**TO:** Mayor and City Council
**FROM:** Howard Kroll, City Manager
**RE:** Weekly Report
**DATE:** Week Ending February 12, 2016

## Assessing

- Staff researched the effect of a Maine Turnpike Authority easement on the valuation of Industrial land at the request of a taxpayer.
- Splits and merges were researched and updated in the system.
- Veteran's Exemptions were reviewed and loaded in the CAMA system for the upcoming tax year.
- The interrogatory letter was sent to Lowe's Home Centers in response to the abatement application filed.
- The tax representative filed an abatement request for the Cascades Auburn Fiber facility located on Lewiston Junction Road. As the first step to receiving the application staff has begun to working on the interrogatory letter.
- In order to ensure accuracy with the ownership and sales information loaded in the CAMA system, all staff proofs the data. The deeds and declarations of value have been proofed through October. This leaves only November to proof to be completely up to date.
- The invitations for the Business Personal Property Forum to be held the afternoon of February 23rd and the morning on February 26th in the Community Room of Auburn Hall have been sent and posted on the Community Calendar, Assessing web page, Assessing News and social media.

## Auburn Public Library

- The Library will be closed on Mon., 2/15, in observance of President's Day.
- There will be special programming for children during February vacation. Make sure to check our website for details. Special programming includes "Comets, Meteorites and Asteroids" with an experienced local astronomer on Weds., 2/17, at 2 p.m. for children and knitting on Weds., 2/17, at 4 p.m. for teens.
- The Library is taking part in the 2016 "Read to ME Challenge" sponsored by the Maine Department of Education. This is a month-long public awareness campaign to promote childhood literacy in Maine – an opportunity to contribute to a child's literacy growth by reading aloud to one or more children for at least 15 minutes. You can either read to a child or have a child read to you. Post a photo or a short video on a social media site and

challenge others to follow your example. Use the hash tag #ReadtoME or #ReadaloudME. Visit our Facebook page to see the results of our challenges.

- The Library has started a write-in campaign to win a grant from Bangor Savings' "Community Matters More" campaign. You can vote for the Library by going to http://www.bangor.com/cmm or stopping by the Library for a ballot which can be brought to the Bank's Lewiston branch or let us mail it in for you. The top prize is $5,000.
- The monthly staff meeting was held on Weds., 2/10. Among the topics discussed were the budget, the NASA exhibit, and the farmers market at the end of the month.
- The library director was a presenter in a webinar on keeping books as a vibrant brand for libraries on Thurs., 2/11. The webinar was co-sponsored by "Library Journal" and Thorndike Press.
- The Board of Trustees will meet for its regular monthly meeting on Weds., Feb. 17th, at 7:30 a.m.
- Ongoing programs include "Treasures from the Vault," the Wednesday meditation hour, children's storytimes, homeschoolers meet-up, "Keying on Computers," and our teen life skills series. Check our online calendar on our website.
- Upcoming programs include:
  - KIDS! Mother Goose Games – Fri., 2/19, at 10 a.m. Join us for a special one-time Mother Goose Playgroup for children ages 0 – 6. Activities include Humpty Dumpty's egg and spoon race, pin the tail on the sheep, Wee Willie Winkie's pillow case race, and more. No registration is necessary for this free program.
  - Research for Writing Genre Fiction – Fri., 2/10 at 3 p.m. In this workshop, we'll discuss how good research can improve the depth and richness of any novel, no matter the genre, and take a look at some basic principles and resources for getting your research right. The instructor is Melissa Walshe.
  - Teens! Snack Chat – Mon., 2/22, at 3 p.m. Join us in the Teen Space twice a month to enjoy a healthy after school snack and engage in some enlightening conversation about current events. As we get into this series, we hope to invite guest speakers to further add to our conversations. This program is provided by support from Jim Pittman of Jim's Auto Sales and is just for teens, ages 12-18.
  - NOT FOR SALE: Finding Center in the Land of Crazy Horse – Mon., 2/22, at 6 p.m.

