



TO: Mayor and City Council
FROM: Denis D'Auteuil, Acting City Manager
RE: Weekly Report
DATE: Week Ending November 18, 2016

Assessing

- Staff is currently reviewing and entering the deeds and declarations of value for the month of July.
- Reviewing and qualifying sales for the State Sales Ratio Report continues.
- A review of the valuation of the new self storage units located on Center Street has begun at the request of the owner.
- A review of Fox Ridge Golf Course is also underway.

Auburn Public Library

- The Library will be closed on Thursday, November 24, for Thanksgiving Day.
- The Library Director and the Children's Librarian attended the Maine Library Association conference on November 14 and 15 at Sunday River. There was a wide variety of workshops offered. The keynote speaker David Lankes, the Dean of the South Carolina School of Information Science is considered one of the most innovative and inspirational library professionals. Many of the things that he urged libraries to do are already being done here. It was nice to have the validation.
- The Board of Trustees held their regular monthly meeting on Wednesday, November 16. Items on the agenda included a report from the joint meeting of the Lewiston/Auburn library boards. The Board also agreed to establish a compensation committee.
- The Assistant Director recently attended a Minerva Users Council meeting. This is the organizational group for our interlibrary loan consortium.
- The Library has arranged for the Executive Director of the Maine Human Rights Commission to make a presentation to the staff on the recent changes in service animal laws. This presentation is planned for December 8. We are opening up this program to other public libraries and local agencies.
- We are finalizing plans for workshops to introduce our 3D printer to the public. These will be held beginning in early December.
- Upcoming programs include:
 - Registration opens for The Art of Book Binding Workshops | Tuesday, November 22 | Are you interested in creating you own books and the art of book binding? Register for this series of workshops to be led by Anna Low from Purplebean Bindery. Each workshop will always include a hands-on book binding project plus

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information on the history of book binding (and how it changed the world), cultural book forms, and book design with content. An outline of the series can be found [here](#). The workshops begin on January 10th and will take place every Tuesday at 2 pm. Registration is required and space is limited. Participants must register individually and registering once will save your space for all sessions. Registration deadline is January 3rd.

- DIY Teens! Media Club | Wednesday, November 23 | 4:00 – 5:00 PM | Movies! Music! Graphic Arts! If you can imagine it, you can create it in our Media Lab. Teens, ages 12-18, can join our Media Club. We have some neat plans for Media Club this year, including photo journaling, stop motion animation and green screen workshops!
 - KIDS! Wednesday Crafternoon | Wednesday, November 23 | 2:00 – 4:00 PM | Join us for a drop in crafting program the 4th Wednesday of each month. We'll provide a project that you can make and personalize. Best for kids in grades 2-6.
 - KIDS! Vacation LEGO Club | Friday, November 25 | 2:00 – 4:00 PM | Looking for something to do over the Thanksgiving Day holiday? Join us for our Vacation LEGO Club. We'll supply the LEGOS and you supply the imagination.
 - Auburn Page Turners, "The Tsar of Love and Techno" | Monday, December 5 | 12:30 – 1:30 PM | Join our on-going book group as we share our reactions to this stunning, exquisitely written story collection by Anthony Marra. He introduces a cast of remarkable characters whose lives intersect in ways both life-affirming and heartbreaking. In stunning prose, with rich character portraits and a sense of history reverberating into the present, "The Tsar of Love and Techno" is a captivating work from one of our greatest new talents.
- 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

- Staff completed the minutes of the November 7, 2016 Council meeting
- Prepared and posted the City Council Agenda packet for the November 21, 2016 Council meeting
- Staff completed and mailed Election workers payroll
- The City Clerk attended the New England Association of City and Town Clerks Annual Conference in Boston and has been appointed to serve on the NEACTC Executive Board for a three year term
- We received 270 petitions that we will have to certify once all election day voter registrations and changes are complete
- We've entered 652 new registrations and 253 registration changes from Election day into the Central Voter Registration system, scanned and filed the cards. We continue to work on completing the remainder of those
- Staff received petitions from the Division of Elections for the request a recount on two statewide referendum questions. We validated 22 signatures

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- We received notification that there will be a statewide recount on referendum questions #1 and #2 and staff has all materials prepared and is just waiting for notification on when those items will be picked up for the recount
- We received 5 business license applications

