



# City Manager's Report

October 2, 2020

## Economic Projects

<b>Porvair CDBG program</b>	Waiting on Porvair to close out this project. City is still holding a portion of reimbursement funds.
<b>Events and Marketing</b>	Preparing for drive-thru Halloween activities. Will be promoting a fall decoration contest with sponsor support.
<b>Blight Cleanup</b>	The home at 110 Washburn had asbestos, which has been cleaned up. Demolition of the home will take place in 2 weeks. No word from legal counsel about land bank ordinance.
<b>Hilltop Senior Living</b>	No Certificate of Occupancy has been issued yet. Still plan to hold a ribbon cutting event.
<b>Birdseye Cleanup</b>	Waiting on CES to finalize report to DEP with an update on the project status.
<b>Title 13 ReWrite</b>	Planning Board meeting set for October 8 will include review of land use table and general zone standards. A retail marijuana code amendment has been drafted for them to also consider.
<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. Need additional discussion with Council about city-wide grant program direction. Have asked for input from CEGC.
<b>Sitel Building</b>	Building signs were changed. No word on potential tenants.
<b>River Front - Powerplants</b>	Versant has terminated power at the steam plant. They still have equipment inside that needs to be removed. Algonquin removed all their office equipment from the steam building on Tuesday, Sept. 28.
<b>River Front - DOT Lands</b>	Awaiting complete building plans for the property owned by Scott Englund.
<b>River Front - Salmon</b>	No update.
<b>VMS Building</b>	The old VMS building is under contract and interior refinishing is taking place for a prospective tenant, a call center.

## Major Administrative Projects

<b>Recall Petition</b>	Still waiting for petition forms to be submitted.
<b>Fire Structural Study</b>	Mandatory pre-bid meeting was held on Wednesday. Bids are due October 15 and will be on the next Council agenda.
<b>Teague Park</b>	The RSU and their contractor continue to work through punch list items. A bid opening took place on Wednesday for the new splash pad. Only one bid was received. Gary Marquis is working contractor and subs to "value engineer" the project and see where some costs can be brought down.

<b>Union Negotiations.</b>	Have not received requests for negotiation from any unions at this time.
<b>Capital Facility Maintenance Plans</b>	All facility assessment reports are completed. Recommended repairs/maintenance will be incorporated into the 2021 capital budget requests.
<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. A quote of \$42,905 was provided to replace the boilers and run new chimney liner. Additional options will be discussed.
<b>60 Access Highway</b>	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.
<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>	Continue operating under new normal.
<b>North Main Street</b>	Project is completed. Working with DOT for reimbursements.
<b>Airport</b>	Apron crack seal project is complete. Holding off on Apron overlay until 2021.
<b>River Road</b>	DuBois & King submitted their final geologic report to close out the project. Dr. Chomka is willing to entertain a slope easement in favor of the city. Can discuss more in real estate executive session.
<b>Investment Policy</b>	Met with Scott Viollette from Barresi Financial, Inc to review state investment requirements. Indication is that "it is theoretically possible to build a portfolio with the investment options available within the statute. The account could have some liquidity, income, and safety of principal. Might be tough to get much yield at this point using the instruments available, but it's also tough to get yield in a CD as well." Have not set up a presentation with the full Council yet. We informed him that an RFP for services and portfolio options would likely be advertised. Another investment committee meeting would be good to discuss.
<b>Tax Acquired Property Policy</b>	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.
<b>Parking Lot Paving</b>	Soderberg Construction indicates the north mall parking lot work will begin the latter part of next week.
<b>General Plan Update</b>	Ken is conducting a current land use survey of the city for consideration with discussions about future land uses. The Riverfront stakeholder group will be meeting on October 14 at 6pm to continue dialogue about future land uses.
<b>Sitel Reimbursements</b>	Will follow up with invoice January 2021.
<b>Procurement Policy</b>	Waiting for final review memo from auditors.
<b>Cable Franchise Renewal</b>	On hold per Council direction
<b>Wage Policy</b>	On hold until higher priority Title 13 work is completed.