

To: Mayor MacLellan-Ruf and Members of the Council
From: James D. Chaousis II, City Manager
Date: March 4, 2016
RE: City Manager's Weekly Report

OFFICE OF THE CITY MANAGER

- My friend and mentor was a retired pipe welding supervisor at the Navy shipyard in Portsmouth, NH. He would often advise me, as a young maintenance manager, "If you need something done, ask the person that looks the busiest. There's a reason why they're busy." His thoughts were remembered when we put together the Volunteer/Committee appreciation day and event. Many of the most important volunteers were not available for the event and a certificate hardly met the standard of thanks that the city has for them. I tried to explain that the logistics of inviting every one of the 170 KNOWN volunteers is difficult in itself. Even more so, these volunteers have paying jobs, families, and other areas where they donate their time. Volunteers are not limited to standing committees and regularly noticed officials. Most volunteers are giving time in unmeasurable ways. Local government literally starts at this level. Where most small towns in Maine are run completely by volunteers and unpaid service, Rockland has chosen a professional government model. The city staff represents the local experts in their respective field but we are ineffective without the full support of the power of the people. Government is often urged by those who participate in the process. These are the volunteers and the strength of the community. There is never a more genuine "Thank you" when I direct it to the people that give their service on any level. Thank you to **all** the volunteers. We literally can't do it without you.
- I want to introduce everyone to the newly appointed Harbormaster, Matt Ripley. Matt comes with deep pertinent managerial experience to the position. He just retired from the USCG after 21 years, much of it stationed here in Rockland. He has deep maritime experience and a strong motivated perspective. He is the type of public manager that we can rely on to provide consistent and quality service on the harbor. We are lucky to have him.
- I have internally posted the position of Fire Chief. It is my intent to identify an internal candidate for possible promotion before exploring outside candidates. This is because I have great confidence in this department and know that the best skilled firefighters in the region are already employed by the City of Rockland. We have one of the most professional and best-performing fire and emergency management services departments in the region. Our firefighters are dedicated and hardworking, and I couldn't be more proud of their service to our community. Letters of intent are due by March 18th, 2016.
- The contract for Old County Road reconstruction has been finalized and agreed by both parties. The contractor is Crooker Construction from Topsham. The largest subcontractor they are using is the locally based George Hall construction firm. Crooker is one of the best road builders in Maine on this scale. The first preconstruction meeting is on March 8th, 2016. This will be a meeting between the contractor, engineer, and city staff. We will identify how the rest of the project will

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roll out. On the list of topics is to identify the public meetings for notifying people regarding traffic control, timeframes, and other nuisances that effect regular users of the road during construction.

- I have asked Derek Gagnon from GWI to attend the City Council meeting on March 7th. Derek and I have been discussing fiber connections for city campuses since before the Tillson Report was unveiled. Included in your packet is the cost breakdown for constructing, installing, and providing fiber service to municipal buildings. Since the build out would branch over two municipal fiscal years the city will have sufficient funds to start the project. Internet services will increase slightly but this partnership would advance the city toward Phase 1 of the Tillson Report with very little investment. The loop of fiber in the municipality will advance the ability of other businesses to connect and great economic growth, as identified in the Tillson Report. I never turn away an opportunity either. I have bundled the internet service with a modern VOIP phone service that would connect all municipal departments. These modern systems allow departments that are not located in the same location to communicate like they are in the same building. It also reduces the amount of traditional phone lines and listings that the city needs. It will make it easier to contact city services and modernize the communications between city services.
- Craig Stuart-Paul, Fiberright, will be attending the City Council meeting on March 7th, 2016 as well. He has been invited to answer more questions about the technology being proposed by MRC. As you may remember, MRC is one of the MSW options that the city can consider in policy discussions. Fiberright was clear in stating that they will represent Fiberright and not necessarily MRC. Materials are provided with this report.
- I met with Commander Humpage, USCG, and Paul Dilger, Maine Lighthouse Museum President regarding the temporary artifact loan currently presented at the Maine Lighthouse Museum. You may remember that the artifact loan is with the city and we sublease it to the museum. Mr. Dilger presented the Commander with a current budget, 2016 Action Plan, a long range plan, and some policies that the USCG wanted to verify. The Commander, Mr. Dilger, and I are optimistic that the short term artifact loan will turn into a long term loan after the inventory is completed.
- Included with the Finance Director's report is more financial reporting. This reporting is vastly superior to previous models of reporting financial data to the public and the City Council. Ginny Lindsey is doing a tremendous job of bringing structure to the financial system and deserves praise for her efforts. Ginny is also the leading crafter of the new budget format that will be presented next month. Thank you Ginny.
- I have posted the position of Assistant Harbor Master/Fish Pier Director. Resumes and cover letters are due by April 8th, 2016. With the announcement of Al Gourde's retirement, and the hiring of Matt Ripley as Harbor Master, there was opportunity for restructuring within the department. Restructuring savings will allow the city to turn the combined position into a full-time position, rather than seasonal, and promote closer communication between the diverse harbor

