



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

### **Auburn Public Library**

- The Teen Librarian gave an orientation and tour on Tues., 8/9, to the current group involved with the "Work with ME" program. This program, sponsored by the Auburn Police Department, provides career and educational resources and connections for at risk young adults and new adults in our community, most aged 17-19. Without this program, many of these teens and new adults do not have great prospects for success. In this particular orientation, the attendees were given information on the resources available to them here at the APL, including programs offered, College Night (Oct. 20); links available on both our Teen and Adult Services portions of the website, and the Learning Express Library available through MARVEL. The teens also saw the books available in the College & Career and Business & Work sections and learned how to request books that we may not have through Minerva, the state-wide interlibrary loan consortium. We will continue to provide information to this particular group and will conduct similar orientation sessions for students from Franklin Alternative School in the Fall.
- The monthly staff meeting was held on Weds., 8/10. Among the topics discussed were new staff members and a staff/volunteer survey for the Maine State Library/Cornerstones of Science STEM program we are involved in.
- We are happy to announce that we have hired one of our volunteers to fill the shelver's vacancy.
- The Library Trustees will hold their regular monthly meeting on Weds., 8/17, at 7:30 a.m. in the Conference Room.
- The Library will bring its traveling library, "The APL Cart," to the Minot town office for its regular monthly visit on Thurs., 8/18, from 4 to 6 p.m.
- Upcoming programs include:
  - KIDS! Mad Science Physics Olympics – Mon., 8/15, at 6 p.m. Get ready for the Mad Science Physics Olympics! We will wind down our 2016 summer

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reading program with a visit from our favorite mad scientists. This show explores the FUN-damentals of the science of sports. We will light the Mad Science Olympic torch with a spectacular combustion reaction and the fun takes off from there! This show is best for kids ages 4-12 and their families. We hope you will join us and discover how much fun science can be. For more information, please call the Children's Room at 333-6640 ext.3. Summer Reading participants: don't forget to stop by the Children's Room before or after the show to pick up your free gift book. Location: Androscoggin Community Room.

- Maine Job Corps Info Session -- Weds., 8/17, at 10 a.m. Teens and New Adults! If you had the opportunity to take part in a life-changing experience that gave you the skills you need to succeed in today's job market, and it didn't cost you anything, would you be interested? If so, the Job Corps may be for you! Join us today when a representative from Maine Job Corps visits to explain how the program works and who is eligible. You must pre-register to attend: 207-621-2350 (if no one registers, the meeting will be cancelled). Location: Conference Room
- Teens! Gaming Hour -- Weds., 8/24, at 4 p.m. Take a break from back-to-school preparation 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. Location: Androscoggin Community Room
- Introduction to Microsoft Word 2010 – Fri., 9/9, at 10 a.m. Openings are still available for this class to help you gain in-depth knowledge on how to manipulate the look of your documents through Microsoft Word. Space is limited so pre-registration is required. Pre-register by calling the Library at 333-6640 Ext 4 or register online. **Note:** This is a four week course so please register only if you are able to attend at least three of the sessions. Class dates are Sept. 9, Sept. 16, Sept. 23, and Sept. 30 from 10:00 a.m. to 11:30 a.m.
- Book Discussion – “Elephant Company” – Mon., 9/12, at 12:30 p.m. The Auburn Page Turners is always looking for new members to join our boisterous and fun group of avid readers. The September discussion is on the non-fiction title “Elephant Company: The Inspiring Story of an Unlikely Hero and the Animals Who Helped Him Save Lives in World War II.” Part biography, war story, and wildlife adventure, “Elephant Company” is the

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story of James Howard "Billy" Williams whose rapport with the world's largest animals transformed him into the charismatic war hero known as Elephant Bill.

