

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 May 15, 2015

Assessing

- The Assessing staff is processing the Business asset 706 returns and BETE exemption applications and anticipate the project will take approximately 8 weeks.
- Zach Lenhart, Code/Assessing, assists with the processing of returns two days a week.
- Carol Colby, CMA with John O'Donnell & Associates works 1 day a week on the returns.

Auburn Public Library

- The trustees of the Auburn Public Library and the Lewiston Public Library held a joint meeting on Weds., 5/6. Among the topics discussed were services provided by the libraries and working on a joint strategic plan.
- Donna Wallace, Mamie Ney, and a teen volunteer attended the PAL-sponsored "Leadercast" on Fri., 5/8. It was a day of inspiring talks and opportunities to network with local leaders.
- The Library participated in the Rec Department's "Spring Fever & Bike Rodeo" on Sat., 5/9, at Pettengill Park. Donna Wallace and Mamie Ney represented the Library. We offered information about upcoming summer reading programs and had prizes.
- The Library hosted the Chamber's YPLAA after Hours on Tues., 5/12, with approximately 50 people in attendance, including the new chamber president, Matt Leonard. Thank you to the Library Café for a generous donation of food. Thank you to Susan Geismar, APL Development Coordinator, for spearheading the planning. Thank you, also, to Marche Kitchen and Wine bar for providing the cash bar.
- The monthly staff meeting was held on Weds., 5/13. The focus for much of the staff is finalizing plans for our summer reading programs.
- The Library Café is under new ownership. Local businessman Dan Gagnon has purchased the business from Bill and Daphne Berta. Our thanks to the Bertas for all that they did for the Library during their time with us. They were always very popular with customers and staff and they were very generous with their contributions to the Library and other local organizations. We all wish Dan much success in his new venture. Dan is also owner of Rocky Coast Coffee Roasters and his products will soon be available in the Café. Please stop by to meet Dan and manager Sarah or to check out the daily specials.

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- The Library has received a donation of a second low vision reader from APL Maintenance Coordinator Rick Duchesneau. This unit has been installed in a study carrel on the second floor.
- Although bidding won't begin until June 1st, registration for our online auction is open. You can create an account by linking to <http://www.32auctions.com/apl>. Click on "login" in the upper right corner to start the process. You can also view the complete list of items available, including Green Monster seats for a Red Sox/Yankees game and the opportunity to be a "brewer for a day" at Baxter Brewery.
- We have started the search for a new library associate for Reference/Adult/Teen Services. We have advertised the job on library-related websites and listed it with the Maine Job Bank. We have also hired a temporary library assistant, Bethany Wooster, who will be filling in while a part-time staff member is out on extended medical leave.
- The Library will soon have a telescope to lend thanks to a grant from Cornerstones of Science. Training for its use and circulation procedures is underway.
- The Board of Trustees will hold its regular monthly meeting on Weds., 5/20, at 7:30 a.m.
- Our upcoming programs include:
 - Primetime Adventures: Grave Matters, Victorian Customs: Tues., 5/19, at 2 p.m. Beverly Robbins of Lewiston/Auburn Senior College will share some of the practices of 19th century Victorian mourning, including many of the superstitions and traditions of the day.
 - The Health Care Movie: Thurs., 5/21, at 6 p.m. This is a screening of the documentary film produced by Canadian/American couple Laurie Simons and Terry Sterrenberg about the health care systems in Canada and the U.S. and how they evolved for more information visit our website or call 333-6640 ext. 4.
 - Teens! DIY Takeover: Zentangle - Weds., 5/20, at 4 p.m. We're taking over the Teen Space! Join us every month for a new project from duct tape art to photography, create your own video games or make your own magnetic poetry. This month, we're going to try our hand at Zentangle, an abstract drawing created using repetitive patterns. Be sure to join us! Just for teens, ages 12-18.
 - Teens! Gaming Hour: Fri., 5/22, at 4 p.m. Take a break from studying and stop by the Androscoggin Community Room for video games and snacks. We have Xbox and Wii (sorry, only games rated teen and younger). Did we mention we have snacks? Just for teens, ages 12-18. This program was made possible by a generous gift of the P&G Fund of the Greater Cincinnati Foundation. It is one of our more popular teen programs.
 - KIDS! DIY Tweens Upcycle on old CD into Colorful Wall Art: Weds., 5/27, at 4 p.m. Tweens ages 9-12 are invited to join Miss June to learn how to upcycle an old CD into a colorful work of art for their wall. All materials will be provided by the library. Kids just need to bring their imagination! Space is limited. Please call the library at 333-6640 ext.3 to sign up or register online.
- 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