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related activities. This not only allows the position to be full-time but reduces total cost over the two departments. It is likely that the City will employ more dock stewards, and try to recall previous dock stewards, to maintain the service level enjoyed in the harbor, despite the loss of organizational knowledge.

- I spoke with representatives from Midcoast School of Technology. They are now dedicated to rebuilding their presence on South Main Street behind its current location. They described one minor local legislative hurdle that may prevent this development. John Root and I have crafted a minor legislative change that would allow for that application and presented it in this month's agenda. Representatives from the school have arranged to attend the April agenda setting meeting to discuss their long term goals. They are also meeting with other towns in their district during this time frame.
- I met with the Library Advisory Committee on Monday about the temporary nonresident fee that the City Council set last year. I explained that it is my intent to fund the library at the same service level and not propose cuts. I also stated that it is my intent to have the library roof in the Capital Improvement Plan presented to the City Council. We were collectively concerned about pushing the nonresident fee to a point where it would disincentive nonresidents from paying for cards. This might sound contradictory to the intent of the City Council's push to increase the nonresident fee to a more comparable number than the tax levy equivalent. If nonresident cards decrease due to price the burden of library operations gets further distributed to the tax levy. I encouraged the committee to leave the fees at the previously proposed level and I would check back later in the budget process.
- Tuesday was a very intensive day for me regarding personnel issues. Much of this work is sensitive to public disclosure but we have made great strides in bolstering the personnel practices of the city. These modern personnel practices are starting to be embraced by city staff. At first there was skepticism but employees are realizing that modern personnel practices bring more fairness and clear expectations for employees. Getting the most out of our hard working city staff should be the mutual goal of the City Council, management, and the public. Safety has increased our experience modification, triggering savings, and eliminated our worker's compensation liability completely. The real challenge will be sustaining this safety first environment over time.
- I met with Terry Pinto, WWTF Director, and representatives from Wright-Pierce about the stormwater study. The final study will be brought to the City Council for the April meeting. I will distribute the report prior to the meeting so the City Council can propose informed questions to the engineers. These findings will allow the city to strategically fix infiltration and separation issues in the most fiscally sensitive and strategic approaches. Reporting in April also allows us to consider the funding approaches to these issues. I was encouraged by the data because there are some easy solutions to consider before getting into the difficult and expensive issues.
- Dave St. Laurent and I met with Dragon Cement leaders about using their rock byproduct as fill in some of our quarry. The framework of the idea is to build a

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pathway, from the byproduct, from Dragon to the city landfill. Dragon produces clay, as a byproduct, that the city will eventually need to purchase for landfill closure. This venture creates the potential to save the city hundreds of thousands in landfill closing costs. It has the added effect of extending the life of the quarries used by Dragon Cement, and therefore, extending the life of their operating pit. We are working together to propose an agreement to the City Council for this future partnership.

- I celebrated my one year anniversary working for the City of Rockland this week. I thanked all the employees for their support and I would like to thank the City Council and the public for the same. Although this has been a difficult year, likely the most challenging I've ever had, the encouragement that I get on a daily basis completely outweighs the discouragement that naturally happens in public business. It has been a pleasure to serve and I look forward to continued service.

