



**TO: Mayor and City Council**  
**FROM: Denis D'Auteuil, Acting City Manager**  
**RE: Weekly Report**  
**DATE: Week Ending November 10, 2016**

### **Assessing**

- All Form 801's (Business Equipment Tax Reimbursement) received to date have been processed.
- The annual Commitment and Statistics report was completed and delivered to the various departments and City Councilors.
- All address change requests to date have been updated in the CAMA system and provided to the Tax Collector.
- The Assessing Department has one pending abatement application from Lowe's. An extension for a decision on the abatement request has been granted until December 31, 2016. Lowe's is in the process of having an appraisal of the property located on Mount Auburn Avenue. Before a decision is made on the abatement request a complete review of the appraisal will be done.
- The Board of Assessment Review voted unanimously in favor of the Assessing Department with regard to the request by Pilotage L3C to hear a 2015 tax abatement appeal. Due to State mandated deadlines not being adhered to, the BAR had no jurisdiction to hear the appeal. Pilotage L3C has until November 28, 2016 to appeal the Board's decision to Superior Court.
- Staff has begun working on the Sales Ratio Study. Title 36 § 328(8) requires assessors conduct annual sales ratio studies. Each year the Property Tax Division provides municipalities with the Sales Analysis Return containing all transactions that have occurred in the City from July 1, 2015 to June 30, 2016. The paperwork lists grantee, grantor, sale date, sale price, map, lot, deed reference, physical address, property type and acreage. Sales are reviewed one by one and checked for accuracy. The land and building assessed value fields must be filled in and the sale must be determined to be arms length or non arms length. This year the Sales Analysis Return contains 462 transactions. Qualified transactions are used by the Property Tax Division in conjunction with the 2018 state valuation. This analysis satisfies the requirement to complete the annual sales ratio study.
- Job descriptions are being reviewed and updated as necessary.

## Weekly Report

Week Ending November 10, 2016

### **Auburn Public Library**

- The Library will be closed on Friday, November 11 for Veteran's Day.
- The monthly staff meeting was held on Weds., 11/9. Each department gave an update about their programs and other activities. We also discussed the upcoming changes in Federal overtime rules.
- The Library hosted an Auburn Fire Department elevator safety training on Weds., 11/9.
- As part of our commitment to our STEM grant through the Maine State Library and Cornerstones of Science, members of the staff attended a workshop in Augusta for planning family STEM activities which was sponsored by the Maine Math and Science Alliance.
- The Library had its bi-monthly visit from the detection dog. No evidence of vermin or illegal substances was found.
- November is National Family Literacy Month. The Library has many ways to encourage literacy from the youngest to the oldest. Reading to children just 15 or 20 minutes a day can make a big difference in their school readiness. The Library offers story times each week. We also offer a monthly program where children can read to a dog to help them boost their ability and confidence to read aloud.
- Upcoming programs include:
  - Boon Island: A True Story of Mutiny, Shipwreck, and Cannibalism | Monday, November 14 | 2:00 – 3:00 PM | Author Andrew Vietze will be at the Auburn Public Library to talk about his non-fiction book. Join us for this free program as Vietze details one of the most brutal survival stories in American history. The wreck of the Nottingham Galley on Boon Island and the resultant rumors of insurance fraud, mutiny, treason, and cannibalism was one of the most sensational stories of the early eighteenth century.
  - Tis the Season to Be Jolly, Not Broke | Tuesday, November 15 | 4:00 – 5:00 PM | Saving for the holidays or trying not to overspend? Come hear about some apps that will keep your budget on track and easily accessible. In addition, we will also look at some shopping apps that may help you save some money.
  - Maine Job Corps | Wednesday, November 16 | 10:00 – 11:00 AM | Teens and New Adults! If you had the opportunity to take part in a life-changing experience that gave you the skills you need to succeed in today's job market, and it didn't cost anything, would you be interested? If so, the Job Corps may be for you! Join us for when Cathie Grevatt of the Maine Job Corps visits to explain how the program works and who is eligible. Pre-registration is required; call 207-458-5369.
  - Teens DIY! Cereal Box Scarecrows | Wednesday, November 16 | 4:00 – 5:00 PM | Teens! Join us in the Teen Space on the 3rd Wednesday of each month for a do-it-yourself craft! This month we'll be making a cereal box scarecrow or an autumn leaf candle holder. This program is just for teens, ages 12-18.
  - KIDS! Saturday Stories | Saturday, November 19 | 9:30 – 10:15 AM | Join local volunteer story lady, Judy D'Amour, as she leads children in interactive stories, rhymes, songs, and a craft. This month Judy will help children make handprint turkeys, just in time for Thanksgiving. She will also be reading "The Three Bears".

