

# 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 August 28, 2015

### Assessing

- Is entering the deeds and declarations of value recorded after April 1, 2015. There are approximately 50 transfers each month to load.
- Assisted taxpayers at the counter with various inquiries and on the phone with personal property inquiries
- Continues to process the business equipment reimbursement forms
- Is assisting Karen doing research, organizing data and creating spreadsheets for the Prospect Hill Golf Club appeal scheduled for September 17, 2015
- Reviewed one residential appraisal submitted by a taxpayer
- Assisted taxpayers at the counter and on the phone with various inquiries
- Is working on the final report for the golf course appeal
- Completed the County Tax Property Growth Factor paperwork to be used as part of the County LD1 assessment limit
- Assisted one taxpayer with their Tree Growth special land use classification application
- Assisted a taxpayer with the update on their Farmland special land use income verification requirement as required by the State
- All staff completed their FEMA training

### Auburn Public Library

- The Library will be closed on Mon., 9/7, for the Labor Day holiday.
- The Board of Trustees met for its regular monthly meeting on Weds., 8/19.
- On Fri., 8/21, a very intoxicated Auburn woman was at the Library. Police and rescue responded and transported her to the hospital. We are very grateful for their quick response, compassion, and help.
- Children's Librarian Deb Cleveland and Teen Librarian Donna Wallace attended "Beg, Borrow, and Steal," a resource sharing event sponsored by the Youth Services Section of the Maine Library Association, on Mon., 8/24, in Waterville.
- The Library will team with Café LA for the Art Walk on Fri., August 28<sup>th</sup>. While the Library itself won't be open, the ground floor common area will have an art display.
- Upcoming programs include:

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- Muslim Journeys Film: “Koran by Heart,” Thurs., 9/3, at 6:30 p.m. at the Lewiston Public Library. In partnership with the Lewiston Public Library, “Muslim Journeys Films” is a free, library-based film and discussion series offered by Maine Humanities Council’s Maine Center for the Book as part of the Bridging Cultures Bookshelf created by the Ali Vural Ak Center for Global Islamic Studies at George Mason University and the National Endowment for the Humanities.
  - Teens! Friday @ the Movies: “Freedom Writers:” Fri., 9/4, at 3 p.m. This movie is based on a true story and stars Hilary Swank as a young teacher named Erin Gruwell, who inspires her class of at-risk students to learn tolerance, apply themselves, and pursue education beyond high school. This program is just for teens, ages 13-18, and will include a snack.
  - KIDS! LEGO Club: Fri., 9/4, at 4 p.m. The library hosts a monthly Lego Club for kids ages 5 and up the first Friday of the month in the Maggie Trafton Program Room. The library will provide the space and the Legos. Kids just need to come with their ideas and imaginations. Space is somewhat limited so the program is run on a first come, first served basis. Please be advised there will be small pieces that present a choking hazard. This program is not suitable for very young children. For more information, Please call the library at 333-6640 ext.3.
  - Classic Tuesday Matinee – “An American in Paris:” Tues., 9/8, at 2 p.m. Enjoy a classic film with our series of Fall Tuesday matinees. The series begins with the 1951 musical romance "An American in Paris." Jerry Mulligan (Gene Kelly) is an American ex-GI who stays in post-war Paris to become a painter, and falls for the gamine charms of Lise Bouvier (Leslie Caron). However, his paintings come to the attention of Milo Roberts, a rich American heiress, who is interested in more than just art.
  - Auburn Page Turners: “Go Set a Watchman:” Weds., 9/9, at 1 p.m. Join the Auburn Page Turners for a lively book discussion and some laughter. This month’s discussion is the new Harper Lee novel “Go Set a Watchman.” Originally written in the mid-1950s, Go Set a Watchman was the novel Harper Lee first submitted to her publishers before To Kill a Mockingbird. Assumed to have been lost, the manuscript was discovered in late 2014. This book may be hard to attain copies so please request it through inter-library loan early or borrow a copy from a friend.
  - KIDS! DIY Tweens Portable Tic Tac Toe Game: Weds., 9/9, at 4 p.m. Tweens ages 9-12 are invited to join Miss June and create their very own portable Tic Tac Toe game with old CD cases. All supplies will be provided by the library. Just bring your imagination. Space is limited so please call the library at 333-6640 ext. 3 to register or register online.
- 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**

