

**To: Mayor MacLellan-Ruf and Members of the Council**  
**From: Audra Caler-Bell, Interim Acting City Manager**  
**Date: September 8, 2016**  
**RE: City of Rockland Weekly Report**

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

- I would like to encourage the City Council and all City Staff to attend the 9/11 Ceremony at the Fire Station on Sunday at 9 am. As many of you are aware the City, with the support of Ms. Lynn Tierney, has secured a piece of steel from the World Trade Center. The Fire Department has done an incredible job of building a monument to house this piece of steel. There were many businesses that supported this effort such as Steel Pro, the Home Depot and Rockport Landscape and Design who we would also like to thank.
- We received concerns regarding the condition of the Skate Park next to the High School. The City has a lease over the Skate Park where we are required to maintain the ramps and other equipment at the facility. The City has not performed regular maintenance of this facility for quite some time. The last work of any kind done on the skate park was three years ago when sections of the skate ramps were removed. Dave St. Laurent has taken a look at the remaining ramps and is confident that the Public Services Department will be able to repair these ramps so they are safe and in good working order and do additional maintenance and repainting so these structures are refurbished. I'm very pleased the Public Services Department was able to find a way we can preserve a facility that is frequently used by young people.
- Many of you may have noticed that we're beginning the installation of the new downtown street lights. Starting on the north end of Main Street CMP will be taking down the old fixtures and the City will install the new. We have estimated that installation of the new lights will take about 6 weeks and there will be an additional 4 weeks required to set up the ROAM system that will allow us to program the settings on the lights and change them wirelessly.
- The City will be migrating its email to a new system starting on Monday (9/12). The Project Managers from Systems Engineering who have been coordinating this have done a lot of preparation to ensure the migration is as smooth as possible for City Staff. However, when a major IT upgrade such as this takes place there can be unforeseen hiccups. In advance we appreciate everyone's patience and understanding while we make this change.
- It is also worth mentioning that the new email system will be the first place where our new domain name will become active. Instead of [ci.rockland.me.us](mailto:ci.rockland.me.us) being used at the end of City email addresses it will be [rocklandmaine.gov](mailto:rocklandmaine.gov). Everyone will still be able to send mail to the old email addresses; however, all responses will come from the new rocklandmaine.gov accounts.

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- At the request of the City Council I have reached out to a number of law firms with a Municipal Government practice to get a sense of what they could offer the City for interim coverage for legal services. I'm expecting to hear back from 3 I have contacted next week.
- Also at the request of Council I have been looking at what will be required to fix our AV system for broadcasting Council meetings. We reached out to Rockport to find out more about their system. We will also look into what can be done to fix the piece of equipment that is required to broadcast other videos. Currently we can only broadcast the last meeting recorded on a loop. We're hoping to put together a few informational videos regarding the bond projects but we'll be unable to broadcast them on our cable channel until we have this equipment. I'm hoping to find a solution that will allow us to do so in time to get information out to residents.
- As requested I've been in touch with Nathan Poore from Falmouth to work out the details on the contract for the city wide streetlight replacement. Unfortunately this information will not be available for Council's September meeting but I'm certainly hoping it will be ready in time for the October meeting.

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

- Bill is on vacation this week and will return on Monday, September 12<sup>th</sup>.
- John attended the Planning Board meeting on Tuesday, September 6<sup>th</sup>, where the Planning Board adopted the changes to the approved site plan for the Methodist Conference Home "Meals on Wheels Kitchen Project" at 39 Summer Street.
- John attended the City Council Agenda Setting meeting on Wednesday evening.
- John performed a secondhand merchant's license, change of use, and electrical inspection for The Ripple Initiative at 26 Rankin Street where they intend to sell secondhand furniture.
- John performed a lodging house license inspection and a victualer's and liquor license inspection in conjunction with the Fire Department.
- John met with a property owner on-site to inspect and verify correct land use classification of the property.
- John met with the owners of a multi-unit dwelling regarding the agreement to repair violations found at a recent pre-conveyance inspection of the property.
- John met with a contractor regarding plans for replacement of a balcony on a multi-unit dwelling.
- Three complaints were filed this week. One was regarding an unpermitted fabric structure, one regarding persons living in a camper, and one regarding persons living in tents. The unpermitted fabric structure has now been permitted.
- We issued a Change of Use permit to change a commercial property on Broadway to a single-family dwelling.
- We issued six residential building permits this week for the following: a new 1,940 s.f. single-family dwelling on Crescent Street (foundation only), a privacy fence on Shaw Ave,

