

# 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 26, 2015

### Assessing

- Monday, June 22<sup>nd</sup> Karen, Katelyn & Joe attended all day training at the Patriot Conference held once a year. The training consisted of how to best utilize the CAMA system through the commitment process, the Income and Market Data Approaches to Value, tracking Tax Abatement and Appeal information, as well as running various reports. Credits were issued for Assessor recertification.
- Processing of the business personal property accounts is complete. Staff is now working on proofing ownership and sales information from the deeds and declarations of value in preparation for the commitment. Zach Lenhart, Planning & Code Enforcement, assists with proofing 2 days a week.
- Prospect Hill Golf Club and Cascades Auburn Fiber have filed applications for Property Tax Appeal for the 2014 tax year.
- A volunteer continues to assist in the Assessing Office doing general office duties, filing, data entry etc.

### Auburn Public Library

- The Library will be closed on Fri., July 3<sup>rd</sup>, and Sat., July 4<sup>th</sup>, for the Independence Day holiday.
- Our Summer Reading Program is off to a great start. More than 125 people attended our Mad Science Program on Monday evening. The summer schedule is very busy. We have just added a visit from the Auburn Police Department's K-9 unit on July 22<sup>nd</sup>. Please check our website often.
- Our new website is ready to launch. It should go live the week of July 6<sup>th</sup>. Our thanks to Suzanne Sullivan, Asst. Director, and Helen Heikkinen, volunteer, for their hard work in developing the new site and reviewing the relevant information needed to ensure that the site is up-to-date.
- The State will be replacing our server for our Maine School and Library Network Internet connection. This will be done at no cost to the Library. Also, later this year MSLN will provide a significant upgrade to our connection to greatly increase our connection speed.

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- Mamie Ney attended the second on-site session in Bangor for the ILEAD Maine project that the Library is sharing with CMMC, Bethel, Lewiston, and Norway. Tech for Seniors will work to connect more seniors to technology and to make those already connected more comfortable with up-to-date devices, apps, and social media. The project is progressing very well. We are waiting for our grant funds to arrive to purchase our devices and accessories. The project will be finalized in October.
- We have added a security camera to watch our DVD collection. We have had several incidents lately with videos being stolen.
- Upcoming programs include:
  - Auburn Page Turners: *Netherland* by Joseph O'Neil: Mon., 7/6, at 1 p.m. The Auburn Page Turners continue with their monthly book discussions with spirited comments on the novel *Netherland* by Joseph O'Neil. In a New York City made phantasmagorical by the events of 9/11, Hans--a banker originally from the Netherlands--finds himself marooned among the strange occupants of the Chelsea Hotel after his English wife and son return to London. Alone and untethered, feeling lost in the country he had come to regard as home, Hans stumbles upon the vibrant New York subculture of cricket, where he revisits his lost childhood and, thanks to a friendship with a charismatic and charming Trinidadian named Chuck Ramkissoon, begins to reconnect with his life and his adopted country.
  - The Facts on Lyme Disease: Mon., 6/29, at 6:30 p.m. - Sara Robinson, one of the Maine CDC's epidemiologists, will discuss tick-borne diseases and the facts on Lyme Disease. This is a pre-recorded webinar so there will be no opportunity to ask questions but there will be lots of useful information to be heard.
  - KIDS! Happy Birthday America!: Thurs., 7/2, 10 a.m. Our friends the Wallace family will present our annual "Happy Birthday America" story time with cake and a parade. Please call the library at 333-6640 ext.3 to register for this very special story time.
  - Teens! SAPRS Summer Movie Series: "The Other Sister" Thurs., 7/2, 2p.m. - Teens, ages 13-18, are invited to join us for this summer movie series hosted by Molly from the Sexual Assault Prevention & Response Services (SAPRS). This summer's series will feature four movies dealing with various teen issues, including healthy relationships, peer pressure, safety and breaking stereotypes. It's a great opportunity to get out with friends and enjoy a free movie (including snacks), and promises some insightful conversation following each movie. Thursday's movie, *The Other Sister*, stars Juliette Lewis and Diane Keaton, and is about a mentally challenged girl who is determined to be like her somewhat perfect older sister. At the conclusion of the movie, the discussion will focus on issues of healthy versus unhealthy relationships and consent as it relates to intimacy.
- 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.

**Fire**

- FPO O'Connell performed a C of O inspection at 1924 Hotel Road thjis past week.
- FPO O'Connell and DC Allen investigated a citizen's complaint of juveniles starting fires in the woods behind Hasty Armory. The areas where we found evidence of the fires is on City property. The investigation is ongoing.

