

CITY OF HALLOWELL

ONE WINTHROP STREET
HALLOWELL, MAINE 04347

NATE RUDY, CITY MANAGER

TEL: (207) 623-4021, Ext 203; FAX (207) 621-8317

TO: City Council and Mayor Walker

FROM: Nate Rudy, City Manager

RE: **CITY MANAGER REPORT BY COUNCIL COMMITTEE JULY 11 – AUGUST 3, 2016**

Cemetery

- Met with PW Foreman and Mayor to discuss cemetery maintenance and mowing as part of a larger conversation about current PW staff levels and workload.

Claims

- No activity.

Health + Welfare

- City Manager to appoint Dawna Myrick, City Treasurer, to serve as General Assistance Administrator, pending training in September.
- Reviewed code enforcement / ordinance guidelines in response to concerns around the Oxford House project on Town Farm Road.
- Met with Healthy Communities of the Capital Area to discuss prospective Workplace Wellness and Community Health Programs.
- Follow up call with the Orton Family Foundation regarding the potential for a Heart & Soul community development program and assistance with grant seeking opportunities.

Highway

- Forwarded instruction from Council for PW to mark out Dummers Lane crosswalk with darker paint and again remove parking spaces that obscure view of adjacent pedestrian crossings.
- Requested a meeting with MeDOT (Ernie Martin) to learn more about the background and design considerations for the Water Street project.
- Met with Bicycle Coalition of Maine representative to discuss their concerns about pedestrian and bicycle safety in the draft Water Street project design.

- Received word from MeDOT that the Millikens Crossing Bridge will undergo surface replacement in 2017, which is expected to affect traffic flow on Maine Avenue for 8 - 10 weeks, start date TBD.

Finance

- Met with the Assessor's Agent, who is preparing tax commitment documents for the Board of Assessors, who are scheduled to meet on August 4th.
- The third readings of the municipal revenue and expenditure budgets are scheduled for the next Council meeting.
- The proposal for bonding through Maine Municipal Bond Bank in the fall issue has been reconsidered by the Finance Committee for a spring issue, or for an alternative form of bonding after public vote in November. I hope to assist Council's review of all bonding projects and provide the most accurate cost projections for each.
- Continued meetings with the Stevens School developer, the Finance Committee, and other interested parties to discuss City financial supports and development planning, the highlights of which I have conveyed to Council via email.
- Continued discussion with Matt Morrill and Tom Federle regarding Stevens School development planning and financial supports requested from the City.
- Discussed use of CDBG (block grant) funds with DECD Office of Community Development and determined the potential for funds to be used for immediate infrastructure needs at Stevens School.
- Clarified City's capacity for long-term debt with Treasurer and Maine Revenue Service.

Personnel + Policy

- Worked with Clerks and Council on a better system for public meeting notice, currently resolved to ask Council to schedule meetings with Clerk, and ask Clerk to make any invitations to interested parties, with as much advance notice as possible.
- Worked with Clerk's office on clarifying process for liquor license applications, which will henceforth require notice of a public hearing, to be held at a regular City Council meeting.
- Worked with the Clerk's office to update the Transient Seller License form.
- We have moved the Treasurer into the former Clerk's office and moved some records and file cabinets to improve record management and customer service at the Clerk's window.
- The City Solicitor is reviewing Council's draft Whistleblower and Code of Conduct documents.
- Met with the Mayor and Fire Department Chief Mike Grant regarding the process for giving objective information to the Fire Services Committee for their discussions and recommendations to City Council. Chief Grant and others were part of a newspaper story about the discussion in the Kennebec Journal on July 26th.

- Met with Councilor Diano Circo, Protection Committee Chair, and Hallowell Fire Department at their regular monthly meeting on August 2nd. Listened to concerns and outlined the process for the Fire Committee to review proposals from HFD and other entities in order to make recommendations to City Council.
- HPD hiring seasonal Parking Enforcement Officer and PW hiring seasonal worker, both to start in August.
- Notified Union Steward of the seasonal, part-time hiring.
- Posted Code Enforcement Officer position announcement, for which we have received no applicants and have extended the application period to August 12th.

Property + Lands

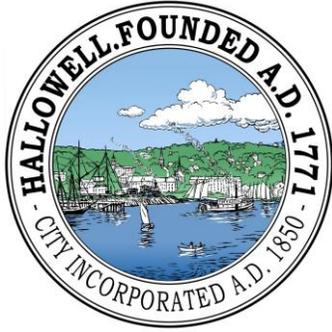
- Participated in a tour of the RSU facility on Winthrop Street.
- Reviewed an alleged property line infringement and possible unauthorized tree cutting on City property at Vaughan Field, reported to CEO by multiple city residents and referred to City Manager as a civil violation vs. a code enforcement issue.
- Prepared second reading of ordinance changes for parking restrictions around Vaughan Woods.
- Prepared second reading of ordinance changes for Farmers Market.
- Met with the Hallowell Board of Trade to discuss PW requests for Woodstock and other events, and request that the City revise its ordinance to allow HPD to tow vehicles out of public parking lots when a parking ban for City-sanctioned events has been posted.
- Met with property owners around the Sampson's Row / Paper Street property between Lincoln and Vine Streets, abutting the Vaughan Field, over a report of illegal cutting on City-owned land. Manager recommends review by the Property and Lands Committee.
- Met with a property owner on Lincoln Street regarding questions of easements and right-of-way to driveways that involves private and City-owned lands. Manager recommends review by the Property and Lands Committee.

