



TO: Mayor and City Council
FROM: Howard Kroll, City Manager
RE: Weekly Report
DATE: Week Ending December 4, 2015

Assessing

- Joseph St. Peter passed his Certified Maine Assessor test taken on November 19th. This is a very challenging eight hour exam covering all aspects of assessing including a four hour essay section on law. Congratulations to Joe.
- Staff is working on the yearly sales ratio study for the state. The study is used to certify the City of Auburn sales ratio and quality rating. All sales that have occurred between July 1 and June 30 of each year must be certified as either arms length or non arms length sales with explanations attached. There were a total of 531 sales in the ratio study from July 1, 2014 to June 30, 2015. One hundred and fifty two sales were determined to be non arms length. This compares to 568 sales from July 1, 2013 to June 30, 2014 with 203 non arms length sales.
- Staff attended the winter meeting and training on November 20th put on by the Maine Chapter of the International Association of Assessing Officers. The training, which included Case Law Impact on Assessing Standards, provides credits for the CMA certification. The Maine Chapter of the IAAO holds these educational sessions twice per year.
- September declarations of value were received from the State last week and staff is working on loading the transfer information into the CAMA system.
- The Business Equipment Tax Reimbursement applications are due back to the State by December 31st. Local businesses with qualifying equipment must submit an application to the Assessor's office to be completed before submitting to the State. The last minute applications come in daily and continue to have a turnaround time of 2-3 days.

Auburn Public Library

- The Library's holiday schedule has been set. We will close at 1 p.m. on Thurs., 12/24. We will be closed Christmas Day and the day after. We will re-open with regular hours on Mon., 12/28. We will close at 1 p.m. on Thurs., 12/31. We will be closed New Year's Day but open with regular hours on Sat., 1/2.
- The Adult Services Manager attended the first meeting of the Public Library Standards Committee at Maine State Library on Tues., 12/1.
- Our Teen Librarian has been invited to serve on Advocates for Children's Program Development and Education Committee which advises AFC on many different things. It's also provides an avenue for AFC to share program updates and for committee members to make connections. The committee meets bi-monthly.
- Futures Lab: Students -- teens and adults alike -- who are working on their post-secondary aspirations are welcome in our Computer Lab on specified Monday evenings. Whether a student is just starting his/her college search, completing online applications or working on financial aid paperwork, there will be a college navigator and/or a representative from College for Maine Androscoggin on hand to answer any questions which might arise. Our Teen Librarian has worked closely with College for Maine Androscoggin and, through them, has received formal training in how to help students -- teens and adults -- move forward in (i.e., navigate) their post-secondary aspirations. The first session of the Futures Lab is scheduled for Mon., 12/7, at 6 p.m.
- The Development Coordinator and the Director have been asked to make presentations at this year's Reading Round Up on April 7th.
- Upcoming holiday programs include:
 - French program with Doris Bonneau on Thurs., Dec. 10th, at 4 p.m.
 - Gingerbread House workshop with the Wallace family on Sat., Dec. 12th. There are two morning sessions. Please make a reservation.
 - Family Hannukah concert on Thurs., Dec. 17th, at 6 p.m.
- 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

- We Issued the following:
 - 8 birth certificates
 - 66 death certificates
 - 5 marriage certificates
 - 2 marriage licenses
 - 19 disposition permits

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- 6 business licenses
- Received 7 business license applications
- Sent 99 Taxicab/driver reminders
- We 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
- Received 162 petitions and verified 392 signatures(An Act to Require Background Checks for Gun Sales, An Act to Raise the Minimum Wage and An Act to Establish the Fund to Advance Public Kindergarten to Grade 12 Education, and an Act to Legalizing Marijuana)

Community Development

- The Community Development Loan Committee approved three application requests for \$15,700 from the Community Development Program. They also discussed proposed changes to the various program for which they have responsibility to approve loans. After much discussion they agreed there are plenty of resources in this area that offer small business loans. They felt if we are planning to offer forgivable loans, we should limit our participation to that portion of the financing package.
- The Community Garden committee met at the 88 Newbury Street site to determine an appropriate location on the lot for the garden. After telephone interviews, the committee selected Lewiston Regional Technical Center to build the shed and Goodwill Industries to build the raised beds. The City Engineering Department surveyed the 61 Webster Street site in anticipation of the installation of fencing, and a Public Services crew trimmed trees and installed a stone pad for the shed.
- Worked on a loan modification for a delinquent customer.
- Attended the Maine Affordable Housing Conference.
- Attended a meeting to coordinate application processing under the Lead Hazard Control Grant.
- Community Development and HOME program income for the month of November was \$44,063.