- We Issued 4 birth certificates, 43 death certificates, 9 marriage certificates, 3 marriage licenses, and 11 disposition permits
- Issued 8 garage sale permits
- Issued 0 new business license and 4 renewals
- Received 9 renewal business license applications and 2 new applications
- We continue to work on staffing for the November election

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- Filed and reconciled disposition permits
- Sue Clements-Dallaire (City Clerk) is celebrating 8 years of service with the City

### **Community Development**

- This month alone Hal Barter has managed 26 projects that are in a variety of stages from initial inspection, spec writing, progress inspections to final inspections. Hal completed a Healthy Homes Rating System (HHRS) inspection on a 8 unit building in Lewiston for the LEAD Program and an initial inspection on a Lewiston property for their HOME program. He conducted 24 inspections for a variety of reasons such as dealing with a severely water damaged home caused by a contractor leaving a window open, and routine progress inspections to keep projects running smoothly as well as minimizing punch list items. Hal met with a property owner and contractor concerning a number of warranty issues in an attempt to resolve problems. Hal also attended the monthly Lewiston-Auburn Lead Program meeting and conducted a pre-construction conference for a weatherization project.
- Hal conducted an interview to add a new contractor to our rehab list of eligible contractors. To maintain eligibility, contractors are required to file evidence of insurance and the company must be certified by the State of Maine on procedures for handling lead-based paint.
- Reine Mynahan met with the Police Chief Crowell and consultants from Planning Decisions to finalize the study Improving the Chances of Success for At-Risk Auburn Youth. This report will be shared with the City Council on September 14<sup>th</sup>.
- Reine met with Eric Cousens to finalize the Neighborhood Reinvestment Plan. Modifications were made to the priorities as well as performance measures. The plan is being shared with the public through e-alert and is scheduled for adoption on September 21.
- Reine wrote letters to 12 renters living in the Family Development project whose income is adequate to purchase a home. The letter provided information about Auburn's Homebuyer Program and offered information about a new mortgage product developed by Community Concepts, financing that is acceptable by Sharia standards. One person has responded by contacting me to get more information.
- Final payment has been made to the contractor wrapping up the demolition of 5 residential buildings.
- Reine met with the Executive Director of St. Mary's Nutrition Center and the Assistant City Manager to work out a new Memorandum of Understanding that more closely aligns objectives of the Nutrition Center with that of the City Council's for the community garden project.

### **Economic Development**

- Met with City Manager Kroll & Asst. City Manager D'Auteuil for Economic Development Dept. Projects & Programs Update, Status & Direction Meeting;
- Organized, scheduled and conducted Kora Shriners NSA Convention City of Auburn Coordinating Team Meeting 8/21;
- Engaged in detailed review & preparation with Planning Dir. Cousens for SCI Management Land Lease Contractual Agreement negotiation meeting conference call regarding proposed Oak Hill Cemetery Crematorium;
- Engaged with Planning Dir. Cousens in SCI Management Land Lease Contractual Agreement negotiating meeting conference call (with SCI Management officials) regarding proposed Oak Hill Cemetery Crematorium;

