



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

Assessing

- Staff has been busy preparing the business Personal Property mailing. The city wide business canvas was completed the first week of March. A notice was posted on the website informing the public the canvas was happening and information on filing the forms with due dates, etc was posted on the website, facebook and twitter. The first mailing to commercial apartment owners was mailed on March 3rd. Subsequent mailings to businesses went out over the next three days after all the accounts were proofed for duplicates. More than 1100 notices, consisting of a cover page explaining the Form 706 and the filing process, the Form 706 on which to list assets, and the BETE Exemption application for those businesses that qualify, were mailed. The mailing went out a week ahead of time and is due back by April 15th. A second final check of new businesses (which were not yet open as of the first canvas) will be done on March 31st and any new business that has opened will be visited, given paperwork, an explanation of the process and the offer of assistance with the forms if needed.
- One staff member attended the Cyber Security session put on by the IT Department. The information provided was eye opening to say the least. Thank you to Paul and Rosemary for taking the time to present the information and educate us.
- Staff completed a project request from a City Councilor involving assessments of waterfront property on Taylor Pond.
- Two staff members met with the new owner of the former Cascades Auburn Fiber building to tour the property and discuss future use of the space. The previous owners have removed the heavy equipment and the current owner is in the process of removing the many concrete slabs formerly located under the equipment. It is a long and arduous task and he believes it will take until October before the areas affected are ready to lease.
- Currently the Assessing Department has four commercial and one residential abatement request pending.

Auburn Public Library

- Minot Consolidated School visited on Tuesday, 3/7. There were 32 second graders and 25 6th graders here to learn about our resources and get library cards.
- The Library Director attended a legal update meeting at City Hall Tuesday, 3/7.

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- The regular monthly staff meeting was held on Weds., 3/8. Topics covered included summer reading plans for all ages, lending staff changes, and an update on the new online platform for e-books and e-audio books.
- The trustees' café working group met on Weds., 3/8, to continue to determine options available for the café space.
- The Board of Trustees will hold its regular monthly meeting at 7:30 a.m. on Weds., 3/15.
- Minot has approved its annual allocation of \$22,000, to support library services by APL for its residents.
- Changes have been made to the Library's lending staff. We are welcoming back a former reference staff member on a temporary basis. A temporary part-time staff member has accepted an offer of for regularly scheduled hours.
- Upcoming programs include:
 - Teen Life Skills 2017: The Job Interview | Tuesday, March 14, 2017 | 3:00 – 4:00 PM | Your application just got you an interview! How should you dress? What questions will they ask? Lisa Hartnett from the Career Center is back with us again, this time to share tips and advice on the interview process and how you can interview for the job with confidence. Just for teens, ages 12-18.
 - Teens DIY! Zentangle | Wednesday, March 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! Some of the things we've done include duct tape crafts, mug cakes, and sugar scrub, just to name a few! This month, we'll show our artistic flair with Zentangle! Not sure what it is? Stop by the Teen Space to find out! This program is just for teens, ages 12-18.
 - The Digital Doctor's Computer Help | Wednesday, March 15, 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.
 - Maine Author Paul Betit | Thursday, March 16, 2017 | 6:30 – 7:30 | Author and former Maine journalist Paul Betit will be at the library to share from his newest release "Let Me Tell a Story." A graduate of the University of Maine, Betit worked as a general assignment reporter or as a sportswriter for nearly 39 years, including stints with the Kennebec Journal, the Portland Press Herald and Maine Sunday Telegram. "Let Me Tell a Story" is a collection of first-person stories that take place over a 60-year period with most of the stories set in Maine.
 - KIDS! Saturday Stories | Saturday, March 18, 2017 | Local volunteer story lady, Judy D'Amour leads children in interactive stories, rhymes, songs, creative dramatics, and a craft. This program is best for children from two to six years. All are welcome.
- 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.