OFFICE OF THE FINANCE DIRECTOR

- It's unbelievable that the first of March is already upon us.
- This week ended with the leap day being Monday. At the beginning of each month many of us in the finance office have monthly reconciliations that take up a good part of our time and efforts. This month has proven no different.
- Our payroll specialist has been busy with reconciling employees' benefits for the month of February; our accounts payable clerk has been busy with paying invoices for the first of the month. I began the workweek reviewing the cash accounts, and reviewing where the city's budget is at this point in time; given that there are just four (4) months left in the year.
- There doesn't appear to be anything problematic at this point in time in any of the funds; Fund 10 – General Fund, Fund 45 – Waste Control, Fund 50 Emergency Medical Services, Fund 20 Sewer. In the past, the city has treated Funds 45 and 50 as though they are “enterprise funds”; however, the only true enterprise fund is that of the Sewer.
- In reviewing the expenses and revenues to date, along with the taxes committed, I realized the initial city budget that had been entered into the accounting system had not been corrected when the school appropriation had been decided. This issue has been corrected. Inserted herein is an excerpt from my budget analysis:

MUNICIPAL BUDGET REPORT						
FUND	Expenses and Revenues		Appropriation Or Estimate	Received	Balance	% Used and/or Received
10	TOTAL EXPENSES Fund 10	General Fund	20,475,855.00	14,181,406.67	6,671,526.01	69.26%
45	TOTAL EXPENSES Fund 45	Waste Control	1,589,032.00	745,997.32	818,729.05	46.95%
50	TOTAL EXPENSES Fund 50	Emergency Medical Services	612,777.00	319,515.43	290,657.47	52.14%
	TOTAL EXPENSES		22,677,664.00	15,246,919.42	7,780,912.53	67.23%
10	TOTAL REVENUES Fund 10	General Fund	(3,995,778.00)	(2,864,209.95)	(1,131,568.05)	71.68%
45	TOTAL REVENUES Fund 45	Waste Control	(1,589,032.00)	(1,170,859.03)	(418,172.97)	73.68%

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50	TOTAL REVENUES Fund 50	Emergency Medical Services	(612,777.00)	(255,809.95)	(356,967.05)	41.75%
	TOTAL REVENUES		(6,197,587.00)	(4,290,878.93)	(1,906,708.07)	69.23%
	NET MUNICIPAL BUDGET		16,480,077.00	10,956,040.49	5,874,204.46	66.48%

The front office has been increasingly busy as residents come in to pay their taxes. The taxes are due by March 7th. Inserted herein is an accounting of the taxes through the end of February:

FY 2016 TAXES				
	Commitment	Expended or Received	Outstanding	% Received
Taxes/Commitment 8/14/15				
Taxes-Real Estate	15,398,582.00	10,130,553.70	5,268,028.30	65.79%
Taxes - Personal Property	1,157,528.00	996,678.97	160,849.03	86.10%
	16,556,110.00	11,127,232.67	5,428,877.33	67.21%

Also of interest is the Sewer Budget, which is the enterprise fund. Inserted herein is a summary report of expenses and revenues through February 29th:

SEWER BUDGET REPORT					
FUND	Expenses and Revenues	Appropriation or Estimate	Expended or Received	Balance	% Used and/or Received
20	TOTAL EXPENSES-Fund 20	3,968,066.00	2,549,748.41	1,418,317.59	64.26%
20	TOTAL REVENUES Fund 20	(3,968,066.00)	(2,074,052.96)	(1,894,013.04)	52.27%
	NET BUDGET	0.00	475,695.45	(475,695.45)	

A complete review of the budget and expenses as summarized is available upon request.

- *Another item to report for the end of the month is the city's investment/reserve accounts. Unfortunately, these funds are invested in stocks – and we all know how investments have been going this year. The city's investments have been no different; investments have decreased almost every month this year. I will have a complete analysis of the investment accounts at the conclusion of the FY 15 audit, as there are a number of funds that need to be closed and funds transferred back into the city's general fund as having already been spent. Most likely I will have recommendations to place some of the funds invested into alternative savings accounts based on their balances and uses. At some point in time I will also have a recommendation on an investment policy.*
- *Cash flow is improving. The lowest cash available in the general fund for the month of February was \$1.2 million. In reviewing cash flow for the year ended June 30, 2015 in comparison to our current year, the next cash flow problems could arise in the month of August. We will watch that time period closely, as it would appear to be the most difficult time in managing the funds. A copy of the cash flow summary is available on request.*
- *The budget process continues. I spent some time this week reviewing the budget document and comparing expenses and revenue totals to the amounts logged in*

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the accounting software system, in an effort to make certain the numbers for the current budget year are correct in the budget document as we move forward in our budget preparation.

