



TO: Mayor and City Council
FROM: Denis D'Auteuil, Acting City Manager
RE: Weekly Report
DATE: Week Ending October 14, 2016

Assessing

- The Municipal Valuation Return has been completed, proofed and returned to Maine Revenue Services ahead of the November 1st deadline. The statistics included in the report provide an overview of the municipalities tax records as well as being used for computing reimbursements to the municipalities and providing data for the State Valuation Report. A copy of the MVR is included in the Commitment book.
- A full inspection of Fox Ridge Golf Course was done on Wednesday, October 12th. Each of the three golf courses have been inspected for the purpose of maintaining equity in the assessments of the 18 hole golf courses in Auburn.
- One in four inspections are continuing. If the weather cooperates the first round of inspections should be complete in approximately three weeks. Staff will be on target having completed exterior inspections on one quarter of the properties in the city.
- Building permits are issued by the Planning Department and put in a file to be reviewed and recorded in the Patriot CAMA system by the Assessing Department. All the permits issued from April 1 forward have now been loaded in our system.
- A survey of banking professionals, brokers and other appraisers has been done to gather information such as interest rates, equity yield, mortgage constants, required loan to value ratios etc. for use in deriving capitalization rates for both residential and commercial properties. This information will be useful when an Income Approach to Value is utilized to support assessed value.

Auburn Public Library

- The Board of Trustees will hold their regular monthly meeting on Weds., 10/19, at 7:30 a.m.
- There will be a joint meeting of the Lewiston and Auburn library boards on Tues., 10/25, at 5:30 p.m. at the Lewiston Public Library.
- The annual school visits by 2nd and 6th graders have started. The students are given a tour of the library, engage in activities that are appropriate for their age, and are given an opportunity to sign a for library card.
- The Library will make its monthly visit to the Minot town office on Thurs., 10/20, from 4 to 6 p.m.

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- The building study/audit by Cordjia has been completed and is now being analyzed.
- Upcoming programs include:
 - Appy Halloween Hour | Tuesday, October 18 | 4:00 – 5:00 PM | Short of Halloween ideas for the party or still trying to get Junior to decide on a costume? Join us to look at some fun and helpful Halloween apps.
 - Teens DIY! Pumpkin Monsters | Wednesday, October 19 | 4:00 – 5:00 PM | Join us in the Teen Space on the 3rd Wednesday of each month for a do-it-yourself craft! This month, for Halloween, we'll have some little pumpkins on hand and which teens can paint! So that we have enough supplies on hand, please register online or call 333.6640, ext. 4. This program is just for teens, ages 12-18.
 - College Night for Teens AND Parents | Thursday, October 20 | 5:30 – 7:30 PM | Join admissions representatives from eight Maine colleges and universities, as well as a representative from Finance Authority of Maine, as they sit on a panel facilitated by Maggie Davis (College for Maine Androscoggin). Following the panel discussion and a brief Q&A session, admissions reps from those and five additional schools will be available with information specific to their schools. Registration is requested so please call the Reference Desk at 333-6640, ext. 4.
 - The Zany, Majestic Bard | Friday, October 21 | 10:00 – 11:00 AM | The Zany, Majestic Bard is a one-hour performance created and performed by theater artist David Greenham and includes singing, acting and learning activities aimed at making the works of Shakespeare more accessible and inspirational to all audiences. This lively, fun, and educational performance will delight and surprise audiences of all ages. This program has been made possible through a grant from the Maine Humanities Council
 - KIDS! Sweet Peas | Monday, October 24 | 10:30 – 11:00 AM | Join us on the story quilt for our lap-sit program for children ages 24-36 months and a parent. We'll share stories, songs, rhythm instruments, finger plays, and flannel board fun.
- Follow the Library on Facebook or link to our website at www.auburnpubliclibrary.org for more information about all of our programs, new books, library news, and online registration.

City Clerk

- We Issued the following:
 - 4 birth certificates
 - 113 death certificates
 - 9 marriage certificates
 - 3 marriage licenses
 - 18 disposition permits
 - 10 garage sale permits
 - 1 Taxi Driver permit
- Completed the minutes of the 10/3/2016 Council Meeting and prepared and posted the 10/17/2016 City Council Agenda packet
- Validated 5 signatures on 2 Maine Clean Election Forms

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- To date, we've received more than 1,600 requests for absentee ballots for the November election
- We entered 104 new voter registrations, 65 changes (address or party enrollment), and 7 cancellations in the Central Voter Registration System. We still have approximately 250 voter registration cards to enter into the Central Voter Registration System (CVR)
- We continue to try to fill all positions at the polling places for the November election. We are still in need of Republicans to work the P.M. shift and Deputy Registrars who will register voters at the polls

Fire

- Crews responded to 5 fire calls in Auburn.
- Staff performed several follow up inspections.
- Staff met with the representatives from Tambrands to discuss their planned expansion.
- Crews continued Fire Prevention Week activities with Fire Drills in the schools and station visits from schools and preschools.
- Crews performed 3 life safety inspections.
- Staff attended the Auburn School's Functional Reunification Exercise.
- Crews participated in training on advanced hose-line deployments.
- Crews attended hands on training in "confined Space Rescue" as part of our annual OSHA recertification requirements.
- Staff continued to work with other city departments on two buildings which are deemed to be unsafe for human habitation.
- For the week of October 6th to October 12th, we responded to 82 calls for service. These include, but are not limited to: 5 fire calls, 56 Emergency Medical calls, 3 Motor Vehicle Accidents - 1 with injuries, 5 Hazardous Condition calls, 10 Service calls and 2 fire alarm calls. We received 1 mutual aid responses during this period and we provided 1 mutual aid responses. We provided 1 Paramedic intercept during this time period.

