

# City of Auburn, Maine

## Office of the City Manager



**TO:** Mayor and City Council  
**FROM:** Howard Kroll, City Manager  
**RE:** Weekly Report  
**DATE:** Week Ending February 6, 2015

### Assessing

- Karen & Joe did 1 commercial inspection as part of an abatement request
- Karen met with Doug G, Eric c & a developer representative to discuss a new proposed PUD
- Karen worked with Roland M. developing value estimates for a land lease for a new commercial project
- Joe worked on compiling his active permit list to begin inspections
- Joe completed the sales ratio study
- Karen completed the second supplemental tax assessment
- Katelyn worked on updating the address change, name change, homestead and abatement forms
- Katelyn completed entering the October deeds and began November
- Katelyn scanned all the October and November declarations of value into the CAMA system

### Auburn Public Library

- Once again we are dealing with weather complications. We closed early Monday evening because of the storm. We have had to close our Spring St. entrance due to a buildup of ice on the façade. We are monitoring the situation carefully. Parking is a challenge but our customers are taking things in stride.
- The Library is ready to kick off the City's 2015 Winter Festival with a special pre-school story time on Fri., 2/6, at 10 a.m. That will be followed by making snowmen on the front lawn at 3 p.m. The Maine Skiing Association will present "The History of Maine Skiing" at 6:30 p.m. in the Androscoggin Community Room. The festival lasts the entire weekend and features many different programs both outdoors and indoors. Many of the programs are offered at no charge and are on the City Link bus route.
- The Library is partnering with Taylor Brook Animal Hospital for a pet dental information presentation on Mon., 2/9, at 6 p.m. February is National Pet Dental Month. The Taylor Brook staff will be on hand to inform pet owners of the best way to ensure their pets get good dental hygiene. There will be a children's storytime, information packets, and a visit from Latte, the hospital's resident cat.

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- Please check out our display for DVD's that are being added to our collection. We like to give our customers the first chance to view our new videos before they are made available for interlibrary loan. Customers are urged to put holds on upcoming additions to our collection.
- June Roberts-Sherman is rejoining the Children's Room staff next week. We are all very happy that she will be coming back to us. Please stop by and welcome her.
- Everything is just about ready for our Farmers Market on Fri., Feb. 27<sup>th</sup>. We are welcoming new vendors and have added spinning, weaving, and embroidery demonstrations to our program. Hopefully there will be some baby animals to entertain us.
- Our upcoming programs include:
  - Author Frank O'Smith visits on Tues., 2/10, at 2 p.m. to read from his debut novel "Dream Singer." This story about the betrayal of love and the quest for redemption features the grandeur of the West and Native people's ancient ties to the land.
  - DIY Tweens: Come join Miss Heather on Weds., 2/11, at 4 pm and make Valentines for the special people in your life. All materials provided by the library. Come get creative and spread the love this Valentine's Day!
  - Staff from Senator Angus King's office will be available for local residents on Thurs., 2/12, from 2 p.m. to 4 p.m. in one of our second floor study rooms.
- 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

- Had 51 voter cancellations (moved)
- Continued work on the Disposition tracking
- Updated the card file for new appointments
- Issued 3 birth certificates, 58 death certificates, 4 marriage certificates, 2 marriage licenses, and 14 burial permits
- Issued 2 Taxi permit (driver)
- Received 7 business license applications (4 renewals and 2 new)
- Issued 2 license renewals

### Community Development

- Reine Mynahan attended the Maine Affordable Housing Coalition.
- Hal Barter worked for the Finance Department preparing a bid package for windows at the Hasty building.
- The Request for Proposals document that provides an opportunity for social service agencies to ask for funding has been revised based on what has been talked about in meetings of the Citizens Advisory Committee. The RFP will be released after the Citizens Advisory Committee has finalized the strategies and goals for the Consolidated Plan. There will be a very brief turnaround time for providers to request funding.