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- Contacted and had discussion with Senior VP & Regional Mgr. TD Bank, Steve Bostic, regarding New Market Tax Credit discussion (Medical Tourism Center), and upcoming Downtown Auburn “Model Street-Model Block” program;
- Assisted City Planner Greene with preparation of Auburn Planning Board Packets for 8/25 Planning Board Form-Based Code Workshop;
- Engaged in preparation & composition of amended SCI Management Land Lease Contractual Agreement resulting from conference call negotiation meeting for submission to and review by Atty. Conway of Linnelle, Choate & Webber LLP;
- Conducted pre-Dingley Pooled Wetland Project Site Walk Survey discussion & overview with Cole Peters of Power Engineers, site walk survey between Cole Peters & Rod Howe of Army Corp of Engineers on 8/24;
- Met with Atty. Conway at office of Linnelle, Choate & Webber to discuss and review term modifications of SCI Land Lease Contractual Agreement, Atty. Conway completes contractual modifications and submits modified Lease Agreement to Manoian for review 8/26, Manoian forwards to SCI Management 8/27;
- Engage in Downtown Auburn/New Auburn Form-Based Code production, review & preparation for 8/25 Planning Board Form-Based Code Workshop;
- Conduct strategic planning meeting with Travis Dow of “Coupons in L/A” & “Menus in L/A” with Councilor Walker to discuss and determine coordination of outreach and production of City of Auburn promotional package for upcoming Kora Shriners NSA Convention;
- At request of Office of City Manager conduct Downtown business visitations to businesses participating in 8/28 L/A ArtWalk Event;
- Conduct survey of Auburn local retail & specialty shops/stores to produce business contact/visitation list for participation in Kora Shriners NSA Convention Auburn Promotional Package;
- Conduct with City Planner Greene Downtown Auburn/New Auburn Form-Based Code Planning Board Workshop 8/25;
- Respond to inquiry by Mayor LaBonte and provide information on the following items: 1.) Dingley Polled Wetland Mitigation Site Project ME DEP Wetland Permit Transfer from ABDC to City, 2.) Alternative Building Development “Case Studies” for LAEGC Small Developers Boot Camp Event, 3.) Propose to Museum L/A director possible future L/A Delegation Visit to Lowell, MA with business leaders & elected officials to gain knowledge & models for broader economic development, community development, business development, etc. lessons, 4.) Details on Downtown Auburn Neighborhood “Model Street-Model Block” Program and possible integration into 9/14 Council Workshop;
- At request of Office of City Manager provide background material & documentation on Auburn Industrial Park & Dingley Polled Wetland Site Project regarding ME DEP Wetland Permit Transfer from ABDC to City of Auburn;
- Placed two calls for status update to EDA Regional Project Manager (Philadelphia Office), Alan Schuetz, PE regarding Auburn Industrial Park financial reimbursement submission, (no call back as of 8/27);
- Contacted Federal Railway Administration Region 1 Office (Cambridge, MA) State of Maine Coordinator, Norma-Jean Griffiths, to schedule meeting regarding initiation of Railway “Quiet Zone” application production & submission framework, Meeting with Ms. Griffiths scheduled for 9/4 at Auburn City Hall;

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- Conducted weekly City of Auburn Coordinating Team meeting for upcoming Kora Shriners NSA Convention;
- Contact & meeting with Rick Vail, President Mechanics Savings Bank to discuss upcoming Downtown Auburn Neighborhood “Model Street-Model Block” Program, meeting scheduled for 8/27;
- Contact Bill Tracy, Senior VP Auburn Savings Bank to discuss upcoming Downtown Auburn Neighborhood “Model Street-Model Block” Program, meeting to take place week of 8/31;
- Contacted and met with Jennifer Williams of AVCOG to discuss and determine cooperative participation with regard to Federal Railway Administration “Quiet Zone” application production & submission;
- In response to request by LAEGC, conducting New Auburn area walk with Maura Moody of LAEGC in preparation for upcoming LAEGC “Small Developers Boot Camp” Event;
- Engage in final Downtown Auburn/New Auburn Form-Based Code production work, submit DRAFT document to Planning Dir. Cousens & City Planner Greene for their individual review and schedule detailed FBC internal staff review session for 8/31 or 9/1;

**Finance**

- Finalized FY 15 work papers for the audit. Began working on the Draft Comprehensive annual financial report.
- Completed updating the Fixed Assets additions and deletions for FY15.
  
