

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 21, 2014

Assessing

- Katelyn D. trained to process business BETR reimbursement forms
- I completed the first Supplemental Tax Warrant & Certificate
- Dana B. completed taxpayer requested inspections

Auburn Public Library

- The Library will be closed on Thurs., Nov. 27th, in observance of the Thanksgiving holiday. We are all very thankful for the wonderful support that we receive from our community. We wish you a very happy and safe holiday.
- The Board of Trustees held its regular monthly meeting on Weds., Nov. 19th. Claire Thompson of Austin & Associates presented the annual audit with a clean opinion and no material concerns regarding the Library's financial operations.
- Teen Librarian Donna Wallace met with Marcela Peres of the Lewiston Public Library to plan the annual Teen Opportunities Fair for March 2015. The Fair showcases volunteer, internships, continuing education, and life skill opportunities for local teens.
- Mamie Anthoine Ney attended the Juice 4.0 conference in Rockland on Nov. 14th and 15th. She also attended the Maine Library Association/Maine School Library Association conference in Bangor on Nov. 16th and 17th, where she participated in a panel, "Books under the Radar," with three Bangor-area librarians, talking about excellent books that just missed the popular best seller lists. Mamie also attended a seminar about human resources law on Nov. 18th.
- 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 Library's knitting group will meet on Mon., Nov. 24th, from 5 to 7 p.m. Please drop by and work on your holiday projects. This group is open to all knitters, crocheters, and needleworkers.
- The Auburn Public library will host our annual gingerbread house making workshop on Saturday December 6th. The program is full at this time, but we are keeping a waiting list. If you'd like to be added, 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.
- There will be two programs about Russian nested dolls. The first will be beautifully illustrated interactive presentation by Marina Forbes that will feature the history of

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Matryoshka making in Russia. This will be held on Fri., Dec. 5th from 6 to 7:30 p.m. It is free and open to the public. The second, on Sat., Dec. 6th, from 10 a.m. to 1 p.m. features a unique workshop on the rich Russian folk tradition of Matryoshka (wooden nested doll) painting. This workshop is open to adults, teens and families with children 6 and up. It is a great opportunity for adults and families to work together and learn about Russian crafts and culture. Participants will hear the story of the Matryoshka doll and will learn about her traditional Russian dress and customs. Traditional Russian painting techniques and floral and berry designs are also introduced. The goal is to produce a finished piece of Russian folk art on wood. Participants can work on 7-piece, 5-piece, 3-piece or 1-piece matryoshka sets which must be purchased. All other materials will be provided. Throughout the workshop, students will be listening to traditional Russian music, and, during a brief break from the painting, there will be a demonstration of a few steps from a traditional Russian "matryoshka dance." To register please go to the program page on our website or call 207.333.6640 x 4 for more information. There is a charge for the workshop materials.

- 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.

City Clerk

- Finished entering in voter registration card (new and changes) in the Central Voter Registration System. We met the Statewide deadline to complete that (Wednesday, November 19)
- Petitions - validated 40 signatures
- Received 6 business license applications (renewals)
- Issued 4 birth certificates, 35 death certificates, 3 marriage certificates, 3 marriage licenses, and 11 burial permits
- Received the third supplement to the Code of Ordinances

Community Development

- The 4th meeting of the Citizens Advisory Committee was held on November 18 with 14 members in attendance. The discussion for this meeting was economic development. Roland Miller gave an overview of how economic development ties in with the City's growth and Comprehensive Plan. Alan Manoian talked about how form-based code will help to bring back traditional neighborhood patterns and younger people back to the Downtown. Mary Lafontaine of Career Center spoke about barriers to employment. Mary indicated there are plenty of jobs, but people are not seeing the benefit of working, and many are missing are work ready skills.
- The Lead Subcommittee of the L/A Public Health Committee has been working on a 5-year strategic plan to reduce lead poisoning. The plan includes strategies to improve coordination amongst state agencies and community partners, housing, health, education, legislative and sustainability strategies.
- Reine Mynahan and Yvette Bouttenot attended the Housing Policy Conference sponsored by the Maine Affordable Housing Coalition. With a backdrop of Maine as the oldest state in the nation, the focus of the conference was on the need for more elderly housing.
- A small group convened to talk about how a local program could be organized to implement strategies from last month's Bridges out of Poverty conference. The group developed an initial description of what a local program could look like focusing on a mentoring approach.

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- Reine Mynahan held a closing with the owner of RC Bottle Redemption Center who will open a business at 120 Spring Street. The project is expected to create 1 ½ jobs that will benefit low income persons.

