

# 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 March 13, 2015

### **Auburn Public Library**

- The monthly staff meeting was held on Weds., 3/11. Among the notable items shared: a separate wi-fi router has been placed in the conference room which should solve connection problems; reservations on our videos to ensure first access to APL customers to new videos are increasing (due in part to the recent Oscars); summer reading programs are coming together well; the Spring Street entrance should reopen by the end of the week.
- The Library will host the Public Services staff for coffee as a part of Dinny Sullivan Day on Sat., 3/14, from 9 to 10:15 a.m. The public is invited to stop by to meet key members of the staff and tour the Library. Details for all the events can be found on the City's website at <http://www.auburnmaine.gov/>.
- The Board of Trustees will meet for their regular monthly meeting on Weds., 3/18, at 7:30 a.m.
- The Library is getting ready to begin the ILEAD (Innovative Librarians Explore, Apply and Discover) USA Maine project. Through the Maine State Library our team, comprised of the Lewiston, Bethel, Norway, and Central Maine Medical libraries will develop a project designed to better connect seniors with technology through strengthened community leadership. Many thanks to Maureen Goff for agreeing to be Auburn's community representative. Maureen is our computer skills volunteer. Having worked with seniors on improving their technology skills, we are fortunate to have her expertise in mentoring us. Our team is one of four selected from around the State.
- Our upcoming programs include:
  - Teen Life Skills: Applying for a Job: Tues., 3/17, at 3 p.m. Lisa Hartnett of the Career Center will be here to talk about how to look and apply for a job. Whether looking for your first, part-time job or nearing the end of high school and are looking for full-time employment, the information she provides will be essential toward your success. This will take place in the Community Room and is just for teens, ages 12-18.
  - KIDS! Crazy 8's Math Club: Thurs., 3/19, at 4 p.m. The fun continues with sessions of creative and entertaining math activities. Kids in grades 3-5 are invited to join us. Get excited about math with cool activities like Color Crush, Double Trouble and Ninja Training. Kids will build stuff, make a mess and have a great time discovering

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just how cool math can be! Space is limited so please call the library at 333-6640 ext.3 or use our online registration form to register.

- Meditation Class: Sat., 3/21, 11 a.m. Daily demands on time can make a hectic life for all so take advantage of this free and very popular meditation class as instructor Adam Hill will help rejuvenate your mind and chase away your everyday stress. The room location varies so please check the signs when you enter the library.
- 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**

- Sue attended Title 30-A training in Augusta on Monday, March 9<sup>th</sup>
- Sue, Eric Cousens and Howard Kroll met with an Auburn resident to discuss our Garage Sale ordinance
- Received 3 business license applications (1 new and 2 renewal applications) and issued 6 licenses (renewals)
- The phones have been extra busy due to real estate property taxes being due
- Updated the City telephone lists
- Issued 6 cab driver licenses
- Received 23 voter registration cards
- Issued 6 birth certificates, 42 death certificates, 3 marriage certificates, 1 marriage license, and 4 burial permits
- Worked on minutes and the 3/16/15 agenda packet

**Economic Development**

- Staff conducted business visitations to determine economic impacts of events at the Norway Savings Bank Ice Arena. Materials such as activity surveys and tournament schedules were distributed to 24 businesses.
- Engaged in EDA contract administration for final submission and prospective final EDA approval for Dingley Pooled Wetland Mitigation Site Project;
- Engaged in Downtown Auburn/New Auburn Form-Based Code design & production;
- Engaged in Downtown Auburn/New Auburn Form-Based Code Planning Board packet production in partnership with Planning Dept. staff for 3/10 Planning Board Mtg.;
- Conducted Form-Based Code presentation and work session at 3/10 Auburn Planning Board Mtg.;
- Met with Gaby Russell of Platz Associates & Grow L+A to discuss Downtown Auburn/New Auburn Form-Based Code and upcoming "Build Maine" Conference in Lewiston; scheduled a Form-Based Code lunch & learn at Platz Associates for late March;
- Met with the President of the Lewiston/Auburn Economic Growth Council to review the upcoming years proposed budget and work plan
- Met with the City Council on 3/9, in workshop, to discuss proposed FY 16 budget and work plan;
- Participated in Ingersoll Arena group planning & strategy meeting;
- Participated in Shoemaker Alley Public Space Improvement Project CDBG status & planning meeting;

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**Fire**

- FPO O'Connell performed site visits at Lotus Restaurant and The Barn.
- FPO O'Connell performed initial C of O for Dollar General on Minot Avenue.
- Fire units responded to a small fire at Sherwood Heights School. Damage was limited and there no injuries.
- DC Allen attended a meeting regarding VoIP phone systems and 911.
- Crews attended training on Trauma Assessment and Staging Area Manager Program as part of NIMS.
- Members of the Compressed Air Foam System completed their training and operational guidelines documents and produced a Standard Operating Procedure. Department training to be held in the spring.
- Chief Roma and DC Allen attended the Androscoggin County Firefighters Association meeting in Sabattus. Fire Marshal Joseph Thomas was the guest speaker.
- For the week of March 5<sup>th</sup> to March 11<sup>th</sup>, we responded to 110 calls for service. These include, but are not limited to: 6 fire alarm call, 2 fire calls, 71 Emergency Medical calls, 6 Motor Vehicle Accidents, 3 with injuries, 13 service calls and 12 Hazardous Condition calls. We provided 2 mutual aid assistance calls and received no mutual aid during this period. We also provided 3 EMS Mutual Aid calls.

