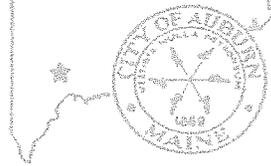


City of Auburn, Maine

Office of the City Manager



A large, stylized handwritten signature in black ink, likely belonging to Clinton Deschene, the City Manager.

TO: Mayor LaBonte and Members of the City Council
FROM: Clinton Deschene, City Manager
RE: Weekly Report
DATE: August 9, 2013

Assessing

- Staff printed all of the required reports, balanced and proofed the valuation totals for commitment. Renee worked closely with Jill Eastman and the City Manager to set the mil rate on the revised school department's budget numbers. All valuations have been finalized and we are ready for commitment as soon as the school budget gets approved.
- Renee attended training in Belfast for personal property, BETE (Business Equipment Tax Exemptions).
- Brian downloaded deeds for the month of June and attended property tax school in Belfast.
- Brian and Karen processed the 801 Business Tax Reimbursements for the year 2012 for our local businesses.
- Karen proofed the TIF calculations for all of the TIF Districts. She also filed the deeds and declarations of value for 2012 and 2013.

Auburn Public Library

- The fundraising campaign to repair the roof finials has reached its goal, raising close to \$8,000. The repair work will begin shortly. We are grateful for all the support in helping to keep this landmark building well preserved.
- The Library in conjunction with the Lewiston Public Library has revised the databases offered in addition to those provided in the Maine State Library's "MARVEL" collection. We are now offering "LegalForms," which provides a wide range of online forms that customers can complete on their own, including landlord/tenant, bankruptcy, power of attorney, and more. The libraries also offer "Chilton's" car repair manuals and "Tumblebooks," an animated e-book service for children. This database can be accessed with an Auburn or Lewiston library card.
- Jim Wilkins, Development Director, and Mamie Anthoine Ney, Library Director, presented at the Lewiston/Auburn Rotary luncheon on Thurs., 8/1, emphasizing literacy (a service target area for Rotary) and small business economic development resources.

- The Library is preparing to help its customers navigate the options they have when registering for health insurance policies offered through the Affordable Care Act. Staff members will be able to direct customers to information online, but will not be giving advice regarding personal policy selections.

CDBG

- Yvette Bouttenot completed monitoring of three public service contracts, Washburn School, Recreation Scholarships and Androscoggin Head Start and Child Care. There were no findings. Yvette re-trained the Recreation Department staff on calculating income to correct misunderstandings of what to count for income and the documentation required.
- Community Development staff completed the final drawdown of funds for HOME and CDBG for the last quarter of FY2012.
- The Community Development Loan Committee approved 3 applications for HOME Investment Partnerships Program funds for \$48,200, and denied one applications for Community Development funds.
- A contract was signed with BioSafe Environmental Inc. to remove hazardous materials at 9 Broad Street and 325 Turner Street. The contract was subsequently amended to complete the testing for hazardous materials at 143 Hampshire Street, and to obtain a bid for removal of asbestos at the Vault on Riverside Drive.
- One of the Rehabilitation Program customers had a collapsing bulkhead foundation wall. We had to scramble to get pricing, approval and arrange scheduling in order to keep the project on track.

City Clerk

- The School Budget was adopted by Council on August 5th and the election date was set for August 20, 2013. Absentee ballots were available on August 6th.
- Alison attended New Clerk's training in Portland on Tuesday, August 6th.
- I went out to Oak Hill Cemetery with Councilor Walker and Parks Supervisor Mike Bolduc to measure lots and to go over the map and determine the location of open lots that are available for sale.
- We hosted the Secretary of State's training on the new DS200 tabulating machines for elections. Alison Pepin (Deputy Clerk) and Connie Bilodeau (Ward 2 Warden) both attended, along with 23 Clerk's and Wardens from various towns/cities. There will be another training session at Auburn Hall on August 14th.
- Eric Cousens, Lt. Tim Cogle, and I held a public Input Meeting on Thursday, August 8th at 6:00 P.M. in the Community Room to talk about our Flea Market, Peddler, and Garage Sale ordinances and fees.

