



**TO: Mayor and City Council**  
**FROM: Denis D'Auteuil, Acting City Manager**  
**RE: Weekly Report**  
**DATE: Week Ending October 6, 2016**

### **Auburn Public Library**

- The library will be closed on Monday, October 10<sup>th</sup> for the Columbus Day holiday.
- The Library hosted Auburn quilt artist Sheryl Whitmore as part of the season's final L/A ArtWalk. More than 100 people stopped by to view Sheryl's exhibit. It was a special evening as several members of the Maine Music Society stopped by for a flash mob performance.
- Maggie Trafton Authors for Young Readers -An Evening with Melissa Sweet took place on Mon., Oct., 3<sup>rd</sup>. We were pleased to host a number of students and teachers from Washburn School. Melissa debuted her newest book, "Some Writer: The Story of E.B. White." A special thank you goes to Auburn's Books-A-Million for making Melissa's books available for purchase.
- "No Laughing Matter: The Pulitzer Prize and the Art of Political Cartooning" with Pulitzer winner Mike Keefe of Denver, CO, was held on Tue., Oct., 4<sup>th</sup>. Mike attended a reception for library donors and gave a public presentation about his cartoons in the evening. This was the second program in our Pulitzer Prize series which has been funded with a grant from the Maine Humanities Council and the Pulitzer Prize Centennial Campfires Initiative.
- New Program! We have just added another program to the Pulitzer Prize series. Local cartoonist Mike Jordan will demonstrate the art of drawing cartoons on Thurs, 10/13, at 6:30 p.m. This hands-on workshop is for all ages and is free.
- The Library hosted a Community Arts Conversation on Thurs., 10/6, as part of the Maine Art Commission's Maine International Conference on the Arts.
- Upcoming programs include:
  - DIY for Adults: Firewood Carrier – Tue., 10/11, at 2:00 pm. Be prepared this winter with one of the DIY projects for adults. Join us to make your own firewood carrier that holds enough wood to keep the fire burning. Space is limited so please call the Library at 333-6640 Ext. 4 to pre-register. All materials are provided free of cost.
  - KIDS! DIY Tweens Paint a Mini-pumpkin or a Gourd for Halloween – Weds., 10/12, at 4:00 pm. Tweens ages 9-12 are invited to join us and paint mini-pumpkins or gourds for Halloween. All materials provided by the library. Free. Space is limited so please call the Library at 333-6640 ext.3 or register online.

## Weekly Report

Week Ending October 6, 2016

- College Night for Teens AND Parents – Thurs., 10/20, from 5:30 to 7:30 p.m. Join admissions representatives from eight Maine colleges and universities, as well as a representative from Finance Authority of Maine, as they sit on a panel facilitated by Maggie Davis (College for Maine Androscoggin). Following the panel discussion and a brief Q&A session, admissions reps from those and five additional schools will be available with information specific to their schools. So that we can have an adequate number of handouts, registration is requested. You may do so online or by contacting the Library at 333-6640, ext. 4. Location: Androscoggin Community Room.
- Follow the Library on Facebook or link to our website at [www.auburnpubliclibrary.org](http://www.auburnpubliclibrary.org) for more information about all of our programs, new books, library news, and online registration.

### **City Clerk**

- We Issued the following:
  - 6 birth certificates
  - 54 death certificates
  - 18 marriage certificates
  - 3 marriage licenses
  - 10 disposition permits
  - 14 garage sale permits
  - 6 business licenses (renewals)
- Received 2 business license applications (renewals)
- Staff attended the 10/3/2016 Council Meeting
- Validated 13 signatures on 3 Maine Clean Election Forms
- To date, we've received 852 requests for absentee ballots for the November election
- Absentee ballots came in and staff counted, inspected, and mailed out over 800 ballots
- We continue to work on staffing the polling places for the November election. We now have 62 positions filled with several left to fill. We are in need of Republicans to work the P.M. shift and Deputy Registrars who will register voters at the polls
- Registered 44 voters (either new voters or existing voters who have moved to Auburn from another municipality), cancelled 3 voters (deceased), and made 26 voter registration changes (either a change of name, address, or enrollment change)

### **Economic and Community Development**

- We received plans and a permit application for the remodel of the 99 restaurant at 650 Center Street and a remodel permit application for the first floor of the building located at 10 Great Falls (TD Bank)
- Acting City Manager D'Auteuil, Engineering and ECD Staff met with Steve Landry of Maine DOT to discuss various municipal and business partnership funding programs with the State DOT on potential road and intersection projects.
- Staff is continuing to meet with key property owners to discuss the planning for the New Auburn Village Center redevelopment plan.

