



TO: Mayor and City Council
FROM: Howard Kroll, City Manager
RE: Weekly Report
DATE: Week Ending July 15, 2016

Auburn Public Library

- The monthly staff meeting was held on Weds., 7/13. Among the items discussed were summer reading program progress, staff changes, the upcoming book sale (8/26 & 8/27), and the on-going materials inventory.
- We have made an offer to a reference position candidate. Our bookkeeper submitted her resignation in order to spend more time on her growing bookkeeping business. We will be transitioning the position to that of an independent contractor and hiring an administrative assistant.
- Like Elvis, the NASA exhibit has left the building. It was a wonderful experience and we are very grateful to all who made this possible, including Mechanics Savings Bank and Northeast Bank.
- Upcoming programs include:
 - Maine Job Corps Info Session – Weds., 7/20, at 10 a.m. Teens and New Adults! If you had the opportunity to take part in a life-changing experience that gave you the skills you need to succeed in today's job market, and it didn't cost you anything, would you be interested? If so, the Job Corps may be for you! Join us today when Jill Moody visits to explain how the program works and who is eligible. You must pre-register to attend -- 207-450-0216. Location: Conference Room.
 - Free Family Movie! "Goosebumps" - Thurs., 7/21, at 1 p.m. Join us for a free viewing of the movie, "Goosebumps." We'll provide juice and crackers. Parents must stay with their children during the movie. *Parents: This spooky movie is not suitable for very young children. Rated PG Location: Androscoggin Community Room
 - Teens! Mind & Body Wellness: Yoga for Teens - Mon., 7/25, at 2:15 p.m. Continuing with our summer theme of Mind & Body Wellness, Tisha Bremner from Inner Light Yoga of Maine returns for another 3-part series,

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An Introduction to Yoga for Teens. Learn the poses, breath techniques, and mindful attention practices in a fun and easy way in this class designed to inspire you to relieve stress and take really good care of yourself. You should wear comfortable clothing in which you can move easily. A healthy snack will be provided at the conclusion of each class. Registration is required. This program is just for teens, ages 12-18 (grades 7-12). 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:
 - 6 birth certificate
 - 29 death certificates
 - 10 marriage certificates
 - 3 marriage licenses
 - 6 disposition permits
 - 10 garage sale permits
 - 3 Taxi Driver permits
 - 1 business license
- Received 7 business license applications – 4 new and 3 renewals
- The City Clerk attended the 7/11/2016 Council Meeting
- Staff completed the minutes of the 7/11/2016 Council meeting
- Prepared and posted the agenda for the 7/14/2016 Finance and Public Administration Council Committee meeting
- Prepared and posted the agenda packet for the 7/18/2016 City Council meeting
- Received 27 Petitions (An Act to Amend the Laws Governing Welfare, to Lower the Individual Income Tax Rate to 4%) validating 250 signatures, making photo copies and mailed back to the circulator
- Received 130 Voter Registration Applications/Change cards from the Secretary of State's office and worked on updating that information in the Central Voter Registration System
- Ran a small mailing for the Engineering Department (75 letters)
- The Deputy City Clerk attended the New England Municipal Clerk Institute in Plymouth, NH from July 9th through July 15th
- Staff attended the Wellness class on Thursday, July 14th
- Worked on filing and reconciling disposition permits

Economic and Community Development

- ECD Staff representatives from Public Services and Engineering met with the owner of Suburban Subaru to discuss future development and expansion plans.
- City Planner met on July 12th with a property owner interested in a new 4,800 sf. warehouse and showroom building on Rodman Road.
- ECD Staff provided support to the Auburn Planning Board at their July 12 meeting. 3 plans were approved (Lost Valley Ski Resort, 9,600 sf storage building at 845 Washington Street, 15 single family lots at Colonial Ridge Development) and a zone change by Evergreen Subaru received a favorable recommend to the City Council.
- ECD staff is working with Engineering on a possible change to the Townsend Brook Road reclamation project scheduled for construction late this month. Public input and concerns related to safety at the intersection of Townsend Brook Road and Route 4 have identified the idea that making Townsend Brook Road one way at the southern end and prohibiting northbound left turns from Rt. 4 could reduce rear end collision accidents that occur on that section of roadway. This would effectively push northbound local traffic into Turner to make a left onto Townsend Brook Road or Fern Street where the center turning lane and reduced speed would likely make the left turn movements safer than they are at the south end of Townsend Brook Road. As you know we had another serious accident on Rt. 4 at Townsend Brook Road recently involving three cars and sending occupants from all three vehicles to the hospital. My understanding is that it was typical of the collisions along Rt. 4 where a vehicle waiting for a break in southbound traffic to make a left from Rt. 4 to Townsend Brook is rear ended by another northbound vehicle. We have been focused on maintaining traffic mobility and increasing safety in the Rt. 4 corridor and staff believes this idea has some merit and could prevent future accidents without a negative impact on residents. A public meeting to consider this idea is scheduled for July 20, 2016 @ 5:30PM in Council Chambers at Auburn City Hall. At the meeting we will provide a few years of accident data, a plan of the possible changes and solicit input from affected residents to determine if the modification is desirable.
- Staff is working on final closeout for FY 16 and starting to work on FY 17 budget and CIP items. Revenues were approximately 105% of projected totaling \$206,450 for the Department. We will be asking the ECD Committee to consider some modifications to our fee structure to cover more of the costs of permitting and inspection services for FY 17. Permit numbers were up for the year, however, many small permits were issued and overall estimated construction costs were slightly lower than last year.

