



City Manager's Report

October 16, 2020

Economic Projects

Porvair CDBG program	Waiting on Porvair to close out this project. City is still holding a portion of reimbursement funds.
Events and Marketing	Getting positive feedback on Halloween activities and scavenger hunt.
Blight Cleanup	The home at 110 Washburn Rd has been demolished. Because the property already went out to bid, we can negotiate sale to adjacent property owners and others. Still waiting review on the land bank ordinance.
Hilltop Senior Living	No Certificate of Occupancy has been issued yet. Still plan to hold a ribbon cutting event.
Birdseye Cleanup	Reports have been submitted to State DEP for final approval.
Title 13 ReWrite	The Planning board meeting was postponed due to city hall COVID related closures. Their next meeting will be October 22.
Façade Improvement Program	Discussion regarding application review committee is on the October 19 agenda.
SiteI Building	No word from Mr. Cassidy about his development plans for the building.
River Front - Powerplants	No change since last meeting. This property as well as the DOT lands and salmon properties are being discussed by the Riverfront steering committee as part of a larger master planning effort for the area. The committee met October 14 and discussed some hurdles to future ATV and pedestrian trails, utilities and road connectivity, various land use options and property owner interests. A larger public input meeting will take place later this year.
River Front - DOT Lands	
River Front - Salmon	
VMS Building	SaviLinx has been in touch with the city and held an additional job fair to recruit employees. They've expressed how delighted they've been with the prospects. Christina is working on a ribbon cutting event.
Pronto Burrito	Waiting for opening date. Will schedule a ribbon cutting.
Broadband Efforts	The CUD and BIG have completed a study about constructing a buildout of broadband in the City. Councilor Kirkpatrick will be presenting some of their findings at the upcoming Council meeting. The City may be able to help with this.

Major Administrative Projects

Fire Structural Study	Bids were received and will be available for consideration at the upcoming meeting. See packet memo on the subject.
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2021 Budget Process	All Operation and Capital requests have been received. Now scheduling budget forums before Council.
Tax Acquired Property Policy	Finance Director has provided to all departments the list of potential tax lien foreclosure properties for 2020. Staff are reviewing the list in order to provide recommendation to the Council in November.
Parking Lot Paving	Paving of the North Mall lot should be completed before the Council Meeting. Crews were on site October 15.
Teague Park	The RSU and their contractor continue to work through punch list items. Gary Marquis is still working with the contractor who bid on the splash pad to reduce costs. Several memorial trees and new trees were planted around the park by the Parks Department. The City has yet to accept title to the property.
City Hall Boiler Systems	Met with Adams Heating to review options for city hall. Options being considered include: A) replace existing 2 heating fuel boilers in the basement and build new chimney liner, B) remove pellet boiler and place 2 new heating fuel boilers in that room so we can take advantage of existing chimney not being utilized, C) put 2 new propane boilers in the pellet boiler location, and D) install a new dual fuel system boiler in the pellet boiler location. Option A is estimated at \$49K. Option B is \$35K. Should have additional cost estimates to report before the Council meeting.
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	There is one official case in Caribou. Staff continue to social distance, clean and mask up to follow guidelines.
Trailer Park Closure	A follow up report will be made during Council meeting on about options and timeframes.
North Main Street	Project is completed. Working with DOT for reimbursements.
Airport	The state purchased new operation tracking system, which is being shipped to Caribou the first part of November. It should be installed by the end of November. Working with the new fuel purchase system supplier on software contract issues. Product and equipment costs will be \$15K. Anticipate applying portion of the \$20K FAA grant to this and the remainder can be used to offset airport costs.
Investment Policy	When would the investment committee like to meet and discuss this further?
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. No payments have been received by the city since the letters went out. 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	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. Still waiting for bid numbers from contractor with licenses to perform the work.
Recall Petition	No petitions forms have been submitted yet.

Cable Franchise Renewal	On hold per Council direction
River Road	No progress since last meeting.
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.