



TO: Mayor and City Council
FROM: Denis D'Auteuil, Assistant City Manager
RE: Weekly Report
DATE: Week Ending March 17, 2017

Assessing

- The Form 706 business asset filings are pouring in. Response to the first mailing has been good. Staff will begin processing the paperwork in April.
- Staff attended a go to meeting with Patriot staff and had some training for the new AP5 upgrade to the CAMA system. We spent time going over changes and learning to navigate the different fields. Each staff member has installed a test AP5 on their computer and has begun familiarizing themselves with the system. We are compiling a list of questions/concerns and will take them with us to the Patriot headquarters to discuss and practice hands on training with them in the next few weeks. We are continuing to utilize the old CAMA system for data loads until the new system can be proofed.
- The WMTW building on Danville Corner Road recently sold. Two staff members met with the new owner, inspected the building, and discussed plans for the anticipated use of the property.
- Staff continues to do permit inspections.

Auburn Public Library

- The Library Director attended a city directors meeting and press conference to introduce the new city manager at City Hall on Mon., 3/13.
- The Library closed at Noon on Tues., 3/14, due to inclement weather.
- The Board of Trustees postponed their meeting on Weds., 3/15, due to inclement weather. It is tentatively scheduled for Weds., 3/22, at 7:30 a.m.
- The Logo Committee met Tue., 3/14. Designs have been submitted by CMCC students.
- The Library Director met with a group of local master gardeners about the possibility of holding a Fall gardening fair in early October at the Library. There would be displays, demonstrations, lectures and more.
- The Trustees' café work group continues to make plans to fill the café space.
- The APL Cart, our mobile library, visited Minot on Thurs., 3/16.
- A member of our technical services staff attended the Minerva statewide catalogers' meeting in Augusta on Thurs., 3/16.
- Upcoming programs include:

Weekly Report

Week Ending March 17, 2017

- Tea, Craft, and Chatter | Tuesday, March 21, 2017 | Bring your crafting project and join this fun group for a relaxed social event as community members come together and enjoy a hot cup of tea and some laughs. A great setting to spend some time on a Tuesday afternoon.
 - Tweens in the Teen Space | Wednesday, March 22 | 12:00 – 2:00 PM | On half-day Wednesdays, 6th graders are invited to the Teen Space. Come by and get a head start on your homework, we'll have crafts or board games available, or you can stop by to simply hang out!
 - KIDS! Wednesday Crafternoon | Wednesday, March 22, 2017 | 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.
 - Teen Life Skills 2017: Teen Opportunities Fair | Saturday, March 25, 2017 | 11:00 – 1:00 PM | Looking for an internship or volunteer opportunity? Not sure if you should be taking classes or enrolling in college? Trying to apply for a job online but have no idea where to start? Come out to the 6th Annual Teen Opportunities Fair! Lewiston Public Library and Auburn Public Library have partnered to bring you this event. There will be food and door prizes! This event takes place in Callahan Hall at the Lewiston Public Library and is just for teens, ages 13-19.
 - KIDS! Sprouts | Saturday, March 25, 2017 | 10:30 – 11:00 AM | Join us Saturday mornings early September through May, for an interactive lap-sit program for babies through 36-months and their caregivers. We'll gather on the story quilt with Heather to enjoy songs, nursery rhymes and dancing while making new friends.
- 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:
 - 2 birth certificates
 - 57 death certificates
 - 4 marriage certificates
 - 1 marriage licenses
 - 9 burial permits
 - 6 business licenses
- Staff attended the 3/13/2017 Council meeting
- Filed and reconciled disposition permits
- Mailed out 4 business license renewal reminder letters
- We received voter registration applications and changes from the Motor Vehicle Division and completed those updates in the statewide Central Voter Registration System
- Prepared and posted the City Council agenda packet for the 3/20/2017 City Council Meeting
- Staff continues through the Voter Registration Card file, A through Z, check for misfiled or missing cards

