

To: Mayor MacLellan-Ruf and Members of the Council
From: Audra Caler-Bell, Interim Acting City Manager
Date: October 21, 2016
RE: City of Rockland Weekly Report

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

- *I've worked with Department Heads to put together a spreadsheet for the City Council, which is attached, that outlines a number of the key policy issues or city business items that need direction or action from the City Council to progress. These issues have been identified by committees, staff, councilors and members of the public. However, this spreadsheet is by no means exhaustive. This may be a good starting point for the Council to begin identifying some priorities in terms of committing resources to addressing specific policy issues over the upcoming year and providing direction to staff and committees on work priorities.*
- *I have received feedback from a number of committees/committee members who feel as if they are lacking direction, resources, training, etc. In order to gather more feedback from our committee members to try and determine where there may be gaps in communications, resourcing, etc. I put together an online survey which I've sent out to every committee member we have an email address for. So far 15 committee members have responded. Once the survey is closed I will share the information with the committees and Council. I think this information will give us all a very good sense of how we can improve the experience of volunteers who serve on our city committees.*
- *I've been working with Bernstein Shur to hand-over a number of items from different city departments requiring legal review. Mary Costigan has been our key contact. The entire team at Bernstein Shur has been incredibly accessible and responsive, which is making for a very smooth early transition.*
- *I attended a board meeting of the Midcoast Economic Development District. All the representatives from other midcoast communities communicated that the lack of affordable workforce housing is a major issue and many major employers across the region are having trouble recruiting workers as a result. While this is a statewide problem it is particularly acute in the midcoast due to land values. MCEDD is going to form a working group to focus on regional and statewide policy advocacy and programming to address this issue in our region. I have volunteered to be on this working group.*
- *We have a bunch of informational material printed for the bond questions on the November ballot, including cards that provide brief summaries of each bond. The City has an intern from Oceanside High School who is helping to distribute the cards. If Councilors would also like to volunteer to pass out cards please drop by my office.*

OFFICE OF THE PUBLIC SERVICES DIRECTOR

- *The Ecomaine contract revisions have been made. We will continue to work with Eco on finalizing the contract.*
- *We have received our draft schedule of compliance (SOC) from the Maine Department of Environmental Protection. The SOC creates a timeline for things that are to happen between now and closure which would happen in 2019. The SOC does also wrap up the 75% closure reimbursement from the state.*

City Manager's Weekly Report

- *Met with our Geologist Rich Fortin to begin the planning process for the work on the SOC as well as the landfill closure planning.*
- *Submitted SOC response letter to DEP.*
- *Submitted wastewater pretreatment report.*
- *Conducted Trenching and Excavation training using Safety Works of Maine.*
- *Delivered waste blocks to sand and salt building that will be used for the loading ramp.*
- *Mechanics have been prepping equipment for next week's brush and leaf pickup as well as the upcoming snow season.*
- *Assist Library staff with outdoor Furniture in preparation for winter.*
- *Oversaw contractors taking out Revised Excavation Permits on Seavey Lane and Beech Street.*
- *Cleaned dewatering pad for Vac Truck.*
- *Hired outside vendor to remove a beaver from Thompson's Meadow Road. Beaver was trapped and relocated.*
- *Grading of Thompson Meadow Road and other dirt roads.*
- *Citywide Sign repair and repair of Lock at Transfer Station Gatehouse.*
- *Attended energy committee meeting and participated in the "Weatherize Rockland" RFP review.*
- *Prepared for the waste audit which will be conducted this weekend by members of the "Waste Watchers" waste reduction group.*
- *Finalized the installation of the ROAM Controller and submitted the MAC ID's for the newly installed light poles in preparation for the 25th of October when the ROAM controller will be activated.*
- *Submitted the Maine Healthy Beaches assessment report.*
- *The Sand & Salt building footings installation is complete and have been coated with a protective product, next gravel will be taken to final grade and paving will be completed then the structure will be erected. We continue to be on schedule with this project.*
- *Contacted Gartley and Dorsky about the start of the parking lot improvements that are part of the harbor trail easement. We are currently waiting on permitting.*
- *We have been working with Crooker Construction on the paving finalization of the s curve part of Old County Road prior to the end of the paving season, this was Authorized by Council back in August.*
- *Quotes have been requested for a replacement waste oil furnace. The current DPS furnace is non-functional.*
- *The deteriorated fence that was inside the solid waste facility was removed.*
- *The sinkhole on the dump road was repaired.*
- *Repaired the basin on Main Street.*
- *Replaced the old sign banding on the new street poles with new black sign banding.*
- *Continued crack sealing Broadway.*
- *At the request of the Parks Commission we are purchasing several trees for around town. The tree locations have been called in to dig safe.*
- *We called Dig safe for several locations where park benches are going by the public restroom as well as several locations along the harbor trail for dog waste bags stations.*
- *Continued on city wide tree trimming and mulching.*
- *Conducted street excavation inspections on Summer Street and Tea Street.*
- *MSDS's were worked on converting over to SDS's as part of the new global harmonization.*
- *Performed street sweeping city wide.*

