

**To: Mayor Isganifis and Members of the Council**  
**From: James D. Chaousis II, City Manager**  
**Date: October 23, 2015**  
**RE: City Manager's Weekly Report**

#### **OFFICE OF THE CITY MANAGER**

- Continued to verify DOL citation corrections in order to report completion next week.
- Came to an internal stopping point on web GIS system, continuing to proof and prepare it for public use.
- Continued working on Human Resources and Personnel practices.
- Attended Rotary luncheon.
- Coordinated and hosted strategic planning/goals and objectives session.
- Finalized and coordinated fall clean-up with Public Services.
- Finalized and coordinated Main Street shutdown for storm-water improvements.
- Responded to several constituent issues.
- Continuing work on the City website.
- Working with DOT to capitalize on FY17 work plan.
- Continued working on recruiting an Assistant Code Enforcement Officer.
- Continued finalizing Teamsters contract.

#### **OFFICE OF THE LIBRARY DIRECTOR**

- Keith Drago offered Drop-in Tech Help—this is available on Monday evenings; patrons may also make appointments for personal assistance.
- Catinka Knoth's Children's class drew owls, bats, and cats; the Adult drawing class focused on autumn leaves and scenes.
- The Library has received a gift subscription to Field & Stream this week, in response to our campaign for funding magazines.
- We hosted New Hope for Women's annual display, *An Empty Place at the Table*; bring attention to victims of domestic violence, the memorial consists of a dining table surrounded by empty chairs, a powerful reminder that the tragic deaths left an empty place not only in the lives of their families, but in the community as well. The table is set with tableware donated by the families of Kimberly Sue Palmer of Camden, Candace Butler originally of Bristol, Lori Trahan Cantwell of Rockport, Brenda Gray-Knost of Swanville, and Ava Gushee of Rockland. A sixth place honors the Unnamed, all those who remain unknown to us but not forgotten.
- This was an "on" week for the Lego™ Club; the theme this week was monsters!
- On Tuesday evening, we had a special musical program, Simons & Goodwin, who have a smooth sound consisting of intricate arrangements, tight expression and beautiful harmonies. They have an eclectic repertoire with performances tailored to the audience. While primarily a folk duo they can treat country, old rock, jazz and blues standards with similar musical skill.
- During Wednesday Storytime Judith Andersen read to the children, and Steve Seekins came with therapy dog Maggie the lovely lurcher to participate and visit the families. Books read included: *Beastly Babies*, by Ellen Jackson, *To the Sea*, by

## City Manager's Weekly Report

Cate Atkinson, and King Hugo's Huge Ego, by Chris Van Dusen. After the storytelling, Jean Young shared a craft where participants made impressions in foil, glued them in a wooden frame, and added a pretty jewel to the wall hangings, which were taken home.

- We have an update to the mural project; Patty King and I hosted five of the RASA student participants, who, with their teacher/leader Alexis Iammarino met here for a site visit, and to share their initial thoughts.
- The Thursday Evening Arts and Cultural Event was the film, *Nosferatu*, from 1922 in which Count Orlock (*Nosferatu*, the vampire) leaves his castle in the Carpathians and travels by ship to Bremen, bringing coffins filled with dirt and plague rats and with sinister plans for the young couple who are to be his first victims. Scary!
- Jean Young offered Baby Storytime on Friday.
- Also, on Friday, Baby Play with Jess Day: Art, Music, Movement, Mindfulness Program (JAMMM). The program, for families with babies age birth to one, allows parents to learn about the power of music, movement, mindfulness, self and baby care. Resources for parents related to music, movement, parenting, wellness and mindfulness are provided.
- Upcoming: Kids' Knitting for Beginners; Camden Conference Talk: Burundi and its Implications for African Politics.

