

City of Auburn

To: Mayor LaBonté and the Auburn City Council
From: Clinton Deschene, City Manager
Subject: September Monthly Reporting - *Public Works & Engineering, Parks & Recreation, Economic Development, Library, Assessing, and City Clerk*
Date: October 10, 2012

Public Works and Engineering

- We processed 462 Work Orders and closed out 358 work orders with a balance of 104 work orders still open (and new) for the Month of September.
- Month of September is usually a time when PW works to finish up construction projects and begins smaller fall projects while preparing for Winter Operations; this year has been slightly different b/c several large projects were still pending and needed to be completed. The drainage project at Pettingill Park for one, the horizontal drainage boring project on the Veteran's Memorial Bridge as another and other drainage projects. PW also resolved a long outstanding issue with a sidewalk and private property at 34 Granite Street. The sidewalk was relocated, the Stop sign replaced and tree trimmed resolving this long term issue.
- **Roadside Mowing** operations ongoing throughout the month. Done by plow routes for better management of operations. The City's Ash Land Fill area mowed. 491 Court St, East Hardscrabble, Spring Rd, Gracelawn Rd, Plow routes mowed- Bretton Ave, Auburn Heights, Rodman Rd, Washington St, Riverside Drive, Runs- 6, 10, 14, 11, 25, 28, 12. At the end of the month the mowing equipment was removed, maintenance performed and then stored for the winter.
- **Cleaning of Basins** for the continued adherence to the SWPPS program. This operation is also done by plow routes for easy tracking/planning. Routes done this month were Several jobs for hydro-excavating holes, trenches for culvert/pipe crews to aid in their projects, this helped the boring project and Pettingill Park project immensely. Basins cleaned on routes- 10, Basins tops cleaned off around the City due to Heavy Rains, all runs.
- **Recycling Operations** ongoing throughout the month. 50.83 tons collected in the month of September. (Last years total for September was 50.12, so a .7 ton increase)
- **Tree Trimming Operations** systematically managing the City Forest by trimming/cutting. Plow routes are utilized to schedule/manage cutting. Areas trimmed/cut include: Trapp Road continuation, 550 Minot Ave, Gracelawn Rd, Pownal rd, 194 Park Ave, 971 Washington St, 8 verson St, 20 Davis St, Mine Rd, High st., 14 Second st, 48 Pettingill Park, Beech Hill Rd, Fish Hatchery Rd, Library Ave, 110 Goldwaithe Rd, Drummond St Park, West Auburn Rd, 34 Granite St, Jordan School Rd, Rosewood Rd, 700 South Main St., Mt. Appetite Rd,
- **Paving and Patching Crew** in full swing during summer months. Some areas worked in include but limited to:, Turner St, North River Rd, Court St., Sherwood Hghts, 34 Granite

SEPTEMBER MONTHLY REPORTING

10-10-12

St, 299 South Main St, 25 Dunlap, Hampshire , 27 Vivian St, 9 hazel St , 113 Western Ave, 299 S Main St., 19 Bolster St., Memorial Bridge on Ramp, 712 Washington St., 186 Lake St, 60 Elm St, 91 Western Ave, 186 Lake St, 60 Elm St, 560 West Auburn Rd,

- **Roadside Ditching and Shoulder Work** included the following areas: Beech Hill Rd, Fairway drive, Mine Rd turn-around, Small Rd, Andrew Rd, Fish Hatchery Rd, Stetson Rd, Small Rd,
- **Culvert Replacements, Catch Basin Repairs and sinkhole repairs:** Some of the areas that had culverts /basin repairs were, North River Rd, Andrew Rd, repaired 24” clay pipe at 2 Alpha Street, Horizontal Boring and basin work on Veteran’s Memorial Bridge to correct re-occurring Winter icing issue, Sinkholes on Riverside drive/cemetery area culvert, Woodbury, Royal River Rd,
- **Grading of Gravel Roads:** We graded, applied calcium in some areas and added materials in others for the following roads per our yearly maintenance requirements: Small Rd, Center Minot Rd, Hatfield Rd, Butler Hill Rd, Fish Hatchery Rd, Old Hotel Rd, Steele Rd, Jordan School Rd, Jacques Rd, Fickett Rd, Hobart Rd, S Witham Rd, Lane Rd, David Dr, Woodbury Rd, Foster Rd, Royal River Rd, Joseph LN, Witham 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. Some of the specialty sign work done this month were for: Festival Plaza, Hunton Pl, Hackett rd, Morgan Rd, 971 Washington St, Elm St, Great Falls Plaza, Moose Brook Rd, Mt. Auburn Ave,
- **Summertime Projects:** New overhead doors (2) were installed on the Sand/Salt shed building to weatherize it and prevent product loss due to weather. New overhead door installed in Welder’s shop to include a mandoor for safety access as well as heat conservation during winter months. Previously the large 14ft door was opened up every time someone needed access to the shop from the outside, now a man door is used. Garage fresh air ventilation system installed to counter issue with negative air pressure in building when exhaust fans turned on. The new fans will improve the situation but not fix it entirely. New fresh air intake and exhaust system installed and running in Fleet Manager’s office area along with A/C-Heat system thus completing this office area.
- **SWPPS Program-** As part of the SWPPS program the crew has begun painting basins with a stencil reminding residents not to pollute the basins with trash, waste products, dog litter, etc... b/c the basins empty into the Rivers. This reminder is in the form of a fish and wording.
- **Fall Project-** Painting basin lines to ensure that once the snow covers the basins we can locate them to clean and ‘dig-out’ for drainage of roadways. Routes painted- 21, 14, 20, **Note*- the basin painting and stenciling work was coordinated so same workers did both to be more productive.*
- **Trainings-** In the month of September we had some trainings for the crew. We trained 15+ crew members on the proper/safe operation of an AED unit the PW facility has. This training was done by United Ambulance with a certified trainer. We also contracted a certified trainer for chainsaws. This individual trained 14 crew members on the proper safety, care, maintenance, operation and use of chainsaws.