City Manager's Weekly Report

- *Removed weeds in the walkway around town.*
- *David St Laurent and Chris Donlin want to thank the Rockland City Council for the positive recognition for the Old County Road Project. We also want to thank Andrew Hedrich of Gartley and Dorsky and Rick Powers from Crooker Construction who were instrumental in making this project a success.*
- *Next week we will begin the fall brush and leaf pick up in **zone one**. Since it is difficult to predict when all the leaves are going to fall if the majority of leaves have not fallen we will revisit zone one starting the week of November 21st. Below is a list of zone one:*

Atlantic St Broadway (South of Park), **Edwards St, Franklin St, Halet Ave, Laurel St, Luce Ave, Merrill Dr, Ocean St, Payson Ln, Prospect St, Second St, Thomaston St, Autum St, Carroll Ln, Field Street, Fulton St, Halls Ln, Lawrence, Main Street** (So. of Park), **Merry St, Orange St, Phillips St, Purchase St, Snow St, Union St** (So. of Park), **Belvidere St, Clarendon St, First St, Gamage Ln, Highland St, Lawrence St, Marine St, Moran Dr, Otis St, Pleasant St, Robinson St, South St, Valley View St, Berkeley St, Columbia Avenue, Florence St, Garden Ave, Holmes St, Linden St, Marks Ln, Myrtle St, Pacific St, Pleasant St, Scott St, State St, Walnut St, Brick St, Crescent St, Forrest Ave, Glenwood, Ingraham Ln, Lisle St McCloud St, New County, Park St, Pleasant St, Seavey Ln, Suffolk St, Water St, Broad St** (So. of Park), **Dunton Ave, Fourth St, Gordon Dr, Kelly Ln, Lovejoy St, Mechanic St, North St Payne, Ave Prescott, St Second St, Third St.**

