

# 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 5, 2015

### Auburn Public Library

- The Library's first Spring Online is off to a roaring start. There are 37 items to bid on – all locally donated. There are Red Sox/Yankees Green Monster seats, spa packages, recreation/wellness items, special Baxter Brewing opportunities, and so much more. Auction information can be found at [www.auctions32.com/apl](http://www.auctions32.com/apl).
- The Spring/Summer newsletter has mailed.
- Recent professional development efforts have included: Deb Cleveland attending webinars on STEM programs for libraries; Mamie Ney and Susan Geismar attending a federal grants workshop sponsored by Congresswoman Chellie Pingree; and Susan Geismar participating in various fundraising webinars.
- Susan Geismar, Development Coordinator, has received her graduate certificate in non-profit management from the Muskie School of Public Service at the University of Southern Maine. Congratulations, Susan!
- We have begun interviews to fill our vacant part-time reference position. The process should be completed by the end of next week.
- Summer Reading kicks off for children and adults on June 22<sup>nd</sup> and on June 23<sup>rd</sup> for teens. This summer everyone will be encouraged to discover their inner superhero. The children's program opens with a visit from Mad Science on the evening of the 22<sup>nd</sup>. Adult readers are encouraged to go on a scavenger also on the 22<sup>nd</sup>. On the 23<sup>rd</sup> teens will be treated to a program featuring the Greater Androscoggin Human Society as a local hero. This is just the beginning of what will be a fun, entertaining, and enlightening summer.
- Spread the word! We're up to 783 likes on our Facebook page – Auburn Public Library Advocates. Help us reach 1,000 by June 30<sup>th</sup>.
- Upcoming programs include:
  - Mystery Author Jenifer LeClair Book Signing: Mon., 6/8, at 2 p.m. Author Jenifer LeClair has been an avid sailor since age 17. Over the past 20 years, her adventures aboard the Maine windjammers have taken her through pea soup fog and high seas. She has helped raise and furl many sails and has taken her turn at the wheel. Her voyages have taken her to remote islands in the Gulf of Maine, to the coast of Nova Scotia and the town of Lunenburg, and to the waters of New Brunswick. In her

Weekly Report  
Week Ending June 5, 2015

Windjammer Mystery Series. Jenifer LeClair brings all her experiences to the fore in her descriptions of the sea and the ship. Maine's coastal regions are vividly evoked in her award winning novels. Come meet the author and hear about her latest novel in this adventure mystery series. Books will be available for purchase.

- Designing Your Own Crowdfunding Campaign: Mon., 6/8 at 6 p.m. - Are you an existing business or do you have a business idea, product, or project but have no means to fund it? Would you like to find out more about how crowdfunding works and whether this would be a suitable approach for your project, product development or future business start-up? Enroll in the crowdfunding class at the Auburn Public Library if you answered yes to any of the questions asked above. This two week class will focus on giving participants an understanding of how crowdfunding works and the kind of projects that would benefit from this approach. It will explore the various crowdfunding platforms available, how to launch a campaign and how to promote and market it to your audience. You will gain an insight into what makes a successful campaign and have the opportunity to design your own campaign. This is a free class however space is limited so please register on-line or call 333-6640 Ext. 4 to register. Participants must attend both on June 8th and June 15th. Basic computer skills are required.
- Primetime Adventures: How Airplanes Fly: Tues., 6/9, at 2 p.m. - Phil Vampatella is a former military and commercial pilot with over 20,000 hours of flying experience. He flew high performance fighters in the Navy during Vietnam, logging over 200 carrier landings and more than 100 combat missions. In 1967, he joined Pan Am where he flew to destinations in Europe, Africa, the Middle East, South and Central America and the Caribbean. When Pan Am failed in 1991, he went to work for United Airlines, flying to destinations primarily in the United States. Phil will discuss the basics of how airplanes fly. He will dispel some common myths about airplanes and aviation in general and look at some aircraft incidents, including, in some detail, the "Miracle on the Hudson." Finally, he will interject some personal experiences during his 40 years of flying.
- KIDS! DIY Tweens Tie Dye T-shirts: Weds., 6/10, at 4 p.m. - For Tweens ages 9+, this craft is both functional and vibrant! Join June as she shows you how to produce various designs on your tees with rubber bands prior to applying dye. \*\*Be advised that the dye can stain clothing that is worn. Plastic Bags will be provided to secure your dyed/wet tee to transport safely home to set for a period of time. Following which, they need to be rinsed, washed, and worn! Don your art proudly! Registration required.
- 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**

