



**TO: Mayor and City Council**  
**FROM: Howard Kroll, City Manager**  
**RE: Weekly Report**  
**DATE: Week Ending October 30, 2015**

### **Assessing**

- The 801 Business Equipment Reimbursement Forms are being processed as they are received. We will continue receiving the forms through November.
- The Assessing Department will soon be posting all sales transactions that occur in the city to the Assessing website. We anticipate the information will be available to the public by next week. Sales will be updated on a monthly basis.
- The Municipal Valuation Return has been completed and returned to the State.
- The auditor from the Maine Revenue Service was in the office Tuesday and Wednesday going over the TIFs that include personal property. He looked at the three years worth of TIF spreadsheets showing valuation and TIF reimbursements, BETE exemption paperwork and BETR applications for reimbursement.
- Next week staff will begin Fall permit work. Permit work is done twice per year to reduce the permit workload in the Spring.
- Next week meetings will begin with the Assessing Department, Engineering and IT to go over deeds involving splits, merges, etc. The purpose of the meetings is to share information, discuss any issues with the deeds and make sure IT has the information needed for the GIS maps to be updated.

### **Auburn Public Library**

- Due to circumstances beyond our control, the scheduled closing of the Library for staff training for Weds., 11/4, has been postponed until Fri., 11/13. The Library will open at Noon that day.
- The Library will host the next L/A Arts, Arts & Culture Lewiston-Auburn, and Reinholt Consulting community conversation as part of their Cultural Plan L/A initiative. The meeting will take place on Thurs., 11/5, at 5:30 p.m.
- RED TAG book sale clearance! – Sat., 11/7, from 9 a.m. to 1 p.m. LAST CHANCE! We are clearing out the books from our last book sale, and they are going cheap! All books marked with a red tag will be \$1 for a bag or box! There are still some

## Weekly Report

Week Ending October 30, 2015

great books available. Don't run out of reading material this winter! This is a great chance to stock up. We will also have newly donated used books still in boxes available at regular book sale prices for adventurous shoppers.

- The formal part of Maine's ILEAD program has come to an end. Our "Tech for Seniors" project will continue informally with each library involved providing classroom sessions, loaning devices, etc. on their own.
- A sneak peek at the NASA exhibit that will be at the Library from April through June is available at <http://bit.ly/1LM1TsW>. The exhibit is currently at its pilot library in Louisville, CO.
- Upcoming programs include:
  - Author Daniel Tanguay – Mon., 11/2, at 6:30 p.m.: Presque Isle native Daniel Tanguay hopes to inspire with a discussion of his memoir *A Day Like No Other*. Overcoming a near tragic accident and a sleuth of bullying, Tanguay wants to provide inspiration and hope to his listeners.
  - KIDS! Chinese Story Time – Mon., 11/2, at 5 p.m.: Come join Lilly Huang for the final session of Chinese-English story times in the Maggie Trafton Room. All are welcome.
  - Conversations: A Multi-Faith Perspective – Tues., 11/3, at 12:30 p.m.: The public is invited to listen in as clergy of different faiths have round-table discussions on different inter-faith topics. Each of the four monthly round-tables will be held on the first Tuesday of the month at the Auburn Public Library. All programs run from 12:30 to 1:30PM. Participants will be able to listen in and pose questions as local religious leaders discuss their views and share their perspective among their colleagues.
  - Muslim Journeys Film: Islamic Art Spots - Thurs., 11/2, at 6:30 p.m. (Lewiston Public Library's Callahan Hall): In partnership with the Maine Humanities Council and the Lewiston Public Library, we are proud to continue presenting the Muslim Journeys Film Series. These first rate films have provided a compelling and nuanced glimpse into some of the pressures faced by the next generation of Muslims. Each session features a discussion facilitated by Reza Jalali, Author and USM's Coordinator for Multicultural Student Affairs. Muslim Journeys Films is a free, library-based film and discussion series offered by Maine Humanities Council's Maine Center for the Book as part of the "Bridging Cultures Bookshelf" created by the Ali Vural Ak Center for Global Islamic Studies at George Mason University and the National Endowment for the Humanities. NOTE: The film will be shown at the Lewiston Public Library.
  - Teens! Friday @ the Movies: *Mockingjay* (Part 1) – Fri., 11/6, at 3:00 p.m. Join us in the Androscoggin Community Room on the 1st Friday of

## Weekly Report

Week Ending October 30, 2015

each month to relax and enjoy a movie! With the release of Mockingjay (Part 2) this month, we thought we'd catch you up with Part 1! This program is just for teens, ages 13-18, and will include a snack. Location: Androscoggin Community Room