**Health and Social Services**

- In February we paid out \$8,656 in General Assistance for 28 cases. This gives each household an average of \$309 in assistance. The overwhelming majority of assistance was for housing.
- Our new wall is very nice and functional. Our clients also like it for privacy.

**Human Resources**

- Michael Sassano, Safety Consultant with Cross Insurance, the City's Worker's Compensation Third Party Administrator provided annual mandatory Ergonomics Training for City Staff and School Department personnel.
- Chris Mumau, HR Assistant, attended a training hosted by Tyler Technologies on upcoming upgrades to the MUNIS software. MUNIS includes the financial management, payroll and human resources software packages. Of particular interest was the tracking for the federal healthcare act.
- Deb Grimmig, HR Director attended a meeting on conducting internal investigations. The meeting was hosted by LERA (Labor and Employer Relations Association).
- In anticipation of the construction season, recruitment for Project Engineer has started.

**IT**

- Staff took part in training on the administrative aspects of Tyler's Content Manager. End-user training will begin next week and we'll then be ready to start using the program.
- Our Microsoft Exchange server (email) acted out on Tuesday, causing us to be unable to access new emails for several hours. No messages were lost, they just weren't available to us. A stop-gap measure was applied, to get the system working again, and we'll effect a more robust repair outside of business hours.
- Staff met at Auburn Hall with CDBG's Hal Barter and the equivalent representatives from Lewiston to discuss the system requirements for the Healthy Homes initiative. Inspectors

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from each City will be using tablets in the field to gather information, which will then be aggregated into a common database.

- Staff spent several hours combing through email archives to comply with the LAArts FOAA request.
- Staff continues to work on resolving the issues with sending staff location information to the 911 CommCenter when emergency calls are made.
- Reformatted maps for Auburn Parks and for Auburn Cemeteries for use by Public Services.
- At the request of the Public Services and Engineering departments, provided a copy of our Stormwater Geodatabase to our stormwater consulting firm, Woodard and Curran. We also created a complete set of maps to use in stormwater planning and investigations.
- Working with Recreation and Facilities departments, completed initial design of a GIS-based system that will be used to track signage at Ingersoll Arena. The system will track sales, contracts, and sign placement. Completed the initial mapping of walls for signage, laid out the initial concept and database structure, and reviewed concept with staff from involved departments.
- Staff spent approximately 7 hours on promoting the Dinny Sullivan/Salute to Local Businesses event.

### **Norway Savings Bank Arena**

- The Norway Savings Bank Arena will be hosting the NED Girls U12 and U14 Tournament starting on, Friday, March 13. The action starts at 5:00pm and will continue thru Sunday afternoon (3/15). The Championship games will be played Sunday at 1:00pm and 3:00pm.
- Maine Senior Class A and B All Star games are also happening on Saturday night. Tickets for these games are \$10 and all proceeds will go to the Barbara Bush Children's Hospital. The Class A game kicks-off at 7:00pm and the Class B game at 9:00pm.

### **Planning**

- Working on the FY 16 Budget
- New Auburn Greenway Grant –Doug Green, City Planner was successful in obtaining a Recreational Trails Grant to connect The Barker Mill Trail to Barker Arms, along Mill Street and to the intersection of Mill and South Main Streets. This will bring state funding to help implement a goal of the New Auburn Master Plan and Comprehensive Plan.
- We are working on updating the New Auburn Greenway RFP to include the Riverway Road Design –a goal of the New Auburn Master Plan and Comprehensive Plan.
- The former TGIF building on Turner Street was approved for a lot split so the property could be transferred separately from the rest of the development. No word on who might go there.
- A 5 lot subdivision was approved along Old Danville and Woodbury Hill Roads.
- The Zoning Board of Appeals will meet Thursday March 19<sup>th</sup> to discuss updating their policies and procedures.
- The Planning Board continues to work on drafting a form based code for our urban core of Auburn and New Auburn - a goal of the New Auburn Master Plan and Comprehensive Plan.
- The Androscoggin Land Trust has offered to provide stewardship services at Mt. Apatite, including help with trail and property markings and other goals of the Comprehensive Plan and Joint Land Use Study. This is a great opportunity to partner with ALT at no cost to the City and the Recreation Committee will consider their proposal soon.

