

**TOWN COUNCIL MEETING OF** 06/20/2023 **:**

<input type="checkbox"/> PUBLIC HEARINGS	<input type="checkbox"/> NEW BUSINESS
<input checked="" type="checkbox"/> <u>X</u> REPORTS	<input checked="" type="checkbox"/> <u>X</u> DISCUSSION ITEMS
<input type="checkbox"/> OLD BUSINESS	<input type="checkbox"/> EXEC. SESSION
<input type="checkbox"/> ORDER 23-_____	<input checked="" type="checkbox"/> <u>X</u> PACKAGE
<input type="checkbox"/> RESOLUTION 23-_____	<input type="checkbox"/> ADDITION
<input type="checkbox"/> ORDINANCE 23-_____	

TO BE TITLED: Reports As Listed Below:




**DESCRIPTION:**

A. Department Reports for 05/31/2023  
Accomplishments/Achievements

Please see attached required reports from the following departments:  
Administration and Finance; Building and Codes Enforcement; Cemetery; Fire Department; Parks and Recreation Department; Police Department and Animal Control; Public Works and Buildings & Grounds, Transfer Station and Recycling; and Water and Wastewater.

All Reports Filed.

SUBMITTED BY:   
DATE: 06/14/2023  
AGENDA-5953 Dept. Heads

# DEPARTMENT ACCOMPLISHMENT LISTING FOR MAY 2023

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.
- C. Issues or unanticipated problems and matters.

Kathryn Ruth  
Town Manager



**Town of Pittsfield**

**Month of May, 2023**

**Department: Admin and Finance**

**Date submitted: June 14, 2023**

**Monthly Accomplishments**

**Report on Projects to Town Council**

**A. May 2023 Projects Completed**

**Date Completed**

**Monthly Accomplishments**

**Report on Projects to Town Council**

- |  |   |
|--|---|
| <b>1. Close out 2022 fiscal year with bills and revenues still coming in!</b>                                  | <b>Closed 05/01/2023; opened &amp; closed again on 05/17/2023</b> |
| <b>2. Water and Sewer Billing for Books 5 &amp; 6</b>  | <b>05/05/2023</b>   |
| <b>3. Work with Harris on items found to correct; implement the update and the fix.</b>                        | <b>05/12/2023</b>   |
| <b>4. Re-open the search for the Library Director, review applications again and look at new applications.</b> | <b>05/12/2023</b>   |
| <b>5. Work with the auditor on preparation requests</b>  | <b>05/13/2023</b>   |
| <b>6. Work with the auditor on materials</b>   | <b>05/17 – 05/24/2023</b>   |
| <b>7. Process bills as front office is too busy to complete the expense warrants - very time-consuming</b>     | <b>As time permits</b>  |
| <b>8. Work with staff on Tax Liens; hunt for phone numbers &amp; look for issues before 30 day notices</b>     | <b>As time permits</b>  |
| <b>9. Send out Reminder Notices to collect RE taxes</b>  | <b>05/26/2023</b>   |

**Town of Pittsfield**

**Month of May, 2023**

**Department: Admin and Finance**

**Date submitted: June 14, 2023**

**Monthly Accomplishments (con't)**

**Report on Projects to Town Council**

- |  |   |
|--|---|
| <b>10. Complete two Council Packages including meeting minutes and compilation of Department Reports</b>   | <b>05/11/2023</b>                         |
| <b>11. Work with PW Director to assist with the roads having repair work by last year's paving contractor</b>  | <b>05/19/2023</b>                         |
| <b>12. Work with PW Director to assist with getting Snowplow Contract established for 2023-2024 with long-time contractor. It will be the last year.</b> | <b>05/25/2023</b>                         |
| <b>13. Hold Department and Supervisor Meeting</b>  | <b>05/31/2023</b>                         |
| <b>14. Water and Sewer Bills for Books 1 &amp; 2 reviewed</b>  | <b>05/31/2023</b>                         |
| <b>15. Complete steps on Crack Sealing Grant to get ready</b>  | <b>05/31/2023</b>                         |
| <b>16. Assist Planning Board and CEO; including organizing materials for several developers/companies.</b>   | <b>all month;<br/>05/31/2023 deadline</b> |
| <b>17. Assist Olver Associates on the letters, abutters, and of funding for all approved projects.</b>   | <b>All month</b>                          |
| <b>18. Work on the 2023 CIP Loan through all steps to include all paperwork, meeting with bankers, etc.</b>  | <b>All month</b>                          |
| <b>19. Work on grant reimbursements, reports and filings</b>   | <b>All month</b>                          |

**Town of Pittsfield**

**Month of May, 2023**

**Department: Admin and Finance**

**Date submitted: June 14, 2023**

**Monthly Accomplishments**

**Report on Projects to Town Council**

**B. May 2023 Projects Not Complete**

**Reason not completed**

1. N/A

**C. Current Projects and Anticipated Projects**

**Estimated Completion**

**Monthly Accomplishments**

**Report on Projects to Town Council**

- |  |                            |
|--|----------------------------|
| 1. Perform all legal work on 2023 Capital Improvement Ordinance for Paving & Truck.                  | 06/01/2023 -<br>06/23/2023 |
| 2. Compile the paving bid information for the Public Works Director to get it on the agenda.         | 06/01/2023                 |
| 3. Issue the Town's RFP for borrowing for 2 <sup>nd</sup> truck                                      | 06/07/2023                 |
| 4. Work with Airport supporters to oversee the Airport hangar, apron and taxiway change orders       | 06/08/2023                 |
| 5. Complete the Commercial Insurance Application Book; assist depts. with their inventories to cover | 06/14/2023                 |
| 6. Complete two Council Packages including minutes minutes and compilation of Department Reports     | 06/15/2023                 |