Economic Development

- **Auburn Industrial Park**-In collaboration with Purchasing Mgr., City Engineer, & Construction Bidding Consulting Engineer, prepared, issued and administered the Auburn Industrial Park Construction & Construction Inspection Services (RFP) Public Invitation Bidding Process. Prepared & complied all federal EDA regulatory reports, filings, documentation and regulatory requirements for Public Bidding process. Conducted

Mandatory Pre-Bid Meeting (7/16), Construction Inspection Services Public Bid Opening Meeting (7/23), & Construction Bid Opening Meeting (7/25). Prepared & sent final approval documents for EDA submission and approval. Reported project status to LAEGC & ABDC staff officials. Upon receipt of EDA approval (week of Aug. 5th) construction ready to begin.

- **Downtown Auburn Revitalization-** Engaged in ongoing Downtown Auburn urban design & economic vitality analysis, tactical/strategic planning and relationship building with downtown property owners and business, institutional, organizational, and residential stakeholders. Scheduled meetings with downtown bank branch managers, Hilton Garden Inn general manager, downtown churches, YPLAA leaders, downtown commercial building owners, etc. Organized, scheduled, and promoted an invitational Downtown Urban Design Walking Tour for Auburn City Council, Auburn Planning Board, LAEGC, and AVCOG officials for Wed. Aug. 7th. Preparing for follow-up visual Downtown Auburn Revitalization Plan presentation to be conducted for Auburn City Council & general public.
- **Platz-Downtown Auburn-** Contacted and scheduled meeting with Tom Platz of Platz Associates of Auburn, and owner of significant land and building holdings in Downtown Auburn. We discussed the current street-building form and fabric of Downtown Auburn, the opportunities for a “New Urban” lifestyle for young professionals in Downtown Auburn, possibilities of the redevelopment of Downtown Auburn building sites with vibrant street-oriented architectural design, and the importance of public-private partnership with the future of Downtown Auburn.
- **Downtown Engine House Redevelopment-** Encouraged, scheduled and conducted a strategic redevelopment meeting between representatives of the Baldacci Group (commercial brokers for Peter Bishop owner of The Engine House) and the municipal team including City Manager, Mayor, Planning Director, Economic Development Director & Economic Development Specialist. The comprehensive redevelopment of the Engine House as a mixed-use “New Urbanist” property and associated urban space redesign concepts consistent with a contextual street-form approach to economic revitalization in the Engine House district. Ongoing discussions & engagement will proceed.
- **Minot Ave. Corridor & Lunn & Sweet Shoe Factory Redevelopment-** Participated in a group visioning & site walk of the proposed redevelopment corridor & property with municipal team & representatives of the Casalnova Group. Engaged in (two)subsequent roundtable discussion & input session with Casalnova Group Team to advance concepts and design approaches consistent with delivering a high-quality “New Urbanist” lifestyle product and destination place on the Minot Ave. corridor.
- **TIF Districts Review & Modification-** Engaged in the review and analysis of selected TIF Districts that are proposed for modification including TIF #4, #6, #10 & #14. Participated in a meeting in Augusta with Laura Santini-Smith (Tax Incentives Program Director, DECD) in collaboration with municipal Economic Dev. Director & Finance Administrator. The expansion of the so-called Downtown TIF District to include the New Auburn downtown center, as well as the west side of the Minot Ave. Corridor, was discussed at length. TIF modifications will proceed.

Engineering

- Mill, Broad and Main Street have been shimmed and the utility companies are adjusting their structures to grade.
- Turner Street, E.Dartmouth, W. Dartmouth, and W. Bates has been loamed and seeded as well as having all the driveways paved.
- Construction is ongoing on S. Main Street with the box cut being completed.
- The water district has completed their work on Manley Road and the City's contractor can now begin installing underdrain.
- The Helm Bridge Replacement bids were opened with the apparent low bidder was T Buck Construction of Auburn.
- The new bench locations at EL Park were laid out.
- The asbestos removal project for the buildings being demo'd by CDBG also got underway.

