



TO: Mayor and City Council
FROM: Denis D'Auteuil, Acting City Manager
RE: Weekly Report
DATE: Week Ending December 9, 2016

Assessing

- We have received approximately one third of the questionnaires mailed to verify sales information for the State Sales Ratio Survey. The survey will be returned to the State next week.
- Staff is reviewing policy concerning the combining of abutting lots in the same ownership. Due to a recent court case the practice of combining abutting lots in the same ownership for tax purposes has changed. Staff will work with the Planning and Permitting Department to review their policy and the City Ordinance on combining these abutting lots in order to have continuity between the departments.
- Staff continues to work with the owners of the former St. Louis Church in their efforts to gather information on understanding valuation and tax assessments.
- One commercial appraisal has been presented for review.
- The paperwork for the first supplemental tax assessment has been completed and provided to the Tax Collector. The first supplemental has 6 parcels of real estate for a taxable value of \$14,623.61, one personal property account with a valuation of \$107.28 and one assessment for land withdrawn from the Open Space Special Land Use classification in the amount of \$3060.
- Supplemental assessments are corrections made due to errors or omissions in the original commitment. The supplemental real estate assessments were due to errors in title, the personal property supplemental assessment was due to an omission of taxable business assets. This first supplemental was much smaller than in recent years.
- Staff continues to load the data gathered during the one in four inspections into the Patriot CAMA system.

Auburn Public Library

- The Library has been selected by Yelp, the online review platform for restaurants/hotels/etc., to participate in its annual local grant contest. The Library has a chance to win \$5,000 to support our programming and more. You can vote every 24 hours for the Library. *Please help us by voting each day through Fri., 12/9.* The link to vote is <http://www.yfgiveslocal.org/me-portland/>.

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- Maine Human Rights Commission Executive Director Amy Sneirson gave an excellent presentation on Maine's new service animal laws. We invited other libraries to join us and 5 did. We were also happy to have APD canine officer Michael Chaine with us.
- The Library put up a new display in our case at City Hall. We will be working to keep it more current.
- Upcoming programs include:
 - Registration is open for The Art of Book Binding Workshops |Are you interested in creating you own books and the art of book binding? Register for this series of workshops to be led by Anna Low from Purplebean Bindery. Each workshop will always include a hands-on book binding project plus information on the history of book binding (and how it changed the world), cultural book forms, and book design with content. An outline of the series can be found [here](#). The workshops begin on January 10th and will take place every Tuesday at 2:00 PM. Registration is required and space is limited. Participants must register individually and registering once will save your space for all sessions. Registration deadline is January 3rd. This is a FREE Program!
 - Introduction to 3D Printing | Tuesday, December 13 | 1:30 – 2:30 PM |Join us for a demonstration and introduction to 3D printing as the Library celebrates its continued commitment to provide new technology services to the public. This introduction will define 3D printing, how you can print at the Auburn Public Library, plus demonstrate how the printer works. Time will also be provided to answer any attendee questions. After the program, attendees may sign up for a time to use one of the public computers to make an object of their own.
 - KIDS! DIY Tweens Make a Holiday Ornament | Wednesday, December 14 | 4:00 – 5:00 PM | Tweens ages 9-12 are invited to create one-of-a-kind holiday ornaments to keep or to give away as gifts to family and friends. Space is limited. Please call the library at 333-6640 ext.3 to register.
 - Teens DIY! Cookies in a Jar | Wednesday, December 21 | 4:00 – 5:00 PM |Teens! Join us in the Teen Space on the 3rd Wednesday of each month for a do-it-yourself craft! For December, we will be putting together cookies in a jar (a gift for yourself or for someone else) and making candy cane sleighs!
 - Kids! Make-it Take-it Holiday Workshop | Friday, December 23 | 2:00 – 4:00 PM | Join us for a drop-in Holiday Make-it Take-it Workshop. Kids can make holiday cards, small gifts, and ornaments for their families for the holidays. All materials will be provided by the library. No registration is required for this free program. For more information please call the children's department at 333-6640 x3.
- 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

- Issued
 - 11 birth certificates
 - 6 marriage certificates

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- 11 burial permits
- 51 death certificates
- Staff attended the 12/5/2016 City Council Meeting
- Staff attended the MTCCA Certification Committee meeting on 12/8/2016
- We are catching up on indexing and filing marriage licenses after falling behind during the election
- Received 207 petitions and validated 996 signatures
- Completed State Vital Share for September through November
- Staff attended the Energov demo on 12/9/2016
- Received 19 business license applications – 12 renewals and 7 new
- Issued 9 business licences – 5 new and 4 renewals