**Town of Pittsfield**

**Month of May, 2023**

**Department: Admin and Finance**

**Date submitted: June 14, 2023**

**Monthly Accomplishments (con't)**

**Report on Projects to Town Council**

- |   |                        |
|---|------------------------|
| <b>7. Work with Airport Engineers on federal paperwork to file a new grant for crack sealing for \$195,972</b>        | <b>06/15/2023</b>      |
| <b>8. Address 4 water/sewer credits for the last two full quarters for billings to take place</b>                     | <b>06/16/2023</b>      |
| <b>9. Water and Sewer Billing for Books 3 &amp; 4 reviewed</b>  | <b>06/22/2023</b>      |
| <b>10. Work on grant reimbursements with federal IT Departments that were locked up – time-consuming.</b>             | <b>All month</b>       |
| <b>11. Work with Auditor on the regular audit as well as the software issues from the conversion and YE closing</b>   | <b>All month</b>       |
| <b>12. Process bills as front office is too busy to attempt to complete the expense warrants</b>                      | <b>As time permits</b> |
| <b>13. Work with staff on 30 day notices and address the delinquent letters sent. Also sent out non-lien letters.</b> | <b>As time permits</b> |
| <b>14. Work with PW Director to assist with the roads being paved this year.</b>                                      | <b>06/30/2023</b>      |
| <b>15. Hold Department and Supervisor Meeting</b>   | <b>by 06/30/2023.</b>  |
| <b>16. Water and Sewer Bills for Books 3 &amp; 4 issued</b>   | <b>by 06/30/2023</b>   |

**Town of Pittsfield**

**Month of May, 2023**

**Department: Admin and Finance**

**Date submitted: June 14, 2023**

**Monthly Accomplishments (con't)**

**Report on Projects to Town Council**

- |  |  |
|--|--|
| <b>17. Collaborate with the Deputy Mayor on recruitment for new TM, transition to Grant Administrator (with all filings, reimbursements and talks with Federal IT I think I am already full-time on grants!)</b> | <b>All month;<br/>ads placed on<br/>06/09/2023</b> |
| <b>18. Work on the 2023 CIP Loan through all steps</b>   | <b>All month</b>                                   |
| <b>19. Work on grant reimbursements, reports and reconciliations for Auditor, federal gov. &amp; depts.</b>  | <b>All month</b>                                   |

**D. Unanticipated Problems and Matters**

<b><u>Project</u></b>	<b><u>Issue/Problem</u></b>	<b><u>How it was solved</u></b>
<b>1.</b>	<b>Too many demands for non-emergency items. This results in required work not getting done.</b>	<b>Can not work on every request.</b>

### Building Permits 2023

Date	Permit	Name	Address	Project	map	lot	Phone	approved
1/13/2023	23-01	Regina Corson	1474 Main Street	double wide	2	7-002	207-485-6664	yes
2/10/2023	23-2	Jonathan & Askeley potvin	199 Hartland ave	house and attached garage	28		105 509-9429	yes
2/3/2023	23-3	kristyn brownell	145 franklin st	daycare	23		172 315-244-7501	yes
4/4/2023	23-4	chris cookson	177 west street	house	27		41 341-0259	yes
2/7/2023	23-5	Gary Gray	101 Curtis Street	new house and attached garage	30	8-101	735-8216	yes
3/17/2023	23-6	Frenzy Kiamco	238 main street	home occupation	25		160 571-471-0135	yes
4/12/2023	23-7	Brandon Comer	368 snakeroot road	600 sq ft deck	4		7 508-816-2695	yes
5/12/2023	23-8	Carol Simpson	1132 Main Street	18x14 Deck	4		49 203 215 8925	
5/12/2023	CEO 5-2	Jeff Minnis	104 Waverly	12x32 Addition to Barn	33		1 416 6105	
5/19/2023	CEO5-3	James Kirk	136 Curtis Street	20x24 Garage	30		75 416-7873	
5/19/2023	CEO 5-4	John Mitchell	Family Ct.	14x68 Mobile Home	18	49-1	487-5922	
6/2/2023	CEO 6-1	Victoris/Joel Lewis	Powers Road	New Dbl Wide	19	34A	649-1918	
6/9/2023	CEO 6-2	Jacob Yoder	167 Powers Road	26x60 Barn	18		12 ----	



### Plumbing Permits 2023

Date	Permit	Name	Address	map	LOT	Septic	Plumbing	Phone	Check	Check
1/13/2023	1990	Regina Corson	1474 Main Street	2	7-002	yes	yes	207-485-6664		
3/17/2023	1991	philip maney	227 webb road	11	14	yes		904-454-0253		
4/29/2023	1992	Ashley Potvin	199 Hartland Ave	28	105		\$90	Grant	4/28/2023	
4/28/2023	1993	Eric Masse	861 Main Street	7	7		\$120			
5/5/2023	1994	Josh Englehardt	226 Somerset Avenue	28	43		\$40	846-5061	416-9028	
5/12/2023	1995	Todd Smith	273 Snakeroot Road	4	015-2	\$515	2XFee	341-2339		
5/12/2023	1996	Joel Lewis	Powers Road	19	34A	\$265				
5/19/2023	1997	John Mitchell	Family Ct.	18	49-1	\$265			6/2/2023	
5/19/2023	1998	John Mitchell	Family Ct.	18	49-1		\$110			
6/2/2023	1999	Joel Lewis	Powers Road	19	34A		\$40minFee	649-1918		
6/9/2023	2000	Mathew Emery	101 Curtis Street				\$120		6/9/2023	

