

To: Mayor MacLellan-Ruf and Members of the Council
From: James D. Chaousis II, City Manager
Date: April 29, 2016
RE: City Manager's Weekly Report

OFFICE OF THE CITY MANAGER

- As previously reported, I will be taking medical leave from May 5th to May 13th. I will likely not report my activity at the end of next week due to the medical leave. The management team is very capable and prepared to fill in for me in my absence. I will return to light duty and work remotely after May 13th until June 1st. I appreciate the City Council's patience during this unexpected medical leave. Also, thank you to the dedicated managers that will continue the city's operation in my absence.
- I concluded the Fire Chief promotion process and Promotion Board acted on a candidate. The candidate and I have agreed to tentative terms and he is weighing the decision with his family. I expect the City Council to act on confirming my appointment at the May meeting.
- All city performance evaluations have been completed. This has been a yearlong process in the making. Department Heads have received the results of their evaluations but they will be debriefed when I return from light duty. This was a major initiative of the City Council and I'm proud to report completion.
- The first budget deliberation meeting was Wednesday and my first inclinations are that the budget proposal was a success on many fronts. Certainly there are areas of the budget that will need a lot of deliberation but the framework and foundation has been laid. Thank you to the City Council in reviewing and deliberating on this budget.
- Thursday I performed several personnel related functions. It was my intent to complete the outstanding personnel actions prior to sick leave. There shouldn't be any personnel related issues other than hiring for the next few weeks. The Assistant Harbor Master and Finance Clerk will be hired shortly after the processes are complete.

OFFICE OF THE ASSISTANT CITY MANAGER/ECONOMIC & COMMUNITY DEVELOPMENT DIRECTOR

- I spoke with the Director of Freight and Business Services from the Maine Department of Transportation about Rockland securing a Grant to resurface the Fish Pier. MDOT was very positive about their willingness to work with the City in providing a \$400,000 grant that will be used to match a \$500,000 from the Economic Development Administration. MDOT has committed in principle to providing this match but we need to finalize a timeframe for when this commitment will occur in order to plan for when we submit an application to the EDA.
- I am starting the process of contacting local banks to explain Rockland's Housing Rehabilitation Loan Program for first home buyers and how the City may be able

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to partner with the banks to help eligible applicants receiving the financing they need to purchase and renovate their first home.

- REDAC met this week and discussed issues with abandoned and derelict buildings in Rockland and the impact this has on surrounding residences and businesses. Over the next few weeks I will work with the Code Office to better understand the new statute on abandoned buildings and how this may apply to certain structures in Rockland that have long been abandoned.
- I will be working with Rock Harbor Brewery to submit a Letter of Intent for a CDBG Economic Development Program Grant. Rock Harbor Brewery is planning a major expansion in the industrial park that will create at least 10 jobs over 14 months and will see Rockland Brewed Beer sold all over the Midcoast and eventually the State.
- I met with Senator Angus King's economic development policy advisor to discuss economic development in Rockland. We had a great discussion about high speed broadband, general infrastructure needs and Rockland's role as a service center for many of Maine's island communities. Given the state of Maine's economy in other regions it's very positive that Senator King and his staff have such an interest and optimistic outlook for Rockland.

