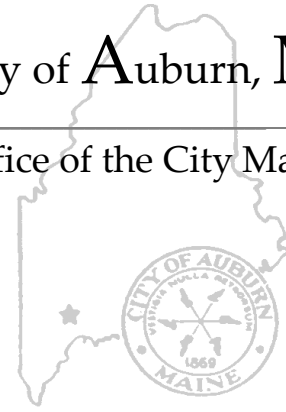


# City of Auburn, Maine

## Office of the City Manager



**TO:** Mayor and City Council  
**FROM:** Clinton Deschene, City Manager  
**RE:** Weekly Report  
**DATE:** November 22, 2013

### Assessing

- Karen Scammon and Brian Sloan worked on processing the 801 BETR – Business Equipment Tax Reimbursement applications for business personal property.
- Karen Scammon and I reviewed taxpayer properties and property appraisals.
- Karen Scammon the valuation estimates, for Eric Cousens, on the New Auburn Transportation and Land Use Survey.

### City Clerk

- Unsealed the incoming voter list and entered voter participation history into the Central Voter Registration system.
- Met customers out at Oak Hill Cemetery on Wednesday and Thursday to sell cemetery lots
- Lined up Warden's and Ward Clerks to be appointed by Council for 2014 and 2015 as required by Charter.

### CDBG

- Hal Barter has begun his new duties with the Code Enforcement office. He will be working in that capacity on Wednesdays and Thursdays.
- Yvette Bouttenot and Reine Mynahan represented the City of Auburn at the Rivershore open house. The housing units are very attractive and the rent-up is going quite well.
- Interviews were held for a replacement for Jennifer Banker, Administrative Assistant, who will be starting her new duties at the ice arena. Lori Lewis was selected from several applicants submitted from Bonney Staffing Center. She will begin on Monday. Her hours will be 9 to 1.
- A Citizen's Advisory Committee meeting was held to begin the conversation about the upcoming Consolidated Plan. The majority of the current members were present and expressed an interest in remaining on the committee for the next five year Consolidated Plan period. The Committee reviewed the Consolidated Plan schedule and made some recommendations for changes to the Citizen Participation Plan.
- Howard Kroll, Derek Boulanger and Reine Mynahan reviewed the proposals that were submitted from landscape architects for Lake Grove Park. Three proposals stood out and are being considered.

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- The Auburn-Lewiston Fair Housing Alliance Committee is in the planning stages for implementing fair housing activities. The planning committee is working on a poster contest for school aged children with the theme “Welcome Home! Will you be my neighbor?”.
- Yvette Bouttenot participated in a webinar “Behavioral Economics and Financial Education” with Professor Annamaria Lusardi who is a leading economists in this country. The information was geared for homebuyer counselors who work with various clientele including low-income families.
- Hal Barter met with a City of Lewiston rehab customer to conduct an inspection and talk about how to proceed with a project that has been at a standstill due to a multitude of problems. Hal will be working with this client to get this project back on track.
- Work on one of the Auburn projects had also been stalled due to a number of issues that arose during the construction requiring more funding. This project is progressing again after many weeks of working with Community Concepts and Maine Housing to secure more funding. The housing issues consumed many of Hal’s time working with the client, contractor, and the above mentioned funding sources. The project is now moving forward with an expected completion date of mid December.
- A closing was held for another Curb Appeal project.

**Engineering and Public Works**

- Installing Christmas lights/decorations
- Transported Christmas tree
- Removing leaves from downtown/park areas
- Cleaned up parks building inside/outside
- Paving/hot patching work
- Recycling operations ongoing
- Banner preparation and installation
- Arborist operations ongoing
- Ditching, culvert and drainage work being done
- Preparation for winter operations (tires, chains, plows etc.)
- Repair washouts
- Grading of gravel roads
- Staff attended Snow and Ice Control Training
- Finished paving median islands
- Repairing stormwater pipe at 3 Harvard Street
- Helm Bridge completed for the year. Surface paving will occur next spring.
- Maintenance/routine on city equipment (vehicles) – to functional and stable condition for upcoming winter season
- BASIN CREW: This week we worked in collaboration with the Parks Division repairing the roads through Oak Hill Cemetery, putting stone dust down now and allowing it to settle through winter. This will give the road a solid base in the spring. We also tackled two ongoing beaver issues cleaning out large culverts one being on Hackett Rd. the other being on Sopers Mill Road also one of the junior members of the team was sent to snow and ice control training.
- FACILITIES TOOL CRIB: Tool master Walter Reynolds continues his reorganization of the tool crib, he has taken underutilized space and created an area specific for the repair of the power heads and attachments (good Job!)

