



TO: Mayor and City Council
FROM: Denis D'Auteuil, Acting City Manager
RE: Weekly Report
DATE: Week Ending December 16, 2016

Auburn Public Library

- Four staff members attended the Cornerstones of Science annual libraries summit at the Portland Public Library Fri., Dec. 9. This was also in association with our participation in the Maine State Library/Cornerstones of Science federal grant. At this time we are awaiting approval of our program plan for the grant.
- There were two workshops introducing the 3D printer held on Dec. 5 and 13. We had 20 attendees. We have also been showcasing the printer to the sixth grade students when they visit the Library with their classes.
- The Director attended the City's department head meeting on Tues., Dec. 13.
- The monthly staff meeting was held on Weds., Dec. 14. Discussion items included reorganizing the children's picture book collection, the FY17/18 budget, behavior concerns, and program plans for the new year.
- The Library participated in both the Holiday of Lights and New Auburn parades. The Library was represented by "Baxter the Cat," the State Library's mascot. Reservations for the costume have already been made for the Winter Festival and next year's parades.
- The Library will be participating in Winter Festival at the end of January with a special story time, a Saturday afternoon movie, and a visit from Baxter.
- There will not be a trustee's meeting this month.
- We will hear the results of the Yelp voting at the end of the month. Thank you for all your help. We are guaranteed at least \$2,000.
- We have received a \$500 grant from the Maine Public Library Fund, which is funded by the Income Tax Checkoff Program. We will be using the funds to support a showing of "Screenagers: Growing Up in the Digital Age." The movie probes into the vulnerable corners of family life, including the director's own, and depicts messy struggles, over social media, video games, academics and internet addiction. Through surprising insights from authors and brain scientists solutions emerge on how we can empower kids to best navigate the digital world. We are working closely with Bates College as a sponsor and providing planning assistance.
- The Library is closing at 1:00 PM on Saturday, Dec.24, for the Christmas holiday.
- The Library will be closed on Monday, Dec. 26, for the Christmas holiday.
- Upcoming programs include:

Weekly Report

Week Ending December 16, 2016

- 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 you 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.
 - Teens! Gaming Hour | Friday, December 23 | 4:00 – 5:00 PM | Take a break from studying and stop by the Androscoggin Room on lower level for video games and snacks. We have Xbox and Wii and a small collection of games. Teens are welcome to bring their favorites, but only those rated T and E. Just for teens, ages 12-18, this program was made possible by donations from the P&G Fund of the Greater Cincinnati Foundation and the law firm of Norman, Hanson & DeTroy.
 - KIDS! Parachute Play | Tuesday, December 27 | 10:00 – 10:30 AM | Do your kids need to burn off some post-holiday energy? Join us for parachute play! Kids ages 4-8 are welcome to come on in and have some parachute fun. Space is limited so please register your child either online or by calling the library at 333-6640 ext.3.
 - KIDS! Chewonki Scales & Tales | Wednesday, December 28 | 11:00 – 12:00 PM | Chewonki's Scales & Tales program will discuss the important role reptiles play in the natural world. With the help of live animals, real turtle shells, snake skins, skeletons and other reptilian artifacts, this program will give participants an opportunity to develop respect and a better understanding of these fascinating creatures.
- 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
 - 13 birth certificates
 - 8 marriage certificates
 - 14 burial permits
 - 57 death certificates
 - 2 marriage licenses
 - 2 taxi driver licenses
 - 1 business license (renewal)
- Staff attended an Energov follow up meeting on 12/14/2016
- We received 4 business license applications – all renewals, and 3 special event applications
- Reminder letters were sent to taxi cab companies and drivers advising them that it is time to renew their licenses
- We received 42 petitions and verified 1042 signatures

Weekly Report

Week Ending December 16, 2016

- Staff also worked on updates in the Central Voter Registration System – 191 new voters or voters whose information has changed
- We are still working on catching up on indexing and filing marriage licenses after falling behind during the election

