

Administration

Saco City Hall
300 Main Street
Saco, Maine 04072-1538
Phone: (207) 282-4191



Kevin L. Sutherland
City Administrator

KSutherland@sacomaine.org
facebook.com/sacomaine
[Twitter.com/sacomaine](https://twitter.com/sacomaine)
[Instagram.com/saco.maine](https://instagram.com/saco.maine)

MEMORANDUM

TO: Mayor Lovell and City Council
FROM: Kevin L. Sutherland, City Administrator
DATE: September 17, 2018
RE: Administrative Update

Call from Hannaford team

Beginning October 8th, Hannaford will be charging 5 cents for paper bags in communities with an effort to change public behavior. They have affordable re-usable bag options (as low as .50) and are hopeful the community will work toward bringing their own bags. I've asked Emily to reach out to their corporate Marketing team to work on a positive message for all of the communities who have adopted similar ordinances and how to share this with the general public and their customers.

Personnel Committee

Met last week to review a draft document. We'll be looking to review and discuss the findings and the re-drafted document at the October 9th Council Workshop.

Public Meeting

Saco Route 112/Exit 36 area transportation study public meeting number 2 will be taking place on September 27th 6pm-7:30pm in the Auditorium. There will be representatives from MTA, MDOT, and the City of Saco.

City Hall Closed for an hour

On Thursday September 27th, City Hall will be closed for the lunch hour to allow all City Hall staff to participate in the Employee BBQ. We will have signs up at all City Hall entrances to inform members of the public as we get closer to the date.

Update on Hoarding

This was originally reported to the Council at the July 23 meeting. A member of the public requested this be read again.

On September 5th of last year, Saco had a workshop and public hearing for a grant to develop a compulsive hoarding program. We partnered with Shalom House to apply where the City acts a pass through while the

experts (Shalom House) created the program and now administer it. On September 18th, Council accepted the CDBG grant as part of its consent agenda.

This grant is for up to 50,000. They have spent just under 20,000 of it.
Since starting services for the Saco/Biddeford area in September:

Individual in-home clients: 18

Support group attendees: 10

Number of support group meetings: 21 (2 hours per meeting)

Training with the book CBT for Hoarding Disorder by Dr. David Tolin Volunteer in-home Hours: 243

Sorting, discarding, donating and removal Shalom staff in-home hours: 140

Sorting, discarding, donating and removal Training CBT for Hoarding

Hoarding 101 trainings: 4

Number trained: 73

Task Force Meetings: 2

Task Force Sub Committee meetings: 5

Formed a collaboration with USM to find funding for programing after the current CDBG grant has ended

Submission/Posting of Council Packets

At the present moment, the Council packet is primarily a logistics issue.

The policy is currently: Department's provide information for Council packets two Friday's before it is supposed to show up on an agenda.

Unfortunately it has strayed away from this over the last few months because we've been trying to get items through the process in a timely fashion. Council meets on Monday – at the Tuesday staff meeting, departments are informed about the items that need to be prepared for the following Monday - sometimes there isn't enough time to get all the information together by Wednesday.

I meet with the Mayor to review the agenda on Wednesday afternoons and our meeting lasts well past the time at which staff is still here. I have meetings most Thursday mornings which means we do not get the edits taken care of until Thursday afternoons or first thing Friday morning.

This past week was particularly difficult because I took some time Thursday and Friday to work on my house and there was a last minute item added – a communication error between myself and the Mayor. I thought the budget amendment was a clear enough indication of the Council's support for the letter I sent, the Mayor wanted a separate action for the Council to consider. I now know to save house work for weeks when there isn't a meeting on the following Monday.

As for the online link. There was one. For the first document. It was removed and replaced, but it did not save properly. In addition to the language added to the website, there is user action to show the attempt was made to post the packet. In addition, the agenda was posted in City Hall on Friday which satisfies Charter requirements.

We can get back to the two weeks out, but it is not always all that business friendly – so working with the Mayor, we've made exceptions at the expense of when the packet can get out.

I have some thoughts and will look for some feedback about how to best move forward:

- Send a completed agenda item to the Council in email once it is ready (by Wednesday evening when I know which items the Mayor wants to see on the agenda along with a draft agenda). And the completed packet once it is entirely complete? That would reduce the number of new items you'd have to review on Friday or over the weekend.
- Meet more frequently (4 meetings/workshops? and have fewer items on the agenda? – to ensure packets are out on Thursday
- Meet twice a month with longer meetings – this will enable us to have the packets out on Wednesday afternoon, but will delay when something comes before Council.