



TO: Mayor and City Council
FROM: Denis D'Auteuil, Acting City Manager
RE: Weekly Report
DATE: Weeks Ending February 17 & 24, 2017

Auburn Public Library

- The Library was closed 2/13/17 due to inclement weather.
- The Board of Trustees met at their regular time on Weds., 2/15/17. Items discussed included the status of the café and the upcoming online auction in June. Claire Thompson of Austin Associates presented the audited financial statements for the fiscal year ended June 30, 2016. The report was accepted by the board with a unanimous vote.
- On Weds., 2/15, the Auburn Police Department and the Department of Homeland Security collaborated to stop an incidence of child pornography that was being downloaded onto a customer's own device through our Wi-Fi system. Although we diligently filter our network, a sophisticated user can skirt a network's protection system.
- The Library was closed on Mon., 2/20, in observance of President's Day.
- The Library's leadership team met for its monthly meeting on Weds., 2/22. Items on the agenda included budgeting items, summer reading programs, and the changeover to the State's new audio/e-book system.
- The Library has been notified that Androscoggin Bank has awarded us a grant to begin a program with the Androscoggin County jail that will encourage inmates to read to their children during visiting times. We will have much more information on this program as it is put in place. We are also being considered for another grant that would bolster this program.
- The bookbinding program was such a success that the participants have decided to continue meeting to work on their books and other crafts. We will be making this time available to all our customers.
- Our thanks to the City Clerk's office for their help in preparing our farmers market participants.
- We are saying good-bye to Beth of our lending staff, as she is moving. We appreciate her good work and wish her all the best.
- Upcoming programs include:
 - KIDS! Tech Tuesday Squishy Circuits | Tuesday, February 28, 2017 | 4:00 – 5:00 PM | Kids ages 9 – 12 are invited to create dynamic playdough sculptures that light up and buzz. We'll supply the squishy circuit kits, you supply the imagination. The kits will remain property of the library, but you're welcome to take as many

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pictures of your creation as you like. Supplies are limited; please register by calling the Library at 333-6640 ext. 3.

- The Digital Doctor's Computer Help | Wednesday, March 1, 2017 | 4:00 – 6:00 PM | Feeling frustrated and just plain going a little crazy learning how to tweet, text, or just submit an application? Come get some help from the Digital Doctor and let him ease some of those frustrating moments. Our fantastic volunteer is available in the second floor computer lab to help assist you with your basic technology questions.
 - Work for Yourself at 50 Plus Years Old | Thursday, March 2, 2017 | 12:00 – 2:00 PM | Have you ever dreamed of being your own boss? Let Work for Yourself@50plus help you get started. Karleen Andrews, from New Ventures Maine, will lead this interactive workshop. Topics include how to connect with resources in the community, what options are available, and how to make a plan. Register for this workshop by calling the toll free number 1-888-339-5617.
 - Film Producer Craig Dudnick presents "Alice's Ordinary People" | Monday, March 6, 2017 | 6:30 – 7:30 PM | Film Producer Craig Dudnick will be at the Library to present the documentary "Alice's Ordinary People." This film is about Alice Tregay, an unsung heroine of the Civil Rights Movement. Her remarkable story spans the historic period from the marches of Dr. King to the election of Barack Obama. And her great contribution in the field of politics is the thread which connects the two. Dudnick will share how he met Alice Tregay and how she inspired this important film about one of the most overlooked civil rights leaders.
 - Teen Life Skills 2017: The Job Application | Tuesday, March 7, 2017 | 3:00 – 4:00 PM | Teens! Lisa Hartnett of the Career Center will be here to talk with you about how to look and apply for a job. Whether you are looking for your first, part-time job or nearing the end of high school and are looking for full-time employment, the information she provides will be essential toward your success. This program is just for teens, ages 12-18.
- 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
 - 95 death certificates
 - 6 marriage certificates
 - 0 marriage licenses
 - 16 burial permits
 - 7 business licenses (7 renewals and 1 new)
- Received applications to secure two weeks of banner space (The Chamber and Safe Voices)
- Mailed out 4 business license renewal reminder letters
- Received 4 business license applications

