

# 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 7, 2014

### Assessing

- Continuing putting together appeal for Board of Assessment Review
- Katelyn D. began working as an Assessing Assistant and worked on deed entry

### Auburn Public Library

- Last week's server problems were remedied very quickly and the Library was back online by Thursday (10/30) at noon. The staff did an excellent job in handling this.
- The Library will be closed Tues., 11/11, in observance of Veterans Day.
- The Library is again working with other City departments and local organizations to play this year's Winterfest.
- Several new book displays with appropriate seasonal themes have been set up. These are very successful in promoting our outstanding book collection. We have lots of great d-i-y holiday books.
- 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](http://www.auburn.lib.me.us/Reference/adult_writing_series.html)
- On Sat., 11/8, at 1 p.m. Maine musician Buster B. will present a free family concert in the Androscoggin Community Room.
- The Library is hosting its bi-monthly knitting group on Mon., 11/10, 5:00-7:00pm. The group meets on the 2nd and 4th Monday of the month. Knitters of all skill levels are invited. The library will have some yarn, patterns, and needles available for those just beginning to knit. More experienced knitters are encouraged to bring their projects. Time to start thinking about holiday projects. Please call the library at 333-6640 ext.3 for more information.
- If you are looking for a chance to join a creative writing group to share ideas and help improve your writing, this is your chance. This group of inspiring writers will make all group members feel at home in a supportive environment. Sharpen your pencils or stretch those keyboarding fingers and join the group every Wednesday at 11 am. The first meeting is Weds., 10/12.
- Author CB Anderson will be at the Library on Thurs., 11/13, at 6 p.m. Described in a Kirkus starred review as "a triumphant, probing debut that promises both literary and mass appeal," the stories in his book "River Talk" introduce an unforgettable array of characters. In spare yet vivid prose, author CB Anderson explores loss and desire, regret and hope. Come meet and hear from this up and coming author.

## Weekly Report

Week Ending November 7, 2014

- Teens! Join us each month as we get together to share what we've been reading. This book group will meet in The Library Cafe's back room (opposite the Conference Room) and is just for teens, ages 12-18. The next meeting is on Fri., 11/14, at 4 p.m.
- Staff members will be attending the Maine Library Association/Maine School Library Association joint conference in Bangor which is being held Nov. 16<sup>th</sup> and 17<sup>th</sup>.
- Follow the Library on Facebook or link to our website at [www.auburnpubliclibrary.org](http://www.auburnpubliclibrary.org) for more information about all of our programs, new books, and more library news.

### City Clerk

- Set up polls on Monday, November 3, 2014
- ELECTION
- Certified the election results on 11/5/2014 and submitted to the Secretary of State's Office on 11/6/2014. The deadline is Friday, November 7, 2014
- Petitions have started coming in-validated 127 signatures
- Working on the voter registration cards (new and changes) from election day and entering them into CVR (Central Voter Registration System). We received a total of 737 in all.

### Community Development

- Hal Barter assisted a client with a water main break and a major plumbing leak from a rotted cast iron main drain. He coordinated the work with contractors and Auburn Water District for the emergency repair.
- Hal also assisted the Finance Department with removal of asbestos pipe insulation in 3 storage areas. The asbestos was discovered when conducting a meeting for a window replacement project and was determined to be a major hazard. The work was completed within a 1-week period. As part of the abatement all of the items in all the areas had to be cleaned and passed through the containment booth for staff store elsewhere while the abatement was ongoing.
- The Citizens Advisory Committee held its third meeting on November 4 with 15 members in attendance. The discussion for this meeting was again housing, but from the owners and renters perspective. Guest speakers included Melissa Dunn, Neighborhood Housing League, who spoke about how she teaches renters to advocate for themselves, Rick Whiting, Auburn Housing Authority who reviewed the status of demographics of tenants in the Section 8 program and waiting lists, and Adam Dow, Norway Savings Bank, who gave a presentation on the status of financing for purchasing a home or investor purchase of multi-family housing, and Steve Johndro of Healthy Androscoggin who spoke on the new Green and Healthy Homes Initiative. Once again, the discussion leaned towards more code enforcement issues, the need to know our landlords better, landlord accountability, and generational poverty.
- Two neighborhood meetings were held to gather information from people who live there. The first meeting was held at Webster School for the Union Street neighborhood and was attended by 13 neighbors and 4 CAC members. Their concerns were: high number of absentee landlords contributing to a feeling of blight, need for more playground equipment, increase lighting especially at the PAL Center, street trees, desire for a neighborhood association to increase connectivity, and pedestrian oriented improvements. The meeting for the New Auburn neighborhood was held at Rolly's Diner with 20 neighbors in attendance and 5 CAC members. Their concerns were: general upgrading of streets and

Weekly Report  
Week Ending November 7, 2014

sidewalks, lighting and parking, accountability for absentee landlords, addressing foreclosed properties, and attracting middle income, middle aged households.

