

**To: Mayor MacLellan-Ruf and Members of the Council**  
**From: Audra Caler-Bell, Interim Acting City Manager**  
**Date: August 26, 2016**  
**RE: City of Rockland Weekly Report**

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

- Troy Curtis from the Penbay YMCA and I caught up to review the first year of the operating agreement between the City and the YMCA for recreational programs. We both agreed that the partnership between the YMCA and City has been very successful to date and has resulted in significantly improved recreational opportunities for children and youth before. Moving forward there are going to be even more opportunities to broaden our partnership and expand the recreation and lifestyle programs available to Rockland's residents. To that end the Friends of the Y have very generously donated funds that will allow all Rockland youth from middle to high school free membership. This means that all Rockland children and youth can be members of the Y for free.
  - I think there is currently a misconception that the Rec cannot be used by any other community group when the YMCA has programming on. Troy was clear that if a community group wants to use the Rec during a time when the YMCA is operating (and their use doesn't conflict with YMCA programming) they will do all they can to accommodate this. In addition when the Y is not operating at the Rec community groups are more than welcome to contact the City if they would like to use the Rec Center.
  - There are a number of programs being offered this fall including:
    - Youth Soccer
    - Youth Gymnastics
    - Cheerleading
    - Dance
    - Art
    - Yoga
    - Parenting Classes
    - Rooms are also available to rent for birthday parties
    - I have included more information about the YMCA and their programs at the Rec Center.
- A lot of my time this week has been occupied with the email migration that we are getting ready to undergo in early September. In preparation for our new email system Sandy and I have been working closely with Systems Engineering to try and make this transition as seamless as possible for staff and the public. This email system migration will help address a lot of obsolescence issues that makes our current email system difficult to manage and secure. We're attempting to synchronize the transition to the new email system with our new domain name being brought online. Instead of our domain being:

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ci.rockland.me.us it will be rocklandmaine.gov. There are quite a few moving parts that need to be worked out when a major change is made to an IT system; in advance we appreciate everyone's patience and understanding.

- I had a meeting with Cr Pritchett and Brooks Winner to discuss a weatherization initiative the Energy Committee is going to bring before the City Council at the September meeting. I won't go into too much detail on the specifics of this program because the Energy Committee is preparing all the necessary information in a memo for the Council. The Committee has started this process by working with City Staff to understand what the organizational requirements will be when designing this program (procurement procedures, liability, etc.) and finding out how this program may intersect with work in other City Departments or with other Committees. For example I explained that weatherization is part of the City's housing redevelopment loan/grant program for qualified applicants and the Energy Committee is going to determine if there is an opportunity for these programs to work in tandem.
- REDAC had its monthly meeting yesterday. While most members of REDAC were away and there was no quorum, there was a very interesting presentation by Callie Black to REDAC regarding the potential for Rockland to start a Community Heart & Soul project. For those on the Council not familiar with Heart and Soul here is a link that provides a lot of useful information on this program: <http://www.orton.org/what-we-do/what-community-heart-soul>. As Callie explained this discussion started with the Comprehensive Planning Commission because Heart & Soul was identified as a potential process that could be used to update the Comprehensive Plan. REDAC undertook a very similar process with the planning for the redevelopment of Camden Street and had a lot of great input on how this process could be successful.

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

- John has been on vacation and will return to the office on September 1st.
- Bill and Roxy organized and attended the Comprehensive Planning Commission meeting on Thursday evening.
- Bill performed a Certificate of Occupancy inspection and issued a certificate for a single-family dwelling on Suffolk Street.
- Bill met with contractors and representatives of the Rockland Middle School regarding electrical work being done.
- Bill provided guidance to a resident on Harbor Lane on finalizing garage construction.
- One complaint was filed this week regarding signs at a Camden Street business, which is now resolved.
- We continue to follow up and work on complaint issues within the city, including follow-up inspections at various locations around the city, confirming adequate erosion control on Littlefield Street, and discussing with a church trustee the repair and/or replacement of directional signs on Route 17.

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- We issued a commercial building permit for Planning Board approved renovations and addition to the Meals on Wheels kitchen at the Methodist Conference Home at 39 Summer Street. We issued a Change of Use permit to change an office to an apartment on Elm Street. We issued two updated residential building permits this week. One was for a garage and one was for a small unconditioned addition.
- 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 Electrical Permits
  - 1 Sewer Connection Permit
  - 1 Driveway Permit

