



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

Auburn Public Library

- The next regular monthly meeting of the Board of Trustees was held on Weds., 1/20, at 7:30 a.m. Austin Associates was on hand for the review of our annual financial audit. The Board voted to accept the FY2015 report as presented.
- Thanks to a generous donation from one of our customers, we have added two more American Girl dolls to our collection. Rebecca Rubin is the tenth Historical Character of the American Girls, representing early twentieth-century America during the second wave of European immigration. Josefina Montoya is the sixth of the Historical Characters of the American Girl Dolls, representing the history of New Mexico under Mexican Rule (prior to ownership by the United States after the Mexican-American War). Rebecca can be checked out. Josefina has taken up residence in the Children's Room so that she can be available to children who come to visit us.
- Please remember to visit the Spring Street Hannaford to purchase your blue "Karma Bags." The Library will receive \$1 for each bag purchased through the end of the month.
- The Library has purchased a Roku Streaming Player, which takes content from the Internet and displays it on a compatible TV. Since many of the videos we purchase come with a digital copy, we have downloaded these copies to the device for home viewing. This device is available for checkout at the main lending desk to qualified customers.
- The Library is participating in next week's Winter Festival. Baxter, the Maine State Library's mascot, will be making appearances throughout the weekend at the various venues. We will be hosting a special storytime and family movie. See the "KIDS!" schedule below.
- Upcoming programs include:

Weekly Report

Week Ending January 22, 2016

- Futures Lab – Mon., 1/25, 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.
- KIDS! Winter Stories – Fri., 1/29, at 10 a.m. Join us for some winter stories as part of the City of Auburn's Winter Festival. We will share winter stories, create a craft, and enjoy some hot cocoa and cookies. We hope to see you here!
- KIDS! Free Family Movie – “Minions” – Sat., 1/30, at 1 p.m. Come join us as we celebrate Auburn's Winter Festival with a free showing of the 2015 movie, Minions. Juice and crackers provided. Parents must stay with their child(ren) during the movie. Location: Androscoggin Community Room
- Hump Day Meditation – Weds., 2/3, at Noon. Wednesdays are hump days. The day of the week that you are almost to the joyous Friday but still need that extra boost of positive energy to get over the hump. Join us at noon on the first and third Wednesday of each month for a one-hour meditation session and get over the hump.
- 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:
 - 6 birth certificates
 - 53 death certificates
 - 6 marriage certificates
 - 1 marriage license
 - 10 disposition permits
 - 2 taxi driver permits
 - 12 business licenses
- Received 1 business license application
- Received 908 petitions (An Act to Establish the Fund to Advance Public Kindergarten to Grade 12 Education, an Act to Lower the Individual Income Tax Rate, and an Act to Legalize Marijuana, An Act to Allow Slot Machines or a Casino in York County). Staff verified approximately 500 signatures. The deadline for staff to validate all petitions is Friday, January 29th.

Weekly Report

Week Ending January 22, 2016

- Sue Clements-Dallaire attended the Maine Town and City Clerks' Association's Executive Board Meeting on Wednesday, January 20th.
- Received approximately 200 Voter Registration and Voter Change cards from the Secretary of State's Office
- Completed 11 Certification of Registration for Citizen Initiative Petition Circulator forms
- Posted the 1/23/2016 Council Workshop Agenda
- Prepared and posted the Council agenda packet for the 1/25/2016 Council Meeting

Community Development

- The Community Gardens team held their monthly meeting. Letters have been sent to Home Depot, Lowe's, and Hammond Lumber for donations. Negotiations have begun with Hammond Lumber to purchase materials for the shed. Lewiston Regional Technical is now ready to start the building project. Committee decisions were to make the garden coordinator an intern under the National Park Service, finalize the job description, and to advertise the job availability through the Cooperative Extension's Master Gardener Program; to apply for a Grow 1000 grant; to work with local suppliers for seed and seedlings needed for the gardens; and to lay down landscape fabric between the raised beds.
- Met with Councilors Grady and Gilbert to provide an orientation to the Community Development Program and review the Consolidated Plan.
- The Bridges Out of Poverty Steering Committee met with the consultant who was hired to develop a program design. A list was generated for invitees to a larger group meeting to gather more information that will be needed to grow this program. The intent is to have the data needed to apply to major foundations for grants.
- Attended a training by Healthy Androscoggin and Healthy Maine Partnerships to encourage smoke free housing. Learned about the advantages of smoke-free housing for landlords which include tenant preference, reduced maintenance costs, and safety. New material encouraging smoke-free housing will be provided to property owners as part of the loan closing process to help them consider adopting such a policy.
- Completed a project for abatement of lead hazards for a property where there was a poisoned child and the property didn't qualify for the Lead Grant.
- The Rehab Coordinator assisted a former client whose property was damaged by fire.

