



**TO: Mayor and City Council**  
**FROM: Howard Kroll, City Manager**  
**RE: Weekly Report**  
**DATE: Week Ending April 22, 2016**

### **Assessing**

- Together with the two current members of the Board of Assessment Review staff participated in a new member Board of Assessment Review orientation Wednesday evening. The purpose of the orientation was for the new and current members of the Board as well as the Assessing staff to get acquainted and go over Board of Assessment rules and procedures. We also discussed different types of appeals the Board rules on, most common arguments likely to be heard, brokers opinions versus appraisals by a licensed real estate appraiser, different types and purposes of an appraisal, and important do's and don'ts for members. One new member and one staff member were unable to attend due to unforeseen circumstances.
- The packets for Tuesday, April 26th residential tax abatement appeal have been delivered to the taxpayer and Board members. The appeal has been posted on the website, the city calendar and public notice was posted in the newspaper last week.
- Staff continues to process personal property returns. On Tuesday, April 19th we received 142 returns in the mail. In addition we receive asset filings in our Assessing email.
- Letters have been sent to all gravel pit owners for the yearly updated information on the pits. Gravel pits can be expanded or depleted year to year and the information requested ensures the assessments reflect the changes and keeps the property data up to date.
- The current taxable valuation of the city as of April 21<sup>st</sup> is 1,989,651,448. In addition to personal property returns, land splits, merges, parcel deletions and additions continue to be processed which will cause the reported valuation to fluctuate.

### **Auburn Public Library**

- The NASA exhibit has been a success, especially since it's April vacation week. We seem to have a lot of people in the building that we don't see on a regular basis. Last week we hosted a thank-you reception for library volunteers and they were the first to test it...thumbs up from all who came. The "Lewiston Sun Journal" has provided quite a bit of coverage and the exhibit was featured on WGME's evening and morning news programs. This coming week we have a private reception for local dignitaries/donors on Monday. On Thursday, a portable planetarium will be set up in the Library by Northern Stars Planetarium. They will present four shows and preregistration is required as space is limited. Please visit our website to sign up.
- The Board of Trustees met for their regular monthly meeting on Weds., 4/20. The proposed budget cuts (executive session) and the upcoming annual online auction were discussed.
- A portable LCD projector and wall-mounted TV monitor were stolen from the ground floor conference room between Thursday and Saturday of last week. The police and local pawn shops have been notified. A new projector was purchased immediately as it is used for library programming and by those renting our meeting rooms on a very regular basis. We are changing our security procedures as this is the second theft of technical equipment within the last few months. Our electronic gaming equipment and supplies were stolen a few months ago. Thanks to a generous donation from Norman, Hanson & DeTroy, LLC, the gaming items have been replaced.
- Non-NASA programs coming up include:
  - Senior Book Brunch – Mon., 4/25, at 10 a.m. Seniors, come join other book lovers for a book review/discussion hour at the Auburn Public Library on the 4th Monday of each month, beginning Monday, April 25, 2016, in the Androscoggin Community Room from 10:00 to 11:00 a.m. Bring in a brunch item to share and your favorite morning beverage! Hear what others have to say about some of 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 planned in conjunction with the Auburn Rec Dept.
  - How Well do you Spell? – Mon., 4/25, at 6 p.m. Up for a challenge? Take part in our adult spelling competition as we honor the Scripps National Spelling Bee. Fun, prizes, and friendly competition will rule the hive. Registration for this event is required to compete so please call the library at 333-6640 Ext. 4 or register online.

