

City of Auburn, Maine

Office of the City Manager



TO: Mayor and City Council
FROM: Howard Kroll, City Manager
RE: Weekly Report
DATE: Week Ending August 21, 2015

Assessing

- The Tax Commitment is complete. The mil rate has been set at \$21.25.
- The historical database for the 2014 tax year has been created by Patriot. The CAMA system has been updated to reflect the current 2015 tax year so staff can now begin loading the deeds and transfers that occurred after April 1, 2015.
- Katelyn is working on the 2015 Business Equipment Tax Reimbursement personal property forms.
- Inspected the new Hartt Logistics building on First Flight Drive.
- Inspected the renovations at Agren Appliance.
- Worked with Patriot Properties to have a Business Equipment Tax Exemption report created. The report was then forwarded to Rosemary Mosher to be formatted for the commitment book.
- Preparing the Prospect Hill Golf Club tax appeal case scheduled for September 17th.
- Did the final inspection of the new addition at Central Maine Community College.
- Inspected the renovations at Agren Appliance with Karen.
- Inspected the renovations at Lee Honda.
- Gathering data for the Prospect Hill Golf Club appeal.

Auburn Public Library

- The Library is pleased to announce that it is one of six libraries in the country to receive a grant to host, "From Out Town to Outerspace: Bringing NASA Science and Engineering to Underserved Communities through a National Public Library Exhibition Program," an interactive exhibit sponsored by the Space Science Institute in Boulder, CO. The exhibit will be at the Library from April through July 2016. We don't have a lot of details yet, but we have planned a number of programs that will reach out to our community, schools, and neighbors. The library staff and the community as a whole have been very supportive of our efforts to bring the exhibit here. This also dovetails nicely with our participation in the ongoing Cornerstones of Science/Maine State Library pilot project.
- We took the Library on the road for the first time to a public space on Thurs., 8/20. We spent the lunch hour at Festival Plaza. It was a very good experience, despite the "iffy"

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weather and a problem with our hot spot wi-fi connection. We will be working on making our trips outside the Library as efficient as possible. While we don't have a lot of hard statistics to report, we did make some impactful connections – especially with a home schooling mother who now knows how we can support her in her efforts (books, programs, public computers, study rooms, how to supplement their curriculum, etc.).

- The Library has made a commitment to participate in the L/A Art Walk program. We will be coordinating with Café LA to open up a portion of our downstairs for next week's and September's events.
- Our website problems seem to have been solved for now. We are still looking into alternative hosts for our site.
- The Library's board of trustees met for their regular meeting on Weds., 8/19. We have now been able to set up a page on our website for our agendas and approved minutes.
- Susan Geismar, Development Coordinator, participated in a relationship building workshop offered by The Chamber on Thurs., 8/20.
- Due to a scheduling conflict, we are not able to participate in this year's Balloon Festival parade. However, we are working on plans for next year's event.
- The Muslim Journeys film series continues on Thurs., 9/3, at 6:30 p.m. at the Lewiston Public Library with "Koran by Heart."
- The Library's Annual Meeting will be held on Thurs., Sept. 24th. Details will follow. It will be our 124th annual meeting.
- Don't forget the 2015 Maine Readers' Choice Award. Public voting will begin on Sept. 1st. The three finalists are "Euphoria" by Lily King, "Redeployment" by Philip Klay, and "All the Light We Cannot See" by Anthony Doerr. All three books have been receiving national accolades throughout the year.
- Follow the Library on Facebook or link to our website at www.auburnpubliclibrary.org for more information about all of our programs, new books, and more library news.

City Clerk

- We Issued 3 birth certificates, 43 death certificates, 6 marriage certificates, 2 marriage licenses, and 18 disposition permits
- Validated 163 signatures on nomination petitions received
- Issued 10 garage sale permits
- Issued 1 new business license and 8 renewals
- Received 3 renewal business license applications
- We finished working on auditing voter registration cards matching them up to the list of voters in the Central Voter Registration system
- Staff pulled cards of cancelled voters that are more than 2 years old for disposition
- We continue to work on staffing for the November election - Most of the Democratic party slots have been filled but are struggling to fill the Republican slots. We also have Warden and Ward Clerk positions to fill
- Sue Clements-Dallaire (City Clerk) met with Mark Stambach (Code) to finish completing the Municipal Self Certifications for Voting Place Accessibility
- We continue to work on voter registration cards received and entering those into the Central Voter Registration system, labeling them, scanning them into CVR, sending Voter Registration Acknowledgement cards, and then filing them

