

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 24, 2014

Auburn Public Library

- The management level staff of APL and Lewiston Public Library met on Weds., 10/22, to discuss the status of our collaborations and how we might further align our operations to make it easy for our customers. We discussed such things as department names, staff titles, recent interlibrary loan policy changes, and promoting the joint website.
- Mamie Ney attended the New England Library Association Conference in Boxborough, MA, focusing on workshops about the future of libraries, makerspaces, readers advisory, and program planning for millennials.
- 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 a great selection of donated books. This is a fun fundraiser for the Library. It has a great neighborhood feel to it. We appreciate the volunteers that have been helping with preparations.
- There are a few Halloween related programs on tap. On Mon., 10/27, at 6 p.m., author Patricia Hughes will talk about her book “Lost Loot: Ghostly New England Treasure Tales.” Treasures could be hidden not just along the coast but in the mountains, too. The final installment of “Let’s Pretend,” our imaginative play group for 2- to 5-year olds is a Halloween costume party on Fri., 10/31, at 10 a.m. The Teen Space will have a party also on Halloween at 4 p.m. There will be games, prizes, and treats.
- Our L/A Film Forum is presenting “Betting the Farm” on Tues., 10/28, at 6 p.m. This is the story of a group of Maine dairy farmers who launch their own milk company when their national distributor drops them.
- “In the Shadow of the Banyan” by Vaddey Ratner is the book up for discussion at Auburn Page Turners. This Cambodian-based novel tells the story of young Raami whose family copes with the upheaval in their country during the Khmer Rouge reign of terror. The group will meet on Thurs., 10/30, at 11 a.m.
- 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.

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City Clerk

- We issued 486 ballots in the last week for a total of 1640 absentee ballots requested, compared to 1349 issued during the same time frame as the 2010 Gubernatorial Election and 1597 issued during the same time frame for the 2012 Presidential Election.
- We continue to work on recruiting election workers to fill the remaining slots. 80 positions have been filled leaving approximately 5 slots to fill.
- Conducted absentee voting at Clover Manor, Bolster Heights, The Chapman House, and The Odd Fellows Home.
- Conducted AVS (Accessible Voting Systems) testing at Auburn Middle School, Auburn Hall, and Sherwood Heights on Monday and Washburn and Fairview Schools on Wednesday.
- Pulled and marked 114 ballots for testing on the tabulating machines, 6 of each ballot style for each ward.
- Issued through Wednesday, 10/22/2014;
 - Birth Certificates - 5
 - Death Certificates - 11
 - Marriage Certificates - 3
 - Marriage Licenses - 3
 - Burial Permits - 6
 - Garage Sale Permits - 2
 - Business licenses – received 5 renewal applications and issued 1 renewal
- Voter Registration
 - 43 new voter registrations
 - 27 changes (address, party affiliation, name)
 - 30 cancellations (moved out of Auburn or deceased)
- The City Clerk's Office will be open on Saturday, October 25, 2014 from 8 to Noon for absentee voting and voter registration only.
- Tammy Thatcher and Lori Lewis have been assisting on the switchboard.

Finance

- I would like to recognize Cindy Lauze, one of the tax clerks for going above and beyond her normal duties. The tax office received a notification from the State of the amount of reimbursement the City would receive for excise tax on trucks that are registered for 26,000 and over gross vehicle weight. Rather than except the State's numbers, Cindy researched all of our records for the period covered and as a result, Auburn will receive \$16,412 more than what the State had determined. Thank you Cindy.
- The Facilities /Purchasing Manager has been working on various projects (listed below):
 - Completed the 60% design review regarding Ingersoll Repurposing
 - Finished Work with consultant on Efficiency projects at Public Works and put out to bid
 - Work on Hasty Window Replacement Project bid docs
 - Completed MMA property inspections
 - Hasty Asbestos Project completed
 - Snowplowing Bid Opening
 - Award Bids for Dump Trucks
 - Working to award Dingley Mitigation contract
 - Met with Safety Team

