

City of Auburn

To: Mayor LaBonté and the Auburn City Council
From: Clinton Deschene, City Manager
Subject: October Monthly Reporting - *Public Works & Engineering, Parks & Recreation, Library, Assessing, and City Clerk*
Date: November 20, 2012

Public Works and Engineering

- We processed 484 Work Orders and closed out 317 work orders with a balance of 152 work orders still open(and new) for the Month of October. Currently the Public Works Department has 354 open Work Orders for the Highway Services operations and 112 pending Work Orders for the Fleet Services operations.
- The Month of October is a transitional month for PW. The Crew and Equipment begin transitioning from summer operations to Winter operations. Equipment conversions are done in preparation for winter. As many summer projects as possible are completed though many are left due to time/resources.
- **Awareness-** As many of you know the month of October is Breast Cancer Awareness month and the crew at PW got behind this cause by raising money for the Susan G Kolmen foundation and to show additional support they wore “real men wear pink” Pink T-shirts every Friday of the month. The crew raised \$503 dollars for the foundation.
- **Facilities-** The month of October brought with it several Facility issues with the boilers and rooftop units at PW. A cracked section of the boiler and a burnt out compressor on a rooftop unit were to big repairs for PW this month.
- **Accidents-** The PW department had an unfortunate incident with a crew member being struck by a vehicle while setting up a work site on Stevens Mills Rd. The crew member went to the hospital for evaluation and returned to work the next day.
- **Emergency Preparation-** The PW department prepared for and work during the recent big weather event, Hurricane Sandy. Fortunately for us and the State the weather stayed relatively south of us but we did have some minor issues. Regardless, the department was ready and organized with the other departments around the City. Plans that were drafted after the Spring time event were put into place for this event and the results were positive.
- **Sweeping-** as part of the City’s Storm Water Runoff compliance street sweeping is an ongoing task. Targeted areas of the City were swept during October as well as areas hit hard by fallen leaves/debris. In order to keep basins open sweeping needs to be done.
- **Cleaning of Basins** for the continued adherence to the SWPPS program. This operation is also done by plow routes for easy tracking/planning. Crew discovered an illicit discharge on Center st, business had sewer lines improperly connected to storm water basins. Water Dept and Code department notified.

OCTOBER MONTHLY REPORTING

11.20.12

- **Recycling Operations** ongoing throughout the month. 46.17 tons collected in the month of October. (Last years total for October was 47.86, so a .1.69 ton decrease)
- **Tree Trimming Operations** systematically managing the City Forest by trimming/cutting. The tree crew was tasked with several other duties during the month limiting their cutting operations. Plow routes are utilized to schedule/manage cutting. Areas trimmed/cut include: Pettingill Park trees, Fletcher Rd, Pleasant st., Howe St, Minot Wall area, Mine rd, remove line of sight hazard parking garage City Hall, Sunderland dr, mechanics row, Pleasant st,
- **Paving and Patching Crew** worked to close up any summer projects. The areas worked on included the Patrick Dempsey race route, Andrew drive, Charles st, Mill st, Minot Ave, Vernon St, Beacon, Western, Library, Joffre st, Main st,
- **Roadside Ditching and Shoulder Work**, some of the areas where this work was done include: Royal River Rd, beaver issue on Jordan School Rd,
- **Culvert Replacements, Catch Basin Repairs and sinkhole repairs:** Some of the areas that had culverts /basin repairs were; Joffre St, Stevens Mills Rd,
- **The Sign Crew** has been creating/installing special sign requests, repairing and fixing damaged signs as well as systematically replacing all the out of compliance street signs throughout the City.

Special Projects:

- Pettingill Park drainage project completed. Evaluation of drainage will be ongoing.
- Hanging Christmas Lights. The tree crew is tasked with hanging Christmas lights around the City. The crew hangs over 600 strands of lights. This year they also swapped out older style bulbs with new LED bulbs, a timely process that will save some energy costs.
- Raymond Park retaining wall replacement. PW had begun removing the old railroad ties used as a retaining wall. The new wall material will be pre-cast concrete wall sections.
- Central park- PW asked to evaluate removal of materials and replacement of sidewalks in this park area. Estimates of costs and time frames still pending.
- PAL Center- PW crews assisted with the PAL center. Ground work and some minor paving done.
- PW put out to bid the building siding. Bids were returned and evaluation of details to be done.
- Crews were assigned to litter patrols and median/island maintenance in preparation for Dempsey Challenge.
- Stump Grinding occurred during this month. 39 tree stumps were ground.
- Dig and install conduit for Gas line to Electrical Building

OCTOBER MONTHLY REPORTING

11.20.12

- Dig and install posts for solar powered cross walk on Main St.
- Closed Festival Plaza, winterized pipes, cleaned.