### Economic Development

- Finalized the licensing agreement contract between City of Auburn & Power Construction for expanded utility pole operation at Intermodal Facility;
- 24-month "bridge" agreement with St. Lawrence & Atlantic Railroad Co. is currently under review;

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- Draft Form-Based Code document review & refinement in preparation for 2/10 Auburn Planning Board Workshop;
- Production of Downtown Auburn Form-Based Code PowerPoint presentation for 2/10 Auburn Planning Board Workshop;
- Composed Downtown Auburn “Geo-Spatial Sector-based” Development & Redevelopment Work Program profile for 2015-2016 municipal budget process;
- Participated in meeting with Tom Platz, Eric Cousens, & Doug Greene regarding proposed DATC and land swap disposition in Great Falls Plaza area;
- Met with Justin & Tom Flannery, owners of the historic Goff Block, regarding the disposition of property redevelopment, sales and marketing;
- Met on site with Commercial Broker Tony Armstrong of Baldacci Commercial Brokers, Chad Sylvester of Fontaine Realty and building acquisition prospect for Historic Engine House property;
- Met with John Holden, Ex. Dir. Of LAEGC to discuss comprehensive downtown development & redevelopment approaches and strategic plan process;
- Met with Dan Lajoie regarding acquisition and prospective comprehensive redevelopment of the historic Lunn & Sweet Shoe Factory Building on Minot Ave;
- Attended Monthly Planning & Development Team Meeting;
- Contacted John Lyons, President A&L Labs, as follow-up to inquiry for financing resources to fund the acquisition of new lab testing equipment;
- Contacted Kirk Miklavic, Director of Human Resources Central Maine Medical Center, to schedule meeting to discuss and gain knowledge regarding the need and prospective development of higher-end market rate residential properties for L/A medical & healthcare professionals in the Downtown Auburn District;

## Finance

### Finance Director

- Worked with the City Manager and Department Directors on the proposed Capital Improvement Plan for FY16.
- Worked with various departments to help them with their proposed budgets.
- Continue work on salaries and fringe benefits for the proposed FY 16 budget.

### The Facilities /Purchasing Manager has been working on various projects (listed below):

- Several discussions/ meetings involving Ingersoll, bid evaluation, funding needs, legal
- Signed contract and scheduled mechanical controls work at Public Works
- Public Works Lighting Project Underway, attended meetings and answered questions as variations were made in the field
- Hasty Windows project questions
- Working on Hasty Kitchen Remodel
- Scheduled destructive testing on Central Fire Station Slab Floor
- Retro-Commissioning Study for Engine 5, almost complete
- Worked on message board options
- Worked on Budget
- Blizzard related issues
- Received MPI bids

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- Attended Wayfinding sign meeting
- Attended Recreation Advisory Board Meeting
- Scheduled Security wall in Social Services

Tax Office

- The focus this week has been working on outstanding personal property taxes. Staff has been gathering contact information, making phone calls, etc to determine if the businesses still exist and working on payment arrangements to clear up delinquent taxes.
- Following is a list of transactions for the month of January 2015:

|                                       |       |
|---------------------------------------|-------|
| ○ Dog registrations                   | 513   |
| ○ Dog registrations (online)          | 171   |
| ○ Motor vehicle registrations         | 1,032 |
| ○ Motor vehicle transactions (online) | 193   |
| ○ Boat registrations                  | 4     |
| ○ ATV registrations                   | 8     |
| ○ Snowmobile registrations            | 149   |
| ○ Hunting/Fishing licenses            | 87    |