- KIDS! LEGO Club – Fri., 11/6, at 4 p.m.: Join us at our monthly LEGO Club for kids. We will provide the space and the LEGOs. Kids just need to come with their ideas and imaginations. Space is limited so the program will be run on a first come, first served basis. Please be advised there will be small pieces that present a choking hazard. This program is not suitable for very young children.
- 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

- We Issued the following:
  - 10 birth certificate
  - 69 death certificates
  - 6 marriage certificates
  - 2 marriage licenses
  - 11 disposition permits
  - 2 garage sale permits
  - 2 new cab driver permits
- Received 2 business license renewal applications
- We still continue to work on sending change of address confirmation cards to voters who were mailed post cards last month that have come back as undeliverable
- Worked on approximately 50 voter registration/voter change cards and updated that information in the Central Voter Registration system
- Finished working on training packets for election staff
- Held two training sessions for election workers on Thursday, one at 1PM and the second at 5PM – each session ran approximately 3 hours long and approximately 60 were in attendance
- Held Deputy Registrar training on Friday afternoon
- We still have a few positions left to fill for the November 3<sup>rd</sup> election
- Staff tested the 12 tabulating machines and 42 test ballots. We had an issue with one of the tabulating machines but we were able to borrow one from the State for this election
- Prepared and distributed the November 2<sup>nd</sup> agenda packets

## Weekly Report

Week Ending October 30, 2015

- Thursday, October 29<sup>th</sup> was the statewide deadline to request absentee ballots. Our office was open until 7PM on the 29<sup>th</sup> to allow additional time for residents to register to vote or to request an absentee ballot and to date, we've received 608 requests for absentee ballots
- Staff printed the voting lists for the election (20 lists are required – the incoming voter lists A-K and L-Z, an alpha voter list, and a complete voter list for the Deputy Registrars)
- Letters were sent to the party chairs notifying them that absentee ballots were going to be centrally processed on election day and absentee ballots may be inspected between 8 – 8:30 AM on election morning if we received notification before 5PM on Monday, November 2<sup>nd</sup>
- We continue working on preparing the paperwork for election day for the Warden/Ward Clerk bins

### **Community Development**

- The CD Office received two new applications for the CDBG Rehabilitation loan program. Both properties are single family homes outside of the CDBG target area.
- Two properties have been enrolled in the Lewiston Auburn Lead Grant Program. One is a 3 unit apartment building located at 55 Summer Street and the other, also a three unit building, is located at 11 Oak Street. The owner of Oak Street was issued a State Lead Abatement order and the is required to remediate the lead hazards.
- A Security Deposit Loan was approved and closed this month funded by Gorman Foundation.
- A 5 day LEAD Supervisor training was held at Parks & Recreation recently. The training was paid for by the Lewiston Auburn Lead Grant Program. A total of 8 people were registered to take the course.
- Staff will be working with Youth Build to rehabilitate a property located at 11 Walker Avenue in Lewiston. The project will be funded with HOME funds. The property, which is vacant, had been tax acquired.

### **Finance**

- The draft CAFR has been sent to the auditors for their review.
- Attended Mechanic Falls Savings Bank open house.
- Updated the TIF spreadsheet for the Assessor.
- The Tax Office has processed the following transactions for the weeks ending October 23<sup>rd</sup>:
- Motor Vehicle Registrations (Counter) - 247

## Weekly Report

Week Ending October 30, 2015

- Motor Vehicle Registrations (Online) - 35
- Registered 3 ATV's and 8 Snowmobiles, 1 Boat, Issued 11 hunting/fishing licenses and 11 dog licenses.
- Prepared and mailed 68 quarterly trash billing invoices.
- Coordinating the clean up of the Parks Maintenance building.
- Work has begun on the Central Fire Station floor repair.
- Review Mechanics Row Parking Garage repairs with engineer.