OFFICE OF THE FINANCE DIRECTOR

- This was my first week of work as Interim Finance Director for the City of Rockland. Performing the duties of Finance Director and Payroll Specialist has made for a very busy week.
- During the first part of the week, I met with representatives from The First to finalize our banking agreement. The First and I are now working on building the ACH for our direct deposits. Payroll will be the first transition made. Once we have successfully transitioned payroll to The First, we will continue on to the General Fund. This is the first banking switch that the City has made in 20 years. It is a very exciting time. Jennifer, Sarah, and Kim from The First have been very helpful through this process.
- Kara is performing the duties of Payroll Specialist – I have been working very closely with her this week on what happens after payroll is processed. New hires, terminations, and monthly bills etc. Kara is doing a great job and is a quick study.
- It is month end and that brings reconciliations. Although Kara is doing a wonderful job, she has yet to take on this task. Along with reconciliations, I completed and submitted payroll quarterly 941 reports along with the state required quarterly reporting. As she receives more training, Kara will be completing this reporting in the future.
- This week brought my first of many Budget workshops. In past years I have been part of assembling the budget however I have never attended any workshops. This process is beneficial as The City Manager, budget committee and City Council work together to finalize a budget that is best for the City of Rockland. Ginny Lindsey has created a budget that is user friendly and easy to follow.
- I am working with Eric Sedlisky from GovConnection on obtaining quotes for much needed hardware updates on the City's computers. This quote is based on the

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recommendations we received from a computer audit that was performed throughout the City in March.

- This has been a week full of firsts for me. I am looking forward to continued growth in this position.

OFFICE OF THE LIBRARY DIRECTOR

- The Adult art class led by Catinka Knoth featured tulips and daffodils. The Children's Art Class drew spring peepers, birds' nests, and spring flowers..
- On Tuesday, Poet Laureate Carol Bachofner, spoke of the literary legacy of environmental writer Henry Beston and his family, wife Elizabeth Coatsworth and daughter Kate Barnes, Maine's first Poet Laureate. Carol also discussed his influence in Maine and on her own writings
- Technicians from Seacoast Security and Otis Elevator Service tested the alarms and elevator recall.
- We received a proposal from Eastern Fire on the replacement of the eight recalled sprinkler heads. They'll need to be measured, after which it will take 4 to 6 weeks to have the heads made. Installation will be scheduled once completed.
- We had a request from a staff member of a nearby library to shadow Storytime presenters Jean Young and Judith Andersen.
- Along with the rest of the Budget Working Group I attended the first in the series of budget deliberations by the City Council.
- Jean Young supplied guest reader Judith Andersen with wonderful books that teach the "five senses" having been given a hands on, scratch and sniff, pull the lever, poster with which Jean wanted the children to play. Books read included *I Really Like Slop!* by Mo Willems, *The Bear Went over the Mountain* by Iza Trapano, and *Ants in my Pants*, by Wendy Mould In addition to the fun with the poster, Jean offered two crafts with supplies that reinforced learning about the senses.
- The Library is part of the Maine DDC's (Center for Disease Control and Prevention) Tick-Free ME 2nd annual summer tick prevention program. Did you know that in 2014, Knox County reported the highest rates of Lyme disease for all counties, with rates far above the average? The Tick-Free ME challenge is open to adults 45 and older. Maine CDC is partnering with libraries to spread the word on The Library will have more information soon about participating, and [signing up](#), and we will also have packets for participants.
- The Thursday evening Arts & Cultural Event was final celebration of Poetry Month Rockland, the Annual Poetry Swarm. This concludes the seventh annual Poetry Month Rockland event. Adult & teen contest winners were invited to read their winning poems and receive their prizes. Celebrating our outgoing Poet Laureate who was presented with a Certificate of Appreciation for her "in recognition of her invaluable contributions to poetry in Rockland, for her impetus in the creation of both Poetry Month Rockland and the Rockland Poet Laureate honorary position, and for her indefatigable work and unflagging devotion in her role as Rockland Poet Laureate, 2012-2016," we invited other area poets laureate to read, including Rockland's Carol Bachofner, Jacob Fricke, Toussaint St. Negritude, Elizabeth Garber, Elizabeth Tibbets, Ellen Sander, Karin Spiffire, and Rockland's

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inaugural poet laureate, Kendall Merriam. The announcement of Rockland's new Poet Laureate, Joanna Hynd was announced, and I represented Mayor McLellan-Ruf, who was unavoidably delayed and presented Joanna with a framed Proclamation. Special thanks to PMR Committee chairs Jessie Blanchard and Mary Jane Martin!

