 2022 Projects Completed

Date Completed

1. 26 Calls

31 JuL 22

2. Live Fire Training

10 July 22

3.

4.

5.

6.

7.

8.

9.

10.

Town of Pittsfield

Month of July, 2022

Department: FIRE

Date submitted: 8 Aug 22

**Highlights of Items not completed in July 2022 but scheduled
and reasons for it:**

B. JuL 2022 Projects Not Completed

Reason not completed

1. Cab Lift on E4 repaired

Waiting parts

2.

3.

4.

5.

6.

7.

8.

9.

10.

Town of Pittsfield

Month of July, 2022

Department: FIRE

Date submitted: 8 Aug 22

Next Month's Projects for Aug 2022:

C. Current Projects and Anticipated Projects Expected Completion

- | | |
|--------------------------------------|-----------------|
| 1. Continuing Annual Training | On Going |
| 2. Cab Lift on E4 repaired | 1 Aug 22 |
| 3. | |
| 4. | |
| 5. | |
| 6. | |
| 7. | |
| 8. | |
| 9. | |
| 10. | |

D. Issues or Unanticipated Problems and Matters

Project Issue/Problem How it was solved

- 1.**
- 2.**

**PITTSFIELD FIRE DEPARTMENT
MONTHLY REPORT FOR JULY 2022**

	Year to Date	JUL		Year to Date	JUL
Accident			Other	1	
Aircraft			Service Calls	1	4
ATV/Snowmobile			Structure		
Industrial			Barn	1	
Motor Vehicle			Church		
Airbag	12	9	Dwelling	4	
Extrication			Single	5	
Fluids Leaking	3	2	Mutli		
With Injury	16	4	Garage		
Without Injury	2	5	Commercial		
False Alarm	3		Private		
Water			Manufacturing		
Alarm System	7	4	Office		
False Alarm	3	3	Retail	1	
Assist to EMS	29	1	School		
Assist to LE	8		Storage		
Bomb Threat			Vacant		
Cooking Fire			Rescue	1	
Compactor/Dumpster			Transfer Station		1
Confined Space			Tree Down (no wires)	1	1
Chimney			Tree Down (with wires)	3	3
Fire			Vehicle		
Plugged			Aircraft		
Detector			ATV/ Snowmobile	1	
Carbon Monoxide	2	1	Bus		
Fire/ Smoke	3		Car	1	
False Alarm	5		False Alarm	1	
Electrical	4		Motor Home		
False Alarm	3		Pickup		
HazMat	3		Snowmobile		
Heating Appliance			Tractor	2	
Coal/Wood	1		Trailer		
Oil/Propane	1		Camper		
Investigation			Commercial		
Odor	11		Utility		
Smoke	3		Truck	1	
Mutual Aid	2		Unpermitted Fires		
Fire	3	3	Wires Down	2	
HazMat			Woods/Grass	4	1
Received					
Standby	3				
Traffic					

Total number shown is higher than actual calls. An incident may be for several reasons. For example a motor vehicle accident may be with or without injury, fluid leaks, air bag deployment and extrication.

Town of Pittsfield

Month of July, 2022

Department: Library Date submitted: 8/1/22

Monthly Accomplishments

Report on Projects to Town Council

<u>A. July, 2022 Projects Completed</u>	<u>Date Completed</u>
1. Newsletter program initiated (patrons can sign up for book recommendations & library events newsletters)	7/29/22
2. Book discussions (in-person & Zoom)	7/19/22
3. Mad Science of Maine program	7/28/22
4. Children's weekly programs	Ongoing
5. Senior weekly exercise classes	Ongoing
6. Transforming lives	Ongoing
7.	
8.	
9.	
10.	

Town of Pittsfield

Month of July, 2022

Department: Library

Date submitted: 8/1/22

Highlights of Items not completed in July 2022 but scheduled and reasons for it:

B. July, 2022 Projects Not Completed

Reason not completed

1. MCI Summer program

Both the MCI staff member and library staff member were out for much of the summer

2.

