



TO: Mayor and City Council
FROM: Denis D'Auteuil, Acting City Manager
RE: Weekly Report
DATE: Week Ending February 10, 2017

Assessing

- Staff has been working on updating new parcels in the CAMA system created from splits and merges of properties. When deeds are received they are reviewed for splits and merges. Any properties that have been split from or merged with another property are forwarded to Gary J. He reviews the deed, creates the parcel, sends the information to the Assessing Department to update the CAMA system and forwards the same information to the IT department so GIS maps can be updated.
- There is a parcel located in Auburn owned by the Town of New Gloucester who purchased the property from the State of Maine in 1988. The parcel is currently tax exempt. Staff is researching the reason the exemption was granted and whether the property currently qualifies for tax exempt status. It appears from the GIS aerial photos the parcel is vacant. Staff will inspect the property and reach out to New Gloucester to verify the use of the parcel. The Maine Revenue has confirmed it does not qualify unless it is being used for municipal purposes.
- Research on communications towers continues. Staff inspected one tower site this week and confirmed ownership and contact information. Inspections of all sites will be done as weather permits.
- Permit inspections continue.
- One staff member took her Certified Maine Assessor exam on Wednesday.
- The personal property depreciation tables are rolled to the current year after the abatement deadline passes. The tables were rolled on Tuesday. As a result of updating the depreciation tables the personal property valuation dropped over 9 million dollars. In addition to the 9 million dollar loss, the closing of Cascades Auburn Fiber resulted in a loss of 6.9 million in valuation of personal property.
- Staff has begun updating the 2017 personal property forms in anticipation of the March Form 706 mailing to all business owners. A public notice done every year with the City of Lewiston addressing the Form 706 will be posted in the paper and the first canvas of businesses in the city will be next week. An announcement of the canvas will be posted on the Auburn website on the Assessing page. The canvas is done to gather the information to update our list of businesses in the database for the mailing. We will do a second canvas in late March to add additional new businesses and remove closed businesses (as of April 1) from the list. Last year we had 1063 personal property accounts.

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Auburn Public Library

- The staff meeting on Weds., 2/8, was rescheduled due to inclement weather. The Library had a two-hour delayed opening that day and closed at Noon on Thurs., 2/9, due to the storm.
- The Teen Librarian spent Fri., 2/3, at ELHS. She visited two freshman and one sophomore English classes, using the time to share information about the Library, our website resources, and many of the teen programs. She also discussed future collaborations with the EL librarian, including a joint teen advisory board and bringing 9th graders in for Fall tours.
- The Board of Trustees will hold its regular monthly meeting at 7:30 a.m. on Weds., 2/15.
- The Library will make its regular monthly visit to Minot's town hall on Thurs., 2/16, from 4-6 p.m.
- Looking for activities during February break? The Library is offering various programs for different age groups including a meteorite hunting and identification program where kids can see rocks that have fallen to Earth from asteroids, Mars, the Moon, and comets. Find out how we search for them and start your own collection with a free meteorite specimen (while supplies last)! Maria Padian, a Maine author, will be at the Library to read an excerpt from her newest book, Wrecked, and lead a discussion about issues of consent in relationships. "Wrecked" is open to teens and new adults, ages 12-21. For more information on these programs and more, visit our website www.auburnpubliclibrary.org.
- Upcoming programs include:
 - Teens DIY! Mug Cakes | Wednesday, February 15, 2017 | 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, we'll be making Mug Cakes! So that we have enough supplies, registration is requested; those who have registered will get priority. This program is just for teens, ages 12-18.
 - Teen Life Skills 2017: Dating Violence Awareness Month | Thursday, February 16, 2017 | 3:00 – 4:00 PM | Teens! Our Teen Life Skills series continues in February, where we will welcome Whitney from Safe Voices every Thursday this month. February is Dating Violence Awareness Month; discussion topics will include: what is dating violence, experiences of LGBTQ youth and dating violence, setting boundaries/ideas about healthy relationships, warning signs and how to help a friend or yourself. This program is just for teens, ages 12-18.
 - KIDS! Parachute Play | Tuesday, February 21, 2017 | 1:00 – 1:30 PM | Do your kids need to burn off some energy this vacation week? Kids ages 4-8 are welcome to come on in and have some parachute fun. Space is limited so please register your child either online or by calling the Library at 333-6640 ext.3.
 - KIDS! Vacation LEGO Club | Tuesday, February 21, 2017 | 2:00 – 4:00 PM |Join us for a special vacation version of our monthly LEGO Club for kids ages 5 and up. The Library will provide the space and the LEGOs. Kids just need to come with their imaginations. Space is somewhat limited so the program will be run on a first come-first served basis. Please be advised there will be small pieces that

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present a choking hazard. This program is not suitable for very young children. Please call the Library at 333-6640 ext. 3 for more information.