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- Staff attended the 2/13/2017 Special Council Meeting
- Staff attended the mandatory safety meeting that was held on Wednesday, February 15th
- Completed the minutes of the 2/6/2017 and 2/13/2017 Council meetings
- Prepared and posted the City Council agenda packet for the 2/27/2017 meeting
- Mailed letters to nominated candidates for Boards and Committees
- Conducted interviews for the vacant License Specialist position
- Staff has been going through the Voter Registration Card file, A through Z, check for misfiled or missing cards
- 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 continues to work with the Director of Parks and Recreation in setting up an Auburn Farmer's Market including, the hiring of an Auburn Farmer's Market Coordinator, a clear process for permitting and licensing, setting up low income resident benefits, and locking in on a location. The Market will be held in New Auburn on Tuesday afternoon's from 4 to 7 pm.
- Staff met with the Chief of Police to discuss a potential Neighborhood Challenge Grant in the Chestnut Street, PAL Center area.
- Staff led the Auburn Planning Board in a Future Land Use and Zoning Map Amendment for Gowell's Market, located at 121 and 127 Hampshire Street.
- Staff led the Plan Review Committee in its review of 2 new development projects in the Intermodal Facility area, 2 neighborhood garden sites, the Chestnut Street/PAL Center Neighborhood Challenge Grant proposal and 2 potential infill development sites owned by the City of Auburn.
- Staff is working on establishing a Community Garden in the New Auburn area.
- Staff attended a Western Avenue Neighborhood Watch meeting and discussed impacts of recreational marijuana, traffic calming and potential grant funding for neighborhood improvement projects.
- Staff attended a Healthy Neighborhood meeting in Lewiston.
- The Front Desk Staff is working on entering electric bill in to spread sheet and getting caught up on filing and paperwork.
- The Front Desk Staff is working on pulling 2015 and prior permits from the active folders and getting them filed into the property files. Taking permit applications and getting them ready for the inspectors to issue or inspect. Filing and scanning permits in to the Energov system as needed. Prepared 3 Cert. Of Occupancy (2 Residential and 1 Commercial)
- China Wok located at 730 Center St has closed.
- Final inspection completed for Aroma Joe's, located at 166 Center, in preparation for its opening on February 27, 2017.
- Staff attended the quarterly meeting at the State of Maine, Department of Health & Human Services Health Inspection Program: Within the next year we will be discussing with all restaurants the importance of a food employee health policy. Health Inspectors

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throughout the state will be asking the Person in Charge if they provide training for their food employees on foodborne illness prevention. This is to ensure all restaurant staff know of what illnesses to report to the Person in Charge and if they have certain symptoms when to stay home. During our meeting we also had guest's speakers discussing the Adoption of the 2015 UPC Plumbing Code and Medical Marijuana & Recreational Marijuana. We had a discussion concerning recreational marijuana and possibly prohibiting the preparation of marijuana in a licensed kitchen facility if the establishment has a liquor license.

- Staff attended a ribbon cutting ceremony at Lost Valley for their new tube park.
- Staff interviewed applicants for the open City Planner's position.
- 5 ECD Staff held a multiunit property owner's Round Table Discussion and received input that will be summarized and shared with the Mayor and City Council; a follow up meeting will be scheduled soon.
- We welcomed our new staff person, Alison Pepin to the Community Development Division.
- Staff completed the reimbursement request to Lewiston Community Development for time Auburn staff has spent on HOME projects in Lewiston and on the Lewiston Auburn Hazard Control Grant.
- Staff reviewed and scored individual public service funding requests for the 2017-2018 CDBG Budget.
- Code Enforcement staff processed complaints associated with large amount of snow received; from ice-dams causing roofs to leak, to snow removal on fire escapes and parking areas. Note: Auburn Ordinance does not address the responsibility of snow removal
- Code Enforcement received multiple complaints of off-street parking of unregistered or uninspected vehicles.
- Staff received typical housing and trash/debris complaints.
- The final preparations for the February 14th Planning Board meeting were completed.
- Staff scanned and filed all of the January 10, 2017 Planning Board material.
- Staff is preparing to send 4 months of plumbing permit reports and funds to the State
- Staff is assisting to import approximately 250 HHE-200 permits into EnerGov
- Rhonda – Updated office contact information and payroll sheets to include new office personnel
- Staff made the final inspection for Line 50 alteration at Tambrands.
- Final inspection for several single family homes.
- Inspection for Line 50 alteration at Tambrands.
- Inspections for multiple single family homes/ commercial units.
- Investigating unlicensed Sign Installations at Aroma Joe's and Hammond Lumber. The owners are very understanding of this issue as they are paying the bill and want a safe installation with products that are approved for the installation.
- Staff attended a ribbon cutting ceremony at Lost Valley for their new tube park.
- Staff met with representatives of Connectivity Point who have purchased another building on Washington Avenue; Connectivity Point is planning an expansion and adding over twenty new employees.