Economic and Community Development

- A building permit has been issued for the DOT bus station to be constructed at 1707 Washington Street South.
- Signed MOU received from Community Concepts Finance Corporation to create a loan pool for business funding, with a focus on businesses located in the TIF 10 district.
- CDBG Loan Committee approved a Homebuyer for the purchase of city-owned property at 62 Harvard Street. The City will hold a \$3,000 second mortgage for 5 years. One rehabilitation loan request was denied.
- CDBG Loan Committee is working on updating the By-Laws that govern the meetings. The amended By-Laws will be reviewed for adoption in February, 2017.
- Director Chammings and City Planner attended an update meeting on the Hampshire Street project. The City Planner made a brief presentation on the Neighborhood Challenge Grant program.
- Staff had a conference call with the New Auburn Village Center redevelopment to discuss the newly received Phase 1 construction plans and additional work plan to complete the Phase 2 Greenway part of the project.
- Staff met to discuss the FY CDBG budget, the new STAR and Neighborhood Challenge grant
- Staff is in the early stages of planning a roundtable discussion with realtors, local banker and developers to gain input on local trends, opportunities and obstacles to development and to promote economic programs, projects and activities in Auburn. No date has been set yet.
- The City Planner attended an Auburn Community Garden team meeting.
- The City Planner attended a GIS Steering Committee meeting to discuss future marketing and branding of Auburn.
- Applications for CDBG 2017-2018 Public Service Agency Funding requests are now available through the Community Development Office. A public notice was posted on December 7. Deadline for submitting the application is January 7, 2017.
- Staff attended the December 5th, 2016 Lewiston and Auburn Railroad Company (LARC) meeting.
- Staff continues to interview candidates for the Planner's position.

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- A 'foundation only' permit has been issued for a new production line addition at Tambrand's.
- The Webster School Community Garden team did a presentation to the City Council on the accomplishments and successes of Auburn's first community garden. It was very well received.
- HUD provided positive feedback on the 2015 Consolidated Annual Performance and Evaluation Report (CAPER).
- A sub-committee of Lewiston Auburn Alliance for Services for Homeless (LAASH) Committee has been meeting to discuss the need for an updated Homeless Needs Assessment. The last report was created in 2008 and the group feels it needs to be updated. They are considering applying for CDBG funds.
- Request for bids for removal of hazardous materials from condemned buildings has gone out, and pre-bid meeting was Tuesday. Bid documents for the demolition of the buildings are being prepared.
- Between July 1st and October 31st we collected \$7,630 in Plumbing and Septic Permit fees and collected \$120 in Surcharge fees. A check in the amount of \$1,735 was sent to the State last week for their portion of the Plumbing and Septic permit fees collected. A check in the amount of \$120 was also sent to the State last week for the total Surcharge fees collected.
- Staff met with representatives of 2 potentially large Economic Development projects to discuss feasibility, sites selection and development/regulatory approvals.
- Staff met with a commercial broker to discuss the marketing and development potential for a number of industrial properties to be made available for sale or lease.
- Engineering and Staff had field reviews of 3 projects and met with a business owner in the Center Street corridor.
- Staff is developing an MOU with L/A Arts for an RFP of the siting and design for the St. Louis Bells and to create a citizen steering committee to assist in the process.
- The City Planner is beginning the transition to the new Urban Development and Grant Administrator position.
- Interviews are being held to fill the City Planner position.
- Businesses in the STAR Program eligibility districts are being identified so that direct outreach from staff can occur

Fire

- Crews responded to 4 fire calls during this time.
- Staff performed several follow up inspections, site inspections and walk-thru inspections.
- Crews performed Blood Pressure clinics at AHA facilities.
- Crews performed 10 life safety inspections and 4 license inspection.
- Contractors completed the new roof on Engine 5 Station.
- Electricians are completing the light upgrade for E-5 Station.
- Staff attended the City's IMAT meeting.
- Crews participated in the annual United New Auburn Santa Parade.
- Crews attended training using a fire simulator.
- Crews attended a wellness program provided by MMA and the City's Wellness Team.

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- Staff attended a weekly plans review meeting.
- For the week of December 1st to December 7th, we responded to 69 calls for service. These include, but are not limited to: 4 fire call, 40 Emergency Medical calls, 8 Motor Vehicle Accidents - 4 with injuries, 2 Hazardous Condition calls, 6 Service calls, and 7 fire alarm calls. We received 0 mutual aid responses during this period and we provided 0 mutual aid responses. We provided 2 Paramedic intercepts during this time and covered UAS for 1 call in Lewiston.

