



City Manager's Report

November 16, 2020

Economic Projects

Porvair CDBG program	Waiting on Porvair to close out their CDBG grant. City is still holding \$9,000. Porvair has submitted their request for reimbursement of expansion funds under the city's agreement from 2018.
Events and Marketing	Christmas tree lighting ceremony will be on November 28 with live caribou from 1-3. Christina secured approvals from downtown mall businesses to hang string lights across the promenade areas.
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	DEP gave approval for final steps to cleanup birdseye. A pre-bid meeting was conducted Tuesday, Nov. 10 with companies certified to perform the remaining work. Bids for cleanup of the remaining identified asbestos on the site were received. Cost will be roughly \$7,000. State CDBG has verified that their funds may be used for the remainder of the work.
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	Received two inquiries for these funds. Informed the businesses that the notice of opportunity will go out in February
Sitel Building	No word from Mr. Cassidy about his development plans for the building.
River Front - Powerplants	No additional action taken at this time.
River Front - Jarosz Storage	Waiting on final details from applicant to issue building permit. Information needed has been conveyed.
River Front - Salmon	Owners will be invited to the River front stakeholder group in December along with other key land owners.
VMS Building	No additional action taken at this time.
Pronto Burrito	Store opened on October 23. Waiting for some finishing touches before ribbon cutting.
60 Access Highway	Current owner is working towards a restaurant and recreational amusement component in addition to storage.

Other Administrative Projects

Fire Structural Study	Contractor provided all insurances. Materials will be placed on site the week of November 23.
2021 Budget Process	Preparing budget report for January 15 deadline. County budget is increasing 5.95% in 2021. Anticipate RSU budget will also increase due to major capital maintenance needs at High School. Asset management is key issue for 2021 taxes.

Tax Acquired Property Policy	Potential Tax Acquired Properties list will be discussed on November 16 agenda.
Parking Lot Paving	Paving work is completed for 2020. Parking Lot Maintenance account sits at \$42,866.
Teague Park	RSU contractor is finishing major punch list items today (11/13). Awaiting Council authorization of full funding package before proceeding with site preparation and coordination with contractor.
City Hall Boiler Systems	Received opinion letter from Mechanical Services, Inc.. Indication is the city has few options with the current pellet boilers due to manufacturer being out of business, mechanical system issues, and building code non-compliance. Recommend not sinking any more money into the pellet boilers. Commercial building code requires an energy audit be performed before we can swap out any equipment. Seeking bids for the audits now.
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	Latest Executive Order from the Governor's office mandates masks be worn in all public venues. Signage at city hall has been changed to reflect the order.
Trailer Park Closure	Noted reduced revenues in trailer park funds for 2021.
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 received. Expect it will be operational in December.
Investment Policy	City's \$3M investment fund remains in separate savings account. CD rates are currently less than 0.5% annually
60 Access Highway	Legal Counsel still working to collect unpaid amounts.
General Plan Update	Still working the current land use survey, which will be needed for future land use discussions.
Union Negotiations.	Fire Union has requested to open negotiations for 2021. This can be discussed in executive session.
New LED Street lights	Waiting on RLTodd to perform requested work.
Recall Petition	No petition forms have been submitted yet.
Cable Franchise Renewal	On hold per Council direction
River Road	FEMA has been contacted about options for the Chomka and Willard properties. Waiting to hear back.
Wage Policy	On hold until higher priority Budget and Title 13 work is completed.
Procurement Policy	On hold through budget process and Title 13.
Sitel Reimbursements	Will follow up with invoice January 2021.