Finance

- The Finance Director continues to work on FY 13 year end, preparing the audit work papers and working on the financial report. I will be closing the fiscal year in MUNIS and finalizing everything within the next 2 weeks.
- The Tax Office has been busy this week with vehicle registrations at the counter and the Tax Collector has been going through old records and organizing the archived files that must be retained.
- The Facilities/Purchasing manager has had bid openings for crack sealing and the Helm Bridge project. He has also been working with the new arena manager on various requests for proposals.
- The Facilities/Purchasing Manager is also working on putting together a list of surplus equipment from each department that can go out to auction.

Fire

- Earlier this week an interesting medical emergency at Martindale Country Club highlights the critical importance of both citizen and FD first responders. A 57 year old male suffered a cardiac arrest on the front nine of the course. Those who witnessed the event began CPR. An Automatic External Defibrillator (AED) was brought to the scene from the club and applied to the patient who was shocked twice. As FD and United arrived, the patient had regained consciousness. By the time he was transported to the hospital, he was beginning to become oriented and was breathing on his own. While this patients long term prognosis is not known, the actions of all those at the club were exactly as they should have been and it is fair to say that if there had not been persons willing to start CPR And the availability of an AED, the outcome may have been significantly different.
- We are anticipating putting three surplus vehicles into the upcoming city auction. This will help to create space at Central where these vehicles currently are being stored. These vehicles have served the city well.

Fire Surplus Vehicles:

Engine 2

1999 American LaFrance
111263 Miles
11327 engine hours
Fair condition
1500 GPM pump
Class "A" and "B" foam systems
500 HP engine
1000 gallon Poly water tank has small hole right rear corner.

Rescue 2

1994 medium duty rescue
108189 Miles
10380 Engine hours
Fair condition
Cat 3208 engine

Engine 6

1995 International Central States (4 door)
47914 miles
3838 engine hours
Fair condition
1250 GPM pump
Class "A" foam system (Foam Pro)
20' 6 suction Hose
2- Night Fighter lights on body
Whelen warning lights
3- SCBA seats
1000 gallon Poly Tank

Health & Social Services

- This week Dot Meagher met with representatives from Lewiston and Auburn's, Community Development, Housing Authorities, and Social Services to discuss the pending grant from the John T Gorman Foundation to help homeless and near homeless families with the possibility of security deposits.

Human Resources

- Human Resources Staff provided new employee benefits enrollments for three new Police Officers, the new Public Works Department Second Shift Mechanic, and a new full time Airport Operations Specialist.
- Deb Grimmig attended a Public Works Crew Meeting to address some concerns about access to medical care in the Lewiston/Auburn area. Employees have read newspaper articles about a new health insurance plan that may exclude medical providers in this area. I explained to employees that this plan does not affect City of Auburn employees because our

health insurance is provided through the Maine Municipal Employees health Trust which covers active employees and retirees throughout the State.

- Union negotiations are ongoing and a meeting was held this week with one of the bargaining units.
- Deb Grimmig met with representatives of the City's occupational health services provider to discuss the wide range of services provided and potential ways to enhance some of those services.
- Ray Lussier, Safety Coordinator and NIMS Compliance Officer conducted mandatory safety training for new hires at Auburn Hall.
- Ray Lussier toured the new Ice Arena facility in preparation of the facility emergency response plans.
- Ray Lussier met with Richard Lanman, Airport Director to work on the Airport-Intermodal Terminal exercise.
- Ray Lussier conducted a make-up training for the Emergency Action Coordinators at Auburn Hall who were unable to attend the training held on the previous week.