- On Saturday, Alexis Iammarino hosted a reception for the public to see the wonderful new mural, and the participants to be recognized and celebrated for their contributions to public art in Rockland. Treats were provided by the Friends, and The Arts....for Kids & their Families @ the Rockland Public Library. I thank everyone who participated in this project: --and thank you Jean for arranging the ice cream sundaes!
- Upcoming: a Destination Wellness talk: Slow Down Aging at the Cellular Level and a kids' Woodworking Class: Build a [toy] Tractor!
- Winners of the Poetry Contests:
 - Adult First Place- Michele Morin "Catch and Release"
 - Adult Second Place- Catherine Neuhardt-Minor, "Hot Tamale"
 - Adult Third Place- Janet Gold, "An Unrehearsed Melody"
 - Adult Honorable Mentions- Charles Brown, "Just A Drop", Dita Ondek, "The Pin Cushion", and Bethany Sawyer, "Ivory Backbone"
 - Teen First Place- Josh Blackman, "Out On The Water"
 - Teen Second Place- Zoe Stonetree, "Who's Watching The Kid's?"
 - Teen Third Place- Jillian Galloway, "What Are Words?"
 - Teen Honorable Mentions- Tyler Grierson, "Darkness In Control", Brianna Shaw- "Hell On Earth".
- The Child 1 and Child 2 winners were celebrated in their own "Buzz From the Hive-Kid's Swarm of Poets" on Saturday the 23rd.
 - Child 1 First Place- Jared Blackman, "The Fire Truck"
 - Child 1 Second Place- Jessa Blackmand, "The Horses"
 - Child 2 First Place- Rioux Meinersmann, "The Wheel"
 - Child 2 Second Place- Jalene Blackman, "Kitten's Life"
 - Child 2 Third Place- Acer Van Dis, "Mud Splattered Wheels"
- We'd like to thank all entrants for participating and congratulate all of our winners.

OFFICE OF THE WASTEWATER TREATMENT FACILITY DIRECTOR

- Repaired the flow control valves on the chemical systems for the final contact chamber.
- Checked a pump fault alarm at Industrial Park pump station. Cleared the pump and reset the alarm.
- The new unit heater for the primary pump room was delivered.
- Lubricated the skimmer arm on #1 primary clarifier.
- Checked and reset a high level alarm at Waldo Ave. pump station.
- Completed P.M. services on #2 primary clarifier, the de-chlorination mixer in the final contact chamber and the Grit Vortex.
- Did CCTV inspection of the 2 sewer force mains from the Ocean St. pump station. This is part of the ongoing investigation by the property owner of #12 Water St. into

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the source of sewer being detected in the ground on the property. The inspection did not show any signs of a possible leak in the city's system. This was the only remaining portion of the city sewer system in the area to be inspected and tested.

- The collection system crew inspected the 6" sewer lateral at Harbor Park that connects the boat pump-out station on the pier and the harbormasters office to the city sewer. The pipe is in good condition with no signs of leaks or problems.
- Performed Dig-Safe's at Park Drive, Nevelson St. and Old County Rd.,
- Exercised the discharge valves at the Ocean St. pump station.
- Used the vacuum truck to assist Camden wastewater treatment plant employees in cleaning a tank at their treatment plant.
- Inspected a drain culvert on Park St. for the Public Services Dept.
- Inspected and approved a sewer lateral on James Street.
- Composite samples monitored during the week: Municipal Influent, Aeration Basin Influent, Secondary Effluent, FMC Effluent.
- The following tests were performed on the above composite samples throughout the week: 27 TSS tests, 15 BOD tests, 10 Nitrate tests, 5 Nitrite tests, 5 Ammonia tests, 5 COD tests, 5 Settleable Solids tests.
- Grab samples monitored during the week: Aeration Basins, Municipal Influent, Primary Effluent, and Secondary Effluent.
- The following tests were performed on the above grab samples throughout the week: 26 TSS tests, 25 VSS tests, 5 Phosphorous tests, 5 Microscopic evaluations, 18 Settleable Solids tests, 18 pH tests, 17 conductivity tests
- Performed E coli testing for the property at 12 Ocean St.
- CSO structure hypo lines were prepared for chlorination season.
- Prepared and sent lab reports to North Haven.
- Average flows through secondary treatment were 2.7MGD.
- The City of Rockland Pollution Control Facility hosted a workshop titled Effective Utility Management sponsored by the Maine Rural Water Association. Representatives from the communities of North Haven, Lincolnville, Thomaston, Warren and Rockland were in attendance.