OFFICE OF THE LIBRARY DIRECTOR

- *I have just returned, refreshed from a nearly two-week vacation. One of the best parts was knowing that, thanks to Deputy Director Patty King, and the rest of the wonderful Library staff, I didn't have to worry about what was happening here. It is good to be back, too, and to see the staff and public I missed.*
- *Much of the week was spent catching up, replying to emails, arranging for meetings, and locating my desk under the pile—standard return from vacation activities.*
- *Thank you to John Root, who helped me understand the process and results of the Short-term Rental Ordinance, which was my assignment within my Midcoast Leadership Academy workgroup, in preparation for the next Program Day, which is on Local Government.*
- *City HR Consultant Laurie Bouchard emailed the updated Library position descriptions for review and some revision, which I completed, and will return after one final check.*
- *Catinka Knoth's Adult Drawing class had the theme of autumn leaves—how appropriate for this most glorious fall, while the participants of her Children's class drew owls, bats, and cats.*
- *We had a staff meeting Wednesday morning, and discussed plans for a staff in-service day, as well as the new posters and postcards about the bonds on the City ballot, and some of the projects staff members are working on.*
- *Also on Wednesday, the first of this fall's Family Place™ Library Parent-Child Workshops. This series is for families with children ages 0 to 3. The Parent-Child Workshops (caregivers are welcome, too) run for five consecutive Wednesdays and features toys, crafts, books and play. Community resource people will be on hand to discuss parenting questions and concerns.*
- *While Family Place™ was happening in the Community Room, guest reader Judith Andersen had a full audience for Storytime in the Children's Room. Among the titles read were *The Baby Animals' Party*, by Katharine Ross, *I am Cow, Hear Me Moo!* by Jill Esbaum and *Alice's Special Room*, by Dick Gackenbach. Jean Young had placed a Halloween Pumpkin to decorate, for the crafts part of the program.*
- *Many to Public Services for removing and storing the Children's Garden furniture for the winter.*
- *Thank you so much to Don Fowles, who helped us with Wi-Fi issues this week!*
- *As we have done each year, the Library was host to New Hope for Women's "An Empty Place at the Table;" this annual display brings attention to victims of domestic violence, the memorial*

City Manager's Weekly Report

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.

- *I attended the first part of the Friends' monthly Board Meeting.*
- *This was a week for LEGO™ Club, held on alternating Thursdays; this week's theme was spooky castles. Thank you, LEGO™ Master, Jon Newton!*
- *The Thursday evening Arts & Cultural Event was an illustrated talk on early Maine Gravestones, and covered symbols and language used on 18th and early 19th Century gravestones in Maine, primarily in the Midcoast area. The presenter was Ellen Dyer, an independent museum consultant who has spent more than fifteen years visiting and recording some of Maine's earliest cemeteries.*
- *On Friday, the Children's Room hosted a Homeschool Question and Answer Session, led by the Homeschoolers of Maine founder Ed and Kathy Green.*
- *Saturday, we offered a Family Sing with artist Martin Swinger in the Community Room. All ages were invited to this entertaining and enjoyable event, and some attendees even had a chance to play a musical instrument.*

UPCOMING: a travel talk with the ever-popular Tom Jamrog, and a Camden Conference event: New Mainers in Lewiston: A Panel Discussion

OFFICE OF THE FIRE CHIEF

Over the preceding week, in addition to the response to 67 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:

- *We have just wrapped up Fire Prevention Week for this year. FF Lowe and FF Sullivan have spent the week talking with children in the RSU 13 district here in Rockland. They also spent time in daycare centers and other community gatherings promoting fire safety. A big thanks goes to these two men for spreading the fire prevention message and helping keep our children safe.*
- *Tours of the Rockland Fire station were given this week to some of our younger groups of kids in the school system. The classes were well behaved and just like every year, they were all interested in the job we do. We always love having kids in the firehouse and welcome visits anytime. All of us were once shown a firehouse and we never outgrew the drive to help others in need.*
- *An open house was also hosted by members of the department. We were able to show off our new ambulances and say thank you to the community that has given us so much support over the years. We can't be the best in our profession without the support of you all.*
- *LT. Johnson attended a Job Fair held by the Voc. School which was well attended by students and community members. Hopefully questions were answered and a few were inspired to join their community fire departments.*
- *Trainings have been held on vehicle extrications and stabilization. We respond to numerous car accidents and our skillsets are always changing due to the new construction of vehicles and added safety devices. One thing that is always a concern when extricating a patient from a vehicle is airbags. Firefighters and patients have been seriously injured when an airbag system has been compromised by firefighters unknowingly cutting in the wrong places with our extrication tools. Bob French, an Assistant Chief from Camden Fire and a career firefighter with Bangor FD put on a great class for us and our mutual aid groups with invaluable information on this, and many other topics. Thanks Bob!*