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- Staff met with the new owners/managers of the Prospect Hill Golf Course; the planning stage for a large mushroom facility has begun.
- The sub-committee to the Citizen Advisory Committee met to review and score Public Service Agency funding proposals. Recommended allocations were added to the working budget.
- The Citizen Advisory Committee met to review the 5 Year Consolidated Plan process and the accomplishments of year one and two. After a discussion of line items for the 2017 Action Plan and Budget they voted on a budget to forward to the City Manager's office for consideration.
- Met with the Lewiston Auburn Lead Hazard Reduction team to discussions on applying for the next round of funding. We will be applying for a \$3,000,000 Demonstration Grant.
- Met with Lewiston's Community Development staff to discuss the CPD Notice for submitting the 2017 Action Plan to HUD. A Continuing Resolution at the federal level has delayed announcements of allocations and may affect our timelines for submission.
- Staff processed an emergency for a heating system which consisted of acquiring bids, creating the package to present to loan committee, signing closing doc's and contracts and getting the new appliance installed.
- Conducted a pre bid meeting for the engine house (2nd STAR project).
- Conducted a bid opening meeting for the Boba Restaurant (1st STAR project)
- Conducted 7 inspections of which included initials, progress inspections or meetings with City staff, clients or contractors.
- Participated in a DOE webinar concerning Energy Codes.

Fire

- Crews responded to 3 fire calls during this time period.
- 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 1 fire investigation.
- Crews operated during 2 severe winter storms and 1 blizzard.
- Crews attend training on dealing with "Altered Mental Status" patients.
- The EMS QA Team held a meeting for new members.
- Staff attended the monthly Auburn Plans Review Committee meeting.
- Annual respirator fit testing continued this week.
- Crews performed 3 inspections, 1 of which was for license.
- For the week of February 9th to February 15th, we responded to 109 calls for service. These include, but are not limited to: 3 fire calls, 51 Emergency Medical calls, 13 Motor Vehicle Accidents - 5 with injuries, 12 Hazardous Condition calls, 12 Service calls, and 5 fire alarm calls. We received 1 mutual aid response during this period and we provided 1 mutual aid response. We provided 3 Paramedic intercepts during this time and 1 transport from a significant accident in New Gloucester. We also treated 1 patient for UAS in Lewiston.

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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
 - DownEasters Synchronized Skaters
 - Maine State Squirt T2 Tournament
 - Start of the 44th Annual Lion's Tournament
- Marc's Meetings
 - Director's Meeting
 - Executive Session Meeting with Mayor and City Council
- Partnerships
 - Brunswick Golf Club
 - Norway Savings Bank Arena
- Jason Ops Tasks
 - Ice Maintenance
 - Building Maintenance
 - Olympia Maintenance
 - Ice Scheduling
 - Gladiator's Ice Scheduling
 - Staff Scheduling
 - Brunswick Golf Club
 - Executive Session Meeting with Mayor and City Council

Police

- The department handled 1058 calls for service during the time period of 02/09/17-02/23/17.
- Officers conducted 252 motor vehicle stops and 18 field interviews.
- Officers investigated 78 offenses of which, 4 of which were felonies, generating 27 arrests, 44 criminal summonses and 5 juvenile arrests.
- Officers responded to 126 motor vehicle crashes.

Public Services

- South Main St. – Scheduled to be completed by Spring 2017 – Work has been completed for the season and will commence in Spring 2017
- 2017 Hampshire St Reconstruction – Scheduled to be completed in 2017 – Project currently out to bid

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- 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 – Survey has been completed.
- 2016 Reclamation Project – Pownal Rd. – Scheduled to be completed in 2017 – Bids recently opened.
- 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.
- Cook Street Reconstruction – Scheduled to be completed in 2017 – Project in design phase
- 2017 Culvert Grant Application – Submitted
- 2017 Tree Inventory Grant – Submitted
- Solar Array @ City Landfills – Looking into feasibility
- Hampshire Street Pipe Lining – Scheduled to be completed in 2017 – Project is out to bid
- General Consulting Services – Consultant has been selected.
- Public Services Crew have been busy to say the least this past week. Working 16 hours on 8 off. Plowing, sanding, scraping, snow removal, sidewalks when possible. It has been an overbearing week for all workers and the community. Now that we have a break in the weather, crews will once again work this weekend on snow removal.
- Our Fleet Services have been busy as well with repairing as fast and efficient all down equipment.
- Fleet spent most of the week dealing with the storm and numerous breakdowns, including break issues, broken wing cables, hydraulics hoses, electrical, fuel pump and tank as well as a clutch and lighting just to name a few. Four preventative maintenance were completed, two State inspections and three road calls.
- Crews have been working all three shifts removing snow as quickly as possible as well as sidewalks.
- The excavation technician continues to work with our IT Department on a geodatabase for the collector application.
- Crews continue to restock the sand sheds for our residents.
- Crews were out cold patching potholes in the City.
- Sign work around the city continues; replacing and or fixing faded and damaged signs by the new regulations.
- The Management Team reviewed and placed all CIP requested items in priority for future purchase if approved.
- In-house, work continues on tire chains, mailboxes and other items in need of repair.
- Public Services continues to receive calls to pick up road debris as well as dead animals.
- Review the of projects the two man Engineering Division are working on:
 - 2017 Reclamation Project – Pownal Rd

