



TO: Mayor and City Council
FROM: Howard Kroll, City Manager
RE: Weekly Report
DATE: Week Ending May 6, 2016

Auburn Public Library

- The Library has been awarded a grant from the Maine Humanities Council to present a program on the Constitution's 14th Amendment. Dr. Charles Plummer of the Midcoast Senior College will present two programs in June. We are working out the final details.
- We have been presenting a weekly program on the blogging/web platform "Word Press." This class is full and is going very well.
- The Library Director attended the Public and Community Services Council Committee meeting on Weds., 5/4. She was also on hand to meet the latest group of potential investors from China.
- The exhibit continues to bring people to the Library that we do not normally see. On Weds. a group from Goodwill in Waterville visited. At our open house we had grandparents from Augusta bring their grandson.
- Upcoming programs include:
 - Choosing Binoculars, Telescopes, and Eyepieces – Mon., 5/9, at 6:30 p.m. Have you ever wondered which binocular or telescope would be best for you? This presentation tries to answer those questions and discuss your choices. During the presentation the progression from naked eye, star chart observing to binocular observing to telescope observing is discussed and recommendations are made that will help you on your way to exploring the universe around you.
 - Tweens in the Teen Space – Weds., 5/11, from Noon until 2 p.m. Tweens are invited to join us in the Teen Space on the 2nd floor on half-day Wednesdays. Come by and get a head start on your homework, we'll have crafts or board games available (just ask us), or you can stop by to simply hang out! This program is just for Tweens who are in 6th grade.
 - Senator King Community Outreach – Thurs., 5/12, from 2 to 4 p.m. The staff of Senator Angus S. King, Jr. will be at the Auburn Public Library to

Weekly Report

Week Ending May 6, 2016

hear your concerns. No appointment is necessary. The staff member will be available on the second floor in one of the study rooms located at the back of the space.

- Out of this World Book Discussion – Thurs., 5/12, at 5 p.m. Please join us to discuss “The Martian: a novel” by Andy Weir. Astronaut Mark Watney became one of the first people to walk on Mars. Now, a dust storm nearly kills him and forces his crew to evacuate while thinking him dead. Mark finds himself stranded and completely alone with no way to even signal Earth that he’s alive.
- KIDS! Author: - Thurs., 5/12, at 6 p.m. Visit with Maine author Fran Hodgkin, author of “The Secret Galaxy.” This program is suitable for all ages. This program is presented as part of the library's NASA exhibit, From Our Town to Outer Space. Location: Androscoggin Community Room.
- 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:
 - 8 birth certificate
 - 31 death certificates
 - 3 marriage certificates
 - 2 marriage licenses
 - 11 disposition permits
 - 4 garage sale permits
 - 1 Taxi Driver permit
 - 3 business licenses (renewals)
- Received 10 business license applications (all renewals)
- To date, we have 12 absentee ballot requests for the June 14, 2016 election and prepared labels. Absentee ballots should be available to be issued by May 16th
- Staff met with the Appointment Committee on Monday, May 2nd
- Staff attended the City Council Meeting on Monday, May 2nd
- Completed minutes of the May 2nd meeting
- Prepared and posted the May 9th Council Workshop agenda packet
- We continue to try to recruit and line up election workers for the June 14th election. Due to unforeseen circumstances, we lost two more of our Wardens and now have 5 Warden/Ward Clerk positions and Deputy Registrar positions to fill
- One staff member attended the mandatory VDT training on Thursday and remaining staff will attend next week

Weekly Report

Week Ending May 6, 2016

- Received the ballot proof from ES&S, signed off on it and completed the Ballot Quantity Order Form
- Recorded 8 marriage licenses in the Vital Records Access database
- Mailed letters to 4 Taxi Cab companies requesting a list of the drivers to ensure all are licensed and contacted 1 Taxi Cab Company letting them know that 4 of their drivers are not licensed
- Staff is working on pulling cancelled voter registration cards that are over 2 years old. Any that are more than two years old can be destroyed.