SEPTEMBER MONTHLY REPORTING

10-10-12

- **BOL Compliance-** per BOL requirements the PW crew had to have crew member's hearing tested yearly as part of our hearing conservation program. This takes several days to schedule and coordinate the entire crew.
- Tree crew also installed several banners as requested, removed canopies at Festival Plaza along with the Band Shell. Many City streets were swept in preparation for the Dempsey challenge. Welder's shop created some 'beaver deceiver' barricades to help prevent beaver dams from blocking culverts around the City. Several of these were installed, monitoring to be ongoing. Welder's shop worked the month repairing and prepping plow blades/wings for winter season. Mechanics performed routine maintenance and work on City departmental vehicles on an as needed basis.
- 2012 Paving Project: Turner Street – Gendron and Gendron will be onsite to begin work this week
- 2011 Neighborhood Reconstruction Project (Winter, Summer, and Dennison): Sidewalk paving continues. Surface pavement is expected during the week of the 15th on Winter and Summer Streets. Tree planting will occur after the first frost.
- 2012 Neighborhood Project (Cleaves and Old Farm Hill): Installation of curbing is complete. Surface pavement is expected before the end of October.
- 2013 Paving Contract: Trapp Road is currently being reclaimed, culvert installations are complete and the binder is expected before the end of October.
- 2013 Roadway Reconstruction Project was awarded to Gendron and Gendron. No work is expected this year.
- 2012 Crack Seal Program: The contractor is currently sealing streets and is expected to be complete by the end of the month.
- The four private development projects under construction (Panera Bread, Central Maine Credit Union, Main St. Housing, and Tambrands) are all proceeding with no significant issues.
- Hotel/Minot Avenue Intersection Improvement Project – Surface pavement is expected by October 15

Parks and Recreation

- September presented another month of reasonably mild weather with some warm days and satisfactory conditions for outdoor programming. Early fall program offerings continued and maintenance tasks such as sweeping, raking, weeding, litter patrol, graffiti removal, mowing and field lining continued throughout the month.
- During September, as summer programs conclude, recreation programming enters a short pause where winter planning takes place. Meetings and planning sessions for the Twin Cities Festival of Lights, Winter Festival, and Holiday Decorating all take place where plans are firmed for these events/tasks.

SEPTEMBER MONTHLY REPORTING

10-10-12

- Work continued on the new Hasty gym floor installation. Approximately 5800 square feet of finish flooring has been installed. Sanding and sealing processes also took place. Game lines will now be painted and finish coating will be applied to the floor. The 2012-2013 basketball season will begin with a new floor that will be safer and perform better than the previous floor.
- This month, the Parks department focused maintenance efforts on the perennial plantings, as well as, field maintenance. In addition to these tasks, routine week-to-week maintenance occurred on City parks, medians, esplanades, flower beds, common areas, the Municipal Beach and athletic fields. Tasks performed included: mowing, raking, weeding, trimming, litter removal, hardscape repair and field lining & dragging. Particular focus was placed on perennial plantings throughout the City. During this time of year, removal of dead growth and pruning takes place to ensure healthy spring growth will occur.
- Also taking place this past month at the Parks Department was review and revision of the seasonal Fall work plan. This seasonal work plan is designed to outline work tasks on a week-to-week basis throughout the Fall. Adjustments are made based upon past work plans, current workload, current staffing, resources, work requests and weather.

