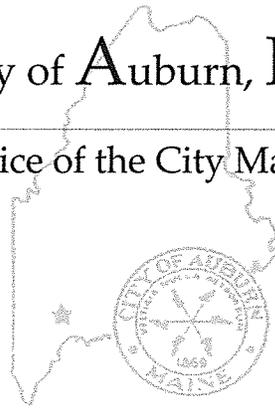


City of Auburn, Maine

Office of the City Manager



A handwritten signature in black ink, appearing to read 'Clinton Deschene', is written over a large, light-colored oval shape.

TO: Mayor and City Council
FROM: Clinton Deschene, City Manager
RE: Weekly Report
DATE: September 27, 2013

Assessing

- The department continues to work on deed transfers, abatements, property inspections and reviews related tax payer inquiries. Brian entered 608 transactions last year. From April 1st to the end of July 2013 he has entered 198 transactions. We are still behind in entering deed transfers by 2 months. To date we have processed 15 residential, 1 commercial and 10 personal property abatements. At this time last year we processed 14 residential, 6 commercial and 12 personal property abatements.
- Both Karen and I worked on the council orientation document.

Auburn Public Library

- The Annual Meeting for the Library's Corporators took place on Thurs., Sept. 26th, at the Library. Trustees and officers were elected. An annual report was distributed.
- Noontime yoga classes get underway on Thurs., Oct. 3, in the Androscoggin Community Room. These free yoga classes, taught by a certified instructor and open to all levels, are a great way to relax after the beginning of a hectic week. Come join us every Thursday with a rejuvenating lesson that will put the dreaded hump day in your rear view mirror. Don't forget you can pick up a great healthy meal at the Library either before or after class. Yoga mats will not be available so those attending must bring a mat or a blanket.
- The Lewiston Public Library and Auburn Public Library trustees will hold their semi-annual joint meeting at APL on Thursday, Oct. 3rd, at 4 p.m.
- Children's Services is beginning a "Let's Pretend" program on Friday mornings from 10 to 11. On Friday, Oct. 4th, children will learn about police officers and firefighters.
- A basic email workshop is scheduled for Friday, Oct. 4th, at 10 a.m. Participants do not need to have an e-mail account for the workshop. Basic concepts will be discussed and handouts will be provided so that those attending can set up an e-mail at a later date.
- The Library will host a session of the City's community conversations on Tuesday, Oct. 8th. The program begins at 6 p.m.
- The annual visits by Auburn school children begin on Tues., Oct. 15th. Students are given a tour of the library with emphasis on its history and community support, encouraged to get library cards, and treated to a short story time.
- Follow the Library on Facebook or link to our website at www.auburnpubliclibrary.org for more information about all of our programs, new books, and more library news.

City Clerk

- Monday, Sept. 23 was the last day to declare write in candidacy for the November 5, 2013 election. The Clerk's Office was open until 5PM. We have no declared write in candidates.
- Sue has been working on putting together training material for the Election Workers.
- Sue has created the Municipal Ballots for the AVS (Accessible Voting Solutions).
- We received the new stanchions for the polling places.
- We are still working on recruiting Election Workers.

CDBG

- Yvette attended a 2 ½ day HUD Environmental Training covering the National Environmental Policy Act and HUD Environmental Statutes and Regulations. Attendees were provided with up-to-date resources and materials for completing the required documentation. Phase I, II and III Environmental Site Assessments and Environmental Impact Statements were also covered.
- We held a closing of the first of security deposits using resources provided by the Gorman Foundation. Auburn Housing Authority pursued these funds after the Lewiston fires to assist displaced families. When displaced families were taken care of by other resources, the Gorman Foundation agreed to allow these funds to be used for security deposits of customers who do not qualify for HOME funds—essentially people who do not have a voucher. A total of \$50,000 will be shared by Auburn and Lewiston. The Auburn loans will be approved by Dot Meagher, Social Services Director, and administered by the Community Development Department.
- Reine met with two customers who are struggling with their loan payments and wrote a loan modification for one customer.
- A Purchase & Sale Agreement was signed for 78 Second Street.

