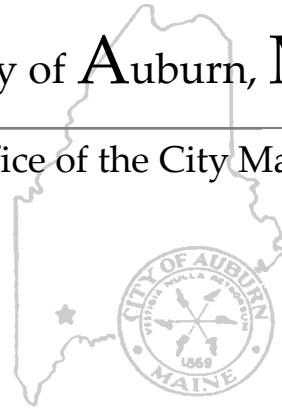


City of Auburn, Maine

Office of the City Manager



TO: Mayor and City Council
FROM: Clinton Deschene, City Manager
RE: Weekly Report
DATE: October 4, 2013

Assessing

- All of the deed transfers have been loaded through the month of July. Brian mailed out Homestead Applications to all of the new property owners from April 1st to the end of July.
- We have started our annual quarterly property reviews for 2013. Our department will be inspecting and reviewing over 2,000 properties during the month of October as long as the weather permits. We have four staff members in the field for this project. They will be driving city vehicles (when available) and they all have proper identification on them. We are reviewing part of the Center Street corridor from Stetson Road to downtown and surrounding neighborhoods. Other areas include a portion of Summer Street and Park Avenue to the downtown area. Since this is one of our larger projects of the year we have to reduce our customer service during this time. We will be answering weekly inquiries from the public on Wednesday and Friday afternoons after 4:00 PM.

Auburn Public Library

- The Lewiston Public Library and Auburn Public Library trustees held their semi-annual joint meeting at APL on Thursday, Oct. 3rd.
- The Library will host a session of the City's community conversations on Tuesday, Oct. 8th in the Androscoggin Community Room. The program begins at 6 p.m.
- The Foreign Policy Discussion Group is off to a strong start. The next meeting is Oct. 29th at 2 pm. Egypt will be the focus and related materials may be picked up at the 2nd floor reference desk.
- The Fall Book Festival gets underway on Mon., Oct. 7th. Presentations during the week will be given by authors James Timmins, Gail Rowe, and Carolyn Locke.
- We have kicked off a year of basic computer classes to be held in our computer on Fridays. A different class will be featured each month and repeated each Friday. The October class is basic e-mail.
- The Library was awarded a grant from the Camden Conference to present a series of programs on and purchase materials about food sustainability.
- Our summer reading program kids read 3,744 books, an average of 11 books per child. The most prolific readers were our 6- to 8-year olds. Congratulations!
- We continue to work on new and to strengthen community collaborations. In the past month, the staff has worked with the school department, the rec department, the Central

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Maine Library District, Alcuin Academy, College for ME, Police Activities League, Schooner Estates, Clover Manor, and the Boys & Girls Club.

- As we continue to expand our Young Adult collection, we have shifted other materials in our non-fiction area to accommodate more shelving.
- We are working on updating our technology – testing out various software programs and alternative hardware options.
- 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

- Alison and Sue worked on creating the AVS (Accessible Voting Solutions) ballots. Sue did the audio proofing.
- Sue attended the Maine Municipal Association Convention on Wednesday and Thursday.
- Absentee ballots are now available. Alison issued the local ballot to all uniformed and overseas voters.

City Manager

- On Tuesday, October 29, 2013, the Auburn Wellness Team will host an employee health fair at Hasty Community Center from 11:00 to 2:00. The health fair is held with funds provided by the Wellness Works Grant from the Maine Municipal Employees Health Trust. With these funds, the Auburn Wellness Team is able to offer employees a worksite wellness program that helps the employees be healthier, more productive, and use less health care services, thus helping to lower the cost of health care.

At the fair employees will receive health information from a variety of vendors. Some examples of the types of vendors and activities offered include ICMA representatives, The Dempsey Center, Androscoggin Land Trust, flu vaccinations, free massages, beer goggles demonstration, area hospital representatives, a chiropractor, blood pressure clinic, area gyms, area sports stores, etc. Employees are also treated to a delicious lunch and many door prizes.

CDBG

- In preparing to comply with the new HOME rule Yvette has revised/updated the checklists and program documents. One change that will affect the amount of HOME funds we can invest in a property is the new purchase price limits for existing homes. These have dropped from the previous limits.
- The City of Lewiston's Community Development Department has requested our assistance to process a homebuyer project. The client was an Auburn homebuyer client with whom Yvette had been working with for several months. The client was unable to locate an acceptable property in Auburn, but found what he is looking for in Lewiston. The City of Lewiston does not have staff time available to work on this project. We will be handling the processing on their behalf. The work includes property inspection to determine improvements needed to meet our Housing Standards, inspection report to the client, producing specifications and coordinating the bidding, file documentation and project underwriting, presentation of the package to Lewiston's loan committee and attending the loan closing. After the closing, the file will be turned over to Lewiston Community Development for project management.