Economic and Community Development

- Staff worked with GIS Department to update zoning maps.
- Staff attended the November 10th Good Food Council meeting where the November 14th public meeting on the Agricultural and Resource Protection District was discussed.
- Staff facilitated a public input meeting on Auburn's Agricultural and Resource Protection District was held on Monday, November 14th. 70+ people attended with a wide variety of comments and opinions.
- The Plan Review Committee met on Wednesday, November 16th and reviewed:
 - A new 4,800 sf commercial building at 295 Rodman Road
 - A new 3,600 sf building addition at Central Maine Community College for a Precision Machine Technology Building.
 - A plan for a new Snow Tubing Park at Lost Valley Ski Resort.
 - Discussed code violation on various properties
 - Discussed potential impacts and concerns on the recently passed referendum on Recreational Marijuana.
- Staff participated in Auburn's GIS day on November 16. Auburn's leading edge GIS saves time and money for City staff, residents and business people every day. It also helps people get the information they need to make investment decisions faster and with more certainty 24 hours a day, seven days a week. The quicker people can get the information they need to make decisions on property in Auburn the more likely they are to invest here first over other locations.
- Just one week since the adoption of the STAR Business Loan Program and we have received two applications from target area businesses and property owners that would spur approximately \$70,000 in investment with half of that coming from the STAR program. The applications will go through an underwriting process as the next step and there are other applications expected in the coming weeks.
- Staff helped with the election and has been busy with processing permits, fall/winter clean up after the summer rush and getting all the contractors files up to date with their insurance/license information for CDBG.
- In the first 16 days of November (11 actual work days) 51 permits were issued. The breakdown includes 6 commercial, 11 residential and the remainder are electrical, plumbing and sign permits with a total investment of nearly \$2,000,000. These permits yielded about \$13,000 in permit fees to help cover the costs of consulting, processing and inspections.
- Hazardous material survey for condemned buildings is complete. The bid request for removal of hazardous materials should be going out this week.

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- 1 Center St (Stan's Towing) has been removed. That busy intersection looks much better. We appreciate the Pelletier's cooperation in addressing the issues without formal enforcement or city expense.
- The vacant 16 Walnut St. was broken into and vandals attempted to start fires last week. Police and Fire responded and Public Works secured the building. Notice was sent to mortgage holder and maintenance company ordering the dangerous structures be brought up to code or removed entirely, and seeking reimbursement for Public Works time and materials.
- We have been busy analyzing and preparing information on hydropower license applications for The Androscoggin and Little Androscoggin Rivers.
- Doug Greene is our new Urban Development Specialist and Grants Administrator. Doug's move leaves the City Planner position open and we will be advertising it this week. We hope to be at full staff by the end of the year.
- Staff has been meeting almost every day this week with investors from China for the Miracle Enterprise project and other investments in Auburn.

Fire

- Crews responded to 1 cooking fire during this time period.
- Staff performed several follow up inspections.
- 2 Staff members attended training in evidence collection, training provided by the Maine Chapter of the IAAI.
- Crews performed 14 life safety inspections and 1 license inspection.
- Contractors completed an insulation project for Engine 2 station.
- Staff met with a contractor regarding conversion of a vacant sales space to restaurant use.
- Staff did permit inspections on 2 grow facilities and a nightclub.
- Staff attended the monthly Plans Review Committee meeting.
- Crews attended training on Advanced Airway Management Skills Lab.
- Crews did training on Cardiac Dysrhythmias.
- AFD personnel attended the City's annual recognition banquet.
- For the week of November 10th to November 16th, we responded to 80 calls for service. These include, but are not limited to: 1 fire call, 57 Emergency Medical calls, 6 Motor Vehicle Accidents - 1 with injury, 4 Hazardous Condition calls, 6 Service calls, and 4 fire alarm calls. We received 0 mutual aid responses during this period and we provided 0 mutual aid responses. We provided 2 Paramedic intercepts during this time and covered UAS for 2 calls in Lewiston.

IT

- This week, GFTV staff finished a photography project for the GIS mapping that is ongoing. Photos were taken of various historical sites throughout the City. Staff also worked on other projects including wiring data drops for several offices and IT work for other City staff. Staff covered a couple of City meetings and assisted with tech support on others. Brian also spent some time working on configuring a computer with a Linux based operating system to stabilize our NASA TV feed.

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- On Wednesday, November 16th, Auburn participated in GIS Day. Begun in 1999, GIS Day provides an international forum for GIS users to “demonstrate real-world applications that are making a difference in our society.” This is Auburn’s first time participating. Our focus was on our MapAuburn online mapping applications. We held three different events throughout the day – one for staff and two for the public. We demonstrated some of the lesser-known application features and discussed possible future improvements. For the public sessions, we showcased a new Advanced Viewer application that allows users to select the data layers they want to see, and in many cases link to file downloads (aerials, engineering plans, CAD files), or link to websites to get more information (Municode for Zoning, Webpro for Assessing, FEMA for flood mapping, etc.). A total of 20 realtors, engineers, developers, and other interested citizens participated. We received numerous positive feedback from the public on our efforts to date, along with a number of requests for future development. The staff session focused on new communication tools (Story Maps), and on tools to provide easier staff access to data. Less than a full day after the staff session, we received requests for four projects that focus on providing more information directly to Auburn’s citizens or to staff providing services to our residents. Many thanks to the staff who assisted -- from the Manager’s Office, Planning and Development, Public Services, Public Safety, AWSD and my colleagues in IT – we couldn’t have done it without your assistance. It was a cross-departmental team effort, and one that has already seen positive return. Staff extended the Wide-Area-Network out to the Auburn Lewiston Airport, allowing Airport administrators to connect to the City’s MUNIS financial software.
- Staff are partway through a project to upgrade the Tax Counter computers. The process is complicated by trying to do this “on the fly”, during staff lunch and other breaks. When completed, the PCs should operate a little faster and more efficiently.