- Public Works oil tank conversion to gasoline, complete, new security features in process/automatic Gate installation
- Wayfinding Signage final design and proofs in process
- Eng 5 - HVAC and efficiency upgrades – in the design phase
- Tax bills have been mailed out and we are beginning to receive payments.
- Prepared tax information for all the mortgage companies that have sent requests.
- All staff completed required safety training.

**Fire**

- FPO O’Connell performed final C of O inspections at AutoZone and CMCC.
- FPO O’Connell attended fire alarm tests for the Auburn School Department.
- Chief Roma led several active and retired members of the Auburn Fire Dept. at the funeral service for Retired Pvt. Harold Schepers. Pvt. Schepers served the city for over 30 years as a firefighter. Members of the Department and its Honor Guard served as pallbearers.
- Crews participated in bail-out training this week.
- AFD and APD personnel with assistance from LPD were able to rescue an individual who had jumped off the Longley Bridge. The individual suffered injuries from the fall and was removed from the river via the rescue boat then transported to the hospital for his injuries. All agencies worked well together during this rapidly escalating event.
- Crews provided stand-by service during the Balloon Festival and L/A Bridge Run.
- Fire Department crews were involved in an extended extrication of an individual who crashed his small sedan into a tractor trailer on Washington Street in the area of Poland Spring Road. Fire crews had to dismantle significant amounts of his vehicle in order to free

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him from the wreckage. He was then transported by AFD Ambulance to the hospital with life threatening injuries. Crew then assisted with a significant diesel spill as a result of this accident.

- For the week of August 20<sup>th</sup> to August 26<sup>th</sup>, we responded to 79 calls for service. These include, but are not limited to: 56 Emergency Medical calls, 4 Motor Vehicle Accidents, all with injuries, 1 Swift Water Rescue, 3 Fire Alarms, 8 service calls, and 2 Hazardous Condition calls. We provided no mutual aid assist and received no mutual aid responses during this period. We provided 5 EMS Mutual Aid assists during this period.

### Health and Social Services

- Our workfare clients at the Recreation department are suspended for the next 3 weeks due to personnel vacations and end of summer maintenance in the armory.
- I have been working on two tax abatement requests which will need to be brought before council within 30 days of the completed application. On one of the requests, I'm waiting for the client's signature. The second request is thinking of withdrawing the application.
- We received our official letter from the State to bill at 70% of our expenditures for general assistance. The billing for July was completed. Our expenditure was \$9,300 for July and we will get back \$6,510.

### Human Resources

- Chris Mumau, HR Assistant, met with a planning team working on an upcoming employee recognition event and the Charitable Giving Campaign scheduled for this fall.
- The Edward Little "Bridge to Work" students worked on a numbers of projects this week. Under the direction of Jackie Beebe, Public Services Planner, they put together notebooks for APWA Accreditation documents and learned how to enter work orders into the computer. They have worked mornings at the Auburn Public Library shelving books, packing books up for inter-library loans and general maintenance. Marissa Clark, who aspires to work in the health care field, spent Monday with the Fire Department on a ride-along program with the Paramedics. A big thank you to Battalion Chief David Richard's platoon and to Paramedic Sita West for providing this opportunity. In addition to having lunch with the firefighters, Marissa received one of the highly coveted Firefighter tee shirts.
- The "Bridge to Work" Program winds down this week. I greatly appreciate the staff at the Library, Norway Savings Bank Arena, the Public Services Department, City Clerk's Office, Fire Department, Karen Veilleux and Chris Mumau for providing real work, meaningful job assignments, supervision and City of Auburn logo-wear for the four students who participated in the program.
- The HR staff has been working with all City Department in completing mandatory training for the Work Place Violence Prevention Program and collecting the training documentation.