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Fire

- Auburn Fire Department hosted its annual Open House on October 18th. This event also included the “Housing Ceremony” for our new apparatus. Councilor Crowley was one of the invited speakers. This was by far the largest open house since the inception of the program many years ago. It was estimated that over 500 people attended this event during the day.
- Auburn Fire Department continues to improve the process of patient transport. This is an evolving program, with continual process improvement spearheaded by our personnel.
- The ambulance service continues to be very busy. This past week we responded on 49 medical calls and two accidents with injuries. AFD transported a total of 39 times and provided Poland Rescue with a paramedic intercept to assist with their patient.
- FPO O’Connell was busy with a site visit to CMMC reviewing their evacuation plans which needed to be modified due to the construction of the new educational building being built on the campus. He also was involved in investigating two fires, one at Tambrands and the other on Shepley Street.
- Crews continued their fire prevention visits and tours for school children this week with several scheduled every day during this period.
- Chief Roma continues to provide presentations to both print and visual media concerning the public’s need to utilize 911 as the primary phone number to report an emergency. He continues to speak about the implementation and startup of the AFD’s new emergency medical transport service.
- For the week of October 16th to October 22nd, we responded to 69 calls for service. These include, but are not limited to: 3 fire alarm calls, 3 structure fire calls including a second alarm fire at Tambrands and a single family home on Shepley St., 49 Emergency Medical calls with 39 transports, 7 Motor Vehicle Accidents, 2 with injuries, 6 service calls and 1 paramedic intercept. We provided Mutual Aid once to Lewiston and received Mutual Aid twice from Lewiston.

Health and Social Services

- Calls are starting to come in for heating assistance. The Heating Assistance Loan Program (HALP) for home owners will be starting November first; we are already scheduling appointments for that time.
- Tammy Thatcher worked in Assessing 1 day and 3 days in the Clerk’s office this week.

Human Resources

- The City posted the position of Information Assistant for the Police Department. Kristal Goff, who has worked for the City of Auburn for two years, has accepted a position with the Lewiston/Auburn 9-1-1 Center.
- First round of interviews were held for candidates for the Appraiser position in the Assessor’s Office.
- Ray Lussier attended a Public Safety Team meeting. The team is reviewing the Exposure Control Plans and procedures responding to infectious diseases.

ICT

- Reviewed election data collection methods with City Clerk and created an improved Election Results spreadsheet and methodology. With each election we have worked with the Clerk’s office to refine and update our processes and tools for collecting election results. The latest

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revisions include a streamlined data collection form and provisions for cross-checking phoned-in totals to assure that the machine-tabulated totals match the totals entered into the spreadsheet. This eliminates a time-consuming manual step and provides an automated check for the City Clerk on election night. Next week we will test and proof the data collection spreadsheet, train City Clerk's office staff, and review and confirm the methodologies that will be used on election night. We will also be configuring several phones to interconnect, such that all Clerk staff will be able to field results from the polling places via just one number.

- We've added an additional workstation to the Clerk's area to handle the increased citizen activity created by the upcoming election.
- Trained the Planning department staff on a new tool that allows users to quickly create maps using spreadsheet data. This tool, part of the new Online GIS Platform, allows users to create an instant map by dragging a data file (created from a spreadsheet) to the Online map. After a 5 minute training session, Planning staff quickly (and without additional assistance) generated maps of Auburn's vacant and demolished properties for an internal meeting. This new capability will enable staff to create maps, examine their department's data (and combine it with other Online data layers) and share data and maps with other users and departments.
- Provided additional parking maps and counts to the Police Department to assist with Great Falls planning efforts.
- Created and exported project-specific CAD files for a consultant working on a city project.
- Added a new PC and phone for the new Deputy Chief position at Fire Central.

Planning

- Recreational Trails Grant- Work continues on completing the Bureau of Parks and Lands Recreational Trails Grant that is due on November 14.
- Smart Growth- Doug Greene and Eric Cousens attended the GrowSmart Maine Summit in Augusta on October 21 and sat in on the "Cultivating New Opportunities for Food-Based Businesses" and "Key Ingredients to Successful Economic Development in Downtowns and Commercial Strips" breakout sessions. The keynote address, "The Dollars and Sense of Smart Growth," was especially relevant with John Piotti, Maine Farmland Trust highlighting the synergy that can be created by having both a downtown and productive farmland in close proximity. The farmland feeds the downtown food network and the downtown food network feeds the farmers with revenues from local sales and reduced transportation costs. We have more available agricultural land that has not been divided up for residential development in Auburn than most communities resulting in a competitive advantage to create this synergy here. We will continue to speak with John and the Maine Farmland Trust to use their expertise in our discussion of the Agricultural Zone in Auburn.
- Shoemaker Alley and Main Street Pedestrian Improvements- The City Planner is working with Alan Manoian in creating a new design for the alley connecting Main Street to the City Parking garage. The plan will include new pedestrian ramps and improved crosswalks to create a more pedestrian friendly atmosphere for downtown. A recent meeting with regional transportation planners at AVCOG made the staff aware of funding for pedestrian projects. These funds may allow the alley project to expand to include new crosswalks at Main Street and Court (southern portion) and at Main Street and Festival Plaza. We hope to present some ideas to the Council and request input from the public soon as part of the design process.

