



TO: Mayor and City Council
FROM: Howard Kroll, City Manager
RE: Weekly Report
DATE: Week Ending June 3, 2016

Auburn Public Library

- Summer hours are now in effect on Tues., 5/31. We close at 6 p.m. on Thursdays and at 1 p.m. on Saturdays.
- The 2nd annual Spring Online Auction has gone live! We have more than 60 items available. To bid go to www.32auctions.com/apl2016. This is our biggest fundraiser next to our annual appeal and we would like to see it grow. Please bid early and often! Thank you for your support.
- NASA exhibit programming continues. This past week we had a very successful children's program about black holes in space. We are entering the final month and there is still a lot more to come.
- The Assistant Director has been appointed to the collection development committee for Minerva, which is the state's inter-library loan consortium. She will be attending the system's spring council meeting on Fri., 6/3.
- The library director gave a presentation to the Auburn-Lewiston Rotary on Weds., 6/1, highlighting the NASA exhibit, STEM programming, and the Library in general.
- Our Spring newsletter will be mailed out within the next few days.
- As part of its Primetime Adventures Spring Lecture Series, we will offer presentations by Dr. Charlie Plummer on "Freedom and Liberation" on Tuesday, June 7, and "Civil War Reconstruction, Liberation, and the 14th Amendment" on Thursday, June 23. The presentations are offered in the Library's Community Room at 2-3:30 PM, and are free and open to the public. The presentations are supported by a generous grant from the Maine Humanities Council. In his examination of "Philosophy of Freedom and Liberation," Dr. Plummer hopes to provide a deeper understanding of these critical concepts. In today's contentious primary races, opinions have been voiced by candidates and their supporters concerning all aspects to the rights conveyed by the 14th amendment, most

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notably concerning immigration, birthright citizenship, and marriage equality. Dr. Plummer will guide the audience through a discussion of the principles and tenets of freedom and liberation, beginning with the concept's ancient roots, and continuing to present day America. In his talk on "The Reconstruction: The People and Politics Following the Civil War," Dr. Plummer will examine the role of the federal government in protecting citizens' rights, and the efforts for economic and racial justice in the turbulent years following the "War Between the States."

- Upcoming programs include:
 - Teens! Gravity, Blackholes & Time Travel - Mon., 6/6, at 4 p.m. Join Bates Astronomy & Physics professor Nicole Hastings for this demo and discussion. We will use a gravity demonstration to learn about the science of gravity, blackholes, and how (or if) time travel is possible. This program is just for teens, ages 12-18 and will take place in the Androscoggin Community Room.
 - Primetime Adventures: The Philosophy of Freedom and Liberation – Tues., 6/7, at 2 p.m. The Primetime Adventures Spring Lecture Series continues as Senior College Instructor Charlie Plummer presents a program called "Philosophy of Freedom and Liberation." The goal of this presentation is to help participants gain a deeper understanding of the concepts of freedom and liberation. The presentation will discuss the philosophy of freedom and liberation beginning with the concepts ancient roots and ending in present day America. This program was made possible through a community partnership between the Lewiston-Auburn Senior College and the Auburn Public Library. This program is supported through a 14th Amendment grant from the Maine Humanities Council.
 - DIY Tweens! Sand Art - Weds., 6/8, at 4 p.m. Kids ages 9 - 12 are welcome to create their own sand art to take home. Please register online or call the Library and connect to Ext. 3.
 - "Out of this World" Book Discussion - Thurs., 6/9, at 5 p.m. Please join us to discuss "Sevneves" by Neal Stephenson. A catastrophic event renders the earth a ticking time bomb. In a feverish race against the inevitable, nations around the globe band together to devise an ambitious plan to ensure the survival of humanity far beyond our atmosphere, in outer space.
- 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:
 - 5 birth certificate
 - 45 death certificates
 - 8 marriage certificates
 - 5 marriage licenses
 - 16 disposition permits
 - 13 garage sale permits
 - 2 Taxi Driver licenses
 - 13 business licenses (new)
- Received business license applications (renewals)
- Staff attending the May 31, 2016 Special Council meeting
- Completed minutes of the 5/31/2016 Council meeting
- Prepared and posted the 6/6/2016 Council Agenda packet
- Conducted absentee voting at Clover Manor
- Issued 184 absentee ballots to date
- More State ballots have come in and staff counted, checked, and pulled ballots for testing
- Staff continues preparing Warden supplies and paperwork for the election worked on municipal tally sheets
- The Election Notices and sample ballots were posted by the Police Department in each voting district

Fire

- Crews responded to 4 fire calls including a house fire.
- Staff performed a mobile food cart inspection.
- Crews participated in the Memorial Day Parade.
- Staff inspected egress needs for St. Dom's for their crafts fair.
- Crews performed 7 Life Safety inspections, 6 were licenses.
- Crews participated in Drafting and Rural Water Supply training.
- Staff again investigated several citizen complaints on outdoor burning.
- For the week of May 26th to June 1st, we responded to 82 calls for service. These include, but are not limited to: 4 fire calls including a total loss house fire, 55 Emergency Medical calls, 8 Motor Vehicle Accidents - 5 with injury, 1 Hazardous Condition call, 7 service calls, 6 Fire Alarm calls and 1 Citizen Complaint call. We received 2 mutual aid responses during this period and we provided 0 mutual aid responses. We provided 2 Paramedic intercepts during this period.

Human Resources

- Staff is beginning the work that comes with the fiscal year changes – updating salary charts, benefit plan adjustments based on salary adjustments, and annual open enrollment for the Cafeteria Benefit Plan.
- The City received the report following the inspection of the safety consultant for the SHAPE Award. No major issues were identified. The Safety Coordinator is working with staff to implement changes to come into compliance with safety standards.
- The Department posted internally for the Program Manager position in the Economic and Community Development Department in preparation to fill the vacancy created by Reine Mynahan's retirement.