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to repair and replace sill and framing on Pleasant Street, to repair and replace sill and floor on Columbia Ave, and a 10 x 10 tarped shed on Spruce Street, and a fabric structure on Old County 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:
  - 7 Building Permits
  - 2 Electrical Permits
  - 2 Plumbing Permits
  - 1 Sewer Connection Permit
  - 1 Driveway Permit
  - 1 Sign Permit

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

Over the preceding 2 weeks, in addition to the response to 91 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:

- Rockland PD and Rockland Fire worked together over the past few months in a joint bidding process for vehicles. Our efforts brought in a winning bid and the fire department will be seeing a new command vehicle before the end of 2016. Our current vehicle has been in service for 10 years and the new one should last just as long.
- Assistant Chief Mike Mazzeo has been coordinating the arrival of our two new ambulances, Rescue 1 and Rescue 3. Rescue 1 was due to be replaced this fiscal year and arrived here September 7<sup>th</sup>. Rescue 3 is the new ambulance replacing the defective ambulance that was bought in 2013. Ford Motor Company bought "old Rescue 3" back and we purchased the new Rescue 3 that will be here on the 14<sup>th</sup> of this month. We plan to have an open house to show off the new ambulances and thank the community for their support.
- A reminder will be sent out next week through the media, but we will be holding a ceremony to mark the 15<sup>th</sup> anniversary of 9-11. We have held a ceremony every year since the tragic event and will continue to do so in honor of not only the 343 firefighters that lost their lives, but all who perished. This year we are honored to have a piece of steel from the World Trade Center in our possession donated by Lynn Tiereny who now resided in Owls Head. Mrs. Tiereny worked for the Fire Department of New York and was heavily involved in the recovery efforts in the days and months to follow. Rockland Fire will be adding the steel to our already build memorial in front of the fire station. Lynn will also be on hand to speak during the ceremony. All are highly encouraged to attend. The ceremony will begin at 9:00 am in the firehouse at 118 Park Street. Parking on Lisle Street as well as the back of the fire station will be available. All outside FD's are welcome to attend in uniform.
- I (Chief Whytock) wanted to thank the members of Rockland Fire and EMS as well as all our mutual aid companies for the hard work put in to fight a three alarm fire on James

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Street Tuesday night. From the time of the call to the initial knock down of the fire was only 14 minutes. The first due companies did everything right and worked around some pretty serious obstacles to do their job. As our mutual aid companies flowed into the scene they were backing up Rockland's crews and getting other vital functions on the fireground completed. I am proud of the guys and girls of not only Rockland, but all our surrounding towns. I challenge anyone to find more skilled firefighters and EMT's than the ones who protect Rockland and our neighboring communities.

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

Officers responded to 269 calls for service. Rockland Police Officers responded to 7 motor vehicle crashes and 7 animal complaints. 27 traffic stops and traffic violations were conducted. Officers charged or made arrests of 18 individuals for various offenses, to include Warrants of Arrest, Bail violations, Traffic offenses, Drug violations, Probation Violations, Disorderly Conduct, OUI, Criminal Mischief, Trespassing, and Alcohol Offenses

#### Administration:

- Chief Boucher attended a Parking Committee Meeting.
- Chief Boucher spoke to IACP representatives about the coming implementation of NIBRS crime reporting system.
- DC Young attended training in executive leadership at Roger Williams College in Rhode Island. DC Young was the recipient of the John D Coyle Scholarship from the New England Chiefs of Police Association to attend this training.

#### Criminal Investigation Division –

- Continue to conducted resellers compliance checks to ensure all resellers within the City were complying with City Ordinance.
- Conducted a joint investigation with Maine Health Care Crimes Unit.
- Conducted Hunter Safety training within the community.