- 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:
 - 7 birth certificates
 - 62 death certificates
 - 4 marriage certificates
 - 1 marriage license
 - 15 burial permits
 - 3 business licenses (new)
- Received 3 business license applications (1 renewal, 1 Special Event (Fishing Derby), and 1 Off Premise Catering Permit)
- Staff met with the Appointment Committee on Monday, 2/6/2017 to review Board and Committee Applications
- Staff attended the 2/6/2017 City Council Meeting
- Prepared and posted the City Council agenda packet for the Special Meeting scheduled for 2/13/2017
- Worked on the minutes of the 2/06/2017 Appointment Committee Meeting
- Worked on the agenda for the 2/27/2017 City Council meeting
- Completed the State Vital share for January
- The City Clerk participated in the interviews for the vacant Tax Clerk position
- We transferred election materials (ballots, absentee envelopes, etc.) from the November 2016 election from the tamper proof metal boxes into cardboard boxes. These materials have to remain sealed in the tamper proof boxes for two months after each election. The retention period for the absentee envelopes is two years, the incoming voter list is five years, and all other materials can be destroyed after 22 months.
- Alison Pepin, Licensing Specialist has accepted a position in the Economic and Community Development Department. Her last day in the Clerk's Office is Friday, February 10th. We've been reviewing resumes and will be conducting interviews the week ending 2/18/2017.
- Nomination papers for the Ward 4 City Council seat are still available (to date, still only one person has taken out papers)

Economic and Community Development

- Staff and the Parks Department met with a candidate for a new part time Farmer's Market Coordinator to discuss setting up a Farmer's Market in New Auburn, tentatively planned for Tuesday's this summer from 4 to 7 pm.
- Transferred over 85 scanned HHE-200's to the "U" drive for identification since last Thursday-We are well on our way to making them available online for the entire Lake Auburn Watershed.

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- 22 permits were applied for this week; 4-Commercial bldg, 1-Residential bldg, 8-Electrical, 7-Excavation & 2-Plumbing
- February 4, 2017 -Last Saturday night approx. 9 PM Cristy Bourget responded to a grease fire on the stove at Margaritas. Margaritas decided to close for the day to get the extra cleaning done and for employees to watch the Super Bowl. Cristy did not want them to have a loss in sales on Sunday so she reinspected that day. This timely service is a great benefit to having a local inspector.
- February 8, 2017 Taco Bell held its grand opening.
- A Home Occupation Permit and Business Food License was approved for Hum-Dingah! Hum-Dingah is operated by Patrice Currie and is located at 223 Cook St. The business will be baking brownies and will sell them off the premises.
- Several letters have been sent to a downtown commercial establishment regarding our noise ordinance and a dumpster company which empties the dumpster at 2:30 in the morning. This week a Notice of Violation was sent to the commercial business and citations will follow if they continue to wake the neighbors at night.
- There were several plan reviews done within the past week, to include the Senior Center at Pettengill, the conversion of the Spurwink School on Danville Corner Road to add a 15 bed residential care facility, and a remodel and addition to the Precision Machining Technology wing at CMCC.
- An Investigation of an unlicensed sign installer at local lumber company was completed. The signs that were being installed are unsafe and have bogus UL labels. A Lumber Co. representative was notified and was appreciative for the cities work in protecting their investment in getting the safe and long lasting sign that they paid for.
- Investigated water damage to electrical infrastructure at 25 spring st with AFD.
- Inspected a dryer fire on Millet Dr. The fire was caused by an improperly installed electrical cord and utilizing a residential washer / dryer combo for commercial business.
- Inspected three new medical marijuana grow facilities and reviewed plans for marijuana extraction equipment at a licensed grow facility
- Staff met with representatives of a current Auburn Business that recently purchased property to expand their business; this could create up to twenty new jobs and over a million dollars in taxable value.
- Staff met with representatives of Savage Services Corporation to discuss a proposed expansion.
- Staff continues to work with a current Auburn Business looking to purchase property to expand their business; this could create up to five new jobs and \$500,000.00 in taxable value.
- The 2nd Quarter Financial Report was submitted to HUD and the program income receipts for October – January were reconciled in GMS.
- The CDBG Loan Committee approved loans for 2 CDBG projects for a total of \$27,019.00.
- Updated By-Laws for the CDBG Loan Committee were adopted at the February Meeting.
- Staff did a presentation at the Economic Development Round Table on the STAR and Neighborhood Challenge Grant Programs.
- Staff is preparing for the initial meeting of the Citizen Advisory Committee and Sub-Committee for development of the CDBG/HOME budget.