Fire

- AFD responded to a 2<sup>nd</sup> Alarm fire at 46 Fourth Street. This fire also involved a firefighter injury. The first notification (several minutes before the first phone call to 911) of the fire came in on the City's fire alarm system. This system was an equivalency given years ago by the Fire Prevention Office working with the property owner to meet a cost effective need for fire protection.
- Auburn Firefighter's responded to Lewiston to assist with a 2<sup>nd</sup> Alarm fire on Pine St. Once there, the crews revived a pet cat utilizing the department's pet rescue equipment.
- The department was very busy with calls as a result of the several snow events following last week's blizzard.
- FPO O'Connell performed an occupancy inspection for several local businesses.
- AFD fire crews assisted Lewiston with a response for an individual who had their aluminum ladder fall onto power lines while removing snow from a roof. All Lewiston units were on emergency calls at that time.
- Lt. Jon Woodhead continued to provide fit testing for all personnel required to wear a respirator.
- Crews participated in refresher training on Hazardous Materials Operations level training and CPR recertification, a program taught by internal instructors.
- Firefighters hosted a troop of Cub Scouts and assisted then with a demonstration of basic first aid skills. This was part of a merit badge training for the scouts.
- Patriots 28 – Seahawks 24 ☺
- For the week of January 29<sup>th</sup> to February 4<sup>th</sup>, we responded to 104 calls for service. These include, but are not limited to: 3 fire alarm call, 3 fire calls, one cooking, one vehicle and one second alarm structure fire, 71 Emergency Medical calls, 10 Motor Vehicle Accidents, 5 with injuries, 6 service calls and 6 Hazardous Condition calls, 2 natural gas main breaks (from snowplowing), and 1 RIT call to Lewiston. We provided 2 mutual aid assistances and received 2 mutual aids during this period. We also provided 1 EMS Mutual Aid call to Lewiston for UAS during this period.

### **Health and Social Services**

- State billing was done this week for January expenditures. We assisted 28 households, 60 individuals for a total of \$5,612.
- In January, 9 households were assisted from our pantry with a variety of household supplies and food.

### **Human Resources**

- Ray Lussier, Safety Consultant, distributed information on precautions for removing snow from rooftops. OSHA requires training on fall protection and other personal protective gear and we want employees to perform these functions in a safe manner.
- Chris Mumau, Human Resources Assistant and Debbie Grimmig, Human Resources Director attended a WorkMed presentation on updates to Federal Department of Transportation medical exams for CDL Drivers specifically as they relate to screening for sleep related disorders. Persons with sleep apnea and other disorders are at higher risk of developing serious medical conditions and have a higher risk of traffic accidents. The Human Resources Department will be working WorkMed to ensure that that appropriate screenings are included in pre-employment physicals for applicants for safety sensitive positions.
- Maine Municipal Employees Health Trust (MMEHT) subcontracts with Anthem to provide health insurance to City employees. MMEHT alerted the City that current and former employees may be affected by the recent data breach at Anthem. Anthem will be providing information directly to employees if they have been a victim of the data breach. In addition Anthem has established a website from which employees have obtain additional information. The Human Resources Department will be updating employees as soon as more information is available.

### **ICT**

- Provided required GIS layers to Woodard and Curran. They are using these files as part of their work on our MS-4 Stormwater Compliance efforts.
- Created a series of draft maps for a large upcoming airport event.
- Completed successful download of data from ArcGIS Online. This was our first download of data that had been updated by Public Services on the new on-line data storage GIS data collection system. The data will be checked for quality control and archived on our server.
- We routinely back up all of our servers, with an eye towards disaster recovery. If one of our servers were to fail, we would be able to restore its data and applications. This resource is also helpful in recovering accidentally deleted files, which has happened to departments twice this week.
- Staff continues to work towards preparing the FY16 Budget, in anticipation of Friday's deadline.
- Staff helped to password-restrict the "Mechanics" wi-fi access point at the Public Services garage.

### **Planning**

- Sanitation Highlight –I want to note the higher quality of service that we deliver locally by taking on local restaurant inspections. Not only do we have safe restaurants for consumers, but the restaurants in Auburn often get back to business as usual faster than other part of the state after any incidents that force their closure. Saturday afternoon there was a fire in

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the warming unit at Arbys that forced them to close and clean up the mess from the discharge of a fire extinguisher. The owner was very cooperative and remained closed Saturday afternoon to clean up and remove/discard items that were contaminated. In other parts of the State it is likely that the local fire responders would close the restaurant and they would not be allowed to open until the State inspects the facility the following week. Cristy Bourget, Sanitation Inspector went back Sunday morning at 7:30 am for a re-inspection in time for them to open on their regular schedule Sunday morning with less than a day of business time lost and a clean and safe facility providing food to the public.