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City Clerk

- Staff issued the following:
 - 10 birth certificates
 - 22 death certificates
 - 7 marriage certificates
 - 1 marriage licenses
 - 8 burial permits
 - 6 business licenses
 - 1 Taxi Drivers permit
- Staff attended the 3/6/2017 Council meeting
- Mailed out 6 business license renewal reminder letters
- Received 8 business license/special event applications
- Staff processed a large mailing (1,000 letters) for the Assessing Department
- Several Board and Committee members have been coming in to be sworn in by the City Clerk
- Staff attended the Maine Town and City Clerks' Association's Executive Board meeting on Wednesday, March 8th
- Staff attended a Wellness Committee Meeting
- We received voter registration applications and changes from the Motor Vehicle Division and completed those updates in the statewide Central Voter Registration System
- Completed a list of 170 voters that have been removed from Auburn in the statewide Central Voter Registration System and cancelled deceased voters
- Prepared and posted the City Council agenda packet for the 3/13/2017 Special Council Meeting
- Staff continues 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, two individuals have taken out papers)

Economic and Community Development

- Making final preparations to distribute the AGRP Study RFP.
- Met with 6 different property owners in the New Auburn Village Center project area to discuss Phase 1 and the new Farmer's Market proposed for Tuesday afternoons from 4 to 7 pm in front of Happy Days Diner.
- Staff will be meeting with the consultants for the New Auburn Village Center Plan to discuss filling and floodplain permitting for the project and to work out design details, based on Phase 1 property owner input.
- Preparing for the March 14 Planning Board meeting.
- Helped with assessing mailing of over 1000 letters and tax forms.
- Restaurant inspections are being done. Customers are starting to inquire about mobile units.
- Inspections are relatively light the past week giving some time to catch up on plan and permit review.

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- Staff is reviewing a proposed removal of the fire sprinkler system for the LAWPCA compost facility on Penley Corner Road
- Staff attended a Maine Rural Water Association meeting in Livermore Falls.
- Staff interviewed applicants for the open City Planner's position and a job offer has been extended.
- Staff met with the owners/managers of the Prospect Hill Golf Course to discuss options for utilities and signs.
- Staff met with Mayor LaBonte to discuss workforce development.
- Staff attended an Airport Board Meeting to discuss a possible business expansion in Omni Circle.
- Staff attended the annual ABDC meeting.
- The CDBG Loan Committee approved a \$70,613 CDBG Residential Rehab Loan for an 8-unit apartment building in the New Auburn Target Area.
- Attended the monthly Lead Triage Meeting for updates on Lead Abatement Projects in Auburn and Lewiston.
- Received requests for 4 Rehab Loan Applications and 2 for Homebuyer Assistance.
- Closed on 3 Security Deposit loans totaling \$1,869 for households at risk of being homeless.
- Closed on a CDBG Rehab Loan and Grant totaling \$22,000 to supplement a Lead Abatement Project.
- Preparing CDBG/HOME budget for meeting with City Manager and City Council Presentation.
- Cross training Code Compliance Officer to work with CDBG Neighborhood Coordinator and addressing typical code complaints.
- Working with a landlord of a 12 unit to create a scope of work that will either meet egress concerns or install a sprinkler system per a recent fire department inspection. To date meetings have been held with the client, fire department (and other City staff, mainly code personnel) and contractors in an attempt to discuss possible options and potential costs. The hope is to gain information from these meetings to be able to best address this situation that would satisfy all parties and be the most cost effective.
- Signed contract with contractor and created a partnership with Youth Build for 68 West Dartmouth. We had a scheduled start date, however with some new developments concerning the Youth Build program this project has been put on hold. We are currently working through all contractual concerns in an attempt to move this project forward as quickly as possible.
- Met with the director of Building Materials Exchange (BME) to discuss materials for 68 West Dartmouth St in an attempt to keep costs for this project down.
- Met with Community Concepts (CCI), contractor and a client concerning weatherizing a home.
- Spent a number of hours doing research and gathering information that Maine Historic Preservation has requested on two different projects.
- Conducted 23 CDBG inspections which consisted of initial, progress, client or contractor meetings, meeting with code personnel to include one emergency call out for a client who is under home hospice care and had frozen water pipes.

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- Drafted summary of staff meeting with multi-unit property owners
- Met with Center Street Dental regarding repurposing their location on Cross Street.
- Working on resolving marijuana odor complaints in commercial settings.
- We have been preparing information needed for legal action on 3 illegal junkyards and a dangerous building.