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- Staff addressed multiple code issues with a landlord of large multi-unit apartment that was about to have water shut-off. Staff's work may have kept 21 families in their homes.
- Addressed other code complaints such as dumpster overflowing, unauthorized automobile graveyard, no/low heat calls, and non-permitted uses of a property.
- A pre-bid meeting was held for Boba, however this project will not be ready for the March Loan Committee as there has been a delay with the designer with some final revisions.
- A pre-bid meeting was held for 46 Fourth St. this project will be presented to the March Loan Committee.
- Staff conducted HHRS (Healthy Homes Rating System) inspections and reports for 4 units, 2 initial inspections for the Star program and Rehab programs and 2 inspections concerning warranty issues on previously funded work.

Fire

- Crews responded to 6 fire calls during this time period, including a house fire on Old Danville Road.
- Crews attended class for annual CPR refresher training and certification.
- Staff also performed several other follow up inspections, C/O inspections and plans reviews.
- Staff did 2 fire investigations.
- Staff investigated several critical Life Safety issues in apartment buildings.
- Crews attended monthly Blood Pressure Clinics at AHA buildings.
- Crews attend training on breathing air management for the fire service.
- The EMS Training Team held a meeting for new members.
- Staff did a site visit to meet with developers for the re-purposing of the Cascades Fiber Building to discuss Fire Protection and Life Safety needs.
- Staff met with representatives of Savage Safe Handling to discuss future expansion plans.
- Annual ground ladder testing was completed this week.
- Crews performed 13 inspections, 0 of which were for licenses.
- For the week of February 2nd to February 8th, we responded to 79 calls for service. These include, but are not limited to: 6 fire calls, including a house fire, 57 Emergency Medical calls, 6 Motor Vehicle Accidents - 3 with injuries, 3 Hazardous Condition calls, 1 Service call, and 1 fire alarm call. We received 1 mutual aid response during this period and we provided 0 mutual aid responses. We provided 5 Paramedic intercepts during this time.

IT

- This week was a typical week for GFTV, but with the weather hampering some of our efforts. A meeting to train E.L.H.S. staff was cancelled due to storm. Staff covered meetings and worked on programming. We also worked on policies for the new studio. Weekly tasks involve working on the community bulletin board, file encoding and other file prep.
- Staff met with Randy Visser from Tightrope Media. Randy was instrumental in developing PEG TV

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in Maine and also worked to establish CTAM., The Community Television Association of Maine.

- This week, GIS staff began testing a new procedure for updating State of Maine's E911 address point database. After testing an update system several months ago, the state decided to pursue a different method for updates. We have completed a round of test updates and are waiting for word from the state to proceed. The new update method allows us to use ArcGIS Pro (the new GIS desktop software) to link directly to a published feature class to make our edits. Previous methods, involving file transfers, were cumbersome and fraught with problems. Auburn is the first user to test the new State process. So far, the new method appears to be working with no difficulties.
- Dozens of problems are submitted by staff to the helpdesk each week. Most of these are not noteworthy for a weekly report, but together they can eat up countless hours of precious IT time. Sometimes a particularly niggling problem occurs, spanning days or sometimes weeks, evading solution by the brightest minds in the organization and beyond, and causing widespread head-scratching, frustration, and on extremely rare occasions, the blasphemous condemnation of all things IT. Fortunately, we tenaciously persevere and leave no problem unsolved. This week UT staff solved the 'empty sent-email folder conundrum' reported by an Auburn Hall employee. As is often the case, a problem that evaded us to distraction had a simple solution ...when viewed in hindsight. We removed a rogue filter and all was good with the world.
- As part of an ongoing effort to determine how to improve the use of Energov, IT staff and a City of Auburn IT consultant participated in a conference call with Energov. The purpose was to get recommendations from Tyler (the owners of Energov) for the best way to address needed upgrades as well as options and cost estimates for reviewing/reimplementing workflows, file setup review, and clarification of the modules we own. With the help of Lewiston IT and Energov tech support we now have a reasonable specifications for replacing and upgrading this server and software. We are still waiting for additional information from Energov/Tyler before the consultant can put together a complete recommendation.

