

City of Auburn, Maine

Office of the City Manager



TO: Mayor and City Council
FROM: Clinton Deschene, City Manager
RE: Weekly Report
DATE: Week Ending October 17, 2014

Auburn Public Library

- At its regular monthly meeting on Weds., 10/15, the Board of Trustees elected the following officers: Sonia Buck, President; Kirk Egge, Vice-President; Bill Low, Secretary; and Ed Cormier, Treasurer.
- Eight members of the staff recently attended the Central Maine Library District's Fall Council meeting in Augusta. Programs on effective marketing and children's early literacy resources were presented.
- Four members of the Children's Room staff and a BookReach volunteer attended a presentation on holding effective and fun storytimes by Shannon Schinagl, who is the Maine State Library's new early literacy specialist. The Library was pleased to be asked to host the program which attracted public librarians, school librarians, volunteers, and others who participate in storytime programs.
- Suzanne Sullivan and Mamie Ney, along with Valerie Osborne of the Northeastern Library District, visited with the staff at Cengage Learning/Thorndike Press in Waterville. The company, which is best known for its large print publishing, was seeking the input of library professionals about the state of libraries and collection development.
- The Library continues to do outreach to the City's seniors. This week Suzanne Sullivan and Marty Gagnon visited Schooner Estates.
- On Tues., 10/21, @ 7 p.m. Dr. Lisa Torgersen, a Family Medicine resident with Central Maine Medical Center, will present a program, "Viruses in the News." Dr. Torgersen will talk about newsmakers such as Ebola and Enterovirus, focusing on what's real, what's not, and how to protect yourself and your family. Dr. Torgersen will explain what these viruses are, how they're spread, and what the symptoms are. She will present practical information on how you can prevent the spread of these and viruses in general.
- "Ages & Stages: My Developing Child," a presentation by Advocates for Children, will take place on Tues., 10/21, at 3:30 p.m. This is a program for parents or caregivers of children between the ages of 0-5 ... Join the discussion about transitions from infant to preschooler, observations, expectations, behaviors, discipline, routines and successes and challenges! This program is free and open to the public.
- There will be a joint meeting of the APL and Lewiston Public Library management staffs at APL on Weds., 10/22, to discuss current collaborations and to identify additional areas in which we can work together.

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- The final session of “Why Quilts Matter” will be held on Thurs., 10/23, at 6 p.m. Our thanks to Betty Bell for leading this quilting group, featuring technique demonstrations, show and tell times, and lots of laughter and companionship, in addition to clips from the Kentucky Quilt Project television series” Why Quilts Matter.”
- Superhero Story Time! Join us on Friday, 10/24, at 4 pm for a very special superhero story time for kids in 2nd through 4th grades. Julia Teitel, Androscoggin County Community Educator for Safe Voices, will read superhero stories and kids will create superhero capes.
- The Fall Book Sale will take place in the Community Room on Sat., 10/25, from 9 a.m. to 3 p.m. We have been receiving a great selection of donated books. This is a fun fundraiser for the Library. Please stop by to select some good reads and visit with friends and neighbors.
- Follow the Library on Facebook or link to our website at www.auburnpubliclibrary.org for more information about all of our programs, new books, and more library news. You may also stop by the Library to pick up a printed copy of our various programming calendars.

City Clerk

- Worked with Sue Davis, Fairview School and Craig Latuscha, Edward Little High School to provide voting booths and a ballot box for their mock election to be held at the end of October.
- Conducted absentee voting at Schooner Estates on Tuesday, and The Sarah Frye Home and Auburn Residential Care on Thursday. We will be visiting Clover Manor Nursing Home on Friday to conduct absentee voting there.
- We’ve issued 709 ballots since last Thursday’s weekly report for a total of 1154 absentee ballots issued to date.
- We continue to work on recruiting election workers to fill the remaining slots.
- The State wide “closed period” for this election began on 10/15/2014 and anyone wishing to register to vote has to do so in person with proper ID and proof of Auburn residency.
- Issued through Wednesday, 10/15/2014;
 - Birth Certificates - 4
 - Death Certificates - 23
 - Marriage Certificates - 6
 - Marriage Licenses - 3
 - Burial Permits - 6
 - Garage Sale Permits - 4
 - Business licenses – received 4 renewal applications and mailed out 8 reminder notices
- Voter Registration
 - 66 new voter registrations
 - 30 changes (address, party affiliation, name)
 - 28 cancellations (moved out of Auburn)
- Tammy Thatcher has been assisting on the phones.

CDBG

- Submitted quarterly reports to the Department of Housing and Urban Development, the Federal Financial Summary Report, the Labor Relations Report, and the Federal Funding Accountability and Transparency Report.
- Met with a client whose account was very delinquent due to illness and re-amortized the loan.