### IT

- Staff provided a detailed report of mobile data collection efforts to the Stormwater team for inclusion in the 2015 MS4 Compliance report. Over the past year we have mapped nearly 500 additional pipe segments (30,000 feet) within our City stormwater network. We added attributes (pipe material, shape, height, etc.) to nearly 3000 pipes (250,000 feet). We also Updated the locations of more than 150 outfalls, catch-basins and drainage manholes. This information was added to our map-based asset inventory.

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- We removed old GIS maps and map services running on our old GIS Server. The services have been updated and moved to the new MapAuburn site, and are no longer required. This is in preparation of shutting off the old server.
- Staff began planning for an Emergency Response tabletop exercise, which will be held in September. For the first time, we will highlight location-enabled situational awareness, a new system which integrates Online GIS maps.
- Two new PCs were delivered for the new staff at Recreation, and an existing machine there was upgraded. The machine that was upgraded was found to have quite a bit of unauthorized software on it, including spyware. It's important that staff keep in mind that our spam and virus filters are ineffectual if the user deliberately downloads software! If the user downloads and installs a piece of software which turns out not to be benign, it may "invite" other malware – and our filters will let it. The filters will think that you are knowingly bringing in things that you really want, not realizing that you've been tricked. Much like vampires, a lot of malware needs to be invited in. Vigilance on the part of our staff is our best tool to maintain the integrity of our systems.
- IT now has available an Excel spreadsheet of the 4/1/2015 Assessing data. This data becomes available annually, shortly after the Assessor commits the values for the year.
- We continue to pursue slowdowns in our network speeds. One important revelation was that our recent purchase of additional bandwidth had been applied by the vendor to the wrong circuit. Our internet speed should ameliorate once they get the correct circuit provisioned. The internal bottlenecks remain, unfortunately, and we're still trying to find a phantom process that is slowing down our internal communication.
- Between last week's Ashley Madison hack and the recent IRS hack, we're expecting an uptick in the number of phishing attempts in the next few weeks. Internet criminals are going to exploit these security lapses in many ways, sending spam, phishing and possibly blackmail messages, using social engineering tactics to make people click on links or open infected attachments. Be on the lookout for threatening email messages which slip through spam filters that have anything to do with Ashley Madison, or that refer to cheating spouses and delete them immediately, in the office or at home.
- As always, if you're not sure about the legitimacy of a message, DON'T OPEN IT!!!! Notify IT staff and we'll look into it. Sloppy grammar, questionable spelling and "too good to be true" messages are usually tip-offs that the message is phony.

### **Norway Savings Bank Arena**

- General
  - Fantasy Football Draft Meeting held in Tavern
  - Press Release sent on Ladies UMaine vs. Brown
  - In negotiation with Velocity Cheer – Finalizing fundraising event for November
  - Set up meeting with Sam's personnel to visit Ingersoll with Jeremy Gatcomb.
- Ice
  - Players Edge
  - Men's League
  - Women's League
  - Shinny
  - Public Skate
  - Learn to Play
  - Rousseau's Clinics

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- Checking Clinic
- Shooting & Passing Clinic
- Gladiators
- LA Seniors
- St. Mary's and United Ambulance (Spine Board Training)
- Partnership Meetings
  - Sunday River
  - Reschedule meetings with Gippers
  - Follow up meeting with Fontaine Family Team the week of September 8th
- Meetings
  - University of Southern Maine
  - Atlantic coast Hockey
  - Bob Berube (Maine hockey Development)
  - Public Skate Discussion Meeting w/ "The Bobs"
  - Speaking Engagement – Kiwanis (Chatted with group about hosting Kiwanis Breakfast)
  - Kora Shriners Convention Auburn Coordinating Team Meeting
  - Kora Shriners Meeting (Nationalized Motorized Competition to be held in parking lot on September 18)
  - Public Skate Discussion Meeting w/Denis & Howard
  - Learn to Skate Program – Tanya Quigley
  - Matty B - MBR - Skills Competition and Future Games
  - Red Table Picnic in the Park – Providing a chance for people to win tickets to the Lady UMaine vs. Brown game.
  - Meeting with Jason and Dave Gonyea about CMCC Hockey Program
  - Setting up meeting with NECHA for CMCC Hockey program.

