

City of Auburn, Maine

Office of the City Manager



TO: Mayor and City Council
FROM: Clinton Deschene, City Manager
RE: Weekly Report
DATE: Week Ending October 10, 2014

Assessing

- Reviewed applications for Appraisers position- 2 will be interviewed
- Met with 4 business owners to discuss valuation of their properties
- Scheduled Board of Assessment Review hearing for Prospect Hill Golf Course for November 20th
- Began loading data collected from the 25 property inspections Dana B. has completed

Auburn Public Library

- The Library hosted Maine children's author, Tamra Wight, on Monday, 10/6, for the annual Maggie Trafton Authors for Young Readers Evening. Tamra's talk was excellent and we have highly recommended her to other libraries. We are very grateful to the Trafton family for their sponsorship of this program.
- Our annual audit is complete. Claire Thompson of Austin & Associates will be making her annual presentation to the Board of Trustees in November.
- The Library will be closed for the Columbus Day holiday on Mon., 10/13.
- Brunswick humorist Brian Daniels, who lets his Average Joe rant, rave and muse on all the subjects that beset middle-aged (and older) white guys — from cell phones, tweets and loud music to outhouses, women and politics, will be at the Library on Tues., 10/14, at 2 p.m. to read from his collection of essays, "Thoughts of an Average Joe by Joe Wright." Come and enjoy the laughs.
- The Library will host a Halloween Costume swap on Sat., 10/18, from 1 to 3 p.m. Parents are encouraged to drop off "swap-able" costumes at the Library through Fri., 10/17. A ticket will be given for each costume contributed. On the 18th, participants can then turn in their tickets for a "new-to-you" costume. Those who do not have costumes to swap can come at 2:30 and purchase a costume for a \$5.00 contribution, which will support children's programming. Please note: Once costumes have been entered into the swap, they cannot be returned. Also, the Library cannot guarantee that a suitable costume will be available for each participant.
- College Night: Thurs., 10/16, from 5:30 to 7:30 p.m. For teens and their parents, this event will feature admissions representatives from Bates College, CMMC College of Nursing & Health Professions, Kaplan University, Central Maine Community College, USM LAC, Thomas College, Maine College of Art, University of New England, and University of Maine

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at Orono. The evening will begin with a panel discussion facilitated by Joan Macri of College for ME Androscoggin, followed by a brief Q&A session. After that, in a college fair format, each admissions rep will be available with specific information about their college and programs. Please register or call the Reference Desk at 333-6640, ext. 4. Registration is requested in order to have enough materials for all attendees.

- The next session for children's "Let's Pretend," should be a very popular one. It's all about circus performers. It will be held on Fri., 10/17, at 10 a.m. The program is for children ages 2 to 5 and is held in the Maggie Trafton Room.
- On Tues., 10/21, at 3 p.m. adults are invited to get ready for Halloween by making a sturdy, sew free trick or treat bag. If you have kids who may want to make their own, bring them along. All material is provided by the Auburn Public Library at no cost. Please register online or call to reserve your space since this program will be limited to 15 people.
- The Library is working with Central Maine Medical Center to provide informational programming around a number of medical issues in the news.
- 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. You may also stop by the Library to pick up a printed copy of our various programming calendars.

City Clerk

- Absentee ballots came in on Monday. We counted and inspected the ballots, and mailed out 445 ballots.
- Sample ballots were sent to the nursing homes.
- Received word from ES&S that some of the Municipal ballots that were sent were cut wrong and will not be read by the tabulating machine. They reprinted and sent us replacements. These ballots were counted and inspected. The ballots that were already issued will have to be hand counted if the machine will not read them.
- We continue to work on recruiting election workers to fill the remaining slots. This has been a challenge.
- Scheduled AVS (Accessible Voting Systems) testing at each of the polling places and marked the test ballots.
- Scheduled Election worker training – two sessions for Wardens, Ward Clerks, and Election Clerks to be held 10/29 at 10AM and 5PM and two sessions for Deputy Registrars to be held at 4PM on Thursday 10/30 and 10AM on Friday 10/31.
- Issued through Wednesday, 10/8/2014;
 - Birth Certificates - 8
 - Death Certificates - 57
 - Marriage Certificates - 4
 - Marriage Licenses - 2
 - Burial Permits - 9
 - Garage Sale Permits - 1
 - Business licenses – received 2 renewal applications and issued 1 license (renewal)
- Received 36 new voter registrations
- Received 20 voter registration changes (name, address, or party)
- Had 23 cancellations (moved)

