

A Sampling of Projects Carried out by Municipal/Regional Summer Interns:

Community Outreach and Planning

- coordinating volunteers and focus groups to start planning community events for next year;
- generating positive rather than negative buzz around the downtown construction project;
- serving as liaison between city and citizen committees to help facilitate communication;
- developing a new website, advertising daily events and happenings in town, including managing social media accounts;
- identifying and documenting abandoned or dilapidated properties;
- creating a community cleanup event;
- developing a tree walking tour of downtown;

City Administration

- writing an application for an AARP Challenge Grant;
- preparing a 50-page Guide to Doing Business and a 40-page Protocol for External Communications;
- designing and writing the city's Annual Report;
- undertaking a review of the city's policies and providing recommendations for appropriate changes to bring them up to date;
- updating egress routes for the office spaces following some remodeling, researching LD 2003 and assisting with a development project;
- working with health and safety officials to improve the personnel and safety manuals for the town office, fire and EMS departments, and public works;
- cataloguing all town owned roads that have been closed, abandoned, or discontinued.

GIS and Mapping

- mapping and assessing culverts (roadside stormwater infrastructure) on all town-administered public roads;
- creating a StoryMap describing how emergency management should be effectively practiced and communicated at the Fair;
- creating a Cemetery Map App - an app that allows the viewer to search between the five cemeteries that the Town manages with interactive headstone-points that show the name of the person buried in a specific cemetery lot;
- creating a Municipal Inventory Map - a map that features all of the Town's municipal property such as bridges, boat launches, dams and fire hydrants;
- creating multiple maps for police station needs

A Sampling of Projects Carried out by Municipal/Regional Summer Interns:

Economic Development

- working with the ED director to amend the Tax Increment Finance districts with the DECD
- writing an Impact Fee Analysis project: we contacted 12 other Maine communities to gather their respective fees and then created a comprehensive report;
- helping develop and publish the *2017 Maine Planning and Land Use Law* book and gather advertisements to put in the book;
- calculating seasonal census population information from 39 communities for the SMPDC region and mapping it using ArcMap to better understanding seasonal population growth;
- gathering information on handicapped accessible ramps in the region and putting this into an app;
- working on a project to identify abandoned buildings on behalf of the economic development committee - first researching local and state ordinances to determine the legal recourse our municipality had to address this perceived problem, then surveying a large proportion of residential neighborhoods, pinpointing several dilapidated dwellings;
- compiling a database of food trucks in the state, creating a public interest survey to send out to residents and starting a weekly food truck schedule and promoting it to residents;
- updating the business directories on the Town website and updating an internal spreadsheet of local businesses - identifying several businesses in town that were not current on their tax status.

Marketing and Event Promotions

- developing long-term marketing and promotions strategies for the city;
- creating social media content including designing infographics and filming & editing reels, created "How Do I..." page on website and related updates, assisted with communications and marketing campaigns;
- completing a public-facing Welcome Packet which will be mailed to new residents; helping design a public-facing EDDM postcard to communicate information about our budget process;
- finalizing the long-awaited Town Older Adult Resource Guide, which is already receiving a great public response; helped design public-facing community outreach material, such as event notifications and social media graphics.

A Sampling of Projects Carried out by Municipal/Regional Summer Interns:

City Management and Finance

- assisting with the Workforce Housing RFP process;
- researching statistics for audit;
- working on a road analysis project for the town - I went out to all the public roads and surveyed their surface and drainage conditions, measured them, took photos, gave the roads an importance and traffic level, input all the data into the RSMS program, and created a prioritization plan of which roads to fix first;
- turning several photocopied PDFs into Excel spreadsheet, entered information into municipal fiscal tracking software, combined multiple spreadsheets into a single large spreadsheet, combined many documents from separate departments into one large document for City's annual report;
- digitizing the TIF Development District programs, updating the data in our capital planning software, assigning account numbers, reviewing plans and studies, creating a sustainability score card for our capital plan, and generally assisting in taking our Capital Plan to the next level;
- working on the disposal of vital records for the human resources and finance departments, I sorted through different boxes and referenced them with a retention schedule guide, ensuring that the town will have space for a few more years.
- cataloguing all town owned properties by researching purchase transfers through deeds and liens;
- attending several workshops including MMA Human Resources training, Managers Conference; training on the new handgun concealed carry permit in Maine and how it impacts issuing agencies such as town offices, GIS training, county managers meeting, and others;
- running two town selectmen meetings which involved prep beforehand and follow up afterwards.

Research and Writing

- researching legislation such as bill LD 2003, which relates to the ability of a municipality to regulate municipal zoning;
- attending the committee hearings at the State House and reporting back to city government and the Marijuana Task Force on the ways in which the passing of the marijuana referendum and MLA will affect municipalities like ours in terms of regulation, licensing, and enforcement issues;
- pursuing opportunities for ways to better utilize the town owned space such as turning empty tree lots into hiking trails or partnering with a Land Trust to discuss an environmental easement on a property;

A Sampling of Projects Carried out by Municipal/Regional Summer Interns:

- assisting in writing a grant for the town office, writing an application for new streetlights, and updating the town's CDBG program match;

Public Works

- updating stormwater maps using ArcGIS and field observations;
- developing and submitting an application for an NRPA permit;
- assembling safety data sheets for four town facilities;
- mapping an inventory of all town parking spaces for parking committee meetings;
- updating all files in regards to DEP/town regulated outfalls;
- helping out at Transfer Station;
- attending meetings dealing with town's field maintenance, weed control and County MS4;
- receiving quotes/hired for cleaning of oil water separation tank;
- participating in Salmon Falls watershed success workshop;
- attending Southern Maine Public Works directors meeting;
- updating all EMS and Fire and Public Works Material Safety Data Sheets to OSHA's new Safety Data Sheets;
- working with a digital roads program which categorizes all town roads and signs by color according to repair requirements and cost of repair.