



TO: Mayor and City Council
FROM: Denis D'Auteuil, Acting City Manager
RE: Weekly Report
DATE: Week Ending October 21, 2016

Auburn Public Library

- The board of directors held its regular monthly meeting on Wednesday, 10/19. Items discussed included the 2017 Online Auction, which will be held in June. The board also discussed building maintenance plans, and the recently held Annual Meeting.
- There will be a meeting of the APL and LPL boards on Tuesday, 10/25 at 5:30 PM at the Lewiston Public Library. Expected items include a joint director's report, and a presentation from the joint charter commission.
- Headstart will hold its annual Math Night here on Thursday, 10/27 beginning at 4:30 PM. Food, math activities, and special gifts will be provided for the families. Please try to stop by to see what an incredible event this is! The Library is very proud to be able to host this every year.
- The Library has been invited and has agreed to host an international origami exhibit beginning sometime in January. Details will be forthcoming.
- Upcoming programs include:
 - Keying on Computers | Tuesday, October 25 | 9:00 – 11:00 AM| Whether you'd like help conducting a digital job search, connecting on social media, creating a spreadsheet to track expenses, or refreshing your basic computer skills, our knowledgeable volunteer Maureen is here to help. You come with your questions and she will provide the smile and knowledge.
 - Tweens in the Teen Space | Wednesday, October 26 | 12:00 – 2:00 PM| On half-day Wednesdays, 6th graders are invited to the Teen Space. Come by and get a head start on your homework, we'll have crafts or board games available (just ask us), or you can stop by to simply hang out!
 - KIDS! Let's Pretend | Friday, October 28 | 10:00 – 11:00 AM| Princes and Princesses is the last event of this four-week play group for children from ages 2-5. We will read a story about different themes, create a related craft, and have fun pretending. Let your child's imagination soar! Free. No registration required. For more information call the children's room at 333-6640 ext.3
 - Teens! Gaming Hour | Friday, October 28 | 4:00 – 5:00 PM | Take a break from studying with 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

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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.

- Teens! Snack Chat | Monday, October 31 | 3:00 – 4:00 PM | Teens! Join us in the Teen Space twice a month to enjoy a healthy after school snack and engage in some enlightening conversation about current events. This program is provided by support from Jim Pittman of Jim's Auto Sales and is just for teens, ages 12-18.
- Auburn Page Turners - The Woman in Cabin 10 | Monday, November 7 | 12:30 – 1:30 PM | Join us for a discussion of The Woman in Cabin 10. Traumatized travel journalist Lo Blacklock hopes to settle her nerves and cure her insomnia after a frightening home invasion with an exciting job assignment on board a small luxury cruise ship in the North Atlantic. Her paranoia is only increased, however, when she is certain she hears someone being thrown overboard from the cabin next door in the middle of the night. When her credibility is questioned after all of the passengers are accounted for, Lo digs further into the mystery and finds her life in danger.
- 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

- We Issued the following:
 - 4 birth certificates
 - 29 death certificates
 - 3 marriage certificates
 - 4 marriage licenses
 - 4 disposition permits
 - 1 garage sale permits
- Staff attended the City Council Meeting on Monday, Oct. 17th
- Staff posted the agenda packet for the 10/20/2016 Ethic Committee meeting which will be held at 5:30 PM in Council Chambers
- Staff conducted absentee voting at Clover Manor, Auburn Residential Home, The Chapman House, Sarah Frye Home, and Bolster Heights. We will go out to Schooner Estates on October 27th to conduct absentee voting there
- Beginning October 17th, in person voting at Auburn Hall will be held on the 2nd Floor of Auburn Hall. Voter Registration, ballot returns, and ballots that will be taken out of the office will be handled in the Clerk's office on the 1st floor
- Election Day ballots were received on 10/18/2017 and have been counted and inspected and test ballots were pulled
- The Statewide "closed period" began on Wednesday, October 19th and all voter registrations must be done in person
- Staff attended the 50th Anniversary Celebration of the Auburn Housing Authority on Wednesday, October 19th and the DATC Ribbon cutting on Thursday, October 20th

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- The Tax Office was closed on Thursday, October 20th due to a software upgrade. The Office of the City Clerk was open for voter registration and absentee voting but was closed for all other business
- We entered 172 voter registrations, 81 changes (address or party enrollment), and 76 cancellations in the Central Voter Registration System
- We continue to try to fill all positions at the polling places for the November election. We are still in need of Republicans to work the P.M. shift and Deputy Registrars who will register voters at the polls
- To date, we've received approximately 2,400 requests for absentee ballots for the November election

