

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 July 24, 2015

Auburn Public Library

- We had three particularly successful Summer Reading programs here at the Library this week. On Tuesday, the Children's Superhero party was held with lots of games, crafts, and activities for the 50 children in attendance. On Wednesday, APD Corporal Kris Bouchard and his K9 companion Officer Dutch visited the Library with more than 60 people of all ages in attendance. Our thanks to Corporal Bouchard and Officer Dutch for putting on such an informative program. On Thurs., APL trustee, Doris Bonneau, began her French storytime series. We had excellent feedback from the attendees. Each week Doris will read stories, teach basic French terms for everyday things, and have a fun activity. There are two more sessions in the series for July 30th and August 6th at 10 a.m. Please contact the Children's Room at 333-640 x 3 or check the online calendar for more information.
- Debbie Cleveland and Mamie Ney attended the first in-person session as a pilot library in the Maine State Library/Cornerstones of Science STEM programming development grant. The meeting was held in NH with the three Massachusetts pilot libraries. The development program will run until July 2017.
- Alison Maxwell of the Maine State Library visited on Weds., 7/22. Alison is the new Director of Public Services, Outreach and Innovation for the Library.
- Upcoming programs include:
 - 'Teens! 'Unmask' Jeopardy – Weds., 7/29 at 4 p.m.: Join us for this special edition of Jeopardy, entitled "Heroes Unmasked." We can play as individuals or form teams. Categories include Movies, Animal Heroes, and Video Game Heroes to name a few. There will be snacks for all and prizes for the winner(s)! This program is just for teens, ages 12-18.
 - Auburn Page Turners: Little Failure – Mon., 8/3 at 1 p.m.: The Auburn Page Turners continue with their monthly book discussions with spirited comments on the memoir "Little Failure" by Gary Shteyngart. Novelist Shteyngart ("Super Sad True Love Story," 2010) looks back at his tug-of-war life in this caustic, funny, brash, and self-immolating memoir.
 - 'Until Tuesday,' Luis & Tuesday's Story – Mon., 8/3 from 4 to 7 p.m.: Author and Iraq War veteran Luis Carlos Montalvan and his service dog, Tuesday, will be here at

Weekly Report
Week Ending July 24, 2015

the Auburn Public Library to share the story of how they saved each other. This event is open to all ages and will include a demonstration of how Tuesday assists Capt. Montalvan in his daily life. There will be a Q&A session, copies of his two books for sale (“Until Tuesday” and “Tuesday Tucks Me In”), a book signing, and photo opportunities. Seating is limited, so please stop by the Reference Desk to pick up your free ticket.

- 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

- Nomination papers became available on Monday, July 6th. To date, 19 have taken out papers. To date, nobody has taken out papers for the Ward 4 and Ward 5 School Committee seats.
- Letters were mailed to the newly appointed Board and Committee members notifying them of their appointment.
- Sue Clements-Dallaire, City Clerk attended NEMCI&A July 12-July 17, 2015 in Plymouth, NH
- Certified 44 petitions validating 249 signatures (for Municipal Candidates and to raise the minimum wage)
- Completed the minutes to the July 6, 2015 meeting
- Prepared, distributed and posted the July 20, 2015 Agenda packet
- Issued 20 birth certificates, 140 death certificates, 27 marriage certificates, 19 marriage licenses, 18 burial permits over the last few weeks
- Business licenses – received 15 applications
- Issued 38 garage sale permits over the last few weeks
- Filed and reconciled over 100 disposition permits
- Completed the State Vital Share for June
- Received voter registration cards from a 3rd party/agency and also from the Motor Vehicle Division and updated the Central Voter Registration System

Fire

- The 3 new AFD personnel completed “Rookie School” on 7/10/15 and are now assigned to shifts. A brief graduation ceremony was held in their honor hosted by Chief Roma.
- FPO O’Connell did C of O’s for Bright Beginnings and ServePro Cleaners this past week.
- DC Geoff Low provided state EMS protocol update training for all AFD EMS personnel.
- Crews performed stand by functions during the WalMart Heart Program. This program is sponsored by the WalMart truck drivers for benefiting children with chronic medical conditions. For more information see: https://www.youtube.com/watch?v=FOPd0AGsf_w
- Crews assisted with Emily’s Run as part of the Triple Crown 5K series. They provided assistance with the kids run and cooling stations during the run.
- Crews attended training for “Ambulance Operations” provided by the AFD Rescue crews. This was familiarization training for personnel not assigned to the rescues.
- Crews responded to three structure fires, one in Oxford, one in Lewiston and one on Eastman Lane in Auburn. They also responded to a significant natural gas leak when a vehicle went off the road and hit a house, severing the gas main to the house.
- Lt. John Gravel is continuing the annual rope rescue refresher training with all crews.