## Weekly Report

Week Ending October 6, 2016

- Staff met with the Auburn Water and Sewer District to discuss the proposed study of the Agricultural and Resource Protection district.
- Staff made presentations on the proposed Agriculture and Resource Protection district, 1863 Pownal Road zone change and a text amendment to the General Business and Minot Avenue Business District at the City Council's October 3<sup>rd</sup> meeting.
- Staff attended a TD Bank tree planting ceremony on October 5. Volunteers, assisted by Public Services, planted 58 trees in the South Main Street area
- Two new CDBG funded initiatives are being developed by staff. The first will provide forgivable loans to property owners of commercial building with storefront spaces and to business owners who wish to locate their new or existing businesses in these spaces. The goal of the programs will be job creation for low-to-moderate income households. The program should be available later this year after the Council reviews the proposal and provides feedback.
- The second initiative is the Neighborhood Challenge Grant. The City will offer up to \$25,000 of CDBG funds to help beautify neighborhoods by enhancing streets, sidewalks, walkways, parks and green spaces. This will be a competitive process open to Neighborhood Groups and Associations with applications due in the Spring of 2017. We will be looking for feedback from the Council on October 17<sup>th</sup>.
- The Consolidated Annual Performance and Evaluation Report is due to the Department of Housing and Urban Development on September 30. An extension of this date was requested so that staff could meet the requirement of a Public Hearing before the City Council prior to submission of the report. The Public Hearing is scheduled for October 17.

### **Fire**

- Crews responded to 5 fire call in Auburn.
- Staff performed several follow up inspections.
- Staff met with the new representative for 67 Minot Avenue to inspect damage to the building and prepare a safety plan.
- Crews continued to prepare for Fire Prevention Week activities.
- Staff and crew attended a webinar on scheduling software.
- Crews performed 9 life safety inspections including 3 license inspections.
- Crews completed training on Extremity Trauma.
- Staff continued training to crews on Fire Education for age specific target groups.
- Crews attended hands on training in "confined Space Rescue" as part of our annual OSHA recertification requirements.
- Staff worked with other city departments on two buildings which are deemed to be unsafe for human habitation.
- For the week of September 29<sup>th</sup> to October 5<sup>th</sup>, we responded to 97 calls for service. These include, but are not limited to: 5 fire calls, 63 Emergency Medical calls, 8 Motor Vehicle Accidents - 5 with injuries, 2 Hazardous Condition calls, 10 Service calls and 6 fire alarm calls. We received 0 mutual aid responses during this period and we provided 0

## Weekly Report

Week Ending October 6, 2016

mutual aid responses. We provided 1 Paramedic intercepts during this time period and transported one from Lewiston for UAS.

### **Health and Social Services**

- General assistance billing was done for September 2016. We paid out \$12,322 in assistance this month on 38 unduplicated cases for an average of \$324 per case. DHHS will reimburse us 70% of our expenditures. This compares to September 2015 billing of \$7,946 with only 2 asylum families.
- We have used up 39.8% of our yearly budget for the past 3 months.
- Our active quarterly caseload is 54 unduplicated clients. With 28 households are asylum seekers. Expenditures for the asylum seekers since July 2016 is \$21,160 of the \$34,144 total expenditures.
- Asylum seekers are more costly because they cannot collect food supplement till they past the homeland check which can take 2 months. They cannot work until they get their Work Authorization Card which can take over 6 months from their asylum application date.
- All our Asylum seekers are attending education glasses to learn to speak English and if they don't have their education transcripts, to get their GED's. Some of the City departments are utilizing their skills by having them do workfare. These departments are IT, Community Development, Public Service and Social Service office.

### **IT**

- This week GFTV continued programming and file prep for October. Staff covered a council meeting and assisted city staff with various prep for other meetings. Review of editing tutorials also continued. Staff conducted some research into online resources for staff and volunteers on Youtube and Vimeo. Staff also worked on issues with broadcast equipment related to our NASA feed and tried a new web streaming device for Nasa. Staff attended a meeting with the Cable Advisory Committee where programming was discussed. Staff also assisted in other duties related to computer set-up for city staff.
- Staff configured two wireless access points, one for Recreation and one for Auburn Hall/EOC. We're learning the management interface and will deploy the two APs soon.
- Staff configured a replacement PC for the APD Patrol area. Three more will be deployed soon.
- A new AeroHive wi-fi access point was set up at Rec, just in time for the joint City/School Reunification exercise.
- Staff completed a large poster-sized map of Arts and Culture locations for the Cities of Auburn and Lewiston. LA Arts will use the map for this week's Maine International Conference of the Arts. We were able to work with LA Arts to increase their list of art and culture venues in Auburn (we still have more to do here), and the data we mapped will be available for future projects.
- Staff met with Planning and Community Development to design a strategy for creating a mapping application that will allow Community Development to assess noise levels on proposed projects (we understand that this is a federal guideline). We have begun

