



CITY OF SACO, MAINE

Administration
Saco City Hall
300 Main Street
Saco, Maine 04072-1538

Kevin L. Sutherland, City Administrator
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CITY COUNCIL WORKSHOP TUESDAY, SEPTEMBER 5, 2017 – 5:00 PM CITY HALL AUDITORIUM

- I. **CALL TO ORDER**
- II. **PUBLIC COMMENT**
- III. **AGENDA**
 - A. Reorganization of Administration and selection of a Finance Director **P2**
 - B. Paper Streets
 - C. Chapter 135, Marijuana Cultivation and Distribution **P5**
 - D. Contract Zone – Commercial Riding Stable at 115 Loudon Road
 - E. Authorization of Bond Questions: City Facilities, Roads, Drainage, and Infrastructure; a Public Works Facility; and, Route One Sewer, and Pedestrian Improvements
 - F. Saco Middle School Boiler **P6**
 - G. Remapping of Sawyer Brook **P7**
 - H. Code Amendment – Chapter 186, Article III, Building and Street Numbering
 - I. Zoning Map Amendment – 47 Ferry Road **P8**
 - J. Contract Zone - 994 Portland Road
- IV. **COUNCIL DISCUSSION AND COMMENT**
- V. **ADJOURNMENT**



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MEMORANDUM

TO: Mayor Michaud and City Council
FROM: Kevin Sutherland, City Administrator
DATE: August 30, 2017
RE: **Reorganization of Administration and selection of a Finance Director**

Several changes have been in the works since the start of the fiscal year. In the Administrative Update from [July 6, 2017](#), I shared with Council the beginning stages of a search for a new Finance Director and my intent to shake up administration. With that said, I want to use this opportunity to bring Council up to date on where these (and a few other things) stand.

Administration

With our ever increasing need to communicate both with Council and the public, as well as the additional demands that continue to be placed on this office (that also stay within the budget), I have eliminated the Executive Assistant position and have instead created two positions to support this office:

Brandon Pettit has joined the Administration Department as our **Grants and Projects Specialist**. In this role, Brandon will be responsible for the coordination and development of grant applications and reporting, updates to our policies and procedures, and will also be available to assist departments with projects as needed. Brandon joins us as an experienced manager and educator with over 12 years of experience, most recently at The Pennsylvania State University monitoring research, development, implementation, and the assessment of a variety of written, aural, and visual projects.

Emily Roy has accepted the position of **Marketing and Communications Specialist** for the City of Saco. Emily will work to create uniformity and consistency in the development of public outreach materials as well as internal communications. In this role, Emily is responsible for website content management, city branding and marketing initiatives, newsletter and social media coordination, and the management of the bid/request for proposal process. Emily brings a vast knowledge of the City of Saco and its internal departments, having worked for several departments over the last eight years (most recently as the Executive Assistant for Saco's City Administrator).

—So, without an executive assistant, how will the administrator survive?

The main phone line, (207)282-4191 has been switched to an automated service. Most calls that come in are looking for a different department. So instead, we made a short menu to go by. You can access a list of departments (1), dial a direct line (if you know your party's three digit extension), dial by last name (2), or dial by first name (3).

Scheduling meetings/reserving rooms: We have an online process for this now that let's anyone become a user of the system. All of the organizations who frequently request room usage have been trained on the process, though there is a step by step [procedure manual](#) located on the [room reservation page of the City Website](#) for any parties needing assistance.

Human Resources

As part of the budget process, I had split the Human Resources and Finance duties effective July 1st;

MaryLou Kadlik stepped into the position of **Human Resources Director**. MaryLou has over 20 years of comprehensive human resources experience within the private and public sectors. As director, MaryLou will perform a variety of complex administrative, technical, and professional work in directing and supervising the personnel systems of the organization. In this role, her duties will include strategic planning, organizational development, and human capital management. She will also be responsible for compensation and benefit administration, human labor relations, and training and development.

Finance Department

An interview team comprised of the Mayor, Councilor Doyle, Human Resources Director MaryLou Kadlik, and I reviewed nearly 20 applications and held interviews through July and August for a select portion of applicants. I can happily say the team has selected a phenomenal candidate!

Glenys R. Salas has accepted my offer to become the next **Finance Director** for Saco (pending Council approval Tuesday night). She will look to start on September 25th.

Glenys Salas has nearly a decade of experience managing finance and data for the marketing teams of Fortune 500 companies on both the client and agency sides. The first 5 years of her career included exposure to trade budget management at Unilever and brand management at Jarden Consumer Solutions (now Newell Brands Inc.). Most recently, she spent 3 years working for a boutique digital marketing agency in New York called Ai Media Group where she managed budget forecasting and marketing analytics for the likes of Time Warner Cable (now Charter), Sprint, and Berkeley College. Glenys completed her Master's Degree from Villanova Business School, where she specialized in data analytics.

This is truly an exciting time for Saco, as I look to work closely with Glenys on developing ever better forecasting tools, new reports for Council and the public, and streamlining our internal processes and reporting, saving both time and money. I've asked her to join us via Skype as part of the workshop so you can be introduced to her.

Finally, I need to share some serious Thank You notes.

WORKSHOP ITEM: A
Date: September 5, 2017

To Denise, for stepping up into the Tax Collector role and strengthening your role as a manager within our organization. You have a great team under you and I truly appreciate how you and our Finance Clerks handle the day to day transactions and assist members of the public.