Weekly Report

Week Ending January 22, 2016

- Participated in technical assistance provided by Department of Housing and Urban Development on how to consider income for calculating eligibility under the HOME Program.

Fire

- Staff performed inspections at local lodging home. Also did an egress evaluation for a landlord.
- Crews performed 6 Company inspections with none of these license inspections.
- Crews participated in annual BLS/OSHA refresher training. Fit-Testing was also performed.
- Crews participated in training on the Pak-Tracker and High Point Anchor Systems.
- Crews attended training on Truck Company Operations.
- Fire Prevention Staff attended training on WildFire and Forest fire investigations.
- Crews attended class and practical training on Ice and Cold Water Rescues.
- Staff along with Planning personnel did a license inspection at 11 Coburn St.
- Staff completed and sent in, the two grant requests for the fire department.
- Crews extinguished a small fire at Agren's Appliance caused by improper disposal of smoking material.
- Staff did inspections of two new potential businesses.
- For the week of January 14th to January 20th, we responded to 81 calls for service. These include, but are not limited to: 1 fire, 48 Emergency Medical calls, 10 Motor Vehicle Accidents - 3 with injuries, 4 hazardous condition call, 10 service calls, and 8 Fire Alarm calls. We received no mutual aid responses during this period and we provided no mutual aid responses. We provided 1 Paramedic intercept during this period and transported 1 patient from Lewiston for UAS. UAS covered 1 call for AFD.

Health and Social Services

- Attended an organization meet for Bridges out of Poverty to put on a day long in-service for providers.
- Attended an organization meeting for MWDA to plan the upcoming spring seminar.
- We are seeing an increase in homeless and near homeless clients come in.
- On occasions, this office cannot help with the full amount owed the Auburn Water and Sewage, leaving households without the services when they get shut off. We have had an increase in request lately.

Human Resources

- Staff attended a final employer group meeting for the State-wide Hire-A-Vet Program. The state exceeded its goal of hiring 100 Vets in 100 Days. While the City was outside the 100 days period, the City has hired 2 veterans since December. The City thanks all of our employees who are veterans as well as those who are currently active in the military.
- The Administration Team met to coordinate information in support of the City Council Committee structure.
- Recruitments are on-going for temporary mechanic and Equipment Operators.
- Staff provided employee orientation for Michael Chamings, the new Economic and Community Development Director.

IT

- GIS staff completed an update of the basemap used for our Online MapAuburn applications. The new map creation required us to change hundreds of individual data connections to use the data on our new GIS server and then create a map image and upload it to Online MapAuburn. Now that the map image is available in MapAuburn, we will begin the process of updating all of our MapAuburn applications to use the new basemap.
- Staff attended a presentation and discussion of a new GIS-based workforce/workorder management system. The application is a light-weight workorder dispatch system that uses GIS as a base. The application is just going into BETA testing, so we will continue to follow its development, to assess how it might be useful to the City.
- Created a new GIS Viewer application for use by members of the City's Plan Review Committee. The purpose of the viewer is to provide a viewer that shows geo-referenced plans, so that committee members can evaluate projects with regard to the area's features (roads, right-of-ways, water lines, sewer lines, hydrants, wetlands, etc.). After an initial test in this week's meeting, we will complete a few refinements and then make the application available to all committee members.
- This week's GFTV efforts were spent preparing the server room for the installation of the new video broadcast server and related peripheral devices. A Telvue technician arrived on Wednesday and we worked with him throughout the day on Wednesday and Thursday. All the server files (920) had to be transcoded to be compatible with the new server. The new gear will allow us greater flexibility with programming and includes some new features that will greatly assist us with our day to day work. The new applications will be an IP based system rather than a standard definition analog system. Once the work is complete, and with the

Weekly Report

Week Ending January 22, 2016

addition of a digital cable feed to the server room, we will be able to webcast Auburn's City meetings in high definition. We also have scheduled the installation of the new video production equipment for March 1st and 2nd. This will replace the old cameras and switcher etc. with HD capable cameras and a computer based switching system that will greatly enhance our production environment and improve the picture quality of the Auburn video broadcasts.