### **Fire**

- Crews conducted fire drills at several Auburn schools this week. This activity will continue till the completion of Fire Prevention Month.
- Crews continue station visits and hosting visits at the stations for the duration of "Fire Prevention Month."
- Staff & Crews participated in AFD's annual Open House which was held on Saturday 10/24. Again, the weather cooperated except for the cold, however we had one of our largest crowds yet as approximately 500 kids and 200 parents attended the program. Thanks to L/A 911 and the State Fire Marshal's for attending and assisting with the program.
- Staff completed the final C of O inspection at Starbucks on Mount Auburn Avenue and a compliance inspection at 124 Goff Street..
- Crews participated in a mandatory OSHA refresher training with Trench Rescue this month. This training is in conjunction with training for Public Services personnel.
- Our probationary firefighters attended a "Live Burn" training program in Mechanic Falls. This was also an excellent opportunity for our crews to work with some of our mutual aid departments.
- For the week of October 22<sup>nd</sup> to October 28<sup>th</sup>, we responded to 81 calls for service. These include, but are not limited to: 1 illegal outdoor burn, 62 Emergency Medical calls, 2 Motor Vehicle Accidents, 1 with injuries, 1 partial building collapse, 8 service calls, and 5 Fire Alarm calls. We provided 0 mutual aid assists and received 0 mutual aid responses during this period. We provided 3 Paramedic intercepts and 2 EMS transport in Lewiston for UAS.

### **Health and Social Services**

- The DHHS, General Assistance, Cost per Town information came out for fiscal year 14-15. This is the list of all the towns and municipalities in the state and what they spend on general assistance. Auburn's cost per capita for fiscal year 14-15 was \$4.32, compared to \$6.02 in fiscal year 13-14.
- Request for Christmas help from families are starting to come in.

## Weekly Report

Week Ending October 30, 2015

- Staff has been busy getting minutes done for the Conservation Commission meetings.
- A WelPac meeting was attended in Waterville this week for the upgrades to the program.
- We are trying to work out some of the details of the new law which went into effect 10/15/16 regarding applicants being released from correctional facilities and the municipality of responsibility. We received one person this week from Warren Corrections, which falls into that category. I'm working with Lewiston for billing and best way to assist the individual.
- Voter registration training was attended today.

### **Human Resources**

- Recruitments are underway for the following positions: Deputy Public Services Director, Patrol Officer, Arborists Assistant, and Olympia Driver/Ice Arena Worker.
- Staff met with the Program Coordinator of the National ABLE Network which administers the Senior Community Service Employment Program (SCSEP). This program provides training opportunities for individuals aged 55 and over who have goals toward entering the workforce. Program participants may work between 18 and 20 hours per week. The SCSEP picks up the wages and insurance costs for the participants. The City, should we become a host agency, provides the supervision and training opportunities for the participants. HR staff will be working with departments to identify projects and programs that are good matches for the program participants.
- Staff assisted with the annual charitable giving campaign. The first rally was held at Auburn Hall on Wednesday.
- Safety Coordinator met with staff of Ingersoll Turf Facility to review safety programs.
- Safety Coordinator continues to work with on emergency planning with School Department staff.

### **IT**

- Staff worked with Planning Department to make updates to Energov's GIS Addressing file.
- Working with Public Services, staff created a map of trees located along the city's roads, for use in the street tree grant application. We also generated a count of trees within 15 feet of the road pavement. This provided an approximation of the number of trees that will need to be inventoried.

## Weekly Report

Week Ending October 30, 2015

- Planimetric mapping updates from last year's aerial flight were delivered this week. We will perform a quality control check in the next several weeks, before making the data assessable to staff and the public.
- Most of the new cameras and motion detectors are now in place in Auburn Hall. We have a much better coverage of our premises, and will be able to provide video evidence in the event of an incident. Staff are reminded that most of Auburn Hall will be in a secure mode from 11PM to 6AM weeknights, and from 11PM Friday nights until 6AM Monday mornings. Anyone entering the building while it's secured will set off an alarm and trigger a visit by the Police. The School Department will still have access to the 4<sup>th</sup> Floor via the downstairs entrance and by carding the elevator up to the 4<sup>th</sup>. The Bridge walkway will now be secured. In the event of a program that needs to run outside of regular business hours, the responsible party will need to coordinate with Derek Boulanger, Paul Fraser or the Police Shift Supervisor.
- The Great Falls TV staff and equipment have begun their migration to Auburn Hall. So far, it has gone smoothly.

