

# 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 27, 2015

### Assessing

- Staff is preparing for the personal property canvas and mailing.
- Katelyn has been working on sending letters and scheduling appointments for outstanding building permits.
- Joe's Permit inspections are ongoing.
- We will now be linking deeds and DOV's to the property record cards. Joe has linked all the October declarations of value.
- Karen had a tax appeal hearing with the Board of Assessment Review for Prospect Hill Golf Course. A second time is being scheduled to complete the hearing.
- The abatement deadline has passed. Karen has 7 abatement applications to review.

### Auburn Public Library

- Friday (2/27) is the day for our indoor farmer's market which runs from 4:30 to 6:30 p.m. We have new vendors, new craft demonstrations, and the return of many favorites. Please plan to stop by and enjoy.
- Bangor Savings Bank Foundation's Community Matters More campaign ends on Saturday, 2/28, at 11:59 p.m. If you haven't already voted please enter the Library as a write-in candidate. The Bank's website has all the information and ballots are available at the Lewiston branch on Lisbon Street. (<http://www.bangor.com/Community-Support/Community-Support>)
- The Library's leadership team held its monthly meeting on Weds., 2/25. Suzanne Sullivan updated the team on our new soon-to-be-released webpage. The schedule for staff presentations to the Board of Trustees has been set.
- With this weather keeping many housebound there are a number of ways to ease the boredom of Winter by visiting the Library's website. You can download audio books and ebooks. There's a special link for children's ebooks. You can learn a language through Mango, view legal documents, get nostalgic with the Maine Memory Network, trace your ancestry with Heritage Quest, and plan Spring car repairs with Chilton. See what MARVEL! has to offer for all kinds of interests and research – encyclopedias, book recommendations (Novelist), health resources, crafts (Hobbies and Crafts), and so much more. Be enlightened or be entertained.

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- Our upcoming programs include:
  - Home Buyer Workshop: Thurs., 3/5, at 6 p.m. Be stimulated and informed with a wealth of knowledge from this Home Buyer workshop. Meet and learn the various Mortgage Programs with Loan Officer Linda Thibault of Northeast Bank. Observe the value and pride of Home Buying with Janice Jannetty, Associate Broker, Keller Williams Realty. Engage with Closing and Title Attorney, K. Alexander Visbaras, Esq., Visbaras Law/Excalibur Title and gather information on The Closing Process to THE AMERICAN DREAM OF HOME OWNERSHIP--the final step! Begin your Spring Home Shopping after attending this workshop. This program will be repeated at the same time on Thurs., March 12<sup>th</sup>.
  - KIDS! Young Engineers Club gets underway on Thurs., Fri., 3/6, at 4 p.m. There are only a few spaces left so please register as soon as possible for this 6-week program presented by Jeanne Lothridge from the Cooperative Extension Service. Please plan to attend all 6 sessions if possible. Jeanne will help children explore the principles of engineering with fun, hands-on activities. Space is limited so please call the library at 333-6640 ext.3 to register or register online. This program is sponsored by a very generous grant from our friends at Mechanics Savings Bank.
  - Teens! Friday @ the Movies: Divergent, Fri., 3/6, at 3:30 p.m. With the movie release of Veronica Roth's "Insurgent" on March 20, we will give you a chance to refresh your memory by watching "Divergent" again. This program is just for teens, ages 12-18, and takes place in the Androscoggin Community Room. Snacks will be provided.
- 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

- Received 3 business license renewal applications and 1 new business license application.
- Issued 3 business licenses (renewals)
- Received and completed work on approximately 150 new voter registration and name/address change notifications from the Secretary of State's office
- Issued 1 taxi cab license
- Filed approximately 200 cancelled voter registration cards
- Issued 1 birth certificate, 31 death certificates, 4 marriage certificates, 3 marriage licenses, and 6 burial permits
- Worked on agenda packet

### Community Development

- Reine Mynahan met with Chief Crowell and Holly Lasagna, Bates College, to talk about the inclusion of Bates students in the study process for service needs of at-risk youth. The work should be under way in the next few weeks.
- Reine Mynahan attended a meeting of New Auburn United to introduce Auburn's consultant, St. Mary's Nutrition Center, and the concept of community gardening. This was the first effort at trying to gauge neighborhood interest in community gardening.
- Hal Barter and Reine Mynahan met with Community Development staff from City of Lewiston to update them on the process of uploading data collected during the Healthy Homes inspection, and to talk about equipment requirements. The Lead Hazard Control Grant will pay for the purchase of a tablet.

