



TO: Mayor and City Council
FROM: Howard Kroll, City Manager
RE: Weekly Report
DATE: Week Ending November 13, 2015

Assessing

- Staff has begun their Fall permit inspections
- Compliance letters, as required by Title 36 §547(B), were sent to all tree growth special land classification property owners due for their ten year recertification. The taxpayers now have 120 days from the date of receipt to comply with the recertification.
- The first supplemental tax warrant and certificate consisting of eight properties was completed. The Tax Collector was provided the paperwork.
- There is one pending residential tax appeal. The Board of Assessment Review has requested an extension beyond the 60 days allowed by law to rule on an appeal due to the lack of members to constitute a quorum. The Assessing Department continues to reach out to Auburn citizens to fill the three vacant Board positions.
- Staff is working with the Planning and Permitting Department to streamline the process of receiving building permit information. Currently permits are loaded in Energov (the Planning and Permitting software), paper copies are then provided to the Assessing Department and loaded into the Patriot CAMA system by an Assessing staff member. We are working on providing access to the Patriot CAMA system to the front desk computer in order to have the permits loaded into both systems at the time they are issued. This will reduce redundancy in permit loads as well as staff time to load.
- Processing of the Business Equipment Tax Reimbursement forms continue to be processed as they are received and are currently up to date.

Auburn Public Library

- The Library has applied for a Maine Humanities grant to help celebrate the 100th anniversary of the Pulitzer Prize. A series of programs would be held in the Fall of

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2016 and would focus on political cartoons. Local, regional, and national presenters would be featured.

- Two staff members will be in Colorado the week of Nov. 16th to view and learn how to present the NASA exhibit that is coming to the Library.
- Staff members attended the Minerva/Solar catalogers round table on Fri., 11/6, at the Lewiston Public Library. Minerva is the consortium responsible for the statewide interlibrary loan system. More than 60 libraries throughout Maine belong to the system. APL is one of the busiest libraries in the system providing more than 18,000 items annually to other libraries throughout the State.
- The recent Math Night sponsored by Head Start brought nearly 200 visitors to the Library. Families are encouraged to engage in various math games and activities and to enjoy refreshments. This is an annual event.
- It is time to start making plans for our annual Gingerbread House program which will be held on Sat., Dec. 12th. There will be two morning sessions and seating is limited. Registration is required. Additional registration information can be found on our website's calendar.
- Upcoming programs include:
 - Teens! DIY Takeover – Weds., 11/18, at 4 p.m.: We're taking over the Teen Space! Join us on the 3rd Wednesday of each month for a new project -- from duct tape art to photography, create your own video games or make your own magnetic poetry. If you have ideas for future DIY activities, please let us know! This program is just for teens, ages 12-18.
 - Let's Talk About It: Dreams of Trespass: Tales of a Harem Girlhood – Thurs., 11/19, at 6:30 p.m.: In partnership with the Lewiston Public Library and the Maine Humanities Council, the Auburn Public Library presents an exciting book discussion series on Islamic culture. Understanding and examining Islamic culture through memoirs and fictional works can bring a new awareness of our shared values and difficulties, as well as our shared successes. Each novel in this series will be followed by a discussion facilitated by Reza Jalali, Author and Coordinator Multicultural Student Affairs at University of Southern Maine. "I was born in a harem in 1940 in Fez, Morocco..." So begins Fatima Mernissi in this exotic and rich narrative of a childhood behind the iron gates of a domestic harem. Mernissi weaves her own memories with the dreams and memories of the women

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who surrounded her in the courtyard of her youth - women who, deprived of access to the world outside, recreated it from sheer imagination.

Location: Androscoggin Community Room.

- Teens! Flashback Friday – Fri., 11/20, at 4 p.m.: Join us in the Teen Space the 3rd Friday of each month for Flashback Friday! We will have some of your favorite childhood activities, including Legos, Play Doh, puzzles and Candyland, so you can play to your hearts content! We'll also feature childhood favorite snacks. This program is just for teens, ages 12-18.

Location: Teen Space.

- KIDS! Sprouts – Sat., 11/21, at 10:30 a.m. Join us Saturday mornings through May, for a rousing lap sit program for babies through 36-months and their caregivers. We'll gather on the story quilt with Miss Heather to enjoy songs, nursery rhymes, and dancing, while making new friends.
- Meditation Class – Sat., 11/21 at 11 a.m.: Take advantage of this free meditation class to help rejuvenate your mind and body after a busy week. This program is held weekly.
- Teens! Snack Chat! – Mon., 11/23, at 3 p.m.: Join us in the Teen Space twice a month to enjoy a healthy after school snack and engage in some enlightening conversation about current events. We invite guest speakers to further add to our conversations. This program is supported by Jim Pittman of Jim's Auto Sales and is just for teens, ages 12-18. Location: Teen Space.
- 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

