



**TO: Mayor and City Council**  
**FROM: Denis D'Auteuil, Assistant City Manager**  
**RE: Weekly Report**  
**DATE: Week Ending March 3, 2017**

### **Assessing**

- Each year staff does a citywide business canvas in order to prepare the Form 706 mailing. The canvas for the 2017 mailing is complete and the CAMA system has been updated to reflect the new businesses picked up (approximately 60) and the closed businesses (approximately 20). The paperwork for the mailing is being updated and we anticipate the mailing to go out next week. The assets lists are due back to this office by April 15<sup>th</sup>. Information will be posted on the Assessing website informing business owners the forms will be arriving in the mail. Forms and instructions are also available on the website and electronic filing is encouraged.
- Staff met with a consultant last week who is working with Assessing and GIS to evaluate the work flow. This is necessary due to the retirement of a City Engineer who did work for these departments. The results of the evaluation should be ready in early March.
- Staff has been extremely busy with inspections. Permit inspections are being done as well as inspections due to taxpayer inquiries.
- The first pass for the upgrades to the Patriot CAMA system is complete. Thanks to Paul F. for working with Patriot to get this first phase completed. The Assessing staff must now set aside time to do some basic overview training and then begin proofing the system.
- The December declarations of value have arrived from the State. Staff is in the process of loading the data into the CAMA system.

### **Auburn Public Library**

- The OrigamiUSA display will be in the Library until 03/15/17. Be sure to visit this unique display!
- The Annual Farmer's Market was a huge success with over 300 attendees. Our thanks to all who attended and exhibited.
- The Library Director gave a presentation at the monthly United New Auburn Association meeting on Tues., 2/28. It was a great opportunity to update the community about the Library and hear their concerns and answer questions.
- On Weds., 3/1, The Maine InfoNet Download Library moved to a brand new e-book and e-audiobook platform called CloudLibrary. This will replace the Overdrive platform being used now. Unfortunately this new service does not support traditional Kindle devices. We are happy to pass complaints on to Maine InfoNet in hopes of encouraging the new

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company to include Kindles. The change was made to cut costs, provide an easier application to work with, and to add school access.

- Our technology manager has worked with the staff of the Maine School and Library Network, the provider of our Internet connection, to add another layer of security to our Wi-Fi system in hopes of stemming future incidents of illegal activity. Unfortunately, no system is foolproof.
- On Weds., 3/1, we had to call 911 because we had an intoxicated customer that had passed out in our second floor bathroom. APD, AFD, and paramedics responded immediately. They were able to wake the man up and escort him out of the library. Since we have had a number of incidents where we have had to wake him up because he has been intoxicated, for the safety of the customers and staff he has been issued a no-trespass order.
- The Library will have an information table at the Minot town meeting this Saturday, 3/4.
- Please make note of the documentary that we are showing on Thurs., Mar., 9<sup>th</sup>, at 6 p.m. – “Screenagers.” This is a great opportunity to learn about the impact of digital technology on our kids. This program has been funded by grants from Bates College and the Yelp Foundation.
- Upcoming programs include:
  - KIDS! Music Together Demonstration | Thursday, March 9, 2017 | 10:00 – 11:00 AM | Music Together is a research-based music and movement program that supports the musical development of babies, toddlers, preschoolers and their caregivers. This program is for children ages 0 – 5. Space is limited. To register, please call 207-333-6640 x3.
  - Screenagers: Growing Up in the Digital Age | Thursday, March 9, 2017 | 6:00 – 8:00 PM | "SCREENAGERS ...takes a deeply personal approach ... into the vulnerable corners of family life ... to explore struggles over social media, video games, academics and internet addiction. Through poignant, and unexpectedly funny stories, along with surprising insights from authors, psychologists, and brain scientists, SCREENAGERS reveals how tech time impacts kids' development and offers solutions on how adults can empower kids to best navigate the digital world and find balance." Following the movie (runtime 68 minutes), please stay for a short panel discussion (30 minutes) featuring Anita Charles, Lecturer/Director of Secondary Teacher Education at Bates College, an educator from the Auburn School Department, a member of local law enforcement, and Luke Douglass, Interim Director of Counseling and Psychological Services at Bates College. For more information contact Teen Librarian Donna Wallace at 333-6640, ext. 2009.
  - Teen Tech Week: Be the Source of Change | Friday, March 10, 2017 | 3:00 – 4:00 PM | Teens! Join us in the Teen Space to play with our Ozobot! Not sure what one is? Check out this website -- [ozobot.com](http://ozobot.com). You can make your own codes or use ones we'll have on hand. This program is just for teens ages 12-18.
  - Multi-Faith Roundtable Discussion | Tuesday, March 14, 2017 | 12:30 – 2:00 PM | The Auburn Public Library concludes its popular Multi-Faith Roundtable discussions. This lively yet friendly discussion will be between some of the areas