**Town of Pittsfield**

**Month of May, 2023**

**Department: Cemetery**

**Date submitted: June 14, 2023**

**Monthly Accomplishments**

**Report on Projects to Town Council**

**A. May 2023 Projects Completed**

**Date Completed**

- |  |                   |
|--|-------------------|
| <b>1. Keep cemetery mowing up to date</b>            | <b>All month</b>  |
| <b>2. Pick up debris from wind storms</b>            | <b>Off and on</b> |
| <b>3. Arrange for all burials with funeral homes</b> | <b>All month</b>  |
| <b>4. Prepare for Memorial Day Observance</b>        | <b>May 29</b>     |

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

**B. April 2023 Projects Not Complete**

**Reason not completed**

- |  |  |
|--|--|
| <b>1. Determine ROW for older cemetery</b> | <b>Assessor and CEO not able to assist. TM requested a drawing on the tax map and for us to talk to the property owner to find a location that works for both. TM will draft a right of way document to have Attorney Bachrach review if property owner is willing after receipt of Materials from Cemetery Sexton. Working on it.</b> |
|--|--|

**Town of Pittsfield**

**Month of May 2023**

**Department: Cemetery**

**Date submitted: June 14, 2023**

**Next Month's Projects for June 2023:**

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

- |   |                  |
|---|------------------|
| <b>1. Keep Cemeteries in very good order</b>          | <b>All month</b> |
| <b>2. Schedule burials to accommodate families</b>    | <b>All month</b> |
| <b>3. Clean up debris</b>                             | <b>All month</b> |
| <b>4. Keep staff for the summer</b>                   | <b>All month</b> |
| <b>5. Bring bills to Finance Office upon purchase</b> | <b>As needed</b> |
| <b>6.</b>   |                  |

**D. Issues or Unanticipated Problems and Matters**

**Project                                      Issue/Problem                                      How it was solved**

- 1.**
- 2.**
- 3.**

**Town of Pittsfield**

**Month of MAY, 2023**

**Department: FIRE**

**Date submitted: 5 June 23**

**Monthly Accomplishments**

**Report on Projects to Town Council**

**A. May 2023 Projects Completed**

**Date Completed**

<b>1. 21 Calls</b>	<b>31 May 23</b>
<b>2 Annual Training for Haz Mat</b>	<b>21 May 23</b>
<b>3. Annual Training for Confined Space</b>	<b>21 May 23</b>
<b>4. Replacement of fuel tank on Eng 4</b>	<b>12 May 23</b>
<b>5.</b>	
<b>6.</b>	
<b>7.</b>	
<b>8.</b>	
<b>9.</b>	
<b>10.</b>	

**Town of Pittsfield**

**Month of MAY, 2023**

**Department: FIRE**

**Date submitted: 5 June 23**

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

**A. May 2023 Projects Not Completed**

**Reason not completed**

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

**Town of Pittsfield**

**Month of MAY, 2023**

**Department: FIRE**

**Date submitted: 5 June 23**

**Next Month's Projects for June 2023:**

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

**1. Use and care of battery operated tools                      14 Jun 2023**

**2.**

**3.**

**4.**

**5.**

**6.**

**7.**

**8.**

**9.**

**10.**

**D. Issues or Unanticipated Problems and Matters**

**Project    Issue/Problem    How it was solved**

**1.**

**PITTSFIELD FIRE DEPARTMENT**  
**Monthly Report**

	Year to Date	MAY		Year to Date	MAY
Accident			Other	4	
Aircraft			Service Calls		
ATV/Snowmobile	1		Structure		
Industrial			Barn		
Motor Vehicle			Church		
Airbag	11	3	Dwelling		
Extrication	2	1	Single	1	
Fluids Leaking	1	3	Mutli		
With Injury	9	7	Garage		
Without Injury	13	1	Commercial		
False Alarm	1		Private		
Water			Manufacturing		
Alarm System			Office		
False Alarm	3	2	Retail		
Assist to EMS	5	1	School		
Assist to LE	2		Storage		
Bomb Threat			Vacant		
Cooking Fire	1		Rescue		
Compactor/Dumpster			Transfer Station		
Confined Space			Tree Down (no wires)	1	2
Chimney			Tree Down (with wires)		
Fire	1		Vehicle		
Plugged			Aircraft		
Detector			ATV		
Carbon Monoxide			Bus		
Fire/ Smoke			Car	1	
False Alarm	1		Motor Home		
Electrical			Pickup		
False Alarm	5	1	Snowmobile		
HazMat		3	Tractor		
Heating Appliance			Trailer		
Coal/Wood			Camper	1	
Oil/Propane			Commercial		
Investigation			Utility		
Odor			Truck	1	
Smoke			Unpermitted Fires		
Mutual Aid			Wires Down	2	1
Fire	5	2	Woods/ Grass	3	2
Received					
Standby	3	1			

**Town of Pittsfield**

**Month of May, 2023**

**Department: Parks and Recreation**

**Date submitted: 06/15/2023**

## **Monthly Accomplishments**

### **Report on Projects to Town Council**

#### **A. April 2023 Projects Completed**

#### **Date Completed**

##### **1. Baseball/Softball Season**

**06/25**

Baseball and softball seasons were launched at the beginning of May/end of April. We have nearly 150 kids registered to participate in spring programming; this number is up from roughly 100 kids last spring. Spring seasons absorb a lot of time and energy, as there are 13 teams, each with individualized needs and various levels of volunteer engagement. This, in conjunction with lining fields and maintaining schedules has absorbed the majority of our time throughout May.