To MaryLou, for guiding us through the interview process, helping support the Finance department in the interim, and developing the reports necessary to keep us moving forward.

To Dor, for trusting me to step in, ask questions, and begin the process of lightening the load. You should have the support to streamline, so let's work together to make it happen.

To Ryan and Emily, for taking on every additional tasks that comes your way and keeping the action items at the forefront. Your job descriptions should be something like 50% other duties as assigned.

To Cheryl, for continuing to serve as the City's Finance Director in the interim. You've provided me with assistance, guidance, and patience these last two months and continue to plug along to get the books closed for FY17 and prepare us for audit season all while working full-time plus across the river.

I can't say it enough. I work with amazing people. Thank you. Thank you. Thank you.



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MEMORANDUM

TO: Mayor Michaud and City Council
FROM: Kevin Sutherland, City Administrator
DATE: August 30, 2017
RE: **Changes to Chapter 135: Marijuana Cultivation and Distribution**

During the Public Hearing on August 21st, some questions and concerns were raised from a business owner and resident of Saco around the ordinance that was being considered for final adoption on Tuesday September 5th. I met with him to discuss his concerns and offered to run those by my staff before this went back in front of Council. I have not had the opportunity to do this before the packet needed to be prepared and sent out.

I've reviewed many of the timelines to ensure this is doable, but we can postpone discussion of this item to the September 11th workshop for Council discussion/consideration and back to Council on September 18th for final approval (with or without amendments).

Here is how.

1. This particular ordinance is in effect as an emergency ordinance (in its second (and last iteration) which lasts 61 days following Council approval. This was approved on July 17th, in effect on July 18th, and ending September 19th (See [Charter - Section 2.10 – Emergency Ordinances](#)).
2. After the public hearing, the City Council holds a second reading. That second reading has to be after 6 days and before 31 days from the public hearing. The public hearing was on August 21st, so as long as the second reading “at which time the City Council may adopt the ordinance, with or without amendment, or reject it” happens on September 18th, Council will be in compliance with its Charter.

I've taken the liberty to draft the motion as part of the meeting to table to the workshop on September 11th and bring back for vote on September 18th. This will give staff time to respond to questions raised and discuss with Council potential changes before final (or amended) adoption.



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MEMORANDUM

TO: Mayor Michaud and City Council
FROM: Kevin Sutherland, City Administrator
DATE: August 30, 2017
RE: **Saco Middle School Boiler**

As part of the workshop on August 21st (see [page 38 here](#)), we presented an alternative solution to pay for the boiler in the Saco Middle School. Utilizing the \$220,000 made available by the energy bond (and consistent with the energy committee's recommendation), along with the \$573,000 from last January's discussion of fund balance above 10%, Council can move that money (with a 5-2 vote and two readings) into a Capital Program Project account.

Included in the packet are two separate items that will need Councils approval;

- at the September 5th meeting, send the bond bank pre-paid loan agreement to a public hearing and vote to accept the terms at the September 18th meeting – a two meeting process, and
- a budget adjustment necessary to make a budget adjustment that meets our fiscal policy and charter requirements – a two meeting process.



CITY OF SACO
MEMORANDUM

Inspections Services, Saco City Hall
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TO: KEVIN L. SUTHERLAND, CITY ADMINISTRATOR
FROM: RICHARD LAMBERT, CBO
SUBJECT: SAWYER BROOK FLOOD STUDY
DATE: AUGUST 30, 2017

The City advertised for bids to restudy the boundaries of the special flood hazard area of Sawyer Brook and we received two bids. Both bids were significantly higher than what we had budgeted for. The low bid came in at \$34,250 from Sebago Technics with a completion date of March 2018. The second bid came from D.M. Roma Consulting Engineers for \$37,000 with a completion date of 90 days from the date of authorization to proceed, approximately December 2017. The amount appropriated in the Request Above Directive (RAD) was \$15,000 so a supplemental appropriation of the balance will be required if we wish to proceed. The balance required will depend on which firm we choose to perform the work and if the completion date is a factor.

The original requested amount was derived from conversations with another consulting firm who did not bid.

My recommendation is to fund the balance at the higher level so that the work is completed sooner and we can get this information into FEMA for inclusion in the new flood maps.



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MEMORANDUM

TO: Mayor Michaud and City Council
FROM: Robert Hamblen, City Planner
CC: Kevin Sutherland, City Administrator
DATE: August 21, 2017
RE: **Zoning Map Amendment - 47 Ferry Road**

Mark and Judy Thayer of 47 Ferry Road have initiated this request, asking that the City consider changing the zoning for their 0.34 acre parcel at the corner of Ferry and Pine Ridge Road from R-1a to R-2. The Thayers have a single-family dwelling, and would like the ability to create two additional residential units in the attached barn.

The parcel works out to 14,810 s.f., while 5,000 s.f. per unit is required for a multi-family dwelling in the R-2 zone. They mention the possibility of acquiring some additional land from an abutter. At this time, however, their parcel falls 190 s.f. short of supporting the proposed 3-unit dwelling.

The Planning Board held a public hearing for this request on August 8, 2017. The members of the planning board voted to forward a negative recommendation to the City Council based on the following reasons:

- a) Setting a perhaps unwise precedent,
- b) Protecting interest of the abutters,
- c) May be an example of spot zoning.