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- February 26 was the deadline for receiving proposals for social services. A committee of 7 will be reviewing the proposals this weekend and scoring them. The committee will then meet next week to make their final selections.

**Fire**

- FPO O'Connell performed site visits to several occupancies as part of either new constructions or remodeling
- FPO O'Connell had to testify in court regarding a squatter in a building which was deemed unsafe for habitation. This involved another issue involving the squatter.
- Fire units responded to a small fire at Sherwood Heights School. Damage was limited and there no injuries.
- AFD administration met with Auburn School officials for a debriefing on the recent fire at Sherwood Heights School. Additional working agreements were developed between these two organizations.
- Crews continued refresher training on Hazardous Materials Operations level training and CPR recertification, a program taught by internal instructors.
- For the week of February 19<sup>th</sup> to February 25<sup>th</sup>, we responded to 94 calls for service. These include, but are not limited to: 7 fire alarm call, 1 fire call (Sherwood Heights), 58 Emergency Medical calls, 12 Motor Vehicle Accidents, 9 with injuries, 10 service calls and 5 Hazardous Condition calls. We provided no mutual aid assistance and received one mutual aid during this period. We also provided 1 EMS Mutual Aid call.

**Health and Social Services**

- On Monday I attended a Maine Welfare Director's meeting in Augusta. Our guests were Jonathan LaBonte Governors office, Bethany Hamm DHHS, Chase Martin Esq, Policy Advisor. We discussed the shift in cost to the municipalities when the State no longer allows certain class of people to receive State benefits. This puts a burden on the General Assistance program for their basic needs. The Governor's proposed budget and informed them we were against the new municipal reimbursement schedule.
- Our secured wall should be completed on Friday; this will be a great advantage to our office.

**Human Resources**

- The vacancy for Assessing Assistant was posted this week. This follows the City Council approval of the Ordinance merging the Assessing functions with the Financial Services Department.
- Ray Lussier, Safety Coordinator, participated in an after incident debriefing meeting following the evacuation of Sherwood Heights School last week as a result of a fire. Representatives of the School Department, Police Department and Fire Department attended. Issues identified will be addressed in the Emergency Evacuation Plan.

**ICT**

- Department Manager Renee Bogart has resigned her position to pursue other endeavors. We wish her the best of luck in the future. The Department will continue operations with existing staff in the near-term, and will re-evaluate staffing levels going forward.
- Completed final draft of GIS Protocol, using new, updated user roles and presented it to the GIS Steering Committee. The roles now match roles used by MapAuburn. The GIS Protocol is scheduled to be presented to staff at the next Manager's meeting.

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- Updated and created a new set of geo-database features that integrate our snowplowing routes and our sidewalk plowing routes, based on the districts defined by Public Services. We are still working with Public Services staff to create a map or map book that will best show this newly related data.
- Made changes to the Marriage License form provided by the State. The form fields, as designed, didn't provide sufficient space to list full names in cases where the names are very long.
- Updated our new MapAuburn viewers to include links (along the top) to the City of Auburn website and to the MapAuburn Home Page.
- Provided an updated set of GIS data for utilities (Water, Sewer, Stormwater) to consultant for use in MS4 compliance efforts.
- Staff deployed two digital displays in the Auburn Hall lobbies. These two were a proof-of-concept, and we should be able to roll out others if the need is there. Essentially, it's a laptop in a cupboard running a MS Powerpoint presentation. Rosemary Mosher designed the slides to incorporate elements from the City's website, and built templates so that the Clerk's Office staff will be able to easily update and extend the information displayed.
- Staff worked with Assessing and the support team at Patriot Properties after a minor navigational error caused some of the Personal Property data to display incorrectly.
- Staff met with Safety Coordinator Ray Lussier and staff from the 911 CommCenter, Fire and Police, as well as with MIS staff from Lewiston to discuss some concerns and policies with responding to 911 Emergency calls.

