



TO: Mayor and City Council
FROM: Denis D'Auteuil, Acting City Manager
RE: Weekly Report
DATE: Week Ending January 13, 2017

Assessing

- Although the December 31st deadline has passed for the 2015 BETR applications to be submitted to the State for reimbursement, businesses with extensions granted by the State continue to file. All applications submitted to this office have been processed to date.
- January is the month staff reviews all outstanding permits. Currently staff has 422 open permits to review. Appointments are being made to inspect and verify interior improvements (new construction, interior remodels etc). Exterior permit improvements (sheds, barns, garages, etc.) that can be verified (depending on the snow) will also be completed. It is important to complete as many permit inspections as possible in January so attention can be focused on getting the personal property mailings prepared in February. After the mailings go out, permit inspections will be resumed.
- Staff thanks Ms. Tizz Crowley, who will not be returning for a second term on the Board of Assessment Review, for her time serving the Board. We greatly appreciate her time on the Board as an alternate member. Staff has contacted two possible candidates for the Board of Assessment Review vacancies. One has declined. We are awaiting a response from the second.
- Staff is currently reviewing one commercial and three residential appraisals submitted by taxpayers. A fee appraisal is an opinion of value made by the appraiser for a particular property as of a given date in time. Appraisals differ from mass appraisal in that mass appraisal is the systematic appraisal of large groups of properties and requires like groups of properties to be assessed equitably. Although the purpose of the submitted appraisal reports was not for tax purposes, each one will be reviewed. If discrepancies between the appraisal and the assessing records are found an inspection of the property will be requested. The final findings will be reported to the taxpayer.
- Currently the Assessing Department has three abatement requests pending. One multi family, one vacant house lot and the 2015 abatement request by Lowe's.
- We have received the October deeds (70+) from the Registry of Deeds and they are being loaded in the CAMA system.
- Pursuant to Title 36 §1102-1121 every five years taxpayers who have land in the Farmland Special Land Use Classification must submit to the Assessor verification of

Weekly Report

Week Ending January 13, 2017

income produced from the farmland. Six taxpayers were due for their recertification and have been sent letters.

Auburn Public Library

- The Library will be closed on Monday, January 16 for the Martin Luther King, Jr. holiday.
- We have received notice that Café L/A is closed "for the foreseeable future."
- The Library will be hosting "Origami by Children" an exhibit sponsored by Origami USA later this month. For more than three decades, OrigamiUSA has sponsored this annual exhibition of outstanding origami by children from around the world. Every year children are invited to submit their best folded models; either their own creations or the designs of others. The finest of these are selected to become the Origami by Children exhibit for that year. The exhibit travels to the communities of the various participants where it is displayed in local schools and libraries. Started in 1978, Origami by Children provides an inspiration for children of all ages to explore their own creative potential as well as to enjoy the creativity of other children from around the world.
- The Teen Librarian attended an Advocates for Children's meeting on Mon., 1/9.
- The Children's Services Manager and the Teen Librarian attended a planning meeting on Tues., 1/10, for Reading Round Up, the statewide children's literature conference to be held in Augusta in April. The event draws nearly 400 librarians, authors, and exhibitors each year.
- We have set up an informational kiosk on the main floor in celebration of the 225th anniversary of the Bill of Rights. The display has been provided by the Maine Human Rights Commission.
- Upcoming programs include:
 - Maine Job Corps | Wednesday, January 18 | 10:00 – 10:30 AM | Teens and New Adults! If you had the opportunity to take part in a life-changing experience that gave you the skills you need to succeed in today's job market, and it didn't cost anything, would you be interested? If so, the Job Corps may be for you! Join Hanya Phillips of the Maine Job Corps visits to explain how the program works and who is eligible. Pre-registration is required; call 207-450-0216.
 - Teens DIY! Mini Zen Gardens | Wednesday, January 18 | 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! This month, to help you de-stress in the midst of your mid-term exams, we'll put together mini Zen gardens! So that we have enough supplies, registration is requested. This program is just for teens, ages 12-18.
 - Teen Life Skills 2017: 10 Tips for Teens | Tuesday, January 24 | 4:00 – 5:00 PM |
A series of 4 classes, 10 Tips for Teens is where you'll learn how to add more fruits and veggies to your day while learning basic cooking skills. We will make and EAT a recipe each class and play games (with prizes)! Join Missy from Healthy Androscoggin for this series, which is just for teens ages 12-18. For our planning purposes, please register online.
 - Kids! Tweens Tech Tuesday: Robot Jousting! Tuesday, January 24 | 4:30 – 5:30 PM | Are you interested in technology? Would you like to learn how to code? Christina Dorman from the Maine State Library will be here with robots Dash and

Weekly Report

Week Ending January 13, 2017

Dot for some robot jousting. LEGOs will be involved. Space is limited so please register. For more information, please call the children's department at (207) 333-6640 x3.

