



**TO: Mayor and City Council**  
**FROM: Denis D'Auteuil, Acting City Manager**  
**RE: Weekly Report**  
**DATE: Week Ending September 23, 2016**

### **Auburn Public Library**

- The Board of Trustees met for their regular monthly meeting on Wednesday, 9/21. Agenda items included an update for the 125<sup>th</sup> Annual Meeting, and a report from the Lewiston Public Library. There was also a demonstration of the new 3D printer. Nicole Rancourt was elected to complete the trustee term of David Murphy, who resigned last month.
- The presentation on the history of political cartoons by Erin Bishop was very successful. It was the first in the series sponsored by the Maine Humanities Council and the Pulitzer Prize Foundation.
- We are in the process of recruiting teens for our Great Stories Club, which is being held in collaboration with the Boys and Girls Club and the American Library Association.
- The Library will be hosting the Maine Arts Commission and L/A Arts for the start of their walk through for the Commission's forthcoming conference which will be held in Lewiston and Auburn beginning the following week (10/6 and 10/7).
- The Annual Meeting will be held on Thursday, 9/29, at 5:30 PM.
- The Library will host Auburn quilt artist Sheryl Whitmore for the final ArtWalk of the 2016 season. Sheryl will display numerous quilts which use a variety of colors and textures for emphasis on natural subjects, and are inspired by the Maine environment and the fabrics she finds in her travels. Her quilts will be displayed in the Library's Androscoggin Community Room from 5-8 P.M.
- Upcoming programs include:
  - Teens! Great Stories Club: The Art of Change - Creation, Growth & Transformation - Monday, September 26, 4:30 – 6:00 pm. Through the receipt of a grant from the American Library Association and the National Endowment for the Humanities, the Auburn Public Library is pleased to present the Great Stories Club. During the course of the fall, selected teens will be reading and discussing 3 books -- Buck, a memoir by MK Asante; The Absolutely True Diary of a Part-Time Indian by Sherman Alexie; and The Complete Persepolis by Marjane Satrapi. Each book is autobiographical or semi-autobiographical in nature and each character in the book uses art -- whether drawing, creative writing and/or music - - to overcome challenges in his or her life. Teens who would like more

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information or would like to be considered for this book group should contact Donna Wallace -- via phone, 207-333-6640, ext. 4 or email at [dwallace@auburnpubliclibrary.org](mailto:dwallace@auburnpubliclibrary.org).

- Knitting Brigades of WWI – Tuesday, September 27, 2:00 – 3:30 pm. In the summer of 1917, following the U.S. declaration of war against Germany in April 1917, the American Red Cross put out an urgent call for volunteers in every state who came to knit more than 15 million pounds of wool into socks, sweaters, hats, and bandages for our soldiers and allies overseas. In less than two years, membership swelled from 200,000 to over 30 million nationwide. Women, men, and the nation's school children knit and purled more than 23 million articles for the war effort in the most successful mobilization of community resources in the United States. Join Holly Korda as we explore the amazing efforts of the Knitting Brigades of WWI, and learn how knitting helped unify the nation and win the war. The presentation will include fascinating stories and vintage photographs.
  - KIDS! Wednesday Crafternoon- Wednesday, September 28, 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.
  - Workshop: Reach Your Financial Dreams – Saturday, October 1, 9:00 – 11:00 am. Join Sarah Blondin for this free presentation on how to reach your financial dreams. Blondin, from Primerica, will discuss in this complimentary workshop topics such as:
    - The three different savings accounts you need
    - Ways to reduce debt
    - Retirement savings strategies
    - How your life insurance actually works
    - The high cost of waiting to save
- 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:
  - 5 birth certificates
  - 85 death certificates
  - 12 marriage certificates
  - 5 marriage licenses
  - 6 disposition permits
  - 2 garage sale permits
- Received 1 business license application (a renewal) and one Special Event application
- Staff attended the 9/19/2016 Council Meeting

