

12. CITY MANAGER'S REPORT (Item 12):

Please note the Public Hearing on the Dangerous Building at 8 Sampsons Row originally scheduled for this meeting has been postponed pending further consultation with the City's attorney.

Worked with PW dept to assess and resolve blocked culvert issue on outer Central Street. PW dept attempted to unblock the culvert several times. Applied for and received DEP permit by rule to excavate the outlet end of the culvert. The Fire Dept attempted to clear the culvert with a high pressure hose but this was ineffective. The PW dept will continue to monitor the culvert and explore other clearing options.

MEMA announced grant award for portable generator to serve City Hall, Fire Station, and Public Works garage. Dick's Electric will install transfer switches at each site. The generator will be ordered through Northern Tool and Equipment.

Had PW Foreman contact DOT's Maine Local Roads Center to get updated version of the Road Surface Management System (RSMS) to update the City's roads database. Will conduct roads inventory and analysis in spring.

Met with several residents and received numerous phone calls responding to information and different complaints such as plowing and parking at different locations.

Completed and sent Tree City application to Maine Forest Service on behalf of Tree Board.

Completed real estate sale with Harry Wolfington for vacant lot sold for \$10,000.

Researched RFP examples for auditing and legal services to share with Personnel and Policy Committee.

Met with Finance Committee Chair, George Lapointe to review budget and CIP process and plan Finance Committee meeting.

Worked with Treasurer, Dawna Myrick on budget process, schedule, contact of dept heads and committees. Began drafting budget sections.

Continued work with intern, Brandon Thompson on several items, with emphasis on assistance with assessing projects.

Contacted real estate brokers to seek calculation of fair market value for certain properties.

Discussed prospect of revaluation with assessing agent. Met Maine Revenue Service field examiner during her review of City's assessing information.

Attended Jan. 19 and 26 meetings of Fire Services Committee (see minutes under committee item 10).

Accompanied Dawn Gallagher for review of Fire Dept artifacts stored at the Fire Station

Observed traffic accident scene on Town Farm Road and reviewed case with police and PW. Received offer from Brenda Adler of property at 211 Water Street as possible parking area, for sale for \$135,000. Shared this information with the Mayor and the Parking Committee.

Assisted Councilors Gabrion and Circo to attend MMA's Elected Officials workshop.

Signed up for MMA's time management workshop on Feb. 9th.

Worked with network consultant Zach Stewart to resolve several computer and network issues, including setup of second workstation in assessing office using old PC from storage. This will enable intern, volunteer, or part time assistant to work on different assessing data input projects.

MMA Risk Management representative, John Waterbury conducted ergonomic survey of all City Hall workstations. He will issue a report with recommendations for improving all workstations to reduce possible employee injuries.

Explored ways to put tax and assessing information on City's website through TRIO or other vendors. Would be a cost for this service but would greatly improve public access to information and reduce employee responses to public and companies seeking the information. Will consider as new budget item.

Kept in contact with State Bureau of General Services regarding status of Stevens School complex sale negotiations.

Worked with PUC facilities manager, Harry Lanphear on agreement for sharing facilities in case of emergency evacuations. Proposal will come to City Council for consideration.

Worked with MMA on decision regarding insurance coverage for pending litigation.

Met with Mayor and conferred with City attorney Stumpfel to discuss pending litigation. Kept City Council informed of situation.

Met with Sen. Angus King's regional representative, Elizabeth Schneider MacTaggart. Reviewed several options for working with Sen. King's office.

Met with Hallowell Citizens Initiative Committee and Mayor regarding communication issues.

Met with Solid Waste & Recycling Advisory Committee, Personnel and Policy Committee, Property Committee, Finance Committee, and Parking Committee.

Met with Ruth Lachance, HABOT President, and will attend next HABOT meeting.



STATE OF MAINE
DEPARTMENT OF AGRICULTURE, CONSERVATION & FORESTRY

MAINE FOREST SERVICE
22 STATE HOUSE STATION
AUGUSTA, MAINE 04333

PAUL R. LEPAGE
GOVERNOR

WALTER E. WHITCOMB
COMMISSIONER

Stefan Pakulski
City of Hallowell
1 Winthrop St.
Hallowell, ME 04347

Dear Stefan Pakulski:

We are pleased to announce that you have been approved for a 2015/16 Planting and Maintenance grant of **\$2797** under the Project Canopy Assistance Program. Congratulations! This award is 100% of the requested amount. Project Canopy grants are made available through the U.S.D.A. Forest Service Urban and Community Forestry Program CFDA 10:675.

The grant award is contingent on the City of Hallowell's ability to meet the following conditions:

- Ensure that Project Canopy, the USFS, and community forestry are promoted through signage, literature, and the local media.

Enclosed is an award packet containing two copies of the project agreement and the MFS general assurances. **Please return one copy of the signed agreement and general assurances to the Maine Forest Service. No work may begin on the project until both the agreement and the general assurances have been signed by both parties.** Please retain copies of all documents for your records. Any questions regarding grant terms and conditions may be addressed by contacting Jan Ames Santerre at 207-287-4987.

We look forward to working closely with you. Please let us know if we can be of further assistance.

Sincerely,

Doug Denico
Director, Maine Forest Service

DOUG DENICO, DIRECTOR
MAINE FOREST SERVICE
18 ELKINS LANE, HARLOW BUILDING



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