##### **2. Summer Prep- Pool/Summer Programming**

**05/31**

We have found and are in the process of hiring a full programming staff for our summer programs. Nearly everyone that worked with us last summer has opted to return again this summer. We're excited that Ethan Varney is returning as our Pool Director, along with all of last year's lifeguards. We plan to officially open the pool to the public on June 26<sup>th</sup>. At this point, everything appears to be on track to open. There was a busted pipe in the pool house when we went to turn the water on this spring. This may impact bathroom usage, but we're working hard to get it fixed.

##### **3. Hiring Additional Rec Help**

We have hired Emily Corbett, who is a recent UMF graduate and 4th-grade teacher at Vickery, as an additional assistant recreation director. Given her education and experience, she will take on additional programming



responsibilities. We're excited to have Emily on board. Cody Marquis is also still continuing to work as an assistant recreation director as well.

**Town of Pittsfield**

**Month of May 2023**

**Department: \_\_Parks and Rec.\_\_\_\_ Date submitted: 06/17/2023**

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

**B. April 2023 Projects Not Completed. Reason not completed**

- 1. All anticipated projects were completed. Implementation of our spring programming will be ongoing.**

**Town of Pittsfield**

**Month of April, 2023**

**Department: Pittsfield Parks and Rec Date submitted: 04/11/2023**

**Next Month's Projects for May 2023:**

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

- |   |                    |
|---|--------------------|
| <b>1. Launching of Summer Programs</b>    | <b>06/26-07/05</b> |
| <b>2. Hosting Penquis League Playoffs</b> | <b>06/23-06/25</b> |

**D. Issues or Unanticipated Problems and Matters**

**Project                                      Issue/Problem                                      How it was solved**

**1. Broken pipe in the pool house. We're working with Public works, the water department, and Paul Bertrand to get this fixed.**

**2.**

**3.**

**Town of Pittsfield**

**Month of May, 2023**

**Department: Police**

**Date Submitted: June 6, 2023**

## **Monthly Accomplishments**

### **Report on Projects to Town Council**

#### **A. May, 2023 Projects Completed**

- 1. Staff attended MARC Instructor training, Use of force training**
- 2. We organized a town wide employee Stop the Bleed training**
- 3. Chief attended Maine Chiefs conference**
- 4. Officer Rodriguez participated in an OUI event at Warsaw**
- 5. Officer A Cochran helped with the Color Run**
- 6. Attended the Scouts ceremony**
- 7. Started placing Officers in the schools in four-hour blocks daily**
- 8. Organized security for MCI graduation**
- 9. Organized security and traffic control for Memorial Day Parade**
- 10. Worked with the school superintendent to partially fund the SRO position. School will fund 1 officer for 4 hours a day starting the 2024 school year.**
- 11. Drafted a sex offender residency requirement, to be submitted in June for Council review.**
- 12. Two People enrolled into the Pre - Service Law Enforcement Training.**
- 13. Acquired a radar speed sign and have deployed to various locations in town.**

## **Next Month's Projects for June 2023:**

### **B. Current Projects and Anticipated Projects.**

- 1. Work on Walmart community block grant.**
- 2. Building safer communities training, Maine Case Law Training, Sex offender Registry training, EVOC training**
- 3. Active shooter response training for schools and local businesses.**
- 4. Host a kids bike Rodeo event.**
- 5. Working with Alford Center for advancement of Maines work place to bring community policing to the town for tuition reimbursement.**
- 6. The Big Truck event in town.**
- 7. Working on putting together a Juvenile Cop Camp for July.**

### 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 = 5 Services Rendered = 45	0	50	50	8.0	10.91	19.27
ABANDONED MV Action: Services Rendered = 1	0	1	1	< 1	0	0
Panic Alarm Action: Services Rendered = 1	0	1	1	< 1	0	0
ALARM, BURGLAR Action: Services Rendered = 4	0	4	4	< 1	3.62	17.58
Assist Motorist Action: Services Rendered = 1	0	1	1	< 1	0	0
Animal Complaint Action: Services Rendered = 26	0	26	26	4.2	0	0
ASSIST CITIZEN Action: Services Rendered = 39	7	32	39	6.2	7.03	17.98
ASSIST OTHER AGENCY Action: Services Rendered = 12	2	10	12	1.9	12.07	19.89
ATL Person/Vehicle or Item Action: Services Rendered = 1	0	1	1	< 1	0	0
ATTEMPT TO SERVE PAPERWORK Action: Services Rendered = 12	11	1	12	1.9	3.19	9.03
ATV/Snowmobile Problem Action: Services Rendered = 2	0	2	2	< 1	16.76	9.82
BURGLARY (B & E) PAST Action: Services Rendered = 1	0	1	1	< 1	20.13	47.62
BUILDING/PROPERTY CHECK Action: Services Rendered = 111	100	11	111	17.8	12.27	1.19
Civil Complaint Action: Services Rendered = 4	0	4	4	< 1	0	0
COMPLAINT Action: Services Rendered = 1	0	1	1	< 1	0	0
Call Out Procedure Action: Services Rendered = 2	0	2	2	< 1	0	0
Community Policing Action: Services Rendered = 12	11	1	12	1.9	0	33.60
Call Request Action: Unknown = 1 Services Rendered = 22	0	23	23	3.7	9.40	20.69
Served PO/Summons/Subpoena/War Action: Services Rendered = 5	2	3	5	< 1	6.21	12.14
Concealed Weapons Permit	0	2	2	< 1	0	0