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- Fielders Choice Ice Cream has started renovations at 680 Minot Avenue and hopes to be open in August at the former Pizza Hut location.
- Wayfinding Kiosks are in final review and proofing for three additional locations at the Court Street Stairs to the Riverwalk, The north end of the Riverwalk near the Esplanade, and at Bonney Park.
- The ECD Committee reviewed the request of Councilor Walker to adjust the zoning Boundary at 1863 Pownal Road and sent it to the Planning Board for a recommendation that can be brought to the full Council. Zoning Ordinance Amendments require the Planning Board to hold a hearing and make a recommendation to the Council. The project did identify a concern regarding scheduling as the ECD Committee meeting on the Third Thursday of the month is often too late to make the notice requirements for the Planning Board meeting on the second Tuesday of the month. We will be asking the ECD Committee to decide if this warrants a schedule change as the current schedule delays zoning changes by about a month more than is necessary.
- The illegal Junkyard at 1865 Hotel Road owned but Michael Farrell is being cleaned up but not fast enough. Mr. Farrell has now missed the agreed upon deadlines and has a long ways to go before achieving compliance. Staff is considering further legal action to make this happen.
- Staff has been looking at possible rehab projects for home funds after being notified that the potential for a co-op project is likely out by one year because the developer is busy with another project. If we don't commit the funds by September we will lose them so a rehab and sale of a home would "recycle" a portion of the funds and improve a property or two so the funds don't need to be returned to HUD.
- A portion of West Pitch park is closed to move equipment out onto the island above the falls.
- Great Falls Plaza Sewer service to the Esplanade and the Downtown Transportation Center is flowing under the power of Gravity. Staff was able to have a gas line relocated, tie in the Esplanade to a new line because the old one was in the way of the new one and get creative on a solution to the gravity and conflicting utility problems. There was not enough space to place an 8" line for the entire run but it was confirmed that there just enough room after digging some test holes to run two parallel but smaller 6" lines between obstructing utilities to provide the same capacity with a custom structure to make the connection. The project was completed within the budget approved by the former Council.
- ECD Staff and a volunteer are working to reorganize and consolidate our property and project files to try to better utilize the space we have and avoid the

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need for additional storage. All of the consolidations of additional Departments at City Hall over the past 5 years have reduced our storage and staff space substantially.

Fire

- Crews responded to 2 fire calls.
- Crews participated in Kaplan University's "Touch-A-Truck" program.
- Crews began presentations of their pre-plan studies.
- Staff performed an inspection of mobile food cart.
- Crews continued work on pre-planning several target buildings.
- Crews participated in open water rescues and rescue boat operations training.
- Crews did 10 Life Safety Inspections, 4 for licenses.
- Pvt. James Hart retired after serving the community for more than 27 years. His father also retired from the AFD, 21 years earlier.
- For the week of July 7th to July 13th, we responded to 65 calls for service. These include, but are not limited to: 2 fire calls, 52 Emergency Medical calls, 5 Motor Vehicle Accidents – 3 with injuries, 3 Service calls and 3 fire alarm calls. We received 0 mutual aid responses during this period and we provided 0 mutual aid responses. We provided 0 Paramedic intercepts during this period.