IT

- This week we began the process of updating the E911 addressing point file provided to us by the State of Maine. This is a GIS file that contains point locations for every address in the city. In the past, the emergency system used a GIS road centerline file, which provided approximate locations for addresses. This effort, required by Next Generation 911, will provide an exact location for every building in the city. The state has created the GIS file, using the Post Office database, but their locations are approximate. Over the next few months we will be re-locating all of the address points to reflect the actual building/address locations. This is a massive, time-consuming effort. (We are one of the first cities in Maine to go through this process.) The good news is that not only do we have a volunteer doing the work, but once complete, we will be able to use this data for a number of different applications, ranging from emergency operations to planning.

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- We have just completed an update of our GIS zoning map. The updates are currently under review by the Planning Department. Once approved, we will update the online maps to reflect any changes.
- GIS staff met with the City Engineer to review a new GIS dataset for our city-owned trees. We created an online map that provides several different views of the data as well as allows for staff to filter and explore the data based on their needs. The engineering department will be presenting the map to the Conservation Committee at their next meeting. We have not yet created a viewing application for the public.
- This week GFTV staff worked on some IT projects for city staff. Other activities included prep for Spring video course, Cleaning and maintenance of some equipment, updates to the community bulletin board and some file prep for programming.
- Staff will be meeting with representatives from Google to explore opportunities to upgrade our storage and office suites to cloud-based products.

NSBA

- Ice
 - Men's League
 - Women's League
 - Public Skate
 - Shinny
 - Private Rentals
 - Central Maine Elite League
 - L/A Seniors
 - Central Maine Community College
 - JW Hockey Classic
 - UMaine Game (Lady Black Bears vs. Boston College)
- Marc's Meetings
 - Spectrum Medical
 - Winter Classic
 - Live Barn Promo
 - Facility Rental ~ Country Concert
- Partnerships
 - Red Apple Campground – New Partner – Sending out contract
 - Nitco - New Partner – Contract negotiations
 - Roooper's – Proposal
 - Mount Auburn Dental – Renewal negotiations
 - Ouelette and Associates - Renewal negotiations
 - Hilton and Hampton - Renewal negotiations
- Jason Ops Tasks
 - Ice Maintenance
 - Building Maintenance
 - Olympia Maintenance
 - Ice Scheduling

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- Winter Classic
- Live Barn Promo
- Facility Rental ~ Country Concert

Police

- The department handled 591 calls for service this week.
- Officers conducted 183 motor vehicle stops and 17 field interviews.
- Officers investigated 78 offenses of which, 5 of which were felonies, generating 20 arrests, 21 criminal summonses and 5 juvenile arrests.
- Officers responded to 35 motor vehicle crashes.

Public Services

- Townsend Brook Road, project complete.
- Pettengill Park, project complete.
- Highland Avenue, surfacing of driveway aprons this and next week.
- South Main Street, base course pavement complete. Working on side road aprons and installing granite curb.
- 2017 Hampshire Street Reconstruction, scheduled to be completed in 2017, 75% plans being developed.
- Ash Landfill forced sewer main, scheduled to be completed in 2016, project in design phase
- Crack Seal Contract, project is 80% complete.
- Park Avenue – completion date spring/summer 2017. MDOT project.
- Turner Street Sidewalk Project, scheduled to be completed in 2017, project bid this week, Longchamps was the low bidder.
- Crews worked on culverts and ditching along Sherwood Drive, Fairway Drive, Perkins Ridge Road and others.
- Supervisors attended an Erosion Control Training.
- All team attended a Wellness Class (Kick The Sugar Habit).
- Basin line marking continues.
- Crews assisted in field lining at CMCC.
- Crews continue to grade gravel roads; Foster Road, Old Hotel Road.
- Crews continue to help other Departments moving and storing items such as the red table and chairs, delivering and setting up voting booths, setting up for Seniors meetings, etc. One crew member continues to clean up Auburn Hall parking garage (pigeon feces).
- Crews removed pavement on West Auburn Road as well as a large rock.
- Crews continue with Winter Training which includes Front End Loader, Cirus Controls/Material Application and VIR Training.
- Crews investigated a Beaver dam on Stevens Mill Road; keeping an eye on the situation to see if it worsens.
- Crews are working on basin tops on 4, 6, 12 and 28's run.

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- Hot patching continues around the City, work on Court St as well as Gamage Avenue to name a few.
- The fleet is ready to rock and roll for Winter/Snow.
- District inspections continue to be done noting any all R.O.W. issues as well as to note any and all abandon utility poles.