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- While performing an alarm inspection at 71 Spring Street (Heritage Court Apartments), FPO O'Connell discovered that the building's generator was not functional and has not been for some time. The generator is required to provide all lighting, including emergency lighting, to the building. An emergency back-up generator was installed and inspected by Charlie DeAngelis who is also overseeing the proper installation of their permanent replacement generator.
- Crews performed training in handling pediatric cardiac emergencies.
- Crews continue to provide ongoing training for our 3 new hires with different areas covered each day.
- FPO O'Connell did a preliminary walk through inspection at Agren's Appliance renovations.
- The administrative personnel and several off duty firefighters attended the funeral for Battalion Chief David Richard's mother on Wednesday.
- For the week of June 17<sup>th</sup> to June 24<sup>th</sup>, we responded to 81 calls for service. These include, but are not limited to: 4 Fire Calls, 7 Fire Alarms, 52 Emergency Medical calls, 5 Motor Vehicle Accidents, 2 with injuries, 4 service calls, and 6 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 Aid during this period.

**Human Resources**

- Chris Mumau and Debbie Grimmig attended a Human Resources Conference held at Thomas College last week. Sessions included an update on the Future of Health Care in Maine, Affordable Care Act Reporting Requirements, Good Supervisory Practices, HIPAA (Health Information Protection Act) regulations pertaining to municipalities, and Maine Tort Claims Act.
- The Human Resources Staff attended a webinar on the new reporting requirements for the Affordable Healthcare Act scheduled for implementation for the 2015 calendar year.
- The Human Resources Staff has been working on the fiscal year changes including wage adjustments, and working with the third party vendor for the implementation of the Health Reimbursement Accounts and the Cafeteria Benefit Plan which include the Flex Spending Accounts.
- Deb Grimmig has been working with the Jill Eastman, Derek Boulanger, Jude Cyr, and Bonnie Hayes on options for Workers Compensation Services. Cross Insurance came through as the clear leader and the City has signed a multi-year agreement for Cross to continue as the City and School Third Party Administrator.
- Ray Lussier, Safety Coordinator attended the Public Services Department Safety Team Meeting and conducted trench safety training.
- Ray Lussier met with School Administrators at Auburn Hall in preparation of a mock lockdown drill.

**IT**

- Staff completed orientation of second GIS intern. This intern will be working with the City of Auburn, and with the Auburn Water and Sewer District to scan and geo-locate paper cards and documents that are often needed by field staff. The documents will be incorporated into a new mapping application that will allow authorized staff to access them online in the field.

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- At the request of the City Clerk, staff continued to work with the State's Division of Elections to map and verify address ranges to meet a July 2<sup>nd</sup> deadline. The verification is complete.
- Our GIS Intern completed the scanning of two decades worth of aerial photos and we are beginning the process of geo-registering the photos so that they can be viewed in conjunction with our GIS Data and our most current aerial photography. The Planning and Engineering departments utilize these photos for research. Making them available digitally will streamline workflows. They are also really cool. By comparing 1961 images to current ones, you can easily see housing trends and changes to our landscape – including a new lake that didn't exist in 1961! If it doesn't require too much additional effort, we will add them to the inventory of maps available to the public on MapAuburn.
- Staff co-hosted a group viewing of the webinar 'Using the GIS Inventory for Mutual Aid Planning & Data Sharing' at Androscoggin Emergency Management. The webinar was attended by GIS and Emergency staff from Auburn, Lewiston, and county agencies and was followed by a discussion of regional use of GIS for Mutual Aid.
- Staff took part in a Lockdown Drill of the Fourth Floor staff (School Department). An after-action-report will be produced by Safety Coordinator Ray Lussier. Overall, it went well. A few deficiencies were noted and will be addressed. This was one of a series of on-going preparedness tests of the Auburn Hall Emergency Action Plan.
- Staff met with an engineer from a cabling company to do a walk-through of the 3<sup>rd</sup> Floor Emergency Operations Center. We will be adding six network drops to facilitate network and telephony access to emergency staff when they are activated.
- We have recently provided wireless headsets to several departments whose staff were experiencing recurring discomfort from the way they were using the phone. We'd like to remind ALL staff that it is never OK to wedge the phone handset between your ear and your shoulder! If you must talk and type, use the speaker-phone feature to free your hands – don't shoulder the receiver.

### Police

- The department handled 712 calls for service this week.
- Officers conducted 185 motor vehicle stops and 15 field interviews.
- Officers investigated 74 offenses of which, 13 of which were felonies, generating 24 arrests, 21 criminal summonses and 6 juvenile arrests.
- Officers responded to 37 motor vehicle crashes.

### Public Services

- 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.
  1. Attended Neighborhood Revitalization Plan update meeting. Provided Bike/Ped and complete street information to consultant, Mark Eyerman.
  2. Worked on additional Temporary Construction Rights needed on South Main St. Negotiated modification to existing easement at 213 South Main.
  3. Attended the LA Bike/Ped Committee meeting.
  4. This week we had 14 work orders for APS. PD had 4, we had 2 PM and 1 for work other went to Lee Auto for warrant work.