MISCELLANEOUS:

- Joined the International City Manager's Association and registered to attend the annual conference in Kansas City, MO in September.
- Will attend the Maine Town and City Manager's Association conference in Newry Aug. 9-12.
- Conducted routine updates to IT system and office maintenance related to staffing updates.
- Met with a consultant from Axiom Technologies to review options for wireless broadband Internet in downtown Hallowell, followed up with Ruth LaChance of HABOT on a proposed public / private partnership.

Respectfully submitted on August 3, 2016.

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NATE RUDY, CITY MANAGER

TEL: (207) 623-4021, Ext 203; FAX (207) 621-8317

TO: City Clerk's Office; Citizens and Residents of Hallowell

FROM: Nate Rudy, City Manager

RE: **Regular City Manager Office Hours**

The office of the City Manager has many responsibilities that often require timely delivery, deep thought, and sustained concentration that can easily be interrupted and complicated by unscheduled and sometimes lengthy visits.

I am always interested in helping wherever I can with the many legitimate issues of public interest that concerned citizens bring to City Hall.

However, I believe that I can be more effective in conducting City business if I establish regular scheduled office hours, and other meetings by appointment only, except in case of great urgency.

To this end, I ask our welcomed visitors to please stop by during these **regular office hours**, subject to change with notice:

Monday	1 – 2 PM
Wednesday	8:30 – 9:30 AM
Thursday	4 – 5 PM

Or, **please feel welcome to call or e-mail to schedule an appointment** so that you can have my undivided attention.

Phone: **(207) 623-4021 ext. 203**

Email: **citymanager@hallowellmaine.org**

Respectfully submitted on July 20, 2016.

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City of Hallowell
Application for Transient Seller of Consumer Merchandise License

(pursuant to §§ 7-401, 7-402 and 7-405)

Fee: \$125.00

Name: _____ d/b/a _____

Address: _____

Mailing Address, if different: _____

Daytime Telephone: _____

email: _____

Name(s) of Employee(s): _____

Merchandise to be sold: _____

If prepared food is to be sold, a Victualer's License is also required pursuant to §7-324.

Selling Location: Public Property Private Property or Vehicle

All licenses for Transient Sales on Public Property must be approved by the City Council.

Required submissions:

Copy of State Seller's License. License # _____

Copy of Vehicle Registration. Plate # _____

Description of Vehicle: _____

Insurance binder covering the City of Hallowell, if selling on public property.

I understand that this license must be displayed by the license holder at all times.

I understand that I must promptly notify the City Clerk's Office of any and all changes or additions to the information provided above as they occur.

Signature

Date

Office Use Only

Date Issued: _____ Expiration Date: May 31, 20____ License # _____

Nate Rudy

From: Dennis Kinney <dkinney1@att.net>
Sent: Friday, July 29, 2016 11:32 AM
To: Nate Rudy
Cc: Public Works; richard.a.dolby@gmail.com
Subject: Re: Waterfront Park Water Service

Dear Nate Rudy:

The water service that provides water to the Old Hallowell Day event at the city's waterfront park (bulkhead), was installed for a one day per year use by Old Hallowell Day committee. The Hallowell Water District provides the water to this service on that day at no cost. This is done based on a loosely interpreted exemption to the "Free or Special Rate Prohibited" statute.

The cost of this service was paid by the Old Hallowell Day committee and the City of Hallowell. The City of Hallowell's involvement was based on a future need for public facilities at the bulkhead. You should have the exact breakdown of how this was created in City Hall. The request to us was in June of 2012.

This is a large 2" service and includes a 4' diameter meter pit for a 2" meter. Inside the meter pit the pipe size is reduced to 1" pipe. A 1" piping system was run from the meter pit into the park (approximately 200') consisting of two spigots. The meter and meter setter has not been purchased, paid for, or installed yet. The cost of a 2" meter setter and meter was \$1,504.00 in April of 2016.

To activate this service for more than the one day event, we must create an account, install a meter and charge for the usage. In addition, the Old Hallowell Day committee would need to agree to this.

Over the past three years several special interest groups have asked to have this service turned on. When the granite crane was moved to this location, the city, using Al Hague as their spokesman, asked for service. He failed to provide the written permission from the Old Hallowell Day committee. The service was terminated and has only been used by Old Hallowell Day since.

The City currently has four seasonal services. Each service cost \$64.00 plus water usage per year. The minimum cost for each service is \$195.76 per year.

If the City would like to create a new account for this service, you have two options:

1) Open the account as designed with a 2" meter. This will require a deposit of \$1,568.00 and the minimum annual cost will be \$582.26.

2) Reduce the service size to 5/8". This will require a deposit of \$395.32 and the minimum annual cost will be \$195.76. This smaller service will need to be upgraded if you decide to expand the usage beyond the two existing spigots.

I hope this is helpful. Please contact me if you have any questions.

Please note: When the service was turned on for 2016 event, one of the spigots was not operating correctly and had a cap on it to stop the leaking.