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- Yard/Garage Sales and Flea Markets will be coming back to the Council for some requested changes to the ordinance and we are working on drafts for a pre-Council public meeting for input on proposed changes that will be held on Tuesday April 7<sup>th</sup> at 6pm in the Community Room at Auburn Hall.
- Staff met with Mayor LaBonte and a Federal Highway Representative to discuss the Mayors Challenge proposed by Federal Highway. The Program will highlight Auburns proactive complete Streets efforts and convene some technical staff to discuss the Minot Avenue, Elm, Main, High and Academy Streets network. We hope that the Federal collaboration and attention may also lead to funding opportunities in the future.
- The draft Gulf Island / Deer Rips Hydro Recreation monitoring report is out for comments. Staff has discussed the draft with Brookfield staff and opines that Brookfield should survey users of the heavily used Turner boat launch on the northern end of Gulf Island Pond to determine where they are traveling from. Auburn has an opportunity to have a southern launch built by Brookfield that would make Auburn the southern trailered boat access point to Maine's newest State Park-the Androscoggin Riverlands- and provide emergency access to the southern end of the impoundment. Discussions a few years ago resulted in East Auburn Neighborhood opposition, however, other communities have seen increased property values in waterfront neighborhoods including commercial recreational opportunities and the opportunity should be thoughtfully considered by the City as a whole to see if an acceptable location can be identified.

### Public Services

- 2015 Reconstruction Project- test borings being drilled on Davis Ave
- 2015 MPI Project- AWSO video inspecting the sanitary sewer lines
- 2015 Reclamation Project- contracts signed with Gendron & Gendron
- Perkins Ridge Road culvert- receiving additional pricing for materials
- Stormwater Compliance- preparing for May 6<sup>th</sup> audit
- We are continuing to follow our snow removal program. We hope to finish our priority areas next week. We will then be removing snow in non priority areas to relieve congestion.
- Second shift continues to remove snow as sight issue work orders come in. along with any evening issues that arise.
- Walter Reynolds in the tool crib is starting to gear up for spring ordering the necessary PPE and small tools needed for the tasks ahead.
- Facilities Mike Reed continues his never ending task of giving us all a clean and safe place to work.
- Push Banks/Remove Snow: Jennifer Dr, Poland Rd, Central Fire, Engine 6, Mill St, Benjamin St, Auburn Hall, Dunn St
- Posted No Parking Signs; Shepley St, Lake Street, Granite St
- Cold Patching, around town including Hotel Rd and Park Ave., New Auburn

### Recreation

- Auburn Recreation is pleased to offer another all-new program choice: Line Dancing! This class will be instructed by Rina, who has over ten years of experience in this upbeat and fun form of dance. This introductory course will teach participants the Arizona Freeze, Cowboy Boogie, Boot Scootin' Boogie, Cowboy Charleston, and other dances.
- Registrations continued for a brand-new program offering, Parent & Me Craft Time, ages 4-7. Instructor Jasmine will lead participants in this exciting new arts and crafts program. Each

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week will include a different project from building dream catchers, to birdhouses. This is a great opportunity to unlock your inner artist!

- Registrations continued for another brand-new program: RAD Self Defense Course For Women. In partnership with the Auburn Police Department, This basic physical defense course will teach women how to protect themselves from aggressors in compromising situations. If you have ever been interested in learning this type of skill and increasing your overall confidence level, this is the class for you! RAD is for every woman – no matter what size, no matter what age, no matter what skill level. The RAD System: You Can Do This.
- Registrations continued for Summer Day Camp, grades Pre K – 8. Each day, the Summer Day Camp offers campers structured activities, games, and arts & crafts. One day each week, campers will go on a beach trip, where they will enjoy organized activities and swimming. Additionally, campers will have an excursion day/special event each week. This season, camp will take place 5 days a week (Monday-Friday), and will begin June 29th and conclude on August 14th for a total of 7 weeks.
- Registrations continued for Tee Ball, ages 5-7. In this program, players will be introduced to the basic concepts of baseball such as hitting, base running, fielding, throwing and catching. Teams of ten to twelve players will be formed where everyone plays in the field, and everyone is in the batting order. Batters hit the ball off a “t” stand to get on base and there are no walks or strikeouts. Players will test their skills in Saturday games beginning in early May (weather permitting).
- Registrations continued 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. This program will begin this Saturday with a total of 14 children registered at this time.
- 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.
- Adult Dodgeball regular season continued. 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 B division championship game took place this week with Rising Sun Bakery emerging victorious over American Concrete. 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 23 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 338 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.

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- 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. These discounted tickets are available until Friday.
- 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. PDA memberships are available for purchase until Friday.
- Salute to Dinny Sullivan scheduled for Saturday, March 14 - What a great way to experience the City of Auburn *and* celebrate our local businesses at the same time! This year's event includes tournament play at our very own Norway Savings Bank Arena, coffee with Public Services, Corned Beef Dinner at Rolly's Diner, a Chili and Chowder Challenge at the local Boys and Girls Club, local business specials, and much, *much* more. More info and schedule of events available [here!](#)
- Staff attended a Recreation & Special Events Advisory Board meeting on Wednesday evening.
- Planning for upcoming youth and adult programs continued.