- That's my report for the week. On to more reconciliation work.

OFFICE OF THE FIRE CHIEF

Over the preceding week, in addition to the response to 29 Fire and EMS calls, conducting apparatus checks, daily cleaning, routine repairs and maintenance to the fleet and of the quarters, the following occurred:

- Fire Officers met for our bi-weekly staff meeting.
- Friday evening we had a fire alarm activation at the Brunswick Rooms that was the result of a fire within an oil fired water heater. The fire was totally self-contained, but some smoke and the resulting carbon monoxide was picked up by the nearby hot air furnace and distributed throughout the building. Due to our limited on duty staff (3 firefighters and one paramedic) the first few minutes were particularly challenging as previous alarms from cooking errors had led many residents to wait to exit the building. The result was everyone was safe and able to return to their rooms within an hour, and damage was limited to the original water heater. Rockport FD also sent a crew to assist our personnel due to the potential challenges these types of occupancies present.
- Saturday evening Rockland responded to a house fire on Winding Way in Rockport. Our crew was one of the first arriving and were able to assist Rockport firefighters in stopping the fire before it did much damage to the inside of the home.
- On Monday, Portland Fire Captain Kevin McGuire instructed a class for our EMS personnel on Enhanced CPR. A lot of study has been done to maximize the effectiveness of CPR and defibrillation to reverse patients in cardiac arrest. Capt. McGuire presented us with numerous tools to help us ensure we are attaining the most success possible. Staff are developing guidelines that fit our needs here in Rockland. We're fortunate to already have a decent success rate and are poised to be even better.
- I met with all career officers to begin the evaluation process on our personnel.
- I conducted inspections at two businesses and one 3 unit apartment building this week.
- John Root, Bill Butler and I met with the owners and architect to discuss a substantial project in town and help solve a particularly challenging issue.
- Thursday afternoon I hosted the Enhanced Mutual Aid group here at our station. This is a sub-group of the Knox County Chiefs. The members of this group are looking at ways to implement the recommendations noted in a recent county-wide mutual aid study looking at ways to maximize efficiency by collaborating in a more meaningful way.

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OFFICE OF THE LIBRARY DIRECTOR

- I met with members of the Library Advisory Committee; we were joined by the City Manager.
- Keith Drago hosted the Monday evening Drop-in Tech Help, which service continues to grow in popularity.
- Catinka Knoth's Adult Art Class drew presidential portraits; the Children's class used the theme of Chinese New Year—the Year of the Monkey, as their theme.
- I attended the Volunteer Appreciation Event at City Hall; I was able to present those Library volunteers who attended with the certificates signed by the Mayor and City Manager, but I have many more yet to deliver.
- Co-sponsored by Destination Wellness and Friends of Rockland Public Library, Tanya Kibler, gave a talk on Bio-identical Hormone Therapy, offering information on Bio-identical hormones and saliva testing. Kibler discussed keeping one's natural hormones at optimal levels to protecting the body from diseases associated with aging.
- I worked on staff performance evaluations, using the new form
- I've also begun work on the required Annual Report to the Maine State Library, due at the beginning of April. Submission is required as a condition of receiving certain services from the MSL.
- Staff continue to book appointments for the annual AARP Tax Aide, free income tax filing assistance, from trained volunteers. We are still waiting for some of the forms which have not yet arrived from the IRS.
- We received notice from Maine InfoNet that they've made text alerts an optional way for library patrons to receive notice of available holds, courtesy reminder of items coming due, and overdue items. These are generic, and don't include titles. Patrons can also respond to RENEW items, though it renews all, not just those which are soon due. Information is on the Library's website (rocklandlibrary.org); setting it up is done very easily through the online catalog' "my Library Account" function.
- Judith Andersen (aka Ms. Judy) is back and read some of her favorite stories during Wednesday Storytime. After the stories Ms. Jean gathered the children and all took a peek at the Children's Garden. Jean gave each a plant pot and the group proceeded to plant an Heirloom Brandywine Pink Tomato to care for at home. Jean mentioned that staff and kids have also planted seeds at the Library to add later to the Children's Garden. Throughout the season kids may water, weed, and finally pick, the vegetables and flowers from their own Library garden thanks to the generosity of Roberta Axelson.
- We've had an update from Alexis Iammarino regarding the hallway mural. Some photos of panels in progress, and one of the sort through word designs are appended to the end of this report.
- The first of a series, Explore Art with Susan Beebe (via The Arts...for Kids & their Families @ the Rockland Public Library) was held Thursday afternoon, where participants created paper dolls with Susan. This program will run through March, on Thursday afternoons. As a tie-in, which stands alone equally well, the Display