Engineering and Public Works

- Staff working with plotting street furniture (benches, swing sets etc) with the new iphone and tablet
- Turner Street- near complete. Punch list items remain.
- Manley Road- sidewalks built and being paved. Surface pavement next Spring.
- 2013 Neighborhood- driveway aprons being paved and punch list items.
- Staff attended training in Augusta
- Staff attended the Airport Intermodal Facility Exercise.
- Staff drove runs in preparation for winter
- Any extra time will be spent clearing up small projects , such as adding gravel to shoulders , and fixing small washouts.
- Basin Crew: continued repairing collapsed basin tops replacing when necessary with modern notched frames and cascade grates.
- Supervisors held mini meetings with the operators to go over upcoming projects.
- Facilities Building Tech I: continue building sandwich sign platforms as well as completion of the recycling box for truck #86.
- South Main St – Binder paving has been completed as well as the side street binder. Granite curbing and sidewalk construction will be ongoing for approximately 2 weeks.

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- Helm Bridge Replacement – The temporary bridge is in place and the demolition of the old bridge has begun.
- Minot Avenue Rotary Bin Wall – The DOT has completed the design and is preparing to go out to bid on Oct 2.

Finance

- Field work is completed on the audit. I am working on finalizing the financial report to be sent to the auditors for review. I am leaving on Thursday, September 26th and I will return on Monday, October 7th.
- The Tax Office has been busy this week with tax payments on vehicle registrations at the counter and processing the property tax payments received by mail. Property taxes collected this week are \$7,321,856
- Nancy Bosse, Tax Collector was notified this week that she has completed all of the requirements necessary and she is now a Certified Tax Collector. Tina Nason, Tax Clerk also received notification that she is now an Associate Certified Tax Collector. Congratulations to both of you.
- Facilities/Purchasing has been working with Reine Mynahan from CDBG on various demolition projects and asbestos removal. He has also been working on the natural gas conversion projects for Public Works, Recreation and the Fire Department. He has continued to work with Josh MacDonald (new arena) on various projects and RFPs.

Fire

- The AFD participated in the disaster exercise at the L/A Airport. This exercise was both productive and informative in identifying areas of improvement as well as displaying areas of great competence for all the emergency responders involved.
- This is the last week that our exchange Officer Cadet from Poland will be with us. He returns to Warsaw Poland next week. This has been a very positive experience for all involved and not only reflects well upon the AFD, but the city as well.
- Prevention: For the week of September 19 to September 25, there were 9 business life-safety inspections conducted by the fire companies. Out of those inspections, 6 were found not to be in compliance with the fire code.
- Emergency Responses: For the week of September 12 to September 18, we responded to 68 calls for service. These include, but are not limited to 1 building fire; 49 emergency medical calls that included 1 motor vehicle accident with injury. There was one mutual aid call during this period.

Health and Social Services

- Tammy Thatcher was instrumental in getting a client a new pair of glasses with “New Eyes for the Needy”, saving the General Assistance office the expense.
- Dot Meagher submitted to the State for reimbursement for 2 clients approved for SSI. The City can expect to receive \$4,033 in reimbursement for assistance paid out on their behalf while waiting for their Social Security disabilities.
- The Health & Social Service department is partnering with DHHS to allow our clients to apply for benefits with the State in our offices. This will help clients receive State benefits; Me Care, SNAP (food stamps) and TANF sooner and in some cases eliminate the long waits at the DHHS office.

