



TO: Mayor and City Council
FROM: Howard Kroll, City Manager
RE: Weekly Report
DATE: Week Ending February 26, 2016

Assessing

- Staff held two Business Personal Property public meetings this week in the Community Room of Auburn Hall. Information and handouts were provided on filing business assets on the Form 706, filing for the Business Equipment Tax Exemption and filing the application for the Business Equipment Reimbursement program. We had a very good turnout for the Tuesday afternoon session which lasted over two hours. Attendees had numerous questions about the various programs which both staff and our guest from the Maine Revenue Services addressed. Although the Thursday morning session had very few attendees, the people in attendance asked good questions and went away with a better understanding of what can be an extremely confusing process.
- Our next large project is preparing the Personal Property mailing which we anticipate will be in the mail by the third week of March.
- Staff is processing a few 2015 BETR returns that have been granted (by the State) extensions beyond the December 31st filing date.
- Staff has been busy with permit inspections. Throughout the winter months permit inspections are primarily for interior renovations, both residential and commercial.
- There are two pending residential appeals to be heard by the Board of Assessment Review. One has been granted an extension by the Board until April. Staff is preparing the report for the second appeal. Currently the Board has two members which does not constitute a quorum. We have had one citizen apply for a position on the Board. We are in hopes this person will be approved and sworn in before the deadline allowed by State statute for the Board to hear the appeal (April 11).
- Staff is currently processing the December deeds and Declarations of Value.

Auburn Public Library

- Monday is the last day for voting in Bangor Savings' "Community Matters More" grant program. 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. There are also \$1,000 prizes available.
- The monthly staff leadership meeting was held on Weds., 2/24. Agenda topics included catching up on where we are with the Maine State Library/Cornerstones of Science (MSL/COS) grant program and the upcoming NASA exhibit.
- The staff is currently completing a STEM capacity assessment for the MSL/COS grant. There will also be an assessment for targeted library customers and partners.
- The Library is starting a fun Facebook campaign. We're asking our followers to post pictures of their pets and books. Our Facebook page can be found at <https://www.facebook.com/auburnpubliclibrary/>. We are also creating some fun follow up programs.
- The Library in partnership with Driving-Tests.org is offering free practice tests for State of Maine driver's permits. There are also links for motorcycle tests, commercial driver's license (CDL) tests, handbooks, and frequently asked questions. The information and tests are kept up-to-date. They can be found through our online links on both our adult services and teen pages. <http://www.auburnpubliclibrary.org/online-resources/>
- Upcoming programs include:
 - Leap Year! – Mon., 2/29, at 6 p.m. Please join us for a special celebration of Leap Year as we show the movie "Leap Year," a fun and romantic comedy. As Anna makes plans to use an old Irish tradition to ask her boyfriend on Leap Day to marry her, she discovers that the road to love can take you to very unexpected places. The movie stars Amy Adams, Adam Scott, and Matthew Goode. Refreshments will be served.
 - KIDS! Crazy 8's Math Club – Tues., 3/1, at 4 p.m. The Auburn Public Library is pleased to offer another session of Bedtime Math's Crazy 8's Math Club for children in Kindergarten through Grade 2 beginning on Tuesday March 1st from 4-5 pm and running through Tuesday, March 22nd. Crazy 8's Math Club is designed to make math fun. Kids will jump, run, build stuff and make a mess all while learning cool math concepts. Some of the fun activities planned include; Toilet Paper Olympics, Let's Get Loud, Bouncy Dice Explosion and M&M Madness and Mayhem. Come join the fun. Space is limited so please call the library at 333-6640 ext. 3 to register or for

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more information. The Auburn Public library is pleased to be part of this nationwide initiative to make math more fun and accessible for kids.