### **OFFICE OF THE FIRE CHIEF**

Over the week, in addition to the general response to 34 Fire and EMS calls, conducting apparatus checks, daily cleaning, routine repairs and maintenance to the fleet and of the quarters, the following occurred:

- I attended the Enhanced Mutual Aid Committee meeting in Union on Friday. We were able to review and discuss the draft report on the status and future of Mutual Aid in Knox County. There is hope that some efficiencies will be recognized for immediate, as well as future implementation.
- Saturday evening a contingent of our personnel assisted Rockport FD with their fundraiser for one of their firefighters who was diagnosed with cancer. Rockport's efforts raised a significant amount of money to help David Leighton and his family.
- Conducted a walk-through of the FD with the City Manager to review our efforts to comply with the DOL findings.
- B-shift assisted the Rankin Center with a Fire Drill on Monday afternoon.
- RFD hosted the Knox County Firefighter's Association meeting at RFD on Tuesday evening. Guests were treated to an in-house made meal and a presentation on the Modern Firefighting Environment.
- Worked with D/C Young of RPD to send one of our firefighters with one detective to the State Police Academy for a weeklong fire investigation program in December. This partnership style approach has proven successful over the years and we're fortunate that the program has become available again.
- I visited CMCA to review a few fire/life safety code questions. Their general contractor has been very proactive with our involvement and is keenly aware of our concerns.

## **City Manager's Weekly Report**

- I attended the Knox County Mutual Aid Association meeting in Waldoboro Wednesday evening. The Enhanced Mutual Aid study was presented for consideration by the fire chiefs and further discussion was had on how we might strengthen our collaborations to increase service levels while becoming more fiscally efficient. It appears this will begin with small attainable victories.

### **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.

### **OFFICE OF THE CHIEF OF POLICE**

Officers responded to 245 calls for service. Rockland Police Officers responded to 12 motor vehicle crashes and 11 animal complaints. 37 traffic stops and traffic violations were conducted. Officers charged or made arrests of 19 individuals for various offenses, to include, Bail violations, Drug violations, Theft, Theft of Services, Warrants of arrest, Probation Violations and Operating under the Influence.

#### **Administration**

- Met with Gordon Page (Rockland Main St. Inc.) to discuss upcoming events on Main St. and to coordinate police assistance with these events.
- Assisted the Strand Theater in obtaining a sidewalk encumbrance permit for a function that was taking place at their venue on 10/21/15.
- Directed patrol to conduct traffic enforcement on Thomaston St. to address complaints regarding speeding vehicles. This directed patrol will last for one week duration at specific times. The data collected and enforcement action taken will be shared with the complainants to assure them that their concerns are being addressed.
- Drafted and distributed letters of recognition to Det/Sgt. Thompson and Det. Neal for their work on the state wide taskforce that identified and apprehended three subjects responsible for over 25 commercial burglaries state wide including one in Rockland.
- Continue to update training. Currently in the process of maintaining compliance with the Access Integrity Unit of the Maine State Police regarding Limited Access/ User Training for the METRO System.

#### **C.I.D.**

- Det/Sgt. Thompson was sworn in as a Deputy United States Marshall assigned to the MOXIE Taskforce. This taskforce was created as a federal response to the

## City Manager's Weekly Report

pharmacy robberies occurring in Maine and will allow prosecution at the federal level which carries much more significant penalties than at the state level.

- Det. Neal completed Pre-Employment Background Investigation training. This will allow him to more thoroughly conduct background investigations of potential police employees.

### **Patrol Division**

- Radar details and directed patrols are being conducted at specific locations throughout the city. These areas include Main St., Thomaston St. and school zones.
- Officers continue to conduct school visits at all schools in order to interact with faculty and students.
- Patrol Sergeants continue to deploy resources as weather and staffing allow. Foot patrols are still continuing at this time. Motorcycle and bicycle patrols are coming to an end for this year.

### **Parking enforcement**

- Issued 55 parking tickets.
  - 52 -Over Time Violations
  - 1 -Handicap Space Violation
  - 1 -Shuffling Violation
  - 1 -Parked On Sidewalk Violation

### **OFFICE OF THE HARBORMASTER**

- Wrapped up my week long suspension, so I wasn't here most of the week, but the Assistant Harbormaster, Nathan Dinces, did a great job in my absence.
- Henry's Crane Service came down and helped haul the Middle Pier floats out for the winter.
- Welcomed our last cruise ship of the summer, the smaller Pearl Mist.
- With Public Works we removed the rest of the Public Landing floats and hauled them to Snow Park for the winter. Still have two of the Middle Pier floats in for the winter, and the Snow Park launch ramp floats will come out before the bad weather hits.
- Received some inquiries about cruise ships for fall of 2017, hopefully they come through.
- And, I've handed in my retirement letter to the city manager, with an effective date of February 1, 2016.