NSBA

- Ice
 - Men’s League
 - Women’s League
 - Public Skate
 - Shinny
 - Private Rentals
 - Central Maine Elite League
 - Players Edge
 - Maine Gladiators
 - L/A Seniors
 - Maine Amateur Hockey Association
 - Central Maine Community College
 - Downeast Synchronized Skaters
 - Red Hornets Tournament

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- Marc's Meetings
 - SMCC Film Crew - Student Project doing film on NSBA
 - Sport Tourism - National College Roller Hockey Championship
 - Employee Recognition
 - CM Meeting
 - Breakfast Club
 - Maine Adventure Show
- Partnerships
 - Payroll Management
 - Mount Auburn Dental
- Events
 - Big Time Wrestling – In conversations with promoter and setting up site visit
- Jason Ops Tasks
 - Building Maintenance
 - Ice Scheduling
 - Staff Scheduling

Public Services

- South Main Street, scheduled to be completed by Spring 2017, adjusting structures to grade and winterization
- 2017 Hampshire Street Reconstruction; scheduled to be completed in 2017, 2nd neighborhood meeting scheduled for November 30th.
- 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
- Crews were out clearing and checking basin tops.
- Crews were out hot patching around the City where needed
- Leaf pick up continues throughout the City
- Crew performed the annual outfall monitoring required for the City's mandated MS4 Stormwater Permit
- Crews were out clearing up beaver dams throughout the City
- The tree crew were out on Arbania, Hotel and Meadow
- The delivery of the Christmas Tree to Festival Plaza went great.
- 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.
- Residents along with the Com Center continue to call to have dead animals picked up as well as for potholes, large pieces of road debris (TV's, couch, chairs), etc.
- Crews repaired the guardrail on Owl Lane
- The Fleet crew were as busy as ever; repairing truck shafts, sprockets, putting in a new started, replacing ABS sensor as well as working on a vehicle seat. Fleet also made some

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small adjustments to the leaf box for better use as well as safety. Vehicle fire extinguisher inspections completed and winter truck tires mounted. Also, performed on a monthly basis are regular preventative maintenance.

Recreation

Ongoing Programs:

- 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. 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!

Ending Programs:

- Christmas Tree Shops and Olive Garden – 12 participants.

Special Projects/Events:

- Winter/Spring Brochure for programs running from Jan 1 – April 30 will be available Dec 5.
- 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.
- Winterfest will be held on January 27, 28, and 29. List of confirmed events will be posted to the website in the following weeks.

Upcoming Programs:

Youth Programs –

- 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)). There is a need for volunteer coaches!
- Pre-K and Kinder Basketball Skills and Drills for ages 4-6 years old 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).
- 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.
- 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.

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Senior Programs

- Saturday, December 10th – Casco Bay Wind Symphony Christmas Concert 11-6pm. Lunch at Ocean Gardens Restaurant and Tavern (on your own), Cost \$12.
- Christmas Luncheon – Thurs Dec 15 at the Hasty Community Center from 11am-2pm for \$15 per person.

Family Programs

- Breakfast with Santa on Sunday Dec 4 (updated) from 8-10am for \$5 per person at the Hasty Community Center.
- 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 10th, 7pm game vs. the Maple Leafs. Cost will be \$150 per person which includes ticket and round trip transportation from Portland to Boston. 7 TICKETS LEFT
- 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. TRIP IS FULL

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.

Turf

Rentals:

- Finalized the dates and times for Coastal Field Hockey rental
- Messalonskee High School booked their Project Graduation for the Class of 2017 next June and will be utilizing the Turf Facility as well as the Recreation Department facilities
- Scheduled spring sports with Edward Little Lacrosse, Baseball & Softball
- Androscoggin Youth Indoor Soccer is continuing their first session
- New youth lacrosse skills and drills rental will start on Saturday November 19th
- Next Pitch & Prime 360 Baseball and Softball Training are still running their first session
- Dates for November and December have already been scheduled with Cardio Sport
- Middle School age soccer training will start their first session on Saturday November 19th
- Working with the YMCA for their spring youth field hockey program

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- Tiny Tonka Toddler soccer continue their first session with plans to add another immediately following
- Ingersoll has three birthday parties scheduled for the weekend of November 19th

Advertising/Promotional Meetings:

- Met with Kaplan University regarding possible partnership
- Agreed to a sponsorship deal with US Cellular
- Central Maine Orthopaedics/Spectrum signs have been delivered and prepped for installation
- McDonalds sign has been delivered and prepped for installation
- Working with Norway Savings Bank Arena on getting a sign installed in their facility as well as a NSBA sign in Ingersoll
- Renewed a partnership with Central Street Dental

Leagues/Programs:

- Session 2 for Adult Co-Ed soccer has started with nine teams this session
- Session 1 of the Boy's High School Soccer League started with eight teams
- 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
- Working on a possible Girls High School Soccer League with a possible start time in January
- 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