- Processed all election day voter registrations and changes in CVR and completed the electronic notification with the Secretary of State's Office
- Updated all absentee ballot information in CVR (which included updating all voters who requested an absentee ballot but never returned the ballot to us), completed the electronic notification with the Secretary of State's Office, and printed the final absentee report which must be retained for 2 years
- We Issued the following:
 - 5 birth certificate
 - 25 death certificates
 - 10 marriage certificates

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- 2 marriage licenses
 - 4 disposition permits
 - 2 garage sale permits
- Received 1 banner application
- Received 1 business license renewal application and sent out 10 renewal letters
- 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 and the putting voters in "inactive" status if the Change of Address Confirmation Cards come back as undeliverable
- Completed the minutes of the 11/2/2015 meeting
- Prepared and posted the November 16, 2015 agenda packet
- Working on putting together Council notebooks for the newly elected Councilors, updating Orders/Ordinances/and Resolves with the new Council information, and updating the Elected Officials Contact Information
- Received 22 petitions (An Act to Raise the Minimum Wage and An Act to Establish the Fund to Advance Public Kindergarten to Grade 12 Education) and staff verified 59 signatures
- Meeting with Councilor Titus on Friday, Nov. 13th

Community Development

- Met with small business owners who are interested in moving their business to Auburn as well as investigating our Homebuyer Program.
- Participated in a conference call with congressional delegation's staff in an effort to save the HOME Program. The program is under threat of a 93% reduction. Participants made a compelling argument to save the program. There was some level of reassurance that the HOME program would be funded. Budget decisions should wrap up in December.
- Responded to email request by Councilor Crowley to improve the website documentation for business conducted by the Community Development Loan Committee.
- The Community Development Loan Committee approved 3 loans, two of which had the loan amounts reduced and one with a balloon payment after 6 months. There is concern from the loan committee that funding for the CDBG Rehab Program is lean compared to need.
- Attended the Green and Healthy Homes Steering Committee meeting. The meeting was on initiatives of the Environmental Protection Agency and their inspection efforts to protect children from lead paint poisoning. They are seeing evidence that increased inspections has led to more contracting companies becoming certified to comply with the Renovation, Repair and Painting Rule.

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- A Lead Grant application was received for a property that is under a DHHS abatement order, a 2-unit building on School Street.
- Awarded a bid to Main Line Fence to install a fence surrounding the community garden at 61 Webster Street.
- Attended the monthly LEAD Triage meeting.
- Processed and completed a project that had a DHHS LEAD abatement order with a poisoned child, which included displacing the occupants while the work was being performed. Tenants may not be present during the abatement work and were relocated to a local hotel.
- Attended Davis Bacon training for federally funded prevailing wage projects. The topics covered were Federal Labor Standards 101, Planning & Development, Wage Determination & Classification Issues, Certified Payroll, Enforcement and Compliance.
- Started work on a HOME project the Community Development Department is overseeing for City of Lewiston. This project is a substantial renovation of a tax acquired property. We will be using Youth Build to complete the clean-out and demolition work in preparation of the rehabilitation effort.

Fire

- Staff completed plans reviews with several planning and permitting departments.
- Staff conducted C of O inspections at Agren's appliance and Good Sheppard Food Bank. They also did an exiting survey for Thayer Corp.
- Crews participated in the monthly Blood Pressure Clinics this past Friday.
- Crews responded to and extinguished two kitchen / Cooking fires along with a grass & leaves fire.
- Staff and crews worked with and assisted contractors in the repair of AFD Central Station's main floor. Work is ongoing.
- Staff attended an informational seminar hosted by Unitil to discuss their updated emergency response plans.
- Crews participated in Fire Prevention Education at the Margaret Murphy Center and Fairview School Kindergarten classes.
- Crews continued probationary training for our three new firefighters.
- For the week of November 5th to November 11th, we responded to 90 calls for service. These include, but are not limited to: 2 Kitchen / Cooking fires, 1 grass fires, 63 Emergency Medical calls, 9 Motor Vehicle Accidents, 6 with injuries, 5 hazardous condition calls, 6 service calls, and 4 Fire Alarm calls. We provided 0 mutual aid assists and received 0 mutual aid responses during this period. We

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provided 0 Paramedic intercept and 1 EMS transport in Lewiston for UAS, and 2 EMS transports for Poland Fire/Rescue.

Health and Social Services

- We worked on revising and updating the Poverty Tax Abatement form this week, it's a work in progress.
- Staff is covering in the Clerk's office November 12, due to shortage in that office.
- Names of families are starting to come in for Thanksgiving boxes and Christmas gifts for the children.

Human Resources

- The Human Resources staff is gearing up for the annual open enrollment for health, dental and vision plans. In addition, the City is offering a new life insurance for employee's dependents. This is a new employee benefit with no cost to the employer.
- In preparation for annual open enrollment for health insurance, Human Resources Department is providing every full and part-time employee eligible for insurance with copies of Summary Plan Descriptions of both health plans offered by the City. This is an IRS mandate and is part of the Affordable Healthcare Act.
- The staff attended a workshop on Fair Labor Standards Act hosted by the Maine Municipal Association.