Weekly Report

Week Ending March 17, 2017

- Nomination papers for the Ward 4 City Council seat are still available (to date, two individuals have taken out papers)

Economic and Community Development

- Led the Plan Review Committee and looked at 3 development plans, one that will go to the Planning Board in May. Patrick Adams, State of Maine Bike and Ped Coordinator made a presentation on a new pedestrian safety initiative from the Department of Transportation.
- Staff attended a Good Food Council meeting last week.
- Staff met with VHB Consultants to discuss permitting for the New Auburn Village Center Plan as well as property owner comments and input on Phase 1 of the project.
- Staff met with a commercial property owner and their realtor to discuss potential development on a Washington Street site.
- Staff met with the Airport Manager on a strategy for possible rezoning of airport owned property.
- Permit applications have picked up again this month, and we helped with assessing mailings and in HR.
- Staff has received verification that the Old "China Wok" located at 730 Center St. has a new owner but they will keep the same name.
- Staff met with the owners/managers of Lost Valley to discuss upgrades, expansions and workforce issues.
- Staff met with the new owner of the old Cascades building to discuss possible uses of the building.
- Staff met with a local engineering firm to discuss locating a business in Auburn; this could be a multi-million dollar project.
- Met with the City Manager to review the FFY 2017 CDBG/HOME budget.
- Met with a client who has been deemed eligible for the Homebuyer Assistance Program.
- Met with Lewiston staff to review the draft Lewiston Auburn Lead Demonstration Grant Application.
- The Community Garden Team is looking at the Great Falls School Park on the corner of Academy and Main Street for a Community Garden. The team along with City staff is reviewing this option.
- Inspected and created specifications for a scope of work for a 2 unit (vacant) that had a fire in one of the units in New Auburn.
- Met with an elderly owner of an 8 unit building that needs some roofing and electrical per an inspection done by the Code Enforcement department.
- Worked on a re-design for 68 West Dartmouth in an attempt to meet requirements set forth by the building inspector.
- Conducted a final inspection with the Fire Department of a heating system, installed through the CDBG program.
- Spent time preparing and submitting written testimony and attended a conference call with Senator Nate Libby concerning a bill he is trying to get passed dealing with LEAD paint.

Weekly Report

Week Ending March 17, 2017

- Attended the kickoff/planning meeting regarding traffic signal, intersection and bike/ped connections in the Minot, Main, High, Academy and Elm Street neighborhood.

Fire

- Crews responded to 2 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 oil furnace instillation inspections.
- Staff attended the Tri-County EMS Director's meeting.
- Crews performed 9 inspections, 2 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.
- Staff attended the monthly Plans Review Committee meeting.
- Staff attended a webinar on Safety Planning and Training.
- For the week of March 9th to March 15th, we responded to 91 calls for service. These include, but are not limited to: 2 fire calls, 59 Emergency Medical calls, 3 Motor Vehicle Accidents - 1 with injury, 9 Hazardous Condition calls, 10 Service calls, and 8 fire alarm calls. We received 0 mutual aid responses during this period and we provided 1 mutual aid response. We provided 1 Paramedic intercepts during this time. We also transported 1 patient for UAS in Lewiston.

IT

- At the request of the Assessor, staff created a custom web mapping application for city council to assess property sales and values around Taylor Pond.
- Staff attended the monthly state Geospatial Data Committee meeting in Augusta. This month's meeting focused on discussion of the upcoming geospatial bond issue, the upcoming aerial flight, and data standards. The group also discussed ways to make it easier for municipalities to update state-assembled databases (parcels, address points, roads). Auburn is participating in a trial of a new process using ArcGIS Pro and Online editing.
- This week, we created new map viewers for the fire department, which include locations of hydrants, pipe sizes, links to assessors building information, and additional layers of interest to emergency response. We have also provided links to photos in our assessing database and links to google street-view, which provide first responders with important information such as utilities (power lines) and proximity of nearby buildings.
- Staff attended a webinar, by Esri, on Mobile for Enterprise Government users. The webinar provided important insight on the integration of many new modules and features of Online GIS.
- This week was fairly quiet for GFTV staff due to the storm. We are still working on the studio at the High School and shoots should start next week. We continue to work on troubleshooting with our NASA feed and our streaming services. NASA has changed the

Weekly Report

Week Ending March 17, 2017

way they deliver the webstream which made it necessary to change some settings to continue transmitting the NASA content.

