

To: Mayor MacLellan-Ruf and Members of the Council
From: Audra Caler-Bell, Interim Acting City Manager
Date: August 5, 2016
RE: City of Rockland Weekly Report

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

- As everyone knows it has been a very busy week here in Rockland with the Lobster Festival and the arrival of the USS Oak Hill. The Lobster Festival organized a briefing session and lunch with the Officers and crew, which was attended by the Mayor and a number of City Staff. I think everyone agrees Rockland is honored to host the USS Oak Hill.
- We had a number of City Staff volunteer to help in the food tent at the Lobster Festival on Thursday. Everyone involved had a great time and we are thankful to the Lobster Festival for providing City Staff the opportunity to be involved.
- I would like to thank Dave St Laurent, Nate Davis and Alexis Iammarino for all the work they did to save and restore a piano for public use. Warren Perry was kind enough to donate this piano to the City, which Nate and Alexis put many hours into restoring and beautifying so it can be placed in parks all around the City. It is currently in Center Park (the area upland from Buoy Park) where everyone is welcome (and encouraged) to come and play.
- I'm continuing to work with Systems Engineering on preparing the City for an upgrade of our IT network infrastructure.
- I've had discussions with a landowner on securing an important easement for Harbor Trail.
- City staff are beginning to assemble the information for all the bond ordinance questions. We've discussed hosting a number of public workshops – which we recommended being separate to Council workshops. This would give City staff the flexibility to present information in a more interactive manner.

OFFICE OF THE CODE ENFORCEMENT OFFICER

- John has been creating form letters for short-term rental applicants.
- John performed an inspection of the electrical at the festival grounds prior to the commencement of the Lobster Festival. He was very pleased with the improvements that have been made.
- Bill performed a renewal lodging house license inspection in conjunction with the Fire Department.
- John and Bill met with the Police Chief and Officer Peasley to discuss monitoring and enforcement of permits and code requirements of businesses on Main Street to keep sidewalks safe and clear for pedestrians.
- Bill assisted a resident in helping him design a safe and compliant wheelchair ramp.

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- John assisted a resident in determining the insulative value of his accessory structure as he was between contractors.
- We hope Bill is enjoying his vacation days on Thursday and Friday at Baxter State Park.
- John met with a prospective buyer of a Broadway Street property to discuss a potential Art School.
- John participated in a phone interview on short-term rentals for the Portland Press Herald.
- We received a Site Plan Review Application for Planning Board approval of a 7,200 square foot tensioned fabric and steel framed sand and salt shed for the City of Rockland to be located at 400 Limerock Street. This is scheduled to be reviewed at the Planning Board's August 16, 2016 meeting, which will also serve as a public hearing.
- Five complaints were filed this week. One was regarding unpermitted sheds, one regarding multiple safety and condition issues, one regarding the smell associated with telephone pole storage, and two regarding overgrown grass.
- We continue to follow up and work on complaint issues within the city, including follow-up inspections on Forrest Avenue, Gay Street West, Maverick Street, Spruce Street, and Suffolk Street.
- We issued six residential building permits this week for placement of a used mobile home, renovations, a fabric structure, two fences, a wheelchair ramp, and a shed.
- We issued a certificate of occupancy this week for an additional unit at 220 Camden Street.
- 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:
 - 7 Building Permits
 - 4 Electrical Permits
 - 2 Plumbing Permits
 - 3 Sidewalk Display Permits
 - 1 Keeping of Domesticated Chickens Permit
 - 1 Driveway Permit

OFFICE OF THE FIRE CHIEF

Over the preceding week, in addition to the response to 47 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:

- Industrial Protections Services (IPS) was at the station flow testing all of our air packs and performing maintenance on our breathing air compressor. Flow tests are an annual requirement for our air packs to make sure they are all in proper working condition.
- E-2 had the final component of the brakes completed this week. Slack adjusters were needed in order to keep the brakes in working order.

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- Tower 3 was sent down to the Children's Museum on Mechanic Street for a demonstration. The kids enjoyed getting a firsthand experience of how the truck can operate.
- Duty crews responded to two mutual aid fires Friday night. The first to help out the Rockport Fire Department with a fire on Route 90. The other was to the town of South Thomaston for a fire in the attic space. Both fires were well fought with no civilian injuries and both structures were saved from further damage. Mutual Aid is vital to the success of all the departments in the area and we all keep a good working relationship in order to be proficient at our jobs.
- Chief Whytock walked the festival grounds with Steve Dixon from the Maine Fire Marshalls Office. Steve offered to come down and give the new chief some pointers and suggestions in reference to ride safety with the carnival. A big thank you to him for offering up the time.
- The Maine Lobster Festival is up and running and monitoring the event is in full swing. Things have been going very smooth with no major problems to report.