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- 2<sup>nd</sup> shift had 4 work orders all complete we have three vehicle down , some we are waiting on parts or the wrong parts came in. 34 is down at NORTRAX having work done and # 20 is still over Morrison & Sylvester. We have 7 trucks that have recall notice's Mark is setting them up to be done. It may not be until August that the parts will be in for the trucks.
- our 2<sup>nd</sup> shift mechanic 's wife is due to be having a baby soon. When that happens we will not have a 2<sup>nd</sup> shift mechanic on duty of 3 weeks.
- 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.
- Patching crews were out and about patching pot holes throughout the city in order to preserve our roads.
- Parks crews were busy mowing Evergreen Cemetery, Fitz Cemetery, Turner St Cemetery, N. Auburn Rd Cemetery, Plains Cemetery, cleaned up around the Auburn Welcome signs, Lake Shore Dr. Island, Joline Dr. Area, Lake Grove Park, Mall area, Veterans Bridge Area, Bonny Park, Moulton Park, Raymond Park, Little Andy Park, Chestnut Park, Pettengill Park, Dennison St. area, and the boat launch area.
- Parks crews were also watering flower beds, visiting the numerous sites to empty trash cans.
- Crews were busy conducting traffic control while the Guardrails were repaired at Washington St., Wilson Hill Rd, 3121 Hotel Rd and Union St.
- Crews were busy investigating and repairing sink holes around the city.
- The basin cleaning crew is working diligently on 15 and 36's run, this week they cleaned approximately 50 basins.
- The ball field will be complete at the end of the week, Ribbon Cutting Ceremony at Pettengill Softball Field, 48 Pettengill Park Road, Auburn, on Monday, June 29, 2015 at 5:30 pm to celebrate the completion of the project
- Tree trimming is complete at Chestnut Park
- 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 in July.
- 2014 MPI Project- Lake Street (Park Ave to the CUL). Surface pavement is scheduled for June 22-23.
- 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. Drainage and box-cut completed on Tyler Street. Base pavement scheduled for Friday. Work to start on Davis Ave next week.
- Perkins Ridge Road Culvert Replacement- Test borings were drilled last week and a bearing capacity for the existing soil will be determined.
- Stormwater Management- DEP audit was held on 5/6/2015, waiting for feedback within 45 days.
- 2015 Demolition Project- hazardous material removal is partially complete. Demolition contract is out to bid, opening date June 23<sup>rd</sup>.
- 2015 Construction on Riverside Drive has begun and will continue all summer, the contractor awarded the job is Saint Laurent.
- Goff Hill is stabilized; it was a two day project (Ted Berry) is gathering information on the project to send back for documentation. The crew did a great job it.

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- Oak Hill sink hole has been repaired.
- There have been two reports of sinkholes on Amberly Way; crews are out repairing it. Gary J., will check to see if an easement is available.
- Lake Grove Park the flag pole was installed; crews smoothed the ground/holes for the opening.
- Crews were busy picking up the Bells as requested by Councilor Walker, to be brought to PW building where he and Alan washed them while they were on the trailer. Crews delivered the bells today to the Franco American Center in Lewiston.

## Recreation

- The 2015 Wednesdays in the Park schedule has been released. This joint program offers various FREE performances throughout the summer beginning on July 1<sup>st</sup>. Be sure to visit the programs & special events section of [www.teamsideline.com/auburnme](http://www.teamsideline.com/auburnme) for program details, performance locations and times!
- Registrations opened for Eddies Youth Football Camp, grades 1-8. This one day camp is instructed by ELHS Varsity Football Head Coach, Dave Sterling and staff and will focus on preparing players for the fall football season through instruction in football fundamentals, skills and techniques.
- Want to keep playing pickleball this summer? Auburn Recreation has teamed up with Lewiston Recreation to offer Outdoor Pickleball. Now you can still play when the indoor season is over! Outdoor 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. Beginning on June 25<sup>th</sup>, Pickleball will take place every Tuesday and Thursday, 8:30am-12:30pm at the Lewiston High School tennis courts on 156 East Avenue.
- Registrations continued 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 continued 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 continued 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 Mt. Valley. Teams will have a weekly practice schedule beginning in mid August, and a full game schedule which will run through early November.
- 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

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defensive schemes, as well as football terminology. This program is a great opportunity to prepare for the upcoming football season.

- Registrations continued 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 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, 231 children are registered for the program.
- Practice continued for Youth Track & Field, ages 7-14. Coach Tom Menendez is back for his 21<sup>st</sup> 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. A total of 118 children are registered for the program.
- 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.
- Youth Lacrosse Banquets were held on Tuesday and Friday evening.
- Staff conducted training for Summer Day Camp staff.
- Planning for upcoming youth and adult programs continued.