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

- Over the preceding week, in addition to the response to 43 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 are working on filling the full time paramedic position left vacant by a recent resignation. The applications are online on the City's website and can also be picked up at City Hall.
- Rockland Fire and EMS is honored with the opportunity to house a piece of steel from the World Trade Center. The steel was procured by a local resident and will hopefully rest in a September 11<sup>th</sup> memorial within the City. It will sit in the lobby of the firehouse until a decision has been made on where it will rest.
- Squad 3 had some in house preventative maintenance performed on it over the week. The truck is our first out piece of apparatus and we make sure it's ready to go at a minutes notice, just like all of our apparatus.
- Training for the week was focused on positive pressure ventilation (PPV). PPV is one way that we can evacuate smoke from a building by using large fans and openings within the building, like windows and doors. The larger the building, the more complex this can become. When conditions are right, PPV can be used to assist firefighters in search and rescue as well as extinguishment of the fire.
- Chief Whytock and Leticia VanVuuren at the Emergency Management Office worked together in establishing evacuation zones close to the coastline in the event of a natural disaster like a hurricane or nor'easter. Different sized storms will typically dictate evacuation procedures.
- Chief Whytock attended the Incident Command System (ICS) 402 class with the elected officials for Rockland and other communities in the area. This class gives our elected officials the chance to see what their rolls would be in the case of a disaster incident. It was a well put together class by Ray Sisk, the Knox County EMA Director.

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### OFFICE OF THE PUBLIC SERVICES DIRECTOR

- Removed weeds and seeded the median island at the Park Street and Route 1 intersection.
- Replaced the static mixer, containment and electrical that is part of the pretreatment process at the landfill. We were also able to eliminate a confined space with the new design.
- Loamed the edge of Warren Street sidewalk. The Warren Street sidewalk which is over a quarter of a mile long is now complete.
- Built a transportation cradle to use in moving the new downtown street lights. We will begin downtown street light installation early in September.
- Began crack sealing roads. This will be ongoing and will help preserve the roads.
- Picked up excavator from repair shop in Bangor.
- Weeded and edged Sandy Beach sidewalk.
- Assisted with the removal of debris at the Fish Pier.
- Street Sweeping was performed.
- City Wide trash pickup was completed.
- Continued on street painting.
- Continued Atlantic Street sidewalk construction.
- Trim brush and conduct roadside mowing.
- Water flowers.
- Collect water samples as part of the Maine's Healthy Beach program.
- Mowed lawn at landfill.
- Continue the process of updating the SWPPP for the solid waste facility.
- Submitted response letter to DEP Regarding increased sampling and new monitoring well installation.
- Worked with our Geologist to begin assembling the team that will be involved with the engineering the landfill closure. We will start putting together the timeline and deliverables that will be necessary to begin the closure process.
- Reviewed the ECO Maine contract and contacted ECO Maine to provide more information on the educational component and recycling.
- We had our first solid waste club meeting. The group is a branch off of Renew Rockland and currently consists of 7 Rockland Residents. We have tentatively scheduled our first workshop for September 14. The 14<sup>th</sup> workshop topic will be Backyard Composting and will be presented by Mark King of the DEP. We plan to have some instructional time, with also some hands on demonstrations as well as the opportunity to purchase locally made composters. The workshop will be at City Hall. The group is also planning the upcoming waste audit which will give a better understanding of the percentages and types of waste and help with waste avoidance and future recycling initiatives. The group also came up with the club name, "*The Waste Watchers*" which I will use moving forward.

#### Old County Road:

- The entire final paving coat from Thompson Meadow Road to Route 17 is now complete.
- Shouldering is being completed.

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- Clean up and sign installation continues.
- Paving driveway aprons continues.
- Striping is scheduled for next week.
- Paving on the East Side of 17 is scheduled for next week which should wrap up all paving.
- Next week is the planned completion date to a very successful project.
- We have been very fortunate to have worked with such a great crew from Crooker Construction. Also I want to thank Old County Road Residents for their patients and flexibility during this project. Enjoy the new road.

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

Officers responded to 250 calls for service. Rockland Police Officers responded to 8 motor vehicle crashes and 8 animal complaints. 45 traffic stops and traffic violations were conducted. Officers charged or made arrests of 22 individuals for various offenses, to include Warrants of Arrest, Bail violations, Traffic offenses, Drug violations, Probation Violations, Assault, OUI, Child Abuse and Protection from Abuse violations.

#### Administration:

- Chief Boucher attended an Executive Board meeting of Sexual Assault Support Services of Mid-coast Maine.
- Chief Boucher met with representatives of Coastal Electronics to set up the PD mobile data system in our patrol vehicles.
- Chief Boucher met with Connie Putnam on the CDBG-SN Grant to begin setting up the afterschool programs for South School for this grant project.
- DC Young participated in a meeting of the Knox County Regional Communications Executive Board.
- DC Young completed and submitted a grant for new optics for the department's patrol rifles.
- Currently facilitating the completion of the newest module of mandatory training from the Maine Criminal Justice Academy.
- DC Young continued to oversee the current hiring process for the vacant patrol officer position.

