



City Manager's Report

October 30, 2020

Economic Projects

Porvair CDBG program	Porvair submitted documentation for reimbursement of funds related to their generator upgrades. This will be on next agenda for Council approval.
Events and Marketing	Getting positive feedback on Halloween activities and scavenger hunt. Christmas Decorating contest will start in November
Blight Cleanup	Continue to field inquiries about tax acquired properties for sale. Waiting on landbank review still.
Hilltop Senior Living	Certificates of Occupancy have been granted for the individual units but not the kitchen area. Planning a ribbon cutting.
Birdseye Cleanup	Waiting for DEP response to reports.
Title 13 ReWrite	Planning Board is reviewing the Land Use Table and marijuana laws, which may be ready for Council review in January.
Façade Improvement Program	Next action will take place in February.
Sitel Building	No word from Mr. Cassidy about his development plans for the building.
River Front - Powerplants	Versant notified the city that they will be decommissioning a large transformer owned by Merline One near the diesel plant.
River Front - DOT Lands	Applicant has submitted plans for his ATV/Snowmobile storage facilities
River Front - Salmon	No action
VMS Building	Savillnx is still looking to hire.
Pronto Burrito	Store opened on October 23. Waiting for some finishing touches before ribbon cutting.

Other Administrative Projects

Fire Structural Study	Preconstruction meeting with contractor will be on November 4.
2021 Budget Process	Finishing up Budget Forums. Manager recommended budget is due November 15. Council must adopt 2021 budget by December 15 unless referendum action passes election.

Tax Acquired Property Policy	Potential Tax Acquired Properties list has been reviewed and will be discussed on November 2 agenda.
Parking Lot Paving	Paving work is completed for 2020
Teague Park	Still working on final punch list items. Issue with fencing along DOC property has been resolved.
City Hall Boiler Systems	Meeting with Mechanic Systems on Wednesday to consider pellet boiler options
Capital Facility Maintenance Plans	All facility assessment reports are completed. Recommended repairs/maintenance will be incorporated into the 2021 capital budget requests.
COVID-19 Status	Staff continue to social distance, clean and mask up to follow guidelines.
Trailer Park Closure	Notice of closure letter has been drafted. Housing and FSS have provided additional information for tenants. Letters will be delivered by Friday, November 6.
North Main Street	Project is completed. Working with DOT for reimbursements.
Airport	New operation tracking system was delivered and will be installed. New fuel purchase system has been ordered and shipped. Expect it will be operational in December.
Investment Policy	
60 Access Highway	Notice was sent to parties who were tenants under the city's ownership of 60 Access Highway. They were given until September 30 to provide full payment of past amounts due or to submit a repayment plan to the city's attorney. One of the served companies has paid outstanding bills. Legal will follow up.
General Plan Update	Still working the current land use survey, which will needed for future land use discussions.
Union Negotiations.	Have not received requests for negotiation from any unions at this time.
New LED Street lights	The bid to install 5 new street lights came in at roughly \$730 per light. Based on available funding an additional five lights were requested at locations along major travel routes.
Recall Petition	No petitions forms have been submitted yet.
Cable Franchise Renewal	On hold per Council direction
River Road	No changes
Wage Policy	On hold until higher priority Budget and Title 13 work is completed.
Procurement Policy	On hold through budget process.
Sitel Reimbursements	Will follow up with invoice January 2021.