

**City Manager's report for December 7, 2015**

City Manager Pakulski continued discussions with the Mayor regarding a proposed Central Street parking area that could require the City taking ownership of a few privately owned lots. Previous City Manager Starn began talks with the owner about a concept to transfer properties to the City for a parking lot. City Manager Pakulski and the Mayor now request City Council authorization to negotiate with the property owner, including any guidance or ground rules. If there is a suitable agreement drafted for consideration, the City Manager would bring it back for the City Council to review. The Council could consider the following motion:

MOTION: Move to authorize the City Manager and Mayor to negotiate on City's behalf with owner of properties for proposed Central Street parking lot

The CEO and Public Works Department cleaned up remaining materials from Robert Dales' Water Street property to bring it into compliance, according to the terms of the Consent Judgment. A special tax covering the cleanup costs and attorney's fees will be assessed to Robert Dale at the next commitment in 2016.

MDOT's Ernie Martin delivered copies of the results of the survey regarding the Water Street reconstruction project.

The City Manager attended the November meeting of HABOT, and will attend the December meetings of HABOT and Row House to continue talking about the results of the MDOT survey regarding the Water Street Project and other topics.

Coffin Engineering began the design work on the Fire Station as approved by the City Council. S.W. Cole took borings around the foundation to determine what might be causing the foundation to sink or move at different points. Coffin will analyze Cole's report and include those findings in its report. It appears that there is at least one area of unstable material under one section of the foundation.

The City Manager has contracted with Millsy's Cleaning Services to clean City Hall three times per week for \$745 per month. There also will be an initial extensive cleaning separate from the monthly service. Another company, H.E. Callahan will provide snow shoveling services at City Hall at \$25 per hour on an as-needed basis. This firm provides shoveling services to the PUC building, and also provided a quote for cleaning services but was more expensive than Millsy's. Millsy's does not provide shoveling services.

Police Chief Nason arranged for online Maine Public Safety training in sexual and other forms of harassment for all employees. There also is a second module for supervisors. Almost all staff members, including fire dept. and police, have completed the training at this time. The City Manager will review the online training and other alternatives with the Personnel Committee to see whether to continue this format for next year, or if another training could be more suitable.

The City Manager kept in contact with the State's Bureau of General Services regarding the possible sale of the Stevens School property. The BGS received one bid for the property and reportedly is considering this bid, but nothing has been decided or announced yet.

The City Manager monitored the completion of the reconstruction project on Mayflower Road and Orchard Lane, including final matching of driveways and loaming disturbed lawn areas.

The Charter Commission met on November 30<sup>th</sup>, electing Stephen Langsdorf as Chair, Scott Cowger as Vice Chair, and Richard Dolby as Secretary. They will start work in earnest at the next meeting on January 13, 2016.

Brandon Thompson, graduate from UMA's Public Administration program, will serve as a volunteer municipal intern over the next ten weeks. Brandon will start providing support to the Charter Commission and is attending the City Council meeting. He will work with department heads on different projects over the next several weeks, in addition to assisting the City Manager.

The City Manager met with the Police Chief and Public Works Foreman to review their annual reports and discussions of goals for 2016. This information will be used in the upcoming CIP and budget processes.

New doors were installed at the Fire Station. This task was discussed previously with the Finance Committee and City Manager Starn, but not specific funding was committed in the budget for this purpose. The City Manager requests the City Council to authorize transferring funds from Public Safety Building reserve account to pay for new doors at the Fire Station.

**MOTION:** Move to authorize the transfer of funds from the Public Safety Building reserve account to pay for the new doors at the Fire Station.

The City Manager met with the new KJ reporter, Jason Pafundi and gave him an overview of Hallowell information and issues. Mr. Pafundi should be at the City Council meeting.

The City Manager met with Claims Committee Chair, Phil Lindley and Treasurer Dawna Myrick to review pending foreclosures. There were no recommendations to waive any foreclosures, and Chair Lindley decided there was no need for the Claims Committee to meet.

The City Manager met with the Gardiner and Augusta City Managers to talk about regional collaboration options. Gardiner Manager Morrelli is very interested in talking about a regional fire service. The City Manager, Fire Chief and Mayor will meet with a similar Gardiner team soon on this topic.

The City Manager referred a couple of local businesses to a small business development advisor for possible technical assistance and bridge-financing options.

The City Manager met with the KVCOG Executive Director, Rosie Vanadestine to discuss possible assistance options and membership. There could be many ways to effectively use KVCOG's resources for economic development, planning, GIS services, solid waste and recycling, and grant writing. Rosie and other KVCOG staff members could attend an upcoming City Council meeting to present their capabilities.

The City Manager met with the head of the Hallowell Farmers Market, Ben Marcus who will approach the City Council in the near future to request changing the location of the farmers market from Granite City Park to the Vaughan Field park area.

The City Manager attended the most recent meetings of the Board of Assessors, the Conservation Commission, and the Recycling and Solid Waste Committee. The Manager also had many individual meetings with members of the Tree Board, Row House, HABOT, and different members of the public on a variety of issues.