- Prepared the 5/18/2015 City Council agenda packet and worked on minutes of the 5/4/2015 and 5/11/2015 meetings

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- Sue Clements-Dallaire attended the Maine Town and City Clerks' Associations Executive Board meeting on Wednesday, May 13, 2015 in Augusta
- Worked on Board and Committee information to begin the application process again to try to fill vacant positions
- Absentee ballots for the Special Municipal Election for the vacant School Committee seats and the School Budget Validation are ready and available
- Called all level IV licensed nursing home and residential care facilities to offer to conduct absentee voting at their facilities.
- Business licenses – received 10 applications, issued two renewals
- Issued 1 Taxi Drivers licenses
- Issued 8 birth certificates, 7 marriage certificates, 68 death certificates, 2 marriage licenses, and 21 burial permits
- Issued 9 garage sale permits

Community Development

- Yvette has completed the monitoring of the HOME Funded Security Deposit Program in both Auburn and Lewiston. Both reviews were satisfactory and meet HUD guidelines for Tenant Based Rental Assistance Programs.
- Three deferred loans have been converted to payable loans because the clients now exceed the income limits for deferred status.
- The Auburn Lewiston Fair Housing Alliance held a recognition evening on April 28 for the 30 middle school participants of the Fair Housing Poster Contest. Prizes were awarded to top finalists and a 2016 Calendar has been printed featuring the finalists.
- The Consolidated Plan was uploaded through the U. S. Department of Housing and Urban Development website. The plan is now under review. It is not typical for a plan to be accepted without further modifications. Staff feels, however, that it is complete and any changes should be minor.
- A bid opening was held for removal of hazardous materials at 5 buildings at 88 Newbury Street, 14 Second Street, 115 Whitney Street, 33 South Goff Street and 181 Manley Road. All of these are scheduled for demolition. The bids ranged from a low of \$23,000 to a high of \$45,150. We are currently checking references. Work on these buildings should begin within the week.
- Met with Sandy Goss of Goodwill Industries to talk about incorporating their work from their youth program into construction projects for the coming year. This partnership is critical for them to gain points for a grant. This will benefit youth from both Auburn and Lewiston who will learn construction skills.
- Met with staff from Planning Decisions to discuss development a downtown plan. This project would incorporate a number of studies into one document. The primary purpose would be allow developers who are applying for Low Income Housing Tax Credits to receive some additional points, making their application more competitive.

Fire

- The Androscoggin County Jail provided the AFD with personnel to assist with spring cleaning. This involved stripping and refinishing floors and painting of the stairwells. The work was completed this past week.
- AFD crews performed spring cleaning of their outdoor property. This was extremely difficult this year due to the conditions of the lawns after the harsh winter plowing needs.

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- AFD provided mutual aid to Minot for a structure fire.
- FPO O'Connell inspected numerous occupancies as result of complaints and completed several certificates of occupancy inspections.
- FPO O'Connell continued work in preparation for the "Expert Witness and Court Room Testimony" class which is being held in Auburn at the end of May.
- Crews participated in the annual APD "Bike Rodeo" held at Pettingill Park.
- AFD hosted a meeting at the Auburn Public Library where members of the Maine Fuel Board held a training seminar for licensed personnel regarding updated rules and codes for instillation of Oil, Gas, Propane, and Solid Fuel devices and associated fuel storage units.
- Crews continued training in the 2015 updated Emergency Medical Protocols as required by Maine State Emergency Medical Services. This part was the online testing of last week's presentation.
- A meeting was held with AFD Command personnel, 911 Director and Supervisor, and radio technicians to discuss upgrades to our fireground communication issues and develop appropriate protocols to ensure personnel safety. Recent changes from the FCC have caused us some emergency radio issues.
- For the week of May 7th to May 13th, we responded to 92 calls for service. These include, but are not limited to: 4 Fire Alarms, 6 Woods/Grass fires (all unauthorized), 3 Bark Mulch fires, 2 cooking fires, 65 Emergency Medical calls, 5 Motor Vehicle Accidents, 4 with injuries, 3 service calls, 1 Hazardous Condition call. We provided 1 mutual aid call for a structure fire in Minot and received 1 mutual aid assist during this period. We provided 2 EMS Mutual Aids during this period.

