



TO: Mayor and City Council
FROM: Howard Kroll, City Manager
RE: Weekly Report
DATE: Week Ending May 20, 2016

Auburn Public Library

- The Board of Trustees held its regular monthly meeting on Weds., May 18th. Plans for the 2nd annual online auction are going quite well. We have upped the number of items we are offering this year. It will run from June 1st through the 10th, closing at 6 p.m. that evening. You can view what's being offered at www.32auctions.com/APL2016.
- The Library has recently become a popular place for family visitation sessions. Some sessions are DHS-sponsored, but we have learned that some are simply court mandated with no formal supervision. In the last two weeks we have had a couple of incidents that have caused concern. The latest which occurred on Sat., 5/14, resulted in the police being called by the mother after a very vocal argument broke out. We have let the parents involved know our expectations regarding proper behavior. We are also attempting to set up meetings with court officials and guardians ad litem to express our concerns.
- We have postponed our Somali storytime ("Waqtiga Sheekada Somalida") until next Thurs., 5/26, at 10 a.m. This is part of the Dia grant through the American Library Association and Dollar General. We will read stories from our newly acquired bilingual collection with the assistance of an interpreter. Each family will also be able to take a book home with them.
- We have contracted with Cordjia Capital Projects Group to conduct a Property Condition Assessment and Capital Planning and Management Plan for the Library. There has never been a formal list of capital improvements that may be required. The informal list that we have is at least 5-years old. Not only is it out-of-date but the cost estimates are quite inaccurate. This plan will allow us to not only systematically plan for building improvements/repairs with more reliable cost estimates; it will also help us plan our funding for such project.
- The Library will be closed on Mon., 5/30, for the Memorial Day holiday.
- Upcoming programs include:

Weekly Report

Week Ending May 20, 2016

- Senior Book Brunch – Mon., 5/23, at 10 a.m. Seniors, come join other book lovers for a book review/discussion hour at the Auburn Public Library. Bring in a brunch item to share and your favorite morning beverage. Hear what others have to say about the books you've been thinking about reading and share your views with other readers about those books you just could not put down. This program is held the 4th Monday of each month and is co-sponsored with the Auburn Rec Department.
- Introduction to Radio Astronomy – Mon., 5/23, at 6 p.m. Radio telescopes are an instrument consisting of an antenna or system of antennas connected to one or more radio receivers to detect and analyze radio waves from space. In this engaging presentation, we will explore the uses that astronomers are making of radio astronomy and the advantages of radio versus optical observing. A demonstration radio telescope will be used before and/or after the presentation to give a hands-on experience to participants.
- Bates College Student Astrophotography Exhibit – Weds., 5/25, at 3 p.m. Bates College students will present their final class projects for their short term course "Finding Your Place in the Universe" to the public. Each student will display their photos of the skies and teach the public about the science we can learn from their images. This program is open to all ages. Location: Androscoggin Community Room.
- KIDS! DIY Tweens Paper Rockets and Airplanes – Weds., 5/25, at 4 p.m. Learn how to make paper rockets and airplanes. Once you have created your rocket or plane we will launch them and see how far they go. Space is limited. Please register online or call the Children's Room at Ext. 3. Location: Maggie Trafton Room.
- Launching your Novel on SELF-e - Fri., 5/27, at 3 p.m. Auburn Public Library staff will be available in the second floor computer lab to assist you in launching your novel on the self-publishing platform SELF-e. In a nutshell, authors can partner with the Auburn Public Library to help promote their books and get readers. They are not paid royalties, but the program is also free to them. This is not dissimilar to doing "free" promotions on Amazon or BookBub or any number of outlets where authors use "free" publishing platforms to get buzz going about their books. In this case the Library can help! Location: Computer Lab.
- Teens! Gaming Hour – Fri., 5/27, at 4 p.m. Take a break from studying and stop by the Androscoggin Room for video games and snacks. We have Xbox and Wii and a small collection of games. Teens are welcome to bring their favorites, but only those rated T and E. Just for teens, ages 12-18,

Weekly Report

Week Ending May 20, 2016

this program was made possible by donations from the P&G Fund of the Greater Cincinnati Foundation and the law firm of Norman, Hanson & DeTroy.