3.

4.

5.

6.

7.

8.

9.

10.

Town of Pittsfield

Month of July, 2022

Department: Library Date submitted: 8/1/22

Next Month's Projects for August 2022:

C. Current Projects and Anticipated Projects Expected Completion

- | | |
|--|----------------|
| 1. Children's author/book signing event | 8/18/22 |
| 2. Monthly book discussion (in person & Zoom) | 8/16/22 |
| 3. Summer reading program | August 2022 |
| 4. Children's craft program by HealthySV | 8/25/22 |
| 5. Author talk program collaboration with
Newport Cultural Center | 8/24/22 |
| 6. Author talk/book signing | September 2022 |
| 7. Photography exhibit | October 2022 |
| 8. Windows replacement/reconstruction | 2024?? |

D. Issues or Unanticipated Problems and Matters

Project Issue/Problem How it was solved

1. Windows replacement/reconstruction—Construction delays, possible miscommunications—Still ongoing

Town of Pittsfield

Month of August, 2022

Department: Police

Date Submitted: Aug. 10,2022

Monthly Accomplishments

Report on Projects to Town Council

A. June, 2022 Projects Completed Date Completed

1. Reinstated prior files for daily use.
2. Solicited quotes for department upgrades.
3. Second month with Technology Solutions; all going well. 08/10/2022
4. Working on inventory for the evidence room.
5. Continuing the grants process for 2019 and 2020 grants.

Next Month's Projects for August 2022:

B. Current Projects and Anticipated Projects

1. Coffee with a cop
2. MCI Alumni
3. Complete the 2019 and 2020 grants.
4. Get new cruiser fully equipped
5. Hiring process for new staff.
6. Weekly concerts in Hawthorne Park.
7. Working with SVH on updating CPR and Narcan training for Police Staff.

Call Reason Breakdown

Call Reason	Self	Disp	Total	%	Avg. Arrive	Avg. Time @ Scene
911 Hangup/Misdial/Unknown Action: Unknown = 10 Services Rendered = 23	0	33	33	7.3	11.53	5.41
ABANDONED MV Action: Services Rendered = 1	1	0	1	< 1	0	2.85
ALARM, BURGLAR Action: Services Rendered = 2	0	2	2	< 1	2.74	8.32
Assist Motorist Action: Services Rendered = 1	0	1	1	< 1	0	0
Animal Complaint Action: Unknown = 1 Services Rendered = 18	2	17	19	4.2	6.23	15.20
ASSIST CITIZEN Action: Unknown = 1 Services Rendered = 17	2	16	18	4.0	15.93	9.18
ASSIST OTHER AGENCY Action: Services Rendered = 9	2	7	9	2.0	8.88	36.97
ATL Person/Vehicle or Item Action: Services Rendered = 3	1	2	3	< 1	4.53	5.75
ATTEMPT TO SERVE PAPERWORK Action: Services Rendered = 7	7	0	7	1.5	0	15.68
Bail Check Action: Services Rendered = 4	4	0	4	< 1	0	11.84
Background Check for III Action: Services Rendered = 1	0	1	1	< 1	0	0
BUILDING/PROPERTY CHECK Action: Services Rendered = 59	59	0	59	13.0	0	0.30
Civil Complaint Action: Services Rendered = 3	1	2	3	< 1	0	2.27
COMPLAINT Action: Services Rendered = 4	0	4	4	< 1	0	0
Call Request Action: Services Rendered = 16	0	16	16	3.5	32.75	41.05
Details Action: Services Rendered = 1	1	0	1	< 1	0	113.10
Debris in Roadway / Dumping Action: Services Rendered = 8	1	7	8	1.8	0	2.93
DISTURBANCE Action: Unknown = 2 Services Rendered = 7	0	9	9	2.0	3.76	25.36
DISABLED MV Action: Services Rendered = 2	2	0	2	< 1	0	3.08