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- August 20th was the due date to submit nomination papers - the City Clerk's office stayed open until 5PM to accept those
- Sue Clements-Dallaire (City Clerk) attended a Ranked Choice Voting demonstration at Portland City Hall Thursday night. Deputy Secretary of State, Julie Flynn was there along with vendors from Election Software and True Ballot
- Worked on the September 8, 2015 agenda and the minutes of the 8/17/2015 meeting
- Completed the State Vital Share for the month of July
- Filed and reconciled disposition permits
- Alison Pepin (License Specialist/Deputy Clerk) is celebrating 3 years of service with the City

Community Development

- Reine Mynahan attended a steering committee for Bridges Out of Poverty. The steering committee is working on a document that will provide the backing to apply for foundation grants. The committee is hoping to greatly expand this program to serve a substantial number of people living in poverty. This program is our best hope for reducing poverty in this area. Currently, the only funding is from both Auburn and Lewiston's Community Development Programs which accommodates only 10 people.
- The Community Development Loan Committee approved four applications for \$58,570 in loans. Three of these applications were for health and safety issues. One of the applications, the first match to the Lead Hazard Control Grant, included additional work to eliminate code violations.
- In the months of July and August we received 18 applications for rehabilitation funds. One of these applicants was referred by the Code Enforcement Officer because of serious egress issues.
- Six properties have been approved for Lead Hazard Control Grant funds to abate lead issues in 16 units. A lead poisoned child lives in one of these properties which is under state order for abatement.
- Yvette Bouttenot presented information about Auburn's homeownership and rehabilitation programs at the monthly Homebuyer Education Class offered by Community Concepts. 15 participants were enrolled in this class.
- Reine Mynahan hosted a meeting with agencies who will be receiving social service dollars to talk about performance outcomes. Indicators identified by these agencies in their proposals were all different. The intent of the meeting was to come up with a common outcome that everyone can measure.
- Reine Mynahan met with the Citizens Advisory Committee to debrief about the Consolidated Plan process, possible program amendments, and performance outcomes for social service agencies. There was no support for requiring agencies to track something different than what they were already reporting to other agencies, but the committee felt the outcome "increasing income" was an acceptable one to ask for.
- A conference call was held with several HUD representatives and Community Development staff to talk about the newly imposed Part V rule. Department of Housing and Urban Development has requested all sub-recipients utilize an income calculator that is available online to produce file documentation for eligibility of HUD programs.

Economic Development

- Engaged in Lease Agreement negotiations & discussions with officials of SCI Management of Houston, TX with regard to proposed construction & operation of Oak Hill Cemetery Crematorium;
- Composed & submitted SCI Management proposed Oak Hill Cemetery Crematorium Memorandum (communication, negotiation & staff recommendations) to Office of the City Manager and Auburn City Council for review, comment & future action;
- Attended Auburn City Council Meeting 8/17/2015;
- Communicated, coordinated and scheduled City of Auburn Planning Team meeting for upcoming Kora Shriners Convention in September, 1st meeting scheduled for Friday, August 21st, weekly coordination meetings will take place until commencement of Convention;
- Engaged in LAEGC's "Small Developer's Boot Camp" Event support activities, event scheduled to take place at St. Louis Church Building on Sept. 28th & 29th;
- Follow-up discussions with Justin Flannery, owner of 34 Court St., "Goff Block" with regard to possible meeting with CMMC Dir. Of Physician Recruitment to advance opportunities for possible lease agreements for propped "market rate" apartment development in Goff Block in support of commercial lending interest;
- Composed DRAFT Press Release (for submission to Karen V.) for upcoming Thursday Afternoon Festival Plaza Lunchtime Café featuring Auburn Public Library "Mobile Library" partnership/participation;
- Produced & submitted to LAEGC "Small Developers Boot Camp" Downtown Auburn "Building Redevelopment Case Studies Profile List" for upcoming September event;
- Engaged in extensive production & finalization of Downtown Auburn/New Auburn Form-Based Code regulatory document (complex FBC code integration into current City of Auburn Zoning Ordinance, production of regulatory design panels, definition integration, material standards, etc.);
- Continued research and preparation for Federal Railway Administration "Quiet Zone" application production & submission;
- Update discussions and schedule of site survey for Dingley Polled Wetland Mitigation Site Project with Cole Peters of Power Engineers & Rod Howe of Army Corps of Engineers, site survey schedule for Monday August 24th at 8:30AM at Dingley Site;
- Composed & submitted to Office of City Manager DRAFT letter of approval for transfer of ME DEP Wetland Permit from ABDC to City of Auburn for review & comment;
- Contacted & engaged in discussion with Ron Adamian, owner of significant industrial development parcels near 95 Interchange to express support and coordination in efforts to sell/develop large parcels;
- Follow-up meeting with Bill Turner, Maine Source Realty, owner of property at 178 Main St. (historic brick row-house building, next to Roak Block), Turner is prepared to redevelop downtown property from low-end residential apartments to large high-end/market-rate apartments, working with Turner on Historic Preservation Tax Credits, Community Development Curb-Appeal Lending, etc.;
- Contacted and engaged Maine State Historic Preservation Commission Office with regard to proposed redevelopment of 178 Main St. property and required Historic Preservation Tax Credits incentive;
- Weekly set-up & break-down of Festival Plaza Lunchtime Café Tables & Chairs for Thursday afternoon Café;