    Written and photographed by Kevin Hancock, CEO of Hancock Lumber Company, "NOT FOR SALE: Finding Center in the Land of Crazy Horse" is a unique memoir that traces his journey deep into Indian country to the Pine Ridge Indian Reservation and even deeper into his soul. In a corporate world hallmarked by the quest for bigger, better, and more, this CEO of one of America's oldest family businesses contemplates an organizational structure where the goal is to do less, not more. Kevin will be here at the Library to present and share some his insights from his soulful trips and will also have copies of his book on hand to sell and sign.

- Futures Lab - Mon., 2/22, at 6 p.m. Students -- teens and adults alike -- who are working on their post-secondary aspirations are welcome in our Computer Lab on specified Monday evenings. Whether a student is just starting his/her college search, completing online applications or working on financial aid paperwork, there will be a college navigator and/or a representative from College for Maine Androscoggin on hand to answer any questions which might arise.

- Follow the Library on Facebook or link to our website at www.auburnpubliclibrary.org for more information about all of our programs, new books, library news, and online registration.

## City Clerk

- We Issued the following:
  - 1 birth certificates
  - 22 death certificates
  - 2 marriage certificates
  - 1 marriage license
  - 2 disposition permits
  - 4 taxi driver permits
  - 5 business licenses (renewals)
- Received 5 business license applications (renewals)
- Sue Clements-Dallaire, Sabrina Best, and Deb Grimmig interviewed a candidate from the ABLE program
- Completed the State Vital Share for January 2016
- Worked on preparing materials for the upcoming caucuses which are to be held on March 4th, 5th, and 6th
- Began preparing paperwork and checklists for the June election and checking inventory of absentee envelopes, voter registration certificates, pens, and tamper evident seals and submitted our supply list to the Secretary of State's office
- Transferred the November 2015 election materials from the tamper proof boxes into cardboard boxes and prepared them for destruction (2 month retention)
- Staff met with Lt. Cougle (Auburn Police Department) to discuss the massage establishment business license that was denied
- Worked on updating voter registration changes in the Central Voter Registration system and filing cards
- Worked on reconciling and filing disposition permits
- Completed minutes of the February 1, 2016 City Council Meeting
- Created web pages for the Council Committees and prepared agendas and posted the packets for the Council Committee meetings that are scheduled for February 16, 17, 18, and 25th.

## Community Development

- Work was completed on updating the checklist for new inspections subject to Housing Standards.

- Work was completed on creating new checklists for Lewiston HOME projects.
- Worked on legal documents required to complete the City's responsibilities for the sales of the Academy Street Townhouses.
- Participated in a webinar sponsored by Department of Housing and Urban Development for HOME Consortia in submitting the Consolidated Plan/Annual Action Plan.
- A sub-committee of the Citizens Advisory Committee held interviews with social service agencies and made its decisions about grant award recommendations for this year's budget.

## Fire

- Hazardous materials refresher classes began for all firefighters at Central Station taught by Lt Beale.
- A revised policy/SOP for medication accountability was finalized and sent out to all AFD staff.
- DC Low attended a regional mass casualty planning meeting on Wednesday.
- On Wednesday, Chief Roma, FPO O'Connell and Sarah Hulbert attended EMS & Fire Reporting Program Training at the Department of Public Safety in Augusta.
- On Thursday, DC Low participated in a joint meeting between the City and the school department regarding managing critical incidents.
- The incident statistics from February 6 to February 12 are as follows:

    - 41 EMS calls.
    - 4 hazardous condition calls.
    - 1 service call.
    - 6 good intent calls.

## Human Resources

- Staff provided benefits orientation for two new Public Services Department Equipment Operators.
- Staff met with a representative of Kaplan University to discuss potential employment/work experience opportunities for Work Study students. The salary is paid through Kaplan, therefore there are no costs for the employer, other than supervision and creating valuable work experiences for the student. Students may be enrolled in a variety of academic and technical programs.
- In recognition of Heart Month, several members of the City Wellness Team attended a luncheon presentation by two noted Lewiston physicians, Dr. McCann and Dr. Erickson. The topics were Cancer Treatment Options and Cardiovascular Disease; Prevention and Minimizing Risks in Women.
- Staff from Human Resources Department and Recreation Department met to discuss hiring procedures for the Summer Camp Program.