pittsfield police department  
Dispatch Analysis

Page: 2  
Printed: 06/06/2023

Action: Services Rendered = 2						
<b>Disorderly Conduct</b>	0	1	1	< 1	5.13	10.00
Action: Services Rendered = 1						
<b>Details</b>	3	1	4	< 1	0	187.40
Action: Services Rendered = 4						
<b>Debris in Roadway / Dumping</b>	0	7	7	1.1	0	0
Action: Services Rendered = 7						
<b>DISTURBANCE</b>	0	3	3	< 1	4.18	86.22
Action: Services Rendered = 3						
<b>DISABLED MV</b>	1	2	3	< 1	0	5.68
Action: Services Rendered = 3						
<b>DOMESTIC DISTURBANCE</b>	0	1	1	< 1	2.92	49.37
Action: Services Rendered = 1						
<b>Domestic Violence Follow up</b>	1	0	1	< 1	0	8.60
Action: Services Rendered = 1						
<b>EMS TRANSFER</b>	32	5	37	5.9	0	241.07
Action: Services Rendered = 37						
<b>Fire Alarm</b>	0	1	1	< 1	14.67	17.38
Action: Services Rendered = 1						
<b>EMS INFORMATION</b>	0	1	1	< 1	0	0
Action: Services Rendered = 1						
<b>Fire, Brush, Woods, Grass</b>	1	1	2	< 1	2.70	81.64
Action: Services Rendered = 2						
<b>Fire, Drill</b>	0	1	1	< 1	0	0
Action: Services Rendered = 1						
<b>FIRE, PERMITS</b>	0	1	1	< 1	0	0
Action: Services Rendered = 1						
<b>Fire Service Call/Information</b>	0	1	1	< 1	0	0
Action: Services Rendered = 1						
<b>FOLLOW UP</b>	16	2	18	2.9	5.76	37.07
Action: Services Rendered = 18						
<b>Harassment Complaint</b>	1	2	3	< 1	10.17	20.44
Action: Services Rendered = 3						
<b>Homeless Welfare Check</b>	1	0	1	< 1	0	26.88
Action: Services Rendered = 1						
<b>Identity Theft</b>	1	2	3	< 1	18.65	37.21
Action: Services Rendered = 3						
<b>Intoxicated Subject</b>	0	2	2	< 1	4.00	22.52
Action: Services Rendered = 2						
<b>JUVENILE OFFENSES</b>	1	2	3	< 1	0	14.47
Action: Unknown = 1						
Services Rendered = 2						
<b>Loud Noise/Music</b>	0	1	1	< 1	18.10	6.17

pittsfield police department  
Dispatch Analysis

Action: Services Rendered = 1						
<b>MEDICAL EMERGENCY</b>	0	38	38	6.1	8.32	14.17
Action: Unknown = 1						
Services Rendered = 37						
<b>Crisis Emergency</b>	0	3	3	< 1	3.08	21.17
Action: Services Rendered = 3						
<b>MISSING JUVENILE</b>	0	2	2	< 1	5.29	67.30
Action: Services Rendered = 2						
<b>MOTOR VEHICLE ACCIDENT 10-55</b>	2	21	23	3.7	5.13	46.52
Action: Unknown = 3						
Services Rendered = 20						
<b>MOTOR VEHICLE COMPLAINT</b>	0	17	17	2.7	10.94	8.82
Action: Services Rendered = 17						
<b>MOTOR VEHICLE STOP</b>	76	0	76	12.2	8.47	6.50
Action: Services Rendered = 76						
<b>Parking Complaint</b>	0	1	1	< 1	7.52	0.17
Action: Services Rendered = 1						
<b>Police Information</b>	0	4	4	< 1	0.67	12.37
Action: Services Rendered = 4						
<b>FOUND/LOST PROPERTY</b>	1	1	2	< 1	0	10.93
Action: Services Rendered = 2						
<b>Road Conditions</b>	1	1	2	< 1	0	2.87
Action: Services Rendered = 2						
<b>RECEIPT OF PAPERWORK</b>	1	0	1	< 1	0	345.68
Action: Services Rendered = 1						
<b>SCAM COMPLAINT</b>	0	2	2	< 1	17.58	27.52
Action: Services Rendered = 2						
<b>Shots Fired Complaint</b>	0	1	1	< 1	27.82	7.32
Action: Services Rendered = 1						
<b>AUTO THEFT</b>	0	1	1	< 1	4.60	43.90
Action: Services Rendered = 1						
<b>Sex Offender Tracking</b>	2	2	4	< 1	0	28.59
Action: Unknown = 1						
Services Rendered = 3						
<b>School Safety Checks</b>	3	1	4	< 1	0	179.64
Action: Services Rendered = 4						
<b>SUSPICIOUS ACTIVITY/PERSON</b>	3	9	12	1.9	6.26	19.03
Action: Unknown = 1						
Services Rendered = 11						
<b>Test 911 Call</b>	0	1	1	< 1	0	0
Action: Services Rendered = 1						
<b>THEFT</b>	0	4	4	< 1	18.69	52.29
Action: Services Rendered = 4						
<b>Threatening</b>	0	1	1	< 1	0	0