CDBG

- Yvette participated in a HUD webinar regarding a new tool called HEROS (HUD Environmental Review On-Line System). HEROS is found within the IDIS system which is the reporting tool for HUD's Consolidated Plan and annual activities. Currently Environmental Reviews are done manually with documents added to each project file. The new system will require the documents to be uploaded into HEROS and will become a permanent record within IDIS. While the tool will consolidate all reviews in one place and will be useful to HUD the process will take longer to complete at the user level.
- The Community Development Loan Committee approved 3 rehabilitation loans, \$29,185 from Community Development and \$2,845 from HOME Investment Partnerships Program.
- Reine attended a 2-day Bridges out of Poverty training. The presenter came from a family of generational poverty and shared her experiences as well as strategies on breaking the cycle. People who attended the training came to a realization of just how long it takes to go from poverty to middle class, how much energy it requires of both the individual and support agencies.
- The Consolidated Annual Performance and Evaluation Report for FY2013 was submitted to the Department of Housing and Urban Development for the first time through HUD's Integrated Information Disbursement System—on line. Although it was much more work than in the past, the effort helped me to prepare for the manner in which HUD is expecting in terms of goal outcomes for the upcoming Consolidated Plan.
- The schedule has been set for the upcoming meetings of the Citizens Advisory Committee and Neighborhood meetings. The schedule can be viewed on the City of Auburn website under news.

Economic Development

- Represented Auburn Economic Development for group media interview at Chamber of Commerce Office with Editors of Dispatch Magazine of Portland in preparation for a feature article on emerging development trends in Lewiston-Auburn;
- Follow-up meeting with Kurk Lalemand of Next Level Business Coaching with regard to prospective Downtown Auburn Start-up Space at historic Engine House;
- Drafting and composing a Downtown Auburn Start-up Space development program outline for ongoing discussions and prospects;
- Administrative support with Christi Mitchell of the Maine State Preservation Commission Office with regard to the establishment of the "Goff's Corner National Historic District"; vital to the redevelopment of the 1878 Goff Block new market-rate residential apartments;
- Attended proposed Auburn Start-up Weekend planning meetings at the Auburn Public Library;
- Conducted strategy meeting with Community Development with regard to potential Court Street commercial storefront building façade CDBG restoration projects;
- Met with Auburn Police Dept. officials to review and discuss Downtown Parking Garage permit and rate structure in advance of unified meeting with Downtown Auburn business owners & employees to discuss downtown safety and walkability;
- Conducted research and public space design options in advance of meeting with City Manager and City Planner Greene with regard to Mechanics Savings Bank site and building redevelopment;

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- Met with City Manager & City Planner regarding Mechanics Savings Bank site & building redevelopment, including TIF and urban space design options;
- Conducted detailed review of POWER Engineers project proposal for post-selection meeting and negotiations;
- Conducted follow-up communications with POWER Engineers, the selected consulting firm for the Dingley Pooled Wetland Mitigation Site as part of the Auburn Industrial Park development;
- Conducted site design session with City Planner Doug Greene with regard to design and construction of “Shoemaker’s Alley” CDBG public space improvement project;
- Continue Downtown Auburn Form-Based Code composition and production in preparation for update presentation to Auburn Planning Board on 10/14;
- Participated in the group Downtown Auburn Transportation Center meeting and site walk in the Great Falls Plaza area;
- Provided conceptual Form-Based Code traditional street grid plan for Great Falls Plaza area in cooperation with the Downtown Auburn Transportation Center development process;
- Met with Auburn School Supt. Grondin to coordinate and schedule the Edward Little Statue Civic Ceremony to kick-off the public fundraising campaign;
- Initiated and secured a WGME News interview and segment shoot for Mayor LaBonte promoting the city’s efforts in the preservation of the Bells of St. Louis Church;
- Communications with John Belisle of LAECG and review of proposed new CDBG Loan Program for small businesses in Auburn;
- Communications with a downtown commercial building property owner regarding a prospective professional office tenant;

Finance

- The Finance Director was on vacation last week. This week I have been working on finalizing the draft Comprehensive Annual Financial Report for FY14. The report will be forwarded to the auditors for final review by Friday.
- I have been working with the City’s Financial Advisor and Bond Counsel preparing the Official Statement for the \$7.2 million dollar bond issue that will be sold at the end of October. This week I had conference calls with both Moody’s Investors Services and Standard and Poors (bond rating agencies). We should have the results of their review by the end of the week.
- The Tax Office has collected \$20,753,354 of the 2014 Real Estate and Personal Property Taxes since the tax bills went out.
- The Facilities /Purchasing Manager has been working on various projects (listed below):
 - Ingersoll repurposing – meetings, discussion and research
 - Hasty window replacement – working with Hal Barter (CDBG) to develop specifications for the RFP for window replacement at Hasty Armory.
 - Snowplowing – Finalize and post the RFP for snowplowing for the parking garage and various parking lots.
 - Dump Trucks – Had a bid opening for 2 different dump truck bids for Public Services. The proposals are being reviewed by the department and should be awarded in the next week.
 - HVAC Preventative Maintenance – Developing a schedule to be implemented for preventative maintenance on our HVAC systems.