## IT

- Working with Planning, Public Safety, Assessing and Code Enforcement, staff gathered, formatted and mapped datasets from each department (Building Permits, Number of Buildings/Units, Owner Occupied status, Vacant Buildings, Code Requests, Assessed Property Values, Public Safety calls and crime) in an effort to provide baselines for a Neighborhood Revitalization strategy. Once the data sets were formatted and mapped, we were able to combine each of these data layers with existing map layers, assemble statistics and look for hotspots. The results of this were integrated into a map journal and presented at the City Council workshop as an interactive map presentation. This project required us to put most of our other efforts on the back burner for the week.

- Attended a conference call with Public Services and a implementation specialist from Lucity , our Work Order/Asset management software application. We reviewed the outstanding task list, from their visit last fall, and put together a work plan to address outstanding tasks.

## Norway Savings Bank Arena

- **General**
  - Merrymeeting Behavior Health Meeting ~ Tavern
  - YPLAA Event ~ Skate & Tavern
  - Garden Circus – Overview of technical requirements
  - Downeaster Figure Skating Club – Looking to rent ice for this summer
  - YPLAA Networking Event

- **Ice**
  - Men's League
  - Women's League
  - High School/Middle School Practices & Games
  - Public Skate
  - Maine Gladiators
  - LA Seniors
  - LA Seniors Elite
  - Bridgton Academy Winter Classic

- **Marc's Meetings**
  - Z105.5 Breakfast Club
  - Bridgton Academy Staff
  - Special Events 30/60/90
  - T9 Sports ~ Jason Sincyr
  - ME Winter Classic Meeting
  - Winterfest Recap

- **Partnership Meetings**
  - Pine State Pest & ServPro

- Cleaning Services
- Barbara Bush Children's Hospital
- Advanced Microsystems
- Champagne Energy
- Spillers
- HR Block

- **Jason Ops Tasks**
  - Bridgton Academy Staff
  - Ice Maintenance
  - Olympia Maintenance
  - Continued Ice Scheduling

## Planning

- The City Planner was out for 3 weeks due to a medical leave and planned vacation and we are pleased to have him back.
- Eric Cousens and the City Planner presented the draft Form Based Code to the City Council at a workshop on Monday, February 8. The presentation was well received and the Council asked to move the proposal forward to a first reading and public hearing at the Council's first meeting in March.
- The City Planner led the Planning Board's Tuesday, February 9th meeting. A cell tower proposal at 200 Merrow Road was approved and the final draft of an Adaptive Re-use zoning text amendment had a public hearing and final review by the Planning Board. The final draft, along with a Planning Board report will be forwarded on to the City Council for their consideration.
- Staff is working on budget and combining the departments of Planning and Permitting, Economic Development and Community Development.
- We are getting preliminary surveys and reports back on the New Auburn Village project

## Police

- The department handled 531 calls for service this week. Officers conducted 131 motor vehicle stops and investigated 72 offenses of which, 7 of which were felonies, generating 20 arrests, 30 criminal summonses and one juvenile arrest. Officers responded to 29 motor vehicle crashes.

## Public Services

- All shifts were very busy Monday into Tuesday plowing, sanding and salting Auburn's roads. The snow came in quick and lasted long. With the road and air temperatures conditions, plowing was making it hard to keep the roads cleared.
- Crews were busy all week removing snow from the Downtown area, Drummond St, Main St, Newbury St.
- The sidewalk crews were on a continuous schedule keep all sidewalks cleared.