Fire

- Crews completed the annual "Fire Pump" testing as required by OSHA & NFPA
- Crews attended training on Sprinkler Systems.
- Staff completed a C of O inspection at Clover Manor for their new dining hall. They also did a preliminary C of O for Planet Fitness

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- Crews participated in the Annual Holiday Parade hosted by the two cities.
- The repair of the floor at AFD Central station is complete.
- Crews responded to several instances of unauthorized burning in the city.
- Crews responded to assist Poland Fire with a vehicle fire on the town line.
- Crews performed probationary training for our 3 probationary firefighters. They are approaching their 6 month anniversary with the department.
- Staff conducted an inspection along with the Maine Fuel Board inspector at 124 Goff Street.
- Staff conducted plans review on several new occupancies in the city currently under construction. Staff also conducted a new boiler inspection for Community Development department.
- Crews responded to a chimney for on Pownal Road, a Train Track maintenance vehicle fire in Lewiston Junction Road, a cooking fire on Center Street and an industrial oven fire on First Flight Drive.
- For the week of November 19th to December 2nd, we responded to 161 calls for service. These include, but are not limited to: 7 fire calls, 118 Emergency Medical calls, 8 Motor Vehicle Accidents - 3 with injuries, 6 hazardous condition calls, 11 service calls, and 9 Fire Alarm calls. We provided 1 mutual aid assists to Poland Fire and received 0 mutual aid responses during this period. We provided 1 Paramedic intercept during this period and did 4 medical transports in Lewiston for UAS

Health and Social Services

- Staff has been very generous again this year providing Thanksgiving to 6 families which includes 13 adults and 22 children. Each family received all the fixing for the holiday including turkey, stuffing and desert. Administration staff provided for 5 families and Public Service staff picked up one family.



- November's billing was done and submitted for payment. We spent a total of \$5,532 for General Assistance, projected 70% return to be \$3,872.

- In November we paid out for 24 unduplicated cases which included 45 children.

Human Resources

- Human Resources Staff held employee meetings regarding open enrollment for benefits, benefit plan changes and introducing a new dependent life insurance plan.
- The Safety Coordinator attended a training hosted by the Maine Emergency Management Agency on Prevention of and Response to School Bombing Incidents.

IT

- IT Staff worked with Planning staff to create a map of the proposed Form Based Code areas for our website. The map allows users to zoom in to any location, determine the proposed zone, and link to the proposed Form Based Code ordinance language.
- Staff created final edits on the Auburn/Lewiston Kiosk maps. Working with staff from both Auburn and Lewiston, we created standardized presentation-quality maps for kiosks in both cities.
- Using a list provided by the Planning office, staff created a map of tax foreclosures for 2015.
- Turned on the Web Filter's blocking ability and discovered how much staff uses the internet! Through a misinterpretation of some terminology, I blocked nearly all staff from nearly all content. So over the course of the week, we've been backing off nearly all of the content blocking. As we refine the system we'll leave "holes" for legitimate staff use.
- With the Great Falls TV staff settled in to their new quarters, their attention will be turning to some much-needed hardware updates. The distribution server and much of the video gear in Auburn Hall will be updated in the current budget year.

NSBA

- **General**
 - Merrymeeting Behavior Health Meeting ~ Tavern
 - Hired new full time employee
- **Ice**
 - Men's League
 - Women's League
 - High School/Middle School Practices & Games
 - Public Skate

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- Maine Gladiators
- LA Seniors
- LA Seniors Elite
- **Marc's Meetings**
 - D&N Sales & Service
 - CMCC ~ Facility Rental (Holiday Party – Dec 16 – Penalty Box Tavern
 - Whitney Pelletier - Blood Drive (Exploring the possibility of Super Blood Drive in April @ NSBA)
 - Time Warner Cable
 - CMCC ~ Don Varney (Visiting Thursday to measure Community College locker room for build out)
 - Paul Lodge – Modern Railroad Club – Looking to host and rent Rink #1 in April for large Model Railroad Show
 - Bridgton Academy Hockey (Met with head coach to discuss Prep School hockey tournament)
- **Partnership Meetings**
 - Kelly David – Spectrum Medical
 - Hilton ~ Hampton Inn (Agree to become a partner)
 - Wei Lei
 - LaBonte CPA
 - GoZone Fitness
 - Budget Document Technology
 - Mortgage Network
 - Lost Valley
 - The Sports Fix (Agreed to become a partner)
- **Jason Ops Tasks**
 - Ice Maintenance
 - Olympia Maintenance
 - (Schedule Flexed due to staffing)

Public Services

- 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.)
- The construction projects are complete. The design and bidding for the upcoming fiscal year is in progress.

