

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 November 14, 2014

Assessing

- I completed my appeal packet for the BOAR
- Inspected 2 properties for abatement requests
- Carol Colby (O'Donnell Associates) continued processing BETR reimbursement applications.
- Katelyn completed proofing 3 months of deeds

Auburn Public Library

- Special events for our November writing month activities continue. Please see our website at http://www.auburn.lib.me.us/Reference/adult_writing_series.html. The memoir session on Nov. 6th with the four authors was very successful with more than 25 attendees. The next event is on Tues., 11/18, at 6:30 p.m. Author Frank O' Smith will share from his latest novel "Dream Singer." This mystery novel features the grandeur of the West and Native People's ancient ties to the land are central to the story. In this ultimately hopeful novel, the stories of Elijah McCloud and Jackie Logan come together in a seemingly chance crossing that changes both of fates. Elijah, once possessing the gift of dream singing, becomes connected to Jackie, a runaway who stumbled upon a murder in a rail yard. Mr. Smith will have copies of the novel available for purchase.
- Mamie Ney attended a library innovation program at the new South Hadley, MA, Public Library on Thurs., 11/6, at the invitation of Johnson Roberts Associates Architects from Somerville, MA. A dozen libraries from MA and NY attended and shared ideas about practices, programs, buildings and more. The APL invitation came because of our media lab. The session was so successful that the group will continue to meet at twice a year.
- The Auburn Public Library/Lewiston Public Library joint board subcommittee met on Mon., 11/10, to talk about how the two libraries are continuing to cooperate and what other steps can be taken to improve that cooperation.
- The Startup Weekend Auburn event planned for this coming weekend, 11/14-11/16, has been postponed. We will be working with Startup Globa, the international founding organization, to coordinate with Portland and Bangor. It was decided that it would be best to do some smaller events that would lead up to a full weekend. We will regroup after the first of the year.

Weekly Report

Week Ending November 14, 2014

- On Thurs., 11/20, at 11 a.m. our monthly book club, The Page Turners, will meet to discuss “The People in the Trees” by Hanya Yanagihara. Set in 1950 Norton Perina, a young doctor, embarks on an expedition to a remote Micronesian island in search of a rumored lost tribe. Disquieting yet thrilling, “The People in the Trees” is an anthropological adventure story with a profound and tragic vision of what happens when cultures collide.
- The Teen Advisory Board will meet on Fri., 11/21, at 4 p.m. This is a chance for teens to have a say in what programs, activities, and materials will be offered at the Library.
- The Auburn Public library will host our annual gingerbread house making workshop on Saturday December 6th. Children ages 3 through 12 are invited to join longtime library volunteers, Pat Masonheimer and Gabrielle Wallace and their family as they help children create their very own gingerbread houses to enjoy during the holiday season. After a retelling of the story, children will have the opportunity to let their creativity shine as they craft personalized gingerbread houses. All materials are provided. Two sessions will be offered 9:30 to 10:30 am and 11am to noon in the Maggie Trafton Program room. Space is limited so registration is required. Please register online or call the library at 333-6640 ext.3 to register your child. Register for only one session. This program is free.
- The City’s 2015 Winter Festival will be held the weekend of Feb. 6th through the 8th. The Library will again be participating with a family movie and special storytime. If the weather cooperates we may even have snowmen on the lawn.
- 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.

CDBG

- The Community Development Office is now accepting Heating Assistance loan applications for the 2014-2015 heating season. Since November 1st 6 loan applications have been approved by the Social Services Director. Most of these applicants have been approved to receive LIHEAP assistance through Community Concepts, Inc., but these dollars are not yet available. The Heating Assistance Loan Program is funded with \$23,500 of Community Development funds which will help 20-25 families. Loans of \$750 or \$1,000 are available for income qualified households depending on their income level. No monthly payments are necessary as these are deferred loans.
- The Community Development Loan Committee approved a \$5,000 Small Business Loan and tabled a request for a rehabilitation loan pending more information.
- Hal Barter has been assisting the Finance Department with construction improvements on several city-funded projects. Last week the roofing project for the Knight House was underway.

Clerk

- Disposed absentee envelopes from the November 2012 election (2 year retention).
- Worked on payroll and letters for election workers. Checks and letters were sent out on Wednesday the 12th.
- We continue working on the voter registration cards (new and changes) from election day and entering them into CVR (Central Voter Registration System).
- We did not receive notification of a recount (the deadline was 5PM on Wednesday the 12th) so we are able to unseal the incoming voter list and begin entering the voter participation history.