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- Held the first meeting of the Citizens Advisory Committee with 17 or the 18 members present. The meeting was primarily meeting, orientation to the Consolidated plan process, and starting to think about neighborhoods.
- Met with Jude Cyr to talk about demolition of a school owned building. The building will be included in a demo package of several other buildings later this winter.
- Met with a Small Business Program applicant to review his application. Al Manoian will be assisting with due diligence on this project.
- Last week a single parent became the first homebuyer to take advantage of the Homebuyer Savings Account Program by purchasing a 2 bedroom home in New Auburn. The homebuyer became interested in the program when her landlord asked her to move so he could take over the house she was renting. She moved in with her sister to save for a down payment and enroll in the HOME Savings Account. Although doubling up has its challenges, this approach along with our 2 to 1 match program helped this family gain access to home ownership.

Finance

- The Finance Director has completed the draft 2014 Comprehensive Annual Financial Report and has sent it to the auditor's for their technical review. We are on track and hope to have the report ready for Council before Thanksgiving.
- The bids for the 2014-15 Bonds were due on Wednesday, October 15, 2014. We received 7 bids. The rates we received were at Aaa levels. We received a premium on the bonds of \$528,220, therefore we are only issuing bonds of \$6,800,000. With the premium we will be able to cover the issuance cost and still have enough money to complete all projects. That will save the City \$40,000 plus interest in debt service payments over the life of the bonds.
- The Facilities /Purchasing Manager has been working on various projects (listed below):
 - Ingersoll repurposing – meetings, discussion and research
 - Hasty window replacement – prepared bid documents
 - Hasty asbestos removal – pre bid meeting with contractors interested in submitting proposals.
 - Snowplowing – Pre bid meeting with contractors wishing to submit a proposal.
 - Dump Trucks – Awarded bids on 2 dump trucks.
 - Resolved drainage issues at pond building at Pettingill Park.
 - Completed final inspection and walkthrough of work done on the Parking Garage

Fire

- On Thursday 10/9 & Friday 10/10, Auburn Fire Dept. hosted Bob Page, an internationally known instructor in Advanced Life Support medical training. He provided two day long classes for AFD and local medical providers. Mr. Page has taught around the world and has authored several professional texts and articles on emergency care issues.
- Auburn Fire Department began Emergency Medical Transport service to its citizens on Tuesday October 14th at 7:00AM.
- Crews completed work in preparing the new ambulances to begin transport service to the Citizens of Auburn. Again, special thanks to Lt. Robert Dumont who has supervised this operation and has provided exceptional leadership in this endeavor.
- Preparations for Fire Prevention Month continues, In spite of all the work going on with the EMS startup, crews still found time to provide Fire Prevention training for the community.

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- The entire Fire Prevention office has also been preparing the Auburn Fire Department “Open House” to be held on Saturday October 19th at AFD Central Station. This will be preceded by a “Housing” Ceremony for our new apparatus. Ceremonies begin at 11:00 AM and Open house will continue till 4:00 PM.
- FPO O’Connell was busy with Certificates of Occupancy and Code investigations this past week, including the a site visit for the new classroom building at CMCC, meeting with Auburn Housing to calculate occupancy loads for two of their buildings, met with a property owner regarding an apartment building remodel, and a meeting with an owner of “The Barn” along with Economic Development, Planning-Permitting & Code enforcement regarding future plans for the building.
- Chief Roma gave several presentations to both print and visual media concerning the publics need to utilize 911 as the primary phone number to report an emergency. He also spoke about the implementation and startup of the AFD’s new emergency medical transport service.
- For the week of October 9 to October 15, we responded to 81 calls for service. These include, but are not limited to: 6 fire alarm calls, 6 fire calls with 4 for unauthorized fires, 53 Emergency Medical calls with 12 transports, 8 Motor Vehicle Accidents with injuries, 3 Hazardous Conditions and 5 service calls. No mutual aid was given or received during this time period.

Health and Social Services

- Tammy Thatcher continues to help out in the Assessing office on Fridays and has put in many hours in the Clerk’s office this week helping with voter registration and tending the information desk.
- This week we received a monitor to put into the waiting area to keep an eye on clients while they wait to see someone. This is very helpful while Tammy is out of the office and keeps me from checking the wait area frequently.

Human Resources

- The Human Resources Department has posted advertisements for the positions of Project Engineering and Police Officer. Interviews are scheduled next week for the appraiser position.
- Ray Lussier, Safety Coordinator, is providing safety training to Public Services employees as part of the annual training program for winter preparations.
- Chris Mumau, Human Resources Assistant, is coordinating United Way and other charitable giving campaigns with personnel in each City department. The campaigns will run through mid November.