Pittsfield Police Department

Dispatch Analysis

DOMESTIC DISTURBANCE Action: Services Rendered = 4	0	4	4	< 1	15.88	38.03
Errad./Possess./Contraband Action: Services Rendered = 2	0	2	2	< 1	1.67	5.05
EMS TRANSFER Action: Services Rendered = 18	17	1	18	4.0	0	233.99
ESCORT/TRANSPORT Action: Services Rendered = 1	1	0	1	< 1	0	3.20
Fire Alarm Action: Services Rendered = 4	0	4	4	< 1	1.96	147.31
EMS INFORMATION Action: Services Rendered = 2	0	2	2	< 1	0	0
CRIMINAL FINGERPRINTING Action: Services Rendered = 1	1	0	1	< 1	0	2.37
Fire, Brush, Woods, Grass Action: Services Rendered = 1	0	1	1	< 1	12.75	6.52
FIRE, OTHER Action: Services Rendered = 1	0	1	1	< 1	0	0
Fire Service Call/Information Action: Services Rendered = 1	0	1	1	< 1	2.88	353.48
FOLLOW UP Action: Unknown = 2 Services Rendered = 8	7	3	10	2.2	0.07	14.13
Fireworks Complaint Action: Services Rendered = 3	0	3	3	< 1	26.68	14.02
Harassment Complaint Action: Services Rendered = 6	0	6	6	1.3	19.06	11.70
Intoxicated Subject Action: Services Rendered = 1	0	1	1	< 1	0	0
IT REQUEST Action: Services Rendered = 1	0	1	1	< 1	0	0
JUVENILE OFFENSES Action: Services Rendered = 4	0	4	4	< 1	0	9.87
LARCENY /FORGERY/ FRAUD Action: Services Rendered = 1	0	1	1	< 1	0	0
Loud Noise/Music Action: Services Rendered = 3	0	3	3	< 1	4.13	4.65
MEDICAL EMERGENCY Action: Unknown = 4 Services Rendered = 33	0	37	37	8.1	6.60	40.64
Mischief Action: Services Rendered = 2	0	2	2	< 1	21.50	15.87
MOTOR VEHICLE ACCIDENT 10-55	0	37	37	8.1	11.53	27.27

Pittsfield Police Department
Dispatch Analysis

Action: Unknown = 6
 Services Rendered = 31

MOTOR VEHICLE COMPLAINT	1	12	13	2.9	13.97	21.50
Action: Services Rendered = 13						
MOTOR VEHICLE STOP	35	0	35	7.7	0	6.69
Action: Services Rendered = 35						
FIRE, ODOR INVESTIGATION	0	1	1	< 1	7.57	11.35
Action: Services Rendered = 1						
PEDESTRIAN CHECK	1	0	1	< 1	0	257.62
Action: Services Rendered = 1						
Police Information	0	7	7	1.5	13.82	15.17
Action: Services Rendered = 7						
FOUND/LOST PROPERTY	2	2	4	< 1	20.40	4.75
Action: Services Rendered = 4						
Road Conditions	0	1	1	< 1	0	0
Action: Services Rendered = 1						
SCAM COMPLAINT	0	2	2	< 1	0	0
Action: Services Rendered = 2						
SHOPLIFTING	0	2	2	< 1	6.68	25.07
Action: Services Rendered = 2						
SUSPICIOUS ACTIVITY/PERSON	4	8	12	2.6	6.06	17.29
Action: Unknown = 1						
Services Rendered = 11						
THEFT	0	6	6	1.3	9.85	35.23
Action: Services Rendered = 6						
Threatening	0	3	3	< 1	2.18	18.24
Action: Services Rendered = 3						
TRAFFIC CONTROL	1	1	2	< 1	0	1.93
Action: Services Rendered = 2						
FIRE, TREES DOWN	0	2	2	< 1	0	0
Action: Unknown = 1						
Services Rendered = 1						
TRESPASS	1	4	5	1.1	5.58	21.85
Action: Services Rendered = 5						
Violation of Bail/PO	0	1	1	< 1	4.18	6.75
Action: Services Rendered = 1						
Wildlife Issue	0	1	1	< 1	0	0
Action: Services Rendered = 1						
FIRE, WIRES DOWN	0	3	3	< 1	5.67	52.62
Action: Services Rendered = 3						
Welfare Check	1	13	14	3.1	8.43	35.71
Action: Services Rendered = 14						
TOTAL	155	300	455	100	9.71	33.80