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leading Clergy who also serve as Chaplains for the Auburn Police Department: Rabbi Sruli Dresdner of Temple Shalom, Pastor Roger Cousineau of East Auburn Baptist Church, Rev. Doctor Jody Cohen Hayashida of First Universalist Church in New Auburn, and Pastor Richard Waller of the Auburn Church of the Nazarene. For more details please call 333-6640 Ext. 4.

- KIDS! Fun with Physics! | Tuesday, March 14, 2017 | 4:00 – 5:00 PM | Do you use Physics in your everyday life? Children in grades 3-5 are invited to find out during a six-week session at the APL with Maisy Cyr from the University of Maine Cooperative Extension Service. Using force, motion, inertia and energy kids will be able to make cars crash and marshmallows fly, build paper tables and tall buildings. Space is limited so please call the library at 333-6640 ext.3.

### **City Clerk**

- Staff issued the following:
  - 5 birth certificates
  - 62 death certificates
  - 8 marriage certificates
  - 0 marriage licenses
  - 6 burial permits
  - 16 business licenses
- Mailed out 6 business license renewal reminder letters
- Received 3 business license/special event applications
- Staff attended a Wellness Committee Meeting
- Completed the minutes of the 2/27/2017 Council meeting
- Prepared and posted the City Council agenda packet for the 3/6/2017 meeting
- Mailed letters to members who were appointed to serve on Boards and Committees of the city at the 2/27/2017 meeting
- We welcomed our new full time employee, Kelsey Earle. Kelsey's first day with the city was 3/2/2017. She has filled the License Specialist/Deputy Clerk position
- Staff is still 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, two individuals have taken out papers)

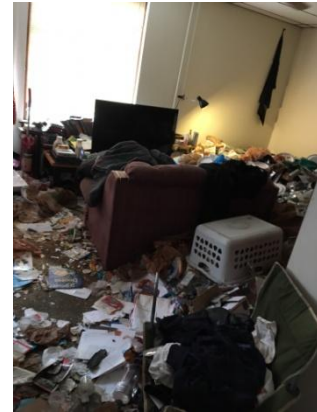
### **Economic and Community Development**

- Staff met with CMCC Architecture and Civil Engineering Professor Daniel Moreno and 4 of his student and viewed the St. Louis Bells at the Pentengill Park Maintenance Building. The group also discussed potential sites in New Auburn to locate the bells.
- Staff attended a public meeting at Auburn City Hall for DOT rehabilitation of the Lown Peace Bridge.
- Staff met with the owners of 5 businesses in New Auburn to discuss impacts of Phase 1 of the New Auburn Village Center Plan and the proposed Farmer's Market.