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- Primetime Adventures: Emergency Preparedness for Seniors - Tues., 4/16, at 2 p.m. Joanne Potvin will open your eyes as she introduces seniors to the various natural and man-made hazards for which seniors are vulnerable. This program will provide seniors with information to help them remain safe in their homes, as well as what to do in the event that they must evacuate their homes. This program is provided through a partnership between the Auburn Public Library and the Lewiston-Auburn Senior College.
- DIY Tweens! Make a Wikki Stix Maze - Weds., 4/27, at 4 p.m. Tweens ages 8 through 12 are invited to join us to learn how to upcycle an old CD case into a Wikki Stix maze. Space is limited, please register.
- KIDS! Family Place Play and Learn – Fri., 4/29, at 10 a.m. As part of the Family Place Initiative at the Auburn Public Library, we will be holding a free parenting/playgroup series for parents and their young children ages 1-3 on Fridays in April.
- Teens! Gaming Hour – Fri., 4/29, at 4 p.m. Take a break from studying and stop by the Androscoggin Room on lower level 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, 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](http://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 certificate
  - 41 death certificates
  - 11 marriage certificates
  - 4 marriage licenses
  - 8 disposition permits
  - 3 garage sale permits
  - 6 business licenses (2 new and 4 renewals)
  - 1 Taxi driver permit
- Received 8 business license applications (2 new and 6 renewals)
- Proofed and filed 5 marriage licenses
- Ran large mailing (470 letters) for Planning and Permitting

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- Verified 131 voters on 26 Maine Clean Election Act Contribution worksheets
- Staff has been working on reconciliation and filing 2016 disposition permits
- We continue to try to recruit and line up election workers for the June 14<sup>th</sup> election. We are looking to fill one Warden and two Ward Clerk positions and additional Republican slots. We are also trying to look for volunteers to serve on vacant boards and committees of the City.
- Working on preparing the training material for the June 14, 2016 election
- Staff has also been working on new voter registration applications and voter registration changes, including scanning and filing cards
- Submitted notice of election to the Secretary of State's office and political party chairs notifying them that we will be processing absentee ballots the Monday before the June 14<sup>th</sup> election and on election day. The deadline to notify the S.O.S. office in order to be able to process early was April 15<sup>th</sup>.
- We are soliciting city staff volunteers to assist in processing absentee ballots.
- Prepared and posted the April 25<sup>th</sup> City Council agenda packet
- We are having discussions with a representative from Skelton Taintor, & Abbot who are partnering with the Sun Journal on an upcoming food drive (Election Day of Hope). They would like to collect non-perishable food items at each of the polling places on Election Day (**November 8, 2016**) and all food collected would be donated to Hope Haven Gospel Mission, the Trinity Jubilee Center, and to the food pantries operated by the Lewiston and Auburn public schools. At this point, we are just trying to figure out the logistics .

### **Community Development**

- The rehabilitated property located at 132 Hampshire Street was sold to a new home buyer for \$80,000.
- The shed that was constructed by Lewiston Regional Technical was delivered to the Webster Street community garden.
- Submitted the Federal Financial Report and Labor Relations Report to the U. S. Department of Housing and Urban Development.

### **Fire**

- Crews responded to 5 fire calls.
- Staff attended a training program on Meth Labs, Butane Honey Oil extraction process and Maine Medical Marijuana Laws. This program was sponsored by the Maine Chapter of the International Association of Arson Investigators.
- Staff performed 1 initial C/O inspections and 1 final C/O inspection and 3 site visits for planned changes in occupancy.
- Crews attended training on Hose Line deployment in Commercial Occupancies.

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- LFD utilized the AFD Training Building for their Rookie School.
- Crews attended a class on updated fall protection standards and then trained with the new equipment.
- Staff attended the monthly Plans Review Committee meeting.
- Crews performed 5 Life Safety inspections, 5 of which were License inspections.
- Crews continued annual spring cleaning.
- For the week of April 14<sup>th</sup> to April 20<sup>th</sup>, we responded to 90 calls for service. These include, but are not limited to: 5 fire calls, 57 Emergency Medical calls, 9 Motor Vehicle Accidents - 6 with injury, 7 hazardous condition calls, 8 service calls, and 2 Fire Alarm calls. We received 0 mutual aid responses during this period and we provided 0 mutual aid responses. We provided 2 Paramedic intercepts during this period and did 1 transport for Lisbon EMS.

### **Health and Social Services**

- We received a reimbursement in the amount of \$617 for assistance granted to an individual while waiting for SSI.
- I received many responses, for my request, for an Auburn family in need of a microwave. Thank you to all who showed an interest and willingness to help. The family is very happy and grateful with their new microwave.