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Cases' exhibit this month is Susan's paper doll collection, including examples of her early works from ages 5, 7, and 9; it's well worth a visit.

- The Thursday evening Arts & Cultural event was an Author Talk. Nationally recognized magazine writer, Judith Burger-Gossart discussed her recently released book, *Sadie's Winter Dream, Fishermen's Wives and Maine Sea Coast Mission Hooked Rugs, 1923-1938*. She displayed several Mission rugs and illustrated her talk with archival photographs of Maine communities, rug hookers, and Mission hooked rugs. Judith's book tells the story of how Alice M. Peasley changed women's lives all along Maine's coast; under the auspices of the Mission, Alice taught women how to hook rugs, sold their rugs, and put much needed money into their pockets.
- It being the first Saturday of the month, Keith Drago presented a Tech Program; this month was Android Basics. Participants learned how to navigate Android devices, as well as what different screens and settings do. There was time for questions and answers at the end of the class.

Upcoming events include St. Patrick's Day Stories (and snacks) with Erica Pfander, and with the March Arts & Cultural events around the theme of Women's History Month, a talk by Rockland's own Pippy Beebe-Center, entitled *Politics-Why? One Woman's Story*.



OFFICE OF THE CHIEF OF POLICE

Officers responded to 255 calls for service. Rockland Police Officers responded to 7 motor vehicle crashes and 3 animal complaints. Sixty-seven (67) traffic stops and traffic violations were conducted. Officers charged or made arrests of 16 individuals for various offenses, to include Theft, Disorderly Conduct, Criminal Threatening, Traffic offenses, Bail violations, Weapons Offense, Alcohol Offense, and OUI.

- Chief Boucher met with Arian Clements of Sexual Assault Services of Mid Coast Maine Board to discuss the SANE project in the mid-coast area concerning support for sexual assault victims.
- Chief Boucher worked with Winslow Chief Shawn O'Leary on the public safety event planning for large scale events that impact city services during the summer months.

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- Department members continue to work with community members in the area on programs to address the opiate problem of addiction.
- We are finalizing year end evaluations of all department members.
- Nine members of the department participated in the Physical Agility and Written Test of potential candidates for the hiring process this past Saturday.
- We worked with the city personnel Board concerning the Oral Board scheduled for 03/08/16.
- We continue to investigate employee recruitment and retention in our attempt to recruit and retain the best applicants possible.
- Officers continue Main St. foot patrols to conduct building checks.
- Targeted traffic enforcement details were conducted throughout the City.
- Responded to agency assist calls from Rockland Fire/EMS.
- Sgt. Finnegan has been attending the Bureau of Bureau of Alcoholic Beverages and Lottery Operations Responsible Beverage Services Training class in Augusta this past week to become certified as a trainer for the area.
- Conducted compliance checks at local establishments that are licensed to serve alcohol.
- Parking Enforcement issued 39 parking tickets. (37 overtime, 1 Fire Hydrant, 1 Parking on Sidewalk)

Protecting Yourself On-Line

Today, it's not only viruses that are a threat to your computer system; even a simple surfing of a normal website can potentially bring unwanted issues and even steal all your personal account information. The most devastating Internet banking fraud scams can be launched online.