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- Responded to request by Janice de Lima CRA Officer of Norway Savings Bank to schedule and conduct Norway Savings Bank Group Walking Tour of Downtown Auburn Historic Residential Neighborhood in preparation for proposed City of Auburn “Model-Street/Model Block” Program;
- Research & production of “historically appropriate” architectural design suggestions for SCI Management, Houston, TX for the proposed Oak Hill Cemetery Crematorium;
- Conducted an inspection of the tenant’s use areas at the intermodal site.
- Met with three persons working for Central Maine Power to discuss the rerouting of the electrical network currently serving the Minot Avenue corridor, between Court Street and Elm Street. The purpose is to remove the wires and poles in front of the Lunn & Sweet building.
- Attended the monthly meeting of the executive committee of AVCOG.

Finance

- Working on finalizing FY 15 work papers for the audit. Closed the year in MUNIS.
- Worked with Tax Collector to proof tax bills in preparation of printing and mailing them out to citizens.
- Ingersoll repurposing is on schedule to be completed by October 1st
- Central Fire Station floor repairs are scheduled to begin on October 20th and be completed before Thanksgiving
- Repairs to the Pond building will be completed by the end of this week
- Parks building water damage/drainage issue-demo complete, drainage complete, repairs to be scheduled.
- LED lighting upgrade at Festival Plaza was completed this week
- Preparation of RFP and specs for the Salt Brine Maker for Public Services
- Worked with MUNIS to upload Assessors data into MUNIS. Reviewed all uploaded data to insure accuracy, created bill print file for the printer. Reviewed proofs of tax bills for accuracy before mailing. Tax bills should be mailed out by Friday, August 21, 2015.

Fire

- FPO O’Connell performed final C of O inspections at Hartt Transportation, Lee Honda, and Agren Appliance. He also did a preliminary final C of O at CMCC’s new classroom building.
- FPO O’Connell worked on the plans review for the new Sam’s Italian Sandwich shop on Millett Drive.
- DC Allen and FPO met with the site contractor for “The Barn” to discuss fire control and notification issues during initial site work and to review their plans for securing the building and property, making sure proper access is provided for fire apparatus.
- Crews attended in-house training on the use of heavy lift air bag systems used for extrication of victims from accidents or collapses.
- Planner Sarah Hulbert has been busy coordinating and scheduling fire and life safety inspections for all Auburn schools. We want to get these completed after summer construction is completed, but before the students return to the schools.
- Crews continued training in providing care and assistance with chronic respiratory conditions.
- DC Allen met with Jon Powers from Maine EMS and Joe Thomas, Maine State Fire Marshal, to discuss upcoming changes to reporting software for fire and medical calls. The

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new software is a major upgrade of our current software and will allow us to use more types of devices than we currently have.

- For the week of August 13th to August 19th, we responded to 94 calls for service. These include, but are not limited to: 1 illegal outdoor fire, 67 Emergency Medical calls, 7 Motor Vehicle Accidents, 1 Swift Water Rescue, 3 with injuries, 3 Fire Alarms, 8 service calls, and 5 Hazardous Condition calls. We provided no mutual aid assist and received no mutual aid responses during this period. We provided 2 EMS Mutual Aid assists during this period and UAS provided 3 ambulance responses due to call volume.