### **Human Resources**

- The Wellness Team coordinated a Lunch and Learn on Cyber Security. Anne Charles of Maine Municipal Association Wellness Works Program and Paul Fraser from the IT Department were the presenters. Many good take-aways from presentation.
- The HR Staff spent much of the last two weeks on follow-up tasks that resulted from the personnel reductions occurring earlier in April.
- The Safety Coordinator is gearing up for the annual Ergonomic/VDT training for all employees who spend at least 4 hours per day on computers and other electronic devices.

### **IT**

- GFTV staff visited the Lewiston broadcast facility again due to audio issues with their most recent meeting.
- Staff also recorded a press release meeting for a new group forming in opposition to the city merger plan. The video is available in the On-Demand section of our website and will run in the programming rotation on Great Falls TV. The pro-merger group is expecting to meet soon, and will likely request that their meeting be broadcast, as well.

- Staff participated in a conference call with the contractor selected to do a GIS-based inventory of City-owned trees in selected areas of the city. The call finalized the details on what data would be collected – fields and formats – as well as the process that would be used to collect and deliver the data in a way that we can easily incorporate into our existing GIS database. We will work with the contractor over the next few weeks to provide base-mapping data and to provide final approval of their database schema.
- We experienced a problem with our GIS software connection to the MapAuburn Online mapping site. All of the desktop software installs also reset to default settings. GIS software is highly customizable, and most users change settings based on individual workflows. Staff worked with GIS users to re-set the Online connection and to re-set custom options on desktop software.
- Over the Patriot's Day holiday, Oxford Networks switched over some of their equipment that supports the fiber carrying our internet and email traffic. Unbeknownst to us, and apparently to them, the new gear passed only the first of our TCP/IP addresses (TCP/IP protocols manage the transfer of data across networks. I'll be quite happy to explain in detail, but it will probably bore you to tears). That first address, which contains our internet traffic, was fine, and made it appear that all was well. Our email traffic, which comes in on a different address was not being allowed in. It took about 25 hours to recognize and isolate the problem and two more to convince ON of the issue. The ensuing release of the back-log of emails brought our spam filter to its knees, and it is only just recovering.
- As an aside, the City receives around 6,000-10,000 email messages a day, of which about a third are legitimate traffic. All must be screened before being either allowed through or blocked by the spam filter. Each day, the filter blocks 4,000-6,000 spam emails and 60-100 viruses.

## **NSBA**

- Ice
  - Men's League
  - Women's League
  - Public Skate
  - Shinny
  - Private Rentals
  - Rousseau's Hockey Clinic
  - L/A Seniors

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- Marc's Meetings
  - Team RIN ~ Rec
  - Photo Opportunity - Maine Winter Classic & Barbara Bush Children's Hospital
  - Internship Interview
  - Breakfast Club
  - Facility Walk-through - Electrical and Fire
  - CM Hockey - Game Times
  - Maine Sports Commission
- Partnerships
  - Marriot
  - US Cellular
  - United Insurance
  - Hancock Lumber
- Jason Ops Tasks
  - Ice Maintenance
  - Building Maintenance
  - Olympia Maintenance
  - Ice Scheduling
  - CM Hockey - Game Times

## Planning

- We continued to actively work with several companies to locate and retain businesses in the intermodal facility.
- We set up a site-plant survival inventory for the Dingley Pooled Wetland Mitigation Site Project.
- We attended the Lewiston Auburn Railroad Company's Annual Meeting.
- We continued to prepare for a distinguished group of international investors who will be visiting our community in early May.
- We attended the Special LAEGC Board Meeting at Mechanics Savings Bank.
- We prepared packages for the Councils Economic and Community Development Sub-Committee.
- We worked with two small companies looking into relocating to Auburn from Portland and Casco.
- Permits have been very busy so we are off to a good start for April.
- We are assisting other departments with printing and our Housing CCO is working half days for Assessing until personal property tax filings and accounting are complete. We may be slower than usual responding to code complaints during this time.