**pittsfield police department  
Dispatch Analysis**

Action: Services Rendered = 1						
<b>TRAFFIC CONTROL</b>	0	1	1	< 1	0	0
Action: Unknown = 1						
<b>FIRE, TREES DOWN</b>	0	1	1	< 1	0	0
Action: Services Rendered = 1						
<b>TRESPASS</b>	2	6	8	1.3	20.54	14.95
Action: Services Rendered = 8						
<b>Violation of Bail/PO</b>	0	2	2	< 1	7.92	43.23
Action: Services Rendered = 2						
<b>Wildlife Issue</b>	0	2	2	< 1	0	0
Action: Services Rendered = 2						
<b>Welfare Check</b>	0	7	7	1.1	9.88	14.35
Action: Services Rendered = 7						
<b>TOTAL</b>	282	343	625	100	9.00	33.93

**Call Action Breakdown**

<u>Call Action</u>	<u>Self Init</u>	<u>Dispatched</u>	<u>Total</u>	<u>%</u>
Unknown	0	14	14	2.2
Services Rendered	282	329	611	97.8
<b>TOTAL</b>	282	343	625	100

**Operator Race And Sex Breakdown**

<u>Sex</u>	<u>Total</u>	<u>%</u>
Not Specified	37	31.1
Male	47	39.5
Female	33	27.7
Unknown	2	1.7
<b>TOTAL</b>	119	100

<u>Race</u>	<u>Total</u>	<u>%</u>
Not Specified	37	31.1
Asian/Pacific Islander	0	0.0
Black	1	0.8
American Indian/Alaskan Native	0	0.0
White	57	47.9
Unknown	24	20.2
<b>TOTAL</b>	119	100

<u>Ethnicity</u>	<u>Total</u>	<u>%</u>
Not Specified	37	31.1
Hispanic	1	0.8
Not Hispanic	56	47.1
Unknown	25	21.0
<b>TOTAL</b>	119	100



### Case Assignment Breakdown

<u>Type Of Case</u>	<u>Total</u>	<u>%</u>
Incidents	15	57.7%
Accidents	5	19.2%
Arrests	4	15.4%
Citations	2	7.7%
EMS	0	0.0%
Field Interviews	0	0.0%
Fire Incidents	0	0.0%
<b>TOTAL</b>	<b>26</b>	<b>100.0%</b>

Percent of Calls Where Case Num. Assigned: 4.2%

### Man Hours By Call Arrive To Clear

<u>Call Reason</u>	<u>Total</u>	<u>%</u>
911 Hangup/Misdial/Unknown	5 hr 27 min 39 sec	1.9
ALARM, BURGLAR	52 min 44 sec	< 1
ASSIST CITIZEN	7 hr 47 min 30 sec	2.8
ASSIST OTHER AGENCY	3 hr 29 min 58 sec	1.2
ATTEMPT TO SERVE PAPERWORK	2 hr 18 min 33 sec	< 1
ATV/Snowmobile Problem	19 min 38 sec	< 1
BURGLARY (B & E) PAST	47 min 37 sec	< 1
BUILDING/PROPERTY CHECK	2 hr 7 min 43 sec	< 1
Community Policing	5 hr 36 min 2 sec	2.0
Call Request	3 hr 10 min 51 sec	1.1
Served PO/Summons/Subpoena/War	56 min 10 sec	< 1
Disorderly Conduct	10 min 0 sec	< 1
Details	9 hr 22 min 0 sec	3.3
DISTURBANCE	7 hr 36 min 1 sec	2.7
DISABLED MV	5 min 41 sec	< 1
DOMESTIC DISTURBANCE	1 hr 38 min 44 sec	< 1
Domestic Violence Follow up	8 min 0 sec	< 1
EMS TRANSFER	128 hr 34 min 22 sec	45.6
Fire Alarm	17 min 23 sec	< 1
Fire, Brush, Woods, Grass	12 hr 11 min 39 sec	4.3
FOLLOW UP	11 hr 32 min 11 sec	4.1
Harassment Complaint	40 min 53 sec	< 1
Homeless Welfare Check	26 min 53 sec	< 1
Identity Theft	1 hr 14 min 25 sec	< 1
Intoxicated Subject	22 min 31 sec	< 1
JUVENILE OFFENSES	14 min 28 sec	< 1
Loud Noise/Music	6 min 10 sec	< 1
MEDICAL EMERGENCY	11 hr 26 min 19 sec	4.1
Crisis Emergency	1 hr 48 min 20 sec	< 1
MISSING JUVENILE	2 hr 14 min 0 sec	< 1
MOTOR VEHICLE ACCIDENT 10-55	22 hr 54 min 56 sec	8.1
MOTOR VEHICLE COMPLAINT	58 min 3 sec	< 1
MOTOR VEHICLE STOP	8 hr 25 min 32 sec	3.0
Parking Complaint	0 min 10 sec	< 1
Police Information	12 min 22 sec	< 1
FOUND/LOST PROPERTY	10 min 56 sec	< 1
Road Conditions	2 min 52 sec	< 1
RECEIPT OF PAPERWORK	5 hr 45 min 41 sec	2.0
SCAM COMPLAINT	55 min 2 sec	< 1
Shots Fired Complaint	7 min 19 sec	< 1
AUTO THEFT	43 min 0 sec	< 1
Sex Offender Tracking	57 min 11 sec	< 1
School Safety Checks	8 hr 58 min 55 sec	3.2
SUSPICIOUS ACTIVITY/PERSON	2 hr 46 min 50 sec	< 1