Call Action Breakdown

<u>Call Action</u>	<u>Self Init</u>	<u>Dispatched</u>	<u>Total</u>	<u>%</u>
Unknown	0	28	28	6.2
Services Rendered	155	272	427	93.8
TOTAL	155	300	455	100

Operator Race And Sex Breakdown

<u>Sex</u>	<u>Total</u>	<u>%</u>
Not Specified	15	21.4
Male	21	30.0
Female	14	20.0
Unknown	20	28.6
TOTAL	70	100

<u>Race</u>	<u>Total</u>	<u>%</u>
Not Specified	15	21.4
Asian/Pacific Islander	0	0.0
Black	0	0.0
American Indian/Alaskan Native	0	0.0
White	20	28.6
Unknown	35	50.0
TOTAL	70	100

<u>Ethnicity</u>	<u>Total</u>	<u>%</u>
Not Specified	15	21.4
Hispanic	0	0.0
Not Hispanic	18	25.7
Unknown	37	52.9
TOTAL	70	100

Case Assignment Breakdown

<u>Type Of Case</u>	<u>Total</u>	<u>%</u>
Incidents	6	28.6%
Accidents	8	38.1%
Arrests	2	9.5%
Citations	5	23.8%
EMS	0	0.0%
Field Interviews	0	0.0%
Fire Incidents	0	0.0%
TOTAL	21	100.0%

Percent of Calls Where Case Num. Assigned: 4.6%

Man Hours By Call Arrive To Clear

<u>Call Reason</u>	<u>Total</u>	<u>%</u>
911 Hangup/Misdial/Unknown	32 min 29 sec	< 1
ABANDONED MV	2 min 51 sec	< 1

ALARM, BURGLAR	16 min 38 sec	< 1
Animal Complaint	1 hr 16 min 1 sec	< 1
ASSIST CITIZEN	1 hr 51 min 0 sec	1.2
ASSIST OTHER AGENCY	5 hr 32 min 45 sec	3.6
ATL Person/Vehicle or Item	11 min 0 sec	< 1
ATTEMPT TO SERVE PAPERWORK	3 hr 7 min 19 sec	2.0
Bail Check	47 min 22 sec	< 1
BUILDING/PROPERTY CHECK	13 min 52 sec	< 1
Civil Complaint	2 min 16 sec	< 1
Call Request	41 min 3 sec	< 1
Details	1 hr 53 min 0 sec	1.2
Debris in Roadway / Dumping	2 min 56 sec	< 1
DISTURBANCE	2 hr 32 min 52 sec	1.7
DISABLED MV	6 min 10 sec	< 1
DOMESTIC DISTURBANCE	2 hr 32 min 7 sec	1.7
Errad./Possess./Contraband	13 min 24 sec	< 1
EMS TRANSFER	66 hr 17 min 49 sec	43.2
ESCORT/TRANSPORT	3 min 0 sec	< 1
Fire Alarm	7 hr 46 min 49 sec	5.1
CRIMINAL FINGERPRINTING	2 min 22 sec	< 1
Fire, Brush, Woods, Grass	6 min 31 sec	< 1
Fire Service Call/Information	5 hr 53 min 29 sec	3.8
FOLLOW UP	1 hr 53 min 3 sec	1.2
Fireworks Complaint	14 min 1 sec	< 1
Harassment Complaint	58 min 31 sec	< 1
JUVENILE OFFENSES	9 min 52 sec	< 1
Loud Noise/Music	4 min 39 sec	< 1
MEDICAL EMERGENCY	11 hr 52 min 33 sec	7.7
Mischief	15 min 52 sec	< 1
MOTOR VEHICLE ACCIDENT 10-55	9 hr 24 min 10 sec	6.1
MOTOR VEHICLE COMPLAINT	1 hr 25 min 60 sec	< 1
MOTOR VEHICLE STOP	3 hr 54 min 0 sec	2.5
FIRE, ODOR INVESTIGATION	11 min 21 sec	< 1
PEDESTRIAN CHECK	4 hr 17 min 37 sec	2.8
Police Information	15 min 10 sec	< 1
FOUND/LOST PROPERTY	18 min 59 sec	< 1
SHOPLIFTING	25 min 4 sec	< 1
SUSPICIOUS ACTIVITY/PERSON	1 hr 46 min 31 sec	1.2
THEFT	35 min 14 sec	< 1
Threatening	1 hr 14 min 30 sec	< 1
TRAFFIC CONTROL	1 min 56 sec	< 1
TRESPASS	1 hr 49 min 16 sec	1.2
Violation of Bail/PO	13 min 0 sec	< 1
FIRE, WIRES DOWN	3 hr 43 min 27 sec	2.4
Welfare Check	6 hr 18 min 7 sec	4.1
Total	153 hr 29 min 52 sec	100.0