ICT

- Collected sidewalk data and created a Sidewalk map for the downtown area. The map shows the locations and types of sidewalks in the downtown and New Auburn areas.
- Worked with PD and Planning to create a map showing the available on-street and lot parking for the downtown areas between the Androscoggin and the Auburn Hall parking garage. The map shows both year-round and seasonal parking, and provides parking counts for these areas.

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- Updated the overall and individual TIF maps for the Planning, Permitting and Economic Development Department.
- Updated Great Falls maps to include utilities and Form Code concept data.
- We've been notified of a potential threat that attacks automated control systems specifically. This could include HVAC, elevators and access controls. This may force us to modify how we remotely access the network through Virtual Private Networks (VPN). There is a Cisco equivalent available to us, but it's much more cumbersome. As we learn more about it we'll keep posted.

Planning

- As of October 14, 2014 the City of Auburn is using the 2014 edition of NFPA 70 (The National Electrical Code). All permits issued after that date shall be constructed to the 2014 edition. However, if an existing permit is on file prior to 10-14-2014 and requires electrical wiring the previous edition (2011) or the 2014 may be utilized. This action will help in the transition to the new standard.
- Staff attended the Lewiston City Council Workshop regarding recreational water rights in the canals presented by Grow L-A. The Lewiston Council seemed hesitant to bring new ideas into the discussion with Brookfield as they have worked on a draft contract to assume ownership if the canals for a long period of time. The idea that we (Lewiston-Auburn) could have an attraction like the following video displays in our downtown is an incredible opportunity for attracting people and downtown business customers:
<https://www.youtube.com/watch?v=U7wk8bHaAyk&feature=youtu.be>
Staff is hopeful that Lewiston will consider the feasibility study requested by Grow L-A before they trade public water rights away forever.
- Cristy Bourget, Code Compliance Officer and City Sanitarian is back to nearly full time and working on getting caught up with restaurant inspections and code complaints.
- We received an update from Maine Army National Guard and Army Corp of Engineers. The appraisal of the ball fields and a portion of Mt. Apatite has been completed and submitted for Federal review. We should receive a land swap proposal from ACOE in the coming months.
- There are a number of known potential opportunities for investment and potential challenges facing the East Auburn Village. Staff and the Mayor solicited volunteers for a community engagement process to coordinate all of the projects for the outcomes desired most by the community, however, there were not enough interested volunteers to participate in the process. As an alternative, staff will be attending any meetings related to individual projects or initiatives to make sure the other projects are discussed and the public is aware of them.
- Community Little Theater- The City Planner continues to work with the City Manager's Office to develop a parking plan for the Community Little Theater.
- Groundbreaking for New Academic Building at CMCC- Doug Greene will attend the groundbreaking ceremony for a new four story academic building at Central Maine Community College on Friday, October 17.
- Meeting Local Housing Needs with Smart Growth Tools in 2014- Doug will participate in this webinar on Friday, October 17.
- Staff continues to work with Selco to meet their loading dock needs and promote community goals.

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- Excavation permits had an unusually high volume this week and are taking extra time to process. Katelyn Doustout, Information Assistant noted that Northern utilities and Auburn Water and Sewer applied for more permits than usual.

Police

- The department handled 549 calls for service this week. Officers conducted 188 motor vehicle stops and 12 field interviews. Officers investigated 59 offenses of which, 4 of which were felonies, generating 16 arrests, 27 criminal summonses and 8 juvenile arrests. Officers responded to 28 motor vehicle crashes.
- The department held its third Coffee with a Cop event at Starbucks. The evening event was well attended by our citizens who had a great time interacting with our officers.
- Chief Crowell and Lt. Cogle hosted the first meeting of the Lake Auburn Neighborhood Watch. Fourteen people attended this meeting. Those who attended were excited about the Neighborhood Watch Program and indicated they would be supportive of this group moving forward.
- Sgt. Schmieks, Lt. Cogle and R. Beaudry met with Ray Lussier regarding the recent Safety Works Report.