- Submitted a response to the monitoring letter to the U. S. Department of Housing and Urban Development. The letter provided documentation that should be sufficient to clear any concerns that were raised as part of the monitoring.

**Finance**

- The Finance Director is finalizing the CAFR (Comprehensive Annual Financial Report) for Fiscal Year 14.
- The Tax Office has been working on the following (listed below):  
Delinquent personal property notices were sent out last week and the tax office has received many inquiries about the notices.  
Real Estate foreclosure notices (130) will be 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).
- The Facilities /Purchasing Manager has been working on various projects (listed below):
  - Finalizing design and specifications with Cordjia regarding Ingersoll Repurposing
  - Held Pre-Bid meetings on 2 Efficiency projects at Public Works
  - Work on Hasty Window Replacement Project bid docs
  - Boiler issues at Central Fire
  - Work began on new roof at Shoe Shop next to the Knight House
  - Awarded Winter Sand Bid
  - Scheduled Preventive Maintenance on Mechanical Equipment at City Buildings
  - Met with Structural Engineer at Central Fire
  - Met with Rosemary Mosher (ICT) and consultant regarding development of Facilities Asset Management and Capital Planning Software

**Fire**

- Crews completed their fire prevention visits and tours for school children this week with several scheduled every day during this period.
- Auburn Fire Department's fire prevention program wrapped up the 2014 Fire Prevention Month activities. This year the AFD entertained over 1,300 children with fire prevention education activities. This does not include those at our Open House. This is an increase from the average of 750 per year for the past few years.
- FPO O'Connell continued to provide elderly fire safety training with visits to several congregate facilities.
- FPO O'Connell was busy completing the investigations for the Shepley Street and Cornell Street. fires. He worked closely with the City Electrician and with investigators from the property owner's insurance companies.
- Chief Roma continues to provide presentations to both print and visual media concerning the publics 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.
- Fire Department personnel and city staff met with Rodney Cameron from Cameron Tire to discuss the re-establishment of fire protection systems in his building.

## Weekly Report

Week Ending November 7, 2014

- For the week of October 30<sup>th</sup> to November 5<sup>th</sup>, we responded to 72 calls for service. These include, but are not limited to: 4 fire alarm calls, 3 fire calls 43 Emergency Medical calls, 5 Motor Vehicle Accidents, 2 with injuries, 12 service calls and 5 Hazardous Condition calls, including 1 where a bulldozer fell off a trailer on Riverside Drive and spilled hydraulic oil on the roadway. We provided 1 Mutual Aid to Lewiston and received Mutual Aid once from Lewiston.

### Health and Social Services

- We processed a number of applications for the Heating Assistance Loan Program (HALP) financed by Community Development department. This is such a good program for people on limited income.
- On Tuesday the office was closed to general assistance clients, in order for Tammy Thatcher and me to assist with the voting process.
- Starting next week, Tammy Thatcher will be spending 15 hours a week covering phones in the clerk's office.
- Just as a reminder the Food Supplement benefits limited to 3 months started October 1, 2014. This means people between the ages of 18-50 without children may lose their food supplement January 1<sup>st</sup> unless they fall into a special group. We will be following this closely to see how this will affect our office.
- We already have a number of family names requesting help with their children's Christmas.

### ICT

- Worked with planning to revise GIS data for the proposed location of the Downtown Auburn Transportation Center. Created six maps for presentation to the planning committee and to the City Council.
- Completed the contract to update GIS using the 2013 aerial photographs. The work will begin in the next few weeks and will take place over the next 7 months.
- Provided tabulation support on election night. This was the first use of a new database system that included a revised set of data checks to increase confidence in the accuracy of tabulations. On election night, the new database and process worked without any problems. We were able to generate a list of unofficial results by 9:30. Based on a debrief the following day, we will make several more revisions before the next election.
- Staff attended a demo/training of the MUNIS Dashboard application. We recently purchased this module and are in the process of implementing it for staff. The training is being coordinated with Lewiston MIS, which is also making the move to MUNIS.
- The remodeling of the A/V Control Room has begun. The goal is to tidy up some cabling issues (which could be inducing some of the RF noise we've been getting) and to bring the room into compliance with building codes. The present configuration blocks access to two electrical panels.
- We are pleased to announce that Zach Mosher (no kin to Rosemary Mosher), an intern that worked with us on a GIS project for Planning, has been offered a position with the Lincoln County Regional Planning Commission! Congratulations, Zach, we'll miss you!