Ice Arena

- CONSTRUCTION UPDATE:
 - Roof has been completed
 - Interior masonry is almost complete
 - Preliminary HVAC Ductwork has been installed, electrical rough in is complete.
 - Vectorsonics is currently wiring the sound system
 - Preferred Mechanical is scheduled to arrive on 8/19 to start warm-floor.
 - Awaiting updated drawing for Tel/Comm data drop locations
- Continued to establish relationships within the community and attend client meetings focused on sponsorship/advertising. Several contracts are pending, awaiting execution, and several proposals are out for review.
- To date: \$61,500 in annual sponsorships has been secured. \$33,750 in contracts pending, and with another \$25,000 to \$35,000 in proposals under review.
- Naming Rights Sponsor has become a priority, introductory conversations have been held with regards to finding the right partner. Staff is working on developing a Request for Expression of Interest to seek out viable partners for Naming Rights.
- Development on a Beverage services RFP continues, Meetings with purchasing have developed draft for final review, waiting on formatting and release.
- Finalization/Design of space for Pro Shop Contract has continued. Principle agreement has been reached with Jamey Bergouin of Blue Line Sports to operate the Pro Shop at the Arena. Final details of contract are ongoing.
- Meetings have been held with signage companies working to develop a signage plan and cost structure for providing signage within the facility.
- Met with Dan D'Auteuil, President of Maine Gladiators Youth Hockey to discuss concerns and opportunities for growth within the facility.

- Met with Gladiators Board of Directors, to introduce and discuss the opening of the new Facility. Question and Answer session was held with regards to operational procedure, and facility expectations.

ICT

- This week, we successfully launched our “Say It” feature on the City website and received great responses! We gave website visitors the opportunity to weigh in on their favorite summer activity in Auburn. Responses include enjoying the Balloon Festival, hiking at Mount Apatite, and listening to the Community Band at Festival Plaza. We also heard about favorite spots to eat, relax and recharge after a fun day of biking, hiking, and being outdoors.
- We are excited to launch this feature as it provides another means of communication with our residents. Stay tuned for more questions – we will be updating often!
- A virtualization software upgrade caused a network failure over the weekend. ICT started addressing it Monday morning and we were up again shortly after 9AM.
- Purchase Orders have been issued for the purchase of new computers. Orders are being placed today. Also, most of our major licensing fees are being processed today.

Parks & Rec

- Review of resumes for the vacant Recreation Specialist position continued throughout the week.
- Adult Co-ed softball playoffs wrapped up for the upper and lower divisions.
- Equipment issue took place for the 3-6th grade and 7-8th grade football programs. A total of 115 children are registered for the program.
- The annual Recreation Department Eddies Football Camp for grades 1-8 took place with a total of 31 participants in the one-day program. The goal of the program is to prepare players for participation in the fall football programs through instruction in proper fundamentals, skills and techniques. The camp is lead by ELHS Head Coach, Dave Sterling, along with Recreation Department coaches. Staff is committed to maintaining a fun program with emphasis on respect and sportsmanship.
- Ravi & Jeremy worked on finalizing the 3-6th grade and 7-8th grade football game schedules. The 3-6th grade program participates in the Mid Coast Youth Football League which is comprised of teams from Auburn, Turner, Brunswick, Topsham and Lewiston. The 7-8th grade football program competes in the Mid Coast Middle School Football League which includes teams from Auburn, Turner, Bath, Oxford Hills, Brunswick, Mt. Ararat, Lewiston, Lincoln County, Gardiner and Augusta.
- The second annual Auburn Recreation/Pat’s Pizza Box Car Drive-in Movie Night takes place on Friday, August 9th beginning at 7:45PM. This event is an opportunity to enjoy a movie under the stars and on the big screen. Children create their own home-made cardboard box cars and enjoy the movie in style. Prizes are awarded for the best cars on the lot! Judging is based on creativity, materials used and appearance. This year the movie will be “D2: Mighty Ducks” and will be shown on the upper softball field at Pettengill Park. Should there be inclement weather, the movie will be moved into the Hasty Gym.
- Work on the annual program and special events brochure was completed. The brochure covers the Fall 2013 through Summer 2014 seasons and outlines the offerings of the recreation department and facilities that are available for reservation. To find an electronic

version of the brochure, visit www.auburnmaine.gov click on the Recreation Department page and then click the annual program brochure tab on the left sidebar.