Economic and Community Development

- Staff attended a Good Food Council meeting on October 13.
- Staff assisted the Auburn Planning Board a special meeting held on October 18. The Board is forwarding a favorable recommendation on the City Council on a text amendment to the General Business zones for light industrial type uses. The Planning Board also discussed option on the proposed Adaptive Reuse Ordinance. The staff presented updates on the New Auburn Village Center Plan and the funding request for an Agricultural and Resource Protection district study.
- Aroma Joes and the adjacent retail space is under construction, the old Paris Farmers Union building has been demolished to make way for Krispy Kreme, Firehouse Subs and two other retail or office tenants and a 2500+/- retail/office space across the street is under construction. There is a lot happening on Center Street.
- Verizon has signed their first lease agreement for location on City utility poles. This will start a new \$200 per month revenue stream that will grow as they add locations.
- The next New Auburn Village Center redevelopment plan meeting is scheduled for Wednesday, October 26th at Walton Elementary School. The meeting will start at 6 pm! We have some exciting funding announcements for addressing traffic issues on Mill and Broad as part of the overall redevelopment.
- The brand new Downtown Auburn Transportation Center will be open October 20th.
- Staff is preparing for a discussion with the Council regarding Question One on the November ballot. The discussion will include whether a moratorium has value, potential costs, and potential revenues for the City.
- Monday night was a very difficult night for staff and the Council as we addressed a dangerous situation at 741 Broad Street because protecting the public had significant impacts to one of our residents. We did what was necessary to start the next steps in an ongoing effort. Staff is exploring options with the property owner, mortgage holder and other departments to help the property owner improve his living situation while still eliminating the hazards at the property. As we learn more about the plans and goals of the private parties involved and what resources might be available we may be coming back to the Council for some guidance on how to move forward.
- The tabling of the Agriculture and Resource Protection District Study Monday night was unexpected. Staff is ready to move forward to implement the Councils goals, whatever

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they are, and I would like to explain how we got to where we are. The Comprehensive Plan lays out a number of items that the community, the Planning Board and the Council determined to need additional consideration in our zoning ordinance related to the AG/RP zoning district. Staff proposed funding an intensive and wide reaching implementation plan for a couple of years after the plan was adopted but it was not funded. Staff started bringing the items in the Plan to the Planning Board and Council pursuant to the process laid out in State Law and the local ordinance after the Plan was adopted and a number of them were addressed. When we got to the first major AG/RP item, the Planning Board, after a number of public hearings and substantial deliberation and editing, made a positive recommendation on one item that was then forwarded to the Council. The Council voted not to act on that item by itself until a study was done to look at the bigger picture for agriculture and then to consider all of the AG/RP items as a bigger picture discussion. The Council then directed staff to pursue a grant to fund the effort and outside expertise in agricultural economics for the study; we were not successful in obtaining the grant. We have since continued to look for grant funding and have proposed funding the study in the CIP, the latest proposal being in the current years CIP budget but the funding was not approved by the Council. After hearing that the Council was still interested in the study and upon recommendation by the Economic and Community Development Committee we brought it back for reconsideration. The study will allow for additional resources to ensure that we engage farmers and property owners at an even higher level than a standard zoning amendment review and give the Council and Planning Board more information to consider in making any changes. Alternatively, we can reopen the discussion that was tabled a couple years ago and start to implement the Plan in manageable pieces with existing staff.

- There is a lot of interest in the Cascades building on Lewiston Junction Road.

Fire

- Crews responded to 3 structure fire calls in Auburn including one 2nd Alarm incendiary warehouse fire. Fire Prevention, APD and the State Fire Marshal's Office are investigating the warehouse fire.
- Staff performed several follow up inspections.
- Staff met with the representatives from Tambrands to discuss their planned expansion.
- Staff met with ConForm representatives to discuss safe storage of shipping containers.
- Crews continued Fire Prevention Week activities with Fire Drills in the schools and station visits from schools and preschools.
- Staff inspected the Haunted House at Lost Valley.
- Crews participated in a Make-A-Wish program for a client.
- Crews attended hands on training in "confined Space Rescue" as part of our annual OSHA recertification requirements.
- Staff continued to work with other city departments on two buildings which are deemed to be unsafe for human habitation.
- For the week of October 13th to October 19th, we responded to 113 calls for service. These include, but are not limited to: 3 fire calls, 74 Emergency Medical calls, 8 Motor

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Vehicle Accidents - 3 with injuries, 6 Hazardous Condition calls, 14 Service calls and 5 fire alarm calls. We received 3 mutual aid responses during this period and we provided 0 mutual aid responses. We provided 3 Paramedic intercept during this time period and transported 2 patients for UAS in Lewiston and 1 patient from a multi injury vehicle accident in New Gloucester.