IT

- GIS staff worked on the creation of an integrated map presentation for the B2B trade show. The presentation includes linked maps, images, and text, and can be refined and expanded to meet future needs.
- Staff created a prototype database structure for organizing and tracking use, characteristics, and information pertaining to city-owned properties.
- Great Falls TV staff recorded at two events this week, the Memorial Day Parade and the Artwalk. After editing, these will enter rotation in the GFTV lineup.
- Staff also worked on photographing stock footage for an ongoing GIS project.
- Staff worked on programming of doors, and worked with Protection One to resolve some on-going issues with alarms and cameras.
- Staff tried to have a lunch meeting with our Lewiston colleagues, but we got hopelessly side-tracked and discussed just about everything EXCEPT technology issues. We've agreed to try again.
- Staff facilitated the kick-off meeting of the new iteration of the L/A Cable Advisory Board. At least one staff person will attend each meeting, to provide information and support.

NSBA

- Ice
 - Men's League
 - Women's League
 - Public Skate
 - Shinny
 - Private Rentals
 - Rousseau's Hockey Clinic
 - L/A Seniors

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- Marc's Meetings
 - Summerfest
 - CN Brown – Update of sign
 - Gladiator's Summer Camp – Logistics meeting
 - Player's Edge
 - Lost Valley – Continuing conversation on partnership opportunities
 - CINTAS – Finalizing partnership agreement
- Jason Ops Tasks
 - Vacation
- Part-Time Staff (To Do List while Jason is on Vacation)
 - Installation of Glass in Rink #1
 - Drop protective netting in Rink #1
 - Install Zamboni gate in preparation for ice-in the week of June 6th
 - Caulk the base of the dasher boards
 - Wash and clean water pump
 - Blade change on older ice machine
 - Spray cart assembly in preparation for ice-in the week of June 6th
 - Assemble paint table in preparation for ice-in the week of June 6th

Planning

- We are preparing for a second visit by five foreign investment companies looking to locate into Auburn; they will be returning next week.
- We held a meeting to discuss establishing the Auburn Cooperative Housing Program.
- We continue to prepare for the Maine Business to Business trade show and will have an electronic display.
- We are still working on closing out the AIP project including the income reutilization plan, mitigation and quarterly reports.
- Staff is continuing its work on the Northern Borders Regional Commission grant for Phase 1 of the New Auburn Riverway and Greenway Plan, including getting letters of support from key property owners and Maine's elected delegation.
- Staff met with 3 key property owners in New Auburn to discuss the New Auburn Riverway and Greenway plan and how the future phasing plans will impact their property.
- Staff is submitting City Council workshop materials for the Adaptive Re-use Text Amendment and a Resolution of Support for the Northern Borders Regional Commission grant application to be heard at their June 6th meeting.

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- Staff has met or conference called with representative for 4 different development projects.
- For the month of May, a total of 104 permits were issued by Planning & Permitting. The breakdown of these permits are as follows:
 - Commercial BLDG: 6 Residential BLDG: 22
 - Electrical: 36 Plumbing: 12
 - Sign: 3 Excavation/Fill: 25
- In the month of May, over 125 inspections were completed by staff. These include building, plumbing and electrical inspections.
- The City Electrical Inspector has been performing electrical inspections and the City Sanitarian/CEO has been performing mobile food inspections at Smokey's Greatest Shows located at Great Falls Plaza prior to their opening June 3rd.
- The City Electrical Inspector repaired the URA Parking lot lights.
- The City Electrical Inspector assisted the Fire Department on an investigation of a house fire that occurred Tuesday evening on Old Portland Way.
- Staff is busy preparing for upcoming Board of Appeals and Planning Board meetings. Abutter letters and legal notices have been submitted.
- The Maine Uniform Building and Energy Code (MUBEC) and the Maine Plumbing Code are being updated to the 2015 editions soon. New code books have been ordered and received in anticipation of this by this department.
- Over 52 Dig Safe requests were received and reviewed by the City Electrical Inspector in the month of May.

Public Services

- Public Services has received many complaints for sinkholes which are being investigated of cause and fixed as needed.
- Residents along with the Com Center continue to call to have deceased animals picked up as well as for potholes, large pieces of road debris (TV's, couch, chairs) etc.
- Our Inventory Technician continues the maintenance of small implements along with the distribution of tools and PPE.
- Sign work around the city continues; replacing and or fixing faded and damaged signs as required by law.
- Crews continue their due diligence on basin cleaning around the City as mandated by law.
- The Street Sweeping Program continues with only being a couple days behind all is going good even with the break downs.

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- The Excavation Technician was busy marking out dig safe's, inspecting both private and street excavations, reviewing and issuing Fill, Drive Opening permits as well as billing and continues GIS work.
- Litter patrol continues around the Veterans Bridge, Downtown area and Parks
- Crews have completed the mandatory confined space training both refresher and hands on for all new crew members
- Crews attended the Highway Congress in Skowhegan
- The tree crew were busy inspecting the many complaints about old trees, trees causing visibility issues even the possibility of insect damage
- Baseball and Softball season is upon us; and the crews are very busy in keeping up with maintenance on all fields including lining, dragging, mowing, weed-whacking, checking the bases, even general maintenance on stands if needed.
- Project Updates:
 - 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 June
 - 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 completed
 - Barker Mill Trail- project has been awarded to Longchamps, project 75% complete
 - Stormwater Compliance- on-going
 - Hillcrest Ave Retaining Wall- project to be awarded to Skid Steer, project complete
 - 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