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- Worked on the minutes of the 9/19/2016 Council meeting and the minutes of the 9/12/2016 Appointment Committee meeting, and posted the agenda for the 9/26/2016 workshop
- Mailed out letters to all Board and Committee applicants that were appointed on 9/19/2016 and to those that were not nominated during this last round of appointments
- To date, we've received 352 requests for absentee ballots for the November election
- Staff prepared envelopes and labels for all voters that have requested absentee ballots to date
- We continue to work on staffing the polling places for the November election. We've filled 62 positions but still have 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
- The City Clerk met with Scott Holland, Deputy Director of Public Services on Thursday to discuss polling place set up, and the pick-up and delivery of election materials on election day
- We are also working with the IT Department to borrow two laptops for absentee voting which will take place on the 2<sup>nd</sup> floor of Auburn Hall when it starts to get busy
- Staff validated 16 signatures for Maine Clean Election Act
- Fairview School will be holding a mock election on November 2<sup>nd</sup>. Staff has arranged to have one of our voting booths, a ballot box and stanchions delivered to them for the mock election

### **Economic and Community Development**

- Staff met with a Miracle Enterprise representative for project updates and to offer advice on preventing vandalism at the building. Miracle Enterprise will be adding security features to the building to further prevent unauthorized entry and to immediately notify 911 if activity is detected.
- Staff met with Community Concepts Finance Corporation to implement the new commercial loan program approved by the Council as part of this year's budget.
- Staff is meeting with Mary LaFontaine, Regional Director, Southern Career Centers on Friday September 23<sup>rd</sup> to implement the Workforce Development program requested by the Council as part of this year's budget.
- Staff is working with VHB to complete the draft plan updates for the New Auburn Village Center. It has taken longer than we had hoped for the plans to be ready for the next public meeting but we are getting close. We are shooting for an October update and input meeting and will be nailing down a date and time soon. We are in the latter stages of a long (since 2009) facilitated community dialogue to try to bring New Auburn (and other Auburn) residents together for consensus on a design for the New Auburn Village plan. The process has been well attended and we have systematically refined the plans based on public input. We are excited to be getting close to construction plans and substantial progress on construction looks promising for 2017 and 2018. Staff has been working to coordinate and acquire multiple outside funding sources so that local funds are used mainly to match at 50%, 30% or even as little as 20% of total costs when the plans are finalized. We have over \$1,500,000 in funding in place for the 2017 and 2018

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construction seasons and 3 additional grants or matching programs are being discussed to supplement the project and reduce construction time. As always, staff is available to discuss the project and share the latest progress.

- The Department has hired Jacklyn Holt in the position of Accounting, Compliance and Underwriter. Jackie will be responsible for the Homebuyer Program, underwriting loan applications for all CDBG/HOME loan products, and assisting with compliance with all HUD regulations. We welcome her and look forward to having her being a successful member of the team.
- A public notice was published on September 16 regarding the CDBG/HOME amendments to the action plan. The public has a period of 30 days to comment on the amendments made by City Council on May 16. A public meeting will follow.
- Staff is working on completing the Consolidated Annual Performance and Review Report (CAPER) to HUD. The report boasts the accomplishments of the City in meeting goals and objectives outlined in the Annual Action Plan and 5 year Consolidated Plan. The deadline for submission is September 30.
- City Council has approved a conditional commitment of \$250,000 using HOME Funds for an affordable housing project at 62 Spring Street. The project will include 32 affordable units, 9 market rate units as well as 2 commercial spaces on the ground level. The developer, Auburn Housing Development Corp., will submit an application to Maine State Housing Authority and if successful, will move forward with this project next spring.
- This week, a C of O was issued for the Auburn Transportation Center, 24 Great Falls Plaza. A ribbon cutting event will likely be held on October 20<sup>th</sup> and we will confirm the date and time soon.
- A final walkthrough was performed for Sherman Williams, located at the old Pizza Hut on Center St. and they are ready for occupancy.
- Taco Bell on Center Street is nearing completion
- Staff met with property owners in the New Auburn area to discuss future land strategies.
- Staff led the Plan Review Committee at their Wednesday, September 21 meeting.