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- Transportation Center- Doug has been assigned as city liaison to ATRC for the new Transportation Center project.
- Because of the upcoming election, Zack has been addressing improperly placed political signs. The registrar's office is located in City Hall and it is also an "early voting" place, therefore a 250 ft buffer must be maintained for campaign advertising.
- MRSA T. 21-A, §6082: Political Activities, Section 3. Advertising prohibited states that a person may not display advertising material; operate an advertising medium, including a sound amplification device; or distribute campaign literature, posters, palm cards, buttons, badges or stickers containing a candidate's name or otherwise intending to influence the opinion of any voter regarding a candidate or question that is on the ballot for the election that day on any public property located within 250 feet of the entrance to either the voting place or the building in which the registrar's office is located.
- Many candidates have been unaware of the required buffer and place their signs among other improperly placed signs. Zack has pulled the offending signs, attempts to contact the candidates, and requests that someone come pick the signs up in the Planning Office. Zack has also addressed complaints of political signs being a "sight distance hazard", blocking the vision of drivers at intersections.
- Zack continues to deal with housing complaints and there are many "no heat" calls around this time of year. Zack has also done a lot of work gathering and preparing "Dangerous Building" material for 33 South Goff St.
- I have been working on shifting some experienced administrative staff around to assist the Assessing office in their efforts to keep up with service demands. We have also been participating in interviews for the Appraiser position.

Police

- The department handled 537 calls for service this week. Officers conducted 155 motor vehicle stops and 14 field interviews. Officers investigated 87 offenses of which, 11 of which were felonies, generating 21 arrests, 25 criminal summonses and 2 juvenile arrests. Officers responded to 35 motor vehicle crashes.
- Deputy Chief Moen attended Safe Voices Annual Meeting.
- Chief Crowell attended CBDG's Improve Your Neighborhood meeting at Webster School
- Lt. Harrington attended New Auburn's Neighborhood Watch Meeting.
- Officers and Detectives are investigating a fatal pedestrian accident in the Wal-Mart Parking Lot. 33Y/o Cassandra Lavoie was run over by a tractor trailer truck operated by 40 y/o Hason Williams of Tobyhanna PA.
- Detective McCormick is investigating a retail shop lifting ring that has been identified as working out of the southern Maine and New Hampshire area. He's attended meeting with other law enforcement agencies and retail loss prevention officials. A collaborative effort and being made to identify, locate and charge the suspects.
- Detective Westleigh assisted the Traffic Enforcement Unit with a traffic stop involving a suspicious person who had cut copper in his vehicle. Subsequently, through an interview/investigation, Detective Westleigh was able to determine that many items within the vehicle had been stolen earlier in the day from a Christian Camp in West Gardiner. Det. Westleigh will be working with the investigating Trooper who took the original burglary complaint.

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- Another Crosswalk detail was completed on Court St by Harris St. Traffic Enforcement Officers issued only one warning. Most drivers were cognizant of pedestrians.
- SRO Carll and Sergeant Schmieks are currently teaching a RAD (Rape Aggression Defense) class. Seventeen women are participating in the class.
- Detectives are investigating a rash of residential burglaries and Motor Vehicle Burglaries in the New Auburn Area. Citizens should be reminded to lock their doors, both residence and vehicle.
- Auburn led Androscoggin County in the National Drug Take-Back Event. The department collected 557.8lbs of unwanted prescription medication.