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- The City Planner met on site with Longchamps construction and City Engineer Tony Beaulieu to go over the construction plans for the Barker Mill Extension trail. Work is expected to begin in May.
- The Deputy Director attended training on the Federal Home Investment Partnerships program for three days last week and obtained certification from the National Community Development Association.
- At the ATRC Technical Committee meeting on Thursday, April 14 staff was successful in getting the ATRC scoring for a sidewalk project changed. The result is that over \$180,000 will be directed from a project on East Avenue in Lewiston to a project on Minot Avenue in Auburn and the missing sidewalk link between the Snake Trail and Western Avenue will be filled in with a sidewalk.
- At the April 12 Planning Board meeting, the Planning Board re-approved a project at 62 Spring Street, held a public hearing for the Form Based Code and discussed and made recommendations on the 2016-17 CIP budget and made suggestions for an annual work plan.
- The City Planner had a conference call with the consultants for the New Auburn Riverway and Greenway to refine the draft plan and prepare for the next public meeting.
- The City Planner led the Plan Review Committee meeting on Wednesday, April 20.
- Last Wednesday night staff completed an after hour inspection due to the renovations at Rollys Diner at their request. The 6pm inspection allowed them to open at 5 am the next morning. All was great and the local inspection allowed more flexibility for the business than could be accommodated by the State!!

### **Police**

- The department handled 482 calls for service this week.
- Officers conducted 156 motor vehicle stops and 18 field interviews.
- Officers investigated 55 offenses of which, 4 of which were felonies, generating 12 arrests, 12 criminal summonses and 1 juvenile arrest.
- Officers responded to 25 motor vehicle crashes.

### **Public Services**

- Crews attended an in house 15 Passenger Van Training
- Crews attended the Maine Local Roads Class "Work Zone Traffic Control"
- The tree crew completed work on Summer St., Brighton Hill Rd. and Veterans Bridge
- Crews were busy marking out the Soccer Field at CMCC



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- Crews have begun using hot patch for all pot holes as well as any other road wear issues
- Tis the season for baseball, soccer and other summer sports, crews have begun field maintenance on the parks fields.
- Crews assisted in transporting the Lacross Goals to their home
- Crews continue supporting Hasty and Ingersoll with general maintenance as well as keeping the Highway Garage maintained
- Crews continue grading gravel roads (Foster Rd.) was completed
- Crew in the carpenter shop continue repairing posts/mail boxes assisting with the sidewalk work at the Knight House
- Crews were out cold patching on Hotel Rd., West Hardscrabble, Summer St Extension, South Main, Brook, Stetson Rd, Third St. and all other areas in need.
- Sweeping crews were out in New Auburn, Vets Bridge area
- The basin crew cleaned over 100 basins on 3's run and will continue until completed.
- Crews are out and about the City repairing lawns, this will continue until completed.
- Crews performed yearly maintenance on the Calcium tank, draining, flushing and cleaning
- Crews completed many requests from Auburn Residents/Businesses - from trash complaints, pot holes, drainage issues, sink holes, missing signs even deceased animals
- 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)- project to be advertised for bid early May
- 2016 MPI Project (South Main Street)- project has been awarded to Gendron & Gendron, start date anticipated for early May
- Summer Street Extension- project has been awarded to Pike Industries, start date anticipated for end of April
- Barker Mill Trail- project has been awarded to Longchamps, project start date 4/21/16
- Stormwater Compliance- on-going
- Hillcrest Ave Retaining Wall- project to be awarded to Skid Steer, start date 4/20/16
- 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.

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- Hotel Road Culvert Replacement- a grant application has been submitted for the replacement of the culverts at the Taylor Brook crossing
- The Engineering Technician/GIS has been working with IT on a geo database for the collector application. This application will be used to collect data on the trees in the city right of way parks, and cemeteries.
- 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
- This week fleet had 24 work orders, 20 were completed for Auburn Public Services
- All preventative maintenance on equipment are complete and up to date
- Fleet is working on Electrical Department equipment as well as Fire Department gear.
- The welding shop continues working on a center ramp to load small equipment, on the trailer
- Fleet crew continue to make repairs on # 14 cab and hard facing bucket for new loader
- Fleet will start taking plow frames off the trucks as soon as the equipment is looked over, double checking and addressing any issues with the gear before they are put it to bed for the summer.