- 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:
  - 55 death certificates
  - 5 marriage certificates
  - 6 marriage licenses
  - 6 disposition permits
  - 10 garage sale permits
  - 1 taxi driver license
  - 1 business license (renewal)
- Staff completed the minutes of the 8/1/2016 City Council Meeting
- Received 7 business license applications (2 new and 5 renewals)
- Prepared and posted the 8/11/16 Finance and Public Administration Council Committee agenda packet and attended the 8/11/2016 meeting
- Prepared and posted the 8/15/2016 City Council agenda packet
- Began staffing Election Workers to work at the polls for the November 8, 2016 Election. We have 43 people scheduled and still have several positions left to fill.
- Scheduled absentee voting at the nursing homes during the month of October for the November 8<sup>th</sup> election
- Received 34 Voter Registration Applications/Change cards from the Secretary of State's office and updated that information in the Central Voter Registration System
- Worked on filing and reconciling disposition permits
- Staff scanned approximately 100 voter registration cards in the Central Voter Registration System
- To date, we've received 14 requests for absentee ballots for the November election
- We are still looking for volunteers to serve on various Boards and Committees. The deadline to submit applications for this round of appointments is Tuesday, August 30<sup>th</sup>

### **Economic and Community Development**

- We continued to actively work with several companies to locate and retain businesses in the intermodal facility. Two new companies have shown a “strong” interest in locating there.
- We are preparing for a third visit by foreign investment companies looking to locate into Auburn; they will be returning within three weeks. Several properties have been identified for purchase and investment.
- We are still working on closing out the AIP project including the income reutilization plan, mitigation and work order changes.
- As part of the consolidation of departments we have been working to make room in our file systems and to make it easier to find all of the information related to a single property in one location. Phase 1 of that process is now complete and all paper filed development review information, assessing information and engineering project information for a single lot is in a single file. Phase 2 is started and will include scanning all large format paper plans so they can be tied into our GIS mapping system and purging duplicate information to reduce file sizes. The project will make it easier and more efficient to find and view information for staff to assist customers and we hope the scanned plans will be made available to the public to allow residents and business people to access them on their timelines whenever they are helpful.
- Fielder’s Choice, Sherman Williams, Taco Bell are all progressing well and the number of permits has been heavy to start the new fiscal year. Permit revenues are over 12% as of July 31st with just 8% of the year behind us. In the first in the 1st 8 business days of August we’ve issued a total of 40 permits and we averaged 81 permits in the entire month over the past three years.
- Planning Staff presented a Zone Change Request for Evergreen Subaru to the City Council at their August 1st workshop.
- Planning Staff is making preparation for a ribbon cutting ceremony for the Barker Mill Extension Trail on a date to be determined. Staff is also wrapping the final paperwork for the grant reimbursement from the State.
- The Planning Staff led the Planning Board on August 9th through 6 agenda items; Krispy Kreme Site Plan on Center Street (Approved), 62 Spring Street 41 unit, 2,400 sf retail mixed use building (Approved), 204 Minot Ave. used car lot (Approved), Colonial Ridge PUD zone change (Positive Recommendation forwarded to the City Council), 1863 Pownal Road zone change (Tabled to the September 13 meeting) and a 2 lot subdivision on Woodbury Road (Approved).
- The Staff is finalizing an agreement to accept a Northern Borders Regional Commission grant award of \$246,186 to be used to complete Phase 1 of the New Auburn Village Center Plan. The phase will include demolition of one structure

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and construction of a new parking area to allow for redevelopment of the frontage along Broad Street.

- The CDBG Loan Committee approved two new loans in July. One loan utilized the CDBG SPOT Emergency Loan Program and corrected a code violation; the second loan is a HOME Rehab Loan that will bring the property up to housing standards. Both loans have closed and work is underway. Next loan committee is scheduled for August 19<sup>th</sup> with three new applications to be presented for approval.
- The CDBG and HOME Loan Program Guidelines have been revised. The guidelines changes include increases to the maximum loan amounts and changes to the terms. Both changes are a response to market demand where construction costs have risen and applicants are unable to find private resources that are affordable.