IT

- Staff met with NSBA staff and representatives from the camping show to revise the layout for the planned camping show. Using GIS technology, we were able to discuss possible floor layout with the camping show organizers and map out a number of possible floor layout options to maximize the available space. Plans are also used to work with city officials on any permitting questions.
- This week we completed the final upgrade for Lucity, the work order software package used by our Public Services department. We are now at the latest release, version 2016r2, which allows us to implement new licensing that provides us with access to new modules. Now the real work begins – implementing a number of new modules and features, such as mobile and the GIS integration. While we will immediately begin to assess the scope of work necessary to implement the new features, it might be some time before the work can begin, depending on the amount of training and consulting assistance that will be required.
- Staff met with a group of Auburn firefighters to begin the process of assessing ways that the fire department can begin to incorporate IS mapping applications into their workflows. We are also beginning to assess the fire department requirements for emergency planning and management.
- We installed a new firewall last week, which went pretty smoothly – we thought. It took several days for some email issues to surface, but those have since been resolved. Confounding the issue was the loss of one of our DNS servers, which quietly just stopped doing its job in mid-week. Although coincidental, we wasted some time trying to relate the two problems. Once we realized that they were, in fact, two separate issues, things went much more smoothly. Thanks, all, for your patience in this. We now have a much more robust firewall, with much higher levels of security!
- We misplaced the City Electrician for a few days, but new media converters at each end of his fiber segment brought him back on-line.

NSBA

- Ice
 - Men's League
 - Women's League
 - Public Skate
 - Public Skate Fundraiser
 - Youth Shinny
 - Private Rentals

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- Central Maine Elite League
- High School Practices & games
- Maine Gladiators
- L/A Seniors
- Central Maine Community College
- Downeast Synchronized Skaters
- Maine Prep Cup
- Marc's Meetings
 - Maine RV Show - Kathy Dyer and Rosemary - Tradeshow layout
 - Conference Call- Jon Schmeider – Sport Tourism
 - Gladiators Ice Needs 2017 - 2018 Season
 - Meet with Anchour Marketing- GIS Steering Committee follow up
- Partnerships
 - Gritty's
 - Maine Optometry
- Events
 - Sport Tourism - Ravi Jackson - Don't Panic Consulting – Possible concert
- Jason Ops Tasks
 - Ice Maintenance
 - Building Maintenance
 - Olympia Maintenance
 - Ice Scheduling
 - Staff Scheduling
 - Gladiators Ice Needs 2017 - 2018 Season

Police

- The department handled 5732 calls for service this week.
- Officers conducted 163 motor vehicle stops and 12 field interviews.
- Officers investigated 78 offenses of which, 9 of which were felonies, generating 17 arrests, 32 criminal summonses and 8 juvenile arrests.
- Officers responded to 54 motor vehicle crashes.

Public Services

- Public Services Office Staff has been busy receiving phone requests for the Sand Buckets for Seniors Program. Public Services has received to date 131 requests, not including our already 93 registered Seniors. Our crew have been out delivering the buckets this week and will continue until completed. The deadline to register is December 16th. We want to thank both Lowes and Home Depot for their generosity in donating the buckets.
- Crews were ready to rock and roll during Monday's snow event. There was just enough snow and with the cold temperatures to make a mess. Trucks had to hit the road again on Wednesday to spot sand as well. Our sidewalk tractors are up and running hitting all the priority areas (near schools).

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- Residents along with the Com Center continue to call to have dead animals picked up as well as large pieces of road debris. More so now, knocked down signs due to vehicle accidents.
- The Engineering Technician/GIS has been working with IT on a geodatabase for the collector application.
- Sign work around the city continues; replacing and or fixing faded and damaged signs by the new regulations.
- Public Services staff have finished up and submitted their CIP requests as well as the Program Budget. The staff has begun gathering and researching information for the Operations portion of the budget.
- Crews were out hot patching around the city where needed.
- Crews have utilized a gravel screen for the R.A.P. pile in the pit. Crews have screen over 300 yards of 2" gravel.
- Crews participated in this past weekend's New Auburn Parade.
- Crews have been working on cleaning up the cold storage unit to make room; this is becoming a challenge because the storage area is losing space quickly.
- South Main St. – Scheduled to be completed by Spring 2017 – Work has been completed for the season and will commence in Spring 2017
- 2017 Hampshire St Reconstruction – Scheduled to be completed in 2017 – 2nd neighborhood meeting held on November 30th, 100 % plans to be completed in December
- Ash Landfill forced sewer main – Scheduled to be completed in 2017 – Project in design phase
- Park Avenue – Completion date spring/summer 2017 – MDOT project
- Turner Street Sidewalk Project – Scheduled to be completed in 2017 – Project to continue in Spring 2017

Recreation

Ongoing Programs:

- Senior Walking happens every Tues/Thurs in the Ingersoll Turf Facility from 9am-10am.
- Afterschool Open Gym running Sept 8 – Dec 19 on Mon/Thurs/Fri from 230-4pm for grades 5-12 at the Hasty Gym for \$1 each day. Now offering a year pass for \$20. Averaging around 15 kids a day.
- Pickelball drop-in– every Tues/Thurs from 9am-11am, \$2 for residents \$3 for non-residents. Beginners are welcomed, we have 3 courts running and average around 15-25 per day. Now offering a punch card for frequent users!
- Youth Basketball has begun with practices, first set of games are this weekend. 1-2 grade we have 4 teams for 40 players. 3-4 grade we have 6 teams for 47 players. 5-6 grade we have 8 teams for 42 players. 7-8 grade we have 9 teams for 42 players. For High School we have 7 teams for 61 players. Total of 32 teams for 232 players!
- Pre-K and Kinder Basketball Skills and Drills we have 20 players (FULL) for session 1 and 12 for session 2.
- Bruins Trip – Saturday Dec 10th, 7pm game vs. the Maple Leafs. Cost will be \$150 per person which includes ticket and round trip transportation from Portland to Boston.

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- Men's A Basketball League – Games have now begun, we have 12 teams playing on Sunday afternoons.
- Men's B Basketball League – Games started last week, we have 9 teams playing on Mon/Tues nights.
- Men's C Basketball League – Games started last week, we have 7 teams playing on Wednesday nights.
- Women's League – Games started this week, we have 7 teams playing on Thursday nights.

Ending Programs:

- Line Dance drop-in running Sept 9 – Dec 16 on Fridays, two class times being offered 1030-1130am or 6-7pm. Cost is \$3 drop-in at the Hasty Side Room.
- Holiday Parade will be held on Sat. November 26th at 6pm. We are still accepting floats for the parade, business who want to participate in the Window Painting Contest, and businesses looking to be involved in the Small Business Saturday event.
- Breakfast with Santa – Cancelled due to low enrollment
- Drop and Shop Night – Cancelled due to low enrollment
- Saturday, December 10th – Casco Bay Wind Symphony Christmas Concert we have a full van with 11 participants.
- Senior Christmas Luncheon – Cancelled due to low enrollment

Special Projects/Events:

- Winter/Spring Brochure will be out Tuesday Dec 13
- Winterfest will be held on January 27, 28, and 29

Upcoming Programs:

Youth Programs –

- December Vacation Camp from Dec 26 – 30 for ages 5-13 at the Hasty Community Center. Cost will be \$75 for the week from 730am-530pm.
- Youth Ski Lessons with Lost Valley will run from Jan 2 – Feb 6 on Mon ages 7-9 from 415-530pm. Thursday ages 10+ from 415-530pm. Transportation is on your own, cost \$135 (includes 1 hour lesson and ski pass until 9pm for 6 weeks). If you need rentals it will be an additional \$65.
- After School Ski Club will be combined with the Merrick Ski Program! Must register in person at the Hasty Community Center to sign the waiver.

Senior Programs:

Family Programs

- Celtics Trip – Friday Dec 30th, 730pm game vs. Miami Heat. Cost will be \$100 per person includes balcony seats and transportation round trip from Portland to Boston. 8 Tickets still available!

Turf

Rentals:

- Coastal Field Hockey started its Thursday evening rental
- Booked Edward Little indoor track training sessions
- Androscoggin Youth Indoor Soccer is continuing their first session
- Finalizing dates/times for Androscoggin Youth Indoor Soccer Session 2

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- Youth lacrosse skills and drills program continues on Saturday evenings
- Next Pitch & Prime 360 Baseball and Softball Training are still running their first session
- Middle School age soccer training continues on Saturday afternoons
- Tiny Tonka Toddler soccer started their second Tuesday session
- Tiny Tonka Toddler Soccer continued their Wednesday evening session
- There are three birthday parties scheduled for the weekend of 12/9
- Poland AAU Baseball training continues

Advertising/Promotional Meetings:

- Finalized with Kaplan University on partnership
- Met with Pine State Pest Solution
- Working with Norway Savings Bank Arena on getting a sign installed in their facility as well as a NSBA sign in Ingersoll
- Auburn Savings Bank renewed their advertising contract
- L/A Harley renewed their advertising contract
- Maine Optometry renewed their advertising contract

Leagues/Programs:

- Session 2 for Adult Co-Ed soccer continues
- Session 1 of the Boy's High School Soccer League continues
- Co-Ed pick-up soccer has started and taking place every Monday evening 7:30pm-9:30pm
- Women's pick-up field hockey has started and taking place every Monday evening 6:30pm-7:30pm. This will carry on through the end of December with the plan to start back-up after the holidays
- Continued working on a Girls High School Soccer League with a possible start time in January
- Senior Citizen walking is still taking place every Tuesday and Thursday, 9:00am-10:00am. Numbers will increase as the weather starts to change outside
- Adult wiffle ball continues