Special Reporting Area Breakdown

<u>Special Reporting Area</u>	<u>Total</u>	<u>%</u>
None	455	100.0
Total	455	100.0

1st Call Responder Summary Report

Calls Where 1st Responder Is Within The 1st Selected Post = 243
 # Calls Where 1st Responder Is Not Within The 1st Selected Post = 58

Calls Not At A Geo Processed Address = 6

Calls Per Post

Pittsfield = 295
Eastside = 7
County Wide = 5

Special Studies Breakdown

Department: Public Works

Date submitted: 8/10/2022

Monthly Accomplishments

Report on Projects to Town Council

A. July2022 Projects Completed

Date Completed

- 1. Mowed/bush-hogging Perimeter Cemetery- July 7&8**
- 2. Dug 8 graves cemetery (4 weekend) -Month of July**
- 3. Replaced 5 Cross Culverts Powers Rd. – Month of July**
- 4. Replaced 1 Driveway Culvert Powers Rd. –Month of July**
- 5. Cut and Removed Dangerous Tree Somerset Ave- July 19th**
- 6. Repaired and Replaced Radiator International Dump Truck- Month of July**
- 7. Replaced 2 Cross Culverts Webb Rd. –Month of July**
- 8. Cold Patched In-Town Roads - Month of July**
- 9. Ditched 4800ft. of Webb Rd. – Month of July**
- 10. Ditched 1.4 miles of Powers Rd.-m Month of July**
- 11. Bush-Hogged all roadways and disposal areas at Transfer Station- July21st&22nd**
- 12. Graveled, Graded, Crowned and Compacted Sibley Pond Rd, Wilson Rd. and the Taylor Rd. –Month of July**

**13.) Graded and Compacted Hussey Rd. and Transfer Station Rd.-
Month of July**

Town of Pittsfield

Month of July, 2022

Department: Public Works

Date submitted: 8/10/2022

**Highlights of Items not completed in July 2022 but scheduled
and reasons for it:**

B. July, 2022 Projects Not Completed

Reason not completed

1. NONE

2.

3.

4.

5.

6.

7.

8.