- "The Limitless Real Estate Leader" Book Reading and Signing| Thursday, January 26 | 6:00 – 7:30 PM | The Library will be hosting an author signing and reading with local business woman Brenda Fontaine, who has recently written a business memoir. This event is open to the public. There will be door prizes. Brenda's book will be for sale and a portion of the proceeds will benefit the Library.
- 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 issued the following:
 - 5 birth certificates
 - 16 death certificates
 - 5 marriage certificates
 - 1 marriage license
 - 1 burial permits
 - 4 taxi driver licenses
 - 5 Taxi Cab License
 - 10 business licenses (8 renewals and 2 new)
- Staff attended the 1/9/2016 Council Meeting
- Mailed out 13 business license renewal reminder letters
- We are still working on entering the Voter Participation History in the Central Voter Registration System for the November Election. Wards 1, 2, 3, and 4 are complete.
- Completed the State vital share for December
- Nomination papers for the Ward 4 City Council seat are now available (to date, one person has taken out papers)
- We are still accepting applications for several board and committee seats that are vacant – the application deadline for this round of appointments is January 27, 2017

Economic & Community Development

- Staff is working with the Parks Department in setting up an Auburn Farmer's Market
- New Auburn: Staff has met with the Director of Finance on the overall project budget projections. Staff had a conference call with the New Auburn Village Center consultants to discuss final design issues, coordination of phasing and private property issues. Staff met with Auburn Water and Sewer District to discuss coordination of utilities to the project.
- Staff met with property owners considering a zone change petition and lot splits on Jordan School Road near Rt. 136.
- Staff met with a property owner considering a renovation or conversion to a duplex for a property near Lake Auburn.

Weekly Report

Week Ending January 13, 2017

- Staff met with Auburn based business considering a relocation to allow the expanding growth of their successful business.
- Staff assisted the Auburn Planning Board in their January 10th meeting. An amended subdivision was approved and the Board directed the staff to revise the latest Adaptive Re-use text amendment and have a legal review done prior to their next meeting on February 14.
- Permit submissions and inspections are busier than normal for this time of year.
- The building permit and plans for the new production line at Tambrands has been submitted
- The dangerous buildings at 741 Broad Street are being demolished this week; Buildings at 16 Newbury and 12 Patton Street will follow. 180 Station Road should be addressed next week by the owner or the City will remove the structure.
- Staff has been working on the recreational marijuana ordinance preparation requested by Council. An emergency bill to delay the implementation of the law passed by voters until February 1, 2018 is pending. If this bill passes it would set a date for implementation that would allow ample time for local preparation.
- Staff toured the Beth Abraham Synagogue this week with Mayor LaBonte. The building will be available for redevelopment and could provide a good opportunity for housing or other uses.
- We have received 5 STAR Business Loan Program applications to date. One is scheduled for approval at the February Loan Committee meeting.
- One application for the Neighborhood Challenge Grant has been submitted.
- As of December 31, 2016 program income for the CDBG Loan Programs is \$178,286 and for HOME it is \$102,314.
- The Community Garden Team is working on selecting a site for its 2nd garden in Auburn. They have requested CDBG funds for the next budget.
- Survey and deed work has been completed for the Intermodal Facility. We have renewed interest from one company and an existing company located in Auburn has an interest in expanding into this facility.
- So far in the first 12 days of January (8 working days) 25 permit applications have been submitted. (9 building permits, 3 demolition, 6 electrical, 1 excavation and 6 plumbing permits.)