- Staff configured several new PC to PD, one to replace a failed unit, one to replace a PC that was still running Windows XP and was non-compliant, and one in a new office. In the process of setting phones for the reorganization at PD, we ran up against a licensing limit on the phone controller. That controller was to have been replaced by the CommCenter some time ago, but the change has not taken place. We'll add extra license to it in the meantime, but we never like to spend money on technology that is soon to be retired.
- The new Economic Development Director was issued a new PC, replacing a very old unit that Roland Miller was using. The upgrade had been planned for some time, but had been back-burnered to avoid disrupting Roland.

NSBA

- General
 - Merrymeeting Behavior Health Meeting ~ Tavern
 - Festival Plaza – Outdoor Ice Skating Rink – Planning and preparation
- Ice
 - Men's League
 - Women's League
 - High School/Middle School Practices & Games
 - Public Skate
 - Maine Gladiators ~ Mite Jamboree
 - LA Seniors
 - LA Seniors Elite
- Marc's Meetings
 - Northeastern University – Shawn Cote
 - Maine Sports Commission ~ Sheila Nee – Discussed National Collegiate Roller Hockey Tournament (2018)
 - Color ME Rad ~ Phil Nadeau – Determining running route
 - Gladiator Gives ~ Shari Cloutier
 - Ribbon Cutting - Planet Fitness – Chatted with Management about partnership opportunities
 - Ice Time Meeting St. Dom's ~ Kat McKay – Looking to book 2 hours additional ice time from June to September

Weekly Report

Week Ending January 22, 2016

- City Council Tour of NSBA
- Partnership Meetings
 - St. Mary's
 - Gladiators
 - Sports Fix – Tabling opportunities
 - Maine Optometry – Tabling opportunities
- Jason Ops Tasks
 - Start Framing of Festival Plaza Rink
 - City Council Tour of NSBA
 - Ice Maintenance
 - Olympia Maintenance
 - Continued Ice Scheduling
 - (Schedule Flexed due to staffing/games etc.)

Planning

- We have seen two restaurants that have close recently; Cavu has closed as of 12-31-2015 (at the Airport) and 207 American Grill closed as of 1-8-2016.
- Sams Italians has opened in their new location and they are doing great!! Check them out at the intersection of Millett Drive and Court Street.
- Staff held a phone conference with Androscoggin Land Trust and the Ruth M. Frank Revocable Trust representatives to discuss the Barker Mill Dam and the Barker Mill Trail extension project. The trust owns substantial river frontage along both sides of the Little Androscoggin River. The Franks have been a great partner in allowing recreational trail use along the river. We will be providing additional information and discussing opportunities with them related to the New Auburn planning efforts.
- Our New Economic Development Director started Wednesday and we will be shifting some of the projects that we have been covering while positions have been vacant back to him soon. We are excited to work with Michael Chamming and bring his skills and capacity back to the Department.
- At the January 20th plan review group meeting we discussed a proposed cell tower at 200 Merrow Road, Downtown Auburn Transportation Center(DATC), a proposed adaptive re-use ordinance for structures that are important to the community, the potential closure of the Butler Hill Road and the proposed DMX concert at Fireside Inn.
- The DATC project has been awarded to Benchmark Construction and will likely start in early February. Completion of the project is expected in June or July. Staff will need input soon from the Council on whether we will install a pumped

Weekly Report

Week Ending January 22, 2016

sewer line for the transportation center or install a more expensive line that could serve existing and future development in Great Falls Plaza.

- We are dealing with a property owner on Pownal Road that built a barn in the Agricultural zone with permits and has now substantially converted the barn into a home or camp without permits. Single family homes are not allowed in the Agricultural zone unless they are accessory to agriculture on the parcel or an adjacent parcel.
- Staff is dealing with a new massage establishment license request that has a lot of similarities to the one that was closed last year on Washington Street and was suspected of hosting illegal activities. The license will be denied based on the applicant providing false information but efforts like this take substantial staff time to resolve.
- Budgets, Committee info and personnel issues have been a major part of the week.