Human Resources

- The Assessing Assistant position has been filled by an in-house candidate, Katelyn Doustout. Katelyn previously worked for Community and Economic Development as an Information Assistant providing customer service at the front counter for Engineering, Planning and Permitting and Economic Development. She has been assisting Karen Scammon, Tax Assessor for the past several months. She is a welcomed addition to the Finance Department. Recruitment is underway for a new Information Assistant to replace Katelyn. The position had been filled by an individual through a temporary agency, but this individual was hired into a regular full-time position in another company.
- The recruitment for General Manager of Norway Savings Bank Arena is underway.
- Chris Mumau and Deb Grimmig attended the Human Resources Convention last week. The convention hosted some world class speakers. Of special interest was the presentation Emergency Preparedness Director of Tufts Medical Center who described how their organization continual planning and exercises helped them for the Patriots Day bombing in 2013.
- The Human Resources Department is gearing up for the annual open enrollment for the Cafeteria Benefit Plan and the new fiscal year changes to the Health Reimbursement Account.
- Recruitment is underway for a new Information Assistant to replace Katelyn Doustout.

IT

- Attended a briefing meeting with Edward Little High School volunteers who will be working at Oak Hill Cemetery on the 19th. Prepared a mapping/staffing plan and discussed it with ELHS teachers and students. Based on the plan, developed a series of maps for use on the

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19th. The maps show the locations of known veterans and will provide for additional information gathering by involved staff and student volunteers.

- Organized planning meetings for a Sign Inventory project and developed a preliminary data schema. The project will combine the needs of the Police and Public Services department and will take advantage of a summer police department intern. We will refine the schema over the next few weeks, and work with PD and Planning to develop a workplan.
- On the recommendation of our GIS consultant, created four distinct databases within our GIS server. This will allow Auburn, Lewiston, and AWSO to maintain their own data using different priorities and methods, while still maximizing our ability to share data and resources.
- Researched the GIS/Energov connection, which must be rebuilt as part of the GIS server upgrade. We suspect that there may be a number of opportunities to gain small efficiencies by re-examining the GIS aspect of the workflow, but there is a high cost in time to examine and implement necessary workflow changes, which would further sideline the GIS server implementation. To expedite the GIS server implementation, we will rebuild the interfaces without upgrades and work with City departments to re-examine workflows as part of another project in the near future.
- Created a series of construction maps for Broad Street.
- Staff represented Auburn at the kick-off meeting of the Governor's Cyber Security Task Force in Augusta. The CS Task Force is charged with developing standards and best practices to protect Maine's critical information stores. The Task Force will be meeting every other month and will be preparing a report for the Governor and Legislature. Auburn's participation will help us to stay current with cyber security trends. I'm also working towards a post-baccalaureate degree in cyber security through the UMaine System.
- Staff reviewed building security upgrades with Derek Boulanger and Ray Lussier and a representative from a potential vendor.

Police

- The department handled 781 calls for service this week. Officers conducted 197 motor vehicle stops and 22 field interviews. Officers investigated 78 offenses of which, 8 of which were felonies, generating 24 arrests, 35 criminal summonses and 7 juvenile arrests. Officers responded to 25 motor vehicle crashes.
- The 5th Annual Leadercast Leadership Seminar was a success. There were 140 people in attendance this year.
- On Wednesday, May 13th the Department held a candlelight vigil at the Police Memorial honoring Officer Rocky Bonney and Officer Norm Philbrick who were killed in the line of duty. There were approximately 75 people in attendance including Officer Bonney's widow and Officer Philbrick's daughter.