IT

- Most of GIS staff's time this week was spent doing dozens of small clean-up tasks – installing printers, updating software, updating user connections to our GIS databases and catching up on print mapping jobs (our plotter was out of commission, waiting for a part for a few weeks). We also started several updates and clean-up tasks related to our planned GIS Day open house, in mid-November.
- Attended the monthly meeting of the Maine Geolibary Geodata committee (via webinar). We discussed the state-wide aerial photo/lidar acquisition project. Bids have been opened, and are being reviewed, and we hope to have a contract in place by mid-November. Androscoggin County is scheduled to be flown again in the Spring of 2018, which means that we will need to consider this as part of our upcoming budget. The committee also discussed a 1:4800-scale data upgrade project. We are considering municipal boundaries as one of the first data sets, with hydrology, contours, roads, hydrology, and geodetic control also being considered. We're quite hopeful that nearly all of Auburn's datasets will qualify for this data standard with little or no additional work.
- The City made a major upgrade of its financial software, MUNIS. While this unfortunately required us to be closed to the public during the upgrade (10/20), it was an unavoidable process. The release that we had been using went end-of-life in April, and was no longer being supported by the vendor. From an IT standpoint, this new version is far superior, not least for being browser-based. No more installing client software on each PC using MUNIS!
- The lobby display system is down this week. The laptop that runs it reached its capacity last week. We'll be upgrading it, but are waiting for parts (RAM). In the meanwhile, please refer to the Event Calendar on the City web site.
- This week staff worked on some IT projects for the city. Staff also assisted city staff with the voter-registration computers. Work continued on the syllabus for the Spring-term Adult Ed class, Intro to Video. We also assisted with the council meeting and other various meetings at city hall. Some photos were taken for updates to the community bulletin board.

Issues with our GFTV van were worked on with local vendors. Ongoing work continues on our day to day tasks ie; programming, file prep and encoding as well as file prep for all city meetings.

NSBA

- Ice
 - Men's League

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- Women's League
- Public Skate
- Shiny
- Private Rentals
- Central Maine Elite League
- Players Edge
- Maine Gladiators
- L/A Seniors
- Maine Amateur Hockey Association
- Central Maine Community College
- Marc's Meetings
 - Maine Optimist Meeting - Sport Tourism Discussion
 - Norway Savings Bank - Facility Rental - Event Walkthrough
 - DATC Ribbon Cutting
 - 99 Restaurant - Open House
- Partnerships
 - Mad Monkey
 - Hilton and Hampton Inn
 - AAA of Northern New England
 - Ouellette and Associates – Renewal negotiation

Police

- The department handled 502 calls for service this week.
- Officers conducted 136 motor vehicle stops and 15 field interviews.
- Officers investigated 58 offenses of which, 10 of which were felonies, generating 9 arrests, 25 criminal summonses and 7 juvenile arrests.
- Officers responded to 34 motor vehicle crashes.

Public Services

- The City Arborist and a few crew members assisted in this week's Alternative Sentencing program.
- Believe it - the tree crew have begun hanging up Holiday lights in the downtown area.
- Townsend Brook Road, project complete.
- Pettengill Park, project complete.
- Highland Avenue, project complete.
- South Main Street, base course pavement complete. Working on side road aprons and installing granite curb.
- 2017 Hampshire Street Reconstruction, scheduled to be completed in 2017, 75% plans being developed.
- Ash Landfill forced sewer main, scheduled to be completed in 2016, project in design phase
- Crack Seal Contract, project complete.
- Park Avenue – completion date spring/summer 2017. MDOT project.

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- Turner Street Sidewalk, project to start 10/24/2016.
- Catch basin repairs were completed on Baxter and Laureat Av.
- Stump grinding was completed on Old Danville Rd.
- Crews continue to inspect the different districts for winter.
- Basin cleaning continues throughout the City.
- 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.
- The sign crew were out and about replacing many signs due to accidents as well as updating all old/faded signs.
- Second shift personnel were out performing road checks at night, picking up roadside debris and checking parks.
- Basin Tops were reset on Court St. and Heritage Dr.,
- Cross culvert repair on Old Danville Rd.
- Crews spent another day in training; 1-Ton training, plow repair training, sidewalk plow training and ASSHTO On Line Snowplow Training
- The fleet crew:
- Completed service on generators
 - Removed road watch system from #88 and installed in #212
 - Repaired shifting problem on #47
 - In process of performing end of season service on mowers
 - Fabricating leaf box for new leaf vacuum
 - Fabricated 4 new wing stands
 - Starting to swap tires on plow trucks for winter
 - Performed 4 pm's and 3 SI