IT

- We're learning how to manage the new building alarm system. There have been a few surprises, as staff have not yet gotten into the habit of shutting down the system, or diverting to areas that are not alarmed. The system now works correctly, but there's still some education to implement.
- Staff replaced the computer in the Police Department's Evidence Room. The Evidence Room, located under the Parking Garage, is a very harsh environment for electronics, and we don't expect equipment out there to last very long.
- The Great Move is almost complete! Great Falls TV has now successfully cable-cast meetings in Auburn and Lewiston, and the NASA TV channel is mostly available. Our new method of streaming the NASA content has exhibited some glitches and we're working to make that more robust. Regular watchers will also have noticed that the Community Bulletin Board has been playing without music since the move. We're awaiting a new cable video run from Time Warner to resolve that.

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NSBA

➤ General

- Merrymeeting Behavior Health Meeting ~ Tavern

➤ Ice

- Players Edge
- Men's League
- Women's League
- High School/Middle School Practice
- Red Hornets Tournament
- Public Skate
- Maine Gladiators
- Maine Amateur Hockey Association
- LA Seniors
- LA Seniors Elite

➤ Marc's Meetings

- CMCC Hockey Meeting
- Parent & Me Dance
- Winterfest
- N Gilfoy with SAB (Representative from Halifax)
- Velocity Cheer ~ Fundraising
- Andy Titus
- On Ice Training
- YPLAA
- Kiwanis

➤ Partnership Meetings

- Sun Journal
- AAA
- HomeSnuggers
- US Navy
- Model Railroad Club

➤ Jason Ops Tasks

- Ice Maintenance
- Olympia Maintenance
- Dehumidifier Maintenance
- Gary Rousseau ~ Summer Ice

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- Chris Nadeau~ Sports Fix partnership
- (Schedule Flexed Due to Staffing)

Planning

- Form Based Code-The Staff presented the final draft Form Based Code at a public hearing at the November 10th Planning Board meeting. The Planning Board critiqued a power point to be used to explain the Form Based Code to the public at future meetings.
- The City Planner presented a special exception and site plan application for WolfPack on at the November 10th Planning Board meeting. Approximately 60 supporters showed up for the public hearing.
- The Planning Staff is close to resolving the final issues with a consultant in order to execute a contract and begin work on the New Auburn Riverway and Greenway design and construction documents.
- The City Planner is continuing the coordinated review of:
 - New parking lot at Hartt Transportation.
 - Additional parking area for K and R Auto at 900 Center Street.
 - A renovation of a building for a new Urgent Care facility at 539 Center Street.
 - Preliminary plans for the new park and ride facility at the I-95 interchange.
- Shannon Goodell, the Administrative Assistant, is working on entering permits daily, working on getting the flat files ready for being archived and performing regular filing and clean up around the office.

Police

- The department handled 589 calls for service this week. Officers conducted 136 motor vehicle stops and 12 field interviews. Officers investigated 62 offenses of which, 7 of which were felonies, generating 14 arrests, 31 criminal summonses and 5 juvenile arrests. Officers responded to 30 motor vehicle crashes.
- Deputy Chief Moen attended an inaugural planning meeting.
- Several staff members attended the Governor's Summit on Human Trafficking.

Public Services

- 2015 Reclamation Project- Valview Dr, Summer St. (Park Ave to Mount Auburn Ave) Touch-up work and driveways to be paved and completed by the end of next week.
- 2015 Reconstruction Project- Davis Ave, Seventh St and Tyler St. Davis Ave- sidewalks and driveways to be completed this week.
- Stormwater Management- Continuing compliance on Permit Year 3.

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- Crews continue to work on the Salt brine pad
- Crews continue sweeping leaves around the City, as well as Oakhill Cemetery, Raymond Park, Little Andy Park, EL Park, Drummond Park, Longely Park, Festival Plaza, Riverwalk, Bonney Park, Moulton Park and Main St.
- Basin lines continue to be painted on East Hardscrabble, Monroe and Jefferson
- Crew member continue to assist the Electrical Department when needed
- The hot patching crew are working on the North River Rd and Falcon Dr areas
- Crews are diligently working on the playground project
- Crews are working near 2527 Turner Rd digging the banking back
- Crews will be working all week installing Holiday lights around Festival Plaza
- Crews will dismantle the football sleds in preparation for winter
- Crews attended a Wellness Class
- 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.
- Crews were busy picking up numerous items left on the side of the road (debris, T.V.'s, mattresses, tires etc.)
- Sign work around the city continues; replacing and or fixing faded and damaged signs.
- The Excavation Technician was busy marking out dig safe's, inspecting both private and street excavations, reviewing and issuing Fill, Drive Opening permits as well as billing and continues GIS work and did two days of outfall research.
- Crews were busy cleaning the Parks Garage