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- Held a pre-construction meeting with Atlantic Environmental Contractors Inc. to sign a contract for removal of asbestos at 143 Hampshire Street.
- Held a pre-construction meeting with St. Laurent & Son Inc. to sign a contract to demolish 5 buildings, 143 Hampshire Street, 61 Webster Street, 9 Broad Street, 6 Second Street, and 325 Turner Street.
- Held a pre-construction meeting with Longchamps & Son to sign a contract to construct a parking lot at 143 Hampshire Street.
- Hal has been assisting the Finance Department with improvements to the electrical building and adjacent garage. He conducted an initial inspection to determine the scope of work, developed specifications and conducted a pre-bid meeting with four roofing contractors. The low bidder is Hahnel Bros. The roofing work will start at the end of October. There are also significant structural issues in the brick façade, some of which affects the roof of the garage. Hal conducted a pre-bid meeting with three masons. A portion of the masonry work has to be done before the roofing work starts.

Engineering-Public Works

- The Public Services Department was awarded a \$10,000 grant from TD Bank and On Wednesday October 2, 2013 we had the pleasure of participating in the TD Bank Tree Day. The project was coordinated by Jan Santerre from Project Canopy and all in all the project was a huge success. The employees of TD Bank with the assistance from Public Services planted 38 new trees in and around EL Park. If you have time I encourage to check out the results. So far we have received several compliments on the look of the park and surrounding areas.
- Oak Hill Cemetery Project: The Public Service Department would like to recognize Rosemary and all of ICT's efforts towards making this project a success. If it weren't for Rosemary's efforts this project would not be happening.

Here is a recap of the project:

1. The City of Auburn's ICT and Public Services departments have been working with Auburn Middle School to arrange a field trip for 70 Auburn Middle School students to the Oak Hill Cemetery. Diana Carson's 7th grade class is scheduled to visit the cemetery on October 23rd, from 8:45 to 1:30. Details, below, outline an example of what can happen when multiple city departments team together with the school department, local universities, private industry, and the community.
2. The students will help kick off the city's cemetery mapping/inventory project as part of their 7th grade Humanities/Geography curriculum. Planning for the project included community members from Androscoggin Historical Society and Maine Old Cemeteries Association. Roland Jordan, of Maine Old Cemeteries Association will be there to help provide context and historical references. We have extended an invitation to Androscoggin Historical Society, but haven't heard back from them yet. The final curriculum for the day is still in development, but activities will include GPS mapping as well as an exercise on more traditional mapping with a compass and tape measure. We are also planning activities with a middle-school ecology teacher, the school librarian, and the city's Arborist. The field trip will be followed up with an in-class mapping discussion and exercise.

3. At the cemetery, students will gather data on individual graves, including location, names, dates, stone condition, and veteran status. This data will become part of city's cemetery geodatabase, developed last fall with the assistance a Bates College intern. An intern from the University of Maine in Farmington will help to integrate the data collected by the students. Additionally, the ICT department has been working with a GIS consultant (pro-bono) to implement new mobile and web GIS technologies. The consultant has agreed to work with us to develop a mapping website that will not only showcase the work done by the students, but also become a prototype for future community-focused projects. We hope to be able to unveil the new website on GIS Day, which is November 20th.
 4. The lead teacher, Diana Carson, will teach Maine History to the same group of students, as 8th graders. We hope to extend this into a 2-year project with possible additional trips to the cemetery. Diana has indicated that she has a friend with the Sun Journal, and is quite sure that the media will be there on the 23rd.
- The Public Services Director has a meeting on Friday October 4, 2013 with Sport Fields Inc. to review the conditions of our Softball and Baseball fields. The purpose of the meeting to develop plans for much needed renovations to our ball fields. Updates to follow as plans develop.
 - Turner Street - Project completed
 - Manley Road - Sidewalk construction complete and lawns loamed and seeded. Roadway surface pavement will occur in the spring.
 - 2013 Neighborhood - Two areas of surface pavement were milled out and replaced. Project is complete.
 - Helm Bridge - The old bridge has been removed. The contractor is preparing the gravel base for the new abutments.
 - South Main St - The contractor has multiple crews on site installing curbing and constructing the sidewalks.
 - Ditching and culverts being done.
 - Maintaining Ball fields upcoming sports seasons.
 - Mowing/Weeding around the City.
 - Paving and patching operations ongoing.
 - Recycling operations ongoing.
 - Mowing/Weeding around the City.
 - Basin cleaning around the City.