Public Services

- Tree Work: Butler Hill, Beech Hill, Jennifer Dr. and 97 Maple Point
- Pettengill. Need the field to dry out so I can do the final grade on the outfield. All the under-drain has been completed. Will begin in the infield next week.
Whitney Street- punch list items remain
- Lake Street- gravel has been installed. Base pavement scheduled for next week
- Training Tuesday: Plowing Techniques Trainer; Loader Trainers; Fork Lift
- Hotel Road- gravel shoulders and driveway aprons remain
- 2 Man crew patching potholes on Gill St, Seventh St, South Main St, Fifth St, Pownal Rd, Witham Rd, Summer St, Lake St, Hillsdale Ave, EL High School, Stetson Rd, North River Rd, and Dunn St. 1 man in the sign shop repaired a Keep Right Sign on Turner St from an accident, repaired a pedestrian crossing sign on Turner St from an accident, replaced a Speed Limit 35 sign on Turner St that was faded, replaced at Double arrow sign on Turner St from an accident, replaced a roundabout sign on Turner St from an accident, replaced a Keep Right Sign by the roundabout on Turner St from an accident, reset a Bike Lane Starts on Turner St from leaning over, reset a Keep Right Sign on Turner St from leaning over, replaced the Park Ave/Summer St intersection signs from someone stealing them. 3 Man crew repaired the shoulder at 94 Eighth St from a washout from previous work there, filled the shoulder with 4" to 8" Rip Rap, then put a 2 foot gravel shoulder in. The same 3 man crew came back to the shop to prep the bollards for the Pulsifer St pathway for the remainder of the day.
- 1 Man in the sign shop made up 5 signs for mechanics area that say safety glasses required upon entry, replaced a 3 foot post on Cleves St due to an accident, replaced the in street pedestrian crossing sign on Turner St at Dennison St due to an accident. 2 man crew hot patching they hot patched, Country Club Dr, Belgrade Ave, Hotel Rd, Witman Spring Rd, Minot Ave, Crescent Beach Rd, Summer St Extension. 2 man crew at Pulsifer St pathway installed bollards at the bottom of the path and paved in. 1 man spreading what was left of the calcium on Woodbury Rd, Butler Hill Rd, and Hatfield Rd, spread 4000 gallons.
- 1 man in the sign shop replaced 2 chevron signs on Gracelawn Rd due to an accident, reset a truck entering sign on Gracelawn Rd due to leaning, replaced 2 school signs on Gracelawn Rd due to fade, reset the stop sign exiting work med due to leaning over, reset stop sign at Turner St and Gracelawn Rd due to leaning, replaced a no thru trucks sign on Merrow Rd due to fade. 5 man crew on Minot Ave prepping a manhole cover and plating it and paving it over for now took 5 hours. 2 man crew performing a plow route dry run on 3's run. 3 man crew helping out with Cans for a Cure in the afternoon.
- 1 man in the sign shop replaced no parking sign on Spring St due to accident, replaced one way sign on Union St and School St due to an accident, replaced a no parking sign on Harris

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St due to an accident, replaced yield sign at bottom of access road for salt shed due to accident, replaced speed limit 35 sign on Mount Auburn Ave due to accident, replaced hunting ordinance signs on Youngs Corner Rd due to accident, replaced advisory speed 25 sign on Youngs Corner Rd due to accident, replaced speed limit 35 on Youngs Corner Rd due to accident, installed 2 equestrian crossing signs by 177 Youngs Corner Rd due to resident complaint. 2 man crew performing dry run on 3's plow route. 2 man crew performing dry run on 13's plow route, then cleaning basin tops for the afternoon.

- 4 man crew working with Pan AM railroad on a track replacement on Spring Street removing hot top and traffic control. Truck 23, 55, 36, 80. 2 man mowing Central fire and Washington street this side of the detour with 56 and 63.
- 5 Man crew ditching 118 country club drive and a section on Woodbury road. Truck, 23, 55, 13, 36, 80. More roadside mowing on Brick yard circle, and Washington Ave with 56, 63.
- 4 Man crew hauling winter sand from our pile that is in K&k's pit to the pile in our pit till 10:30 with truck 44, 30, 36, 1. Then they worked with Pan AM railroad on the Allied crossing tearing off the hot top to prepare them for a total track replacement that is taking place on Sunday. Truck 23, 55, 36, 80. 1 man mowing pit area with 63. 2 man doing a dry run on truck 6's run with truck 9.
- 4 man crew Hauling more winter sand truck 44, 6, 1, 53. 2 Man doing a dry run on 28's run. 2 Man sweeping leaves down town New Auburn with 62, and truck 4. 1 man Mowing in pit area around the old dump with 56.

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 nine continues with playoffs with Auburn teams competing against opponents from Lewiston, Turner/Brunswick. The 3-4th grade division concluded last Sunday with the annual jamboree round robin tournament.
- 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. Week eight marks the beginning of the playoffs on Saturday with Auburn competing against opponents from Bath.
- Flag Football (1-2nd grade) practices & games continued, with conclusion of the program on Saturday.
- All Youth Football game and practice schedules are available online, and can be found on www.teamsideline.com/auburnme
- Pickleball had the week off, due to gym utilization by the Alternative Sentencing Program. Pickleball is a tennis-styled sport that is played on a badminton sized court indoors or

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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.

- 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 application, contact Program Leader, Jeremy Gatcomb jgatcomb@auburnmaine.gov. Currently 14 organizations/groups have committed to take part in this year’s parade.
- The Androscoggin County Sheriff’s Alternative Sentencing Program concluded on Friday.
- 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.
- Planning for upcoming youth and adult winter programs continued.