Recreation

Ongoing Programs:

- L/A Swish Basketball Clinics started on Sundays Oct 9 – Nov 13, we have 16 signed up.
- Fall Youth Football games this weekend are home at Walton Field. We currently have: 1-2 grades Flag Football (10 signed up) 3-4 grade (27 signed up) 5-6 grade (34 signed up), and 7-8 grade (54 signed up).
- Senior Walking happens every Tues/Thurs in the Ingersoll Turf Facility from 9am-10am.
- Line Dance drop-in running Sept 9 – Dec 16 on Fridays, two class times being offered 1030-1130am or 6-7pm. Cost is \$3 drop-in at the Hasty Side Room.
- Afterschool Open Gym running Sept 8 – Dec 19 on Mon/Thurs/Fri from 230-4pm for grades 5-12 at the Hasty Gym for \$1 each 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.

Ending Programs:

- Fall Soccer with Seacoast United Soccer last Saturday this weekend, we have 22 signed up for ages 3-4, 27 for ages 5-6, and 31 for ages 7-12.
- Foliage Trip to Rangeley we had 15 participants.

Special Projects/Events:

- New Basketball hoops have officially been installed and look amazing!! Check out the Recreation Facebook page for pictures.
- Alternative Sentencing will be housed in Hasty Community Center starting this weekend.
- Parks and Recreation Advisory Board held their first meeting – there was some great discussion on Senior Programming and Special Events.
- Fright Festival – Friday Oct 28 from 6-8pm for kids in grades pre-K to 6th, free to the public at the Hasty Community Center.
- Holiday Parade will be held on Sat. November 26th at 6pm. Committee meetings have begun.
- Winterfest will be held on January 27, 28, and 29. More info will be coming out soon.

Upcoming Programs:

Youth Programs

- Youth Basketball will run from Nov 21 – Feb 13, teams will practice at varies times during the week with weekend games. Evaluations will be held Nov 21 and 22, there is no evaluations for grades 1-2. Cost will be \$60 (grades 1-8) and \$70 (grades 9-12), register early and receive \$10 off (ends Oct 29). There is a need for volunteer coaches!
- Pre-K and Kinder Basketball Skills and Drills for ages 4-6 years olds on Sundays at the Hasty Community Center. Session 1 will run from Nov 27 – Dec 10 (\$30) and session 2

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will run from Jan 22 – Feb 12 (\$35). Register by Oct 29th and receive an early bird discount of \$10 off!

- December Vacation Camp from Dec 26 – 30 for ages 5-13 at the Hasty Community Center. Cost will be \$75 for the week from 730am-530pm.
- Youth Ski Lessons with Lost Valley will run from Jan 2 – Feb 6 on Mon ages 7-9 from 415-530pm. Thursday ages 10+ from 415-530pm. Transportation is on your own, cost \$135 (includes 1 hour lesson and ski pass until 9pm for 6 weeks). If you need rentals it will be an additional \$65.
- After School Ski Club will be combined with the Merrick Ski Program! More details will come out soon.

Senior Programs

- Thanksgiving Feast at Rolly's Diner will be **Tues Nov 8** (updated) from 11am-2pm with a cost of \$15 per person. This meal will be held at Rolly's Diner in New Auburn.
- Christmas Tree Shops and Olive Garden on Thurs Nov 17 from 10am-4pm. Cost is \$5 for transportation, lunch and purchases are on your own!
- Christmas Luncheon – Thurs Dec 15 at the Hasty Community Center from 11am-2pm for \$15 per person.

Family Programs

- Breakfast with Santa on **Sunday Dec 4** (updated) from 8-10am for \$5 per person at the Hasty Community Center.
- Drop and Shop Night will be held Sat. Dec 10 from 3-9pm for \$15 per child (dinner is included) at the Hasty Community Center.
- Bruins Trip – Saturday Dec 10th, 7pm game vs. the Maple Leafs. Cost will be \$150 per person which includes ticket and round trip transportation from Portland to Boston.
- Celtics Trip – Friday Dec 30th, 730pm game vs. Miami Heat. Cost will be \$100 per person includes balcony seats and transportation round trip from Portland to Boston.

Adult Programs

- Men's A Basketball League – Men's A league will be held on Sundays Nov 27 – early March, \$800 per team. Rosters are 18+ and must have 51% auburn residents or will be subject to a \$75 non-resident fee.
- Men's B Basketball League – Men's B league will be held on Mon/Tues Nov 28 – early March, \$750 per team. Rosters are 25+ and must have 51% auburn residents or will be subject to a \$75 non-resident fee. This is a slow down no press league.
- Men's C Basketball League – Men's C league will be held on Wed Nov 29 – early March, \$750 per team. Rosters are 35+ and must have 51% auburn residents or will be subject to a \$75 non-resident fee. This is a slow down no press league.
- Women's League – Women's league will be played on Thurs evenings Dec 1 – early March from 630-10pm (various game times). \$750 per team with no fast breaks or pressing allowed.