



**TO: Mayor and City Council**  
**FROM: Denis D'Auteuil, Assistant City Manager**  
**RE: Weekly Report**  
**DATE: Week Ending March 24, 2017**

### **Auburn Public Library**

- The Library's Development Coordinator met with the Graphic Communications Professor at CMCC regarding a proposed change to logo on Mon., 3/20.
- The Board of Trustees met on Wed., 3/22, after the regularly scheduled meeting was postponed due to last week's storm. There were not enough members present for a quorum. Topics discussed included an update on the Café, the online auction, and an update from the logo committee.
- The library director toured the building with an MMA casualty insurance estimator to perform a triennial valuation of the building. He was very impressed with the facility.
- The elevator was load tested and required only a few adjustments. We are now awaiting the issuance of our annual certificate.
- The leadership team met for its monthly meeting on Wed., 3/22. Items discussed included progress with the STEM grant, the budget, summer reading programs, and recent security incidents.
- We had an incident with a customer on Fri., 3/17. It required a call to APD who handled it perfectly and issued a no-trespass letter to him. He was the same man that Lewiston PD was looking for in an incident at the Lewiston Public Library a couple of weeks before.
- Upcoming programs include:
  - Teen Life Skills: 10 Tips for Teens | Tuesday, March 28, 2017 | 3:00 – 4:00 PM | The 2<sup>nd</sup> in a series of 3 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.
  - KIDS! Pre-school Story Time | Wednesday, March 29, 2017 | 10:00 – 10:30 AM | All gather in the Children's Room and the children ages 3-5 (and experienced listeners who are almost three) move to the Maggie Trafton program room for stories, songs and a craft.
  - Auburn Page Turners– "Your Heart is a Muscle the Size of a Fist" | Monday, April 3, 2017 | 12:30 – 1:30 PM | Grief-stricken after his mother's death and three years of wandering the world, Victor is longing for a family and a sense of purpose. He

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believes he's found both when he returns home to Seattle only to be swept up in a massive protest. With young, biracial Victor on one side of the barricades and his estranged father--the white chief of police--on the opposite, the day descends into chaos.

- Todd Glacy on Meditation | Tuesday, April 4, 2017 | 2:00 – 3:30 PM | Fostering personal growth and curiosity, the Lewiston-Auburn Senior College and the Auburn Public Library kick off the Primetime Adventure Series with a seminar by Todd Glacy on meditation. Happiness is a choice and Glacy will explore the keys to unlock and create happiness in all areas of life. Learn about relaxation techniques and how our pre-programmed thoughts impact our perception of reality and deal with stress and anxiety.
- Follow the Library on [Facebook](#) or link to our website at [www.auburnpubliclibrary.org](http://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
  - 63 death certificates
  - 7 marriage certificates
  - 4 marriage licenses
  - 22 burial permits
  - 2 business licenses
  - 1 Taxi Driver Permit
- Staff attended the 3/20/2017 Council meeting
- Filed and reconciled disposition permits
- Mailed out 4 business license renewal reminder letters
- We received two mailings (voter registration applications and changes) from the Motor Vehicle Division and completed those updates in the statewide Central Voter Registration System
- 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)
- Staff is in the process of trying to line up election workers for the June 13<sup>th</sup> election
- Applications for absentee ballots are now available
- Submitted our request for absentee envelopes, certificates of registration, and other election day supplies from the Division of Elections
- Staff participated in the Database Application for Vital Events (DAVE) webinar training on Thursday, March 23rd

### Economic and Community Development

- Attended a Healthy Neighborhood Meeting to discuss the structure of the program.