### **OFFICE OF THE WASTEWATER TREATMENT FACILITY DIRECTOR**

#### **Pollution Control Facility**

- Flows through the treatment plant were low this week averaging about 2.1 M.G.D.
- Initiated yearly testing of all pretreatment users, this will probably go on for several weeks.
- Parking lot repairs and paving were completed.
- Exercised and load tested the trailer generator.
- Flushing of chemical tanks and winterization of chemical systems in the C.S.O. system was completed.

## City Manager's Weekly Report

- Rebuilt the #4 plant water pump.
- Replaced fittings and completed lubrication of belt filter press #2.
- Worked with controls technician Mike Eber to replace the failed variable frequency drive for R.A.S. pump #2.
- Continued installing new fence along the west side of the treatment plant, beginning at the rear of the public restroom building.

### **Environmental Technicians**

- Began CCTV inspection of the collection system in the industrial park. Completed inspection of 1600 ft. of pipe on Merrill Drive.
- Checked, cleaned, and calibrated the instruments for the collection system flow monitoring study.
- Inspected the building at 734 Main St. to confirm there are no floor drains that might be connected to the collection system. The new tenant of the building is planning to open an auto repair business and this would be an issue if there were anything spilled or dumped down them. It was confirmed that there are no floor drains in the building.
- Cleaned and inspected the mainline inspection camera equipment as preventative maintenance.

### **OFFICE OF THE PUBLIC SERVICES DIRECTOR**

- Placed plow headgear on plow trucks, sidewalk machine and framework for snowblower.
- Worked on water pump.
- Replaced backup lights and door handle on pick-up.
- Installed one wing on truck #4.
- Continued work on acquiring landfill closure reimbursement from the state, this would reimburse the City with 75% of the cost of landfill closure.
- Working on repair to Monitoring Well 106.
- Received draft plans on how to clean sediment in Q2N and Q2S extraction wells.
- Ordered and received new safety chain to secure equipment during transit so we are in compliance.
- Scheduled and submitted to local paper and had placed on City web page notification of fall leaf pick-up that will begin on November 2<sup>nd</sup>.
- Provided the treatment plant personnel with forklift training as part of the DOL corrective action.
- Completed bloodborne pathogens written plan for Public Services and prepared for next week's safety training also part of the DOL corrective action.
- Researched brine street and sidewalk applicator.
- Prepped location inside Public Services Building for Fisher Engineering brine making equipment.
- Completed 10% of Draft Snow and Ice Control Written Plan.
- Replaced non-functional basin on Highland Ave.
- Continued Cleaning/grit removal of storm water basins. 20 basins completed this week. Continued interdepartmental cross training.
- Assisted Harbor Master removing docks in preparation for winter.

## City Manager's Weekly Report

- Continued work on integrating Public Services involvement with the YMCA.
- Cleaned, ditched and removed brush on upper Park Street.
- Removed barrels cones and stanchions delivered to Oak Street for Street festival.
- Measured and prepared quote for possible sidewalk improvements on Atlantic Street.
- Shimmed crossing at Laurel Street and prepped for paving.
- Completed the transfer of the public services phone systems to code office.

### **OFFICE OF THE MUNICIPAL FISH PIER DIRECTOR**

- The f/v Western Sea off loaded 550,000 lbs. of herring and none of the herring was placed in the bait coolers for future use.
- The f/v Western Wave off loaded their herring down east.
- Probably only two more weeks of herring fishing at the most. The quota is close to being caught for the season.
- Repairs are being made to a hoist where the counter balance valve has failed. The entire boom will be looked at and proper repairs will be completed to ensure the safe operation of boom.
- The price per pound for lobster is still \$4.20 a pound.

### **OFFICE OF THE CODE ENFORCEMENT OFFICER**

- John has been very busy reviewing and issuing permits, investigating complaints and doing numerous inspections.
- John met with Ann Morris, City Historian to help create maps listing certain historic buildings in the City.
- John took part in a conference call with Dennis Reed, City Assessor and the City Manager to see a demonstration of the new GIS mapping system that will soon be available.
- John met with representatives of CMCA regarding a minor revision to the new CMCA Building on Tillson Avenue.
- John took a walk down Main Street to check for flag heights after there was a complaint that many of the businesses on Main Street had open or decorative flags hanging below the 7 foot height limit.
- There were two complaints filed this week.
- The following permits were received by the Code Office this week:
  - 6 Building permits
  - 3 Electrical permits
  - 3 Plumbing permits
  - 1 Sidewalk Display permit
  - 1 Sidewalk Encumbrance permit
  - 1 Sign permit