### Recreation

- Summer Camp –
  - Registration cost is \$550 for the summer (8 weeks) or \$125 per week. We expect about 250 campers total, based on last year's numbers. Grades K-3 will be based at Walton school, and Grades 4-8 will be based at Pettengill Park. Hiring is underway for summer camp staff. Camp will run from June 17<sup>th</sup> – August 19<sup>th</sup>. The day will be broken down by time segments in which kids will play a variety of individual games, team games and arts & crafts. We have 57 signed up right now.
- April Vacation Camp – This program was cancelled due to low enrollment.
- Recess Warriors –
  - Program has begun and is running with 9 kids.
- Fishing Derby –
  - This event will be split into two different weekends, May 7<sup>th</sup> for ages 9 to 15 and May 14<sup>th</sup> for ages 3 to 8. Cost is \$5 per child, and cost gets them in to catch up to 3 fish. They will then be weighed and measured and the winners will receive a trophy!
- April Soccer Camp –

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- This soccer camp was ran this week, we had 24 kids signed up.
- Spring Soccer –
  - This program begins May first, and will run for six weeks. Cost is \$40 for registration and is broken down by age group. We currently have 102 players signed up.
- Youth Lacrosse –
  - This program will serve kids grades 3 to 8. Cost will be \$80 for registration, practices began this week. We have one 7/8<sup>th</sup> grade team, three 5/6<sup>th</sup> grade teams, and one 3/4<sup>th</sup> grade team.
- Lax Magic – this program was cancelled due to lack of enrollment.
- Senior Trip: Norlands Living History Center – May 9<sup>th</sup>
  - \$10 per seat, maxed out at 13 sign ups
- Senior Trip: Rolly's Pork Roast Dinner – May 12<sup>th</sup>
  - Tickets are \$12 per person from 4-7pm, City Manager Howard Kroll will be the guest speaker.
- Senior Walking happens every Tues/Thurs in the Ingersoll Turf Facility from 9am-10am.
- COED Softball –
  - Adult Sport. Begins in May, \$575 per team. We currently have 14 teams registered.
- Men's Softball –
  - Adult Sport: Begins in May, \$800 per team. We currently have 32 teams registered.
- Men's Basketball –
  - Planning for this program is underway and fliers will be going out next week. Games will be on Sundays and the league can take up to 8 teams in each division (2 divisions).
- Community Gardens –
  - We currently have 12 plots assigned and still accepting registrations. It is \$10 a plot for the season. The garden beds are being delivered this week and the shed is all set in place.

## **Turf**

- Rentals:
  - Coastal Field Hockey had their final rental of the indoor season
  - Working with Coastal Field Hockey on their spring/summer clinics
  - Met with Auburn Suburban Baseball/Softball board regarding youth teams use of field and batting cages

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- Edward Little Baseball & Softball teams have utilized the field and batting cages this vacation break in prep for their seasons starting this week
  - Androscoggin Youth Indoor Soccer is continuing their rental
  - Adult Flag Football League has started their playoffs and wrap up next week
  - Red Eddies youth baseball & softball clinics have their final less on Sunday
  - Cardio Sport Fitness class continues to see an increase in their numbers each week
  - Dates for May have already been scheduled with Cardio Sport in addition to a possible training seminar on the field in June
  - YMCA youth field hockey program is continuing their rental
- Advertising/Promotional Meetings:
- Working with A1 Seamless Gutters on possible advertising
  - Working with Lamey Wellehan on possible advertising
  - Agreed to a sponsorship deal with Central Maine Medical Center on two signs
  - Norway Savings Bank has agreed to become a dual sponsor with Ingersoll
  - Nu-Image Awnings sign has been delivered and prepped for installation
- Leagues/Programs:
- Session 4 for co-ed soccer has started with seven teams this session
  - Working on details for a men's soccer league over the summer
  - Contacting local high school AD's in hope of getting a high school soccer league for the summer
  - Senior Citizen walking is growing in size weekly with "snow birds" being home for the summer
  - Auburn City Staff lunch time walking starts on Thursday
  - Co-Ed pick-up soccer will start back-up with field time being available
  - Women's pick-up field hockey is being worked on for summer dates