

To: Mayor MacLellan-Ruf and Members of the Council
From: James D. Chaousis II, City Manager
Date: May 6, 2016
RE: City Manager's Weekly Report

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

- *First I would like to congratulate Chris Whytock on his nomination as Rockland's new Fire Chief. Chris is a 17 year veteran of the Rockland Fire Department. He is a Rockland resident and is very active in the community. Chris' enthusiasm for the Fire Department and public service is very exciting and I'm certain he's going to be fantastic in his new role. I would also like to extend a thank you on behalf of all city staff to Chief Adam Miceli for acting in the role as Fire Chief. Chief Miceli did an excellent job and he did a great service to Rockland in filling in as the Fire Chief for so long. I think the fact that we have so many amazing veteran staff members in the Fire Department that are capable of stepping up in the Fire Chief position is a great credit to the Department as a whole and the leadership of our past Fire Chiefs' Charlie Jordan and Raymond Wooster.*
- *This was a very busy week in regards to Community and Economic Development Activities. I submitted the Rock City Roasters full application for a CDBG Economic Development Program Grant and Letter of Intent for Rock Harbor Brewing Company CDBG Economic Development Program. Chief Boucher, Connie Putnam from Knox County Community Health Coalition and I worked for a number of months to come up with a project to submit to the CDBG Safe Neighborhoods Program that focuses on addressing opiate addiction and its impacts. I thank Chief Boucher for preparing the letter of intent for me during this very busy week. The letter has been submitted and we should hear back from the State within the month as to whether or not we'll be invited to submit a full application. I also sent a letter to the Director of Freight and Business Services for Maine Department of Transportation regarding the Fish Pier Project. We are hoping that by writing this letter we can get clear direction from MDOT on how to move forward with securing \$400,000 of match funding from MDOT that we need to apply for a \$500,000 grant from the Economic Development Administration.*
- *I have sent Housing Redevelopment Program applications to Habitat for Humanity and Bangor Savings Bank who are working with first home buyers that are eligible for our program. This is exciting because these will be the first applications we've received for this new program. Through partnerships with local nonprofits and banks we're able to better leverage our funding to help people purchase and renovate homes who may not be able to do so otherwise.*
- *The Harbormaster, Harbor Management Commission and I have been working with Milone and MacBroom over the past few months to develop a plan for the redesign of the Public Pier. This project is being funded through a grant by the Maine Coastal Program received by the City of Rockland in 2014. Milone and MacBroom have done a lot of consultation with stakeholders and they are currently at a point where they have a clear direction for how the Public Pier can*

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be designed to better accommodate current users, growth and generally be a more valuable asset for Rockland. We have scheduled a meeting for May 17th at 5:30pm for Milone and MacBroom to present the design. I would like to formally extend an invitation to the City Council. I will be advertising the meeting publically but I will specifically invite any commission, board or committee that this project will impact and Milone and MacBroom will reach out to the stakeholders they have consulted specifically to invite them to the meeting.

- Sandy Billington took on the herculean task of deciphering my handwriting to type up questions we have received regarding the budget. I am going to work on providing answers to these questions and post them on our website by COB Monday. We will continue to update the Frequently Asked Budget questions as we move forward with the budget process. I encourage Councilors to send through any budget questions they receive to us and we'll do our best to include them on the FAQ in a timely manner.
- I am the Vice President of the Midcoast Economic Development District who is working with Sundog Solar on the Solarize Midcoast Maine program; so I'd like to take the opportunity to draw attention to this program. Solarize Midcoast Maine is a bulk purchase of solar electric systems that allows the installer to offer systems at reduced cost because of the efficiency that results from completing multiple jobs within the region. MCEDD ran an RFP process to find an installer that would provide the best possible discount and service to program participants and chose Sundog Solar. This program has been a huge success across Midcoast Maine, which means the highest level of discount available is offered. Rockland held a workshop Tuesday night at 6:30 to explain this program. However, for those who were not able to attend who are still interested, I encourage you to find out more at the Solarize Midcoast Maine website: <http://solarizemidcoastmaine.com/>