### Planning

- Our Information Assistant, Shannon Goodell is learning day to day functions of Planning and Development and the office, different permits and the process that is involved with each one as none of them are the same. She has also been working on going through the files and removing permits from the active files as they are completed and filing them in the correct property folders, learning how to do the weekly deposits and helping the assessing department with paperwork filing and sorting. Shannon is doing a great job and learning our functions quickly.
- On 8-25-2015 Auburn Water District issued a boil water order for the following streets: South Goff, Pearl, School, Pine, Charles, James, Grant, Oak, Willow and Goff because a tractor trailer struck a hydrant causing multiple water mains to break. Domino's Pizza was affected and the Auburn Water District hooked water up from another Street to provide Dominos with water worked with Cristy Bourget to ensure the connection met food safety requirements. Dominos purchased the hoses and with assistance from the Water Department, they were installed so Dominos could continue to do business. We all worked together and Dominos were able to continue to operate. Excellent Team Work! If all goes well by tonight they should be back to their regular hook up to city water by Thursday.
- AutoZone at 194 Center Street has been issued a Certificate of Occupancy (C of O) and the new academic building at CMCC will be ready for a C of O on Friday, with classes due to start on Monday.



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- Deposited \$2,900 in permitting fees collected last week
- Issued the following number of permits in the last 5 work days (Wednesday, 8.19 thru Tuesday, 8.25):

Commercial	3	Estimated Cost: \$300,000
Residential	5	Estimated Cost: \$97,000
Electrical	5	Estimated Cost: N/A
Plumbing	3	Estimated Cost: N/A
<u>Sign</u>	<u>0</u>	<u>Estimated Cost: \$0.00</u>
Total Issued:	16	Estimated Cost Total: \$397,000
- Plan Review Committee Meeting- Had its regular monthly meeting on August 20<sup>th</sup> to review a number of projects seeking Planning Board and staff level approvals.
- Downtown Auburn Transportation Center (DATC)- The City Planner was actively involved over the last two weeks in the installation of utilities to the DATC. Electric and water service will be completed to the building site and a sanitary sewer line is undergoing an alternate design. Doug Greene and Eric Cousens attended the DATC bid opening on August 26.
- Form Based Code- Alan Manoian and Doug Greene met with the Planning Board at a work session on August 25<sup>th</sup>. A full draft is expected to be reviewed at the next Planning Board meeting on September 15.
- New Auburn Riverway and Greenway RFP- After a lengthy process, the selection committee agreed to hire VHB, a multi-disciplinary firm for this very important project. Next steps will be getting VHB under contract and an initial meeting with city staff to lay out the project process and timeline.
- Ag District Study- Eric Cousens and Doug Greene are meeting weekly with Rosemary Mosher and intern Derek Richards in the creation of a complete inventory of the Agricultural District in Auburn.
- Planning Board- The Board approved a Site Plan Amendment at Lake Auburn Community Center, endorsed a text amendment for a new Moderate Density Residential District and continued its review of an Adaptive Re-use Ordinance.
- Other Activity- Doug Greene has been invited to attend the 2<sup>nd</sup> Annual Maine Summit on Aging in Augusta on September 15. Doug will be a workshop panelist on “Advancing New Models of Housing & Land Use”.
- The Auburn City Electrician, by direction of Economic Development, is in the process of planning with Central Maine Power ways to have the utilities removed in front of 67 Minot Ave. This will be necessary to facilitate the infrastructural repairs to the outside of the property. Last week’s Balloon Festival brings on extra duties for the Division not unlike any other year. The portable power distribution unit was set up for additional power requirements for the band stand and other vendors. One major addition to Festival Plaza this year is the newly installed LED’s for the Plaza’s main lighting system. This will cut the energy cost by more than half with an increase in lighting output.
- The municipal fire alarm circuit has been extended to East Auburn school in preparation for this year’s attendance. The final programming and commissioning will be completed this week. This extension will also provide access for other business to connect to the municipal system. This addition could also be utilized for a police call box at the East Auburn Outlet if requested.