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- We have received positive feedback from the City Attorney on the proposed Adaptive Re-Use Text Amendment and will be presenting it at a Planning Board public hearing on March 14.
- Staff presented the Gowell's Market Zone Change to the City Council at their February 27<sup>th</sup> workshop.
- Staff met with the State Bike and Ped Coordinator and discussed a new pedestrian safety program initiative.
- Department of Health & Human Services, Health Inspection Program is rolling out an Employee Health Program for Restaurants. As a Certified State Inspector CEO Bourget will review the following with each Restaurant Manager: What is a foodborne illness? What are the 5 most common foodborne illnesses in the United States? How important it is for the employees to recognize the symptoms of food borne illnesses. The goal of the program is to prevent employees with an undiagnosed illness from spreading the illness through food prepared for sale. This will take approximately one year to roll out to every one of our restaurants while we complete their yearly inspections.
- To the right is a picture of a concern that we deal with during our apartment complaint inspections.
- Plans and permits have been submitted for a remodel of WalMart. The renovations are expected to cost over \$1,000,000 and will be included in the March permit totals.
- Plans have been submitted for a remodel of office space for Refurb Supply – 225 First Flight Drive
- Staff sat as part of a panel discussion during the annual meeting of Maine Association of Site Evaluators (MASE) at the Ramada in Lewiston on Tuesday
- Staff attended the Bridges Out of Poverty monthly meeting. The group is developing a model for assisting people to transition out of poverty.
- Attended the Lewiston Auburn Alliance for Services to the Homeless (LAASH) monthly meeting.
- Attended the Lead Triage monthly meeting to review on-going lead projects and the new NOFA which is due on 3/23/17. Also attending a working meeting for the team writing the new lead grant application.
- We accepted one new Homebuyer application and a new Lead Grant application this month. We are also in conversation with a family in need of Housing Rehab to determine eligibility and funding availability.
- Program income for the month of February is \$20,574 in CDBG funds and \$29,233 in HOME funds.
- Staff is preparing the CDBG/HOME budget to present to the City Manager for review.
- Fairly typical week for Code Enforcement. A few sign permits were discussed and issued and multiple violations of the ordinance were addressed; such as housing complaints, trash and debris complaints, and unregistered/uninspected vehicles.
- Staff researched the status on TIF payments and updated demographic information about the city for use in decision making.



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- Staff met with the new owner of the former Wallingford's residence at 380 Youngs Corner Road regarding a substantial residential renovation project.
- Staff is working with APD to inform landlords about the new sex offender residency restrictions.
- Staff is scheduling training for new Board members.
- Staff is exploring remaining options to save 1863 Pownal Road from deterioration.

### Fire

- Crews responded to 4 fire calls during this time period.
- Crews attended class 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 responded to a fatal vehicle accident with extensive extrication.
- Crews attend training on dealing with "Altered Mental Status" patients.
- Crews performed N-95 respirator fit testing per OSHA standards.
- Crews performed 21 inspections, 3 of which were for licenses.
- Crews attended training from Unifil on Natural Gas Emergencies
- Crews attended training on the City's GIS systems.
- For the week of February 16<sup>th</sup> to March 1<sup>st</sup>, we responded to 171 calls for service. These include, but are not limited to: 4 fire calls, 115 Emergency Medical calls, 13 Motor Vehicle Accidents - 4 with injuries, 14 Hazardous Condition calls, 16 Service calls, and 8 fire alarm calls. We received 0 mutual aid responses during this period and we provided 0 mutual aid responses. We provided 1 Paramedic intercept during this time. We also treated 3 patient for UAS in Lewiston.

### IT

- The IT department held its first Tech Tuesday discussions. Each Tuesday IT/GIS will be holding one-hour open sessions where staff are invited to stop by with any GIS/IT questions that they would like to discuss. Occasionally, we will publish a topic for a more structured workshop. For this week's open session we saw three staff members with questions regarding Excel formulas, our Barracuda filtering system, and information on a pdf file. A secondary discussion with one attendee led to scheduling a follow-up work session to help develop a focused GIS application for data gathering that can be used during the upcoming road maintenance season.
- GIS staff conducted the first of four training workshops with fire department personnel. The workshops are intended to give fire department personnel a general overview of what is possible with GIS. After the four workshops, and after FD staff have had a chance to explore the existing MapAuburn system, we will meet with a focused group to determine what maps and applications might be useful to them on a regular basis, as well as for inclusion in Emergency Management preplanning. We managed to get through the entire hour before the tone went off three times in rapid succession, and everyone left the building.