- KIDS! Dr. Seuss Pre-School Story Time – Weds., 3/2, at 10 a.m. In honor of Dr. Seuss's birthday, we welcome you to a special Seuss inspired preschool story time. All gather in the Children's Room and the children ages 3-5 (and experienced listeners who are almost three) move to the program room for Dr. Seuss inspired stories, a craft, and special party games. This program is for families - agencies and childcare groups may contact the library to schedule visits at another time.
 - Auburn Page Turners Book Discussion - Ernie's Ark – Mon., 3/7, at 1 p.m. Acclaimed Maine novelist Monica Wood turns her keen eye and humor to small town Maine. Nine interrelated stories create a portrait of a community in the midst of crisis as a strike wears on at the paper mill. The people of Abbott Falls will try their best to hold a community together despite the changing times.
 - Teens! Snack Chat! – Mon., 3/7, 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.
- 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:
 - 3 birth certificate
 - 21 death certificates
 - 2 marriage certificates
 - 0 marriage licenses
 - 14 disposition permits
 - 2 taxi driver license
 - 9 business licenses (renewals)
- Received 5 business license applications and 1 banner application
- Received 2 petitions and verified 5 signatures
- Mailed out business license reminder letters
- City Clerk staff, along with staff from the Planning & Permitting Department and the Fire Department met to discuss a business license application.

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- Prepared and posted the 02/29/2016 Council Workshop packet and the 2/29/2016 Appointment Committee agenda packet
- Worked on approximately 20 voter registration changes
- Carolyn Binette from the ABLE Network has been assisting in the Clerk's office. Her first day was Monday, 2/22. She will be assisting from 10AM until 2PM Monday through Friday. Staff is training her on the switchboard, incoming/outgoing mail, and filing.
- Staff continues to sort, reconcile and file disposition permits
- Rick Duchesneau picked up several boxes of used/unused ballots and other election materials from previous elections that have met the required retention period to be securely destroyed

Community Development

- Signed a Purchase & Sale for the building at 132 Hampshire Street. The property will be sold to an income-eligible homebuyer.
- Inspected 10 housing units to determine Healthy Homes requirements for lead grant applicants.
- Coordinated first meeting for a task force made up of DEP, EPA, Cities of Auburn and Lewiston to look at the level of compliance for Repair, Restore and Paint federal regulations in this area.
- Processed a loan modification for a HOME customer.
- Attended a meeting of the United New Auburn neighborhood group to give an update on the Webster Street garden project.

Fire

- Crews performed 10 Company inspections with 1 of these a license inspection.
- Crews participated in training on natural gas emergencies provided by Unitil.
- Staff attended a meeting on code requirements on home based businesses.
- Crews attended training on EMS documentation.
- Work continued on the heating system upgrade for Engine 5 station.
- Staff did final inspection for an apartment buildings on Goff Street, Coburn Street & Omni Circle.
- Staff did preliminary and near final walk thru inspections at CMMC Urgent Care and 2 Willow Run.
- Crews responded to a roll-over of a oil delivery truck on Danville Corner Road. Crews worked with the DEP and other agencies to contain and control the spill.
- Staff performed a license inspection at Axis Foods. Staff also attended a meeting regarding internal renovations to Tambrands production areas.

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- Staff, along with the State Fire Marshal's office attended the DMX concert at the Fireside Inn.
- For the week of February 18th to February 14th, we responded to 97 calls for service. These include, but are not limited to: 2 fire calls, 69 Emergency Medical calls, 9 Motor Vehicle Accidents - 4 with injury, 6 hazardous condition calls (including the tanker roll-over), 5 service calls, and 5 Fire Alarm calls. We received 1 mutual aid responses during this period and we provided no mutual aid response. We provided 1 Paramedic intercept during this period and transported 1 time in the City of Lewiston for United Ambulance.

Health and Social Services

- Worked on two pending poverty tax abatements this week.
- This office is working with the APD on a possible fraud case.
- Staff is spending extra time in the Clerk's office while they are short handed.
- Staff spent 12 hours this week doing minutes for the Conservation Commission and Parks subcommittee.

Human Resources

- Staff is coordinating Retirement Planning Workshops and individual employee meetings with the Retirement Plans Specialist for ICMA RC (International City Managers Association Retirement Corporation), scheduled for March.
- In conjunction with the City's Occupational Health Provider, staff is coordinating an educational session on the prevention of shoulder injuries. A number of employees have suffered on-duty and off-duty shoulder injuries. There is a several week recovery period from these surgeries, which result on Workers' Compensation expenses, medical expenses, loss productivity and overtime replacement costs, not to mention pain suffered by the employee.
- The Safety Coordinator responded to the tanker rollover to support the Fire Department Safety Officer at the scene.