### **Fire**

- Crews responded to 1 fire call in Auburn and assisted the Town of Mechanic Falls with a kitchen fire and the City of Lewiston with a 3 Alarm apartment building fire.
- Staff performed several final C/O inspections, along with several follow up inspections.
- Staff from AFD and APS worked to secure the structure at 67 Minot Avenue which had been heavily vandalized.
- Crews did extinguisher training for Life Flight of Maine.
- Staff attended the monthly Plans Review Committee meeting.
- Staff met with the State Fire Marshal to discuss training opportunities.
- Crews participated in School Fire Drills and also did 2 License inspections.
- Crews participated in training on Extremity Trauma.
- Staff presented training to crews on Fire Education for age specific target groups.
- Crews continued the annual Hose Testing for our compliance with NFPA regulations.

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- For the week of September 15<sup>th</sup> to September 21<sup>st</sup>, we responded to 92 calls for service. These include, but are not limited to: 3 fire calls, 61 Emergency Medical calls, 6 Motor Vehicle Accidents - 3 with injuries, 8 Hazardous Condition calls, 6 Service calls and 6 fire alarm calls. We received 1 mutual aid responses during this period and we provided 2 mutual aid response. We provided 1 Paramedic intercept and responded to the Airport to transport for LifeFlight of Maine Fixed Wing.

### IT

- GIS staff reached out to the State of Maine, and has obtained a complete address point dataset for the city, which was created from U.S. Post Office addresses. It will be valuable for emergency preplanning, planning notifications, and a number of other city-wide applications. This dataset is more comprehensive than our current data, through the inclusion of apartments, etc., but the positional accuracy of the points is slightly less than our current data. Evaluation of the dataset is still in the early stage. If it turns out to be as useful as we believe it could be, we will develop a plan to improve on the accuracy.
- With staff reductions in the Engineering Department, duties as Auburn's Addressing Officer moved to the GIS Manager position. Over the past several months staff has worked with assessing, planning, and engineering to understand the workflow necessary to assign a new address. This week we assigned 21 addresses and parcel ID numbers to new houses and subdivision parcels, while implementing a new tracking worksheet.
- Staff worked with Safety Manager Ray Lussier and Facilities Manager Derek Boulanger to test the lockdown procedure that Auburn Hall would use if there was ever a need for staff to shelter-in-place. While the doors did lock down, the test identified some concerns. We'll be working with the Safety Team and building EACs to address the concerns.

### NSBA

- Ice
  - Men's League
  - Women's League
  - Public Skate
  - Shinny
  - Private Rentals
  - Central Maine Elite League
  - L/A Seniors
  - Central Maine Community College
- Marc's Meetings
  - Ice Time Meeting ~ Shon Collins
  - Nason Mechanical ~ Heating Quote
  - Make a Wish Event with PEPSI
  - Winterfest
  - St. Dom's Ice Time Meeting ~ Bob Parker

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- Partnerships
  - Center Street Dental
  - Kaplan University
- Sports Tourism
  - ISPS National Softball Tournament
  - Savage Race – Got awarded to MA, but we will be considered for future race sights
- Facility Events
  - Holiday Concert with 99.9 Wolf – December – Proposal and Negotiation stage
  - RV Show – Negotiation Stage
  - Garden Bros. Circus – Waiting on potential dates
- Jason Ops Tasks
  - Ice Maintenance
  - Building Maintenance
  - Olympia Maintenance
  - Ice Scheduling
  - Center Street Dental
  - Nason Mechanical - heating quote
  - Red Hornets Pre-Season Meeting
  - St. Dom's Ice Time Meeting ~ Bob Parker

### **Police**

- The department handled 441 calls for service this week.
- Officers conducted 122 motor vehicle stops and 9 field interviews.
- Officers investigated 79 offenses of which, 7 of which were felonies, generating 30 arrests, 18 criminal summonses and 4 juvenile arrests.
- Officers responded to 22 motor vehicle crashes.