IT

- Staff established a City YouTube channel to augment the options we'll have for streaming Council Meetings and other City content. The URL is <https://youtu.be/jtoGJGCEo4s>, or you can search for "City of Auburn Maine Live Stream". At present, the only content available there is an Auburn Hall staff training video (which we promised Ray Lussier we'd take down soon), and a placeholder for the next Council Workshop & Meeting.
- With tax commitment planned within the next few weeks, staff is updating our GIS basemaps layers in preparation for the annual MapAuburn update. This week we completed updates to our road centerline GIS layer. This layer is used on all of our basemaps, and is also used in queries by address. We created a new data field that allows us to create a road hierarchy (interstate, primary arterial, major arterial, minor arterial, local road), and also added two new data fields that will provide us with better options for labeling road names. The hierarchy will require some adjustment as users provide feedback. Following these updates, we also updated the City Street Map. The roads were drawn using the new hierarchy.
- Using photos and data provided by the police department in conjunction with CMCC, staff created several new GIS data layers. Layers include building layouts, doors, stairwells, and camera locations and/or photos, which will be used as part

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of a prototype for emergency preplanning functions. We also began combining these layers with existing GIS layers for use in a planned Emergency Preplanning mapping application.

- Staff devoted a substantial amount of time to researching and testing potential updates to a GIS-based system for archiving, and subsequently locating, plan documents from the Engineering department. The current system was last updated in 2011 and is in limited use. It could be re-implemented as a way for staff to find plans. Locating plans has become an issue following the retirement of Gary Johnson, who maintained these documents. For the system to be useful, we could update the technology to utilize current Online GIS combined with off-site data storage. Engineering would then need to update the database with scans of plans since 2011. We will follow up with Engineering, to determine whether they want to move forward.
- Staff mounted professional projection screens in the Executive Conference Room and the Community Room. This should provide a somewhat classier look than our previous point-your-projector-at-a-wall method. Thanks to Rick Duchesneau for doing the heavy lifting!

NSBA

- General
 - Cumberland Motor Club Event - Saturday (Parking Lot)
- Ice
 - Men's League
 - Women's League
 - Public Skate
 - Shinny
 - Private Rentals
 - Rousseau's Hockey Clinic
 - High School Summer Sessions
 - Central Maine Elite League
 - L/A Seniors
- Marc's Meetings
 - Z105.5 Breakfast Club
 - United Insurance ~ Chris Miller
 - Brann and Isaacson
 - Jason's Annual Review
- Partnerships
 - Hancock Lumber
 - Napa

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- Gritty's
- Sport Tourism
 - Savage Race conversation with Lost Valley
- Jason Ops Tasks
 - Ice Maintenance
 - Building Maintenance
 - Olympia Maintenance
 - Ice Scheduling
 - Annual Review

Police

- The department handled 531 calls for service this week.
- Officers conducted 123 motor vehicle stops and 24 field interviews.
- Officers investigated 81 offenses of which, 11 of which were felonies, generating 20 arrests, 19 criminal summonses and 4 juvenile arrests.
- Officers responded to 24 motor vehicle crashes.

Public Services

- 2016 Reclamation Project (Townsend Brook Road, Pettingill Park)- asphalt base course complete in Pettingill Park. Raising structures to grade and curb work. Townsend Brook Road to begin in two weeks.
- 2016 Reconstruction Project (Highland Ave)- project awarded to Longchamps. AWSD to complete their utility work by end of July
- 2016 MPI Project (South Main Street)- project has been awarded to Gendron & Gendron, stormdrain installation in progress
- Summer Street Extension- project complete
- Barker Mill Trail- project 95% complete
- Stormwater Compliance- on-going
- Hillcrest Ave Retaining Wall- project complete
- Tree Inventory- survey complete
- 2017 Hampshire Street Reconstruction- Gorrill Palmer has been selected for Consultant Services.
- Ash Landfill forced sewer main- project in design phase
- City's Green Space Litter pick-up – Every morning crews scan the downtown area for any litter/debris, clean up cemeteries, trash up when mowing city area green spaces, remove trash on Union Street Bypass, Minot Ave, and Washington St.
- Sign work around the city continues; replacing and or fixing faded and damaged signs.
- Roadside mowing continues throughout the city.

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- Crews were busy picking up numerous items left on the side of the road (debris, T.V.'s, mattresses, tires etc.)
- Crews were out and about cleaning up graffiti at some of the Parks that were reported.
- The tree crew was busy working on Grandview Av., Dexter Av., Lake St., Glendale Av. Maple Pt., Briarcliff Knoll, Garfield Rd., Perkins Ridge Rd., Hersey Hill Rd., Mount Auburn Av. Just to name a few.
- Ditching work continues on Steel Rd., Hersey Hill Rd. and Summer St.
- Mowing continues around the Tower areas, Bonney, Moulton and Riverwalk area, Union St., and the New Auburn area
- 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.
- Crews continue maintenance on all fields including lining, dragging, mowing, weed-whacking, checking the bases, even general maintenance on stands if needed.
- Crews attended a Safety Meeting
- Crews attended a Wellness Class "Know Your Colors"