OFFICE OF THE MUNICIPAL FISH PIER DIRECTOR

- No permits were issued this week.
- One salt water wash down pump is up and running.
- Submitted monthly user metered electric bills to the Finance Department for accounts receivable.
- Clean Harbors has removed all waste oil from the fish pier.
- Met with Prock Marine to update proposed pile work, ladders, etc. and will have that proposed estimate next week. Prock Marine has provided a proposed dredging estimate for the removal of spoils from around the East and West sides of pier.
- The price per pound for lobster has decreased to \$5.50 per pound.

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OFFICE OF THE CODE ENFORCEMENT OFFICER

- A permit application is now available for Keeping of Domesticated Chickens. These applications can be obtained on the City's website, at our office, or by emailing: rocklandcode@ci.rockland.me.us
- We performed seven annual license inspections for Victualers and Second-Hand Merchants. One of these was for a new restaurant, Broken Egg, LLC at 421 Main Street.
- There were three complaints filed this week, and we continue to work on complaint issues within the City.
- We issued building permits this week for replacing a set of steps, constructing a wheelchair ramp, repairing and replacing a fence, and constructing an enclosed porch on residences throughout the City.
- We continue to be busy with various other permits, inspections, and assisting the public with questions.
- The following permits were issued by the Code Office this week:
 - 4 Building Permits
 - 3 Plumbing Permits
 - 2 Electrical Permits
 - 1 Street Excavation Permit
 - 2 Sign Permits
 - 1 Sidewalk Display Permit
 - 1 Keeping of Domesticated Chickens Permit

OFFICE OF THE CHIEF OF POLICE

Officers responded to 225 calls for service. Rockland Police Officers responded to 1 motor vehicle crash and 6 animal complaints. Thirty-eight (38) traffic stops and traffic violations were conducted. Officers charged or made arrests of 17 individuals for various offenses, to include Domestic Abuse, Child abuse, Traffic offenses, Obstructing Government Administration, Drug offenses, Theft, Alcohol offenses, OUI and Probation violations.

Weekly Report 04/29/16:

- I attended the Council Budget hearing this past week.
- Deputy Chief Young completed week one of a three week class titled "Leading Police Organizations". This class is sponsored by the International Association of Chiefs of Police and is being taught over a three month time frame at the Criminal Justice Academy.
- DC Young and I met with Gordon Page (Rockland Main St.) to discuss upcoming summer events and to start working on staffing and operation plans for those events.
- DC Young and I met with the Superintendent of Schools for RSU 13 to discuss the possibility of implementing a school resource officer if the COPS Grant is secured.
- Continue to conduct recruitment efforts to potential candidates for anticipated upcoming vacancies within the police department.
- We are working on the Bulletproof Vest Partnership Grant application. This application should be complete by next week.

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- DC Young is working with the Harbor Master to streamline efforts between our departments for more efficient operations in the harbor during the upcoming summer season.

C.I.D. –

- Assisted the Office of the Inspector General with a Social Security fraud investigation.
- Assisted Department of Homeland Security with a detail at the State Ferry Terminal.
- Assisted the Coast Guard Investigative Service with locating and serving a person with paperwork.
- Det. Neal attended a Hunter Safety Instructor Class in order to maintain his certification as a Hunter Safety Instructor.
- Det. Neal instructed a 9 hour Hunter Safety Class in Rockland.