OFFICE OF THE FINANCE DIRECTOR

- Another busy week has come and gone in Finance.
- This week the finance department had our first staff meeting. We will be meeting every Monday morning to go over the upcoming week. This worked out very well this week as it gives me an idea of what payables and payroll have to work on for the week and to discuss any questions or issues that any of us have.
- I am continuing to work closely with Kara on her new duties in payroll. Kara met with her first new hire and completed the necessary paperwork. Kara is working on the Knox County and MMA salary surveys. Those surveys are due in the upcoming weeks.
- Laurie has taken on the role of reconciling Maine Water. She is up to date on that and is doing quite well with the added task. She is also taking on the task of reconciling our EMS. Laurie is proving to be very helpful during this transition.
- I attended the second meeting of Budget deliberations. Councilor Geiger wanted to see what effect changing the budget would have on mil rates. The interactive spreadsheet that I sent showed how the mil rate would change if there was an increase in taxes without an increase in value. I am continually working on the Council part of the Budget to be prepared for final recommendations.

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- Laurie Bouchard and I are working to put together our yearly Video Display Terminal training. All employees who spend 4+ hours per day on a computer must complete this training. This is provided to ensure that employees receive proper training and education regarding the safety issues and practices associated with VDT work stations. It also addresses the ergonomic aspects of work stations and provides a means for conducting work station assessments. Also, we are looking over our Sexual Harassment training, this training is essential in maintaining a hostile free work environment.
- We are in the final stages of the Old County Road Bond and will soon be receiving our first installment. I am also preparing our first drawdown for this project. Old County Road is coming along nicely. As a resident of Old County Road, I see daily what is happening. I am okay with the temporary inconvenience, because the end result will be worth it.
- Lastly, cash flow is still holding at a little over \$4M. Currently, expenses for Old County Road are coming from our General Fund. When we receive the first installment of the Old County Bond and our reimbursement from the State this will improve our overall cash flow.

OFFICE OF THE LIBRARY DIRECTOR

- Both the Adult and Children's Art classes led by Catinka Knoth featured May baskets and Mother's Day cards.
- On Tuesday the Library presented a Destination Wellness Talk: Slow Down Aging at the Cellular Level. The talk featured a discussion with Bowen body work practitioner Sherrie Clark, R.N. and nutritionist Judi Valentine, Ph.D. They discussed the benefits of reducing oxidative stress, and foods and nutrients which could improve cells' ability to manufacture antioxidants that offset cellular damage on an ongoing basis.
- We received a proposal from Otis Elevator to repair the hydraulic plunger, which has been slowly leaking fluid for some time now. This was approved and signed by the City Manager's office.
- Along with the rest of the Budget Working Group I attended the second in the series of budget deliberations by the City Council.
- Judith Andersen was the guest reader again this week, for Wednesday Storytime. She had five lively, distracted kids today, four of them, barely two. They read The Giant Richard Scary Book, several children's poems, Mr. McGee Goes Skiing (laughs and suspense), Eensty Weentsy Spider (and sang), and I Will Catch You.
- The Thursday evening Arts & Cultural Event was a Travel Talk: On the Inca Trail with Hank Lunn. After a trip to Peru in 2004, Hank developed an illustrated presentation about the experience of walking the Inca Trail from the little railhead town of Aguas Calientas to the ancient Inca site of Machu Picchu, which he shared with the audience.

I would strongly urge any of you who have not yet seen the gorgeous mural in the Library stairwell, to come visit. The kids had also painted self-portraits and prepared a short biography, which covered each one's part in the mural. I asked if we could keep this, for mounting on the stairway. Greg Pinto, who had assisted with supplies,

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and hanging the mural pieces, took the self-portraits home over the weekend, and mounted them on a stiff background, and today asked and received permission to hang them; they, too look terrific.