### **Public Services**

- Residents along with the Com Center continue to call to have deceased animals picked up as well as large pieces of road debris (propane tanks, TV's, couch, chairs) etc.
- Reminder: Auburn Public Works Garage accepts free of charge to Auburn Residents the disposal of fluorescent bulbs, Monitors, T.V.s, Copiers, DVD/VCR players.
- Townsend Brook Road, Schedule to be completed by 9/30/2016, Surface pavement to be placed next week.
- Pettengill Park, Schedule to be completed by 9/9/2016, Striping to be completed this week. Miscellaneous items remain.
- Highland Avenue, Scheduled to be completed by 9/30/2016, Surface pavement scheduled in two weeks
- South Main Street, Schedule to be completed by 10/28/2016, Box cut in progress.
- 2017 Hampshire Street Reconstruction, Scheduled to be completed in 2017, 80% plans being developed.

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- 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, Scheduled to begin the week of 8/29/2016, Completion date spring/summer 2017. MDOT Project.
- Sign work around the city continues. Staff are replacing and or fixing faded and damaged signs in accordance with the new regulations.
- 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.
- Winter district inspections continue on 3's, 10's, 21's and 11's run
- Basin lines continue to be painted on 4's run
- The hot patching crew were out in the North Rural area
- Big project on Pownal Rd replacing a culvert. Other areas in the City which either had basins and or culverts cleaned and or repaired were; Marry Carroll, 13's run, 4's run,
- Crews were over at Auburn Hall cleaning and will continue to clean up the bird issues
- Stump removal has begun on Harris St., Fairmount Av.
- The tree crews were out on Newbury St., Cook St., Western View St., Fern St. and Old Danville Rd.
- Roadside mowing continues on the South end, Washington St islands were trimmed and looks good, Vets Bridge, Union St. and Pettengill Pond area.
- Ballfields Maintenance:
  1. Lake View 1, Lake View 2, Pettengill Softball, Tribou Field, Pettengill Park, and CMCC
- Fleet Services continue:
  1. Rehabbed #80, new brakes, tires, repaired rust
  2. Started a major rust repair project on #15's dump body
  3. New glass installed in #46 (replace from vandalism)
  4. Started installing head gear on plow trucks
  5. Finished set up on new #26 and put in service
  6. Trailer 71 had air tanks relocated at Whited
  7. Completed 4 pm's, 1 SI, 6 road calls

## Recreation

Ongoing Programs:

- Fall Youth Football practices are in full swing and games this weekend are all away. 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.

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- 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:

- River Day in New Auburn – weather was great, we had kids fish and do the scavenger hunt and a few people rented kayaks! We are hoping to offer another one in the Spring to keep letting the public know that the River is fun and safe! Thank You to everyone that came out and supported the first River Day.
- Market Basket Senior Trip went out on Thursday and we 8 participants.

### Special Projects/Events:

- Festival Plaza Plaque Unveiling and Last Art Walk will be Friday Sept. 30. Art walk will be from 5-8pm in downtown Auburn. Music will be played in Festival Plaza with a break at 7pm for the unveiling ceremony of the new Festival Plaza Plaque that highlights the design and history involved with the facility.
- 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 sometime next week (weather depending).

### 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.
- 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



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\$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

- Fryeburg Fair – Tues Oct 4 from 8am-5pm, cost will be \$5 for transportation. You will need to pay your entry into the fair (free for 65+).
- Foliage Trip to Rangeley on Tues Oct 11 from 9am-4pm. \$5 per person (lunch is on your own).
- 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.
- Pickleball Drop-in will start back up on Sept 20 – Dec 20 on Tues/Thurs from 9am -12pm at the Hasty Gym. Cost will be \$2 residents/\$3 for non-residents, ages 40+.

### 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.