Public Services

- Public Services Employees all came together and raised over \$200 in cash, and, a dump truck full of cans donated to Q97.9 "Cans for Cure". Which were picked today by Laure and Meredith, representatives of the station.
- Public Services continues with training Tuesdays with: Rick Assessment, Fire Extinguishers, Jog Task/Hazards/PPE/Hazard Communications/Emergency Action Plan/Fire Extinguishers/Lock out-Tag out/Trench Excavation Safety/First Response Awareness and the second half of Bloodborne Pathogens.
- The basin Crew was very busy this week attending to safety requests from Derek B.
- Installed under drain along the parameter of the pond building at Pettingill Park
- Installed a drain on the back side of the Pond building at Pettingill Park
- Removed the broken rail in the front of the pond building
- Brought the concrete up to grade at the pond building to prevent trip hazard
- Repaired rail at the stairs on the west side of pond building
- The tool crib was busy prepping for winter operations along with inventory control and small equipment repairs
- Rail Road Track repair; Spring St.
- Painted; Walton Field, Lake View 1 and 2
- Tree Work: Fifth St., 625 Pownal Rd
- Repair Manhole on Minot Ave.
- Repair Veterans Monument
- Repair pathway; Pulsifer St., spread calcium
- Hot Patching on Dunn Street
- Other: Dig Safe Markings On-going
 1. Sign Work GIS
- Whitney Street- project nearly complete. Punch list remains for miscellaneous hand paving.
- Lake Street- Roadway has been box cut/reclaimed. Gravel being installed. Base paving next week.

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- Hotel Road- surface paving complete. Driveway aprons and gravel shoulders remain.

Recreation

- Registrations continued for Youth Basketball (grades 1-12) and Skills & Drills Basketball Camp (grades 1-6). Youth basketball is a developmental program that places participation, skill development, and sportsmanship above points scored. The measure of success is how much a player has improved from the beginning of the season to the end. Skills & Drills Basketball is a four-day camp that will teach players the basic fundamentals of basketball including: dribbling, passing, shooting, offensive and defensive strategies. Whether a beginner, or returning player, this camp will provide the young basketball player with skills to improve their game at every level.
- Youth Football practices & games (3-6th grade) continued. There are a total of 75 players and 9 volunteer coaches in this division this season. Competitors participate in the Mid Coast Youth Football League (MCYFL) which is comprised of teams from: Bath, Brunswick, Gardiner, Lewiston, and Turner. Week eight marks the beginning of the playoffs with Auburn teams competing against opponents from Lewiston, Turner and Brunswick.
- Youth Football practices & games (7-8th grade) continued. There are a total of 39 players and 4 coaches in this division this season. Competitors participate in the Mid Coast Middle School Football League (MCMSFL) which is comprised of teams from: Bath, Brunswick, Mt. Ararat, Gardiner, Lewiston, Oxford Hills, and Turner. The team will compete in game seven of their season on Saturday against opponents from Mt. Ararat.
- Flag Football (1-2nd grade) practices & games continued. In this program, players are introduced to the game of football. Participants will learn the basics of offense, defense, the line of scrimmage and other key elements of the game. Players practice twice a week and play games on Saturdays for a six-week season. There are a total of 30 players and 4 volunteer coaches in this division this season. Week five of games will take place this Saturday at Auburn Suburban Little League field.
- All Youth Football game and practice schedules are available online, and can be found on www.teamsideline.com/auburnme
- Pickleball has continued to be a big hit as week four of the program started on Tuesday. Pickleball is a tennis-styled sport that is played on a badminton sized court indoors or outdoors. The “Pickleball” is a plastic ball with holes that is served, volleyed, and rallied back and forth over a net using a wooden paddle. As of Thursday, there have been 90 participants, with new members coming in each day of the program. Pickleball will take place every Tuesday and Thursday, 9:00am-11:00am in the Hasty Community Center Gymnasium. The fee is \$2.00 for Auburn Residents and \$3.00 for Non-Residents.
- Week six of Pee Wee Soccer took place on Sunday, which marked the conclusion of the program.
- The 8th Annual Holiday Celebration/Parade of Lights planning process continued. December 3rd has been selected as the date for the event this year. Center Street Dental has again been secured as the premier event sponsor. The planning committee for the December 3rd annual L/A celebration would like to showcase the community’s multitude of festivities in an effort to make Lewiston-Auburn a holiday destination spot! As such, organizations that wish to submit information pertaining to a December 2014 holiday event will benefit from print and online highlighting of their festivities. Submissions may be submitted to Lewiston’s Community Relations Coordinator Dottie Perham-Whittier via www.lewistonmaine.gov/holidayla. For more information on the parade or to obtain an

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application, contact Program Leader, Jeremy Gatcomb jgatcomb@auburnmaine.gov.
Currently 12 organizations/groups have committed to take part in this year's parade.

- The Androscoggin County Sheriff's Office will be utilizing the Hasty Community Center beginning Friday for the alternative sentencing program. Program participants will assist with performing maintenance tasks and projects throughout the city for a one week period.
- In conjunction with our sponsors, Center Street Dental and Auburn Storage Solutions, we are pleased to announce our annual Fright Fest event. The 2014 Fright Fest will take place on Friday, October 31 from 5:30pm to 7:00pm for children in Pre-K – 6 grade. Activities will include: games, face painting, candy corn guessing jar, parade of costumes, prizes, and refreshments.
- Pre-planning for upcoming youth and adult winter programs continued.