Town of Pittsfield

Month of July, 2022

Department: Public Works

Date submitted: 8/10/2022

Next Month's Projects for August 2022:

<u>C. Current Projects and Anticipated Projects</u>	<u>Expected Completion</u>
1. Milling and Paving in-town roads	AUGUST
2 .Ground work Town Office	AUGUST
3 .Cemetery Burials as needed	AUGUST
4. Bid RFP for Winter Sand	AUGUST
5. Brush cutting Town owned Buildings facilities	AUGUST
6. Mount Rd. Ditching/Culverts for Paving	AUGUST
7. Beans Corner Rd. Culverts road work for paving	AUGUST
8. 4Ft. Culvert Replacement Webb Rd.	AUGUST
9. Get all winter equipment serviced	AUGUST
10. Do culvert Replacements (3) Hussey Rd	AUGUST

D. Issues or Unanticipated Problems and Matters

<u>Project</u>	<u>Issue/Problem</u>	<u>How it was solved</u>
1. NONE		

Town of Pittsfield

Month of July, 2022

Department: Parks and Recreation

Date submitted: 08/10

Monthly Accomplishments

Report on Projects to Town Council

A. July 2022 Projects Completed

Date Completed

- 1. Launched Fall Sports Sign-Ups:** This fall, we will be running football, soccer, and cheering. Sign-ups will run primarily using the Rec. Website. Sign-ups went live the first week of August. Completed 08/02
- 2. Introduced program fee increase and a registration late fee:** To offset costs, and with council approval, we introduced a registration increase from \$20/\$25 to \$30/\$35 along with a late fee to encourage on-time registrations. Completed 08/05
- 3. Summer Program Wrap-Up (mostly):** All summer programs came to a successful conclusion with exception of soccer and swimming. Completed 08/05
- 4. Family Movie Night at Manson Park:** In coordination with the Rec Committee, we hosted a family movie night down at Manson Park. We had between 100 and 150 people in attendance. Completed 08/02
- 5. Finished up Session I Swim Lessons and began Session II-** Session II swims lessons began. We are up to nearly 90 registrations for Session II whereas we had 67 registrations for Session I. Completed 07/25

Town of Pittsfield

Month of May, 2022

Department: __Parks and Rec.____ Date submitted: 08/10/22

Highlights of Items not completed in July 2022 but scheduled and reasons for it:

B. July, 2022 Projects Not Completed Reason not completed

- 1. Hathorn Park Rehabilitation:** Still working on scheduling with Sports Fields
- 2. Ordering Fall Sports Equipment:** Still searching for quotes.
- 3.**
- 4.**
- 5.**
- 6.**
- 7.**
- 8.**
- 9.**
- 10.**

Town of Pittsfield

Month of May, 2022

Department: _____ Date submitted: _____

Next Month's Projects for June 2022:

C. Current Projects and Anticipated Projects Expected Completion

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

D. Issues or Unanticipated Problems and Matters

Project Issue/Problem How it was solved

- 1.
- 2.

Town of Pittsfield

Month of July, 2022

Department: Transfer Station

Date submitted: August 10, 2022

Monthly Accomplishments

Report on Projects to Town Council

A. July, 2022 Projects Completed

Date Completed

- 1. Baled and Market load of Cardboard July**
- 2. Decommissioned old 500 gallon waste oil tank. Disposed of and recycled- July**
- 3. Cleaned up and pushed back inert storage area July**
- 4. Greased all Equipment July**
- 5. String trimmed all remote monitoring areas at Facility July**
- 6. Did all environmental Monitoring and Reports July**
- 7. Cleaned all grit and materials under MSW compactors July**
- 8. Started Demolition of old storage trailer July**
- 9. Baled all recyclables and kept facility Clean July**
- 10. Cleaned and organized Universal Waste Storage Trailers July**

Town of Pittsfield

Month of July, 2022

Department: Transfer Station

Date submitted: 8/10/2022

**Highlights of Items not completed in July 2022 but scheduled
and reasons for it:**

B. July, 2022 Projects Not Completed

Reason not completed

1. NONE

2.

3.

4.

5.

6.

7.

8.

9.

10.