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- Presented the Adaptive Reuse of Structures of Community Significance at the March 20 City Council workshop and received favorable feedback.
- Presented 1<sup>st</sup> reading for the Gowell's Market Future Land Use and Zoning Map Amendments at the March 20 City Council regular meeting. The final readings will be on April 3<sup>rd</sup>.
- Released the RFP for "A Study to Support and Enhance Auburn's Agricultural and Resource Sector" on Friday, March 17<sup>th</sup>.
- Staff visited 2 potential sites for Neighborhood Challenge Grants.
- The Urban Development Specialist is working with an intern helping with potential downtown beautification projects and is interested in pursuing a career in Planning. The intern has a background in Landscape Design, having worked at 2 notable arboretums.
- Staff continues to work with Parks and Recreation and the Farmer's Market Coordinator in setting up the new Farmers' Market in New Auburn.
- Produced new ordinances, policies and name plates for the 2 new Planning Board members and hosted an orientation meeting.
- Solicited feedback from Planning Board and Board of Appeals members about potential dates for future meetings. The ZBA will meet on April 6.
- Generated abutters' letters and legal notices for Planning Board, Board of Appeals and City Council public hearings.
- Completed the minutes of the February Planning Board meeting and started working on the March 21<sup>st</sup> meeting minutes.
- There has been a significant increase in permit applications over the past week, especially single family homes
- Staff met with an investor looking to locate an industrial hemp business in Auburn.
- Staff continues to meet with a local engineering firm to discuss locating a business in Auburn; this was also discussed in executive session.
- Staff is reviewing a variance application for 1863 Pownal Road and a hearing is scheduled for April 6, 2017 at 6PM.
- Staff met with the City Manager to review next year's budget.
- Staff met with a developer looking to create workforce housing in the Minot Avenue area.
- Staff is completing the process of filling the vacant Planner's position. This position was vacated after Doug Greene was hired for the Urban Development position. We received less than ten applications for this position; the first applicant that was conditionally offered the position did not meet the conditions of hire.
- Staff attended an "on the Road" with MaineBiz meeting in Portland at the request of an investor looking for land to locate near rail service.
- Presented the draft 2017 CDBG/HOME budget to the City Council.
- The Garden Team knocked on doors in the Newbury Street neighborhood and found there is great interest for a community garden in this neighborhood. As one resident said "We've been waiting for you to come to us."
- One application for the STAR Program is being underwritten and will be presented for funding at the April loan committee meeting.

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- Met with a Co-op Housing developer who is interested in the possibility of a project in Auburn but will not be ready to commit until fall of 2017 but more likely it will be in January of 2018.
- Training with Hal to assist with CDBG projects. Addressed typical ordinance violations.
- Conducted initial inspection for a new CDBG project. Assisted a client with a warranty issue (roof leak). Attended a visit to a property with code enforcement for violations. Worked with Zach on spec writing, creating a bid package and conducting pre-bid meetings.
- Posted RFP for Agricultural Study on MMA website
- Staff has been invited to speak at a river restoration conference hosted by Growsmart Maine regarding municipal participation in hydropower licensing processes.
- Staff attended the MS4 stormwater stakeholders meeting hosted by Maine DEP to help develop the next 5 year MS4 Permit requirements.

### Fire

- Crews responded to 4 fire calls during this time period including a 2<sup>nd</sup> alarm fire at Conform Automotive.
- Staff investigated the fire at Conform and an unauthorized burning of building debris along with a large fuel spill near Moose Brook.
- 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.
- Crews performed both rope rescue and "Vent-Enter-Search" drills this week.
- Staff attended Clean Water Compliance training.
- Crews performed 9 inspections, 4 of which were for licenses.
- Crews attended training on the City's GIS systems.
- Staff attended a meeting with the Red Cross to go over future collaborative events.
- For the week of March 16<sup>th</sup> to March 22<sup>nd</sup>, we responded to 104 calls for service. These include, but are not limited to: 4 fire calls, 74 Emergency Medical calls, 6 Motor Vehicle Accidents - 2 with injuries, 1 Hazardous Condition call, 13 Service calls, and 4 fire alarm calls. We received 1 mutual aid responses during this period and we provided 0 mutual aid responses. We provided 2 Paramedic intercepts during this time. We also transported 1 patient for UAS in Lewiston.

### Health and Social Services

- General assistance billing was done for the month of February 2017. We paid out \$16,351 in assistance on 46 unduplicated cases for an average of \$355 per case. DHHS will reimburse us 70% of our expenditures. We had 31 asylum households in the month of February. This compares to our February 2016 billing of \$3,211, with only 3 asylum households.