Fire

- Crews responded to 3 fire calls during this time period.
- Crews completed training for annual CPR refresher training and certification.
- Crews performed "Downed Firefighter" drills.
- Staff also performed several other follow up inspections, C/O inspections and plans reviews.
- Staff performed several complaint investigations.
- Staff attended training on the new State of Maine EMS and Fire Reporting System.
- Crews performed 11 inspections, 0 of which were for licenses.
- Crews attended training from Unitil on Natural Gas Emergencies and CMP on Electrical Distribution Emergencies.
- Crews attended training on the City's GIS systems.
- For the week of March 2nd to March 8th, we responded to 84 calls for service. These include, but are not limited to: 3 fire calls, 47 Emergency Medical calls, 7 Motor Vehicle Accidents - 3 with injuries, 9 Hazardous Condition calls, 13 Service calls, and 4 fire alarm calls. We received 0 mutual aid responses during this period and we provided 2 mutual aid responses. We provided 2 Paramedic intercepts during this time. We also transported 2 patients for UAS in Lewiston.

IT

- This week GFTV staff did a training day for the staff at E.L.H.S who will be associated with the new studio.
- Staff also worked on some additional resources for the studio and installed a audio system so that producers can talk to the talent being videotaped. School staff and students are excited about the prospects of getting involved in studio production.
- Other work included catching up on DVD duplication, programming and IT support tasks. The problem with our internet streaming device has been resolved and our streaming service is now back in operation. GFTV is also streaming Auburn Council meetings to Youtube for those who wish to view it there.
- Staff had a conference call with Microsoft engineers to discuss the feasibility of moving many of our applications into a cloud environment.
- This week's Tech Tuesday was on cyber-security and internet safety. It was sparsely attended (four staff). Humans are the weak link for network security here, and we will be working on training ALL staff, perhaps through mandatory workshops. Stay tuned...

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Police

- The department handled 447 calls for service this week.
- Officers conducted 141 motor vehicle stops.
- Officers investigated 67 offenses of which, 4 of which were felonies, generating 18 arrests, 19 criminal summonses and 3 juvenile arrests.
- Officers responded to 45 motor vehicle crashes.

Public Services

- Crews were out and about patching potholes using both hot and cold mix around the city.
- Crews have begun to fill frost heaves on 6, 4, 12 and 28's runs as well as Perkins Ridge Road and around the City even putting up bump signs to alert travelers
- Crews attended the EPA Wellness Class
- Operation Manager and Supervisors met to discuss the Spring and Summer Plan
- The order for the Orange Flags has come in, and the placement around the City has begun.
- Crews have begun shoulder repair on Hickory Dr and Airport Dr.
- Road postings went up; calls have begun coming in to request permission to travel the road for deliveries.
- Litter patrol has begun around the City on runs 6, 28,14 & 4's
- Public Services still receives calls to pick up road debris as well as dead animals.
- Our tree crew has been taking down the rest of the Christmas Decorations now that the snow storms have stopped (for now).
- In-house, work continues on tire chains, mailboxes and other items in need of repair.
- Sign work around the city continues; replacing and or fixing faded and damaged signs by the new regulations.
- The Engineering Technician/GIS continues working with IT on a geodatabase for the collector application.
- Management attended the City Council Meeting on Monday
- Management met with Recreation to review the Ballfields maintenance this summer

Turf

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
- 65 total hours used in batting cages

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- Maine Raging Bulls Men's Football
- Oxford Hills youth soccer training
- Bates Men's & Women's Ultimate Frisbee practice
- LASS youth softball hitting/training
- High School Ultimate Frisbee rental
- Two youth soccer rentals

Advertising/Promotional Meetings:

- Talking with various businesses on potential partnerships

Leagues/Programs:

- Pre-planning for Session 4 of Adult Co-Ed Soccer League
- 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
- Working with local coaches on a youth boys and girls lacrosse program
- Setting up after school open lacrosse sessions for pre-season
- Met with Jason with NSBA about utilizing iced out portion of ice arena for potential programming