

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 June 12, 2015

Assessing

- Staff has been processing the Form 706 business asset filings. Zachary Lenhart, Code/Assessing has worked Mondays and Tuesdays processing returns and Carol Colby from John O'Donnell Associates has worked one day a week for 4 weeks. We anticipate this task to be complete by next week.
- A volunteer has been helping with filing and miscellaneous office duties while the staff processes the returns.

Auburn Public Library

- Our inaugural Spring Online Auction comes to a close on Sun., 6/14, at 5 p.m. Please check it out and enter your bids before it's too late at www.32auctions.com/apl. It has been a success and next year's event is already being discussed! We could not have done it without our generous donors and our trustees' support. Thank you all!
- Congratulations to Deb Cleveland on her 15th anniversary at APL. Deb began as a part-time associate in June 2005 and became Head of Children's Services in December 2009.
- We are experiencing some staff changes. We have two staff members out on medical leave. One will be returning part-time next week. We have hired Bethany Wooster, a long-time volunteer, to fill in part-time for the other. We have also hired Aaron Wardwell of Auburn to fill our part-time reference position. Aaron brings experience in customer service, working with teens, and technology to the job.
- The Board of Trustees will have their regular monthly meeting on Weds., June 17th, at 7:30 a.m.
- In order to ensure compliance with the Child Internet Protection Act requirements of our Maine School and Library Network provided Internet connection, we are holding a public meeting on Thurs., June 18th, from 5 to 6 p.m. for comments on our Internet Acceptable Use Policy. Adopted back in 2004 the policy still meets the recommended guidelines. Copies of the policy are available at the main circulation desk or online at www.auburnpubliclibrary.org. Please click on the "about" and "policies" links.
- Upcoming programs include:

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- Primetime Adventures: Gentle Chair Yoga with Tish Bremner: Tues., 6/16, at 2:30 p.m. Learn how to stretch, move, and breathe from the comfort of your chair. Chair Yoga is a wonderful way to be physically active and safe. Open to all experience and ability levels. Tisha will guide you through a gentle practice so that you can feel great today!
- Teens! DIY Takeover: Bookmarks: Weds., 6/17, 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, with summer reading on the horizon, we'll be making a variety of bookmarks. Be sure to join us! Just for teens, ages 12-18.
- Our Summer Reading Program kicks off on Mon., 6/22. Please check our website or stop by for a full calendar of events.
- 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

- Printed the official ballots for the June 9th election.
- Prepared the Incoming Voter list and the Alpha list for the June 9th election.
- Batched absentee ballots.
- Prepared election paperwork and supplies for the Warden/Ward Clerk.
- Set up polling place on Monday, June 8th.
- June 9th, the Special Municipal Election was held. We had a 6% turnout with close to 1000 voters voting.
- Worked on post election paperwork and certification of the election results.
- Completed payroll for election staff.
- Certified 14 petitions validating 245 signatures.
- Worked on and posted the June 15, 2015 City Council agenda packet.
- Issued 4 birth certificates, 53 death certificates, 6 marriage certificates, 3 marriage licenses, 16 burial permits.
- Business licenses – received 4 new business license applications and 14 renewal applications. We issued 1 renewal licenses and 3 new license.
- Issued 12 garage sale permits.
- Issued 2 Taxi Driver License renewal.

Community Development

- Hal Barter attended a meeting with Maine DEP to discuss and provide input to numerous changes to Chapter 424 of the LEAD rule that DEP is charged with enforcing.
- Last fall 132 Hampshire St was vandalized with spray paint on newly installed siding. The damage affected approximately 5 square of the new siding and the replacement cost would be in the range of \$1500 -\$2000. In an attempt to clean vs. replace and with numerous attempts we found a chemical that was successful in removing the paint without further damage to the siding with a total cost of less than \$150
- Held our first meeting with Planning Decisions, the consultant who will be working to produce a Neighborhood Revitalization Plan for the Downtown, New Auburn and Union Street areas. The consultant's effort will be to gather information about existing conditions of infrastructure and identifying strategies that have already been adopted by the City Council to improve these areas. This information will be assembled into a document that

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can be re-submitted to the City Council and adopted as a defined Neighborhood Revitalization Plan. The documents from which this information will be taken are the recently adopted Consolidated Plan, Comprehensive Plan, New Auburn Master Plan and New Auburn Village Center Study, Downtown TIF, ADAPT Plan, CIP, Greenway Plan, National Register Historic District, and Form Based Code documents. Having an adopted Neighborhood Revitalization Plan that meets MaineHousing's standards will help developers gain several points in their application for Low Income Housing Tax Credits thereby increasing their chances of a successful application in a very competitive process.

