

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 September 11, 2015

Auburn Public Library

- The Library has resumed its Fall/Winter hours schedule. This means that the Library will be open until 8 p.m. on Thursdays and 5 p.m. on Saturdays.
- The Children's Department is hosting an African drumming program on Sat., 9/12, at 2 p.m., featuring Portland drummer Annegret Baier. The program is free and open to the public. It has been made possible in part through the annual contribution of the Fletcher Foundation.
- "Let's Talk About It: In the Country of Men" – Thurs., 9/17, at 6:30 p.m. In partnership with the Lewiston Public Library and the Maine Humanities Council, the Auburn Public Library presents an exciting book discussion series on Islamic culture. Each novel in this series will be followed by a discussion facilitated by Reza Jalali, Author and Coordinator Multicultural Student Affairs at University of Southern Maine. The first novel, "In the Country of Men," by Hisham Matar was shortlisted for the 2006 Man Booker Prize. Matar's debut novel tracks the effects of Libyan strongman Khadafy's 1969 September revolution on the el-Dawani family, as seen by nine-year-old Suleiman, who narrates as an adult. This discussion will take place at the Lewiston Public Library. Currently the program is full. A waiting list has been started. Please contact Marty Gagnon at 333-6640 x 4 to be placed on the list.
- A mini-book sale will be held on Sat., Sept. 19th, from 1:00 PM to 4:00 PM. Our book sale storage room will be opened and customers will be able to search through the shelves and boxes for bargains.
- Suzanne Sullivan, Assistant Director, is starting a science fiction book discussion group. The first meeting will be on Sept. 24th and the selected book is "The Martian" by Andy Weir in anticipation of the movie's release on Oct. 2nd.
- With school back in session, Tweens are invited to join us in the Teen Space on the 2nd floor on half-day Wednesdays. Come by and get a head start on your homework, we'll have crafts or board games available (just ask us), or you can stop by to simply hang out! This program is just for Tweens who are in 6th grade.

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- Voting for this year's Maine Readers' Choice Award ends on Tues., 9/15. The announcement of the winner will be made the week of Sept. 25th.
www.mainereaderschoiceaward.org
- The monthly staff meeting was held on Weds., Sept. 9th.
- Plans are being finalized for our 124th Annual Meeting which is scheduled for Thurs., 9/24. We will be kicking off our 125th year in fine style with a quick look back to our beginnings and a look ahead to what's in store – "A Blast from the Past, A Launch to the Future."
- 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

- Sue Clements-Dallaire and Alison Pepin attended the Annual Maine Town and City Clerks' Associations Annual Meeting and Networking Day on 9/10/2015
- We Issued the following
 - 3 birth certificates
 - 45 death certificates
 - 5 marriage certificates
 - 4 marriage licenses
 - 11 disposition permits
 - 15 garage sale permits
- Received 3 renewal business license applications issued 2 renewal licenses
- We continue to work on staffing for the November election
- We received 42 petitions (Ranked Choice Voting)
- Prepared and posted the 9/14/2015 Council agenda packet
- Prepared and posted the 9/16/2015 Appointment Committee Agenda Packet
- Prepared post card templates that will be mailed to voters impacted by redistricting and the Ward 3 and 4 reassignment
- Working with Elections Systems and Software on Pre-election Questionnaire and programming information for the November election
- Contacted nursing homes to schedule absentee voting in October
- Filed and reconciled disposition permits
- Received approximately 100 voter registration cards/changes that we are working on entering into the Central Voter Registration system

Community Development

- Hal Barter completed an Healthy Homes inspection on an 8 unit building in Lewiston for the Lead Program and attended a Lead coordination meeting. He also conducted an inspection of another Lewiston project to determine improvements needed to meet Housing Standards under the HOME Investment Partnerships Program. The Community Development Department will be managing the Lewiston project which will eventually be sold to an income qualified home buyer. Hal conducted 10 inspections, some routine inspections and others to develop a punch list, for clients of the Rehab Program.
- Hal met with the instructor hired by the L/A Lead Program to assist with finding a location for the upcoming LEAD Supervisor training.