Weekly Report
Week Ending November 14, 2014

- Business licenses - 4 renewals issued, 1 renewal application received, and 29 reminder letters were sent out.
- We issued 1 Birth certificate, 31 death certificates, 5 marriage certificates, and 6 disposition permits.

Finance

- FINANCE DEPARTMENT sent the final CAFR (Comprehensive Annual Financial Report) for Fiscal Year 14 to the auditors for final review. We should receive the final reviewed copy back from the auditors before Thanksgiving. The goal is to have it printed and hand it out to the Council at the December 1st meeting. The auditors will come and do a presentation at the December 15th meeting.
- The Tax Office has been working on the following, (listed below):
Real Estate foreclosure notices (130) were sent out on Friday, November 7 to assessed owners, mortgage holders and parties in interest. These notices are for 2012 Property Taxes (FY 12-13). We have been receiving many phone calls about the notices.
- The Facilities /Purchasing Manager has been working on various projects (listed below):
 - Issued addendums on 2 efficiency projects at Public Works
 - Worked on boiler issues at Central Fire
 - New roof at Knight House Shoe Shop complete
 - Put out street sweeper bid
 - Preventive Maintenance on Mechanical Equipment at City Buildings began
 - Met with Structural Engineer at Central Fire for further inspection, a report is forthcoming.

Fire

- Met this past week at AVCOG to discuss possible upgrades to the pre-emption traffic light control systems in Auburn and Lewiston.
- FPO O'Connell provided Fire Safety training to a group of foster grandparents.
- FPO O'Connell completed the investigations of the Shepley Street and Cornell Street fires. He worked closely with the City Electrician and with investigators from the property owners' insurance companies.
- 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.
- The Auburn Fire Department continues to prepare for both potential Influenza and Ebola situations. Departmental training and education is forthcoming.
- Crews continue training outdoors to get as much hands on training in before winter puts a dent in outdoor training. A full slate of classroom training is scheduled for the winter months.
- Deputy Chief Geoff Low is currently in Emmitsburg, Maryland at the National Fire Academy continuing his Executive Fire Officer program.
- Auburn and Lewiston firefighters again participated in the Firefighter's Chili Cook-off, held at the American Legion Post #153 in New Auburn on Veteran's Day. This is a service the firefighter's provide to assist the local legions with celebrating and recognizing our Veterans.
- For the week of November 6th to November 12th, we responded to 89 calls for service. These include, but are not limited to: 6 fire alarm calls, 3 fire calls, 2 of which were vehicle

Weekly Report
Week Ending November 14, 2014

fires, 60 Emergency Medical calls, 6 Motor Vehicle Accidents, 1 with injuries, 8 service calls and 2 Hazardous Condition calls, and 4 Smoke Investigation calls. We provided nor received any mutual aid during this period.

ICT

- The Municipal phone switch had its software updated, to bring it up to the most current release. Our Public Safety switch, which handles the PD and FD administrative traffic, is slated for updating within the next few weeks, but the date hasn't been set yet. The new software will support a wider range of browsers, which mean IT staff will be able to update their PCs! The PC that hosts the Operator console was replaced by a new one, and the 8-year old relic (original to our move into Auburn Hall) was retired.
- Staff met with Lewiston MIS, Lewiston Fire, Lewiston Water Utility, Auburn Water and Auburn Police representatives for further discussion of potential threats to our network security and their effect on the Water Districts. We'll run internal security checks first, to tighten up what we know are holes, and will then work with an outside vendor to dig deeper. The possibility of using Homeland Security Grant funding was considered.
- Attended quarterly meeting of the Maine GeoLibrary Board Geospatial Data Group. This group, made up of GIS professionals representing municipal, state, public, and non-profit interests, is reviewing priorities for data collection, storage, and dissemination within Maine.
- Signed up 25 new staff users for access to Auburn's new Online Mapping Portal. Conducted two of three Staff Training sessions. Six focused users attended the training which covered the basics of the new system and gave users a sense of the direction Auburn in moving with our mapping capabilities. The third session is scheduled for next Wednesday, 11/19. We will be conducting follow-up discussions with participant to help them begin accessing the new maps and applications