Police

- The department handled 558 calls for service this week. Officers conducted 124 motor vehicles. Officers investigated 75 offenses of which, 9 of which were felonies, generating 21 arrests, 21 criminal summonses and 6 juvenile arrests. Officers responded to 41 motor vehicle crashes.
- Officers towed only one vehicle during the parking ban Saturday night.

Public Services

- All Public Services shifts were in over this past weekend dealing with the storm sanding – salting clearing sidewalks etc. .
- Crews on 2nd and 3rd shifts were busy working on snow removal in the downtown area, Lower Turner St, Pleasant St., Spring St., Allain St., Goss St., Hampshire St. and Laurel Av., South Main St., Second St.
- Crews were busy plowing the Hockey Rinks
- Crews are helping in preparation of the Annual Winter Festival
- Crews were busy dealing with Icing issues on North River Rd., Elmwood, East Hardscrabble
- Crews continue to remove holiday decorations around the City.
- Crews attended a State Police Commercial Vehicle Training as well as continue to train and have required annual BOL testing.
- 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

Weekly Report

Week Ending January 22, 2016

- 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
- Bridge Repairs- project being developed to repair spalling concrete on Main Street bridge over Rail Road (Bonney Park) and Minot Avenue bridge over Taylor Brook
- 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
- Trucks were busy loading and unloading sand and salt

Recreation

- Winter Festival: Winter Festival is well under way! With one more week to pull together last minute details, things are running smoothly. Our biggest push at this point is advertisement, and getting the word out. Everything is confirmed and locked in at this point. Road signs are up, displaying the dates of the event. The Sun Journal will be doing another article over the weekend and our radio commercial begins running tomorrow and will continue right through the weekend of the event. Brochures have been sent out to schools and local businesses and we will be doing one more round of paid facebook advertising early next week! Community support has been excellent so far and people seem really excited about the new changes coming this year!
- Youth Basketball: Practices and games and going well so far. We did cancel Saturday games last weekend, due to snow and we are still working on rescheduling some of those. We did have one issue between a member of the coaching staff and a building supervisor but it was handled quickly within the office and has not resurfaced. No major injuries at this time.
- Adult Basketball: Season is going well. No major issues or concerns at this time.
- Vacation Day Camp: We are looking to do another Vacation Day Camp offered the week of February Vacation (15th – 19th). The December Vacation Camp went very well so this is a program we would like to continue. Our only concern is a lack of staffing coverage. We should know by tomorrow (Friday, January 22nd) whether or not we will have the staffing needed to cover the program. If so we will get flyers out to schools early next week. Cost for this program will be \$75 for

Weekly Report

Week Ending January 22, 2016

the week. We will cap the program at 50 kids. Possible revenue for this program is \$3,750.

- Ski & Snowboard Lessons: This program has proved very popular. People were excited to see the partnership between Lost Valley and the Recreation Department again. This program filled up quickly, we were forced to turn away several people. However, this is something that has been discussed with Lost Valley for next year and will be addressed, allowing more slots for people to sign up! Total revenue brought in for this program on our end was \$360. Program is still ongoing with 3 weeks of lessons left. No issues thus far.
- Indoor Soccer: This program was very popular with the youngest age group (ages 3 and 4). This is something we will look into again next year, perhaps creating two separate time slots for this age group. We are renting half the field in Ingersoll for this program at \$60 per hour. We had a total of 69 children sign up for this program. It is run by Maine Primer Soccer. No issues or concerns at this time, program is still ongoing with 3 weeks left.
- Father Daughter Dance: The community has reacted very well to this program. Ticket sales began on Tuesday of this week and are \$25 per parent and child duo, \$5 for any additional child. The venue will be at the Norway Savings Bank Arena on February 20th from 6pm to 9pm. DJ and snacks will be provided. Photographer will be there as well, but photo prices are not included in ticket sales. We are currently reaching out to local businesses seeking donations for prizes we will be passing out throughout the evening.
- Art Walk: Meetings for art walk have continued on a monthly basis. We are looking into the possibility of including some music and vendor tables each month for this event, however nothing is confirmed at this point.
- Summer Camp: Summer camp planning is under way. Locations for the two camps have been confirmed, as have directors for both camps. Currently in the process of reaching out to past staff to see who will be returning, as well as locking in field trips. Flyers and registration for summer camp will begin in late February.