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- Sign work around the city continues; replacing and or fixing faded and damaged signs, some areas of interest were Old Carriage Rd, Seventh St. Whitman Spring Rd. and any other areas of interest.
- 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.
- Hot patching continues around the City as needed
- Crews continue installing snow fence where needed
- Crews worked on winterizing all mowers for winter
- Holiday Decorations continue to be put up around the City
- Crews continue to clean up leaves near Lower Turner St., Chestnut Park, Union St., Washington St and Pettengill Park, Longley Park. EL Park and Raymond Park.
- Crews cleaned up the Festival Plaza
- Supervisor and crews responded to assist Police in closing High St. due to an accident.
- Crews worked on ditching at 425 Stevens Mills Rd., and 180 Second St.
- One of the crew continue to assist the Electrical Department
- Crews were out removing the remaining flags on Main St.
- Crews continue and completed the Salt Brine Pad
- Crews continue painting basin lines on Monroe, Jefferson and East Hardscrabble
- Crews did a great job cleaning up and moving out old items at the Recreation Garage to make room for winter storage.
- Crews attended a Best Management Practices for Snow & Ice Control in Paris Maine.
- Crews were out and about sanding areas of the City where needed this past week.

Recreation

- Holiday Parade: The annual Parade of Lights took place on the evening of November 28th. The turnout was a huge success. Lots of people came out to watch the parade and see Santa light the tree. Numbers were high and feedback from the community members I spoke with were that they were happy with the day change, to a Saturday. There will be a follow up meeting December 9th between the Auburn and Lewiston sides to share feedback.
- Winter Festival: Winter fest planning is in high gear. There are some amazing ideas being brought up, we are now finalizing ideas and beginning to focus on the planning of what we will be doing. Our biggest event will be an ice rink located near festival plaza. We are still looking into logistics and cost at this point but will be finalizing details within the next couple weeks. The event will be held

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January 29th, 30th and 31st, and although there will still be a few events spread out throughout Auburn, our main focus will be to centralize most of the activities to down town Auburn, specifically Festival Plaza. The next meeting for the planning of the event will be held Tuesday, December 8th at 5:30 at the Norway Savings Bank Arena.

- Youth Basketball: Youth basketball has begun practices – participation as a whole is up 7% over last year.
- Adult Basketball: Adult basketball has launched its season
- Vacation Camp: Vacation Day Camp registrations have started. We have 9 currently signed up, but expect that number to double by the time of the program. Program runs the week of December break, December 27th through the 31st. Goal of the program is to provide a fun and safe place for kids to go during the day while parents are at work. Program will be run similar to our Summer Camp program; however lunches will not be provided.
- Ski & Snowboard Clinic: Auburn Rec and Lost Valley have teamed up to bring the children of auburn some ski or snowboard lessons. Signups through the Rec are offered at a discounted rate. Cost is \$85 for 6 weeks of lessons, with other additional options available as well (Rentals, additions ski passes, ect.). Registrations just opened this week, we are currently at 3 signed up. Registration is open through the end of December so we expect that number to grow. Program starts the first week of January.
- MPS Indoor Soccer Camp: Indoor soccer is aiming to start the last week of January. Planning to get advertisements out next week to all schools. Cost will be \$50 and program will be held in Ingersoll Turf Facility.
- Family Formal: The Family Formal will be an updated spin on the traditional Father Daughter Dance. Event takes place February 20th at the Norway Savings Bank Arena. Tickets will be \$25 per parent and child duo. Light snacks and drinks will be included. Still looking for sponsorship for this event.
- After School: After School program is still on hold as we finalize the break down on how the program will run with PAL.

Turf

Rentals:

- Global Premier Soccer started added more dates/times to their contract
- Working on field & batting cage rental with Kennebec Valley youth softball team
- Finalized batting cage rental with fitness group Prime 360 for daytime fitness classes
- Scheduled FREE baseball clinic run by University of Maine Orono coaches and players for Wednesday December 30th, 6pm-8pm

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- Working with new youth group, Knights Soccer Club on potential rental hours
- Getting a lot of inquiries on birthday parties or family gatherings
- Scheduling dates/times for Sabattus Disc Golf to run a winter putting league
- Continued scheduling of the batting cage area for both youth and adult use for the winter

Advertising/Promotional Meetings:

- Installed signage for Buffalo Wild Wings
- Installed signage for PenMore
- Installed signage for Auburn Family Plaza Dentistry
- Continuing work with Gee & Bee Sporting Goods on possible advertising.
- Agreed to a dual sponsorship deal with Sabattus Disc Golf and Norway Savings Bank Arena

Leagues/Programs:

- Session 1 for adult co-ed soccer ended on Tuesday with Formally In Shape All-stars winning
- Session 2 for adult co-ed soccer has filled up for its start next week.
- Working on finding more dates for Women's and Men's pick-up soccer nights
- Finalizing dates/times/fees for youth open field times
- Finalized Auburn Rec. youth indoor soccer league to start in January. Program will take place on Sundays starting in January for six straight weeks of skills and drills.
- Starting to take registrations for session 2 of Adult Whiffle Ball leagues for both Men's and Co-Ed
- Still working on a high school soccer league for boys and girls
- In talks with Sabattus Disc Golf on some potential youth programs in collaboration with Auburn Rec