

To: Mayor Isganifis and Members of the Council
From: James D. Chaousis II, City Manager
Date: September 4th, 2015
RE: City Manager's Weekly Report

OFFICE OF THE CITY MANAGER

- With the announcement of Tom Luttrell leaving, have been making arrangements for the transition. The position has been posted with a new job description. I have already started to receive applications. I made arrangements for an interim assistance in finance. Maura Halkiotis, former Yarmouth Finance Director, will be assisting me during this timeframe.
- I spent a lot of the week on the website bid analysis. A bid award should be soon.
- I'm still working on Solid Waste and Recycling issues when time permits.
- I have asked the Mayor to represent the City on September 22nd, in my place, at the Start Up in a Day program, hosted by the National League of Cities, in Los Angeles. I have too much work to do and Audra is also busy. It's an opportunity to look at how other Cities will address this grant opportunity.

OFFICE OF THE CITY ASSESSOR

- Processed Real Estate Transfers, updating parcel cards, sales book, and property splits.
- Processed Personal Property accounts, updating ownership, owned items, depreciation, State BETR'S 801 returns, BETE exemptions.
- Processed building permits, reviewing, updating property cards and assessments.
- Analyzing qualified sales of all properties and neighborhoods for a fair and equitable assessment.
- Completing State forms and returning for processing.
- Updating GIS with the new splits and merging parcels.
- Listening and reviewing properties at the property owner's request.
- Updating Tax Maps and posting to the web site.

OFFICE OF THE MUNICIPAL FISH PIER DIRECTOR

- Submitted 2nd and final payment on herring carriers for calendar year 2015 to the Finance Department for accounts receivable along with user metered electric bills.
- The herring fleet has almost caught the quota aloud through September 30th, except for 800 metric tons. They will be given one more day in September to fish. A new quota of 9,000 metric tons will commence on October 1, 2015 to complete the season. That will extend the season by about three more weeks.
- Bait dealer took a 45' flat bed truck loaded with pallets from the pier and deposited them at the High School for the annual bomb fire.

OFFICE OF THE PUBLIC SERVICES DIRECTOR

- City wide trash collection
- Mechanic Street basin repair

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- Trim Sandy Beach bamboo
- Screened compost at the landfill
- Street lining
- Luarel Street basin repair
- Mowed at the landfill
- Prepped a hot top job
- Streetside mowing
- Water flowers

OFFICE OF THE LIBRARY DIRECTOR

- I met with the Library Advisory Committee, which approved minutes from the prior meeting where the revised Internet Acceptable Use & Safety Policy was voted on. I also asked for input on the Stairway Mural idea, of which the Committee was universally in favor. Stay tuned...
- Catinka Knoth's Children's class drew scenes Butterflies and Monarch butterfly migration; there was no Adult drawing class this week.
- Keith hosted the Monday evening Drop-in Tech Help.
- For Wednesday Storytime, Miss Judith read several favorites and a couple that Jean Young chose to go along with the activity. Books read included *Chavela and the Magic Bubble*, by Monica Brown and *Bubble Trouble*, by Margaret Mahy. After a long session of reading together Jean brought the children and their parents out to the Children's Garden and presented them with individual pans of bubble mix and oversized wands. They happily made star, heart, and circle bubbles.
- Patty King helped a visitor from Topsham use one of the guest PCs; the woman needed to complete and file a DHHS form. She expressed her gratitude to Patty, saying, "you saved me! Usually, I'm saved by the church; today I'm saved by the library."
- The Thursday Evening Arts and Cultural Event was Talk: *Judy Garland: Moments of Magic*. Award-winning music producer, critic and translator Lawrence Schulman, who lives on Mount Desert Island, gave a talk on Judy Garland, which examines Garland's life and career, and featured nine audio-video clips, and was followed by a question and answer.
- Jean offered Baby Storytime on Friday.
- On Saturday, Keith presented a program titled *How to Order Almost Any Book or Movie You Want!* Participants were invited to learn search techniques to find exactly what one is looking for.
- Upcoming: The Library is a site for the Camden International Film Festival (the morning and afternoon of September 17). Also, a Dr. Seuss Party-- Come to a party celebrating the newly found book, *What Pet Should I Get?* Bring a photo of your pet or bring your favorite stuffed animal.

OFFICE OF THE FIRE CHIEF

Over the past week, in addition to the general response to 55 Fire and EMS calls, conducting apparatus checks, daily cleaning, routine repairs and maintenance to the fleet and of the quarters, the following occurred:

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- On Saturday Lt. Johnson and I met with Valerie and Eric Wass to look at a house they purchased and will eventually be tearing down. They offered to allow the FD to utilize the home for training purposes as we see fit. While we will not be able to conduct live fire training, there are numerous other drills that we can do in an acquired structure that we cannot readily do at the fire station or landfill training site. We are very pleased to have this opportunity and will make the most of it in the next few months.
- Once again, all three shifts spent about one hour each passing out flyers about the Red Cross Home Fire Preparedness Campaign. We believe we were able to pass out approximately 250 flyers and it appears our "rate of return" is about 10-15%. We will begin scheduling installations early next week.
- Monday we held an EMS drill on our Quality Assurance program. The class allowed us to review a specific topic (Cardiac Emergencies) and look at how the care was documented. Our QA program reviews 100% of our calls to ensure we consistently are providing the most appropriate care and are documenting it properly. This pays off in patient outcomes and with significant "Kudo's" from our billing service.
- Much to our chagrin, Rescue 3, our 2011 Ford has once again suffered a "Reduced Power" failure and has been removed from service. I believe we will be seeking a much more definitive correction to ensure this will not occur again.
- On Wednesday our Confined Space personnel trained with personnel at the WWTP on confined space emergencies. This drill allowed us to work together and identify numerous hazards and solutions to ensure safe outcomes.
- Conducted two individual apartment inspections, one at the request of the owner and the second to ensure proper separation between business and residential occupancies.
- Wednesday night C-shift responded to Subway for a Carbon Monoxide alarm and found an elevated CO level due to a hole in the heating appliance. The system will be corrected before further use to prevent and harm to occupants of the building.

OFFICE OF THE WASTEWATER TREATMENT FACILITY DIRECTOR

Pollution Control Facility

- Rebuilt the primary tank number one skimmer arm.
- Setup and wired the Centrisys centrifuge. The Centrisys centrifuge was used as a trial to quantify potential savings in sludge processing and transportation. Currently we are using two ageing sludge belt press. The trial went very well with promising results. Further financial and data analysis will be needed to more fully quantify.
- Performed confined space rescue evaluation with Rockland Fire Department as part of DOL corrective action.
- Attending bid opening for Public Services dump/plow truck.
- Performed work at Glenwood pumping station to separate the pump alarms.
- Met with Lissa Bittermann from Eco Maine to discuss her cost benefit of single stream.

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- Replaced steel double doors to lab and repaired floor tile on sill of doorway.
- Scheduled Trenching and Excavation Training with Cliff Berry from Safetyworks for September 8th at the Rockland Public Library.
- Cleaned and pumped CSO Contact Chamber in preparation for confined paced drill.
- Worked on cleaning and pumping out lift stations.

Environmental Services

- Smoke tested the collection system in the area of Waldo Avenue and Glen St. along with the Waldo Ave. pump station and the sewer lateral at #69 Waldo Avenue. We identified an abandoned sewer pipe on the property at 69 Waldo Ave. that was not plugged and had allowed sewer to seep through the ground and surface recently when there was a pump failure at the pump station. The owner was notified to remedy the situation.
- Answered an inquiry from Colonial Adjustment Co. representing the homeowner at #7 Highland St. Ext. in a claim for a damaged sewer pipe. Photos from our pipeline inspection video were sent showing that the neighbor had driven a post through the pipe when they installed their fence.
- Answered 2 Dig-Safe calls for Maine Water
- Answered 3 Dig-Safe calls for C.M.P.
- Geo Hall & Sons was contracted to repair a broken sewer main on Talbot Ave. west of Union Street. The work involved replacing an old cast iron pipe crossing beneath Lindsey Brook. It was completed successfully with minimal disturbance to the brook.
- Cleaned, inspected, and calibrated the flow monitoring devices being used for a study that Wright-Pierce engineering is conducting for the city.
- Scheduled to meet with Ted Berry Co. in Rockland on Thursday the 10th to discuss cleaning and lining the 15" sewer interceptor that runs through Harbor Park to the Park St. pump station. Recent investigation and testing has revealed that this pipe is likely the remaining cause of sea water infiltration into the collection system.

OFFICE OF THE CODE ENFORCEMENT OFFICER

- John met with Tom Keedy a member of the Comprehensive Planning Commission to discuss zoning areas and he also printed two City maps for another Comps member for an upcoming work session.
- Final inspection was done for a Certificate of Occupancy on a new modular home at 81 Crescent St. This new modular home replaced an old home that was demolished earlier this year.
- John met with a real estate agent to discuss the possible uses of a piece of land at 19 Bay View Square.
- John has been working on the GIS system in preparation for a new online parcel access program that will be implemented soon.
- There were five complaints filed this week.
- The following permits were received by the Code Office this week:

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- 4 Building permits
 - 5 Electrical permits
 - 2 Plumbing permits
 - 1 Sign permit
 - 1 Street Excavation permit
- *The following permits were received by the Code Office this week:*
- *5 Building permits*
 - *4 Electrical permits*
 - *3 Plumbing permits*
 - *1 Sign Permit*
 - *1 Street/Sidewalk Encumbrance permit*

OFFICE OF THE HARBORMASTER

- With this kind of weather, it doesn't appear that summer will really be winding down. Certainly not "summer busy," but there are boats coming into the harbor. It will take the threat of a late summer storm to really clear the boats out.
- Rockland saw another really large private yacht come to town – this one at Trident Yacht Basin. The *Podium* is 197 feet long, she was just re-built last year and some estimates are that she's valued at 60 million dollars.
- The Lermond's Cove schooner wharf is being repaired by Prock Marine. There was damage from last winter's cold and ice, so the pilings are being reset. While the barge is there, we are letting some of the smaller boat tenants use the Public Landing. They'll be out of the way, and the work can get done more quickly.
- We made a new boarding ladder for the floats at the Middle Pier. The old one had just deteriorated to the point it was no longer usable. It's very heavy and we'll have to schedule a visit from Public Works