OFFICE OF THE PUBLIC SERVICES DIRECTOR

- Placed barricades, cones and signs in preparation for the Lobster Festival parade.
- Water trees and flowers.
- Picked up trash City Wide and staffed accordingly for the influx of people this weekend.
- Continued Warren sidewalk preparation work. The entire length of Warren Street is now prepped and ready for the next phase of the side walk construction.
- The Rockland District Nurses glass entrance door was repaired.
- Continue planning for the installation of the next section of the Q2N extraction well and pump preventative maintenance.
- Clean up around garage.
- Replaced the chain surrounding Chapman Park with rope. Installed temporary park attraction.
- Built ramp to enter storage trailer with skid steer to store baled recycled paper.
- Cleaned, mowed and weeded parks around town in preparation for festival.
- Refrigerant was removed from white goods in preparation for recycling.
- Scheduled the chipping of the pallets and brush. The contractor should start next Monday.
- Playground woodchips were placed at Kiwanis Park, Merritt Park and Water Street Park.
- Continued street sweeping.
- 114 total individual storm water basins have been emptied and cleaned.
- Roadside and landfill trash pickup.
- Roadside mowing was performed
- Work was performed on the Thompson Meadow Bridge grant.
- The response letter regarding the annual report and the requirement for extra testing and a new monitoring well was sent out.

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- The electrical contract for the downtown street lights was awarded and Michaud Electric visited the storage location and a plan on how the installation was going to start was reviewed. We plan to start on the project at the beginning of September.
- The site plan for the sand and salt building is not complete.
- We have been in contact with DOT about obtaining an additional MPI grant to pave remaining section of Old County Road.

Old County Road:

- The goal of paving from the Thompson Meadow Road to Route 17 by the Lobster festival was spot on. The final paving will start next Wednesday.
- Street signs were installed.
- Jute and hydro seeding of the drainage ditched along with finish work continues.
- Next Monday we will start the second part of the Old County Road from Route 17 North to improve drainage and widen the turning lanes.
- Curbing along the Old County Road turning lanes South of Route 17 will be installed next week.
- The Thirteenth weekly construction meeting was held Thursday 7/4/16. We continue to be on target for all tasks outlined with the master schedule. Estimated job completion date is August 15th.

OFFICE OF THE CHIEF OF POLICE

Administration –

- Met members of the Maine Marine Patrol and the Maine State Police to coordinate efforts for their combined dive team to dive the pier the USS Oak Hill would be using during their port visit to Rockland.
- Assisted the Harbor Master with harbor patrol operations that included escorting the USS Oak Hill to where it would anchor and to provide security for the ship until their security forces were deployed.
- Attended the operations meeting aboard the USS Oak Hill prior to military members being allowed to disembark for liberty.
- Assisted the Anti-Terrorism Officer aboard the USS Oak Hill with ensuring that security measures were in place prior to liberty being granted to its members.
- Facilitated meetings between local business owners and Lobster Festival Directors to ensure parking and access to the park was un-restricted until absolutely necessary.
- Supervised Officers activities through the first two days of the Lobster Festival. This will continue until the festival concludes on 08/07/16.

Criminal Investigation Division –

- Assisted the Naval Criminal Investigative Service with a pre-visit intelligence meeting prior to the arrival of the USS Oak Hill.
- Assisted the Thomaston Police Department with the investigation of a residential burglary in their town.

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- Coordinated with Probation and Parole in conducting compliance checks of people on probation in Rockland.
- Coordinated with the Maine Drug Enforcement Agency to conduct bail compliance checks of people on bail conditions in Rockland.
- Assisted the Maine State Police with arresting two subjects who had active warrants of arrest.

Patrol Division –

- Officers have been busy with preparation for the Maine Lobster Festival. This includes overnight security details on the festival grounds.
- Officers have deployed for patrol activities utilizing foot patrol, bicycle patrol and motorcycle patrol when weather and staffing levels allow.
- Officers have conducted targeted traffic enforcement details throughout the city. The focus of these details have been, speed enforcement and distracted driving.
- The department 4 wheeler has been being deployed to patrol and enforce ATV safety and ATV laws in Rockland. This enforcement detail is being funded by a grant awarded to the department from the State of Maine.
- Assisted Penobscot S.O. with an ongoing investigation.
- Officers secured the bathrooms on Tillson Ave. and Johnson Memorial Park on a nightly basis.
- Officers responded to 285 calls for service, 9 motor vehicle crashes and conducted 18 traffic stops. As a result 15 people were either summonsed or arrested for various violations.