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
 - L/A Seniors
 - KVAC Girls Championship Game

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- Marc's Meetings
 - Budget Meetings
- Partnerships
 - Brunswick Golf Club
 - Steve Dube
 - Sun Journal
 - Spectrum Zamboni Meeting
- Jason Ops Tasks
 - Ice Maintenance
 - Building Maintenance
 - Olympia Maintenance
 - Ice Scheduling
 - Gladiator's Ice Scheduling
 - Staff Scheduling
 - Spectrum Zamboni Meeting
 - Brunswick Golf Club

Police

- Auburn PD received 391 calls for service this week; proactively, officers conducted 119 motor vehicle stops.
- 56 offenses were investigated, of which, 5 were felonies. In addition, 38 arrests were made, 24 criminal summonses issued, 5 field interviews occurred and 6 juvenile arrests were generated.
- Officers responded to 35 motor vehicle crashes

Public Services

- Public Services has a few Request for Proposals out Centerline Striping, Crosswalk Painting, Purchase and Removal of the Tree Length Wood Stockpile and the Hampshire Street Reconstruction Project
- Public Services has reviewed and signed off on all Bureau of Labor Standards (BOL) Compliance Directives
- Public Services crew continue attending the BOL required hearing testing
- Second and Third shift crew posted no parking signs giving the proper timing for snow removal
- Administrative staff worked on updating the Snow and Ice Control Plan
- Crews were out Tuesday in full force for the snow storm that hit overnight as well as watched and prepared for the Thursday nor'easter storm. Trucks along with their plow wings were well looked over; salt was ordered and read on hand.
- The excavation technician continues to work with our IT Department on a geodatabase for the collector application.
- Administrative staff reviewed with the crew the Safety Glasses Policy
- Crews continue to restock the sand sheds for our residents
- Crews were out cold patching potholes in the City

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- Sign work around the city continues; replacing and or fixing faded and damaged signs by the new regulations.
- Administrative staff continue working on incoming work order requests
- Crews continue to clean and sand sidewalks as well as pushing back high snow areas at intersections
- Residents along with the Com Center continue to call to have dead animals picked up as well as large pieces of road debris. More so now, knocked down signs due to vehicle accidents
- Administrative staff updated the Hazardous Assessment of work tasks
- In-house, work continues on tire chains, mailboxes and other items in need of repair.
- Second and Third shifts check Auburn's roads at night to de-ice frozen basins, to clear them before melting and flooding
- Administrative staff are working on gathering information for the annual Solid Waste Management and Recycling Report
- Management met with Supervisors for a pre and post storm(s)
- Our Fleet crew have been busy repairing #63, a fuel system in #53, installed air/road temp system in #26, replaced a calcium pump and spinner assembly on #11. Replacing shifting lever on Police Cruiser #1, replaced a window regulator in Police Cruiser #8, performed six preventative maintenance, four state inspections, and one road call.
- The crew performed weekly forklift inspection as well as the annual Ladder inspection.

Recreation

Changes/Updates:

- Father/Daughter Dance "Under the Sea" Sat. Feb 18 from 6-9pm **at St. Dom's Gym**. \$15 per person (\$30 per couple). Tickets are going fast!
- Summerfest 2017 plans have begun; more info will be announced soon with new partnerships! Summerfest will be Aug 11-13.
- Working with Community Development on The Auburn Farmer's Market Series for this summer. More concrete info will be coming out by the end of the month when all agreements are finalized.

Ongoing Programs:

- Adult Yoga – Currently have 8 signed up for beginner's yoga on Thursdays Jan 19-Feb 16 from 5:15-6:15pm at the Hasty Community Center, Cost: \$60. (\$10 per class)
- AARP Tax Prep will be using a section of the Hasty Building for tax prep on Mon/Tues.
- Renovations to the Hasty Building are in full swing and seem to have minimal impact on current programming.
- Summer Camp Financial Aid Packets are ready for pick-up, deadline is March 10th.
- Youth Ski Lessons with Lost Valley we have 6 participants.
- After School Ski Club will be combined with the Merrick Ski Program we have 54 participants.
- Senior Walking happens every Tues/Thurs in the Ingersoll Turf Facility from 9am-10am.

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- Afterschool Open Gym running Jan 5 – April 28 on Mon/Thurs/Fri from 230-4pm for grades 7-12 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!
- Pre-K and Kinder Basketball Skills and Drills we have 15 for session 2 starting Jan 22.
- Men's A Basketball League – We are in week 8, we have 12 teams playing on Sunday afternoons.
- Men's B Basketball League – We are in week 9, we have 9 teams playing on Mon/Tues nights.
- Men's C Basketball League – We are in week 9, we have 7 teams playing on Wednesday nights.
- Women's League – We are in week 8, we have 7 teams playing on Thursday nights.

Ending Programs:

- Winter Festival was a big success! A final report will be provided at a future council meeting.
- Youth Basketball is ending this weekend with a total of 32 teams for 232 players!