Public Services

- Crews are on Fridays run for spring clean up.
- Pettengill Park's outfield is graded, irrigation to be installed by the end of the week, sod to be installed next week.
- While Spring Clean up week(s) are running we are short handed in fleet. We had 2 PD and 17 APS work orders, we managed to get done this week as well as 1PM for PD. We completed a state inspection for 1 of the APS units along with the rest of the w/o

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- We still have two large trucks down and a smaller trucks that will need attention. Once spring clean gets done and we have list of work that will need to be accomplished.
- 2015 MPI Project- Broad Street Mill & Overlay. AWSO is upgrading the water main from Mill Street to Eighth Street. The paving portion of the project is scheduled to begin July 1st.
- 2014 MPI Project- Lake Street (Park Ave to the CUL). Contractor is cleaning up ditches, inslopes and pipe inlets/outlets. Mailboxes have been adjusted.
- 2015 Reclamation Project- Valview Dr, Summer St. (Park Ave to Mount Auburn Ave) Project awarded to Gendron and Gendron. Anticipated start date mid July.
- 2015 Reconstruction Project- Davis Ave, Seventh St and Tyler St. Longchamps successful low bidder. Work will begin on Tyler Street next week.
- Perkins Ridge Road Culvert Replacement- footings are being designed and plans are being generated.
- Stormwater Management- DEP audit was held on 5/6/2015
- 2015 Demolition Project- hazardous material removal contract is out to bid for this portion of the demolition sequence. Bid due 5/14/2015.
- Most of week worked on tax map updates for the past 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.
- A follow-up to the drainage issue at the new Family Dollar Store, 850 Minot Av: the ponding of water has been eliminated by the addition of a swale on the westerly side of the building, the site has been hydro-seeded, and any small erosion areas repaired.
- Had a telephone discussion with Irene Sears, 213 South Main St, regarding the two large trees on her property. She is concerned that they will be impacted by the grade change to the sidewalk being reconstructed as part of the South Main Street Reconstruction project. Dan has since met with her and arranged a resolution.
- Provided right of way information for the reconstruction of Tyler St and Seventh St north of Broad.

Recreation

- Registrations opened for Youth Track & Field, ages 7-14. Coach Tom Menendez will be back for his 21st season to guide the athletes through another fun-filled season. Tom brings to the program over 20 years of coaching experience at all levels. This program will provide instruction and training in traditional track & field events such as: sprinting, running, hurdles, relays, high jump, long jump and throwing events. Competition is offered through Maine USA Track & Field meets each Thursday beginning in late June. Five developmental meets will be followed by a division qualifying meet and the state meet in early August.
- Registrations opened for Golf Lessons, ages 8-16. Bob Darling, Golf Pro at Fox Ridge Golf Club will teach the fundamentals of golf in this great instructional program. These lessons are designed with a focus on the beginner and intermediate golfer. Don't miss this opportunity to learn more about a sport that will last a lifetime!
- Spring Running, ages 7 -14 began on Tuesday. Spring Running is a 5 week program designed to teach the basic techniques of running. Instruction includes stretching, exercises, running techniques, running games, and cool-down techniques. A total of 20 participants are registered for this program.
- 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.

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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.

- Spring Soccer continued. In this program, players will be introduced to the basic techniques of soccer in a fun and positive environment. Emphasis will be placed on learning through fun games and small-sided play and instructors will also address skills such as communication and sportsmanship. A total of 114 players are registered for this program.
- Tee Ball practices and games continued. 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). A total of 52 players are registered for this program.
- Mini-lacrosse clinics continued. In this program, young players will be focused on basic skills like cradling, catching, shooting, and teamwork that will build a foundation for more advanced skills in the lacrosse program. A total of 32 players are registered for this program.
- Youth Lacrosse, grades 3-8, continued with practices and games. 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. A total of 86 players are registered for this program.
- Another all-new program choice, Line Dancing, continued. This class is 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. A total of 58 dancers have participated thus far.
- Parent & Me Craft Time concluded. Instructor Jasmine will lead participants in this exciting new arts and crafts program. Each week will include a different project from building dream catchers, to birdhouses. This is a great opportunity to unlock your inner artist! A total of 12 participants are registered for this program.
- Pickleball continued into week 32 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 533 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.
- Adult softball practices (Players and Co-ed leagues) continued, and games began. A total of 29 Players League teams and approximately 435 players are registered this season. A total of 21 Co-Ed teams and approximately 315 players are registered this season.
- Staff attended a Recreation & Special Events Advisory Board meeting on Wednesday evening.
- Staff conducted summer day camp staff interviews.
- Planning for upcoming youth and adult programs continued.