IT

- GFTV staff spent the majority of their time researching the best pathways to run 3 cables from the second floor to the basement and then completing those runs. Two cat 6 cables and an SDI cable were run through the second floor IT trays and down to the basement. This will facilitate a dedicated connection to the server from their second floor office. The second cat 6 was for the installation of the new video broadcast computer. The SDI cable was installed to connect to the Tricaster video broadcast computer when it is installed on March 2nd.

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- Staff mapped the routes for the new HD cameras which are being installed on March 2nd.
- Staff also did some trouble shooting with the streaming appliance as it was having issues this past week.
- Staff met with Police and the access hardware vendor (Brivo) to discuss some potential new projects. Auburn Hall will be replacing all of its electronic locks with Brivo equipment. The City will be able to leverage this infrastructure to set up other projects. Essentially, any building on our Wide-Area-Network could be linked into the cloud-based Brivo software.
- Staff deployed an Aerohive Wi-Fi access point at Public Services. This is the second Aerohive to come online, the next one (or two) will be in Auburn Hall. Auburn Fire Central is also in the deployment plan.
- Staff has been exploring the MUNIS application suite to see if there are any opportunities to stream-line our work-flows.
- Our Cisco ASA firewalls have reached end-of-life stage, and will no longer be supported by Cisco. We are leaning towards Barracuda firewalls as their replacements. We've had great success with other Barracuda products, and Lewiston just went in that direction for their new firewalls.
- Staff attended an Esri Webinar covering their new Flood module, which includes mapping templates for preparing, responding, and recovering from a flood event. Although this module focused on floods, the various templates and workflows would translate into a number of other emergency situations. While we already have already developed many of the maps and functionalities demonstrated, we plan to look a bit further into this module, if only to use it as a model for future system development.
- Working with specifications developed through a series of discussions with the city arborist and with public services and engineering personnel, staffed developed a tree inventory data collection form.
- Staff developed an online viewer with statistical traffic data for use by the city's Economic Development personnel.

NSBA

- General
 - Merrymeeting Behavior Health Meeting ~ Tavern
 - Niles Garden Circus – Finalizing details
 - Norway Savings Bank – Working with them to put on Employee Appreciation event at the arena.

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- Ice
 - Men's League
 - Women's League
 - High School/Middle School Practices & Games
 - High School Playoffs
 - Public Skate
 - Maine Gladiators
 - Maine Hockey Development March Showdown Tournament
 - LA Seniors
 - Central Maine Elite Hockey League
- Marc's Meetings
 - Rec-Ingersoll-NSBA Meeting
 - Family Expo ~ Facility Rental
 - Sport Tourism - Color Me Rad 5K
 - Meet w/Karen
 - Public Safety & Community Services Council Committee
 - Chamber Tourism Committee Meeting
- Partnership Meetings
 - Spillers
 - CMO Group
 - Martindale Country Club
 - Cintas
 - Spillers
 - Asphalt Services Inc.
 - Carrier
- Jason Ops Tasks
 - Ice Maintenance
 - Olympia Maintenance
 - Continued Ice Scheduling
 - (Schedule Flexed due to staffing/games etc.)
 - Put up partner signs

Police

- The department handled 536 calls for service this week.
- Officers conducted 122 motor vehicle stops and 7 field interviews.
- Officers investigated 98 offenses of which, 8 of which were felonies, generating 21 arrests, 24 criminal summonses and 4 juvenile arrests.
- Officers responded to 30 motor vehicle crashes.