- The Community Development Loan Committee approved four loan applications, \$24,700 under CDBG and \$59,855 under HOME. All applications were for low income property owners with serious housing problems.
- Three Lead Grant applications are now in process.
- Worked on a loan modification agreement for a customer where the spouse is now in the nursing home.
- Met with Alan Manoian and a potential customer for a loan under the Small Business Loan Program. An application should be forthcoming.
- Signed a contract with R. J. Enterprises for removal of hazardous materials in the five buildings to be demolished.

Fire

- Staff conducted inspections of two mobile service providers.
- Firefighters conducted Life Safety Inspections to multiple businesses and multi-family occupancies.
- Crews performed training in handling pediatric medical emergencies.
- The probationary training academy for our 3 new hires started on May 26th and will continue till July 10th. AFD personnel are providing the training for these new hires.
- Crews provided ongoing training for our 3 new hires with different areas covered each day.
- Crews assisted the Pioneer Plastics Fire Brigade with their live fire training which took place in the training building behind AFD Central Station.
- Our previous probationary firefighters are beginning the final testing to complete their 1 year probationary status, and will soon be off probation.
- For the week of June 4th to June 10th, we responded to 87 calls for service. These include, but are not limited to: 4 Fire Alarms, 1 kitchen fire, 1 Woods/Grass fire, 60 Emergency Medical calls, 7 Motor Vehicle Accidents, 3 with injuries, 9 service calls, and 3 Hazardous Condition calls. We provided 1 mutual aid call to Lewiston and received no mutual aid assist during this period. We provided 2 EMS Mutual Aids during this period.

Health and Social Services

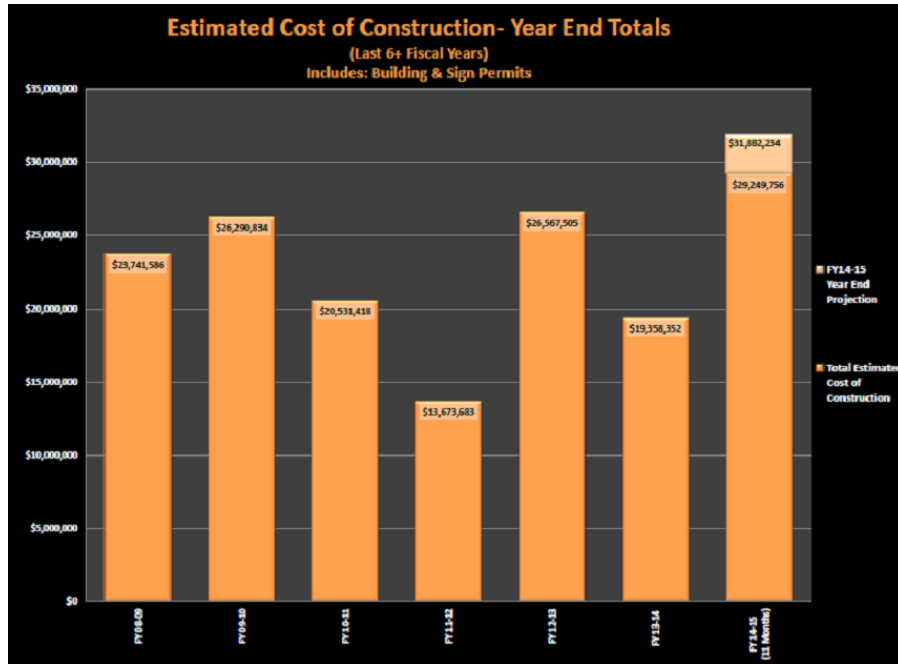
- I had a productive meeting this week with the supervisors at Vocational Rehabilitation to mainstream our common clients.
- Tammy Thatcher is covering an extra day in the clerk's office this week to accommodate vacations.
- Tammy Thatcher worked on getting our client files ready to purge come July 1st. All files which have been inactive for 3 years will be purged.