Economic and Community Development

- A short week last week and a heavy inspection schedule has slowed plan review but that work should be caught up next week.
- A 'foundation only' permit has been issued for a new production line addition at Tambrand's.
- Staff attended a seminar titled Understanding Legal Marijuana: What does Question 1 really mean?
- Staff has been working on the 5 year recertification under the Community Rating System for Flood Insurance. Currently Auburn residents get a 10% reduction in flood insurance premiums because of the City participation in the program. The standards and work demands have become more stringent and time consuming in the current round but we expect to maintain a discount in the 5-15% range after the evaluation is complete.
- Staff met with a representative from a LITC development corporation that we met at GIS day. He has not yet proposed a project in Auburn but wanted to discuss opportunities in the City and how the progress we have made on our GIS system can help him select a high scoring site.
- Staff is discussing a possible investment in Gowell's Market with the owner. This might be the first substantial private investment since the announcement of the high quality Hampshire Street reconstruction.
- The Prospect Hill Golf course has been sold and the new owners are working on building designs.
- Kevin Dean has purchased the old Cascades Fiber building in Auburn and is deciding what his future plans are for the facility. He has five tenants that have a need for space (two were referred by our office).
- A developer we have been working with stated this week that he has an initial agreement to buy two pieces of property on the Lewiston Junction Road, he is proposing a multi-million dollar facility and he claims the funding is in place.
- The city-owned property at 62 Harvard Street was sold to a qualified buyer for \$89,900. After paying seller costs net proceeds on the sale were \$79,195 which will be added to the HOME funds for future projects.
- The Auburn Housing Authority received word from Maine State Housing Authority that they have been awarded funds from the Low Income Tax Credit Program for a 40 unit development at 62 Spring Street. The 2,420 sq. ft. project will include market rate and low income apartments as well as two commercial spaces on the ground level. The City has committed \$250,000 of HOME funds for this development.

Fire

- Crews responded to 4 fire calls during this time, including assisting Turner Fire with a structure fire.

Weekly Report

Week Ending December 16, 2016

- Staff performed several follow up inspections, site inspections and walk-thru inspections.
- Crews performed 10 life safety inspections and 2 license inspection.
- Electricians are completing the light upgrade for E-5 Station and are now starting the work at Central Station. Ceiling installers are installing new ceilings at E-5 Station.
- Crews brought Santa to Big Lots for Christmas.
- Crews attended training using a fire simulator.
- Crews attended training on Pediatric Medical Emergencies.
- Crews participated in the annual AFD Truck Load of Christmas program.
- Staff and Crews attended the City's Annual Holiday Luncheon.
- For the week of December 8th to December 14th, we responded to 84 calls for service. These include, but are not limited to: 4 fire call, 48 Emergency Medical calls, 10 Motor Vehicle Accidents - 5 with injuries, 3 Hazardous Condition calls, 8 Service calls, and 9 fire alarm calls. We received 0 mutual aid responses during this period and we provided 1 mutual aid response to the Town of Turner. We provided 2 Paramedic intercepts during this time.

IT

- The IT department continued discussions with staff users of Energov, our planning and permitting software. The software was installed approximately six years ago, and unfortunately, it was never properly configured. Many of the application's features are not functioning, and IT staff does not have the expertise or resources to initiate a comprehensive reconfiguration. We are working with a consulting firm to help determine our best course of action regarding the software and to determine the required budget and resources. As part of this effort, an Energov representative visited Auburn Hall last week, and provided a demo of the software's latest capabilities as well as a Q&A session. This week, IT staff followed up with City Energov users. Discussions focused on the ongoing frustrations faced by the staff who are trying to use the software. Most individual users are frustrated because they can see a potential in increased efficiency with what appear to be a few simple fixes. As a group, however, they see that most problems have far-reaching tentacles. The users are generally in agreement that the bulk of the work to be done will need to be postponed until we have the consultant's report and present it to the City Manager, along with the required budget. However, we are exploring ways that we can improve the user experience in a stop-gap manner, looking at functionality that may have worked in the past, but is no longer working. The first effort will be to look at a number of quick fixes to automated emails to improve communication between individuals and departments. Critical to the long-term success of this and other database-focused applications (Energov, AssessPro, MUNIS, etc.) will be the availability of in-house staff support.
- Staff began working on an upgrade to our primary file server (cleverly named City of Auburn File Server, or COAFS), which has gone beyond end-of-life for its operating system. The new server, which I think will be named COAFS2, is up and running in a test environment. This process will give us an opportunity to revisit a lot of the ways that we handle user accounts. The good old ways (which harkens back to Windows NT, about

Weekly Report

Week Ending December 16, 2016

twenty years ago) have been replaced with good new ways – which we can start taking advantage of.

- We are nearly ready for the upgrade to begin on the Patriot CAMA server. The server operating system is up and running, and as soon as MS SQL Server is installed on it, we'll be ready for Patriot Properties to begin the conversion.
- Great Falls TV staff have begun installing equipment at the EL studio location, in anticipation of a gradual resumption of recording activities in the new year.
- Staff have been busy preparing the FY18 Budget request for next week's submission deadline.