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Fire

- Crews spent the week training with a factory representative for E-One, on the new Quint apparatus.
- The third of our new ambulances arrived this week. We will begin operations as an ambulance service on October 14th. Crews are continuing their training and familiarity with operations of these new vehicles.
- All EMS personnel received training from a factory representative on the Physio-Control Lifepack 15, a state of the art Heart Defibrillator/Monitor, one which gives us the same level as UAS.
- All crews were provided training at both hospitals regarding emergency transport requirements and hospital protocols. This training was provided in-house by Lt. Mark Boulet.
- Crews continue to work diligently to prepare the apparatus and equipment necessary to initiate the department's ambulance service, which is scheduled to start up at 7:00 AM on October 14th. Special thanks to Lt. Robert Dumont who has supervised this operation and has provided exceptional leadership in this endeavor.
- Preparations for Fire Prevention Month continue, The Fire Planner has been busy scheduling events for Fire Safety presentations at schools and day care centers. Additionally, she has been busy preparing educational handouts for the children. The entire Fire Prevention office has also been preparing the Auburn Fire Department "Open House" to be held on October 19th at AFD Central Station.
- FPO O'Connell has been busy with Certificates of Occupancy and Code investigations this past week.
- Since biannual picking for personnel assignments was conducted on 10/1/14, administration has been busy making sure all paperwork and appropriate forms have been updated to reflect these changes.
- For the week of October 2 to October 8, we responded to 68 calls for service. These include, but are not limited to: 5 fire alarm calls, 2 fire calls, 47 Emergency Medical calls, 5 Motor Vehicle Accidents, 3 with injuries, 2 unauthorized fires, 2 Hazardous Conditions and 6 service calls. No mutual aid was given or received during this time period.

Health and Social Services

- We received our new Appendices for General Assistance maximums this week. The food allowance is the only one which went up 1% over last year.
- The Health & Social Service office received a number of donated diapers from Rebecca McGinnis of Wales which we shared with The Rebecca Cloth Diaper Foundation. Her generosity will help both our clients.
- Expenditures for general assistance for the month of September were \$10,172.33. This brings our YTD expenditure to \$24,199.26.

Human Resources

- The City received the report from Safety Works following the inspection a few weeks ago. In general, the City fared well. Ray Lussier, Safety Coordinator distributed the report to each department director, who are responsible for developing an action plan to correct all violations cited in the report. We expect a quick turnaround for the action plan and we want all violations addressed within a couple of months.

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- I attended several outstanding sessions at the MMA Convention last week, including the keynote speakers on “For the Love of Cities” and Leading at the Speed of Change, Showing Some Heart – Top Management Tips, Promise and Challenges of Municipal Collaboration, and Evaluating Municipal Managers.
- I attended a workshop presented by Dan Stockford and Peter Lowe of Brann and Isaacson on “How to do Internal Investigations”.
- I am working on a first draft of the changes in the Teamsters contract for review by management and the Union.

ICT

- Staff completed compiling the 2013 Aerial Imagery for use in our GIS, and specifically for our Online web maps. The imagery was very large, and so required special processing to optimize the performance. The compilation process ran on the GIS Server 24 hours per day, 7 days per week for more than 3 weeks. The imagery covers all of Lewiston and Auburn. To give some sense of the size of the imagery, and the task involved in making it accessible, remember that the combined Auburn-Lewiston area is approximately 100 sq. miles. Our imagery captured the region at a resolution of 1 pixel for every 3” on the ground. That’s in excess of 44.5 Trillion pixels. Now, multiply that times four (we captured three color imagery bands and one infrared). **That’s 1.8 quadrillion pixels** that we had to process!!! We have one more step to finish the process of putting the imagery into a useable format, and then we will make it available for general viewing, hopefully in the next few weeks.
- Rosemary Mosher is at the New England ArcGIS (NEARC) conference in Mystic, CT, this week, where she participated in a panel discussion on “Open Data”. The other panelists were from Cambridge, Amherst, and Worcester, MA.
- We discovered this week that our Public Safety phone switch had been compromised by hackers. Besides acting as a conduit to a phone-porn site, the system was being used to re-direct calls to Central America. Oxford Networks noticed the increased traffic, put a block on Long Distance calls to that region, and notified us. Callers to the Auburn PD notified PD staff about the porn-site conduit, and they immediately notified ICT. It took a few hours for staff to comb through the system to make sure there were no other embarrassing bits. Access to the system had been gained through a “Technician” port that should have been secured by the installer many years ago. It has now been secured.
- Staff assisted the Norway Savings Bank Arena’s Operations Manager in configuring their MS Surface Pro tablet to remotely access the network. This will make it much easier for staff to monitor the site on weekends and evenings, as they will not need to be physically present.