## Weekly Report

Week Ending October 6, 2016

contacting other local and state agencies to pull together data for the application. Some data -- traffic data, for example -- will be useful for other applications, such as economic development.

- We have moved all of our scanned, archived plan documents (those that are fully documented) to our Amazon Cloud storage. This not only removed more than 6 GB of data from our file server, it will also allow us to make these documents available to staff and eventually to the public, without needing to take the security measures that would be necessary if we used our servers for access. The staff viewer should be available later this week.

### **NSBA**

- Ice
  - Men's League
  - Women's League
  - Public Skate
  - Shiny
  - Private Rentals
  - Central Maine Elite League
  - L/A Seniors
  - Central Maine Community College
- Marc's Meetings
  - Maine Prep Cup
  - Live Barn Promo
  - United Insurance ~ Renewal Meeting
- Partnerships
  - Bedard Medical
  - St. Laurent & Son (Renewal)
  - AAA Northern New England
  - Unitil
- Jason Ops Tasks
  - Ice Maintenance
  - Building Maintenance
  - Olympia Maintenance
  - Ice Scheduling
  - Live Barn Promo

### **Public Services**

- On October 5, 2016 Auburn Public Services staff and volunteers joined by employees from TD Bank, America's Most Convenient Bank, at Raymond Park, to participate in TD Tree Days, a cooperative effort to plant new trees in our community. Congratulations to Auburn Public Services on this honor...Auburn was one of only 23 cities to be selected.
- Two of our crew attended a Safety Training in Augusta.
- The remaining crew of Public Services, completed the Mandatory SDS Training

## Weekly Report

Week Ending October 6, 2016

- Crews were busy removing all the Flags, Band Shell as well as the Canopies at Festival Plaza for the Winter months ahead.
- Tree work was done on Granite and Dennison St. trimming, cutting down, hauling and chipping brush.
- Crews were busy reshaping drive aprons on Forest Ave. and Stevens Mill Rd.
- Ditching along Fairway Dr. continues
- Crews were busy providing playground maintenance
- Sign work was completed on North River Rd., Center St., as well replacing many signs due to accidents as well as updating all old/faded signs.
- District inspections continue prior to winter to review any issues foreseen prior to plowing, objects in the R.O.W., lifted basin and or water gates, curb issues, old mail boxes, broken pavement etc.
- Crews were out and about cleaning up graffiti at some of the Parks that were reported.
- 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.
- Townsend Brook Road, Scheduled to be completed by 9/30/2016, Surface pavement completed. Driveways and project cleanup next week.
- Pettengill Park, Miscellaneous items remain.
- Highland Avenue, Surface paving occurred on 10/5/16. Sidewalks and driveways will be surfaced next week.
- South Main Street, Scheduled to be paved on 10/6-7. Curb installation will begin next week.
- 2017 Hampshire St Reconstruction, Scheduled to be completed in 2017, 80% plans being developed.
- Ash Landfill forced sewer main, Scheduled to be completed in 2016, Project in design phase
- Crack Seal Contract, Scheduled to be completed in October 2016, Project has been awarded to Sealcoat, Inc.
- Park Avenue - Grondin is installing storm drain and has begun the box cut work. Completion date spring/summer 2017. MDOT project.
- Fleet Division:
  - Installed roof vent on PD's new enclosed trailer
  - Installed new auxiliary fuel tank in #212 ( used as a supervisor truck)
  - Made welding repairs to playground equipment for School Department
  - Finished plow header installs
  - Completed 4 more generator pm's (2 more to go)
  - Started fabricating new stands for wings
  - Started fabrication of a leaf box for the new leaf vacuum
  - Started tire tread depth inspection on plow trucks

## Weekly Report

Week Ending October 6, 2016

### Recreation

#### Ongoing Programs:

- Fall Youth Football practices are in full swing and games this weekend are home at Walton Field. We currently have: 1-2 grades Flag Football (10 signed up) 3-4 grade (27 signed up) 5-6 grade (34 signed up), and 7-8 grade (54 signed up).
- Senior Walking happens every Tues/Thurs in the Ingersoll Turf Facility from 9am-10am.
- 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.
- 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.
- Fall Soccer with Seacoast United Soccer running Sept 10-Oct 15 on Saturdays for ages 3-16, we have 22 signed up for ages 3-4, 27 for ages 5-6, and 31 for ages 7-12.
- 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.