Public Services

- Public Services crews assisted emergency personnel due to an accident on Old Danville Road, a home heating oil truck rolled on its side. The crews provided road closure signs, a truck with clean sand to contain the oil as well as other emergency items need.
- Public Services crews were busy putting up the necessary road posting signs on Broad St., Rodman Rd. (South area), as well as continuing to replace and or fixing faded and damaged signs under the new regulations.
- Crews continue to focus on the mandatory Bureau of Labor Standard hearing test requirements.
- Fleet have been working hard on keeping the trucks up and running making them safe for the road.
- Crews were out inspection their districts to check for any road defects, potholes, missing or damaged signs, as well as any other noticeable signs of upcoming issues.
- Many roads throughout the City are beginning to show signs of spring with frost heaves and, unfortunately, pot holes. Crews were out on Garfield Road., Hotel Road, Pettengill Park and South Main Street, posting frost heave signs and filling with sand and filling pot holes.
- Crews were busy loading trucks, keeping the calcium tank and salt shed filled and cleaned.
- Second shift crew took down the ice rink at Festival Plaza.
- Crews began with litter patrol around the Mall Area and Washington Street Area.
- Crews were directed to pick up a few items left on the side of the road one being a refrigerator with the doors on which could cause a serious problem should a child find it and play in it. Other items picked up were trash bags, dresser, T.V.
- The arborist crew performed tree evaluations at 10 Dunham Avenue, 54 Hillsdale Drive, Valview Drive,
- Crews prepared trucks on Tuesday with sand/salt for the Wednesday morning snow/ice weather that hit Auburn early morning.
- Stormwater Compliance- on-going.
- Crews continue to assist set up for all Senior events at the Recreation Department when needed.
- Supervisors are preparing the necessary trainings for the new employees to arrive next week, which includes the Inventory Technician obtaining all the necessary mandatory items needed (PPE as an example).

Recreation

- The Recreation Department will be launching a new seasonal online brochure at the end of this week. It will list all upcoming programs in one easy spot and will be easily accessible on our website at AuburnRecreation.com and we would like to get it uploaded to the city page as well.
- Summer Camp – Registration for Summer Camp began this week. 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 17th – August 19th. The day will be broken down by time segments in which kids will play a variety of individual games, team games and arts & crafts.
- April Vacation Camp – Registration for this program begins on March 7th and will be \$75 for the week of April Vacation. The camp is offered to grades K-6 and will run from 7:30am to 5:30pm throughout the week of April Vacation. The day will be broken down by time segments in which kids will play a variety of individual games, team games and arts & crafts.
- Recess Warriors – This is a five week program beginning April 9th. Cost of registration is \$35 and registration is open now. Program will be offered in two time segments, broken down by ages 3 – 5 and ages 6-7. Each week kids will learn the basics of a different sport or team game.
- Spring Celebration – This event will be held on Saturday, March 31st and is completely free to all who attend. From 10am to 12pm kids and their families can come play games and eat snacks, as well as participate in an egg hunt! The program is sponsored by the Boys and Girls Club, who provide volunteers to run all the games, as well as the Kiwanis and Gammons Garden Center.
- Fishing Derby – This event will be split into two different weekends, May 7th for ages 9 to 15 and May 14th 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 – This soccer camp is run during April vacation from Maine Primer Soccer. Cost is \$65 for a half day training and \$99 for a full day of training per child, and they learn the basics of ball handling and skill play.
- 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.
- Youth Lacrosse – This program will serve kids grades 3 to 8. Cost will be \$80 for registration, practices begin mid April.
- Lax Magic – Available to kids grades 1-2, registration is \$40. Registration currently open. Practices begin April 8th.

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- Youth Basketball – The season has come to a close.
- Indoor Soccer – The season has come to a close.
- Youth Tee Ball – Available to grades 3 through 8, registration cost \$35 per person.
- Senior Trip: Haven's Candy Factory – Trip down to Portland. \$5 per seat, maxed out at 13 sign ups. Tuesday, March 15th.
- Senior Trip: Pineland Farms – Trip to New Gloucester. \$10 per seat, maxed out at 13 sign ups. Tuesday April 12th.
- Senior Trip: Norlands Living History Center – \$10 per seat, maxed out at 13 sign ups.
- Dodgeball – Adult sport. \$300 per team, begins March 19th.
- COED Softball – Adult Sport. Begins in May, \$575 per team.
- Men's Softball – Ault Sport. Begins in May, \$800 per team.