### Planning

- Election time requires all hands on deck. Rhonda Russell, Cristy Bourget and Katelyn Doustout all took shifts to help the Clerks' Office on election day. Zack Lenhart has also been busy answering political sign questions and correcting sign placement violations.

Weekly Report  
Week Ending November 7, 2014

- Build Maine Conference: People involved in the work of building Maine — the builders, funders, elected officials, engineers, lawyers, planners, finance institutions, and rule-makers converged in Lewiston to share aspirations and best practices for moving Maine forward within the reality of the new economy on Thursday. Build Maine was hosted by the Congress for the New Urbanism's Maine Chapter (CNU Maine) with GrowSmart Maine, the Maine Municipal Association (MMA), and the Maine Real Estate & Development Association (MEREDA). Doug Greene, Alan Manoian, Jonathan LaBonte and Eric Cousens attended the conference.
- Transportation Center- The transportation center at Great Falls Plaza is moving forward and we will be seeking public input regarding the location of the facility. The proposed location takes into account long range plans, future downtown development and concerns from residential and business property managers. The new location has been favorably received by the ATRC Design Group and the City Council at a work session on November 3<sup>rd</sup>. A public information meeting will be held on November 20<sup>th</sup> and a final vote by Council on December 1<sup>st</sup> on moving the new location of the Transportation Center forward.
- Katelyn Doustout, Planning and Development Information Assistant will be assuming a new role with the Assessing Division of the Department to help with assessing functions to keep the office running. The assignment is considered temporary until the Council and Manager decide how to move forward with the Assessing structure. In the interim, we will have some temporary help at the front desk from Shari Sylvester, who you may recognize from her time at the Clerk's Office. Sheri brings a great skill set to the job so please feel free to stop by, say hello to Sheri, and welcome her to our team.
- Recreational Trails Grant- The November 14 deadline is approaching and the City Planner is on the home stretch of completing the Bureau of Parks and Lands Recreational Trails Grant.
- Shoemaker Alley and Main Street Pedestrian Improvements- The City Planner is finishing up the budget and presentation materials for a new design for the alley connecting Main Street to the City Parking garage and a downtown pedestrian improvement plan. New pedestrian ramps and improved crosswalks will create a more pedestrian friendly atmosphere for the Downtown Main Street area. This project is slated to be presented to the City Council in the next month or so. A "Project Selection Application" will be submitted to the Androscoggin Transportation Resource Center (ATRC) seeking funding for the Main Street portion of the project.
- Zoning and Comprehensive Plan Updates- Staff has identified a conflict between existing zoning and the Comprehensive plan that deserves discussion and potentially a change to 2010 Comprehensive Plan. We will also be discussing the implementation of some housing density changes in residential areas served by public utilities and recommended by the Comprehensive Plan. We are seeing increased private sector interest and early planning efforts for the next round of middle to upper scale residential development in the City. Doug will be discussing this with the Planning Board to see if they are interested in initiating a public discussion regarding these changes.
- Electrical Updates: Repairs made to 10 roadway fixtures in the Colonial Ridge development. A future plan will be to retro fit the 175 watt fixtures with LED's to reduce energy consumption and maintenance calls; Completed fire investigation with AFD for 80 Shepley St; attending PUC conference this Thursday towards the finalization of municipal street light purchase for Maine communities; and repairs were made to underground damaged conductors for street lighting circuits at the entrance of the Veterans bridge.

Weekly Report  
Week Ending November 7, 2014

**Police**

- The department handled 559 calls for service this week. Officers conducted 182 motor vehicle stops and 24 field interviews. Officers investigated 69 offenses of which, 6 of which were felonies, generating 17 arrests, 23 criminal summonses and 5 juvenile arrests. Officers responded to 23 motor vehicle crashes.
- Criminal Investigations investigated an incident where a sewing needle was found inside of a Halloween candy bar. The origin of the candy bar was unable to be tracked and it appears to be an isolated incident.
- Chief Crowell and Deputy Chief Moen attended Central Maine Community Colleges Criminal Justice Program Advisory Committee Meeting.
- Officer Croft received a nice e-mail regarding a theft he investigated. The email stated in part “Officer Croft, I wanted to thank you again for your really good work, and for the time you put in tracking down my snow blower. When something is stolen, you don't expect to see it again, so it was a pleasant and, in my experience, unique surprise when you told me you'd found it.”