Trainings: In the month of October we had some trainings for the crew.

- With winter approaching the operators need to perform 'dry runs' of their plow routes. The reason for these 'dry runs' is to orientate the operators with their plow routes, train new drivers and to evaluate any potential hazards on the plow route. Obstructions, road conditions, trees, power lines, mailboxes, street signs, etc... are all looked at so that when the snow does fly the drivers will operate more efficiently and effectively.
 - Crew members were trained by SafetyWorks on the proper operation of Forklifts and fire extinguishers.
 - Crew members were trained in proper/safe installation and hook up of plow truck equipment.
 - Crew members were trained in proper/safe process for plow repair and tire chain installation.
- **BOL Compliance:** The crew members were scheduled to have their yearly hearing conservation tests. Also to remain in compliance with BOL the crew were trained in Forklift operations and fire extinguisher operation.
- Engineering continues to update the Tax Map.
- Continue to work with the Lewiston/Auburn Bike-Ped Committee on the development of a Complete Streets Policy for adoption by both Cities
- Working with ATRC's Bike-Ped Advisory Committee on a 5 year update to long range facilities plan Bridging the Gaps.
- Dig safes location requests are slowing down as the season comes to an end.
- Central Maine Credit Union --- utility installation is complete -- site stabilization is complete for the winter, need to loam in the spring -- sidewalks are complete and parking lot has binder on it for the winter will be finished in the spring.
- Panera Bread / Aspen Dental -- utility installation is complete -- site stabilization is complete for the winter, need to loam in the spring -- sidewalks are complete and parking lot is complete.
- Academy St. Town Houses -- utility installation is complete -- site stabilization is complete for the winter, need to loam in the spring -- sidewalks are complete and parking lot has binder on it for the winter.
- Rivershore Housing – Sewer utility installation is complete, they are currently installing the drainage system – The foundation footings have been completed and they are working on the wall.

OCTOBER MONTHLY REPORTING

11.20.12

- Tambrands -- utility installation is complete -- site stabilization is complete for the winter, need to loam in the spring
- Gathering estimates for work at the CLT and the Oak Hill Vault.
- CDGB Sidewalks New Auburn- Completed
- CDBG Boys & Girls Club drainage improvements- Complete
- 2011 Neighborhood Project(Winter, Summer, Dennison)- Winterizing and touch up work is ongoing. Project to be completed next spring after the Auburn Water District has completed their work.
- 2012 Neighborhood Project (Cleaves, Old Farm Hill)- Loam touch up, hydro-seeding in early November. Project 99% complete.
- 2013 Neighborhood Project- E. Dartmouth under construction. Drainage and new water main being installed. Box cut and base course paving to follow. The remainder of work will be completed next spring including W. Bates, W. Dartmouth, Dewey Ave, and Rose Terr.
- 2012 Paving Project- S. Main and Sunderland Dr. complete. Work started on Turner Street including culverts, box culvert, grinding, gravel and base pavement from Joline Dr to CMCC. Remainder of the project to be completed in spring 2013.
- 2013 Paving Project- Trapp and Twin Roads have been ground, graveled and base paved including drainage improvements. Surface pavement scheduled for next spring. Manley Rd and Hotel Rd also scheduled for next spring.

Parks and Recreation

- Work was completed on the new Hasty gymnasium floor, with the final coats of sealant and all trim work finalized. The gymnasium has been re-opened for rentals and our fall indoor programs. Our new floor covering and storage rack was put together and used for multiple rentals and program banquets. The new cover will keep the life expectancy of the new floor and allow for a smoother playing surface come basketball season.
- October brought to an end the vast majority of our fall sports. Pee Wee Soccer wrapped up after another great year run under Maine Premier Soccer's superb coaches. We saw a steady stream of children ranging from 3-7 year of age participate this year, with our numbers reaching 87 total kids split among three time slots. Also brought to an end was the youth flag football league which reached a total of 25 participants. Games and practices took place on the Minor's Field at Auburn Suburban Little League.
- 3rd-4th grade & 5th-6th grade tackle football finished their first season in the newly created Mid Coast Youth Football League. Each age group had two teams participating in the league with 50 total 3rd-4th graders and 32 5th-6th graders enrolled in the programs. One of our 5th-6th grade teams came up one game short on their pursuit to playing in the league championship game.