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OFFICE OF THE WASTEWATER TREATMENT FACILITY DIRECTOR

- The pump in the West chamber of the effluent contact chamber was replaced. This area is classified as a confined space and Confined Space Entry (CSE) Procedures must be followed. When CSE's are performed the Rockland Fire Department provides standby support in the event that a CSE Rescue needs to be performed. The project was completed without incident.
- Repaired the motor on the zero-turn riding mower in preparation for mowing season.
- The gear box oil in the #2 secondary clarifier was changed.
- Scrap metal was taken to the scrap metal recycling area at the transfer station.
- The winch on the portable shop crane was replaced by maintenance staff.
- Steel-Pro was notified of the tentative shipping date of parts for the influent bar screen rebuild project. Steel-Pro will be performing the rebuild and the target for completion is the end of May. A wastewater bar screen functions as a filtration system, to trap garbage and debris entering the plant and prevent damage and blockages in pumps and other plant equipment. Because the Rockland Plant lacks redundancy in this area maintaining and operating the bar screen is critical to plant operation.
- The new computer for the GIS system arrived this week and installation and upgrades to the software are almost completed. The computer and software are used by the city environmental technicians for mapping Rockland's wastewater collection system.
- The Environmental Technicians Completed 1,300 ft. of CCTV inspection of sewer mains on Ulmer St. and City Place.
- Crew Installed and calibrated a flow meter in the 24" sewer interceptor in Harbor Park to measure diurnal flow and assess the results of major pipeline repairs done in April.
- Used the CCTV push camera and locator to determine the connection point of a sewer lateral on Talbot Ave.
- Plant staff reviewed the Draft MEPDES Permit issued by Maine DEP with representatives from Wright-Pierce. Local Maximum Industrial Load Limits (MAIL) for Significant Industrial Users (SIU's) were also discussed.
- The facility Lab Manager attended a training conference in Providence Rhode Island on Lab Information Management Systems.
- The plant received a Compliance Initiative Letter from the Maine DEP for exceeding permitted Biochemical Oxygen Demand (BOD) and Total Settleable Solids (TSS) limits on March 7, 2016. This event occurred due to mechanical problems in the plant. Countermeasures to prevent a reoccurrence have already been implemented.
- Composite samples monitored during the week: Municipal Influent, Aeration Basin Influent, Secondary Effluent, FMC Effluent, Combined Sanitary Overflow (CSO) Influent, and CSO Effluent.
- The following tests were performed on the above composite samples throughout the week: 36 TSS tests, 26 BOD tests, 10 Nitrate tests, 5 Nitrite tests, 5 Ammonia tests, 5 COD tests, 5 Settleable Solids tests.

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- Environmental Grab samples monitored during the week: Aeration Basins, Municipal Influent, Primary Effluent, 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
- BOD & TSS testing was performed for the community of North Haven.
- E coli testing was done on water collected from a property on 12 Ocean Street.
- CSO structure hypochlorite lines and secondary contact chamber were tested for proper chlorination. Chlorination is required under Rockland's permit and is due to begin on May 15th.
- There were multiple CSO events throughout the week.
- Maximum flow through CSO structure was 15.0 MGD.
- Average flows through secondary treatment process were 3.0MGD.
- The annual backflow testing report was received from Boyingtons' Backflow Testing and Repair. These tests are performed annually in the plant as part of the facility cross contamination prevention program.

OFFICE OF THE MUNICIPAL FISH PIER DIRECTOR

- The following permits were issued this week.
 - 4 lobster vessel
 - 1 lot storage
- Received first payment of two payments on three of the four Lobster buyer stations permits issued.
- Received first payment of two payments on a Herring carrier greater than 70'in length for permit issued.
- Prock Marine has submitted the estimate for proposed pile work.
- All estimates for the pier resurfacing project, dredging, and pier pile work are in. The estimates have been given to the community development director.
- The price per pound for lobster has decreased to \$5.25 per pound.

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 three annual license inspections. One of these was for a new second-hand merchant named Curator at 385 Main Street. One was for a new victualer named Hops & Chops, Inc at 77 Park Street. And one was for a renewal of a mobile concession trailer.
- We issued building permits this week for renovations at the Trade Winds Motor Inn at 2 Park Drive and at Rockland Savings & Loan at 583 Main Street; putting up walls under an overhang at Claws, Inc at 743 Main Street; a total renovation of office space at 639 Main Street; and installing a sculpture at the Farnsworth Museum at 16 Museum Street. We issued building permits to Mid-Coast Habitat for Humanity, Inc for two identical single-family dwellings at 30 and 34 Brewster Street. Additionally, we issued residential building permits for demolishing a shed, building a shed, fence, new deck, foundation work, and putting on an addition.