#### Patrol Division –

- Officers conducted radar detail in the morning in school zones.
- Officers assisted Thomaston PD in locating a missing juvenile;
- Officers conducted local licensed establishments (bar checks); conducted a bail check that led to a VCR; Officers were assisted by Knox S.O. conducting a K-9 track for a suspected home break in.
- Officers once again began School visits
- Sergeant Finnegan instructed at the Maine Criminal Justice Academy, providing refresher training for Maine's Drug Recognition Experts

#### Parking Enforcement and ACO-

- Issued 47 parking tickets.
- Attended a Parking Committee Meeting we had August 31<sup>st</sup> regarding wording for an ordinance change in parking restrictions on Pleasant Street.
- ACO responded to 6 calls and took 2 dogs to the animal shelter

## OFFICE OF THE LIBRARY DIRECTOR

- I am very excited to share the news that I have been selected to join the seventh class of the Midcoast Leadership Academy (MLA7)! The program will begin with two days in September, followed by the (all but one) first Friday of the month through June. If you are interested in learning more about this program, here is a [link](#).
- The Library Advisory Committee met the last Monday of August. Much of the discussion was around the Community Heart & Soul™ information, which an LAC member brought to the meeting, and which Audra Caler Bell in last week's Manager's Report. We all agreed that we'd like the Library to play a significant role in this process, should the City decide to move forward with it.
- There was no Adult Drawing class either week; Catinka Children's class had the theme: Let's draw a Maine country fair! last week, and this week drew Butterflies and Monarch butterfly migration.
- I met with another very promising candidate for our on call/substitute part-time position.
- We had a staff meeting last Wednesday morning, and brainstormed regarding plans for Library Card Sign-up Month, as well as reviewing a number of procedural issues.
- Jessie Blanchard and Jim Allard had a shift at the Transfer Station, where they gave out information about Library cards to Rockland residents.
- Jessie and Patty King distributed our personal invitations for cards, to all City employees. We are having a contest, and the Department with the highest percentage of new cards will win a yummy treat prepared by Library staff.
- Many, many thanks to Public Services for light-bulb changing, tree trimming, and soap-dispenser-putting-up!
- We had a large group of children and adult visitors at two Wednesday Storytimes in a row, with Ms. Judy. She began with the song/storybook: *Where Oh Where Has My Little Dog Gone?* which has been rewritten by Iza Trapini one week, and *Row, Row, Row Your Boat* this week. Also, Ms. Judy read several of the Llama, Llama storybooks by Anna Dewdney. This author recently passed away and had requested that the Llama books be read, instead of flowers at her funeral.
- I met with newest staff member Jim Allard, to discuss plans for expanding business and career resources, as well as the Office for a Day/Week/Month....
- Thank you so much to Don Fowles, who helped us with a couple of computer issues this week!
- While not precisely work-related (though such activities strengthen the bonds among us), a number (not all could make it) of full- and part-time staff members met for one of the last dinners Waterman's Lobster would be serving.
- On September 8, I celebrated my eighth workiversary!
- The service technician from Eastern Fire performed scheduled preventative maintenance.
- Following a brief hiatus, LEGO™ Club is back, on a new day — alternating Thursdays, instead of Tuesdays! Thank you, LEGO™ Master, Jon Newton!

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- The first Thursday evening Arts & Cultural Event was the first Camden Conference Talk, entitled *Deconstructing the U.S. Immigration System*. Stephen M. Bander, Esq. explained how the U.S. immigration system works and helped the audience to understand how the current system resulted in the millions of unlawful residents. Bander concentrates his law practice in all facets of U.S. immigration and nationality law, and did precedent-setting work on establishing that persons born outside of Cuba, of a Cuban parent with no Cuban residence, qualify under the Cuban Adjustment Act. On the 8th, we hosted Dr. Ira Mandel and the Knox County Recovery Coalition (KCRC) who held a "community conversation" regarding the opiate addiction epidemic gripping Knox County. KCRC provided an overview about the extent of the epidemic and how it affects many babies, children, young adults, parents and grandparents – more than a thousand people in Knox County.
- On last Saturday, the Children's Room welcomed **Children's Public Safety Day, with** stories of our policemen, firemen, and rescue crews of the Coast Guard. Certified DARE Officer Solórzano and a bike patrol officer were special guests; Children's Librarian, Jean Young also had giveaways, and crafts. Thank you so much, Rockland Police Department, for participating!