IT

- Staff will be working with the Finance Department to determine the best way for Airport staff to access the City's financial software, MUNIS. MUNIS user authentication is derived from our network's Active Directory, which doesn't include Airport staff. We'll need to either add them to our network, or figure out a secure way of mimicking network access.
- Staff attended a quarterly meeting of the Maine Geospatial Data Committee. The committee reviewed specifications for the next state-wide contract for aerial photography, (scheduled for spring of 2018 for Androscoggin County). The committee is re-writing some of the previous specifications to address difficulties encountered by Lewiston-Auburn (and a few other communities) when using the photography for planimetric mapping. The group also began reviewing state-level GIS data layers, to prioritize needs and identify missing data sets.
- Completed a mobile data collection application for locating and inspecting road signs. This was a collaborative effort between Public Services and Public Safety. The data collection complies with federal MUTCD guidelines. An intern, working with Public Safety, will be doing the data collection, focusing on MUTCD designated Regulatory, Parking, and Warning signs.
- Staff met with Scott Benson, from LAEGC, to identify areas where the City and Growth Council might be able to share mapping technology resources. We proposed a model similar to the one currently used by Auburn and Androscoggin Emergency Management, which will facilitate the sharing of data and system resources, where appropriate, with minimal impact on city staff.
- There was apparently a malfunction of the elevator during the evening hours of election night. We'll put controls in place to check function and extend operating hours for future elections.
- New hands-free phones were installed in Patrol, Tax and Recreation by our vendor, New England Communications. The new phones will accommodate a wireless headset, and are being installed to mitigate ergonomic issues.

Planning

- Information Assistant-the position is still vacant and we are interviewing. This is a key position serving as the front line for Planning, Code and Economic Development, Assessing and Engineering. We hope to offer the position soon and provide some relief to other staff, especially Rhonda Russell, who has been working overtime to help keep up with demand.
- Zack Lenhart is still serving the Assessing Department 2 days a week until further notice. Code responses that are not a threat to safety have a slower response time until he is back to Code full time.
- Permitting continues to be strong. Below is a chart showing permit values for the last 5 years. The top portion of the current year graph is anticipated value added in June, but as you can see we have already surpassed any of the last 5 years.



- There will be a special Planning Board Workshop on June 23rd and in an effort to be business friendly the Board has agreed to hold a follow up hearing on the self storage project at 900 Center Street. The applicant has made substantial accommodations to minimize impacts on abutting properties in response to Planning Board concerns.
- There will be a Board of Appeals meeting on June 18th at 6pm to hear the following:
 - Appeal of Robert Parent to retain the existing and properly permitted home in the current location by obtaining a variance for the portion of the residential structure that crosses the residential and agricultural zoning boundary at 621 West Auburn Road / PID # 341-052 pursuant to Chapter 60, Article XV, Division 4, section 60-1187.
- Staff is working on a number of other projects, including CLT, Barker Mill Trail Grant, numerous shore land zoning permits for new and expanded waterfront homes, Court Street lane adjustments, the Main, Minot, Academy Elm and High Network improvements and modeling, MDEP funding for cleanup at 250 Hackett Road (Giasson Junkyard) and property acquisition and demolition.

Police

- The department handled 707 calls for service this week. Of those 475 were officer initiated and 232 calls were from citizens. There were 190 traffic stops (51 were issued summons and 139 were verbal warnings).
- During this reporting period, officers responded to 26 motor-vehicle crashes; 22 of which required a report. The most crashes were on Center St w/ 4 crashes, Minot Ave w/ 3; then on Turner St w/2 crashes. All of the other 13 listed road ways had just 1 crash each last week.
- Unfortunately, the department had two resignations this week. Corporal Scott Corey is moving to York County and will be working for the Sheriff's department. K-9 Handler Officer Tyler Ham has decided to take a job with the private sector. We will be working

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selecting an officer take K-9 Rocky. Both of these officers have done an outstanding job with our agency and will be greatly missed. We have a few candidates being considered and we hope to make selections very soon. The next academy is scheduled for August.