#### Ending Programs:

- Festival Plaza Plaque Unveiling and Last Art Walk were great! We had a good turn out and the Mayor/Former Mayor did an amazing job on their speeches!
- Fryeburg Fair – we had a total of 25 participants and a nice warm day.

#### Special Projects/Events:

- Parks and Recreation Advisory Board will be meeting on Wed. Oct 12 at 630pm at City Hall.
- Fright Festival – Friday Oct 28 from 6-8pm for kids in grades pre-K to 6<sup>th</sup>, free to the public at the Hasty Community Center.
- Holiday Parade will be held on Sat. November 26<sup>th</sup> at 6pm. Committee meetings have begun.
- Winterfest will be held on January 27, 28, and 29. More info will be coming out soon.
- New Basketball hoops will be installed in the Union St. Gully.

#### Upcoming Programs:

##### Youth Programs

- L/A Swish Basketball Clinics will run on Sundays Oct 9 – Nov 13 for grades 5-8 at the Hasty Community Center. \$10 per session or \$40 for all 5 sessions. Pre-registration is required and the instructors will be L/A Swish coaches.
- Youth Basketball will run from Nov 21 – Feb 13, teams will practice at varies times during the week with weekend games. Evaluations will be held Nov 21 and 22, there is no evaluations for grades 1-2. Cost will be \$60 (grades 1-8) and \$70 (grades 9-12), register early and receive \$10 off (ends Oct 29). There is a need for volunteer coaches!
- Pre-K and Kinder Basketball Skills and Drills for ages 4-6 years olds on Sundays at the Hasty Community Center. Session 1 will run from Nov 27 – Dec 10 (\$30) and session 2 will run from Jan 22 – Feb 12 (\$35). Register by Oct 29<sup>th</sup> and receive an early bird discount of \$10 off!
- 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.

## Weekly Report

Week Ending October 6, 2016

- 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! More details will come out soon.

### Senior Programs

- Foliage Trip to Rangeley on Tues Oct 11 from 9am-4pm. \$5 per person (lunch is on your own). FULL
- Thanksgiving Feast at Rolly's Diner will be Thurs Nov 10<sup>th</sup> from 11am-2pm with a cost of \$15 per person. This meal will be held at Rolly's Diner in New Auburn.
- Christmas Tree Shops and Olive Garden on Thurs Nov 17 from 10am-4pm. Cost is \$5 for transportation, lunch and purchases are on your own!
- Christmas Luncheon – Thurs Dec 15 at the Hasty Community Center from 11am-2pm for \$15 per person.

### Family Programs

- Drop and Shop Night will be held Sat. Dec 10 from 3-9pm for \$15 per child (dinner is included) at the Hasty Community Center.
- Bruins Trip – Saturday Dec 10<sup>th</sup>, 7pm game vs. the Maple Leafs. Cost will be \$150 per person which includes ticket and round trip transportation from Portland to Boston.
- Breakfast with Santa on Sunday Dec 18 from 8-10am for \$5 per person at the Hasty Community Center.
- Celtics Trip – Friday Dec 30<sup>th</sup>, 730pm game vs. Miami Heat. Cost will be \$100 per person includes balcony seats and transportation round trip from Portland to Boston.

### Adult Programs

- Men's A Basketball League – Men's A league will be held on Sundays Nov 27 – early March, \$800 per team. Rosters are 18+ and must have 51% auburn residents or will be subject to a \$75 non-resident fee.
- Men's B Basketball League – Men's B league will be held on Mon/Tues Nov 28 – early March, \$750 per team. Rosters are 25+ and must have 51% auburn residents or will be subject to a \$75 non-resident fee. This is a slow down no press league.
- Men's C Basketball League – Men's C league will be held on Wed Nov 29 – early March, \$750 per team. Rosters are 35+ and must have 51% auburn residents or will be subject to a \$75 non-resident fee. This is a slow down no press league.
- Women's League – Women's league will be played on Thurs evenings Dec 1 – early March from 630-10pm (various game times). \$750 per team with no fast breaks or pressing allowed.