UPCOMING: Last year's event was wildly successful, and all who attended raved about it. Don't miss the opportunity to have a great time and enjoy a reception filled with delicious and varied goodies. Mark your calendar now for an entertaining evening filled with lots of laughs! The Friends of Rockland Public Library's Second Annual Speaker event, entitled *Two Old Cops and an Angel* will feature a dynamic trio consisting of Kate Braestrup, John Ford, and Mark Nickerson. Kate is (among many other professions) a chaplain with the Maine Game Wardens. John is a retired Maine Game Warden. Mark is a retired Maine State Trooper. The evening will include a question and answer time, a reception with food and beverage during which you may meet and talk with the presenters, purchase books and have items signed. Tickets may be purchased here at the Library for \$20 in advance and \$25 (cash or check only) at the door.

### OFFICE OF THE WASTEWATER TREATMENT FACILITY DIRECTOR

- Mounted the new defibrillator cabinet in the lobby of the sludge handling building. This is one of the changes and improvements to our employee safety program implemented within the past year.
- Cleaned the intake air filters for the aeration blowers.
- Cleaned and inspected operation of the headworks bar screen.
- Weekly inspections of the ten pump stations.
- Replaced the mechanical seal in the #3 plant water pump.
- Worked with tech support from APG/Neuros to troubleshoot a problem with the #2 aeration blower.
- Replaced the level sensing transducer at the Park Street pump station.
- Inspected and approved a sewer lateral repair on Park Street.

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- Investigated an unknown sewer pipe discovered during excavation for a new house on Crescent Street.
- Responded to a call for a sewer backup on South Main Street. The blockage was in the property owners' sewer lateral and a contractor was called to clean the pipe.
- Worked with the property manager and their contractor to investigate reoccurring problems with a shared sewer lateral on Suffolk 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, 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 Cl<sub>2</sub> tests, 5 fecal coliform
- Performed E coli testing for Georges River Land Trust.
- Lab reports prepared and sent to GRLT.
- BOD & TSS testing for North Haven.
- Average flows through secondary treatment were 1.7MGD

### **OFFICE OF THE PUBLIC SERVICES DIRECTOR**

- Weeded and seeded the Ferry Terminal park.
- Replaced the bleacher advertisement at the Community Building with non-advertisement boards. The fasteners (pipe hanger straps) used to hold the advertisement boards were also a safety issue due to the sharp edges of the hangers.
- A significant rebuilding of the stormwater infrastructure on Shaw Avenue is being undertaken.
- *Update* on the joint effort between the City of Rockland and Renew Rockland regarding the Backyard Composting Workshop. The advertisement for the September 14<sup>th</sup> workshop topic Backyard Composting that will be presented by Mark King of the DEP has been published in the local media sources. At the workshop we plan to have some instructional time, in addition to some hands on demonstrations as well as the opportunity to purchase locally made composters made by Brooks Trap Mill. We will also be raffling a free Brooks Trap Mill Composter.
- Continued working on 8 Rockland Street cleanup. We are almost done with the waste removal on the property.
- Ransom Consulting is the firm conducting the building and environmental site assessment of the 8 Rockland Street Property. Ransom was on site and took soil core samples with a geo probe as well as other environmental samples to test for site contamination. The building was also assessed for contaminants and structural integrity.

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- Tree trimming and various other odds and ends were done at the library.
- The Thompson Meadow Bridge Grant writing work is now being worked on to prepare for fall grant awards.
- Street Sweeping was performed.
- City Wide trash pickup was completed.
- Trim brush and conduct roadside mowing.
- Water flowers.
- Mowed lawn by Ferry Terminal.
- Obtained second quote on updating the SWPPP for the solid waste facility.
- Reviewed the recycling contract provided by Eco Maine.
- Inspected the skate board ramp at the High School. I plan to review with the Insurance Agency and Assistant City Manager.
- Prepared for sand and salt pad bid opening.
- Reviewed the upper portion of Old County Road repave project.
- Received quote to coat and seal the portion of the roof above the Rockland District Nurses at the Community Building.

#### **Old County Road:**

- Final completion has been pushed off one week due to final paving conflicts.
- Completed job completion inspection with the Engineer to outline punch list of items that need to be reworked or completed.
- Shouldering is almost completed.
- Clean up and sign installation continues.
- Paving driveway aprons continues.
- Striping is almost complete and should be done 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 with the exception of a few punch list items.