Fire

- An early morning kitchen fire was controlled by only one sprinkler head activating at 210 Summer Street. Had this 2 ½ story apartment building not had an operating sprinkler system, the resulting fire could have easily destroyed the building killing or injuring the occupants. Again, the value of an operating sprinkler system proves its worth.
- Our Cadet Fire Officer from Poland returned to his country this week. The internship was very beneficial for him and the members of the AFD as well. A great opportunity to learn about other cultures and the way the fire service operates in another part of the world. The program sponsored by the International Fire & rescue Network was pleased to have been

able to of had Auburn as a host department. The US administrator of the program, Chief William Peterson said of Auburn's participation:

"You can't imagine the impact that visits like yours are having on the Polish fire service. This is a project with a long term vision of not only strengthening international relations between both fire services, but also countries. The State department has been very supportive of our "grass roots" diplomacy efforts. Please pass along my sincere thanks and appreciation to all the members of the Auburn fire department who have supported this program."

- Prevention: For the week of September 26 to October 2, there were 10 business and 2 apartment life-safety inspections conducted by the fire companies. Out of those inspections, 11 were found not to be in compliance with the fire code.
- Emergency Responses: For the week of September 26 to October 2, we responded to 69 calls for service. These include, but are not limited to 2 building fires, 43 emergency medical calls, 5 hazardous condition calls including 1 gasoline or other flammable liquid spill and 1 gas leak. There was one mutual aid call during this period.

Health & Social Services

- We are getting a number of requests for oil appointments.
- Dot is attending the Maine Municipal Convention today and tomorrow.
- 137 hours of workfare was completed in September for a value of \$1096

Human Resources

- Human Resources Department is assisting the Auburn Fire Department and Lewiston Auburn Fire Department with the annual joint firefighter recruitment. Approximately 65 applicants have submitted applications. The Department is preparing letters of notification about the Physical Agility Test scheduled for later this month.
- I attended several workshops at the MMA Convention this week including the keynote presentation on Moral Leadership, Civility in City Hall, Recall Fever and Hidden Costs of Budget Cuts. These workshops were excellent.
- I provided orientation to two new employees – City Planner with the Planning and Permitting Department and Equipment Operator with the Public Services Department.
- As part of the follow-up from Airport/Intermodal Exercise, Ray Lussier met with the hospitals for lessons learned from the exercise.
- Ray Lussier is coordinating a Safety Day for the Public Services Department later this month during which he will provide the annual and refresher training mandated by Department of Labor.

ICT

- Assisting Tax Office with the effect of the Maine Sales Tax change on Motor Vehicle registrations.
- Attended Northeast ArcGIS User Conference.
 - Did presentations on the work done, to date, on the cemetery as well as on our experience with the new ArcGIS Online platform. Both presentations were very well received.
 - Through conversations with other municipalities in attendance, from Maine to New York and New Jersey, it is clear that Auburn's GIS is on par, or ahead of other communities of similar, or larger size.

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- Made connections with other, larger municipalities outside of Maine. These are the communities on the forefront of GIS technology and can provide useful assistance as we move our program forward and begin utilizing the new GIS platform and technologies.

Police

- The department handled 570 calls for service this week.
- Officers conducted 128 motor vehicle stops, 18 field interviews and 25 arrests.
- Officers investigated 74 offenses of which, 6 of which were felonies, generating 28 criminal summonses.
- Officers responded to 16 motor vehicle crashes.

Recreation

- The figure skating instruction program is set to begin on October 4th. A total of 15 participants are registered for the program at this time.
- Registrations for youth pillow hockey continued throughout the week.
- The 7-8 grade football program will play their fifth regular season game against Gardiner on Saturday.
- The 5-6 grade football program will compete in the sixth week of their season against Lewiston and Turner on Saturday.
- The 3-4 grade football program will compete in the sixth week of their season against Turner on Saturday.
- Staff met with City Safety Coordinator, Ray Lussier, on Tuesday to discuss written programs.
- On Tuesday, staff met with Travis Pryor of Wright-Pierce on the athletic fields needs assessment.
- Staff attended a Winter Festival meeting on Wednesday.