## NSBA

- General
  - Merrymeeting Behavior Health Meeting ~ Tavern
  - Phone Meeting – Jack Day – Norway Savings Bank Customer event
  - Full time position posted with job description
- Ice
  - Players Edge
  - Men's League
  - Women's League
  - Shinny
  - Public Skate
  - Maine Gladiators
  - LA Seniors
  - LA Seniors Elite
- Marc's Meetings
  - Honor Wall
  - National Firemen's Challenge
  - RedZone Wireless Press Announcement
  - RedZone Wireless walk-thru
  - Learn to Skate ~ Brooke Gagne
- Partnership Meetings
  - Symquest

## Weekly Report

Week Ending October 30, 2015

- Dead River
- Penmor
- AAA
- Hilton and Hampton Properties
- Jason Ops Tasks
  - Ice Maintenance
  - Olympia Maintenance
  - U18 State Tournament Scheduling
  - Red Hornets Round Robin Scheduling
  - Dehumidifier Maintenance
  - (Schedule Flexed due to staffing)

## Planning

- Form Based Code-The Staff is finalizing the final draft Form Based Code and accompanying graphics. The final draft will be presented at a public hearing at the November 10<sup>th</sup> Planning Board meeting and will be available on the City Website soon. Drafts from each Planning Board meeting have been available for a number of months and will remain available online as part of the Planning Board agenda files.
- The City Planner attended a pre-bid meeting for the Downtown Auburn Transportation Center. The project now has a completion date of September 2016.
- Staff met with the Housing Authority and Auburn Water and Sewer District to discuss the construction of a sanitary sewer line to serve the Transportation Center, the Esplanade and the Great Falls area future development area.
- Staff is meeting with developers and potential commercial tenants with increasing frequency. Permits remain strong for the year with many more to come in FY16.
- Staff met with Olga Dolgicer, Monroe Inn and Diane Jackson, Governor's Account Executive, Maine Department of Economic & Community Development at the Monroe Inn Property. If you have not been there feel free to stop by and see Olga for a tour and please remember she is there to offer a unique lodging experience when recommending a place to stay for friends, family or business people – They will not be disappointed and it will help her continue to preserve this landmark building.
- The electrical Division is still operating with one staff person. Please bear with us while we work through this reduced staffing period



## **Police**

- The department handled 506 calls for service this week. Officers conducted 117 motor vehicle stops and 11 field interviews. Officers investigated 45 offenses of which, one was a felony, generating 11 arrests, 16 criminal summonses and 8 juvenile arrests. Officers responded to 35 motor vehicle crashes.
- Chief Crowell and Deputy Chief Moen went to the Maine Criminal Justice Academy for inspection of the current academy class. Cadets Becerra and Saunders are doing well in the training program and will be graduating in December.

## **Public Services**

- 2015 Reclamation Project- Valview Dr, Summer St. (Park Ave to Mount Auburn Ave) Touch-up work and driveways to be completed next week on Valview Drive. Summer Street has been base paved and the intersection with Mount Auburn Ave has been altered. Surface paving scheduled next week.
- 2015 Reconstruction Project- Davis Ave, Seventh St and Tyler St. Davis Ave surface pavement scheduled for Friday, October 30th. Sidewalks and driveways to be completed next week.
- Stormwater Management- Reviewing the results of the DEP audit, meeting scheduled Friday, October 30th. Continuing compliance on Permit Year 3.
- Staff attended LA Bike/Ped Committee meeting.
- Staff prepared a Temporary Construction Easement for the work to be done on Wallingford Equipment property to improve sight distance at the intersection of Blanchard Road and Turner Road (Rte. 4).
- Staff prepared City Council information packages for the acceptance of First Flight Drive and Hickory Drive.
- Staff worked on tax map updates for the upcoming 2015-16 tax year. Splits, merges, right of way takings, and corrections. Produced CAD files and sketches for updating of GIS and assessing records. This is an ongoing task for the upcoming year.
- Crews were busy ditching on South Main Street near 989
- The basin crew was cleaning basins on Riverside Drive
- Crews were busy on Marston Hill Road replacing a cross culvert
- Crews have completed winterizing the outlet beach
- Crews have begun installing Holiday Lights
- Crews were busy painting basin lines in New Auburn
- The Parks crew were completing inventory on all Ballfields items
- Street sweeping as well as leaf sweeping is being done around the City where needed.

## Weekly Report

Week Ending October 30, 2015

- Crews were busy removing flowers on Union and Turner Street for winter
- Crews were working on Lane Road removing ledge in order to establish a ditch
- Crews were busy working around the City hot patching where needed
- Crews were out and about cleaning up graffiti as well as trash pickup at the numerous locations throughout the City, as well as deceased animals
- Some crew members were busy taking the One Ton Training
- Our grader has completed grading all roads in preparation for winter.
- With the winter trainings completed the Public Services Crews will have their annual Rodeo on Friday
- This week the fleet crew has completed all open work orders for APS and PD.
- The welding crew has been working on trucks and equipment along with some safety items that recently came up.
- Crew have tested systems for winter and found some failures which will be corrected as soon as they can be scheduled.
- Crew attended the Wellness class on 10/29/2015