Special Projects/Events:

- Spring Celebration Sat. April 15 from 10am-12pm at Hasty Community Center. This is a free event for families with games, arts and crafts, and Egg-Stravaganza.
- Rec to Rec 5K – from Lewiston Rec to Auburn Rec this 5K **DATE IS TBA (looking at August)**.

Upcoming Programs:

Youth Programs –

- Father/Daughter Dance "Under the Sea" Sat. Feb 18 from 6-9pm **at St. Dom's Gym**. \$15 per person (\$30 per couple).
- February Vacation Camp from Feb 20-24 for grades K-6 at the Hasty Community Center. Cost will be \$80 for the week/\$25 per day from 730am-530pm.
- Spring Travel Basketball – co sponsored with L/A Swish Evaluation day will be Feb 20th time TBA. Games on Weekends, cost \$200 with fundraising opportunities for BOYS grades 5-8th and Girls 3-4.
- April Vacation Camp from April 17-21 for grades K-6 at the Hasty Community Center. Cost will be \$80 for the week/\$25 per day from 730am-530pm.
- Youth Lacrosse – grades 3-6, practices during the week, games on weekends. Cost is \$60 player we will start indoor practices April 10th. Equipment is needed for this program, mandatory parent meeting on March 6th for more info.
- Middle School LAX – Practices during the week, games during the week home and away from Late April to Mid-June. \$80 per player, practices will begin April 10th indoors.

Senior Programs

- Haven's Candy Factory and shopping at the Maine Mall – Thurs March 9 from 9am-4pm, Cost: \$5 per person (lunch on your own).

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- Bermuda Cruise – May 5 – 12, We will transport you to Boston where you head out to the Bermuda Islands on the Norwegian Dawn. US Passport or Birth Certificate & Photo ID requires for international travel. \$1,123 per person for double room or \$2,246 for single.

Family Programs

- Family Open Gym – Cost \$1 per person, designed for families with young children to come and run around, an adult must be present. Times vary each day, call or check Facebook for updates; Feb 8, 15, March 8, 22, 29, April 12, 26.

Adult Programs

- NEW – Thursday Men's Slow Pitch Softball Draft League, \$70 per player, 6 team max. Registration is open now.
- New – 3v3 Basketball Spring Fling Tourney, Men's Fastbreak, Men's Slowdown, Women's open, and Grades 6-8. Sat. March 4th \$75 per team. 3 game minimum games are to 15 points or 15 min (whichever comes first).
- Men's Summer Basketball League – Fast Break league will be Mondays starting June 5 games vary from 5-10pm, rosters must be 18+ with 51% Auburn/Lewiston residents. Team cost \$675.
- Men's Summer Basketball League – Slow Down League will be Sundays starting June 4 game times vary from 3-9pm, rosters must be 18+ with 51% Auburn/Lewiston residents. Team cost \$575.
- Slow Pitch Softball – Men's League will offer three levels Lower (Mondays) , Middle (Wednesday), and Upper (Tuesday) division. Cost \$825 per team. More info will come out with rules and captains meeting in February.
- Slow Pitch Softball – COED league will offer three levels this year Minor, Middle, and Major Divisions. Games will be played on Sundays, team cost \$650.

Turf

Rentals:

- Coastal Field Hockey
- Androscoggin Youth Indoor Soccer Session 2
- Next Pitch & Prime 360 Baseball and Softball Training Session 2
- Tiny Tonka Toddler soccer Wednesday Session 2
- Poland AAU Baseball training
- High School Girls Soccer Training continues
- Maine Rapids AAU Baseball Starts
- EL Indoor Track Practice
- Lady Her-ricanes AAU softball Starts
- Boys High School Lacrosse Training
- Cardio Sport Fitness Class
- Auburn Recreation Department Indoor Soccer Ends
- Bates Men's Ultimate Frisbee
- 54 total hours used in batting cages
- Maine Raging Bulls Men's Football
- Scheduled 20 hour with St. Joes Women's Field Hockey
- Bates College on Women's Ultimate Frisbee practice

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- Oxford Hills youth soccer training
- Three birthday parties taking place this weekend

Advertising/Promotional Meetings:

- Talking with various businesses on potential partnerships

Leagues/Programs:

- Session 3 for Adult Co-Ed soccer
- Session 2 of the Boy's High School Soccer League
- Senior Citizen walking every Tuesday and Thursday, 9:00am-10:00am.
- Working with Bates College Women's Soccer on youth programming
- Working on girls youth lacrosse program
- Booked girls High School lacrosse pre-season training