### **Fire**

- Crews responded to 4 fire calls.
- Staff attended a pre-construction meeting for the roof replacement for Engine 5 Station.
- Crews attended training on woods fire taught by the Maine Forest Service.
- Staff performed a final C/O inspection.
- Crews participated in assisting with Auburn's Summer Festival.
- Staff met with a group doing a Make-A-Wish event at Mac's Grill.
- Crews did 11 Life Safety Inspections, 2 for licenses.
- Crews participated in ongoing Platoon and Department training.
- Staff continued to deal with an ongoing property owner issue,
- For the week of August 4<sup>th</sup> to August 8<sup>th</sup>, we responded to 86 calls for service. These include, but are not limited to: 4 fire calls, 1 Swift Water Rescue, 51 Emergency Medical calls, 8 Motor Vehicle Accidents - 3 with injuries and 1 with a vehicle fire, 7 Hazardous Condition calls, 10 Service calls and 1 fire alarm call. We received 0 mutual aid responses during this period and we provided 1 mutual aid response. We provided 3 Paramedic intercepts and transported 1 patient from Lewiston for UAS during this period.

### **IT**

- GFTV staff installed some new cables for better access of the public comment microphone in the council chambers. This will prevent the need to have a cable lying on the floor across the room. We had a meeting with the sales rep from Telvue to discuss new features with our video broadcast server.

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- Tyler Technology completed the install of the new version of MUNIS, our financial software package.
- Staff has been refining our planning for, and recovery from, planned or unplanned power outages. We've cut our down time from 45 minutes to 15, with some pretty good ideas on how to reduce it further. The planned power outages are meant to avoid peak usage periods and reduce future utility costs.

### **NSBA**

- Ice
  - Men's League
  - Women's League
  - Public Skate
  - Shinny
  - Private Rentals
  - Summer Camps
  - High School Summer Sessions
  - Central Maine Elite League
  - L/A Seniors
  - Rousseau's Hockey Clinic
  - Gladiators Camp/Clinic
- Marc's Meetings
  - Microphones ~ Dan Debruin
  - Credit Card Payment Options ~ Jill Eastman
  - Father and Daughter Dance ~ Jasmine McLoughlin
  - Special Events 30/60/90
  - Maine Division 1 bid
  - Sport Tourism Meeting ~ Rainbow Bikes
  - School of Rock
  - CM Hockey
  - Protection 1 - Keyless system
- Partnerships
  - Bedard Pharmacy
- Jason Ops Tasks
  - Ice Maintenance
  - Building Maintenance
  - Olympia Maintenance
  - Ice Scheduling
  - Father and Daughter Dance ~ Jasmine McLoughlin

### **Police**

- The department handled 582 calls for service this week.
- Officers conducted 99 motor vehicle stops and 16 field interviews.
- Officers investigated 69 offenses of which, 8 of which were felonies, generating 14 arrests, 24 criminal summonses and 4 juvenile arrests.
- Officers responded to 35 motor vehicle crashes.

### **Public Services**

- 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 tree crews were busy trimming, cutting down, hauling and chipping brush.
- Crews responded to a diesel fuel spill on outer Route 4, spreading speedy dry and sweeping.
- Crews were out on the Ballfields.
- Crews continue to care for the flowerbeds throughout the City, weeding and watering.
- The sign crew were out and about replacing many signs due to accidents as well as updating all old/faded signs.
- Crews repaired a sink hole on Center Street on third shift.
- 016 Reclamation Project (Townsend Brook Road, Pettingill Park)- Loam has been installed at Pettingill Park. Sidewalks have been prepped for pavement. Pavement removal has been completed and gravel is being installed on Townsend Brook Road.
- 2016 Reconstruction Project ( Highland Ave)- The replacement of the roadway subgrade is almost complete.
- 2016 MPI Project (South Main Street)- Stormdrain installation continues to progress.
- Stormwater Compliance- on-going