Human Resources

- After two years of planning, Ray Lussier coordinated an emergency exercise involving a plane crash at the intermodal facility. On September 25th representatives of local, state and federal organizations attended the exercise including Auburn and Lewiston Fire, Police, and Public Works, Lewiston Auburn 9-1-1, Auburn/Lewiston Municipal Airport, Androscoggin COBRA Haz Mat Team, railroad officials, area hospitals and environmental agencies. The exercise tests agencies' emergency operations plans as well as how well the various emergency responders work together as a group. The exercise went very well.
- The Human Resources Department distributed the first mandatory notice required by the Federal Healthcare Act. All employees received a notice of the new marketplace or health insurance exchange. Individuals and families may enroll in the exchanges as of October 1st and will be eligible for insurance as of January 1, 2014. Most City of Auburn employees are eligible for health insurance which exceeds the standards as established by the Healthcare Act. However some part-time or seasonal employees may not have health insurance and may access coverage through the exchange.
- I finished a draft of the Human Resources Department documents to be included in the Council Orientation packets. Information will include the Department Organizational Chart and Contact information, Department History, Description of Programs, Department Calendar, Work Plan and Strategic Plan.

ICT

- The City of Auburn's ICT and Public Services departments have been working with Auburn Middle School to arrange a field trip for 70 Auburn Middle School students to the Oak Hill Cemetery. Diana Carson's 7th grade class is scheduled to visit the cemetery on October 23rd, from 8:45 to 1:30. Details, below, outline an example of what can happen when multiple city departments team together with the school department, local universities, private industry, and the community.
 1. The students will help kick off the city's cemetery mapping/inventory project as part of their 7th grade Humanities/Geography curriculum. Planning for the project includes community members from Androscoggin Historical Society and Maine Old Cemeteries Association (MOCA). Context and historical references will be provided during the fieldtrip by MOCA's Roland Jordan. The final curriculum for the day is still in development, but activities will include GPS mapping as well as an exercise on more traditional mapping with a compass and tape measure. We are also planning activities with a middle-school ecology teacher, the school librarian, and the city's Arborist. The field trip will be followed up with an in-class mapping discussion and exercise.
 2. At the cemetery, students will gather data on individual graves, including location, names, dates, stone condition, and veteran status. This data will become part of city's cemetery geodatabase, developed last fall with the assistance a Bates College intern. An intern from the University of Maine in Farmington will help to integrate the data collected by the students. Additionally, the ICT department has been working with a GIS consultant (pro-bono) to implement new mobile and web GIS technologies. The consultant has agreed to work with us to develop a mapping website that will not only showcase the work done by the students, but also become a prototype for future community-focused projects. We hope to be able to unveil the new website on GIS Day, which is November 20th.

3. Ms. Carson will teach Maine History to the same group of students, as 8th graders. We hope to extend this into a 2-year project with possible additional trips to the cemetery.

Ice Arena

- CONSTRUCTION UPDATE:
 - Front Exterior Framing continues and should be completed 10-02-2013
 - Progress In Rink 1 is waiting for concrete cure.
 - Sand Floor is Complete in Rink 2
 - Ice Cube Installation begins 9-26-2013
 - Wall painting continues
 - Interior Walls, electrical, mechanical and plumbing work continue
 - Rink 1 Bleachers arrive 10-04-2013
- Continued to establish relationships within the community and attend client meetings focused on sponsorship/advertising and partnerships. Several contracts are pending, awaiting execution, and several proposals are out for review.
- To date:
 - \$112,100 in annual sponsorships has been secured.
 - \$23,000 in contracts pending, \$35,000 in proposals under review.
- Naming Rights Sponsor continues to be a priority; conversations continue to be held with regards to finding the right partner. Negotiations with potential Naming Rights Partner continue. Development for Contractual agreements is under review
- Conversations have begun for those interested in concessions operation, the development of an RFP for concessions and lounge services continued to be developed.
- RFP for Gaming and Vending services for the facility has been released and due 10-09.
- Lease Agreement for the Pro Shop has been executed. James Bergouin will operate Blue Line Sporting Goods in the Arena Lobby.
- Cabling, Telcomm, and data layouts are being run for technological needs of the facility.
- Marketing plans continue to adjust awaiting naming rights partner, website development has begun based upon content and programming, awaiting design rollout with Naming Rights sponsorship. Website, Marketing Opportunities and fundraising opportunities continue.
- Lists of needs for Office Furniture, Copier, and Arena Supplies have developed and many items have been planned for or ordered.

