



## City Manager's Report

September 4, 2020

### Economic Projects

<b>Porvair CDBG program</b>	The Porvair ribbon cutting event took place on Tuesday, September 1. Still working to close out the CDBG project and manage the other City TIF obligation related to job creation efforts.
<b>Events and Marketing</b>	Currently evaluating outside event opportunities for the craft fair in October. Also working to host a drive-in concert event before the end of September. Waiting for the state to lift the number of participants for outside events.
<b>Blight Cleanup</b>	The draft Landbank ordinance is currently under review by the city's legal counsel.
<b>Hilltop Senior Living</b>	The Hilltop project should be open the first of October. A ribbon cutting event is being planned.
<b>Birdseye Cleanup</b>	Final test results indicate the majority of the site can be classified as non-hazardous and able to be developed for commercial, industrial or park space uses, but some cleanup areas still exist. Application is being made to the State under their VRAP program to have the site ready for development if the final small areas are addressed. Final clean up will include an isolated PCB site, asbestos cleanup and small area of additional soil removal. With these last efforts, the site will also be eligible for residential occupancy. No potable wells may be dug on the site, but this isn't an issue since CUD sources are already available. More community input and masterplanning efforts can now take place to make the site more marketable.
<b>Title 13 ReWrite</b>	Planning Board is now reviewing uses to be permitted in new zone categories.
<b>Façade Improvement Program</b>	Need to make appointments to the façade improvement grant selection committee and make a determination on eligibility of applicants from earlier this year for consideration with 2020 available funds.
<b>Sitel Building</b>	Met with Mr. Cassidy. He has a couple leads on tenants for the building. Some residential units may be considered for the site.
<b>River Front - Powerplants</b>	Limited EPA funding is available for this property due to current Merlin One standing. Due to the limited need for funding on Birdseye site, it is proposed that any CDBG funds not needed there, be used to prepare a phase I environmental report on the power plants. This will help get the properties more marketable.
<b>River Front - DOT Lands</b>	Awaiting complete building plans for the property owned by Scott Englund.
<b>River Front - Salmon</b>	No update.

## Major Administrative Projects

<b>Recall Petition</b>	An affidavit of intent was submitted on September 4, 2020 for recall of Councilor Morrell. The City Clerk's office is now required by charter to provide petition forms to the five petition committee members by Wednesday, September 9 and have a petition form available in the city offices for signature for the petition period. The committee members will have 60 business days from the date they receive the forms to get signatures. The petition, if filled, will require a special election of the citizenry.
<b>Fire Structural Study</b>	Final bid documents are being prepared. The RFP for work will be advertised September 16 across the county.
<b>Teague Park</b>	A final walk through of the park was conducted. Punch list items were collected and have been forwarded to the contractor to address. The property has not yet been turned over to the city from the RSU.
<b>Union Negotiations.</b>	Need worksession to discuss wages options with Council so we can start the 2021 contract negotiation cycle with unions.
<b>Capital Facility Maintenance Plans</b>	Assessment reports are available for the Public Works building, Library, Recreation Center, and City Hall. Still waiting for reports on the Parks maintenance building, Nylander Museum, and Fire Station.
<b>City Hall Boiler Systems</b>	MMA inspector report by BoilerRE on Aug 26 indicates major repairs needed. This has been discussed for the past two budget cycles and some funding has been set aside. The boilers were inspected by our typical maintenance provider and he indicates the boilers are not serviceable. They are 30 years old and no parts have been made for the past 10 years. New boilers are needed and a new chimney liner unless the pellet boiler is removed and that newer lined chimney is tapped for the boilers. Awaiting additional quotes and information.
<b>Blight Commission</b>	The toolkit will be on September 21 agenda for final adoption
<b>110 Washburn Rd Sale</b>	Prior owner was served with notice to remove any personal belongings from the home by September 14, 2020. Reimbursement of bid funds was delivered at the same time.
<b>60 Access Highway</b>	A breakdown of sale proceeds is as follows: Gross Sale Price = \$130,000. Closing costs = \$8,574. Amount reserved for CDBG blight cleanup = \$75K. Amount applied toward uncollected payments = \$9,687 (Met with city's attorney who is pursuing uncollected payments.) Amount applied to General Fund Revenues as City Property Sales = \$36,738.
<b>New LED Street lights</b>	Looking to illuminate 5 new intersections this year (South Main/York, Dorces/Harvest, Marshall/Newton, West PI Road/Buck Road, and Outer York/Mitchell Road. Waiting for bid numbers.
<b>COVID-19 Status</b>	No update.
<b>North Main Street</b>	Need to install indicator strips before project can close out.

### Major Administrative Projects - Continued

<b>Airport</b>	In the process of renewing hangar leases. A pilot moving to the area is considering use of the heated hangar this winter.
<b>River Road</b>	The Final construction drawings have been delivered from DuBois & King. Plans are at the Public Works office. No road condition changes have been noted.
<b>Investment Policy</b>	Working to schedule a consultation meeting with investment broker to discuss options.
<b>Tax Acquired Property Policy</b>	Will begin tax lien property review process October 1.
<b>General Plan Update</b>	Ken is making final revisions to the transportation element and will now work on the future land uses component.
<b>Procurement Policy</b>	Waiting for final review memo from auditors.
<b>Site Reimbursements</b>	Will follow up with invoice January 2021.
<b>Snow Plowing RFP</b>	More detailed data was provided to Council about PW costs for parking lot plowing and snow removal. Project considered closed based on action of Council during August 24 meeting.
<b>Parking Lot Paving</b>	Work on the north mall parking lot should start soon. Contractor is working to fulfill a DOT obligation at this time.
<b>Wage Policy</b>	On hold until higher priority Title 13 work is completed.
<b>Cable Franchise Renewal</b>	On hold per Council direction