Health and Social Services

- Staff and I attended a 2 day spring seminar in Bangor on General Assistance. Some topics discussed were on the new laws, and new forms. The housing navigators from Maine Housing Authority were also there to discuss their new initiatives. The best topic was the Drugs and Addictive Behaviors information.
- Staff spent extra time in the Clerk's department this week, helping them as they were short handed.
- Worked on state billing this week, in April we spent \$4,423 on general assistance. We took 44 unduplicated applications and paid for 22 unduplicated households for an average of \$201 per household.

Human Resources

- Safety Works conducted an audit of Auburn Hall. The City fared very well with a few follow-up items to be addressed. A full report will be available soon.
- Annual mandatory ergonomics training is scheduled this week at Auburn Hall.
- Police Chief Crowell and Lt. Harrington held a presentation on heroin addiction and the effects to the individual, families and community. This lunch and learn was sponsored by the City's Wellness Team.

IT

- This week, GIS staff focused on creating new, updated .pdf maps to replace any maps that currently link from the auburnmaine.gov website. We have created thirteen updated maps. Changes included moving data links to the new server, standardizing the format, and updating logos. And because many people consider thirteen an unlucky number, we will create one or two new maps to add them to the mix.
- GIS staff have also completed a new design for our MapAuburn portal (the Esri gateway website). We have created newer, more modern icons that match those used for auburnmaine.gov, have reorganized the existing content and will be adding additional content (help text, links to mobile applications, and a location for open-data downloads). We hope to have the redesign complete in the next

Weekly Report

Week Ending May 6, 2016

week, and will then focus on the MapAuburn webpage within the auburnmaine.gov website – freshening the look and updating links to the redesigned Esri gateway.

- Staff attended the MMA Technology Conference in Augusta, with a particular interest in advances to GIS and cloud resources.
- As part of our on-going emphasis on security, staff this week began enforcing the use of complex passwords. It's been an...interesting process. Most staff now understand what a complex password is and have acted accordingly!
- Staff worked with Support at Lucity Software to troubleshoot an issue in their installation.

NSBA

- Ice
 - Men's League
 - Women's League
 - Public Skate
 - Shinny
 - Private Rentals
 - Rousseau's Hockey Clinic
 - L/A Seniors
 - Central Maine Elite Hockey
- Marc's Meetings
 - Department Head Meeting
 - Council Workshop
 - Sport Tourism ~ Maine Adventure Trade Show
 - Director's Meeting
 - Summer Fest Meeting
 - Recording NSBA Radio Spots - Matt Boutwell
 - Paul & Jeff Gosselin – Family Reunion to be held at NSBA
- Partnerships
 - Spectrum Medical Group
 - US Cellular
- Jason Ops Tasks
 - Ice Maintenance
 - Building Maintenance
 - Olympia Maintenance
 - Ice Scheduling
 - VDT Training

Planning

- Construction is underway for the Barker Mill Trail Extension. Work is expected to be done by mid-May. The City Planner met on site with representatives from Kruger Energy, Longchamps Construction, Public Services and the City Engineer to discuss details of the plan
- The City Planner and Eric Cousens held a conference call with the consultants to discuss final revisions to the New Auburn Riverway and Greenway phasing plans. Thursday, May 19th at 6 p.m. has been set for the 2nd public meeting, which will be held at the St. Louis Church in New Auburn.
- The City Planner attended a New England New Urbanism Summit in Providence, Rhode Island on April 28 and 29 and came back with valuable information for the future of Auburn's Downtown and nearby neighborhoods.
- The City Planner presented information on the Form Based Code to the City Council public hearing and first reading on May 2nd. The City Council voted unanimously in favor of the ordinance. A second and final reading is scheduled for May 16th.
- Permit numbers remained strong for the month of April but permit value is smaller on average. We issued 94 permits which ties the second highest April permit volume in the last 8 years and the highest being 96 permits in the month of April. In reviewing value of improvements people tend to underestimate the value of work on their applications out of concern that it will affect their taxes so staff is looking at other ways to estimate permit value to better reflect the true value of construction and more accurately report investment. As an example we see homes with a new construction value of \$125,000 listed that are selling for nearly \$300,000.
- Staff is spending a lot of time on the budget and reorganization of the department (but not quite enough), while trying to meet the demands of day to day operations and investments ready to be permitted. We are looking forward to being able to fill the vacant positions next year to make sure we don't have increasing review times for permits and assisting projects.
- Electrical Highlights:
 - Installed LED flood light at Auburn Central Fire and replaced fixtures.
 - Repaired traffic signals at Center / third Bridge entrance
 - Secured traffic signal pedestrian pole wires at Spring/Court. This is the second hit from turning traffic. The signals have been replaced.
 - Multiple electrical inspections.
 - Met with employees of 33 Omni Circle to review code compliance for hazardous locations within a proposed oil extraction room.