Planning and Permitting

- It has been a busy week for Planning and Permitting and we are out of time for this report so it will be brief this week with more to come next week.
- ATRC Technical committee has recommended a package of improvements to intersections in Auburn and Lewiston that will now go to the ATRC Policy Committee for final appropriation of the \$1Million of funding . After internal discussion we will be looking to shift some additional funds to Auburn's downtown portion of Court Street in lieu of some Minot Avenue and Hampshire/Turner Street improvements.
- The Planning Board will review two projects and discuss the technical aspects of downtown and form based codes at the October 8th meeting at 6pm in the City Council Chambers. The

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projects include the Lake Auburn Community Center proposal and a minor subdivision amendment at Simpsons Beach Road.

- A contempt of court hearing for the illegal Farrell Junkyard at 145 Eastman Lane was held on Friday September 20, 2013. The Judge agreed that the owner failed to meet the requirements of the court ordered clean up agreement but found that his financial situation has changed such that he was now unable to meet the requirements. The Judge also made it clear that the City can come back with financial information and a finding of contempt may be reconsidered and explained to the owner that he must continue to clean up. We will continue to try to achieve compliance and minimize municipal costs on this but it may come to a point where the City needs to chose to step in and fund a clean-up effort and lien the property.
- The new planner starts on Monday. Feel free stop by and welcome Doug Green to our City next week.

Police

- The department handled 462 calls for service this week. Officers conducted 99 motor vehicle stops, 16 field interviews, 21 adult arrests and 3 juvenile arrests. Officers investigated 73 offenses of which, 9 of which were felonies, generating 22 criminal summonses. Officers responded to 26 motor vehicle crashes.
- Department staff attended the full-scale ICS exercise at the Auburn Airport. The exercise went very well, confirming that our training, response plans and relationships with other agencies will enhance our emergency response to a disaster.
- Sgt. Hatfield is completing his 80hr First Line Supervisor Command School at Roger Williams University this week.
- Cpl. Bell and Cpl. McCamish are attending a 40hr Leadership Program at the Maine Criminal Justice Academy this week.
- Officers assisted Maine State Police with locating a wanted felon who had been involved in a high speed pursuit in York County earlier this week. After a short foot pursuit in Minot, the subject was taken into custody.
- Det. Westleigh is reopening a 2011 burglary case due to a recent CODIS hit. The hit came as the result of a DNA sample being submitted to the crime lab. The sample was a cigarette butt. The suspect wasn't originally identified due to the fact he wasn't in CODIS, however due to recent criminal activity his DNA was added and subsequently matched to the crime.

Recreation

- Registrations continued for the figure skating instruction program. A total of 9 participants are registered for the program at this time.
- Registrations are set to open for Youth Pillo-Hockey. This program is an exciting and fun indoor hockey game that uses foam-headed sticks and a foam ball. 6 players from each team are on the floor during play; three on offense, and three on defense. In this program, players learn the basics by playing the game in a fun learning environment.
- The 7-8 grade football program will play their fourth regular season game against Turner on Saturday.
- The 5-6 grade football program will compete in the fifth week of their season against Brunswick and Turner on Saturday.
- The 3-4 grade football program will compete in the fifth week of their season against Brunswick on Saturday.

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- Staff attended the Recreation & Special Events Advisory Board meeting on Wednesday.
- The Auburn Running Club held a State Championship banquet last Saturday. As reported the week of August 12th, our Auburn track & field team was the standout from a total of 34 teams competing in the event. The Girls team took first place edging out Poland by two points. The Boys team placed second to Scarborough by the narrow margin of 19 points. The Auburn delegation was the overall champion beating out Poland by 27 points. During the banquet celebration, event results were reviewed, championship shirts were distributed, a slideshow of photos was presented and a potluck dinner was enjoyed by the participants, families and coaches. Congratulations go out to the athletes, families and coaches on an outstanding season that produced the first State Championship for Auburn since 2007.