

City Manager report for January 11, 2016

In addition to regular administrative and financial duties, the City Manager followed up and pursued the following items since the previous Council meeting:

Posted audio recordings of City Council meetings on website.

Spoke with Patrick Cunningham and Matt Morrill regarding Patrick's request for the City to extend the sidewalk on Water Street to Carriage Lane. See Patrick's attached letter to the City Council about this.

Met with KJ reporter Jason Pafundi and Sandy Stubbs to review Fire Station in relation to the fundraising by Hallowell Citizens Initiative Committee to save the wooden structure on the fire station.

Participated in senior citizens' holiday luncheon at Parish Hall.

Responded to resident request to review and possibly replace a failing driveway culvert on Middle Street.

Ordered the holiday garland to be installed on Water Street.

Worked with new Maine House owner, Leah Sampson to complete her applications for victualer's license and liquor license. She received approval for both from the City and has forwarded her liquor application to the state.

Spoke with US Army Corps of Engineers about the City's after-the-fact permit application related to the slip-lined culverts project on Central Street. The Corps reviewed the application on Dec. 17th with several other agencies. The Corps had not been aware of the dams on Vaughan Brook that might effectively block all salmon migration from ever reaching Bombahook Stream. This could affect the need for a Corps permit if Bombahook Stream is not considered part of a critical salmon habitat.

The City's boiler maintenance contractor, Fontaine HVAC, replaced a leaky radiator on the upper floor of City Hall that caused water to run into the City Manager's office below. This also required upgrading the City Hall boiler with an electronic flow control and fixed a problem that had required City Hall employees to regularly monitor and manually fill the boiler with water when needed.

A street light on Water Street was damaged and a claim submitted to MMA. This was probably due to a large box truck getting too close to the light.

Reviewed ordinance and allowed emergency road opening permits to Summit Gas for inspections and replacement of faulty couplings per PUC guidance.

Summit Natural Gas continues to inspect and replace gas line couplings at different locations around the City. This work was expected to be complete in December. The

City's road opening ordinance authorizes the City Manager to allow road openings after November 1st only in the case of emergencies. The gas line work could be considered an emergency if a faulty coupling fails, so the City Manager allowed the road openings. Completed E-911 addressing officer webinar training with PUC-GIS office to become alternate addressing officer.

Completed contracts for City Hall cleaning services with Millsy's and snow shoveling services with Callahan, Inc.

Completed Maine Historic Preservation Commission application items in support of MEMA application for portable generator to serve City Hall, Fire Station, and Public Works garage.

Attended Row House meeting to discuss aspects of proposed Water Street project, especially possible historic impact. Members asked to check if real gas lights could be used for street lights, and if there might be any variances in construction standards to limit impact on historic district. Concern and interest expressed about downtown parking possibilities.

Contacted Red Wing, MN Chamber of Commerce regarding project similar to proposed Water Street project. They will share experience, especially for supporting businesses during disruptive road reconstruction. Will also contact Concord, NH regarding similar project.

Responded to citizen complaint of plugged culvert on outer Central Street. PW foreman called DEP to review site, and no repair possible without permit. Culvert is flowing but could be partially clogged with debris. PW will monitor and plan with DEP for possible permit.

Assisted Mayor with multiple traffic complaints caused by Summit Gas work on Water Street on day of Hallowell Holidays events.

Met with Winthrop town manager, Peter Nielsen to review solid waste and recycling strategies.

Met with Deb Fahy regarding Cultural Committee. Will put link on City website for committee meetings, minutes, and events.

Conferred with KLT executive director, Theresa Kerchner regarding Howard Hill property and possible access from Stevens School property.

Contacted Bureau of General Services weekly for any updates on possible sale of Stevens School, but no final decision announced as of Jan. 8, 2016.

Met with Property Committee after providing example of policy on disposal of tax-acquired property. Reviewed list of City-owned properties, and this will be shared with

City Council. Property Committee will consider policy regarding tax-acquired properties and properties acquired by other means. Committee will consider recommendations for keeping or disposing of certain properties.

Had intern Brandon Thompson work with Maureen AuCoin on investigation of City-owned properties, especially for more information regarding the parcel formerly associated with the Hallowell Industrial Park Commission.

Followed up complaint of squatter on private property in downtown area. Conferred with property owner's representative. CEO and police spoke to squatter and gave time limit to move, along with guidance to seek General Assistance at City Hall if needed.

Attended Highway Committee meeting.

Met with business owner John Merrill regarding projected loss of existing parking on Water Street during reconstruction project, and possible ways to increase total parking in downtown area.

Spoke with HABOT president Ruth LaChance about traffic problems during Hallowell Holidays events, and worked to have MDOT project manager Ernie Martin attend upcoming HABOT meeting.

Continued work on CIP with intern Brandon Thompson.

Attended GAUD meeting, made introductions to members and director.

Joined Mayor for meeting with property owner's representative to discuss possible parking lot in downtown area.

Conferred with PW foreman and Treasurer on preparations for first snowstorm, and monitored conditions with foreman through storm. Need to publicize notice of overnight parking ban on streets during snowstorms.

Arranged ergonomic workstations survey with MMA's Risk Management division for Jan. 21, 2016.

Completed arrangements with CMP for powering new antenna site at HWD tower.



**BLUE MARBLE
GEOGRAPHICS**

MIND THE GAP BETWEEN WORLD AND MAP

RECEIVED DEC 18 2015

*22 Carriage Lane
Hallowell ME 04347
Phone: 800-616-2725
Fax: 207-622-4656
www.bluemarblegeo.com*

December 15, 2015

City of Hallowell
Attn: City Manager
1 Winthrop St
Hallowell, ME 04347

Mr. Pakulski and City Council,

Greetings all. I am writing on behalf of a few concerned landowners just past the elementary school on Winthrop Street. As you may know I have recently moved my company of thirty plus employees to 22 Carriage Lane. I have a few employees that live in down-town Hallowell and they have already walked to work a number of times. I also have employees that like to walk or run at lunch time around the streets of High and the Steven's School complex. Unfortunately there is no city sidewalk on this part of Winthrop and it is a safety concern they have voiced to me. I too share that concern. I have spoken with Matt Morrill the owner and developer for the Hallowell Overlook residential development across the street from us, Brad Hendrickson the owner of the undeveloped business lot off of Carriage and Lisa Veregge the CEO of the Maine Insurance Agents Agency also of Carriage Lane. We are all in consensus with our request that the City of Hallowell expand and maintain a sidewalk on Winthrop from the current terminus of sidewalk across from the elementary school to the drive for Overlook development. A crosswalk to Carriage lane would also be appropriate but less important. We all believe this will add to the appeal of this area of Hallowell and make it a safer place to live and work. Thank you for your consideration and all you do for our city. I am available for any questions.

Sincerely,

Patrick Cunningham
President

Cc: Matt Morrill, Brad Hendrickson, Lisa Veregge