- Conducted Election Training for election workers on Tuesday, June 2<sup>nd</sup>.
- Visited the Chapman House on Wednesday, June 3<sup>rd</sup> to conduct Absentee Voting.
- Sent notifications to the Political Party Chairs advising them of the time and place absentee ballots would be processed.
- Met with City staff to review the Mass Gathering Application for the Liberty Festival on Wednesday, June 3<sup>rd</sup>.

**Weekly Report**  
**Week Ending June 5, 2015**

- Worked on the June 15, 2015 City Council agenda.
- Thursday, June 4<sup>th</sup> was the deadline to request an absentee ballot. Our office was open until 7:00 PM on that date to allow extra time for residents to request an absentee ballot.
- Issued 7 birth certificates, 53 death certificates, 10 marriage certificates, 5 marriage licenses, 15 burial permits.
- Business licenses – received 5 new business license applications and 7 renewal applications. We issued 5 renewal licenses and 1 new license.
- Issued 10 garage sale permits.
- Issued 1 new Taxi Driver License.
- Received voter registration applications and address change requests from the Secretary of State's office and made those changes/additions/cancellations in the Central Voter Registration System.

**Fire**

- Deputy Chief Allen attended a week long training and education program in Chicago as part of the International Association of Arson Investigator's International Training Conference.
- FPO O'Connell attended an intensive three day training program for Expert Witness Courtroom Testimony. This was sponsored by the AFD and the Maine Chapter IAAI and was held at the Auburn Public Library and at the District 8 Courthouse in Lewiston. DC Allen was an assistant instructor for the program.
- AFD hosted several Job Shadow students during this period. They were interested in careers in both Fire and EMS.
- Crews participated in the annual Memorial Day Parade and in the Androscoggin Hospice House 5K road race.
- Crews performed training in marine rescue operation on both lake and river situations this past month in anticipation of the upcoming recreational boating season.
- The probationary training academy for our 3 new hires started on May 26<sup>th</sup> and will continue till July 10<sup>th</sup>. AFD personnel are providing the training for these new hires.
- A pre-bid meeting was held on June 2<sup>nd</sup> at Auburn Fire Central. Derek Boulanger headed this meeting which provided information as to construction requirements in order to get the necessary work completed while allowing both the AFD and 911 Center to continue to operate out of that station.
- DC Allen attended a meeting regarding the permit application for the upcoming Liberty Festival and to make sure all City and Departmental needs were addressed.
- For the week of May 14<sup>th</sup> to June 3<sup>rd</sup>, we responded to 272 calls for service. These include, but are not limited to: 19 Fire Alarms, 2 Structure fires, 1 Vehicle fire, 6 Woods/Grass fires, 6 Bark Mulch fires, 179 Emergency Medical calls, 23 Motor Vehicle Accidents, 16 with injuries, 20 service calls, and 9 Hazardous Condition calls. We provided 3 mutual aid calls for a structure fires and received no mutual aid assist during this period. We provided 4 EMS Mutual Aids during this period.

**Human Resources**

- The HR Staff has been meeting with employees at various City location to conduct the annual open enrollment for the Cafeteria Benefit Plan. In addition to completing the individual open enrollment designation forms, information has to be forwarded to the administrator of the Flexible Spending Account for set for July 1<sup>st</sup>. There are numerous

Weekly Report  
Week Ending June 5, 2015

payroll changes that have to be completed as well. This program should be wrapped up by the end of next week.

- Ray Lussier conducted confined space entry training and exercised for members of the Public Services Department.
- Ray Lussier met with Arena Staff to update them on safety programs.