Town of Pittsfield

Month of July, 2022

Department: Transfer Station

Date submitted: 8/10/2022

Next Month's Projects for August 2022:

<u>C. Current Projects and Anticipated Projects</u>	<u>Expected Completion</u>
1. Pick up and Patrol Litter	August
2. Grind and clean-up Brush Disposal area	August
3. Dump sticker road block and checks	August 12th
4. Landfill Monitoring including Ground water	August
5. Bale all recyclables	August
6. Methane Monitoring of Landfill	August
7. Ground water monitoring	August
8. Dumpster Maintenance	August
9. Buildings and Grounds Maintenance	August
10. Forklift Maintenance	August
11. Clean-up Big Wood Pit and Prepare for Grind	August

D. Issues or Unanticipated Problems and Matters

<u>Project</u>	<u>Issue/Problem</u>	<u>How it was solved</u>
1. None		

Town of Pittsfield

Month of July, 2022

Department: Water

Date submitted: 8-9-22

Monthly Accomplishments

Report on Projects to Town Council

A. July, 2022 Projects Completed

Date Completed

- | | |
|---|-----------------|
| 1. Daily bulk water sales | Ongoing |
| 2. Swing tie locations | Ongoing |
| 3. Located and cleaned 6 gate valves and installed plugs for each | Complete |
| 4. Dug and straightened 2 hydrant gate valves riser on Rt. 100 | Complete |
| 5. Relocated bulk water meter for Cianbro at two locations | Complete |
| 6. Took receipt of 16 new meters and activated all.
30 new meters are now in stock | Complete |
| 7. Marked out Dig Safes | |
| 8. Backflow preventor list creation and research. | Ongoing |
| 9. Water meter readings | Complete |
| 10. Develop a written priority plan for repairs | Complete |

Town of Pittsfield

Month of July, 2022

Department: Water

Date submitted: 8-9-22

Highlights of Items not completed in July, 2022 but scheduled and reasons for it:

B. July, 2022 Projects Not Completed

Reason not completed

1. Swing Tie Updates

Task Prioritization

2. Trimming around Hydrants

Task Prioritization

Town of Pittsfield

Month of July, 2022

Department: Water

Date submitted: 8-9-22

Next Month's Projects for Sept. 2022:

<u>C. Current Projects and Anticipated Projects</u>	<u>Expected Completion</u>
1. Staff Training	Ongoing
2. Trimming around Hydrants	Ongoing
3. Coordination of Generator Installation	Ongoing
4. Identify locations where Back flow preventors are present and coordinate testing.	Sept. 30

D. Issues or Unanticipated Problems and Matters

<u>Project</u>	<u>Issue/Problem</u>	<u>How it was solved</u>
Water leak on Birchwood Terrace		Ongoing
Working with other internal staff to locate the leak and schedule a date for repair.		Scheduled for August 12th

Town of Pittsfield

Month of July, 2022

Department: Wastewater

Date submitted: 8-9-22

Monthly Accomplishments

Report on Projects to Town Council

A. July, 2022 Projects Completed

Date Completed

1. Conducted weekly testing while the lagoons have been discharging.

Ongoing

2. Wastewater 101 training course attended

Complete

3. Weekly lift station inspections

Ongoing

4. Lagoon Railing Bid Package opened

Complete

5. Prepare a work plan

Complete

Town of Pittsfield

Month of July, 2022

Department: Wastewater

Date submitted: 8-9-22

**Highlights of Items not completed in July 2022 but scheduled
and reasons for it:**

B. July, 2022 Projects Not Completed

Reason not completed

Town of Pittsfield

Month of July, 2022

Department: Wastewater

Date submitted: 8-9-22

Next Month's Projects for August 2022:

<u>C. Current Projects and Anticipated Projects</u>	<u>Expected Completion</u>
1. Staff Training	Ongoing
2. Organize frame & cover inventory	Ongoing

D. Issues or Unanticipated Problems and Matters

<u>Project</u>	<u>Issue/Problem</u>	<u>How it was solved</u>
1. Homeowner at 119 Manson	had a failed sewer service line.	Service line was replaced by third party contractor.