Health and Social Services

- I met this week with Community Concept Inc. and Community Development programs from Lewiston and Auburn to discuss, and set some ground work for Bridges Out of Poverty program we are trying to implement. This will involve not more than 5 General Assistance households from Auburn and 5 from Lewiston. We hope to get the program underway by January 2016.
- I received a referral from a concern resident of Auburn, about the homeless people sleeping on benches in West Pitch Park. I gave the referral to the Project for Assistance in Transition from Homelessness (PATH) program coordinator and they made contact with the individuals. We will try to get them housing.
- One of our clients who has become employed and needed to comply with the new employer's dress code was given a gift card for new shoes and Goodwill vouchers for clothing this week. He can now start his job with the dress code required.
- In addition to taking general assistance application, I followed up with a request for poverty tax abatement and a request for a security deposit for a homeless family.
- Tammy worked on 24 delinquent letters to be mailed out to households who have not been paying their security deposit loans.
- A home visit was made to a senior who has no family and is incapable of living independently without a lot of help which he is not able to get. I'm working with Auburn Housing to try to find him a more suitable living arrangements.

Human Resources

- This week, the Edward Little High School Students working in the Bridge Program have been assigned to the Norway Savings Bank Arena, the Auburn Public Library, the City Clerk's Office and the Human Resources Department. Feedback on their work performance has been very positive. They have tackled some projects that the regular staff has not had time to do and they have proved to be a real asset.
- Deb Grimmig attended the monthly meeting on the Public Services Accreditation process. The Accreditation Team is modifying its process somewhat to maintain momentum toward meeting deadlines for the assessment phase of this important project.
- Ray Lussier, Safety Coordinator continues work on the School Shooter exercise. He met with Public Services Operations Manager to set the fall/winter safety training schedule.

IT

- Staff completed the first draft of a Downtown map for the new Wayfinding Kiosks. We are working with Lewiston to create a seamless map showing parks and trails on both sides of the river.

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- Staff talked to Energov support and with Peter Parker, Lewiston's Energov expert, to understand the steps that need to happen for us to link in our new GIS server to Energov. Energov support previously told us that there were no new, additional steps for connecting to the new GIS Server. After conversations with Energov Support and Lewiston, we now know that we need to do an upgrade. Staff has investigated the required steps and will be moving toward scheduling the upgrade in the next few weeks.
- The Assessing staff continues to work with us to create the extract files necessary to update GIS and create the year-end BETE report. After several calls to Patriot support, we believe we now have the correct file to do the GIS update. We are still waiting for confirmation on field names from Patriot and the Assessing Department to complete the BETE report.
- The second portion of the Application and Database Inventory project has begun. Following up from the surveys, Axiomatic NH has been interviewing a wide range of staff on their use of our major applications.
- Two new PCs were set up for the new staffers at Rec, Jasmine McLoughlin and Peter Ceprano.
- The Patriot CAMA software was updated by the vendor, and the 2014 data was rolled back into the historical section. The current dataset is the 2015 Commitment data.
- We've been experiencing some bandwidth issues with our internet use this week. It seems to come and go, and we've not yet figured out the cause. Staff no longer needs to notify us that "our internet is slow". We know, we get it. We're frustrated, too.

Norway Savings Bank Arena

General

- Marc was on z105.5 Monday morning (Discussed UMaine Camp, Lady Black Bears vs. Brown University, Ingersoll Turf Complex and Corporate Partnerships)
- 4 Edward Little students worked at the Norway Savings Bank Arena (Bridge Program)
- Director's Planning Meeting was held in the arena tavern
- Provided tour of the facility to Peter Letourneau
- Phone meeting with the ACHA (American Collegiate Hockey Association) to explore options for the Central Maine Community College hockey program

Ice

- UMaine Training Camp
- Players Edge
- Men's League (Meeting with Geno and is expanding the league from 6 teams to 8 teams)
- Women's League
- Shiny
- Public Skate
- Learn to Play
- Rousseau's Clinics
- Checking Clinic
- Shooting & Passing Clinic

Partnership Meetings

- Gleason Media (came on as a new media partner)
- LA Arts (Explored uses and possible partnership opportunities)

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- Evergreen Printing (Will be coming on as new partner and will be assisting with the printing of the UMaine tickets)
- Gee & Bee Sporting (Partnership Meeting)
- Portland Radio Group (Exploring possible media opportunities)
- Norway Savings Bank (Meeting to introduce and share vision of the building)
- Gowen Power Systems (Exploring options for new partnership)
- Central Maine Community College (Partnership and small discussion about marketing new hockey program)