**Department: Public Works**

**Date submitted: 6/14/2023**

## **Monthly Accomplishments**

### **Report on Projects to Town Council**

#### **A. May 2023 Projects Completed**

- 1. Did gravel work Graded and replaced culvert on ATV Rail Trail between Hamilton Drive to Somerset Avenue.**
- 2. Ditched both sides of entire length of Taylor Rd.**
- 3. Did 800 feet of ditching on Higgins Rd. and replaced 2 cross Culverts from winter storm damage.**
- 4. Patched potholes in roadways.**
- 5. Sweeping of District 2 and 3 roadways when sweeper stays running.**
- 6. Prepared paving bids, measuring roads and calculating tonnages .**
- 7. Did trash and recycling all town buildings every week.**
- 8. Graded high shoulders on McCarty road and brought gravel back into roadway to allow better storm drainage.**
- 9. Ditched Webb road from Crawford road to railroad crossing to prevent road damages from storms.**

10. Landscaping and seeding of lawns from winter water break digs over the winter.
11. Helped recreation department with bathroom repairs from frozen broken pipes over the winter.
12. Replaced 3 Driveway culverts on Taylor road that were rusted through.
13. Excavated a full grave for a burial at the cemetery.
14. Got all mobile equipment repaired and passed State Inspections.
15. Replaced a driveway culvert on Higgins rd.
16. Cleaned off in-town storm drains.

**Town of Pittsfield**

**Month of May**

**Department: Public Works**

**Date submitted: 6/14/2023**

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

**B. February2023 Projects Not Completed**

**Reason not**

**1. NONE**

**Town of Pittsfield**

**Month of May 2023**

**Department: Public Works**

**Date submitted: 6/14/2023**

**Next Month's Projects for June 2023:**

**C. Current Projects and Anticipated Projects**

- 1. Continue to grease and maintain all equipment.**
- 2. Finish Sweeping of in-town roads.**
- 3. More Ditching and Culvert work on Higgins Road.**
- 4. Work on acquiring for purchase 2 dump/plow trucks.**
- 5. Installing one driveway culvert left on Taylor rd.**
- 6. Replacing driveway culvert on 294 Spring rd.**
- 7. Ditching of the Sibley pond road.**
- 8. Work on trimming tree branches in Stein Park.**
- 9. Installing new driveway culvert Webb rd, from winter storm damage.**
- 10. Storm water diversion ditch clean-out on School st.**
- 11. Paving in of two culverts that were from culvert replacement Higgins rd.**
- 12. Road side mowing and bush-hogging of all out of town roads.**

**D. Issues or Unanticipated Problems and Matters**

**Project**

**Issue/Problem**

**How it was solved**

**1. NONE**

**Town of Pittsfield**

**Month of May 2023**

**Department: Transfer Station**

**Date submitted: 6/14/2023**

## **Monthly Accomplishments**

### **Report on Projects to Town Council**

#### **A. May 2023 Projects Completed**

- 1. Baled all recycling from all communities and commercial businesses.**
- 2. Picked up litter around facility 3 times during the month.**
- 3. Baled, prepared and shipped two loads of cardboard and a load of Newsprint.**
- 4. Maintained wood/brush pile.**
- 5. Did monthly maintenance to both forklifts.**
- 6. Trimmed brush by main gate.**
- 7. Maintained MSW compactors and did some PM.**
- 8. Cleaned all debris from winter around metal and bulk waste bins.**
- 9. Did all safety checks required by BLS and did all required housekeeping.**
- 10. Keep facility in environmental compliance with DEP licensing.**
- 11. Did 3 random dump sticker checks during the month caught 7 people from out of town.**

**Town of Pittsfield**

**Month of May**

**Department: Transfer Station**

**Date submitted: 6/14/2023**

**Highlights of Items not completed in May2023 but scheduled and reasons for it:**

**B. March Projects Not Completed**

**Reason not completed**

**1. NONE**

**Town of Pittsfield**

**Month of May**

**Department: Transfer Station**

**Date submitted: 6/14/2023**

**Next Month's Projects for June 2023:**

**C. Current Projects and Anticipated Projects**

- 1. Continue to winterization and Maintenance of existing equipment and buildings.**
- 2. Bale, process and ship all incoming recyclables.**
- 3. Maintain all disposal areas.**
- 4. Pick-up Litter around facility.**
- 5. Do all environmental monitoring**
- 6. Enforce dump stickers and do spot inspections.**
- 7.) Do all required record keeping and file all reports required by the State.**

**8. Raking and landscaping work on Landfill.**

**9. Doing some repair to waste transporter containers.**

**10. Get MSW compactors and containers purchases completed through the Town Council process to start to get the old equipment replaced.**

**D. Issues or Unanticipated Problems and Matters**

**Project**

**Issue/Problem**

**How it was solved**

**1. None**



**Town of Pittsfield**

**Month of May 2023**

**Department: Wastewater**

**Date submitted: 6-7-23**

**Monthly Accomplishments**

**Report on Projects to Town Council**

<b><u>A. May 2023 Projects Completed</u></b>	<b><u>Date Completed</u></b>
<b>1. Monthly Wastewater sampling</b>	<b>Complete</b>
<b>2. Stopped discharging on 5-17-23 due to pH - we will resume when PH level drops to acceptable range</b>	<b>TBD</b>
<b>3. Installed new Alarm light at Parillo St. Lift Station</b>	<b>Complete</b>
<b>4. PFAS Samples for Influent &amp; Effluent at Wastewater.</b>	<b>Ongoing</b>
<b>5. Conducted weekly testing while the Lagoons have been discharging</b>	<b>Ongoing</b>
<b>6. Continuing lift station inspections</b>	<b>Ongoing</b>
<b>7. Documentation ongoing for monthly Reporting 49 forms/clearwater results</b>	<b>Ongoing</b>
<b>8. Calibrated Flow meter at Wastewater facility</b>	<b>Complete</b>