**Planning**

- Barker Mill Relicensing
- Transportation Center/Parking Garage Footings
- Minot, Main, Academy, High and Elm Street Traffic system improvements
- AVCOG Transportation Funding Proposals for Auburn (BTIP) for 2016-18
- Life Safety Grant Program Discussions
- Lisbon Health Inspections
- Low Income Tax Credit Project Explorations
- Christian Hill Airport Safety Project and Earth Removal
- Form Base Code-PB Workshop and prep for the next one
- Ag Zone Study Grant follow-ups and planning
- Mt. Apatite Stewardship proposal from ALT
- Former TGIF Repurposing on Turner Street
- Wayfinding signage RFP is almost done
- New Auburn Greenway/Riverway RFP
- Property owner outreach for future development potential

**Police**

- The department handled 734 calls for service this week.
- Officers conducted 195 motor vehicle stops and 15 field interviews.
- Officers investigated 78 offenses of which, 5 of which were felonies, generating 16 arrests, 26 criminal summonses and 2 juvenile arrests.
- Officers responded to 47 motor vehicle crashes.

### Public Services

- 2015 Reconstruction Project- Davis Ave, Tyler St, Seventh St. Project in design. Neighborhood meeting scheduled March 4<sup>th</sup>.
- 2015 Reclamation Project- Valview Dr, Summer St. Project bids 2/26/15.
- 2015 Mill & Fill Project. Broad St. Project awarded to Glidden Excavation and Paving. Start date 7/1/15.
- Stormwater Management- DEP audit scheduled for May 6<sup>th</sup>.
- Perkins Ridge Road culvert- in design.
- Snow picking continues to relieve congestion on our priority 3 residential streets, Pleasant, Elm, Spring, Hampshire, Webster, Goss and Winter Streets.
- Mail box repair work orders are coming in at a steady pace and being handled by DJ Sjostrom our carpenter.
- Second shift Ed Nemethy and Brian Lothrop continue to alleviate sight issues at problem intersections.
- The tool crib master Walter Reynolds is finishing up winter preventive maintenance on small equipment.
- Facilities tech Mike Reed continues being the best he can be by giving us all a clean and safe place to work.

### Recreation

- Registrations opened for Recess Warriors, ages 4-7. Recess Warriors is a five week program that will consist of a new activity each week and will allow children to take part in a variety of games. Activities will range from a classic game such as soccer, to a playground favorite like capture the flag.
- Registrations continued for Youth Lacrosse, grades 3-8. Lacrosse has become one of the fastest growing sports in the nation, and teams can be found at the professional, collegiate, high school, and recreation levels all around the country. Players will be introduced to skills, drills, techniques, and rules of the game, in addition to a regular practice schedule and full game schedule beginning in late April.
- Registrations continued for Adult Dodgeball and the regular season will begin on Sunday. 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. A total of 6 teams are registered in the league this season. Approximately 60 players participate in this league.
- Adult Men's playoff basketball games continued. The Men's A division championship game is scheduled for Sunday where TJ's place will square off against JC Services. A total of 24 teams are registered in the league this season. Approximately 288 players participate in this league.
- Adult Women's playoff basketball games continued. A total of 6 teams are registered in the league this season. Approximately 72 players participate in this league.
- Pickleball continued into week 21 of the program. 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 320 participants, with new members coming in each day of the program. Pickleball will take place every Tuesday and Thursday, 9:00am-

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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.
- 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 held a Dodgeball League Captains meeting on Thursday evening.
- Planning for upcoming youth and adult programs continued.