- Permit Report - In January we issued permits for \$811,000 in commercial and \$312,000 in residential construction. A majority of that permitting activity happened in the first 2 weeks of January with a slower second half to the month, likely because everyone was busy cleaning up snow. We are currently discussing a lot of large and small projects and we are optimistic about investment numbers for the coming year.
- Fire in New Auburn – There was a fire in New Auburn at 64 Fourth Street that displaced 8 families last week. It appears that the building can be saved and we are working to encourage the owner to reinvest. We have given the tenants contact information for local rental property owners and have tried to help them find new homes. It has been very difficult to reach land lords this week because they are all busy trying meet immediate needs clearing snow at their rental properties and have little time to look at the longer term need to fill vacant units. If you are reading this and have a vacant unit please let us know and we can pass along your contact information to tenants that lost their homes.
- Planning Board Meeting February 10<sup>th</sup> – The draft Downtown Form Based Code will be discussed by the Board at their 6pm Meeting in the Council Chambers. This is a totally new approach for Auburn that throws out traditional use based zoning and focuses on urban form and the creation of a high quality public realm. Although the approach is new, the code promotes the development and redevelopment of a traditional downtown environment. The draft is based on public workshop sessions and is ready for additional comments and direction.
- Transportation Center- The City Planner and Eric Cousens attended a meeting at of the project team (ATRC, Casco Bay Engineers, Harriman Architects and Platz Associates) on Wed. January 28. Doug Greene, Eric Cousens and Alan Manoian met with Platz Associates to discuss the integration of the Transportation Center with the proposed parking garage in Great Falls Plaza and the future lotting of that area.
- City Planner is coordinating the Staff review of the following Projects
  - Falcon Creek Condominiums- Change from condominium regime to a planned unit development and downsizing of project.
  - Good Shepherd Food Bank- Expansion of Cooler
  - Crystal Springs Bottling- Paving and driveway expansion for a new business.
  - Lot split for former TGIF restaurant to facilitate new tenant.
- City Planner will present 3 items at the February 9 City Council meeting. These items were moved from the February 2 meeting due to a storm cancellation.
  - New Auburn presentation – This is an update on what has taken place so far and what is planned in the short and longer term. Another focus of the presentation will be requesting CIP funding for the design of the planned Riverway Road and its coordination with the adjacent Greenway design.
  - 2<sup>nd</sup> Reading and Public Hearing on Planning Board Ordinance- Staff prepared memo submitting research on legal “standing”).

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- 2<sup>nd</sup> Reading and Public Hearing on Land Use Change at 113 Woodbury Road.
- The Barker Mill Dam relicensing process was supposed to include a study plan delivered in the month of January. The consultant is behind schedule but they have told us that the plan is coming soon. Anyone interested in the plan can contact the project Manager that works for the dam operator at [Lillian.Allen@KleinschmidtGroup.com](mailto:Lillian.Allen@KleinschmidtGroup.com) or Planning and Permitting Staff.

**Police**

- The department handled 761 calls for service this week.
- Officers conducted 128 motor vehicle stops and 21 field interviews.
- Officers investigated 76 offenses of which, 4 of which were felonies, generating 21 arrests, 31 criminal summonses and 1 juvenile arrest.
- Officers responded to 105 motor vehicle crashes.