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- Reine Mynahan rewrote contracts for social service agencies to incorporate the direction for the 2015-19 Consolidated Plan which includes performance measures. Reine is meeting with agencies individually to explain the changes and new emphasis.
- The Memorandum of Understanding with St. Mary's Nutrition Center has been signed. A meeting of the Coordinating Committee has been set for next week to establish a time/task specific workplan.
- The draft Consolidated Annual Performance and Evaluation Report is available for public review. A meeting of both the old and new Citizens Advisory Committees has been scheduled for September 23rd to review the progress made this past year and accomplishments of the recently completed 5-year Consolidated Plan.
- A single family home at 62 Harvard Street was purchased through a partnership of Auburn Housing Development Corporation and the Community Development Department. The building will be rehabilitated and resold to an income qualified home buyer.
- Reine attended a meeting at Healthy Androscoggin to talk about a smoke free policy. We have agreed to provide information about the benefits of such a policy to our customers during our loan closings.

Finance

- Working with the auditors, answering various questions, providing information requested.
- Attended a class provided by Runyon Kersteen Ouellette (auditors) on new GASB (Governmental Accounting Standards Board) reporting requirements.
- The tax office has been busy with customers, end of the month car registrations, processing tax payments and monthly reports to the state. As of September 9th we have collected \$6,560,000 of current property taxes. The due date is Tuesday, September 15th.

Fire

- FPO O'Connell and DC Allen performed final C of O inspection at Mechanics Savings Bank's new building
- FPO O'Connell and DC Allen performed an inspection of the Community Little Theater building on Academy Street.
- Crews participated in Vehicle Fire training this past week
- AFD assisted Lewiston Fire with a structure fire, providing Rapid Intervention Team (RIT) services for their interior crews.
- Crews completed the annual hose testing as required by NFPA and the Department of Labor.
- Crews continue to prepare the station for the annual 9/11 ceremony and Blood Drive which will be held on 9/11 at AFD Central Station.
- For the week of September 3rd to September 9th, we responded to 92 calls for service. These include, but are not limited to: 3 Fire calls including 2 unauthorized burning of trash. 62 Emergency Medical calls, 8 Motor Vehicle Accidents, 4 with injuries, 1 Elevator Rescue, 3 Fire Alarms, 11 service calls, 2 Hazardous Material calls We provided 1 mutual aid assist and received no mutual aid responses during this period. We provided 3 EMS Mutual Aid assists during this period including 2 to Lewiston to cover for United Ambulance.

Health and Social Services

- On Monday September 7, 2015, General Assistant representatives from southern Maine met in Augusta, with representatives of the Portland Shelter, advocates from Pine Tree Legal,

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and representative from Maine Equal Justice, as well as others, to discuss the billing of municipalities whose residents go to the Portland shelters. Portland needs to find a new funding source to support their shelters and wants to bill municipalities if someone goes to their shelters that come from another municipality.

- Tammy Thatcher is helping to cover phones all week while Linda is on vacation.
- In August we had 5 clients do 60.5 hours of workfare for a total \$484 value. The worksites were Auburn Library, Auburn Rec and SHARE Center.
- State billing was done on the 3rd for the month of August. We paid out \$5,598 in August, for a fiscal year to date total, \$14,898.
- I attended the annual planning, LAASH (Lewiston-Auburn Alliance of Services to Homeless) meeting September 2nd. We discussed what the group will undertake this coming year to help people with housing insecurities and homeless individuals. Maine State Housing discussed some of the projects they are working on for the future and the different focuses.
- Our new maximums for General Assistant come this week; they have increased 1.3% and go in effect October 1, 2015.

Human Resources

- Chris Mumau, HR Assistant, worked with Geiger to create the Employee Recognition pins. The last time they were updated was in 2001.
- Chris Mumau worked on upcoming Wellness classes and events for the Fall/Winter season. Ray worked on several accident investigations.

Norway Savings Bank Arena

- Ice
 - Players Edge
 - Men's League
 - Women's League
 - Shinny
 - Public Skate
 - Learn to Play
 - Rousseau's Clinics
 - Checking Clinic (final week)
 - Shooting & Passing Clinic (final week)
 - LA Seniors
 - Gladiators
 - Gladiators Midget Showcase
 - Finalized Atlantic Coast Hockey Camp for July 2016
- Partnership Meetings
 - AAA
 - Travis Dow (Chat about hosting a Boat Show)
 - Merrymeeting Behavioral Health Services (signed contract to rent facility for 6 months)
- Marc's Meetings
 - St Dom's (Facility Rental)
 - Sun Journal (Media Partnership)

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Auburn Middle School Open House
Edward Little Open House
Sports Management Class (Edward Little)
Sabrina Toye ~ Tooth Protectors (renting the mezzanine area)