Police

- The department handled 533 calls for service this week. Officers conducted 156 motor vehicle stops and 23 field interviews. Officers investigated 69 offenses of which, 8 of which were felonies, generating 15 arrests and 16 criminal summonses. Officers responded to 32 motor vehicle crashes.
- All Patrol officers attended Emergency Vehicle Operators Course held at Oxford Plains Speedway this week as part of their regularly scheduled training day. The course is taught by in-house instructors who focus on enhancing emergency driving skills.
- Chief Crowell attended a Crime Watch Meeting on Mayfield Rd.
- Officer Tyler Ham and K-9 Rocky assisted Maine Drug Enforcement with a search warrant at the Super 8 Motel in Lewiston. Rocky discovered 293 grams of crack cocaine hidden in a night stand.
- Officer Joseph Miville arrested a 29y/o man from Boston after discovering 41.6lbs of Marijuana in the man's vehicle.
- Traffic Enforcement Officers Matthew Elie and Bryan Parker assisted Maine Drug Enforcement with a search warrant on Newbury St where 233 grams of crack cocaine and 8 grams of Heroin were discovered.

Public Services

- Two man crew set up and prepared for voting on Tuesday. Set up booths, tables, and stanchions at Washburn School Ward 1, Auburn Middle School Ward 2, City Hall Ward 3,

Weekly Report

Week Ending November 14, 2014

Fairview School Ward 4, and Sherwood Heights School Ward 5. 2 man crew sweeping leaves on Granite St, Davis Ave, Fern St, Dexter St, and Josslyn St.

- Three man crew swept leaves on Orchard St, Granite St, Conant St, Fern St, Holly St. also areas completed were Allen Ave, Dawes Ave, Richardson St, Towle Ave, Towle St, Houghton Ave.
- Two man crew did hot patching on North River Road spent the day out there and also got a pothole on Hotel Rd by Littlefield Rd. other areas were located 211 Summer St, Union St by Rite Aid, Main St by Academy St, and North River Road
- Two man crew in the sign shop replaced a sign on Washington St, replaced a No Parking Sign on Main St, and removed the Winter Relief Parking sign in the parking garage.
- Three man crew swept leaves on Field Ave, Coachman Rd, Morse St, Williams St, Wedgewood Rd, Grandview Ave.
- Two man crew installing snow fence on Dillingham Rd, Court St, North Auburn Rd, Stetson Rd.
- One man in the sign shop installed and replaced no thru truck signs on Mellow Rd, replacing a pedestrian crossing sign on Turner St, installing 2 No Parking signs on Rowe St, installing a bus stop ahead sign on Stevens Mill Rd, installing a new Employee Entrance Only sign on door 2 at the garage. 2 man crew hot patching South Main St.
- Install Banner - Advocates for Children WO# 14-02-475
- Wrapped up Pettengill Park for the winter.
- Removed grates from Pettengill park dam.
- Pulled docks at boat launch for winter season.
- Prepared sites for re curbing.
- Started the winter preventive maintenance on small implements.
- Prepared chain for application.
- Finishing up driveways on Lake Street before winter.
- Built new tire chains for the trucks that needed them. Cleaned basin tops.
- Started painting basin lines north end urban and main arterials.
- Staff met and discussed the upcoming storm for Thursday night into Friday.
- Excavation Technician inspected excavation sites, applications for fill, drive opening, pole permits etc., as well as marked all Dig Safe locations
- City's Green Space Litter Pick Up - Every morning crews scan the downtown area for any litter/debris, clean up cemeteries, trash up when mowing city area green spaces.

Recreation

- Registrations continued for Youth Basketball (grades 1-12), PreK – K Instructional Basketball, and Adult Men's Basketball. 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. PreK – K Instructional Basketball is a five week instructional program, where players will learn about basic basketball fundamentals. The techniques of dribbling, passing, and shooting will be the primary focus, with other basketball strategies coming into play. This introductory program is designed to provide the young basketball player with the skills needed to learn the basics of a fun game that will last a lifetime.
- Skills & Drills Basketball Camp (grades 1-6) began on Monday. Skills & Drills Basketball is a four-day camp that will teach players the basic fundamentals of basketball including:

Weekly Report
Week Ending November 14, 2014

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. A total of 46 players are registered for the program this season.

- Pickleball has continued to be a big hit as week six 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 Tuesday, there have been 130 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, 17 organizations/groups have committed to take part in this year’s parade.
- Youth open gym continued. This free, after school program is for Auburn students and runs Monday-Friday from 2:30 – 4:15 PM.
- Staff attended a Holiday Celebration meeting in Lewiston on Wednesday.
- Staff attended a Winter Festival meeting on Wednesday.
- Staff attended a Recreation & Special Events Advisory Board meeting on Wednesday evening.
- Planning for upcoming youth and adult winter programs continued.