**Public Services**

- 2015 Broad Street Mill & Fill Project-project bid last week
- 2015 Demolition Project- abatement survey bids next week
- 2015 Reclamation Project- project out to bid next week
- 2015 Reconstruction Project- in design phase
- Perkins Ridge Road Culvert Replacement- in design phase
- Stormwater Compliance- ongoing
- Crews were out working 16 hour shifts since the blizzard, plowing, scrapping, sanding, salting roadways as well as sidewalks all week to ensure travel was safe for all essential vehicles.
- Crews prepared the snow playground at CMCC for this weekend's Winter Festival
- Crews continue working on repairing plow blades, tire chains and sign work
- Crews were busy restocking the sand and salt shed as well as sidewalk tractors

**Recreation**

- Registrations continued for Adult Dodgeball. The fast-paced and action-packed game of dodgeball is back! Teams will participate in a 6 week regular season, culminating with a single elimination playoff tournament. Space in this program is limited, signup today!
- Youth Indoor Soccer, ages 4-7 continued. In this six week program, players will be introduced to the basic techniques of soccer in a fun and positive environment. Emphasis will be on learning through fun games and small-sided play. Other skills such as communication and sportsmanship will also be incorporated. Currently, a total of 46 players are registered for the program.
- Practices and games continued for 1-6<sup>th</sup> grade youth basketball players. Currently, a total of 170 players are registered in this age group.
- Practices and games continued for 7-12<sup>th</sup> grade youth basketball players. Currently, a total of 100 players are registered in this age group.
- Practice and game schedules are available online for both youth and adult basketball: [www.teamsideline.com/auburnme](http://www.teamsideline.com/auburnme)
- Adult Men's basketball games continued. A total of 24 teams are registered in the league this season. Approximately 288 players participate in this league.
- Adult Women's basketball games continued. A total of 6 teams are registered in the league this season. Approximately 72 players participate in this league.

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- Pickleball has continued to be a big hit as week 18 of the program continued. 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 300 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.
- Youth open gym continued. This free after school program is for Auburn students and runs Monday-Friday from 2:30 – 4:15 PM.
- The 2015 Auburn Winter Festival will begin this Friday, February 6<sup>th</sup>, and conclude on Sunday, February 8<sup>th</sup>. Festival events and activities take place at a variety of locations. Some activities include: sledding, snowmobile rides, skiing, snowboarding, snowshoeing, ice skating, ice sculptures, torchlight parade, music and more! Information on activity schedule and event locations are available on the city Winter Festival webpage. Join us at the Winter Festival Facebook page: <https://www.facebook.com/Auburn2014WinterFestival>
- Auburn Recreation is pleased to present Maine Red Claws Game Night! Get ready for the best basketball in New England right in your back yard with the NBADL Maine Red Claws. If you have never been to a Red Claws game, this is the perfect opportunity to take in some high-level basketball. Buy your discounted \$6 tickets at the Auburn Recreation Department, but don’t wait, we have a limited amount of tickets available. Game day is Saturday, February 28<sup>th</sup>, 7:00PM at the Portland Expo Building. Transportation is not provided for this event.
- Haven’t been skiing or snowboarding before and want to give it a try? This opportunity is a great way to do so at a discounted rate! Auburn Recreation is pleased to offer discounted Lost Valley all-day lift tickets for the price of \$25. Regular cost is \$40. To purchase tickets, stop by the Auburn Recreation office, Monday-Friday, 8:00am – 4:30pm.
- Auburn Recreation is also offering Portland Dine Around Memberships for the discounted rate of \$25! Regular cost is \$29.95. This membership includes many options – new locations, old favorites, and many opportunities to try something different. By becoming a member, you will have access to discounts at over 300 restaurants, entertainment & sporting venues, more lunch promotions, more weekend usage, and more coupons! The best part is, this membership can pay for itself with only 2-3 times of use. For more information, or to purchase your membership, stop by the Auburn Recreation office, Monday-Friday, 8:00am – 4:30pm.
- Staff attended a supplemental Recreation & Special Events Advisory Board meeting on Tuesday evening.
- Staff continued work on the FY16 budget.
- Planning for upcoming youth and adult programs continued.