- 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:
 - 5 birth certificate
 - 20 death certificates
 - 3 marriage certificates
 - 1 marriage licenses
 - 3 disposition permits
 - 19 garage sale permits
 - 13 business licenses (renewal)
- Received 12 business license applications (9 renewals and 3 new)
- Sent out business license expiration reminder letters to 22 businesses
- Staff attended the City Council meeting on 5/16/2016
- Absentee ballots came in on Monday, 5/16/16. Staff counted, proofed, and began issuing absentee ballots (to date, have issued 26)
- Worked on minutes of the 5/16/2016 Council Meeting
- Attended the Maine Town and City Clerks' Association Board meeting in Augusta on Wednesday, May 18th
- Prepared and posted the agenda packet for the 5/23/2016 Council workshop
- Received approximately 150 voter registration updates from the Division of Motor Vehicles and have completed approximately 54 updates in the Central Voter Registration system

Community Development

- Coordinated a meeting with a non-profit who was interested in discussions about a supportive housing project in Auburn.
- Conducted an initial inspection of an 8-unit building at 247 Main Street. The initial call was for a roof, but the project has potential to become a more significant rehabilitation effort leveraging other resources.
- Attended a closing for the sale of the second unit of the Academy Street Townhouse property.
- Closed on a loan to abate high lead levels in domestic drinking water in a single family home.

Weekly Report

Week Ending May 20, 2016

- Coordinated meetings for a renovation at the Engine House.
- Coordinated Renovate, Repair and Paint classes for local contractors, property managers, landlords, and code enforcement officers.
- Conducted outreach to local landlords and contractors concerning EPA's upcoming compliance inspections of residential properties.
- Participated in HUD Webinar – Committing HOME Funds.
- Approval of 2 HOME Security Deposit Loans totaling \$1,400 and one Gorman Fund Security Deposit for \$675.

Fire

- Crews responded to 10 fire calls.
- Staff performed 1 C/O inspection.
- Crews stood by for the Androscoggin Hospice 5K road race.
- Crews participated in Platoon training on Truck Operations and Ventilation.
- Crews and Staff met with the contractor to go over operation and troubleshooting of the new heating system at Engine 5 Station.
- Crews participated in the annual Edward Little H.S. "Mock Fatal" accident demonstration in preparation for graduation & Prom events.
- Staff attended the City's Safety Team meeting.
- Staff attended the City's Plans Review Committee meeting.
- Crews performed 7 Life Safety inspections, all licenses.
- Crews continued annual spring cleaning.
- For the week of May 12th to May 18th, we responded to 101 calls for service. These include, but are not limited to: 8 fire calls, 64 Emergency Medical calls, 5 Motor Vehicle Accidents - 4 with injury, 2 illegal attempts to burn, 5 Hazardous Condition calls, 8 service calls, and 6 Fire Alarm calls. We received 0 mutual aid responses during this period and we provided 1 mutual aid response to Lewiston for a structure fire. We provided 2 Paramedic intercepts during this period and did 0 transports for UAS.

Human Resources

- Recruitments are underway for two Recreation positions -- Coordinator for the Track and Field Program and Coordinator for the After School Program.
- Staff is assisting the Public Services Department with the hiring for the seasonal parks maintenance crew.
- Staff is preparing the final transmittal paperwork for the City and the School Department as required by the Federal Affordable Care Act. This fulfills the last requirement, until 2017.

IT

- GFTV staff came in off-hours to assist School staff with a technical issue that came up during a School Committee meeting.
- GFTV recorded the Mock Fatal Crash at Edward Little High School, and will edit it for replay in the coming weeks.
- Staff replaced two Windows XP in the Tax Office with Windows 7 PCs. XP went end-of-life several years ago, and represents a significant security exposure. We've also removed the lobby PC for the same reason. Staff also delivered a W10 tablet to the Finance Director, which replaced her laptop.
- Staff delivered a new PC to the Police Department, for their PACE program. A second one will follow next week.

NSBA

- General
 - Norway Savings Bank ~ Utilizing Mezzanine for Realtor Class
- Ice
 - Men's League
 - Women's League
 - Public Skate
 - Shinny
 - Private Rentals
 - Rousseau's Hockey Clinic
 - L/A Seniors
 - Central Maine Elite Hockey
 - Maine Circuit #2 Friends Hockey Group ~ Tournament
- Marc's Meetings
 - Tourism Council Meeting
 - City Council ~ Budget
 - Townsquare Media - Events Meeting
 - Mezzanine Floor Options ~ CJ Bergeron
 - Summerfest Meeting
 - Director's Meeting
- Partnerships
 - Fireworks ~ Lakeview Softball Fields
 - CMCC
- Jason Ops Tasks
 - Ice Maintenance
 - Building Maintenance
 - Olympia Maintenance