NSBA

- Ice
 - Men's League
 - Women's League
 - Public Skate
 - Youth Shinny
 - Private Rentals
 - Central Maine Elite League
 - High School Practices & Games
 - Maine Gladiators
 - L/A Seniors
 - SMMHL
 - Central Maine Community College
- Marc's Meetings
 - Director's Meeting
 - Walk-through of Arena/Discussion about Future events at Arena ~ Geoff Low
 - Annual Employee Holiday Luncheon
 - Meet with Matt Herhpich - Comcast Spectator
- Partnerships
 - Neokraft Signs
 - CN Brown – Renewed partnership
- Jason Ops Tasks
 - Ice Maintenance
 - Building Maintenance
 - Olympia Maintenance
 - Ice Scheduling
 - Staff Scheduling
 - Neokraft Signs

Police

- The department handled 558 calls for service this week.
- Officers conducted 138 motor vehicle stops and 9 field interviews.
- Officers investigated 60 offenses of which, 4 of which were felonies, generating 25 arrests, 19 criminal summonses and 2 juvenile arrests.

Weekly Report

Week Ending December 16, 2016

- Officers responded to 47 motor vehicle crashes.

Public Services

- This last snow fall was a good one, came down hard and fast. Our crews were ready. All shifts participated in salting, sanding and plowing our roads. We also had our sidewalk tractors out early the next day to make sure all the priority sidewalks were cleared and sanded for the children who walk to school.
- Our Fleet crew were busy this week, repairing several storm related repairs, replacing a front wing cable, melted wiring, exhaust pipe, fixing a broken auger shaft and repairing worn out parts on headgear. Fleet also replaced flat tires, performed two state inspections and performed seven required preventative maintenance. A few of our vehicles had to be sent out for ABS and check engine light, as well as engine codes and using engine coolant.
- Crews attended a Snow & Ice Control Training in Lewiston
- Crews were on hand to participate in the Annual Holiday City gathering Wednesday, setting up, food preparation and clean up.
- 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
- Lake Street Reconstruction – Scheduled to be completed in 2017 – Design consultant has been selected.
- 2016 Reclamation Project – Pownal Rd. – Scheduled to be completed in 2017 – Bids recently opened.
- Sopers Mill Bridge Rehab – Scheduled to be completed in 2017 – Army Corp permit has been submitted.
- Pettengill Pond Dredging – Scheduled to be completed in 2017 – MDEP permit being submitted. Public meeting to be held 12/15/2016.
- 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.
- Staff continue to gather data for the Operations portion of the budget.
- Crews continue to deliver Sand Buckets for Seniors. Friday the 16th of December is the deadline.

Recreation

Ongoing Programs:

Weekly Report

Week Ending December 16, 2016

- Senior Walking happens every Tues/Thurs in the Ingersoll Turf Facility from 9am-10am.
- Afterschool Open Gym running Jan 5 – April 28 on Mon/Thurs/Fri from 230-4pm for grades 7-12 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.
- 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 with a variety of activities including; ice sculpture, ice skating in Festival Plaza, Snow mountain in downtown, skiing and sledding at Lost Valley, Baxter 10k, L/A Arts Exhibit, Movies at the Library, Bunco at WLU, Ice Bar tent with live music from Skosh, and FIREWORKS!!
- Spring Celebration Sat. April 15 from 10am-12pm at Hasty Community Center. This is a free event for families with games, arts and crafts, and Egg-Stravaganza.
- Rec to Rec 5K – from Lewiston Rec to Auburn Rec this 5K **DATE IS TBA** and include a family walk at 930am, run will begin 10am. Family walk \$25 for family of 4 (additional \$5

Weekly Report

Week Ending December 16, 2016

per person). Timed Run \$35 per person (\$10 off if register before March 31) (\$40 on day of race).