- |  |                  |
|--|------------------|
| <b>9. DEP inspection at wastewater facility</b>  | <b>Complete</b>  |
| <b>10. Monthly reporting including 49 form</b>   | <b>Complete</b>  |
| <b>11. Inspected sewer alarm at Pittsfield community Learning center. Determined it was a private lift station. Informed customer and they contacted their maintenance Person.</b> | <b>Complete</b>  |
| <b>12. Pump #2 at Parillo St. lift station had high hours of operation. Ran the pump in hand and it has been ok Since.</b>   | <b>Complete</b>  |
| <b>13. Cleared down trees along fence line of lagoons</b>  | <b>Complete.</b> |
| <b>14. Investigated number of sewer manholes and length Sewer main on Madawaska Ave.</b>   |                  |

**Town of Pittsfield**

**Month of May 2023**

**Department: Wastewater**

**Date submitted: 6-7-2023**

**B. Highlights**

1. The DEP inspection seemed to go well.

**Next Month's Projects for June 2023:**

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

1. Spoke with Mark Booth concerning remaining electrical work  
Associated with Main St. lift station upgrade. Meter panel is on  
backorder.      August 2023

**D. Issues or Unanticipated Problems and Matters**

**Project      Issue/Problem      How it was solved**

1. Need to raise manhole/gate valve covers at  
several locations. Two completed.      Ongoing

**Town of Pittsfield**

**Month of May, 2023**

**Department: Water**

**Date submitted: 6-6-23**

**Monthly Accomplishments**

**Report on Projects to Town Council**

**A. May 2023 Projects Completed**

**Date Completed**

**1. Received/activated/placed into inventory**

**24 new 5/8 water meters**

**Complete**

**2. Continued weekly hospital chlorine testing**

**Ongoing**

**3. Monthly drinking water testing samples**

**To Northeast labs**

**Complete**

**4. Located water line at Walpole**

**Complete**

**5. Continuing seasonal meter installs**

**Ongoing**

**6. Ordered new 3-inch meter for Walpole on Industrial. Current meter was no longer reading from laptop**

**Complete**

**7. Investigate water leak on D Street in Carriage Estates. Leak was within the parks private line.**

**Leak has been repaired**

**Complete**

**8. Daily Dig Safes for May approx. 25**

**Complete**

<b>9. Spring Hydrant flushing</b>	<b>Complete</b>
<b>10. Investigate suspected water leak on Lancey Street</b>	
<b>No leak present</b>	<b>Complete</b>
<b>11. Repaired 5 curbstop caps and verified valve is</b>	
<b>Operating</b>	<b>Complete</b>
<b>13. Replaced 5 meters with new. Meters were not</b>	
<b>Communicating with laptop</b>	<b>Complete</b>
<b>14. Investigated water leak at 185 Main St. and</b>	
<b>have a scheduled dig for 6-8 to repair</b>	<b>Ongoing</b>
<b>15. Read books 1 thru 4 including rereads</b>	<b>Complete</b>
<b>16. Repaired leaking gate valve at the corner</b>	
<b>Of Greely and West streets</b>	<b>Complete</b>
<b>17. Resumed Bulk water sales</b>	<b>Ongoing</b>
<b>18. Completed loaming and seeding at 351 Main</b>	
<b>With assistance from Highway. Also did same at 453</b>	
<b>Madawaska</b>	<b>Complete</b>
<b>19. Hydrant at Warsaw school off School Street but</b>	
<b>Back in service</b>	<b>Complete</b>
<b>20. Investigated/tested water samples for possible</b>	
<b>water leak on Phillips Corner Rd. (Not leaking)</b>	<b>Complete</b>

**21. Trimmed all hydrants in system. Complete**

**22. Investigated water leak at car wash to better**

**Determine where the water is coming from on abutting**

**Land owners' lawn. Ongoing**

**Town of Pittsfield Month of May, 2023**

**Department: Water Date submitted: 6-6-23**

**Highlights of Items not completed in May, 2023 but scheduled and reasons for it:**

<b><u>B. May 2023 Projects Not Completed</u></b>	<b><u>Reason not completed</u></b>
<b>1. Raising manhole/gate valve covers</b>	<b>Task Prioritization</b>
<b>2. Swing Tie Updates</b>	<b>Task Prioritization</b>
<b>3. Gate valve locating</b>	<b>Task Prioritization</b>
<b>4. 185 Main St. water leak repair</b>	<b>Scheduled</b>

**Town of Pittsfield**

**Month of May, 2023**

**Department: Water**

**Date submitted: 6-6-23**

**Next Month's Projects for May, 2023:**

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

- |  |                     |
|--|---------------------|
| <b>1. Repair or replace non functioning hydrant on Peltoma</b>   | <b>Fall of 2023</b> |
| <b>2. Staff Training</b>   | <b>Fall of 2023</b> |
| <b>3. Replace meters that require manual reads with new Muller meters. This will require approximately 30-40 meters.</b> | <b>Ongoing</b>      |
| <b>4. Continue to identify backflow preventors</b>   | <b>Ongoing</b>      |

**D. Issues or Unanticipated Problems and Matters**

<b><u>Project</u></b>	<b><u>Issue/Problem</u></b>	<b><u>How it was solved</u></b>
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