

**City Manager's Report
March 20, 2020**

Economic Development Projects

60 Access Highway	Our realtor indicates that we have an offer for the building. This will be discussed during executive session.
Caribou Shopping Center	Mr. Cassidy indicates there has been no additional movement on new tenants.
Porvair CDBG program	
Events and Marketing	Porvair continues to advertise positions for hire. The photo contest has been popular and received many positive responses. Additional business videos will be release soon.
Blight Cleanup	Penny and Ken are working to finish the community blight survey before April. The Blight Commission will meet again on March 31 at 1pm.
Hilltop Senior Living	Interior work is on-going
Birdseye Cleanup	Have requested a meetign with CES to discuss alterations to the clean up plans to see if additional cost saving options are available.
Title 13 ReWrite	Have nearly completed the rewrite of the administration elements of Title 13. Will soon be working on processing application procedures.

Administrative Projects and Efforts

COVID-19 Status	<p>We are receiving updates daily from the Maine CDC and Federal CDC. As of Friday at 11:00am there were 44 cases in Maine with 2 being in Bangor. According to Canadian sources, there were over 100 cased in Quebec.</p> <p>The Library and Recreation center are closed to the public. The Nylander will not be opening on Sundays. City Hall remains open with limited traffic. Staff have implimented more rigorous cleaning regimens and social distancing protocols. More limited public interaction may be instituted as cases increase.</p>
Fire/EMS Contracts	Received contracts from Caswell and Stockholm. Still waiting for New Sweden, Westmanland, Connor, and Madawaska Lake. No word from Perham.

Blight Commission	Penny and Ken are working to finish the community blight survey before April. The Blight Commission will meet again on March 31 at 1pm.
Public Safety Building	A draft report on the viability of City Hall, the old VMS building and Sitel has been prepared. The report indicates several major flaws with each building. Some could be overcome but not likely for a cost less than building a new building.
Union Negotiations.	No movement occurring on these at this time. Next steps include a police department wage and benefits survey of surrounding agencies and mediation with the public works union in April.
Procurement Policy	The previously drafted policy has been submitted to the city's auditor for review. A response is expected next week.
2020 Budget	Awaiting council final action on the revenue budget in order to prepare the final budget documents.
Capital Facility Maintenance Plans	Three bids were received. The low bidder appears to be Criterium Brown for just under \$24,000 to provide the city with facility maintenance plans on all major buildings. The study will be conducted over the course of three days with plans expected before the budget process starts in late September.
Fire/EMS Structural Study	Sewell is coordinating an additional visit to the department for another fact check. A meeting will be scheduled with the Council Municipal Buildings committee when they have preliminary drawings.
LED Conversion	Awaiting realterm confirmation on EMERA billing status. Can begin prioritizing intersections desired for new lighting.
Snow Plowing RFP	This has taken a back burner to COVID-19 and Title 13 work.
Wage and Classification Policy.	This has taken a back burner to COVID-19 and Title 13 work.
Cable Franchise Renewal	Awaiting legislative and litigation outcomes before proceeding.
General Plan Update	This is on hold until additional blight study work is completed.
River Road	Dr. Carla Chomka is interested in negotiating terms for her property. I told her we were waiting until the spring thaw to see what additional needs there are with the road. She is open to a land swap and is reviewing the city's tax acquire property list for possible lands.
High Street	all work has stopped until spring 2020
Teague Park	Work on hold until spring 2020