## Weekly Report

Week Ending November 10, 2016

Children are encouraged to bring their teddy bears. This program is best for children from two to six years. All are welcome.

### **City Clerk**

- Absentee ballots were processed on Saturday, November 5<sup>th</sup> from 9AM until 1PM, on Monday, November 7<sup>th</sup> from 9AM until 1PM, and again on election day
- The City Clerk and crews from the Public Services Department set up each of the polling places on Monday, November 7<sup>th</sup>
- Staff attended the November 7, 2016 City Council meeting
- Tuesday, November 8<sup>th</sup> was Election Day. There was a steady turnout of people registering to vote and voting. Prior to election day, the number of registered voters was 16,251. On election day, approximately 1,200 individuals either registered to vote or had address changes. The deadline for staff to enter all of those changes in the Central Voter Registration System is December 2, 2016. Voter turnout was approximately 74%.
- Staff prepared and posted the City Council Agenda for the 11/14/2016 Council Workshop.
- Staff worked on certifying election results, election staff payroll, and other post election duties.
- The Clerk's in the Tax Office assisted with vital record requests and marriage licenses.

### **Fire**

- Crews responded to one cooking fire in an apartment building.
- Crews completed Fire Prevention Month activities with station visits from schools and preschools. Fire Department staff provided fire prevention presentations at 23 facilities this past month along with many tours and fire prevention presentations at the stations. There were over 1,300 children who received fire safety education during this month.
- Staff performed five life safety inspections this week.
- Crews completed hands-on training in "Confined Space Rescue" as part of our annual OSHA recertification requirements.
- Crews attended a Basic & Advanced Airway Skills Lab at Central Station with an in-house instructor.
- Crews attended an Elevator Training Class at Central conducted by an outside instructor.
- For the week of November 3 to November 9, we responded to 84 calls for service. These include, but are not limited to: 1 fire call, 70 Emergency Medical calls that includes 2 Motor Vehicle Accidents with injuries and 3 Motor Vehicle Accidents without injury, 2 Hazardous Condition calls, and 3 Service calls. We received 0 mutual aid responses during this period and we provided 0 mutual aid responses.

### **IT**

- Preparations continue for GIS day, which is Wednesday of next week. We are updating a number of our mapping applications, and putting the final touches on several new ones. We've also been working with the Communication Manager to send out notices and organize the event.

## Weekly Report

Week Ending November 10, 2016

- GIS staff continued working with a volunteer from the Human Services department. This volunteer is providing much-needed assistance with a number of labor-intensive data update projects, including addressing updates and inventory and categorizing of scanned images and photos. This forms the basis for the staff and citizen self-service applications we are about to put into place.
- Working with our MS4 Stormwater compliance consultants, staff set up a mobile GIS collector application which will be used during next week's field inspections.
- Great Falls TV Staff provided continued support for poll workers at Auburn Hall.
- Other projects included equipment repair and some computer configurations. Staff also spent considerable time collecting images for a City mapping project. Historical buildings were photographed for the project. Other work included continued programming, file encoded an prep and updates to the community bulletin board.
- Staff held a short web-use security workshop for APD staff, as a prelude to rolling out web safety training for all City staff.
- Staff continue to work on some building staff moves, provisioning network access to new locations.

### **NSBA**

- Ice
  - Men's League
  - Women's League
  - Public Skate
  - Shinny
  - Private Rentals
  - Central Maine Elite League
  - Players Edge
  - Maine Gladiators
  - L/A Seniors
  - Maine Amateur Hockey Association
  - Central Maine Community College
  - SMMHL
- Marc's Meetings
  - Mike Warde & Nick - Bridgton Academy ~ Phone Conversation
  - Project Graduation Discussion
  - Budget Pre-Meeting
- Partnerships
  - Big Jab
  - Roopers
  - Funtown USA
  - Unitil
- Jason Ops Tasks
  - Limited Schedule
  - Building Maintenance

## Weekly Report

Week Ending November 10, 2016

- Ice Scheduling
- Staff Scheduling

### **Police**

- The department handled 496 calls for service this week.
- Officers conducted 139 motor vehicle stops and 19 field interviews.
- Officers investigated 76 offenses of which, 10 of which were felonies, generating 22 arrests, 22 criminal summonses and 4 juvenile arrests.
- Officers responded to 30 motor vehicle crashes.