- Staff helped the Assessing Office with installing their new CAMA software.
- We've been receiving quotes and background information on cloud services. Staff will be reviewing and evaluating what plans would best serve staff and the public. We'll keep updating this item weekly.

Police

- The department handled 593 calls for service this week.
- Officers conducted 151 motor vehicle stops.
- Officers investigated 70 offenses of which, 6 of which were felonies, generating 18 arrests, 21 criminal summonses and 4 juvenile arrests.
- Officers responded to 39 motor vehicle crashes.

Public Services

- Public Services crews were out straight with the recent 2017 Blizzard, plowing, sanding and salting. The snow came down 3" an hour making it very difficult to keep ahead of the storm. Crews worked 16 hour shifts to ensure roads were passable (as much as possible).
- The sidewalk tractor crew were out as well working all three shifts to clear the sidewalks.
- Crews have been restocking the sand shed numerous times this week so residents can restock sand for their home walkways and driveways.
- The Engineering Technician/GIS has been working with IT on a geodatabase for the collector application.
- Sign work around the city continues; replacing and or fixing faded and damaged signs.
- Crews continue to clean and sand sidewalks as well as begin to push back areas of concern for visibility.
- Crews were out cold patching potholes around the city.
- Public Services still receives calls to pick up road debris as well as dead animals.
- 2017 Hampshire Street Reconstruction; scheduled to be completed in 2017 – Consultant has been selected.
- Lake Street Reconstruction – Scheduled to be completed in 2017 – Public meeting is scheduled for 3/16.
- Hampshire Street Pipe Lining – Scheduled to be completed in 2017 – Project bids due 3/16

Recreation

Changes/Updates:

- Finalizing the 'Artist Days in LA' Event being sponsored by LA Arts. The Recreation dept. and Auburn Public Library will be working together to provide a series of children workshops to build puppets in honor of this year's spotlight artist Ashley Bryan. More information will be provided via press releases along with a brief update at the April 3rd workshop.

Weekly Report

Week Ending March 17, 2017

- Summer Camp Financial Aid Packet deadline was March 10th. We will continue to accept applications and award funds if available.

Ongoing Programs:

- Spring Travel Basketball – co sponsored with L/A Swish. We have a total of 86 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 (2 teams).
- 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.
- 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 6-12 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 playoffs, we have 12 teams playing on Sunday afternoons.
- Men's C Basketball League – We are in playoffs, we have 7 teams playing on Wednesday nights.
- Women's League – We are in playoffs, we have 7 teams playing on Thursday nights.

Ending Programs:

- Adult Yoga – we had 8 participants.
- After School Merrick Ski Program we had 54 participants.
- Men's B Basketball League – Congratulations to team TJ/Shooters as this year's Champion!

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.
- Summerfest 2017 plans have begun; meeting with the Summer Block Party that benefits the Make A Wish Foundation have started. Summerfest committee meetings will begin next month. 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.

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.

Weekly Report

Week Ending March 17, 2017

- 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

- 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.
- 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
- 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 Ends
- Boys High School Lacrosse Training
- Cardio Sport Fitness Class
- 79 total hours used in batting cages
- 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
- Djibouti Community Soccer Rental

Weekly Report

Week Ending March 17, 2017

- Two birthday parties in the facility
- Turner Athletic Association Softball Rental

Advertising/Promotional Meetings:

- Talking with various businesses on potential partnerships

Leagues/Programs:

- Session 4 of Adult Co-Ed Soccer League starts
- Playoffs for 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 ends
- Working with local coaches on a youth boys and girls lacrosse program
- After school open lacrosse sessions for pre-season