

Administration

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MEMORANDUM

TO: Mayor Doyle and City Council
FROM: Bryan T. Kaenrath, City Administrator
DATE: October 5, 2020
RE: **Administrator's Report**

Personnel Updates

The interview committee to select our next Building/Codes Department Director met late last week to consider candidates for the position. Following an interview and committee deliberation, I will be appointing Deputy Director David Twomey for the position of Director. Council confirmation will appear on our next meeting agenda. Dave brings with him many years of experience and is uniquely familiar with our Codes Department and the City of Saco.

Our Planning & Economic Development Department has decided to bring back former City Planner Bob Hamblen to the position after an extensive search. Bob has indicated his willingness to serve for at least 12-18 months and possibly longer and will be a great asset to the department during this very busy time.

Property Transfers

Attorneys are currently working on purchase & sale agreements and deed preparation for the properties at 90 Temple Street, 2 Marguerite Road and 351 North Street. These should be wrapped up over the next few weeks.

Elections

Early voting at the City Hall Auditorium has now begun. Voters may also utilize the drop box on the Cutts Ave side of City Hall as another means to return your ballot. We encourage all citizens to vote early if they cannot make it to the polls on Election Day. The Mayor and I have a meeting tomorrow to discuss using Thornton Academy as the City's polling place which would logistically be preferable due to more plentiful parking and more space.

City Administrator Open Office Hours

A reminder my first session of City Administrator's Open Office Hours is scheduled for October 27th from 3-5pm in the City Hall Auditorium. All Saco residents and local business owners are welcome and encouraged to come and share their thoughts, views, complaints and concerns.

Comprehensive Plan

After a competitive RFP process, the City of Saco has awarded the contract in September for the City's Comprehensive Plan 2021 Project to Stantec Consulting Services, Inc., located in Boston, Massachusetts in the amount of \$124,500. This fee will include all labor, travel, materials, printing, media and other costs required to complete the Project per the Agreement as outlined in the City's RFP.

It is anticipated that the Comprehensive Plan 2021 Project will take about 18-months to complete. The primary Stantec Consultants will be David Dixon, Vice President and Principal and Phil Schaeffing, AICP, LEED AP, Associate and Senior Planner/Urban Designer. They will be working closely with City Staff: Bob Hamblen, City Planner; Denise Clavette, Director Planning and Economic Development; Jessa Berna, Economic Development Specialist; and Isabelle Oechsle, Planning and Economic Development Associate, and other city staff as well.

A Long-Range Planning Committee will be formed to work with the Consultants and Staff to help with the development of the City's Comprehensive Plan 2021, and to continue after the 18-month project to serve with the Comprehensive Plan's implementation.

