



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 MARCH 5 – APRIL 9, 2020**

CLAIMS (DID NOT MEET)

FINANCE (MET 3/26 AND WILL MEET 4/15 via Zoom)

- City Manager working with Committee on revised budget process.
- City Manager working with Department Leads

HEALTH + WELLNESS (DID NOT MEET)

- City Coronavirus (COVID-19) response activated in earnest on Friday, March 13.
- City Manager created a Board of Health which was appointed via Council approval at a special meeting on March 23.
- City issued Orders 20-01, 20-02, and 20-03 as part of local COVID-19 response.
- City Manager identified low cost Internet and phone alternatives for people and families of low income.
- The All-Age-Friendly Committee continues to work on an Age Friendly Community plan for Hallowell.

HIGHWAY (DID NOT MEET)

PERSONNEL + POLICY (MET 3/18 via Zoom)

- **City-hosted email addresses for Council and Mayor are ready for use and highly recommended.**
- City Assistant Clerk position is open for rolling application, but we are deferring hire until the City Coronavirus response protocols are clearer.

PROPERTY + LANDS (DID NOT MEET)

- City Manager looking into covenants and other terms for a development RFP for the Second Street Fire Station.

PROTECTION (DID NOT MEET)

- Affinity LED street light installation began in March.
- Police Chief Scott MacMaster will start work on April 13, and will work on institutional knowledge transfer with Chief Nason until his retirement.
- Police and CEO will inform lodging and B&B owners about the Governor's Orders related to short term rentals and lodging.

MISCELLANEOUS:

- Luthier Showcase organizational meeting on 3/12.
- Department Leads and City Manager activated Coronavirus response protocols on 3/16.
- City Hall and other City buildings were closed to the public on 3/17.
- Comprehensive Plan Committee met via Zoom on 3/19.
- Special City Council meetings were held on 3/23 and 3/31.
- City Manager continues to promote COVID-19 response messages on Facebook.
- Community members are invited to receive automated messages from the City via Constant Contact and NIXLE. Registration information is available on the City website.
- Citizens are encouraged to contact Hallowell Police Department if they observe any unusual activity: If you see something, say something!
- **City-hosted email addresses for Council and Mayor are ready for use and highly recommended.**

UPCOMING WORK:

- Evolving response to Coronavirus. Council, Mayor, and staff will receive regular updates.
- Continue meetings of Board of Health and Emergency Operations Staff.
- City Manager will staff Comprehensive Plan Committee meeting on 4/16.
- Finance Committee and staff will work on revised FY21 budget for first reading.

Respectfully submitted on April 9, 2020.

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