Weekly Report

Week Ending May 6, 2016

- Performing & coordinating an underground survey of electrical utilities with CMP for a proposed sewer line for the new transportation facility at Great Falls Plaza.
- Performing a summer list of projects that will require outside sub contracting for completion due to municipal layoffs.

Police

- The department handled 429 calls for service this week.
- Officers conducted 93 motor vehicle stops.
- Officers investigated 44 offenses of which, 7 of which were felonies, generating 9 arrests, 15 criminal summonses and 2 juvenile arrests.
- Officers responded to 34 motor vehicle crashes.

Public Services

- Residents were busy cleaning their yards this week. The tree crew had a very large brush pile to chip
- The tree crew continue working on the Veterans Bridge pruning the best they can due to the unfortunate issue of the tree truck is now in need of repair; which may cause delay in tree issues
- Crews have begun caring for all Ballfields, mowing, grading the infields, checking bases etc.
- Auburn Public Services had the privilege of educating Girl Scout troop 2013 of Auburn on the hazards of storm drain pollution. They, along with their leaders and volunteers painted advisories next to the storm drain system on Davis Avenue. Informational Door hangers were also hung along the route. Fun and education was had by all.
- City's Green Space Litter pick-up – Every morning crews scan the downtown area for any litter/debris, clean up cemeteries, trash pickup when mowing Main St, and New Auburn Area
- Crews completed monthly inspections within the High Garage including eye wash checks.
- Crews were busy assisting in hauling the podium and sound system to a restaurant for the visitors who came to Maine
- Interdepartmental cooperation continues with the Recreation Department completing several work order request this past week which include putting up snow fence and posts, set up for seniors event, moving goals from park areas and other items as requested
- Staff attended the Local Roads Training "Roadway Fundamentals"

Weekly Report

Week Ending May 6, 2016

- Crews attended the Wellness "Wiffleball Game" one of the crew members won the gift card.
- Crews continue sweeping around the City.
- Crews completed many requests from Auburn Residents/Businesses - from trash complaints, pot holes, drainage issues, sink holes, missing signs even deceased animals
- The fleet crew worked on summarizing all trucks
- The hot patching crew continues to fill pot holes as well as edge of pavement due to erosion around the City.
- The Vactor Crew were busy flushing lines on Minot Ave for Ted Berry to camera for issues. They cleaned 50 catch basins, hydro excavated test pits at Great Falls Plaza to see if sewer line would work and fixed catch basin frame on Gracelawn Rd.
- Crews reset curbing in City Hall parking lot.
- Crews continue to grade gravel roads
- Mulching throughout the city also continues
- Snow fence posts and fencing removal is now complete.
- 2016 Reclamation Project (Townsend Brook Road, Pettingill Park)- project has been awarded to Gendron & Gendron, work at Pettingill Park has started with construction of parking area
- 2016 Reconstruction Project (Highland Ave)- project to be advertised for bid in May
- 2016 MPI Project (South Main Street)- project has been awarded to Gendron & Gendron, start date anticipated for early June
- Summer Street Extension- project has been awarded to Pike Industries, drainage structures have been installed, roadway has been reclaimed and gravel base being placed
- Barker Mill Trail- project has been awarded to Longchamps, work has started on the dam entrance and in front of Barker Arms
- Stormwater Compliance- on-going
- Hillcrest Ave Retaining Wall- project to be awarded to Skid Steer, wall is 90% complete. Should be completed by early next week
- Tree Inventory- project has been awarded to Davey Resource Group, start date Mid June
- 2017 Hampshire Street Reconstruction- Gorrill Palmer has been selected for Consultant Services. Survey has been completed. Preliminary layout meeting was also held.
- Hotel Road Culvert Replacement- a grant application has been submitted for the replacement of the culverts at the Taylor Brook crossing