Here are some important tips that help when protecting yourself online from growing threats:

- **Terminate Your Online Session Completely.**

Closing your browser window or typing in a new website address without logging out may give others a chance of gaining access to your account information. Always terminate your online session by clicking on the "Log out or Sign Out" button to terminate your online session. Avoid using the option of "remember" your username and password information.

- **Create Backup of Important Data.**

Backup of all the important files whether personal or professional should be created. Getting used to back up your files regularly is the first step towards security of your personal computer.

- **Use Security Programs.**

If your system does not have data protection software to protect you online, then by all means buy internet security program for your computer. Today, almost all new computer systems come with some kind of security programs installed.

- **Protect Your Password.**

Try creating a password that consists of a combination of letters (both upper case and lower case), numbers and special characters. Password should be changed regularly. Do not share your password with other people.

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➤ **Use Caution When Participating in Social Networking.**

Participating in most social networking sites, however, expose your personal information to others. And all of these sites have a certain intensity of control over security issues. Use these privacy settings to prevent and update your personal information being broadcast.

➤ **Use Your Own Computer.**

It's generally safer to access your financial accounts from your own computer only. If you do use some other computer, always delete all of the "Temporary Internet Files", "cookies" and clear all of your "History" after you log off your account.

➤ **Update Your Software Package Regularly.**

Frequent online updates are needed for all the Internet security software installed on your computer system.

➤ **Be Careful When Reading Email.**

A simple rule in using this communication tool is not to open any links in emails from people you do not know. Hackers do use E-mail as the main target seeking to steal personal information, financial data, security codes and other. Do not use the link sent to you if you need access to the website, visit the website by typing the address in your menu bar.

OFFICE OF THE CODE ENFORCEMENT OFFICER

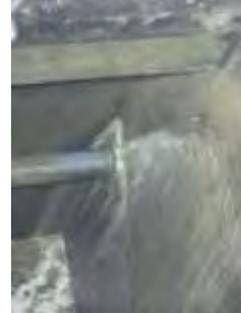
- John attended part of Planning Board meeting.
- Both electrical and plumbing inspections were done at the former Navigator Motel. The building is being totally renovated by its new owners.
- John, Bill and Adam Miceli met with the owners and architect to review specific phased plans for a Lodging Facility at the former Talbot Home.
- Matt Wasgatt continues to make progress on renovations of a stately home at 72 Front Street. This is only one of numerous renovation projects taking place in homes throughout the City.
- John and Bill continue to be busy with various permits and inspections.
- There were no complaints filed this week and Bill is finalizing resolutions on two significant cases. One of which is located on Old County Road and the other on West Meadow Road. Complaint resolution on an abandoned property on Broad Street has been initiated.
- The following permits were received by the Code Office this week:
 - 4 Plumbing Permits
 - 1 Building Permit

OFFICE OF THE WASTEWATER TREATMENT FACILITY DIRECTOR

- Changed the drive belts on the Gravity Belt Thickener Pump.
- Replaced the chimney cap on the operations office/break room building that was blown off during a recent storm.
- Replaced the magnetic motor starter on #1 aeration mixer.
- Checked a coolant leak on the generator at the Park St. pump station.
- Serviced and changed filters on aeration blower #3.

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- Cleaned and reset the level monitoring probes at the Waldo Ave. pump station.
- Responded to a night time alarm for high water in the pump room at Park St. pump station. The cause was a blocked sump pump; the pump was cleared and reset.
- Cleaned and lubricated the influent bar screen in the headworks building.
- Assisted the Dept. of Public Services with repair of a broken force main from the Steel-Pro pump station.
- Responded to a call for a flooded basement at Summer & Lincoln Streets. It was a ground water issue not a sewer backup, we assisted the property owner to set-up a pump because the water was close to the level of the furnace and advised that a permanent sump may be necessary.
- Responded to Dig-Safe requests for Maine Water at Warren St. and New County Road.
- Completed 1500 ft. of CCTV inspection of sewer mains on Shaw Ave. and Beech Street. The pipe appears to be in good condition but we identified numerous pipe joints and sewer lateral connections that are separated and allowing a substantial amount of ground water into the sewer.
- On Wednesday, March 3rd the Director, City Manager and key staff members met with the Wright Pierce Engineering Team to review the results of the flow monitoring study for combined sewers and water infiltration into the sanitary sewers. Discussion included recommendations for remediation i.e. sewer repair and separation of Stormwater flows from the sanitary sewer, timelines for further investigation, financing options and preparation of a presentation to the City Council and the public of findings and recommendations.
- CSO event starting Wednesday and still ongoing.
- Average flows through the plant were about 3.5MGD. Maximum flow through CSO structure was 11.4MG.
- Performed BOD & TSS testing for North Haven.