#### Criminal Investigation Division –

- Conducted a joint investigation with the Maine Healthcare Crimes Unit.
- Assisted the Department of Corrections, Office of Probation & Parole with Probationer screenings to ensure Probationers were in compliance with the conditions of their probation.
- Re-structured the current layout of the evidence storage room for more efficient storage and handling of evidence.
- Finalized last minute logistics for the upcoming Statement Analysis class being sponsored by Rockland P.D.

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- Conducted resellers compliance checks to ensure all resellers within the City were complying with City Ordinance.

### Patrol Division –

- Officers conducted Bail and Probation Compliance Checks to ensure that residence that were on Bail or Probation were in compliance.
- Officers continued nightly checks of the bathrooms at Johnson Memorial Park and Tillson Ave. to make sure they were secured.
- Officers continued to conduct compliance checks at locations that serve alcoholic beverages to ensure they were complaint with State Laws.
- Officers deployed on foot patrol, bicycle patrol and motorcycle patrol when weather and staffing levels permitted.
- Officers conducted targeted traffic enforcement details at various locations throughout the City. The focus of these details were speed and distracted driving.

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

- Huge thanks to the Friends and other volunteers (as well as to the Public Services staff who assisted in the tent-raising) who worked so incredibly hard to make last week's Second Annual Bag & Tag Sale such a shining success!
- Two technicians from Eastern Fire replaced the Sprinkler heads that had been recalled by the manufacturer, and located during a mandatory inspection last spring.
- I had a phone discussion with the supervisor for the Maine Vocational & Rehab Associates who places participants in the Library, and I am very happy to report that the adult volunteers will be cleaning the Library grounds of trash and other debris. We've needed this for a while, so the contributions they make will be much more meaningful and will be greatly appreciated.
- Catinka Knoth's Adult Drawing class featured lobster boat heading home by Marshall Point.; the Children's class had the theme: Let's draw Maine birds!
- I met with one of the candidates for on call/substitute part-time position, who has quite a lot of Library experience, including here, before my tenure.
- This week for LEGO™ Club, the theme was Whacky Wheels. Please note: beginning on **September 8, LEGO™ Club will move to Thursday afternoons!**
- We had a staff meeting on Wednesday morning, and reviewed some procedural issues. We also began the discussion about plans for Library card Sign-up month (September).
- I completed the annual VDT training, required for City staff who spend more than four hours using a computer, daily.
- Wednesday Storytime was the last of three planned events hosted Catie Lary, Community Outreach and Education Coordinator for Sexual Assault Support Services of Midcoast Maine; a good group gathered. Catie read *Library Lion*, by Michelle Knudsen and visited with the group; she also offered a craft project.
- The Friends held their Annual Meeting, which I attended, and reported on some of the Library highlights for the year.

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- Children's Librarian Jean Young attended the South School Open House, bringing information about the Library and its offerings.
- The Thursday evening Arts & Cultural Event was a film: *Dirty Dancing!* Participants were invited to attend and have "the time of [their] life" and feel free to sing and move along to this great soundtrack!
- You have one more week to make a contribution to the Back-to-School collection box. Notebooks, writing implements and other school necessities are all welcome, and will be distributed to schools in the RSU13 district!

**UPCOMING: Children's Public Safety Day**--Come hear stories of our policemen, firemen, and rescue crews of the Coast Guard, including a special guest, giveaways, and crafts. Also, the Library will be hosting the Rockland area's **Knox County Recovery Coalition Community Conversation *Opiate Addiction Epidemic* with Dr. Ira Mandel.**

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

- Cleared a blockage from the #2 vortex under flow pump.
- Repaired the heat and ventilation controls in the secondary pump building electrical room.
- Scheduled the annual service for back-up generators at the pump stations and the treatment plant.
- Completed cleanup of the buildings and grounds at the 10 pump stations.
- Reconditioned and painted misc. used pump parts and pipe fittings and returned them to spare parts inventory.
- Exercised and tested the portable trailer mounted generator.
- Smoke tested the sewer main on Talbot Ave. west of Broadway.
- Completed CCTV inspection of 1000 ft. of sewer main on Jefferson Street.
- Performed a confined space entry into a sewer manhole on Talbot Ave. to modify some piping that was restricting access with the inspection camera.
- Spoke with a contractor regarding a new sewer connection proposed for a property on Seavey Lane.
- Met with a property owner on Park St. to discuss their plans for repair of a failed sewer lateral.

### **OFFICE OF THE HARBORMASTER**

- Disposed of two derelict floats at fish pier and five old floats in south end.
- Re-roofed the fish pier office.