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- A new rapid flasher is scheduled for installation for Lake Street school in the next few weeks. The Electrical Division will be working with the general contractor for the installation.
- The Electrical division repaired and upgraded fixtures along the walkway by the Hilton Garden Inn that leads to the river walk. Fourteen bollard type fixtures were converted to LED's.
- Eric and Zack also met with the City attorney to discuss how to better address dangerous buildings and illegal junkyards and will be bringing some condemnations to Council soon.

### Police

- The department handled 536 calls for service this week. Officers conducted 108 motor vehicle stops, issuing 12 summonses, 4 arrests and 92 warnings. Officers investigated 56 offenses of which, 7 of which were felonies, generating 12 arrests, 12 criminal summonses and 1 juvenile arrest. Officers responded to 24 motor vehicle crashes.
- Both the Balloon Festival and LA Bridge Run were held this past weekend. Both events ran very smoothly on our side of the river. Attendance was down due to the weather. The City incurred \$2,188 in Police Overtime cost for the Balloon Festival and \$406 in Police Overtime costs for the LA Bridge Run.
- Chief Crowell and Deputy Chief Moen attended Hartt Transportation's Open House for their new facility off of Kittyhawk Avenue.
- The department held a Community forum on the recent surge in drug overdoses. The department is in the planning stages for a series of forums to be held next month to address the growing drug epidemic.
- The department is having an ATV donated to us from Brookfield Energy. The ATV will be a valued addition to our fleet, providing officers the ability to respond quicker and more efficiently to a variety of calls for service that take them into the woods.
- Burglars, both commercial and residential have been very active lately. Detectives are investigating several residential/commercial burglaries. Detectives have been able to link one suspect to two residential burglaries and one commercial burglary involving ten storage units. More investigation is needed to build a stronger case but the suspect will be indicted at a later time on several counts of burglary. The suspect is currently in custody at Androscoggin County Jail on other burglary charges and probation hold. This suspect is responsible for burglaries in at least three different counties.
- Sgt. Schmieks attended training in Brewer on Supervising Patrol Critical Incidents.
- The department hosted a Coffee w/a Cop event at Café LA (formerly the Library Café).

### Public Services

- Visited 20 Excavations 25 digsafes and filed Permits
- Working on acquiring Temporary Construction Rights needed on Riverside Dr LAP
- Working with Finance Department and attorney facilitated closing on purchase of 14 Newbury St.
- Determined sight distance needs at intersection of Blanchard Rd and Route 4 and amount of slope that needs to be cut back at Wallingfords.
- 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.

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- This week we had 10 work orders for APS and 2 for PD both complete.
- The welding shop has been working on stock for winter so we can start the plows & wings, also had one job at Washburn school
- Working on mowers for 56 & 57 all done. Night shift has been working on PM's and other small jobs. The crane company did its yearly Inspection of the garage and the welding shop.
- We have truck 6 down and # 44 , 104 , 72 we have all the generators done for the city.
- Cleaned drainage pipes for CCTV inspections next week.
- Cleaned @ 80 Basins.
- Fixed washout at Norway Ice Arena.
- Tested out excavators.
- Move generator from old PD to Ingersol.
- Moved Diesel tank from Hasty to Ingersol.
- Roadside Mowing on 24's run, Second st., and Pettengill Park.