Planning

- Plan Review Committee Meeting- The Plan Review Committee is meeting on September 17th.
- Downtown Auburn Transportation Center (DATC)- Eric Cousens and Doug Greene met with ATRC and Lewiston Auburn Transportation Committee members to discuss re-bidding the construction of the DATC. The City Planner continues to work with Anthony Beaulieu in resolving an alternative design for the sanitary sewer line.
- New Auburn Riverway and Greenway RFP- VHB and the City Staff met on September 3rd to discuss the project scope, timeline and will be executing a contract.
- Site Visit- Doug Greene met with the owner of 204 Minot Avenue to discuss site plan issues for a planned used car lot, scheduled to be heard at the September 15 Planning Board meeting. The City chose not to purchase the lot due to the price and the owner is pursuing approvals to use the land.
- Doug Greene and Eric Cousins met with the new DEP Environmental Specialist, Kevin Rousseau on Friday, September 4th to inspect 3 different sites for possible violations. We will be dealing with a blatant shoreland zoning violation involving removal of vegetation in and adjacent to Taylor Pond/Brook and the placement of sand to create a beach on Chicoine Avenue.
- Staff is making a substantial effort to address Graffiti in the City and will be issuing nearly 20 notices over the coming week.
- Many of the ongoing projects are still moving and updates will be provided as progress is made.

Police

- The department handled 584 calls for service this week.
- Officers conducted 156 motor vehicle stops and 22 field interviews.
- Officers investigated 61 offenses of which, 3 of which were felonies, generating 15 arrests and 26 criminal summonses.
- Officers responded to 27 motor vehicle crashes.
- Patrol officers have been aggressively enforcing school zone speed limits during the first week of school.

Public Services

- To date, have acquired all of the Temporary Construction Rights deemed needed on Riverside Dr LAP
- Working on a response to the DEP's request for additional information regarding an old municipal landfill between Center St and North River Rd. This land fill was on property of the Franklin Company and is the location of the Cumberland Farms, Wendy's, and possibly other properties.
- Reviewed plans and provided comments for proposed development at 204 Minot Av.

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- Worked on tax map updates for the upcoming 2015-16 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 for the upcoming year.
- Crews cleaned 90 catch basins throughout the City.
- The gate project at Auburn Public Works is on track and continues to be worked on.
- Supervisor Bill Grealish investigated and filled in sinkhole behind Gritty's, other sink holes were also investigated in other areas of the City.
- Crews continue to do roadside mowing Troy Street area.
- Sign work around the City continues; replacing damaged and faded signs
- Mowing around the Lake Grove Park, Center St. Area, Union St., Chestnut Park, Pettengill Park, Main St., Raymond Park, Hampshire St. Parking Lot and a request to add to the mowing list at a City owned property 61 Webster St., Mill St, Riverwalk and Court St. islands.
- Parks crews are busy weeding and watering flower areas near Turner St., Chestnut Park, Union St. Park, Mall Area, Riverwalk, and Turner St areas.
- Sweeping was done on Seventh St. to dead end, Pine St, Bennet, and Baxter Areas.
- Crews were busy delivering signs for projects throughout the City for projects.
- Repairing of the Art wall was challenging due to the age and deterioration of the sealant that was put on when the wall was done.
- City's Green Space Litter pick-up – Every morning crews scan the downtown area for any litter/debris, clean up cemeteries, trash up when mowing city area green spaces, remove trash on Union Street Bypass, Minot Ave, Washington St
- Roadside mowing at the Ash Dump and the Landfill as required by DEP
- 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.
- The Hot Top Patching crew has been out and about the City checking and patching pot holes.
- The basin crews, repaired curb line on Troy St., Myrtle St., Gracelawn Rd., and Fair St.
- The carpenter finished Pettengill Park Pond building project and substituted on other crews
- 2015 MPI Project- Broad Street Mill & Overlay. Project complete, a few punch list items remain.
- 2014 MPI Project- Lake Street (Park Ave to the CUL). Complete.
- 2015 Reclamation Project- Valview Dr, Summer St. (Park Ave to Mount Auburn Ave) Valview Drive to be base paved 9/10. Ditching to begin next week. Summer Street scheduled for gravel work next week.
- Transportation Project at Great Falls- Water main extension completed. Sewer main extension remains.
- 2015 Reconstruction Project- Davis Ave, Seventh St and Tyler St. Tyler Street complete. Driveway paving remains on Seventh Street. Davis Ave to be base paved 9/16.
- Perkins Ridge Road Culvert Replacement- Project starts 9/8. Detours scheduled. Project to be completed 9/30.
- Stormwater Management- Reviewing the results of the DEP audit. Continuing compliance on Permit Year 3.
- 2015 Demolition Project- 14 Newbury Street scheduled to be demolished next week.