- Fleet have been working hard on keeping the trucks up and running making them safe for the road
- Crews were busy loading trucks, keeping the calcium tank and salt shed filled and cleaned
- The welding shop has been working on wing repairers and plows, as well as working on small jobs and making new plates in dump number 6 truck and finish up chipper boxes and gate
- Crews continue to focus on the mandatory Bureau of Labor Standard requirements
- The hot patching crew was out at Auburn Heights, Elm, and Gracelawn Rd as well as others areas in need of patching
- Third shift crews were out on the roads spot sanding icy areas
- 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
- Sign work around the city continues. Staff are replacing and or fixing faded and damaged signs in accordance with the new regulations.
- Crews were directed to pick up a few items left on the side of the road (debris, T.V.'s, mattresses, tires, etc.)
- 2016 Reclamation Project (Townsend Brook Road, Pettingill Park)- project has been awarded to Gendron & Gendron, start date anticipated for early May
- 2016 Reconstruction Project ( Highland Ave, Library Ave, Troy St)- project is in design phase
- 2016 MPI Project (South Main Street)- project is in design phase
- Summer Street Extension- public meeting held on 1/6, project to be advertised for bid with a Spring/Summer construction schedule
- Stormwater Compliance- on-going
- Hillcrest Ave Retaining Wall- project to be advertised as design build
- Fish Hatchery Road- researching grant to add a culvert to allow fish passage and eliminate constant flooding issues
- Ash Landfill sewer force main- conducting a feasibility study for pumping leachate from retaining pond to eliminate the need for the yearly expense of hauling
- The City Engineer was notified the City received the approved grant for Tree Inventory. Bid documents will be put out as soon as possible.

## Recreation

- Winter Festival – Final wrap up meeting will be this tomorrow, Friday Feb 12, where we will discuss any plans and feedback from this past year and choose a date for next year's festival. Overall feedback from the public was very positive.
- Youth Basketball – Practices and games still going well so far. No major injuries.
- Youth Travel Basketball – Evaluations for this new program have been completed. Kids have been notified whether or not they made the team and coaches will be starting practices next week.
- Adult Basketball – Season is going well. No major injuries or issues this year.
- Vacation Day Camp – We are not holding a February Vacation Day Camp, due to lack of proper staffing. However, we will be moving forward with an April Vacation Camp. Cost

will be $75 for the week and registrations will open mid March. People are very excited about this program and we expect a strong turnout.

- Ski & Snowboard Lessons – This program has gone very well so far. People are excited about the partnership between our department and the local ski mountain. We will be approaching out final week of lessons next week. Next year we plan to broaden our partnership and include a ski club as well as lessons, which will offer transportation after school out to the mountain for the evening.
- Indoor Soccer – indoor soccer is going well so far. No major issues or concerns of any kind. This coming Sunday will be the final week of the program.
- Father Daughter Dance – We have sold a total of 90 tickets up to this point. People are very excited about this program. With one more week of ticket sales we expect to clear 100 attendees.
- Art Walk – March meeting has been cancelled.
- Summer Camp – Planning is well underway. Returning staff has all be notified and we will be posting for any open positions early next week. We have increased the fee for this summer by $50, bringing the total registration cost to $550. We have opened registration already, allowing people more time to pay on their account.
- Cheering – Season is coming to a close. They are still looking into the possibility of a summer season.
- Lacrosse – Planning for this program is still ongoing.
- Dodge ball – Season will begin March 16th. Program will last 9 weeks and run on Wednesday and Friday evenings.
- Fishing Derby – Will be held May 7th and May 14th (Saturdays) at the Pettengill Pond. Cost will be $5 per child.
- April Soccer Camp – Maine Premier Soccer will be offering an April soccer camp. Program will be held at the lower baseball fields and will be available the week of April Vacation in the afternoons.
- Recess Warrior – Program aimed at kids ages 3 to 7. Each week is a different sports where kids will learn the basics of each one. Cost is $35, program is 5 weeks on Saturday mornings starting April 9th.
- Spring Celebration – Free games and activities offered to kids and families on March 26th. Great community event which is completely free for families.