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- MapAuburn has been successful on many fronts, but one area where we continue to struggle is with the creation of abutter lists. Our past system used a customized process, which is not currently possible with MapAuburn. Past efforts to create a workflow in MapAuburn have been hampered by changes (improvements) to applications that make workflow instructions obsolete. For the past several months, we have been creating abutters lists internally. This week, we created a new workflow and tested it, successfully, with public services staff. We hope to have a new rollout to all involved staff in the near future.
- GIS staff hosted a group viewing of an Esri webinar on Smart Mapping. The webinar introduced a number of new demographic options as well as mind-blowing choices for ways to analyze and display statistical data.
- This week GFTV staff worked on programming for the month of March, the usual city meetings and some IT projects.
- Staff also worked on some technical issues related to streaming live meetings.
- Staff videotaped a meeting of the anti-merger group in at Rolly's Diner in Auburn. The file will be on the internet on our VOD section and will be aired in March. The group is in opposition to the merger of the two cities. Some final touches are being done to the studio at the high school and staff training will be held on Monday.
- Staff met with representatives from Microsoft to discuss upgrades to our Office Productivity Suite. The goal will be to move to updated versions of our software while minimizing disruption to staff, and maximizing security, availability and compliance with the City's COOP.

### **Police**

- The department handled 558 calls for service this week.
- Officers conducted 221 motor vehicle stops and 8 field interviews.
- Officers investigated 43 offenses of which, 3 of which were felonies, generating 16 arrests, 23 criminal summonses and 6 juvenile arrests.
- Officers responded to 44 motor vehicle crashes

### **Public Services**

- Thank you to the Police Department for assisting us in our required BOL Respirator Fit Testing.
- Crew continue to complete BOL hearing requirements
- Snow removal on Pleasant St, Elm St., Third St., Fourth St., Cook St and Dunn St just to name a few.
- Tis the season, road posting signs have gone up on many roads due to the frost heaves.
- Crews were out filling as many frost heaves as possible with sand to elevate the impact of vehicles.
- Crews attended a Wellness Class
- 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.

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- 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.

### Recreation

Changes/Updates:

Ongoing Programs:

- Spring Travel Basketball – co sponsored with L/A Swish. We have 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.
- Adult Yoga – Currently have 8 signed up for beginner's yoga on Thursdays Jan 19-March 9 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 10<sup>th</sup>.
- 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 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 B Basketball League – We are in playoffs, we have 9 teams playing on Mon/Tues nights.
- 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:

- Youth Ski Lessons with Lost Valley we had 6 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.
- 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

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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 10<sup>th</sup>. Equipment is needed for this program, mandatory parent meeting on March 6<sup>th</sup> 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 10<sup>th</sup> 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.

#### 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 4<sup>th</sup> \$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
- Next Pitch & Prime 360 Baseball and Softball Training Session 2
- Tiny Tonka Toddler soccer Wednesday Session 2



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- 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
- 60 total hours used in batting cages
- Maine Raging Bulls Men's Football
- Oxford Hills youth soccer training
- Three birthday parties taking place this weekend
- Bates Women's Ultimate Frisbee practice
- LASS youth softball hitting/training

### Advertising/Promotional Meetings:

- Talking with various businesses on potential partnerships
- Installed new Auburn Savings Bank sign

### Leagues/Programs:

- Playoffs for 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
- Working with local coaches on a youth boys and girls lacrosse program
- Setting up after school open lacrosse sessions for pre-season