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.
- Indoor Soccer Sundays Jan 1 – Jan 29 times vary from 8am-12pm at Ingersoll Turf Facility. Cost for ages 3-9 \$45, ages 10-16 \$55.
- 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.
- Start Smart Sports Development for ages 3-5 Sundays Jan 8 – Feb 12 from 1230-130pm \$35. Parent must accompany player during class.
- Kids Yoga – Basic for beginners ages 8-11 Wednesdays Feb 1-March 8 at the Hasty Community Center from 2-3pm, Cost: \$50.
- February Vacation Camp from Feb 20-24 for grades K-6 at the Hasty Community Center. Cost will be \$80 for the week/\$25 per day from 730am-530pm.
- April Vacation Camp from April 17-21 for grades K-6 at the Hasty Community Center. Cost will be \$80 for the week/\$25 per day from 730am-530pm.
- Father/Daughter Dance “Under the Sea” Sat. Feb 18 from 6-9pm at Hasty Community Center. \$15 per person (\$30 per couple).
- Spring Travel Basketball – co sponsored with L/A Swish Evaluation day will be Feb 20th time TBA. Games on Weekends, cost \$200 with fundraising opportunities for BOYS grades 5-8th.
- Youth Lacrosse – grades 3-6, practices during the week, games on weekends. Cost is \$60 player we will start indoor practices April 10th. Equipment is needed for this program, mandatory parent meeting on March 6th for more info.
- Middle School LAX – Practices during the week, games during the week home and away from Late April to Mid-June. \$80 per player, practices will begin April 10th indoors.

Senior Programs

- Reny’s Shopping Trip – Bridgeton for the day (Lunch on your own) Tuesday Jan 10 from 10am-4pm, cost \$5 (includes transportation).
- Butterfly Stained Glass Museum - Tuesday Jan 17 from 9am-4pm. Cost \$10 includes transportation and entrance fee (Lunch on your own).
- Valentine’s Luncheon – Spaghetti and meatball lunch with games and raffles on Thurs Feb 9 from 11am-2pm, Cost \$15 per person.
- Haven’s Candy Factory and shopping at the Maine Mall – Thurs March 9 from 9am-4pm, Cost: \$5 per person (lunch on your own).
- Bermuda Cruise – May 5 – 12, We will transport you to Boston where you head out to the Bermuda Islands on the Norwegian Dawn. US Passport or Birth Certificate & Photo ID requires for international travel. \$1,123 per person for double room or \$2,246 for single.

Weekly Report

Week Ending December 16, 2016

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!
- Family Open Gym – Cost \$1 per person, designed for families with young children to come and run around, an adult must be present. Times vary each day, call or check Facebook for updates; Dec 22, 23, Jan 2, 4, 11, 18, 25, Feb 8, 15, March 8, 22, 29, April 12, 26.
- Parent & Me Learn to Cook Series Wed. 2/1, 2/8, 2/15, 3/1, 3/8 at the PAL Center for grades K-6 from 12:30pm-1:30pm. Instructor Tom Poulin, cost is \$15 per person (\$30 for parent/child combo) for each date.
- Start Smart Sports Development for ages 3-5 Sundays Jan 8 – Feb 12 from 1230-130pm \$35. Parent must accompany player during class.

Adult Programs

- Adult Yoga – For beginners to learn the basics of yoga and relaxation Thursday Jan 19- Feb 16 from 5:15-6:15pm at the Hasty Community Center, Cost: \$60.
- Tai Chi – learn the basic of Tai Chi for all ages 16-80 Wed Jan 25 – Feb 22 from 9am-10am OR Thursday Jan 26 – Feb 23 from 7-8pm at the Hasty Community Center. Cost: \$40 for the 5 week session or \$10 drop in class rate.
- Men's Summer Basketball League – Fast Break league will be Mondays starting June 5 games vary from 5-10pm, rosters must be 18+ with 51% Auburn/Lewiston residents. Team cost \$675.
- Men's Summer Basketball League – Slow Down League will be Sundays starting June 4 game times vary from 3-9pm, rosters must be 18+ with 51% Auburn/Lewiston residents. Team cost \$575.
- Slow Pitch Softball – Men's League will offer three levels Lower (Mondays) , Middle (Wednesday), and Upper (Tuesday) division. Cost \$825 per team. More info will come out with rules and captains meeting in February.
- Slow Pitch Softball – COED league will offer three levels this year Minor, Middle, and Major Divisions. Games will be played on Sundays, team cost \$650.

Turf

Rentals:

- Coastal Field Hockey started its Tuesday evening rental
- Androscoggin Youth Indoor Soccer wraps up their first session
- Booked times for Androscoggin Youth Indoor Soccer Session 2
- Next Pitch & Prime 360 Baseball and Softball Training end their first session
- Middle School age soccer training continues on Saturday afternoons
- Tiny Tonka Toddler soccer continues their second Tuesday session
- Tiny Tonka Toddler Soccer continues their Wednesday evening session
- There are two birthday parties scheduled for the weekend of 12/9
- Poland AAU Baseball training continues
- High School Girls Soccer Training continues

Weekly Report

Week Ending December 16, 2016

Advertising/Promotional Meetings:

- Finalizing details with Pine State Pest Solution
- Talking with various businesses on potential partnerships

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
- 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