Planning

- Permit Report – The department processed and issued 78 permits in September and collected \$7591 in permit fees. The projects totaled an estimated \$690,000 of investment in our community.
- Budget Report-The numbers for September are in and there are no big surprises. We have expended 22% of our budget at 25% of the way through the year. We always try to find ways to save but most of our budget is fixed expenses such as salaries and utility billing for

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street lighting. Revenues are still down with 18% of anticipated revenues collected at 25% of the way through the year.

- Recreational Trails Grant- The City Planner is continuing to work on completing the Bureau of Parks and Lands Recreational Trails Grant that is due on November 14. This week we met with Lewis Loon from Krueger Energy to discuss the coordination of the project with their penstock repairs scheduled for next year. Mr. Loon has proposed a budget of \$200k to sleeve the penstock with structural steel and make drainage improvements in the area of the proposed trail next year. The meeting was positive and we identified an opportunity to provide parking and improve security/visibility at the facility.
- Tax Acquired Properties – Tax acquired properties are being reviewed by the City Attorney and we expect to be ready to advertise the sale of some of them in early November, after we get Council Approval.
- Development Updates - Staff has been working with a potential new downtown restaurant and providing written documentation to assist the 62 Spring Street mixed use project. The Planning Office is coordinating development applications for a proposed Auto Zone Store on Center Street and a significant expansion of an existing office business that could lead to 140-150 new employees.
- Smart Growth- Eric Cousens and Doug Greene will be attending the GrowSmart Maine Summit in Augusta on October 21.
- Auburn Planning Board- The October 14 Planning Board meeting will include a form based code presentation by Alan Manoian and a presentation on the Recreational Trails Grant.
- Main Street Pedestrian Improvements- The City Planner is working with Alan Manoian in creating a new design for the alley connecting Main Street to the City Parking garage. The plan will include new pedestrian ramps and improved crosswalks to create a more pedestrian friendly atmosphere downtown.

Police

- The department handled 469 calls for service this week. Officers conducted 74 motor vehicle stops and 10 field interviews. Officers responded to 27 motor vehicle crashes.
- On 10/02/14, Kristal Goff, our Information Assistant resigned from her position. She will be the new Office Manager at L-A 911.
- Our Support Services staff removed most of the crosswalk safety signs that had been posted throughout the city. We received a lot of positive feedback on this campaign and will continue our efforts in the Spring.
- Sergeant Schmieks and SRO Carll instructed a R.A.D. (self-defense for women) class at Central Maine Community College.

Public Services

- Mowing the Ash Dump
- Graded Fickett Road Hobart to Pownal
- Repaired pavement in shoulder on Hotel in two different spots on either side of Merrow Rd

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- Paved in and around a basin on 17 Cherryvale Circle
- Picked Litter on Poland Road
- Repairing driveway pavement at 816 Hotel and washout repair on Woodbury Rd.
- This week the bulk of crew members concentrated on the TD Tee Project
- Excavated 63 holes with #47 in the Chestnut Park Area and in the Pettingill Park area
- Hydro excavated 41 holes on Whitney St (we used this method to preserve the new asphalt)
- The facilities crew retrieved the resources that were necessary to complete the project
- Friday will be the Project day we will assisting in the planting of 106 trees in the for mentioned areas
- All this was done while still putting out our daily work orders
- Public Services Team continues Tuesday Training Day: items covered Circus Controls, Plow Rout Review, Ton Training, VIR Training and the first half crew attended the Bloodborne Pathogens Training
- Crews have been working on the Pulsifer St pathway. Mulched the sides of the path, removed all broken asphalt, and patched the potholes in it. Removed the bamboo at the top of the path and cleaned up the area of litter and leafs. Crews worked on it Monday and Thursday this week. Don inspected the building Wednesday. Made truck numbers and letters out of vinyl, and cleaned up around the sign shop. The patch crew on Monday helped with patching the potholes on the Pulsifer St pathway. Tuesday for all crew was training.
- Whitney Street- Surface pavement complete. Truncated domes on sidewalks being completed this week. Punch list items next week.
- Turner Street Sidewalk Improvements- complete
- Lake Street- Drainage work complete. Full depth reconstruction from Park Ave to Birch Street. Reclamation next week.
- Hotel Road- Surface pavement next week. Punch list items to follow.
- Pavement Manager- on going
- Stormwater Management- Permit Year two begins.
- City's Green Space Litter pick-up – Every morning crews scan the downtown area for any litter/debris, clean up cemeteries, trash up when mowing city area green spaces, remove trash on Union Street Bypass, Minot Ave, Washington St
- Downtown Maintenance – Auburn Hall, Main St., Install Crosswalk Dummies, Main St./Mill St.
- Litter Patrol: Veterans Bridge
- Paint Fields - AMS
- Permits; excavation (private/right-of-way), fill, drive opening, pole permits etc.
- Tree Work – Pulsifer St, 37 Barton Ave., Whitney St., Chestnut St.
- Other: Dig Safe Markings On-going
 1. Sign Work GIS