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- The bulk of our expenditures were for housing and food. Because Asylum Seekers are not eligible for food stamps until they receive their documentation from immigration, we need to provide assistance to them in the interim.
- Asylum Seekers are required to attend English language classes and perform workfare hours, whenever possible, in exchange for benefits.
- Additionally, 23 households utilized our pantry for the month of February. Our pantry is stocked in part by the generous donations of City employees.
- As the new Director of Health and Social Services, I recently attended the General Assistance Training in Westbrook.

## IT

- This week, staff completed the fourth and final week of GIS training for the fire department. Each fire apparatus is set up with a live GIS map that allows first responders to utilize specialized data sets during an emergency response. We will be following up with FD users in the next few weeks to make any needed changes to the map(s).
- Working with PD, we completed a web mapping application for use by PD that shows the zones which are restricted for sex offender residence. The map will be added to our website in the near future.
- Final planning for our cloud-deployed GIS server is in final stages. This week we researched and gathered detailed specifications for connection requirements of applications that use GIS (Energov, Lucity, Patriot).
- This week GFTV staff spent time finishing up some projects at the studio and assisted the teachers in a workshop for staff and students. We also had an inspection for the space by the city electrical inspector and the fire chief and were pleased that only a few easy fixes were found. The students at the school produced their first show and were very excited to be learning and using the space.
- GFTV staff will begin operations next week with our first show in the new space and we will begin to schedule more shows going forward.
- Staff also videotaped the first bout of the Androscoggin Fallen Angels, the women's roller derby team from the area, at the Lewiston Armory. It is a new league and the event was well attended by the public. We will be airing the bout soon on GFTV. The video will also be available on our website.
- Staff also assisted city staff with multiple meetings throughout city hall by providing support and cameras where needed.
- Staff formed a work-group to develop a policy for mobile devices (smart-phones, laptops, tablets, flash-drives). Members include staff from IT, Finance, Facilities and the Manager's Office.
- Tuesday's email outage was self-inflicted. It took us a couple of hours to realize that no outside emails were reaching us, another couple of hours to over-think and then track down the problem, and about 15 seconds to plug the spam filter back in. Sattinger's Law states, "It works better if you plug it in" (note that there is an Adam's Corollary which states, "No, no, the other way, stupid!") The parties responsible have been sacked.

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### **Police**

- The department handled 566 calls for service this week.
- Officers conducted 188 motor vehicle stops.
- Officers investigated 72 offenses of which, 7 of which were felonies, generating 10 arrests, 27 criminal summonses and 2 juvenile arrests.
- Officers responded to 46 motor vehicle crashes.

### **Public Services**

- A neighborhood meeting was held on 3/16/2017 to discuss the Lake Street Reconstruction Project currently in design. Public comments will be incorporated in the design as much as possible. The project is scheduled to be bid in late April with construction beginning in May/June.
- Crews attended the Auburn MS4 Training provided by Woodard & Curran
- Lake Street Reconstruction, 50% plans have been reviewed by bike/ped committee
- 2016 Reclamation Project – Pownal Rd, Project was awarded to Gendron & Gendron
- 2017 Tree Inventory Grant – The City has been awarded a \$9,000 grant for this project
- Hampshire Street Pipe Lining – Bids have been opened and are being reviewed
- Snow removal continues on Webster St, Willow St., Pearl St., Pine St., School St., Turner St., Mt. Auburn Av., Court St., Hampshire St., Second St., Mill St., Broad St., near the City Building and many more areas in Auburn
- Hot and cold patching continues around the City
- Crews monitored and did what could be done for frost heaves on Garfield Rd., Perkins Ridge Rd., Stetson Rd., River Rd. just to name a few.
- Fleet crew have been busy repairing/replacing or rebuilding; rotor, clutch, gear reduction box, several broken hydraulic lines as well as wiring problems and air leaks. Crews completed seven preventative maintenance (PM's) and one State inspection. Currently fleet have 14 PM's due and 16 State Inspections due in April
- The excavation technician continues to work with our IT Department on a geodatabase for the collector application.
- Sign work around the city continues; replacing and or fixing faded and damaged signs by the new regulations.
- Public Services continues to receive calls to pick up road debris as well as dead animals.