### **Public Services**

- Crews worked hard assisting with this year's 2016 Presidential Election by setting up and taking down the voting booths at the designated locations
- Crews continue to utilize the new leaf collector and have done a great job, especially on large areas including parks and cemeteries
- Crews attended a Wellness Meeting
- Crews assisted with an antenna install for the School
- Crews installed guard rails on Center Street and West Auburn Road
- Crews helped Pan Am Railways on Hackett Road and Court Street
- Crews were out at numerous sites where Beaver issues occur to ensure all water is flowing at a regular pace
- District inspections continue before winter to review any issues foreseen before plowing, objects in the R.O.W., lifted basin and or water gates, curb issues, old mailboxes, broken pavement, etc.
- Hot patching crews continue to monitor the roads and fill any deficiencies.
- Crews continue to assist the Recreation Department with general maintenance, setting up and take down for Senior Events etc.
- Sign work around the city continues; replacing and or fixing faded and damaged signs as required by law.
- The Excavation Technician was busy marking out dig safe's, inspecting both private and street excavations, reviewing and issuing Fill, Drive Opening permits as well as billing and continues GIS work.
- Residents along with the Com Center continue to call to have dead animals picked up as well as for potholes, large pieces of road debris (TV's, couch, chairs), etc.
- Now that the Christmas lights are up, a contracted electrician will be assisting the City with the connection
- Crews investigated a sinkhole on Second Street
- Crews worked on the flower beds located at Auburn Hall
- South Main Street - Base course pavement complete. Working on sidewalks and installing granite curb
- 2017 Hampshire Street Reconstruction - Scheduled to be completed in 2017 - 75% plans being developed
- Ash Landfill forced sewer main - Project in design phase

## Weekly Report

Week Ending November 10, 2016

- Park Avenue Completion date spring/summer 2017. MDOT project
- Turner Street Sidewalk Project - Scheduled to be completed in 2017 - Construction has begun starting at Falcon Drive

### Recreation

#### Ongoing Programs:

- 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. Now offering a year pass for \$20. Averaging around 15 kids a 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. Now offering a punch card for frequent users!

#### Ending Programs:

- L/A Swish Basketball Clinics are done this weekend Nov 13 – 25 total participants.
- Thanksgiving Feast at Rolly's Diner – we had 9 attend.
- All Football End of Season Banquets were completed this week and all equipment has been returned.

#### Special Projects/Events:

- Parks and Recreation Advisory Board met this week and discussed; need to highlight events better on the webpage, Winterfest ideas, election of officers.
- Holiday Parade will be held on Sat. November 26<sup>th</sup> at 6pm. We are still accepting floats for the parade, business who want to participate in the Window Painting Contest, and businesses looking to be involved in the Small Business Saturday event.
- Winterfest will be held on January 27, 28, and 29. List of confirmed events will be posted to the website in the following weeks.

#### 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)). There is a need for volunteer coaches!
- Pre-K and Kinder Basketball Skills and Drills for ages 4-6 years old on Sundays at the Hasty Community Center. Session 1 will run from Nov 27 – Dec 10 (\$30) and session 2 will run from Jan 22 – Feb 12 (\$35).
- 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.

## Weekly Report

Week Ending November 10, 2016

- After School Ski Club will be combined with the Merrick Ski Program! Must register in person at the Hasty Community Center to sign the waiver.

### Senior Programs

- 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!
- Saturday, December 10<sup>th</sup> – Casco Bay Wind Symphony Christmas Concert 11-6pm. Lunch at Ocean Gardens Restaurant and Tavern (on your own), Cost \$12.
- 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 10<sup>th</sup>, 7pm game vs. the Maple Leafs. Cost will be \$150 per person which includes ticket and round trip transportation from Portland to Boston. 7 TICKETS LEFT
- Celtics Trip – Friday Dec 30<sup>th</sup>, 730pm game vs. Miami Heat. Cost will be \$100 per person includes balcony seats and transportation round trip from Portland to Boston. TRIP IS FULL

### 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.