Recreation

- Registrations opened for Youth Basketball (grades 1-12) and Skills & Drills Basketball Camp (grades 1-6). Youth basketball is a developmental program that places participation, skill development, and sportsmanship above points scored. The measure of success is how much a player has improved from the beginning of the season to the end. Skills & Drills Basketball is a four-day camp that will teach players the basic fundamentals of basketball including:

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dribbling, passing, shooting, offensive and defensive strategies. Whether a beginner, or returning player, this camp will provide the young basketball player with skills to improve their game at every level.

- Youth Football practices & games (3-6th grade) continued. There are a total of 75 players and 9 volunteer coaches in this division this season. Competitors participate in the Mid Coast Youth Football League (MCYFL) which is comprised of teams from: Bath, Brunswick, Gardiner, Lewiston, and Turner. Week seven of the season continues on Saturday with Auburn teams competing against each other, and against opponents from Bath.
- Youth Football practices (7-8th grade) continued. There are a total of 39 players and 4 coaches in this division this season. Competitors participate in the Mid Coast Middle School Football League (MCMSFL) which is comprised of teams from: Bath, Brunswick, Mt. Ararat, Gardiner, Lewiston, Oxford Hills, and Turner. The team will compete in game six of their season on Saturday against opponents from Lewiston.
- Flag Football (1-2nd grade) practices continued. In this program, players are introduced to the game of football. Participants will learn the basics of offense, defense, the line of scrimmage and other key elements of the game. Players practice twice a week and play games on Saturdays for a six-week season. There are a total of 30 players and 4 volunteer coaches in this division this season. Week four of games will take place this Saturday at Auburn Suburban Little League field.
- All Youth Football game and practice schedules are available online, and can be found on www.teamsideline.com/auburnme
- Pickleball has continued to be a big hit as week three of the program started on Tuesday. Pickleball is a tennis-styled sport that is played on a badminton sized court indoors or outdoors. The “Pickleball” is a plastic ball with holes that is served, volleyed, and rallied back and forth over a net using a wooden paddle. As of Thursday, there has been 65 participants, with new members coming in each day of the program. Pickleball will take place every Tuesday and Thursday, 9:00am-11:00am in the Hasty Community Center Gymnasium. The fee is \$2.00 for Auburn Residents and \$3.00 for Non-Residents.
- Week six of Pee Wee Soccer will take place this Sunday. This program is once again expertly instructed by members of the MPS Portland Phoenix Soccer Club. In this program, players are introduced to the basic techniques of soccer in a fun and positive environment. Emphasis is on learning through fun games and small-sided play. This season, a total of 65 participants are registered for the program.
- The 8th Annual Holiday Celebration/Parade of Lights planning process continued. December 3rd has been selected as the date for the event this year. Center Street Dental has again been secured as the premier event sponsor. The planning committee for the December 3rd annual L/A celebration would like to showcase the community’s multitude of festivities in an effort to make Lewiston-Auburn a holiday destination spot! As such, organizations that wish to submit information pertaining to a December 2014 holiday event will benefit from print and online highlighting of their festivities. Submissions may be submitted to Lewiston’s Community Relations Coordinator Dottie Perham-Whittier via www.lewistonmaine.gov/holidayla. For more information on the parade or to obtain an application, contact Program Leader, Jeremy Gatcomb jgatcomb@auburnmaine.gov. Currently 12 organizations/groups have committed to take part in this year’s parade.
- The First Auburn Senior Citizens Fall Fair & Flea Market will take place on Saturday from 9:00AM – 2:00PM. For more information, contact Jan Biron at 333-6601 XT 2108 or jbiron@auburnmaine.gov

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- Pre-planning for upcoming youth and adult winter programs continued.