Public Services

- Fleet crews have been supplementing in smaller jobs when possible to assist in the backlog such as :complete when possible: fixing head gear, plow wings, welding up mail box bases to name a few
- On a larger scale, truck # 7 was completed and is back in service. Support vehicle #2 is being rehabbed to extend its serviceable life; crews have tankan the bed off and replaced rotted cross members.
- The Fleet crew continues to work down the backlog of preventive maintenance (PM) scheduled jobs. This week fleet have had 10 work orders come in and have completed 8 for APS and PD so far we are working on the other 2. .
- Management is in the beginning stages of compiling bid specifications for equipment.
- The gas conversion at the Highway Garage it's in the 80% completion state
- Crews were out patching pot holes on South Main, Broad, Cook, Fifth, North River Road and a few that were called in throughout the day.
- 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.
- Crews were out sweeping Hotel Rd, Poland Rd., Manley 21's and 12's run.
- Crews continue to patching throughout the City.
- Our crew member was busy out repairing/replacing many signs throughout the city.
- The Assistant City Engineer 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.
 - Attended the Wednesday supervisors meeting.
 - Reviewed and provided comments to the Planning Department for Future Properties project at the corner of Court St & Millett Dr and a revision to Proctor & Gambles building addition and truck parking lot project at 2879 Hotel.
 - Spoke with the Travi Noyes of CES regarding changes to the turnaround at the end of First Flight Dr and what is needed in order to have street accepted.
 - Provided information regarding the historical mapping of zone changes within the the City to a local attorney.
 - Responded to several requests for assistance regarding excavation permits, driveway permits, and fill permits.
- Perkins Ridge Road Culvert Replacement- footings are being designed and plans are being generated.
- Crews are working around the City's Green Spaces, by picking up litter and changing out trash cans in areas which include, Chestnut Park, Union St. Park Pettengill Park, Athletic Fields, Auburn Hall/Parking Garage, Downtown Area, bus stops just to name a few.
- Crews were out mowing Auburn Plains, Lake Shore, Turner St @ Rt 4, Joline St area, Veterans Bridge Area.
- Crews completed some tree work around the City as well as trimming up the Main St. wall.
- 2015 MPI Project- Broad Street Mill & Overlay. AWSD is upgrading the water main from Mill Street to Eighth Street. The paving portion of the project is scheduled to begin July 1st.

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- 2014 MPI Project- Lake Street (Park Ave to the CUL). Contractor has built sidewalks from Park Ave to Birch St. and Park Ave to Sherman Ave. 90% of the sidewalks have received the first layer of pavement. Fill/loam is being placed behind sidewalks.
- 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. Drainage pipe is being installed on Tyler Street.
- Perkins Ridge Road Culvert Replacement- footings are being designed and plans are being generated.
- Stormwater Management- DEP audit was held on 5/6/2015, waiting for feedback within 45 days.
- 2015 Demolition Project- hazardous material removal contract is being awarded to R.J. Enterprises. Work to start today on 181 Manley Road.
- 2015 Construction on Riverside Drive has begun and will continue all summer, the contractor awarded the job is Saint Laurent

Recreation

- Registrations opened for Flag Football, grades 1-2. Flag football is a fun game that introduces children to the basics of football. Participants learn the basics of offense, defense, the line of scrimmage, and other key elements of the game. Players will practice twice a week in preparation for games that begin in Early September and run through mid October.
- Registrations opened for Youth Football, grades 3-6. The Youth Football program is designed to develop the young players' knowledge and skills of the game through instruction in proper techniques, fundamentals, conditioning, and terminology. Competitors participate in the Mid Coast Youth Football League (MCYFL) which is comprised of teams from: Bath, Brunswick, Gardiner, Lewiston, and Turner. Teams will have a weekly practice schedule beginning in early August, and a full game schedule which will run through the end of October.
- Registrations opened for Youth Football, grades 7-8. The Youth Football program is designed to further develop the young players' knowledge and skills of the game through instruction in proper techniques, fundamentals, conditioning, terminology, and offensive and defensive schemes. Competitors participate in the Mid Coast Middle School Football League (MCMSFL) which is comprised of teams from: Turner, Oxford Hills, Brunswick, Bath, Mt. Ararat, Lewiston, Gardiner, and Dirigo. Teams will have a weekly practice schedule beginning in mid August, and a full game schedule which will run through early November.
- Registrations opened for July Soccer Camp, ages 3-15. The GPS Portland Phoenix are coming back to Auburn this Summer! International licensed coaching staff and PDL players will work through a curriculum which includes: shooting, dribbling, passing, and control during this week long camp.
- Registrations continued for Falcons Football Camp, grades 5-8. This week-long camp is a chance to dust off the cleats and hit the gridiron before the season begins! The camp focuses on football specific conditioning drills, skill and technique development, basic offensive and defensive schemes, as well as football terminology. This program is a great opportunity to prepare for the upcoming football season.
- Registrations continued 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

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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. At this time, a total of 74 children are registered for the program.

- Registrations continued 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!
- 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. At this time, 182 children are registered for the program.
- Spring Running, ages 7 -14 concluded on Thursday. 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.
- Spring Soccer continued and concluded on Sunday. 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 86 dancers have participated thus far.
- Pickleball continued into week 35 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

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with holes that is served, volleyed, and rallied back and forth over a net using a wooden paddle. As of Thursday, there have been 610 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 Summer Basketball continued. The league is comprised of an A division and B division, with a total of 14 teams, and approximately 140 players registered.
- Adult Softball (Players and Co-ed leagues) continued. 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.