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- We met with the Fire Chief and an architect to discuss code requirements and construction of an outdoor eatery for a proposed raw bar.
- There were five complaints filed this week. Three of these were from citizens concerned about the large amount of water being pumped into Lindsey Brook from 215 Cedar Street. One complaint was regarding a rooster crowing, and another was regarding excess junk. We continue to work on complaint issues within the City.
- We have started an enforcement action on a property on the West Meadow Road and two enforcement actions on Forrest Avenue.
- We met with the owner of SunDog Solar and inspected a residential grid-tied solar array on Dodge Mountain Road.
- 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:
 - 11 Building Permits
 - 4 Plumbing Permits
 - 1 Electrical Permit
 - 1 Street/Sidewalk Encumbrance Permit
 - 4 Sign Permits
 - 1 Sidewalk Display Permit
 - 2 Keeping of Domesticated Chickens Permits
 - 2 Sewer Connection Permits
 - 2 Street Excavation Permits
 - 1 Driveway Permit

OFFICE OF THE CHIEF OF POLICE

Officers responded to 239 calls for service. Rockland Police Officers responded to 9 motor vehicle crashes and five animal complaints. Thirty-three (33) traffic stops and traffic violations were conducted. Officers charged or made arrests of 17 individuals for various offenses, to include Domestic Abuse, Weapons Offense, Traffic offenses, Assault, Criminal Mischief, OUI, Bail Violations and Probation violations.

- We started the hiring process again. Advertisements went out this week and close on May 23, 2016
- We finalized the DOJ BPV bulletproof vest grant for 2015. Purchased two replacement vests for officers and filed the grant for reimbursement of 50% of the cost. Will be purchasing more under the 202016 BPV grant in the next budget cycle.
- DC Young met with the Condo association on Thursday.
- I met with the School Board on Thursday night for the SRO presentation to obtain the Boards support for the grant initiative.
- I facilitated the Drug take Back event on Saturday which netted 50# of unused and expired medication to be destroyed today.
- DC Young attended Incident Command Training Module 300 at the Maine E.M.A Office in Augusta. This was a two day National Incident Management System

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training. Topics covered included Incident Command, Unified Command, critical incident management and major event planning.

- DC Young assisted the Rockport Police Department in conducting oral board evaluations for candidates in their hiring process.
- DC Young facilitated the completion of some components of the JPMA mandatory training department wide.

C.I.D. –

- Assisted the State of Massachusetts Sex Offender Registry with an investigation.
- Det. Neal attended the quarterly Sexual Assault Support Services of Mid-Coast Maine meeting. Topics discussed included the development of a Child Advocacy Center in Mid-Coast Maine for forensic interviewing of child victims.

Patrol Division –

- Officers made a death notification to the next of kin of a motor vehicle crash victim.
- Officers conducted traffic enforcement details throughout the city, targeting speeding and inspection violations.
- Officers accompanied probation officers for compliance checks.
- Officers assisted a woman who had been accidentally locked out of her apartment by picking the lock. We weren't always cops.
- Sergeant Smith responded to Liberty to assist the Waldo County Sheriff's Office with a crash reconstruction.
- Officer Smith assisted with child safety day at the Rec Center.
- Officers made visits to local schools.
- Officers handled four mental health calls, including one suicide attempt.

Parking Enforcement-

- Parking Enforcement Officer Peasley issued 47 parking violations this past week.

OFFICE OF THE FIRE CHIEF

Over the preceding week, in addition to the response to 25 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:

- Friday brought good news with our friends in Augusta overriding the Governor's veto of LD 1465 which will require DHHS to study the MEcare Reimbursement rates. MEcare pays a fraction of the Medicare allowable rate, and therefore those places who serve many MEcare insure patients have a lower rate of return for EMS services. I hope this study will result in a positive change. It at least is a necessary first step.
- On Saturday many of our personnel attended a full day lecture sponsored by the Knox County Fire Chief's Training Committee. This program was held at Oceanside HS, and was present by Chief Rich Lasky of the Lewisville TX Fire Department. Chief Lasky is a nationally renowned speaker on Pride and Ownership in the fire service and has authored a book on the topic. The program was very inspirational and presented numerous ideas on how to engage more people to enter emergency services on both the volunteer and career sides. It is clear that many of the challenges facing local fire departments are by no means local issues, as

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nationally the ranks of volunteer FD's dwindle and fewer people seek careers in the fire service. We hope that some of the ideas brought about in Saturday's program can be utilized locally to help boost our ranks.