OFFICE OF THE PUBLIC SERVICES DIRECTOR

- Last Week's heavy rain caused a washout at the end of Lake View Terrace, this week the crew was tasked with the repair of the wash out, upon further investigation it was discovered that a 24'' storm culvert that handles most of the storm water in that area was choked with weeping willow roots (see picture below). 120'' of culvert had to be removed to take out 40' of culvert choked with willow roots. What made this even more difficult is it had to be done before the predicted rain on Wednesday. The crew did a great job and completed the

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project Tuesday afternoon before the rain started. We were also able to coordinate with the resident to remove the very large willow tree to prevent this from happening again.



- Continued painting of Recreation Center and completed painting at City Hall.
- Applied cold patch City Wide.
- Repaired the clasp on the flag at City Hall.
- Continued city wide street sweeping.
- City wide trash pick-up.
- Removed tailings from hot top crushing.
- Repair numerous washouts and broken limbs City Wide from heavy rain and wind event.
- Housekeeping at the garage.
- Repaired coolant leak on #17 plow truck.
- Performed service on # 18 plow truck.
- Fixed hydraulic leak on #8 sander.
- Performed preventative maintenance on sidewalk plow.
- Performed Preventative maintenance on sweeper.
- Repaired hydraulic on D5M landfill dozer
- # 20 dump body repaired numerous issues.
- #13 backhoe stabilizer repairs.
- Began picnic table construction.
- Continuing working on annual employee evaluations
- Completed RSMS data entry. We are going to meet with Jerry Douglas from Maine Local Roads to assist with the functionality and validation of the system.
- Continued to work filling in with interim Harbor Master tasks.
- Worked on securing the last OCR storm water upgrade easement.
- Attended the City's Volunteer Appreciation Night.
- Continued the Thompson Meadow Road Bridge scheduled meeting with Nature Conservancy next week to review project.
- Worked on in-house Flagger safety video, test certification to be given to all employees and volunteers that perform work zone flagging.
- Met with Ray Degross and Mike Martunas from Dragon Cement the potential of the City obtaining clay overburden material which could be used for landfill closure. I am going to begin to develop a cell development work plan with quantities and sequencing to provide Dragon in order to consider the project.
- Worked on coordinating the OCR pole relocation with CMP.

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- Worked with the City attorney on notice to connect letters submittals to OCR residents and utility companies which after 60 days will enact a 5 year moratorium on street openings after paving completion.
- Worked on completing the Infinasource time accounting system questionnaire that will be used to the new time accounting system.
- Continued on Annual Solid Waste Reports.

OFFICE OF THE CITY ASSESSOR

- Processed Real Estate Transfers, updating parcel cards, sales book, property splits.
- Processed Personal Property accounts, updating ownership, owned items, depreciation, State BETR'S 801 returns, BETE exemptions.
- Had several phone calls with questions regarding the personal property mailing and discussion about the forms and the penalty listed on the form.
 - These business owners will now update the list to avoid penalty.
 - Working with the ones that qualify for Business Equipment Tax Exemption and Business Equipment Tax Reimbursement to show the savings of exemption and the amount eligible for reimbursement.
- Processed building permits, reviewing, updating property cards and assessments.
- Site visits to 527, 523 Old County Road, 56 Granite Street, 49 W Meadow Road
- Gathering data for the abatement requests and analyzing the data to give answers within the allotted time
- Treeno meeting regarding implementation of document management system
 - Emailed department managers to outline next steps and to do's
- Dawn Overlock and I worked out a training path for the new Code Enforcement Assistant that will give her a solid foundation for Code, Assessing and Public Services. Dawn has been handling all three departments amazingly. We are very excited to welcome Roxy to the team!!! Thanks to John Root for choosing very well.
- Listening and reviewing properties at the property owner's request.