Planning

- Maine DEP has hired a local contractor, Environmental Projects Inc, and funded \$95,000 worth of cleanup efforts at the Giasson Property at 250 Hackett Road. The clean-up will complete the removal of hazardous materials including approximately 5000-7000 TV sets and computer monitors, oil and gas tanks and a collapsed structure filled with electronics and other equipment. EPI has been great to work with and has offered to load additional dumpsters with wood debris at no charge to the City while they are there if we provide the dumpsters.
- The Planning Board recommended approval of an additional zoning district to allow moderate density residential development in some new areas of the City. We are seeking a spot on the September 13 workshop to update the Council and seek feedback.
- Doug Greene is working to coordinate the Barker Mill Trail Grant and construction with the penstock improvements at the hydro facility. After a meeting with KEI staff it was determined that we can move forward with the trail construction as the penstock repairs will be completed by installing a sleeve in the penstock and not by digging on the surface. We expect construction for this fall and are prepping the bid documents.
- 207 Grille and Café LA are now open in Auburn. Jim Pitman is building a new building for Sam's on the corner of Millett and Court Streets.
- Court Street lane adjustments have been modeled but we have missed the 2015 implementation window so we have prioritized other projects for now. We will continue the discussion to see what can be tested in the spring.
- Staff is working on the Wayfinding signage Installation and spending a lot of time on individual sign directions, locations and proofing. Installation should begin in early September. Check out the new sign style in the City Manager's Office.
- Downtown Auburn Transportation Center is out for bids and we will open them next week. Water, Sewer and Electrical are already in the works and we are working through some difficulty with the sewer installation.
- There are three tax acquired properties ready for resale. We will bring them to the Council as soon as we have all the information together for direction on how they are put back on the tax rolls.
- We are preparing a few building for the condemnation process and will have additional details soon.
- Staff is also continuing work on the Ag District Study, Street, New Auburn Greenway and Riverway Design RFP and Great Falls School site development

Police

- The department handled 670 calls for service this week. Officers conducted 185 motor vehicle stops, issuing 31 summonses, 4 arrests and 150 warnings. Officers investigated 79

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offenses of which, 12 of which were felonies, generating 15 arrests, 29 criminal summonses and 5 juvenile arrests. Officers responded to 32 motor vehicle crashes.

- With the recent upswing in heroin overdoses, Chief Crowell is creating a collaborative of law enforcement and healthcare professionals to create an all-encompassing approach to drug addiction in the city.
- Lt. Coron and Sgt. Hatfield coordinated a meeting of residents in the Sunderland Drive area who are interested in forming a neighborhood watch group.
- Detectives are investigating a string of residential burglaries in New Auburn.
- On Saturday 08/14, Deputy Chief Moen gave an active shooter response presentation to the troops at the Army Reserve Center on Minot Ave.

Public Services

- Crews were busy sweeping the downtown area for the upcoming Balloon festival this weekend.
- 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, Washington St
- The hot patching crew worked around EL High School as well as Brook Street.
- Roadside mowing continues throughout the City
- Weeding and watering of plant islands on Lower Turner St., Mount Auburn Ave, Mall area, Riverwalk area, New Auburn area.
- The basin cleaning crew is still working hard around the City.
- Work is being done on Aviation Ave. removing shrubs and loam and seed.
- Sign work on Cook St, Parking Garage, delivery of sandwich boards to assist in the downtown art set up.
- Crews were busy mowing at numerous sights such as Bonney and Moulton Park, Whip downtown islands, Festival Plaza, Mechanics Row, Riverwalk, Police Monument, Union St 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.
- Our sign technician has been monitoring and replacing faded signs as well as damaged signs due to accidents/deterioration etc.
- Parks Maintenance - Ball Field Prep (at several locations)
- Crew members along with supervisors attending the Maine Local Roads Chainsaw training
- The crew finished the rehabilitation of the Petingill Park Pond building. Well done by all involved ! We also installed 32 feet of chain link fence at Lake Grove Park finishing up that project. Fixed the drive entrance to CLT on the High St. Side. Also, we removed a bench on Court Street due to safety concerns. The crew also started to address mulching and other repairs to the park, and our green space trash pickup and graffiti removal is ongoing.

Recreation

- Middle School Football Started this week all other divisions continue
- Senior BBQ Wednesday
- League Football Meetings for 3rd-8th grade were hosted at Auburn Rec
- Summer Pickleball and Softball Continue

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- Shriners Meeting
- Resurfacing gym floor (No walking on it for two weeks!)