Fire

- Deputy Allen attended a training and informational seminar regarding the City's new capabilities with WebGIS.
- FPO O'Connell & Deputy Allen provided Fire Safety training to the Roak Block and Barker Mill Arms residents.
- FPO O'Connell investigated a grass fire on Ninth Street which damaged a building on Broad Street.
- FPO O'Connell and DC Allen worked on citizen concerns with pellet stoves and they also dealt with issues concerning vacant buildings and ongoing code violations in a commercial building.
- 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 are both 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.
- Firefighter Mark Tripp was interviewed by the Sun-Journal for an upcoming feature article regarding healthy cooking by members of the Auburn Fire Department.
- Deputy Chief Geoff Low is continuing his Executive Fire Officer program in Emmitsburg, Maryland at the National Fire Academy.
- Chief Roma hosted a Public Education Roundtable Discussion, to review the AFD's current program and to look at ways to enhance our public outreach regarding Fire & Safety education for our citizens.
- For the week of November 13th to November 19th, we responded to 86 calls for service. These include, but are not limited to: 6 fire alarm calls, 3 fire calls, 60 Emergency Medical calls, 4 Motor Vehicle Accidents, 2 with injuries including 1 with 4 vehicles, multiple patients and extrication, 10 service calls and 4 Hazardous Condition calls. We provided 1 mutual aid to New Gloucester and received no mutual aid during this period.

Human Resources

- The City received official notification regarding the health insurance premium adjustments for Calendar Year 2015. The increases will be 5% for the PPO 500 Plan and 3% for the POS C Plan. The City of Auburn's premium adjustments are some of the lowest of all the rated groups receiving insurance through the Maine Municipal Employees Health Trust. The adjustments are below what was projected FY 15 budget.
- The Human Resources Department is conducting the annual open enrollment for health insurance, dental insurance and the vision plans through Maine Municipal Employees Health Trust. The open enrollment is occurring 2 weeks earlier than in the past in order to facilitate all of the changes being processed prior to 1/1/15.

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ICT

- Completed first round of internal staff training sessions for the new Online Mapping Portal. Approximately 16 staff members attended the training sessions. Several departments have requested sessions tailored to their specific departments. The next step in the roll-out of the new portal is to meet with individual departments that have had training, to assure that we have accommodated their immediate needs within the new system, prior to discontinuing use of the old WebGIS viewers.
- Attended a weekend meeting of the Maine Geographic Alliance. The group invited several community GIS users to help them understand real-world GIS needs and applications in business and local government.
- Attended the 2014 GIS Day celebration event in Portland on Tuesday morning. The world-wide GIS Day event is intended to highlight and promote the use of GIS. Portland has a similar licensing structure and many similar GIS initiatives, so the event presented us an opportunity to network with other municipal GIS professionals doing similar work. It also provided an opportunity to meet and discuss GIS software issues with software developers from ESRI's 'unofficial' office in Portland.
- Ongoing troubleshooting of a synchronization problem with the ArcGIS Collector application. We were able to discuss the problem with ESRI software developers at the Portland GIS Day event. As a result, they fast-tracked ESRI's help-desk assistance for us and we hope to have the problem resolved, without data loss, by the end of the week.
- We are investigating a complaint from HBO that our internet address was used to illegally download some of their content (an episode of "The Knick"). We'll be using our Content Filtering software to identify the PC used. All staff are reminded to review the City's Computer Use and Support Policy.
- New PCs were set up for the Planning Office (Eric Cousens and Zack Lenhart) and for PD Administration (Rita Beaudry). They'll be deployed within the next few days.
- The implementation of the MUNIS Tyler Content Management module continues, and the project may be expanded to include more departments.
- We've processed updates and a new version of RemoteForms, the State's food establishment complaint and inspection application.

Planning

- City Electrician, Charlie DeAngelis attended the PUC workshop on the municipal street light purchase. It is coming down to the final stages to begin agreements for purchase early next year.
- City Electrician, Charlie DeAngelis is working to help a citizen with unlicensed electrical work performed in their home over the past few months. Multiple life safety issues were found and are under abatement by qualified licensed electricians.
- Repairs were made to the walk/don't walk signals at the corner of Court/Turner St. There is an issue for the past few years with the pavement striping as vehicles travel south from Rt. 4 at the Union St. ByPass. Tractor Trailers end up in the wrong lane and have to travel downtown and turn right up Ct. to return back to Rt. 4.
- Permits issued last week: 22; Estimated Cost: \$430,195.00; Fees Collected: \$3,577.00
- Recreational Trails Grant- The grant application was delivered to the Bureau of Parks and Lands November 14 deadline is approaching and the City Planner is on the home stretch of completing Recreational Trails Grant.