Weekly Report
Week Ending July 24, 2015

- Chief Roma DC Allen, and OM Sheri Buck attended training in Auburn's EOC operations. This training was provided by City Safety Officer Ray Lussier.
- For the week of July 9nd to July 22nd, we responded to 194 calls for service. These include, but are not limited to: 6 Fire Calls (2 Structure Fires and 3 woods fires and an overheated motor), 15 Fire Alarms, 120 Emergency Medical calls, 17 Motor Vehicle Accidents, 11 with injuries, 26 service calls, and 7 Hazardous Condition calls. We provided 3 mutual aid assists and received 2 mutual aid fill-ins during this period. We provided 3 EMS Mutual Aid assists during this period and responded to 1 call in Lewiston for UAS.

Health and Social Services

- Recent legislation has changed the reimbursement formula for all municipalities effective July 1, 2015. DHHS will be distributing new reimbursement forms for us to use. We have been asked to wait until we get the forms before submitting for July's 70% reimbursement.

Human Resources

- Much of the work in July is wrap-up for all of the fiscal year changes. Every bargaining unit and the Non-union group received pay adjustments. Pay changes affect life insurance and disability benefits and updated salaries have to be reported to the insurance administrator.
- The HR staff provided benefits orientation to two new Police Officers.
- The HR staff has been working with a temporary staffing agency and the Public Works Department for seasonal workers to assist with the parks maintenance functions.
- The HR staff met with the City's Occupational Health Provider and the third party administrator for Workers' Compensation to discuss medical management of several workers compensation claims.
- Ray Lussier, Safety Coordinator provided annual training to the Emergency Action Coordinators at Auburn Hall.
- Ray Lussier also presented an Emergency Operations Management Course to several department managers as well as a table top exercise for Police Department supervisors on response to a potential school shooting.

IT

- Security concerns will drive some fundamental changes to how we use Auburn Hall. We've had several recent cases of staff alone in the building coming across unauthorized persons. Trespassing and "surreptitiously remaining" can create a potentially very dangerous situation for our staff. This week, Protection 1's subcontractors began cabling for the new security cameras. Additional parts of the project will involve enabling the alarms throughout the building outside of regular public hours. We anticipate that we will need to restrict off-hours access in Auburn Hall. Staff wanting to enter or remain in the building after closing, or on weekends, will need to make prior arrangement with the Facility Manager or the Police Shift Commander.
- We continued the process of reformatting our GIS data for import onto the new server. We have completed reformatting and documenting 20 of the approximately 100 files to be moved. Another 25 have been reformatted (but not yet documented).
- GIS staff attended a meeting of Auburn Parks, Androscoggin Land Trust, Healthy Androscoggin, and representatives of local snowmobile clubs. The purpose was to discuss improvements to the Mt. Apatite trail system. Based on the discussion and a follow-up meeting, we prepared an updated map showing the proposed changes to trail naming and

Weekly Report

Week Ending July 24, 2015

signage. After review by the group and final approvals on the proposed changes, we will make any final changes to the map.

- Several weeks ago, staff updated our GIS license manager. Included in the update was a provision that disables our licenses for desktop GIS software whenever we make updates to the server infrastructure. We were unaware of this new security measure (it was not included in the upgrade documentation). This week, IT staff made changes to the underlying structure of the server where the GIS license manager resides, inadvertently disabling our GIS licenses. After a bit of research we were able to determine the problem and re-authorize our licenses with minimal staff disruption. We also recorded the problem, along with preventive actions, for future reference.
- Our Exchange (email) server was reconfigured over the weekend. We'd been having very random, very odd events popping up on that server, which was slowing performance and breaking the back-up process. Part of the issue turned out to be with the way that our Exchange data was spanned across multiple storage volumes. Consolidating the very large email data-store seems to have resolved the issues, at least for the week since the changes.
- An on-going issue with the parking ticket application has been resolved by expanding the storage available to it. TicketTrak is a resource log, and has been installed on a small OS partition on one of our servers. By cloning off the server to a new virtual server, we were able to expand that partition from 40Gb to 250Gb, which should at least kick that can down the road for a while. Eventually, the application needs to be reconfigured to use a more thoughtfully selected storage location, but that will probably need to wait until a major upgrade comes along.