Planning, Permitting & Code

- Downtown Hurdle - When existing downtown office spaces become vacant staff often encourages owners to seek retail and restaurant tenants for first floor spaces. More retail and/or food service uses are essential to revitalizing our downtown. One of the biggest challenges is that the Life Safety Code allows the continued use of spaces without upgrading to current standards, however, when the use changes a space must be upgraded. For multi-story downtown buildings that often means a State Fire Marshall's Office Construction Permit and expensive fire separation improvements or sprinklers throughout the building - not just in the vacant space. This makes it more affordable for building owners to stick with office tenants and not make the change to a new use. This is a big problem if we want to create a vibrant downtown. One solution might be to create a downtown retail and/ or restaurant conversion life safety improvement program to help property owners afford to make the switch for the betterment of the downtown as a whole. If this is something that the Council wants then we can work with Economic Development to come up with some potential program ideas for consideration.
- Reporting for sanitation inspections in July has been completed. Auburn- Restaurants / Take Outs/ Lodging/Mobile and Massage Inspections completed include 18 food service Inspections, 2 consultations regarding proposed establishments and, 1 Fire Call for a total of 21 Inspections for Auburn. Lisbon inspections were also completed in accordance with our contract.
- Revenue Reporting is completed for July and overall we are slightly behind on anticipated revenues.
- Expense reporting is complete for July. We were 8.5% through the year on August 1st and expenses were at 7.2%.
- We just learned that one of our inspection vehicles, a 2004 Crown Victoria, has been repaired but will not be serviceable much longer. We will continue to utilize the vehicle but will need to consider a replacement in next budget.
- 31 Court Street – A final Certificate of Occupancy was issued, completing the refurbishing of all 4 floors of the building. The building, valued at \$1.3 million last year, received nearly \$1.6 million in new investment when all recent project values are totaled.
- Targeted Code Enforcement: Buildings from the vacant property list that are in the CDBG Target area have been identified and Zachary Lenhart, CCO has started performing checks on those properties.
- The New Auburn Transportation and Land Use Plan committee meeting is August 15th and the next public meeting will be September 5th.

Police

- The department handled 470 calls for service this week. Officers conducted 111 motor vehicle stops and responded to 26 motor vehicle crashes.
- Three new officers joined the department this week. Joseph Correia, Joseph Miville and Katherine Avery begin the 18 week Basic Law Enforcement Training Program at the Maine Criminal Justice Academy on August 19th.

- Officer Scott Laliberte begins his military deployment to Afghanistan on August 10th with a send-off ceremony in Portland. Several members of the agency will be in attendance. We pray that Scott will have a safe deployment. The department will be providing support to his family while he is deployed.
- The department is hosting the Cal Ripken Badges for Baseball program at the PAL Center this week. This weeklong half-day program allows our officers to use baseball as a vehicle to teach our youth important lessons about teamwork, communication, respect, and leadership that can be used both on and off the field. We have approximately 35 kids participating this week.
- Officers have been monitoring traffic flow in the Beech Hill, Hotel Rd area due to the Littlefield Bridge closure.

Public Works

- Started working on School Zone speed limit timed zones.
- Paved in cross culvert on Bailey Rd
- Base paved cross culvert on Townsend Brook Rd, and another on Beaver Rd
- Repaired curb at several locations
- Ongoing work on E.L. Park, we will be considering hydro seeding the property if it does not grow to our satisfaction
- Continued removal of Tennis Courts
- Emergency repair of drain pipe on Broad Street
- Continued evaluation of Parks Operations and Procedures.
- On-going maintenance activities such as road side mowing, ball field mowing and striping, weeding of islands, tree trimming, etc. continued throughout the week
- Grade gravel Roads
- Cleaned and repaired catch basins
- Continued on the tennis courts as Sherwood heights