- All shifts conducted training on apparatus placement, hydrant selection and tactics.
- Reviewed plans for a renovation that will create two floors of business office space.
- CEO Root and I met with the new owner of 10 Leland St. and his architect to discuss a few ideas for the property.
- On Wednesday, I conducted my part of the license inspection for Curator, the men's clothing shop that went in where Thorndike Creamery was.
- I attended Wednesday evening's City Council Budget workshop and subsequently began gathering some additional information as requested by Council.
- Thursday the official announcement was made that Chris Whytock was offered and accepted the position of Fire Chief pending council confirmation, and of course, passage of the budget that includes the salary. Congratulations to Chris.
- On Thursday Bill Butler and I inspected the new Hops and Chops on Park St. and 'Wich Please at Harbor Park.
- John Root and I met with Habitat for Humanity to discuss their two houses being built on Brewster St. and their options with regards to the sprinkler requirements.

OFFICE OF THE HARBORMASTER

- Middle pier floats are in.
- Half of the floating docks are in at the public landing.
- Weather depending, might have the rest in by early next week.

OFFICE OF THE CITY ASSESSOR

- The tax institute last week was an excellent educational experience. We had a speaker that talked about real estate law and some of the cases that have come up recently. We also had an all-day session regarding valuation of cell towers. Our final day was a very interesting round table discussion of what is happening in other assessor's communities.
- This week has been about returning calls, emails etc. from before tax school and vacation. I think there may be light at the end of the tunnel.
- I had five re-assessment visits.
- Review of numerous documents submitted for 706 request.
- Attended budget meeting and agenda setting meeting.

PERSONAL PROPERTY

- Dawn has processed and emailed about 75 declaration forms back with acceptance, updates, corrections and/or confirming data.
- I reviewed BETE application reviews.

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OFFICE OF THE PUBLIC SERVICES DIRECTOR

- Discussed with Rich Fortin, our Geologist, some of the details of the recent letters from DEP regarding the Schedule Of Compliance.
 - Attended the Maine Healthy Beaches meeting. We will be sending staff for training on sampling and reporting for Sandy Beach.
 - Attended meeting on how we were going to wrap up Winter Street.
 - Ordered the downtown flowers from Home Depot. The flower baskets will be done around Memorial Day.
 - Seacoast security repaired the fire alarm at the recreation center - the alarm was not communicating properly.
 - Assisted Harbormaster with putting in the docks with boom truck.
 - Spring Leaf and Brush Pick up in zone one is complete.
 - Prepared for Wednesday's budget meeting.
 - Lakeview terrace lawn repair was completed.
 - Installed shelf at City Hall.
 - Picked trash at the landfill.
 - The Gatehouse has been very busy issuing Solid Waste permits.
 - Citywide street sweeping.
 - Mowed grass at the landfill and Samoset.
 - Replaced heater hose on the sweeper.
 - Replaced alternator on the Bulldozer.
 - Replaced hydraulic line on skid steer.
 - Worked on sand and salt shed design and permitting.
 - Continued clean-up of the Shafter Junk yard on Rockland Street.
 - Several members of Public Services attended the MRRRA Solid Waste Conference. Discussed CES about updating the solid waste stormwater permit.
 - Most of the Road crew attended the public works safety day training in Union.
 - Benjie Blake has informed us that the city needs to provide staff to unlock the restroom doors at Johnston Memorial park (Chickawaukie Lake) on weekends, in addition to cleaning the bathrooms and replenishing the bathroom supplies. I am not sure if this was part of the agreement further investigation into the contract between the WMCA will need to be reviewed
 - Installed water meters and repaired broken lines at public landing and Snow Marine Park.
 - Graded a portion of OCR.
 - Met with Jason Merriam to physically review where the two new Rockland gateway signs were going to be installed to make sure that we were on the same page.
 - Public Services has gone 126 days without a reportable workplace injury.
- Old County Road Reconstruction
- We have hit another obstacle with Fairpoint. Jim Scheid a Fairpoint Network Engineer has said that they will not be able to relocate the fairpoint lines until well after the paving is scheduled to be completed. We are working on making this a higher priority.

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- A representative from Gartley & Dorsky, all of Crooker's paving staff, and all of Public Services supervision were present for a meeting with Jamie Andrews from DOT for a pre-paving meeting. DOT did not show up for the scheduled meeting.
- CMP has finally given notification that the telephone relocation along Old County Road will begin at the end of next week.
- Paving has started as of 5/6/16.
- The fifth weekly construction meeting was held Thursday 5/4/16. We are on target for all tasks outlined with the master schedule and the August 8th completion date.
- SW Cole testing continued testing.