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- **FACILITIES BUILDING MAINT:** Our facilities man had a very busy week . Along with his daily duties Mike Reed helped out our Administrative Assistant Angela Dow with the (cans for a cure) bottle drive. Mike Reed also handles all of the fluorescent bulbs that are dropped off here at the garage, these bulbs are considered hazardous waste. Mike Reed received extensive training to handle this task. Great Job!

**Fire**

- Fire and life safety training was provided to several Auburn Public Housing facilities this week by the Fire Prevention Officer. It is our goal to provide in house training and emergency evacuation training to all residents and staff on at least a bi annual basis.
- **Prevention:** For the week of November 14 to November 20, there were 7 life-safety inspections conducted on businesses and apartment buildings. All of these were not in compliance. There was one visit to a preschool and 30 children were give educational materials.
- **Emergency Responses:** For the week of November 14 to November 20, we responded to 71 calls for service. These include, but are not limited to 7 fires with 3 being structure fires and 48 emergency medical calls. We received mutual aid once during this period.

**ICT**

- The network is configured at the Norway Savings Bank Arena. This facility is connected to our Municipal Area Network.
- Participated in APD's FBI security audit. All police workstations were checked for firewall security measures and the server room was inspected as part of the physical security portion of the audit.
- Help Desk has been very busy with approximately 50 requests coming over the past week. These requests range from jammed printers to laptop configurations to general basic PC assistance. Requests have also come through for +/- 10 maps to support various City projects.

**Police**

- The department handled 457 calls for service this week. Officers conducted 90 motor vehicle stops and 15 field interviews. Officers investigated 103 offenses of which, 19 of which were felonies, generating 21 arrests and 20 criminal summonses. Officers responded to 37 motor vehicle crashes.
- The department received its third accreditation award from the Commission on Accreditation for Law Enforcement Agencies (CALEA) last week in Winston-Salem, NC, The department must show compliance with 481 national standards to receive accreditation. Chief Crowell credits the professionalism of staff in achieving this accomplishment.
- Officers and Detectives have made two arrests in the numerous South Auburn burglaries that have been occurring over the last month. 27y/o Todd Hall and 38 y/o Victor Cruz, both of Auburn were charged with several burglaries. Both were fueling drug habits with the stolen property.
- Drug Agent David Madore arrested 31y/o Caroline Deberry of 170 Turner St for Aggravated Trafficking of Crack Cocaine. While executing the arrest, Madore seized 32 grams of heroin, 64 Oxycodone pills and \$3,700 in suspected drug proceeds.

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- We conducted speed data collection on Hotel Rd near Merrow Rd for a two-week period. There were a total of 71, 625 vehicles that passed through Hotel Rd. This section of Hotel Rd is legally posted at 35 mph. The data collection found:
  - The average recorded speed was 30.89 mph.
  - 36.85 % were traveling between 35 mph and 45 mph.
  - 4.39 % were traveling between 45 mph and 55 mph.
  - 0.12 % were traveling over 55 mph.
  
- Lt. Tim Cougle and Det. Nathan Westleigh attended the Sexual Assault Prevention and Response Services Annual Meeting and received on behalf of our Criminal Investigations Unit, the Community Advocate “ Making a Difference Award” for 2013.
- Officers and Detectives responded to a residence in Auburn involving a two year old child who had a large 32” tube television fall on top of him. Initially, the child was in critical condition and was Life Flighted to Maine Medical Center. Subsequently, it has been determined that the child will fully recover. The investigation found that the incident was accidental and no criminal charges will be filed.