OCTOBER MONTHLY REPORTING

11.20.12

- The annual Fright Fest event for the Auburn community was once again held on Halloween night. Center St. Dental and Auburn Storage Solutions were the two main sponsors helping with the cost of the free event. Halloween themed carnival games were played with prizes/candy handed out to all who participated. At the end of the event a costume parade took place with all kids in costumes walking around the gymnasium for all to see. Prizes were handed out to the Scariest, Funniest and Most Creative Costumes on the evening. All participants in the costume parade also received a prize for their participation.

Library

- Libraries across the country, including APL, are transitioning from primarily storehouses for content to places that provide opportunities for members of the community to create. We have begun to add a DIY label to most of these program opportunities in order to help people identify them. As examples, I've listed below upcoming DIY programs for teens in the Teen Space and the new Create! Media Lab:

MakerSpace (4th Friday of the month, 3-4 p.m. in the TeenSpace):

- October: Book cover art
 - November: Duct tape project
 - December: Media Lab – podcasting
 - January: Origami
 - February: Readers' Theater
 - March: Media Lab – playlists (teen tech week tie-in)
 - April: Bottle cap magnetic poetry kit
 - May: Beading
 - June: Friendship bracelets
 - **Create! Media Lab after school instruction limited to teens:**
 - September – iPhoto, iMovie
 - October – Garage Band
 - November – Keynote
 - December – Photography/photo editing
 - January – Filmmaking
 - February – Recording music
 - March – Building portfolios
 - April – Publishing movies
- On October 24 we dedicated a flowering magnolia tree purchased by the Board of Trustees and a bronze plaque to the memory of our late custodian, Don Vachon. A number of library staff, Board President Dick Trafton, and Bob Belz, Don's wife, father-in-law and sisters attended.
 - The Library's FY11 audit has been completed and copies have been delivered to Karen for distribution to Councilors and the Mayor.
 - The Grand Opening of the Create! Media Lab was held on Thursday with representatives of the Board of Trustees as well as P&G Tambrands which funded the

OCTOBER MONTHLY REPORTING

11.20.12

lab and Best Buy which funded a year-long teen media program including training and a teen media festival in the spring.

With help from five “volunteer” residents of the Androscoggin County Jail we have boxed up the books that remained unsold after our final large book sale. Geiger Brothers will palletize the 800 boxes at no cost until they can be shipped to Better World Books with whom we have contracted to sell them online. Better World provides boxes, pays for all shipping, and returns 15% of the sale price to us.

Assessing

- The staff completed 2,046 annual quarterly property inspections during the month of October. This process involved a walk around each property and corrections to the Patriot data base for the changes in property information. The process also involved taking new photos where properties put on additions, changed their siding or the color of the buildings or added decks and porches. Of the 2,046 properties, 905 properties or 44% did not require any value changes. As a result of these inspections we gained \$703,700 in valuation. We want to thank our team for the sharing of their vehicles to help us complete that project.
- One personal property and four residential abatements were processed this month.
- We reviewed three commercial, one large multi-family, one land and six residential appraisals. In addition, we inspected four residential and two commercial properties for valuation purposes.

City Clerk

- The Absentee ballots came in on Tuesday, October 2, 2012. They were counted and inspected and by Friday, 10/5/2012 a total of 856 ballots had been issued.
- During the month of October, we received 2754 requests for absentee ballots and registered 1,120 voters.
- Alison Pepin attended Title 21-A training in Augusta on October 11, 2012.
- We tested the AVS (Accessible Voting System) equipment at each of the 5 polling places.
- Office staff conducted absentee voting at Schooner Estates, Clover Manor Nursing Home, Odd Fellows Home, The Chapman House, Bolster Heights Nursing Home, Sarah Frye Nursing Home, and Auburn Residential Care.
- Deputy Registrar training was conducted on October 25, 2012.
- Training for the Election Clerks, Warden’s, and Ward Clerks took place on October 30th. Approximately 55 Election workers attended the 3 hour training.
- We opened the office on Saturday, October 27th for Absentee Voting.