**Public Services**

- A team of Public Services employees are working with Woodard & Curran gathering and testing a GIS program to capture infrastructure data, including, but not limited to drainage, culverts, catch basins in-falls out-falls for the SWEPPS Permit. This is stage 1 of our action plan in computerizing the City's infrastructure.
- One man in the sign shop put up new street name sign for Fairmount St and Harris St that was stolen, replaced stop sign at Sixth St and Broad St that was vandalized, replaced a stop sign at Eighth St and Broad St that was vandalized, replaced a stop sign at Dunn St and South Main St that was vandalized, replaced a stop sign at Fifth St and Dunn St that was vandalized, replaced a stop sign at Sixth St and South Main St that was vandalized, replaced a stop sign at Fifth St and Broad St that was vandalized, replaced a stop sign at Fifth St and Mill St that was Vandalized, replaced stop sign at Highland Ave and Western Prom that had faded.
- Repaired two man holes that were plated earlier in the spring on Center St.
- Electrical excavation for Charlie D. on the Veterans Memorial Bridge
- Candidates were interviewed for the Building Tech I position hoping to get this wrapped up next week.
- Two man hot patch crew patched West Hardscrabble Rd at the rail crossing, patched North River Rd. The crew spent the afternoon helping set up mock election at ELHS, helped mark out edge line on Hotel Rd between Stevens Mill Rd and Minot Ave.
- Three man crew swept leaves in New Auburn, Paul St, Louise St, Reginald St, Lucille St, Loring Ave, Seventh St, Sixth St, Tenth St, Fifth St, Fourth St, Third St, Second St, Dunn St, Cook St. Shepley St, Davis Ave. and Hotel. Other areas swept Oakland Ave, Western Prom, Highland Ave, Hillcrest St. Main St, Riverwalk Area and Lower Turner Street, 4, 10, 21 and 12's, run
- One man in the sign shop made 15 street name signs, reset the United Way Signs on Center St and Washington St, made a new street name sign for Kilsyth St.
- Four man crew worked on 60 Second St prepped hole and started replacing rotten clay and broken clay pipe and replace with plastic pipe.
- One man running parts and pulling salt down in the salt shed.

## Weekly Report

Week Ending November 7, 2014

- Four man crew finished the job on 60 Second St ,installing new pipe and securing the trench.
- Five man crew on Minot Ave at Elm St replaced a broken manhole with a new one and paved back in. The five man crew helped out with setting up the plow rodeo classes and maintained their trucks after.
- Lake Street – asphalt base course complete. Contractor is working on driveway aprons to match for the winter
- Crews delivered and set up and take down voting booths
- Crews are still plugging away at Pettengill; loaming and stabilizing the slopes around the field.
- Installed Holiday Decorations
- Crews prepped, painted and installed the park benches
- Crews did hot patching on Minot and Merrow Rd., North River Rd
- Excavation Technician inspected excavation sites, applications for fill, drive opening, pole permits etc., as well as marked all Dig Safe locations
- Crews work on sign repair/placement on: Washington Street, 220 Main Street, 60 Court Street
- The last training day of winter training 14 was held this week
- A very windy but mostly uneventful storm blew through some salting was necessary
- Facilities note: 300 ft. of chain was cut and prepped for cross links
- Night crew note: The outlet beach picnic tables have been gathered and stored for winter. We will be locking the gates soon.
- Worked with PanAm on Hackett Rd. finished paving between the tracks
- Painted basin lines on First Flight and East Hardscrabble Road
- 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, remove trash on Union Street Bypass, Minot Ave, Washington St.
  - Sign Work GIS

## Recreation

- Registrations continued for Youth Basketball (grades 1-12), Skills & Drills Basketball Camp (grades 1-6), 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. 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. 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.
- 3-6th grade Youth Football concluded. There were a total of 75 players and 9 volunteer coaches in this division this season. Competitors participated in the Mid Coast Youth Football League (MCYFL) which is comprised of teams from: Bath, Brunswick, Gardiner, Lewiston, and Turner.

## Weekly Report

Week Ending November 7, 2014

- The end of season banquet was held on Friday evening for 3-6th grade Youth Football.
- 7-8th grade Youth Football concluded. There were a total of 39 players and 4 coaches in this division this season. Competitors participated 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 end of season banquet was held on Tuesday evening for 7-8th grade Youth Football.
- Pickleball has continued to be a big hit as week five 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 112 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 8<sup>th</sup> Annual Holiday Celebration/Parade of Lights planning process continued. December 3<sup>rd</sup> 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 3<sup>rd</sup> 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](http://www.lewistonmaine.gov/holidayla). For more information on the parade or to obtain an application, contact Program Leader, Jeremy Gatcomb [jgatcomb@auburnmaine.gov](mailto:jgatcomb@auburnmaine.gov). Currently 15 organizations/groups have committed to take part in this year’s parade.
- Youth open gym began on Monday. This free, after school program is for Auburn students and runs Monday-Friday from 2:30 – 4:15 PM.
- Planning for upcoming youth and adult winter programs continued.