Patrol Division –

- Several Officers attended “Active Shooter” training at Camden Hills Regional High School. This training is a hands on realistic training designed to teach officers how to effectively respond and handle an “Active Shooter” situation in the event one occurs.
- With weather constantly improving, as staffing levels allow, Officers have been deploying bicycles and the motorcycle for patrol operations.
- Officers assisted Thomaston PD with an ongoing investigation.
- Assisted Public Services with getting one of their disabled vehicles back to their garage.
- Off. Bagley spent time at the Recreation Center playground interacting with children.
- Officers responded to a complaint of used hypodermic needles that had been discarded on Payne Ave. posing a potential health risk. The needles were collected and properly disposed of.
- Officers assisted the Maine Drug Enforcement Agency with an investigation in Rockland.
- Off. Smith met with staff at Pen-Bay Medical Center to keep an open line of communication to make sure the police department is meeting their needs when at the hospital for various reasons / situations.
- Officers responded to a complaint of used hypodermic needles that had been discarded on Main St. These needles were collected and properly disposed of.
- Officers checked the public restrooms nightly and on one occasion found them unsecure.
- Officers conducted radar details and targeted traffic enforcement details at various locations throughout the city.
- Parking Enforcement Officer Peasley issued 53 parking violations this past week.

OFFICE OF THE FIRE CHIEF

Over the preceding week, in addition to the response to 51 Fire and EMS calls, shift training, conducting apparatus checks, daily cleaning, routine repairs and maintenance to the fleet and of the quarters, the following occurred:

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- John Root and I conducted a final inspection of the 250 Main Hotel. Overall this was an excellent project to work with and on, with a very responsive group of stakeholders from the owner through to the site operations manager and now transitioning to the hotel management groups' General Manager.
- John and I also met with the owners of the Berry Manor Inn regarding their new venture next door at 73 Talbot Ave.
- CEO Root and I inspected the previous Brown Bag space for the soon to be open, Home Kitchen burrito and sub sandwich shop.
- Our RFD bi-weekly officer's meeting was held Friday morning.
- Sunday was fairly busy for the weekend with A-shift fielding 10 calls, including arriving first at a late evening structure fire in Owls Head. Similar to last week, a heavily involved out-building was rapidly extending to an adjacent structure, in this case a home. The crew manning Engine 2 were able to quickly prevent the fire from entering the interior of the building via the soffits (a common route of entry in new construction). Again, the automatic mutual aid system benefitted the owners by having numerous resources underway at the outset.
- A/C Mazzeo and I attended fire alarm system training for the managers of the 250 Main Hotel. This allowed us to get a behind the scenes look into how the system works and discuss how the hotel management group intends to deal with various scenarios.
- Monday afternoon we hosted an EMS Class on Pediatric Emergencies.
- Chief Roger Audette of the Augusta FD and I assisted the City Promotions Board with interviews of the candidates for Fire Chief.
- Attended the Council's budget workshop Wednesday evening.
- Fire Department personnel conducted very rigorous firefighter rescue evolutions on Halls Lane utilizing the to-be-demolished house owned by Valerie and Eric Wass. This opportunity has allowed us to conduct numerous evolutions that are not typically possible with our generally available resources. The drill was also attended by members of the Rockport FD.
- ACEO Bill Butler and I conducted license inspections of the new Broken Egg at 421 main, C'Est La Vie, and the Rockland Antiques Marketplace.

OFFICE OF THE HARBORMASTER

- Scheduled middle pier floats to go in on Monday, weather dependent.
- Met with Lobster Festival President and Harbor Commission.
- Received a few applications for special events for Harbor Park.
- Reviewed all applications for dock steward positions.
- Pepsi machines are in at the Fish pier and Public landing.