Fire

- Crews responded to 5 fire calls during this time period.
- Staff performed several follow up inspections, site inspections and C of O inspections.
- Electricians continue to work the light upgrade for Central Station.
- Crews attended training on Cardiac Emergencies.
- Staff attended training on Commercial Kitchen Protection systems and code compliance.
- Crews did Fit Testing for the Air Packs as part of OSHA compliance.
- Crews performed Blood Pressure Clinics at Auburn Housing facilities.
- Placed updated electronic Inspection software in place for February roll out.
- Crews attended the annual BLS/OSHA refresher training.
- Crews began annual SCBA fit-testing for BLS.

Weekly Report

Week Ending January 13, 2017

- Crews performed 9 inspections, 4 of which were for licenses.
- For the week of January 5th to January 11th, we responded to 97 calls for service. These include, but are not limited to: 5 fire calls, 67 Emergency Medical calls, 7 Motor Vehicle Accidents - 3 with injuries, 3 Hazardous Condition calls, 7 Service calls, and 4 fire alarm calls. We received 1 mutual aid responses during this period and we provided 3 mutual aid responses. We provided 1 Paramedic intercept during this time.

IT

- This week staff worked on IT projects that involved staff support, computer repair and other tasks.
- GFTV staff covered a City meeting and assisted City staff with broadcast equipment.
- Work also continued on the studio at the high school with the installation of studio lighting and configuration of the audio equipment, testing of the computer system and some final testing. Next week staff will begin training E.L staff in the use and operation of the studio, which GFTV will share with the school. Students taking visual arts classes will have access to the space with supervision from GFTV and teachers in the program. We are looking forward to this cooperative endeavor.
- Staff also attended a Cable Advisory Committee meeting and discussed cable customer complaints which involved some increases in basic fees for cable service. Committee members received an update in executive session regarding franchise negotiations.

NSBA

- Ice
 - Men's League
 - Women's League
 - Public Skate
 - Private Rentals
 - Central Maine Elite League
 - High School Practices & Games
 - SMMHL
 - Maine Gladiators practices & Games
 - Maine Gladiators Mite Jamboree
 - L/A Seniors
- Marc's Meetings
 - Executive Session ~ Council
 - CM 10th Grade Career Fair - Speaking Engagement
 - Electric Walk through - RV Show
 - Meeting w/Denis
 - Winterfest
 - Maine Adventure Show
 - Meeting w/Phil Nadeau
- Jason Ops Tasks
 - Ice Maintenance
 - Building Maintenance

Weekly Report

Week Ending January 13, 2017

- Olympia Maintenance
- Ice Scheduling
- Gladiator's Ice Scheduling
- Staff Scheduling
- Electric Walk through - RV Show

Police

- The department handled 571 calls for service this week.
- Officers conducted 211 motor vehicle stop. Officers investigated 65 offenses of which, 6 of which were felonies, generating 9 arrests, 33 criminal summonses and 4 juvenile arrests.
- Officers responded to 44 motor vehicle crashes.

Public Services

- The fleet crew was busy repairing electrical, transmission, power steering, taillights, no heat and clutch issues, just to name a few. Also, seven preventative maintenance's were completed, one state inspection as well as one road call.
- The welding crew has been busy reviewing and modifying some of our trucks with better safety handles and steps.
- Crews have begun 2017 Mandatory BOL Hearing tests
- Tree work on Hillside Av. and Kennedy Av. are complete
- Crews continue to spot sanding around the City, especially as temperatures, change quickly.
- Snow removal continues around the City.
- The crews have been working hard on the City sidewalks. The changing weather between rain and snow, as well as temperature changes, vehicle breakdowns, has made it difficult for crews to keep up.
- In-house, work continues on tire chains, mailboxes and other items in need of repair.
- The staff has begun reviewing and updating the MSDS books.
- Sign work around the city continues; replacing and or fixing faded and damaged signs by the new regulations.
- Public Services still receives calls to pick up road debris as well as deceased animals.
- South Main St. – Scheduled to be completed by Spring 2017 – Work has been completed for the season and will commence in Spring 2017
- 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.

Weekly Report

Week Ending January 13, 2017

- 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.
- 2017 Hampshire Street Reconstruction; scheduled to be completed in 2017, 2 neighborhood meeting held on November 30th, 100% plans to be completed in December: [Hampshire Street Plans](#) - [Hampshire Street Improvements Renderings](#)