Economic Development

- Met with the Board of Directors of the Chapman House and the Court St. Baptist Church regarding the use of Court Street property for public parking.
- Attended interview sessions with candidates for the position of Assistant City Manager.
- Met with Lewiston officials, Mayor LaBonte and a consultant to the Androscoggin Land Trust to review a presentation on wayfaring signage that would be applied uniformly across the Twin Cities.
- Met with representatives of the Auburn/Lewiston youth hockey organizations to discuss commitments for leasing ice time and support for a new ice arena.
- Participated on a panel of local officials to discuss community and regional economic development assets as a part of the Mobilize Maine initiative.
- Attended the quarterly meeting of the Economic Development Council of Maine (EDCM) to hear a presentation on New Market Tax Credits.
- Represented the City of Auburn to a group of visiting dignitaries from Danville, Virginia. Hosted a walking tour of the downtown area and served as a moderator for a bus tour of Auburn.
- Attended the opening of new Auburn business, KP's Place, located on Center Street.

SEPTEMBER MONTHLY REPORTING

10-10-12

- Attended the policy meeting of the Androscoggin Transportation Resource Center (ATRC).
- Met with the executive director and staff of the Maine Turnpike Authority to discuss the future role of the Turnpike in implementing development plans recommended in Auburn's 2011 Comprehensive Plan.
- Met with the owner and partners of Hart Transportation to discuss the development of the new Kitty Hawk industrial Park.
- Met with George Schott to discuss the ice arena project subsequent to City Council action of October 1.
- Attended a meeting of the Androscoggin County building committee and the County commissioners to discuss renovations to the County building.
- Attended the Board of Directors meeting of the Lewiston/Auburn Economic Growth Council.
- Met with potential client considering Auburn as a location for a new agricultural business.

Library

- The Library held its annual Corporators' Meeting on September 29. Four new Trustees were voted onto the Board: Doris Bonneau, Stella Gammaitoni, Dave Murphy (Minot) and Mark Foster. The new APL Mission and Goals created by the Board of Trustees in August were presented: *Auburn Public Library brings people, resources and ideas together to engage, enlighten and enrich community.*

1. Help customers of all generations learn, grow and have fun.
2. Prepare children to start school ready to learn.
3. Foster an organizational and community culture of innovation.
4. Promote community workforce and economic development.
5. Broaden and strengthen community connections.
6. Maintain facilities, resources and systems.
7. Ensure stable and dependable funding.

The Corporators also heard reports on the state of the Library from Dick Trafton, APL Development Director, Jim Wilkins and Director, Lynn Lockwood.

- APL will be participating in the collaborative effort, Literacy for ME, being spearheaded by the Maine Department of Education. The overall goal is to increase literacy in Maine. At the first area meeting Sept. 27 the Auburn and Lewiston Teams agreed to consolidate and to focus on early childhood education.

SEPTEMBER MONTHLY REPORTING

10-10-12

- The Children's Department hosted a Family Literacy night in conjunction with the Auburn School department Pre-K teachers - 85 people attended. Among the department's other early childhood collaborations Children's Services is providing:
 - a monthly story time for 18 month to 2 year olds from Webster Head Start;
 - monthly story programs to the YMCA for both the Pre-K and Pre-school groups;
 - 2 monthly programs to the Early Learning Center
 - support to approximately 20 monthly volunteer visits to read and provide books to children in child care centers.
- APL and the Lewiston Public Library launched their joint virtual library, *LibraryLA.org* in early September. The site provides access to a wide array of virtual services available from both libraries and allows users to register for library cards online.
- The *Create! Media Lab* had a soft opening in late September. A more formal event will follow. Staff is recruiting instructors for workshops in the four categories – photography, filmmaking, music and graphic design – in which teens will be invited to create entries for the Teen Media Festival to be held in the spring.

Assessing

- The staff concentrated on property reviews, appraisal reviews, processing tax abatements and meeting with property owners to address their valuation concerns on their 2012 assessments.
- 801 Business Personal Property Reimbursement- All of the 2011 Business personal property reimbursement applications have been processed to date. Both Karen and Brian spent several days processing these returns throughout the month.
- Karen updated the address changes and completed the first supplemental of assessments. Karen reviewed the deeds and transfer information that were entered into the Patriot CAMA System by Brian. Brian also issued sign permits.
- The office prepared the data sheets to start the quarterly property reviews for the month of October. We will be reviewing 2,100 +/-properties in downtown New Auburn up to the Durham town line. All of the assessing staff plus Patrick Venne from code enforcement will be completing the property reviews. Our field people will be driving city vehicles and they will have identification on them.

SEPTEMBER MONTHLY REPORTING
10-10-12

City Clerk

- Alison Pepin attended Voter Registration training in Augusta on September 12, 2012.
- I attended the Clerks Networking Day and Annual Business Meeting in Waterville on September 18, 2012.
- I attended the Secretary of State's 2012 Elections Conference at the Sugarloaf Conference Center, Carrabassett Valley on September 26th and 27th.
- As of October 1st, we received 637 requests for absentee ballots compared to 442 requested for the 2008 Presidential Election for the same time period.
- Jolene Girouard is assisting in our office for the election.