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- Downtown Form Code- The City Planner continues to work with Alan Manoian on developing a new Form Code for Downtown and the New Auburn area.
- Transportation Center- Doug is coordinating the upcoming public meetings on November 20th and Council meeting on December 1 as well as a kick off meeting with Casco Bay Engineering and developer Tom Platz on the next day.
- Comprehensive Plan Updates- Two development projects have come forward that would require a zone change or an amendments to the 2010 Comprehensive Plan. Doug discussed these proposals with the Planning Board at their November 18 meeting.
- Agriculture District Study- The Council will now hear the proposed Agricultural District Study at a November 24 workshop. Deputy Director Cousens and City Planner Greene are making some revisions to refine the proposal to maximize the staff resources in this important effort.
- St. Louis Church Preservation- City Planner Greene facilitated a Special Exception, Site Plan Review and Variance Request at the Planning Board's November 18 meeting, for the St. Louis Church in New Auburn. The plan was approved making way for a new owner who wants to find new uses for this iconic part of Auburn. The Staff will continue to work with the new owners to help in the redevelopment planning.
- AVCOG Planning Day- Staff attended this annual training on November 20 here in Auburn and gained some practical tools for some upcoming work.
- Planning Assistance- The City Planner and other staff have been working with:
 - A business owner on Minot Ave. for an interior renovation.
 - A condominium project.
 - A transportation provider.
 - Land owner near Lake Auburn.
 - Numerous zoning and planning related inquires over the phone

Police

- The department handled 522 calls for service this week. Officers conducted 147 motor vehicle stops and 16 field interviews. Officers investigated 79 offenses of which, 13 of which were felonies, generating 28 arrests, 30 criminal summonses and 2 juvenile arrests. Officers responded to 38 motor vehicle crashes.
- Sgt. Schmieks hosted a safety lecture at the Auburn Esplanade on 11/17
- Chief Crowell, Lt. Cogle, Lt. Harrington, Lt. Woodhead, Sgt. Boulet, Sgt. Audette, Sgt. Schmieks, Sgt. Hatfield and Sgt. Gosselin all attended a tactical liability and crowd control liability training in South Portland.
- SRO Poulin was the "Chef of The Day" at the Green Ladle in Lewiston on 11/16/14. He prepared a breakfast meal and cooked with the culinary students.
- Det. Syphers received an anonymous tip regarding a commercial burglary (location was unknown by the informant – could only narrow down to the Hotel Rd. area and involving a garage). The suspect was named as well as the item he was attempting to sell. Det. Syphers checked area businesses and was able to verify where the burglary occurred based on the information given. He will be following up with an interview/interrogation of the suspect.
- Chief Crowell attended a Human Trafficking Task Force Meeting at the US Attorney's Office.

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Public Services

- Monday crews were out salting and sanding Auburn. Auburn 1 inch of snow by 11 a.m., about 7 inches of rain/sleet, both salt and sand trucks were out hitting the roads and hills.
- After storm vehicle cleaning/maintenance
- The Annual Holiday Tree was donated by Mr. Michael Charest of Auburn, transported from 12 Cliff Street to Festival Plaza.
- Small ditching job 297 Fairway Drive
- Filled sink hole behind guardrail on Board Street
- Second shift crews repaired concrete slabs at the railroad crossing and repaired one half of track
- Vehicle maintenance/winterizing brooms; cleaning Pettengill (remove merry go round) making room for vehicle storage for winter.
- Working on concrete piers at 7th Street Oak hill entrance cemetery
- Calibrating trucks for sand and salt for accuracy for applying material.
- Prepared broken curbing for repair
- Painted basin lines 10's & 4's runs
- Hot Patching: First Flight, Blanchard, Townsend Brook Road , North River Rd. Industry, Minot Ave, and Whitman Spring,
- Tore down Summer job trailer and prepared for winter
- Cleaned basin tops of leaves and debris
- Excavation Technician inspected excavation sites, applications for fill, drive opening, pole permits etc., as well as marked all Dig Safe locations

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) concluded.
- 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 148 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

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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, 25 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 meeting of the L/A Optimists Club on Tuesday.
- Staff held a basketball referees meeting on Tuesday evening.
- Staff held a youth basketball coaches meeting on Thursday evening.
- Planning for upcoming youth and adult winter programs continued.