OFFICE OF THE LIBRARY DIRECTOR

- Please welcome Jim Allard to the Library staff! He fills in the spot vacated by Keith Drago (now Deputy Director at Rockport), and brings many years of library experience in the Lewiston/Auburn libraries. Deputy Director, Patty King will be spending the next couple of weeks with Jim, as they work through the new hire checklist.
- The Friends'-run Book Stop began their **new hours**—the used book store will now be open on Mondays, too. New hours are Monday through Saturday, 10 am to 1 pm.
- The Summer Breakfast & Lunch program continues; the program will end August 12.
- Catinka Knoth's Adult Drawing class featured Marshall Point Light.; the Children's class drew miscellaneous Maine lighthouses.
- On Tuesday evening, this month's *Destination Wellness Series* featured psychotherapist Gary Chapin, who gave a talk on clinical hypnosis and its wide range of applications from sports psychology and medicine, to treatment for trauma and personal growth.
- We had a staff meeting on Wednesday morning; among other items, we discussed the fact that Rockland Library and Coastal Children's Museum are teaming up for a **School Supply drive**. Drop boxes are located at the library and the museum, and supplies will be donated to RSU13 for distribution at the beginning of the school year. You can donate: - Paper: notebooks, construction, index cards writing implements: pens, pencils, markers,

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colored pencils; classroom stuff: staples, staplers, glue, crayons, scissors, tape; miscellaneous: tissues, hand gel, lunchboxes, back packs, paper clips, pocket folders, binders and more.

- I continued work on the departmental staff manual.
- For Wednesday Storytime, Children's Librarian, Jean Young conducted the annual reading of *Blueberries for Sal*, by Robert McCloskey. Ms. Jean read only this title, for the full effect of the Maine classic. Afterwards, she distributed tin pails and she and her small participants went on a walk through the Children's Garden where they "kuplink*ed" favorite items into their buckets: strawberries, tomatoes, beans, sage, marigolds, morning glories, and other delights. Then they returned to the Children's Room for a craft involving tracing, cutting, and gluing.
- Patty King had one of those wonderful librarian episodes, where she was able to assist a visiting patron (Portland, Oregon) in connecting with a childhood friend she'd not spoken with in fifty years!
- Once again the staff celebrated the Festival with an early morning pancake breakfast, on Thursday.
- Along with a number of other City staff, I worked at the Lobster Festival Food Tent, during the Thursday afternoon shift.
- The Thursday evening Arts & Cultural Event was Josh Christie, discussing his book *The Maine Outdoor Adventure Guide*, a trip-oriented guide, with each entry focusing on a specific activity at a particular location.
- Upcoming: Summer Poetry Reading featuring Dave Morrison, Kathleen Ellis and Claire Milliken. Get out of the heat and enjoy our first event hosted by our newly inaugurated Poet Laureate Joanna Hynd. Also—a opportunity to clean out no longer needed items and do a good deed-- The Friends are teaming up again and are now accepting donations for their Second Annual Bag and Tag Sale, being held August 20th on the Union Street side of the library. We are looking for household items, furniture, clothing, anything yard sale-y. Please, no couches or electronics. All proceeds from this sale benefit the library, and tax deductible receipts are available! The Friends are more than happy to come and collect your stuff for you. **Please do not bring items to the library.** Contacts: Jeanie Schaden: 593-7112, jamesschaden@yahoo.com or Rebecca Albright: 975-3946, becalbright@roadrunner.com. Thank you!

OFFICE OF THE WASTEWATER TREATMENT FACILITY DIRECTOR

- Installed a pump at Park St. pump station after being rebuilt by A.C. Electric Corp.
- Worked with Interstate Septic Systems to clean and pump the wetwell at the Glenwood Ave. pump station.
- Replaced the discharge check valve on the pump for the grit removal system.
- Inspected and approved a temporary sewer service lateral @ 21 Holmes St.
- Summit GeoEngineering completed exploratory borings for rock ledge on Holmes Street.

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- Responded to a Dig-Safe request from Maine Water for a broken water main on Summer Street.
- Sent the 2015 Ford pickup for P.M. service and state inspection.
- Collected water samples from Lindsey Brook and delivered to the WWTP lab for monthly testing.
- Assisted a contractor to locate the connection of a sewer lateral to city sewer on Edwards Place.
- Used G.P.S. to record the locations of various sewer manholes and correct them in the G.I.S.
- Investigated an odor complaint from a local business, it appeared to be an issue with the plumbing in the building.
- 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, Secondary Effluent, Chlorine Contact Chamber, Hypo Pump
- 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, 30 Cl₂ tests, 5 fecal coliform tests.
- Performed E coli testing for 4 samples from Lindsey Brook.
- Performed E coli testing for Georges River Land Trust.
- Lab reports prepared and sent to GRLT.
- BOD & TSS testing for North Haven.
- Soluble BOD testing for North Haven.
- Received DMR-QA certification for the calendar year – Lab passed all parameters tested.
- Average flows through secondary treatment were 2.1MGD.

OFFICE OF THE HARBORMASTER

- Replaced three ladders and working on more at the fish pier.
- Assisted the US Navy at the public landing, Lobster Festival fairgrounds.

OFFICE OF THE CITY ASSESSOR

- Processed Real Estate Transfers, updating parcel cards, sales book, and property splits.
- Processed Personal Property accounts, updating ownership, owned items, depreciation, State BETR'S 801 returns, BETE exemptions.
- This week has been an ongoing effort to finalize the city valuation. Again I will be out on Saturday verifying permit work that is completed and taking pictures and measurements of it. And updating the properties with the new info.