Weekly Report

Week Ending May 20, 2016

- Ice Scheduling
- Townsquare Media ~ Events Meeting

Planning

- We are still actively working with five foreign investment companies looking to locate into Auburn; these investors will be returning to Auburn next month and we have a good working relationship with them.
- We have met with the owners of Lost Valley to discuss expansion plans and TIF options.
- We are preparing for the Maine Business to Business trade show.
- We are still working on closing out the AIP project.
- We continued to actively work with several companies to locate and retain businesses in the intermodal facility.
- On Monday, the City Council approved the 2nd reading of the Form Based Code.
- Announcement for the 2nd Public Meeting of the New Auburn Riverway & Greenway project scheduled for Thursday, May 19 at 6:00 PM at the St. Louis Church on Dunn Street was posted on the City's website and sent via email to Participate Auburn recipients. Flyers were also distributed to area businesses.
- In the last few days, 3 site plan review applications were received and 2 zoning conformation letters were generated for customers.
- Announcement of the Auburn Planning Board seeking student representatives was finalized and posted on the City's website and distributed to area Auburn schools.
- The City Planner attended the monthly meeting of the Good Food Council.
- The City Electrician spent several hours performing fire alarm repairs due to the storm damage on Lake Street.
- The Building Inspector was called after hours to inspect a house where a tree had fallen through the roof due to the high winds last Thursday.
- The Building Inspector and Code Compliance Officer each attended the MBOIA, 7th Annual Maine Code Conference in Sebasco Estates on Monday and Tuesday.
- Since May 1st, a total of 55 permits were issued by Planning & Permitting. The breakdown of these permits are as follows:
 - Commercial Building: 4
 - Residential Building: 11
 - Electrical: 18
 - Plumbing: 6
 - Sign: 2
 - Excavation/Fill: 14

Weekly Report

Week Ending May 20, 2016

- Since May 1st, over 70 inspections were completed by staff. These include building, plumbing and electrical inspections.
- Staff attended the mandatory annual VDT refresher course
- Staff attended the Wellness class on Square Foot Gardening
- The Plan Review Committee held their monthly meeting this week. The following are some of the projects discussed: Brown's Crossing Quarry, a proposed redevelopment of the former Paris Farmer's Union building at 410 Center Street, this year's Summer Festival season and a potential expansion for outdoor recreation at the Lost Valley Ski Resort.

Police

- The department handled 455 calls for service this week.
- Officers conducted 78 motor vehicle stops and 18 field interviews.
- Officers investigated 47 offenses of which, 10 of which were felonies, generating 12 arrests, 19 criminal summonses and 4 juvenile arrests.
- Officers responded to 36 motor vehicle crashes.

Public Services

- Auburn Public Services National Public Works Week celebration was held at the Norway Savings Bank Arena this past Saturday.
- Public Services crews cleaned over 60 basins this week.
- The mechanics attended a mandatory training.
- Many signs around the city were replaced due to fading with the mandated type, Gillander Ave., Mt. Auburn Ave., softball fields.
- The tree crews were busy chipping the very large brush pile residents have been and continue to drop off.
- Mowing was done around the State portion of Washington Ave., Mall Area, Veterans Bridge Area, Za Pizza Area, Welcome Sign areas as well as the Merrow Rd Cemetery, New Auburn Area, Down Town Area
- Public Services Tree crew as well as other crew assisted safety personnel with the Lake St @ Shepley St tree down both signs and barricades were delivered and set up.
- Crews were busy with a sinkhole on Lake St.
- Crews were busy working on East Hardscrabble Rd with drainage issues
- Crews were out replacing a deteriorated culvert on Fairway Dr.
- Crews were out cleaning up Oak Hill Cemetery
- The hot patching crew was out on Hotel Rd., Lewiston Junction Rd. the area by Dairy Joy entrance and other areas that were called in.
- Staff attended a supervisory training.

Weekly Report

Week Ending May 20, 2016

- The tree crew put up the canopies at Festival Plaza
- Staff attended the Transportation and Environment Committee this week as well as the City Council Meeting held Monday for review of the Public Services budget and CIP requested items.
- Crews attended a mandatory confined space refresher as well as the new crew were given the more in-depth training going (underground).
- Project Updates:
 - 2016 Reclamation Project (Townsend Brook Road, Pettingill Park)- project has been awarded to Gendron & Gendron, parking area nearly completed. Drainage infrastructure to be installed on roadway.
 - 2016 Reconstruction Project (Highland Ave)- project to be advertised for bid in May
 - 2016 MPI Project (South Main Street)- project has been awarded to Gendron & Gendron, start date anticipated for early June
 - Summer Street Extension- project has been awarded to Pike Industries, project complete
 - Barker Mill Trail- project has been awarded to Longchamps, project 75% complete
 - Stormwater Compliance- on-going
 - Hillcrest Ave Retaining Wall- project to be awarded to Skid Steer, project complete
 - Tree Inventory- project has been awarded to Davey Resource Group, start date Mid June
 - 2017 Hampshire Street Reconstruction- Gorrill Palmer has been selected for Consultant Services. Survey has been completed. Preliminary layout meeting was also held.
 - Hotel Road Culvert Replacement- a grant application has been submitted for the replacement of the culverts at the Taylor Brook crossing