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- 2017 Reconstruction Project – Lake St
- 2017 Reconstruction Project 2 Cook St
- 2017 MPI Project – Hampshire St
- Pettingill Pond Dredging – permitting
- 2017 Culvert grant application – submitted
- Ash Landfill forced sewer main – in design
- 2017 Tree Inventory Grant – submitted
- Solar Array @ ash Landfill – preliminary
- 2016 MPI South Main St – in construction
- Hampshire Street pipe lining – need to bid
- Landfill Monitoring – Ash & Gracelawn
- Stormwater Compliance – MS4 Permit Year 4
- ATRC Technical Committee
- Conservation Commission
- Bike/Pedestrian Committee
- Sopers Mill Bridge Rehab – Bids in May
- General Consulting Services – Woodard & Curran received the bid
- Turner Street sidewalks – in construction
- 2017 Crack Seal program
- 2017 Sidewalk project
- Beech Hill Rd
- 2017 LCP – Light Capitol Paving
- Academy/High St Intersection Project (still in question)
- Broad/Mill Intersection Project – Needs Design
- Park Ave Reconstruction – In progress

Recreation

Changes/Updates:

- Summerfest 2017 plans have begun; we have officially partnered with the Summer Block Party that benefits the Make A Wish Foundation. Summerfest will be Aug 11-13.
- Working with Community Development on The Auburn Farmer's Market Series for this summer. Kathy Shaw has been hired as the Auburn Farmer's Market Coordinator. Once permission from property owners are confirmed an official press release will go out with Market day/time/location.
- Rec to Rec 5K – from Lewiston Rec to Auburn Rec this 5K **DATE IS Aug 19.**
- Spring Travel Basketball – co sponsored with L/A Swish. We had a larger turn out than expected with a total of 70 kids signed up. Teams will be 3-4 girls, 5-6 girls, 5-6 boys (2 teams), 7-8 boys (2 teams, possibly 3), HS boys.

Ongoing Programs:

- Spring Travel Basketball – co sponsored with L/A Swish. We have a total of 70 kids signed up, practice will start next week after school vacation week.
- 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)

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- 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.
- 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!
- 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:

- Father/Daughter Dance was a huge success – we had 175 participants.
- Pre-K and Kinder Basketball Skills and Drills – we had 15 participants.
- February Vacation Camp had 15 participants.

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 Aug 19.

Upcoming Programs:

Youth Programs –

- 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).
- 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.

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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

(2/17) Rentals:

- Coastal Field Hockey
- Androscoggin Youth Indoor Soccer Session 2 ENDS
- 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
- 41 total hours used in batting cages
- Maine Raging Bulls Men's Football
- Bates College on Women's Ultimate Frisbee practice
- Oxford Hills youth soccer training
- One birthday party taking place this weekend

Advertising/Promotional Meetings:

- Talking with various businesses on potential partnerships

Leagues/Programs:

- Session 3 for Adult Co-Ed soccer

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- Session 2 of the Boy's High School Soccer League
- Senior Citizen walking every Tuesday and Thursday, 9:00am-10:00am.
- Working with CMCC/Bates College Women's Soccer on youth programming
- Girls High School lacrosse pre-season training
- Working on Girls High School Soccer Round Robin for February Vacation

(2/24) Rentals:

- Coastal Field Hockey
- Next Pitch & Prime 360 Baseball and Softball Training Session 2
- Tiny Tonka Toddler soccer Wednesday Session 2
- Tiny Tonka Toddler tee-ball
- Poland AAU Baseball training
- High School Girls Soccer Training continues
- Maine Rapids AAU Baseball Starts
- Lady Her-ricanes AAU softball Starts
- Boys High School Lacrosse Training
- Cardio Sport Fitness Class
- 36 total hours used in batting cages
- Maine Raging Bulls Men's Football
- Oxford Hills youth soccer training
- Four birthday parties taking place this weekend
- CMCC Girls High School soccer clinic
- Lewiston youth lacrosse rentals

Advertising/Promotional Meetings:

- Talking with various businesses on potential partnerships
- Buffalo Wild Wings sponsored the Girls HS Soccer Round Robin
- Installed Bedard Pharmacy sign
- Installed Graphic Explosion sign

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.
- Girls High School lacrosse pre-season training
- Girls High School Soccer Round Robin took place. Four total teams