## IT

- Staff prepared a series of maps for a meeting with Maine DOT Commissioner Bernhardt.
- Staff continued working on the setup of our new GIS server. We completed registration of the SDE databases with the server and also resolved connection issues with GIS desktop software. These steps enabled us to begin working within the databases, so we have moved a small batch of data onto the new server for testing.
- Located and downloaded a GIS dataset from USDA. This data, called CropScape, provides a detailed inventory of agricultural land use, derived from 2014 satellite imagery. Staff is currently evaluating this dataset for usefulness in the upcoming AG study, and determining the best methodology for incorporating it into our GIS data structure.
- Using a list of current farm data provided by Assessing and Planning, staff has completed formatting the data, and has begun the process of mapping the areas currently in the Farmland and Open Space programs.
- Staff has been busy learning about how cable TV systems work, and the rules under which they operate, to prepare for the possibility of a restructuring of Great Falls TV.
- As part of our cyber security efforts, staff have been developing a Software Updates Management Plan. Failure to keep software, both Operating Systems and applications, current has been the second-most common point of weakness in cyber attacks. “Social Engineering”, which includes tricking users into giving away critical information or inadvertently downloading malware, remains the most common.
- The new servers for the Lucity and Patriot upgrades are up and ready for deployment.

## 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.
  - Attended meeting of staff and Mark Eyerman, consultant, to begin preparation of a Community Revitalization Plan.
  - Made street addressing changes and updates through the ESCB GeoLynx server.
  - Worked on updates to ATRC sidewalk inventory.
  - Reviewed updated plans for proposed Southern Maine Auto Auction.
  - Had Employee Evaluation Review with Dan.
  - Reviewed City of Brewer Street Excavation Ordinance for comparison to Auburns, specifically in areas of penalties for improper work.
  - Reviewed plans in attempt to determine cause of sink hole on Pleasant St adjacent to the Baptist Church.
  - Provided right of way determination to Highway for 1610 Perkins Ridge Rd. Stonewall being constructed by property owner between mailbox post and street.
- 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 1<sup>st</sup>.

Weekly Report  
Week Ending June 5, 2015

- 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
- Sweeping for me last Friday and today and tomorrow. Monday Tuesday moving our sand from K&K's pit to ours also cleaning catch basins Monday and Tuesday. Work zone and flagger training for 2 new employees
- Crews cleaned approximately 80 catch basins out this week, with many more to go.
- Crews were trained in both classroom and in the field for Confined Space
- Crews are working around the City's Green Spaces, by picking up litter and changing out trash cans in areas which include, Lake View Park, Chestnut Park, Union St. Park Pettengill Park, Athletic Fields, Auburn Hall/Parking Garage, Downtown Area, bus stops just to name a few.
- Crews were trying to catch up with mowing due to the two days of rain. Locations were Union St, Old Police Station, Rotary, Washington St., Lane Cemetery, Lake Grove Park
- Crews are out planting and watering flowers in the mediums.
- This week fleet had 8 APS work orders, 5 were completed, 3 APD along with 1 SI, 2 PM, and Night shift had 4 all complete.
- Mechanics are still working on a list of PMs. It will take some time to catch up on the backlog, while also doing the day to day work as it comes in.
- Crews continued working on vehicle #7, it would have been done but other items came up that had to take priority, it will be done soon. Truck # 2 is being stripped down to have the rear body work done, with any other work it may need( brakes, springs, rotors, hoses and belts)
- 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.
- Ted Barry and Public Works will be cleaning out the storm drains next week at the ash landfill.
- 2015 Crack Seal bid documents are being prepared

## Recreation

- Registrations opened 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 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.
- 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, 165 children are registered for the program.
- Spring Running, ages 7 -14 continued. 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. 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.

Weekly Report  
Week Ending June 5, 2015

- 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 76 dancers have participated thus far.
- Pickleball continued into week 34 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 593 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 youth football league meeting Wednesday evening.
- Staff conducted summer day camp staff interviews.
- Planning for upcoming youth and adult programs continued.