Police

- The department handled 653 calls for service this week. Officers conducted 175 motor vehicle stops and 36 field interviews. Officers investigated 83 offenses of which, 7 of which were felonies, generating 14 arrests, 37 criminal summonses and 12 juvenile arrests. Officers responded to 35 motor vehicle crashes.
- Watch Commanders and Deputy Chief Moen participated in an active shooter tabletop exercise with NIMS Coordinator Ray Lussier.
- Several staff members participated in Emergency Operations Center training taught by NIMS Coordinator Ray Lussier.
- Preliminary 2014 Uniform Crime Reporting numbers show that index crimes in Auburn were down approximately 17% and the Crime Rate dropped 10%.

Public Services

- S. Main Street Reconstruction – The box cut has begun and will be completed next week. Paving will occur during the week of August 3rd. The project is scheduled to be complete in the beginning of September.
- Riverside Drive Reconstruction – The box cut has begun and will go through next week. The Project is scheduled to be complete in September.
- Park Avenue Reconstruction – CMP has begun to relocate the poles and the contractor will be on site when they are all moved. The desire is to complete any remaining work before school begins.
- 2015 MPI Project- Broad Street Mill & Overlay. AWSD has completed their water and sewer main work. Milling scheduled to begin August 10th.

Weekly Report

Week Ending July 24, 2015

- 2014 MPI Project- Lake Street (Park Ave to the CUL). Project nearly complete. Punch list remaining.
- 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. Surface pavement being placed on Tyler Street this week. Drainage structures completed on Davis Ave. Drainage structures being installed on Seventh Street.
- Perkins Ridge Road Culvert Replacement- bearing capacity ratios and scour depth have been given to the footing designer.
- Stormwater Management- DEP audit was held on 5/6/2015, waiting for feedback within 45 days.
- The stormwater stenciling event with the Girl Scouts went very well this past Sunday, I felt the girls learned valuable information about storm water runoffs and had fun stenciling the catch basins.
- 2015 Demolition Project- hazardous material removal nearly complete. Low bidder for demo contract: Almighty Waste. Work has started with 181 Manley Road. All 5 buildings should be removed within next two weeks.
- Crews were busy mowing Jordan School Rd, Cemetery, Fletcher Rd Cemetery, New Auburn Area, Main St. Area, Main St. Area, Mall Area, Veterans Bridge Area, Joline Dr., Center St., Lake Auburn Boat Launch, Lake Shore Dr., Lake Grove Park
- Crews were busy around town working on roadside mowing
- Bill Grealish - Working on a drainage project out behind Pettengill Park garage to stop the water from entering the building. Roadside mowing is in progress, worked on 11 & 3's run.
- John Wing - A priority shift was order this week. I have assigned all my men to the repair of the lake grove park (snack shack - restrooms) building. We are in the process of re roofing and repairing the masonry issues along with getting the plumbing operational so the restrooms can be used. The men David Lane, Tony Castonguay, DJ Sjostrom, Brock Bosworth and Michael Reed are doing quality work on this structure. I'm very proud of this team and their work ethic, skill, and attitude to create substantial savings for the city.

Recreation

- July is Park and Recreation Month! Since 1985, Americans have celebrated Park and Recreation Month in July to promote the importance of parks and recreation in health and wellness, conservation and social equity, and to recognize the thousands of park and recreation employees that maintain our nation's local and community parks. This July, celebrate 30 years of Park and Recreation Month by checking out our program offerings at www.teamsideline.com/auburnme
- The 2015 Wednesdays in the Park schedule is underway. This joint program offers various FREE performances throughout the summer. Be sure to visit the programs & special events section of www.teamsideline.com/auburnme for program details, performance locations and times!
- 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

Weekly Report

Week Ending July 24, 2015

25th, Pickleball will take place every Tuesday and Thursday, 8:30am-12:30pm at the Lewiston High School tennis courts on 156 East Avenue.

- The date is set for the annual Box Car Drive-In Movie sponsored by Pat's Pizzal Friday, August 14th at the Pettengill Softball Field starting at 7:45pm. This is a free for all ages event, where kids are encouraged to create their very own cardboard box car to enjoy the movie in style! Prizes will be awarded for the best cars on the lot!
- Registrations continued 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.
- 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.
- Falcons Football Camp, grades 5-8 began. 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. A total of 20 participants are registered for this program.
- Golf Lessons, ages 8-16, concluded. 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! A total of 7 participants are registered for this program.
- Summer Day Camp, grades Pre K – 8, continued. Each day, the Summer Day Camp offers campers structured activities, games, reading 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 supplemental excursion days/special events. 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, 253 children are registered for the program.
- Practice & meets continued for Youth Track & Field, ages 7-14. Coach Tom Menendez is back for his 21st season to guide the athletes through another fun-filled season. Tom brings

Weekly Report
Week Ending July 24, 2015

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 and playoffs began. 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.
- Planning for upcoming youth and adult programs continued.