



TO: Mayor and City Council
FROM: Denis D'Auteuil, Acting City Manager
RE: Weekly Report
DATE: Week Ending December 30, 2016

Assessing

- There have been several sales of property on Taylor Pond over the last three years. The majority of the sales of year round homes have sold more than 20% over the assessed values. Therefore we have begun tracking the sales on the Pond for a sales ratio study. This will help us determine if there is evidence to support a possible increase in values in the next couple of years. There must be a significant amount of arms length sales over a period of time in order to have enough data to perform a sales ratio study. Sales Ratio studies are an important tool used to maintain equity throughout different classes of properties and the city as a whole.
- August deeds and declarations have been loaded and staff is currently working on September.
- Permits issued October thru December are being loaded in the Patriot CAMA system. When permits are issued the paperwork is given to the Assessing Department to be reviewed and loaded in the CAMA system for future inspections.
- The deadline for filing the paperwork to the State for the BETR reimbursement is December 31st. All applications received by this office have been processed and returned to the businesses.
- One alternate member's term on the Board of Assessment Review ends in January and due to other commitments will not be serving another term. This leaves four full members on the Board. A full Board consists of five members and three alternates. The openings have been posted.

Auburn Public Library

- The Library is closing at 1:00 PM on Saturday, December 31, and will be closed on Monday, January 2, for the New Year holiday. We wish everyone a very happy 2017.
- The Library recently received a \$500 grant from Norway Savings Bank to be used to support technology or a program need.
- The Library has been awarded a PLACE grant from The Califa Library Group, a non-profit membership cooperative serving libraries and information organizations in California and the rest of the country. In partnership with the National Oceanic and Atmospheric Administration (NOAA) the Library will provide programming to help our community build resilience by increasing their environmental literacy. The Library will take part in

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professional development activities to expand our understanding of the emerging role of libraries as a center for promoting environmental literacy and community engagement around climate change issues. We will conduct a series of programs based on a book discussion format with a NOAA scientist as a co-facilitator and complete periodic online evaluation surveys. There is a \$1,000 stipend with this grant to support book discussion materials/program expenses and purchases for our collection. This grant will dovetail quite well with our Maine State Library/Cornerstones of Science grant activities.

- The Library at the beginning of the month sent out annual fund reminders to supporters. The response has been very good.
- Upcoming programs include:
 - Teens! Anime Club | Thursday, January 5 | 4:00 – 5:00 PM | Get animated over anime! Teens, ages 12-18, can drop in to talk about their favorite (or least favorite) manga, watch this week's selection of anime, and try your hand at drawing your own characters. This program was made possible by a generous gift of the P&G Fund of the Greater Cincinnati Foundation. (Please note: Anime Club will be on Thursday for January only; it will continue on its regularly scheduled day of Wednesday in February.)
 - KIDS! Read to a Dog | Thursday, January 5 | 5:00 – 6:00 PM | Join Susan Farrell and her dog Addie. Kids can practice their reading skills while reading to Addie and make a new friend! Please call the library at 333-6640 ext.3 to register for your 15 minute appointment.
 - Teens! Friday Movie | Friday, January 6 | 3:00 – 5:00 PM | Teens! Join us on the 1st Friday of each month to relax and enjoy a movie! Since we celebrate the birthday of MLK, Jr., in January, teens attending will choose either The Help (PG-13) or Driving Miss Daisy (PG). If you have a preference, let us know. This program is just for teens, ages 12-18, and will include a snack!
 - KIDS! LEGO Club | Friday, January 6 | 4:00 – 5:00 PM |The library hosts a monthly LEGO Club for kids ages 5 and up the first Friday of each month. The library will provide the space and the LEGOs; kids just need to come with their imaginations. Please be advised there will be small pieces that present a choking hazard. This program is not suitable for very young children. For more information, please call the library at 333-6640 ext.3.
 - Multi-Faith Discussion | Tuesday, January 10 | 12:30 – 1:30 PM | This lively yet friendly discussion will be among some of the area's leading clergy who also serve as chaplains for the Auburn Police Department: Rabbi Sruli Dresdner of Temple Shalom, Pastor Roger Cousineau of East Auburn Baptist Church, Rev. Doctor Jody Cohen Hayashida of First Universalist Church in New Auburn, and Pastor Richard Waller of the Auburn Church of the Nazarene. Copies of the texts will be provided, and the audience will have an opportunity to ask questions. For more details and upcoming discussion topics please contact the Auburn Public Library at 333-6640 at Ext. 4.
- 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.

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City Clerk

- Staff issued the following:
 - 7 birth certificates
 - 58 death certificates
 - 7 marriage certificates
 - 4 marriage licenses
 - 14 burial permits
 - 4 taxi driver licenses
 - 1 Taxi Cab License
- We received 5 business license applications – all renewals
- Mailed 11 reminder letters to businesses whose licenses are due to expire
- Received 1 request to reserve one week of banner space
- Worked on City Clerk Budget for FY18
- Staff is working on entering the Voter Participation History in the Central Voter Registration System for the November Election
- Prepared the agenda for the 1/9/2017 Council meeting
- Received 60 Voter Registration Application and Change Cards from the Motor Vehicle Division and completed the updates in the Central Voter Registration System
- Ran a large mailing for the Police Department (approximately 1,000 letters)
- Filed and reconciled disposition permits

Fire

- Crews responded to 3 fire calls during this time, including 1 structure fire.
- Staff performed several follow up inspections, site inspections and walk-thru inspections.
- Electricians continue to work the light upgrade for Central Station.
- Crews responded to a large gasoline spill when a truck hit a fuel pump and cracked the piping.
- Staff performed a tour of Central Station for a disabled child.
- Staff attended meetings on the proposed Senior Center.
- Crews attended training on Pediatric Medical Emergencies.
- Crews participated in the annual AFD Truck Load of Christmas program.
- Staff met with an insurance representative from last week's fire.
- Staff and Crews performed 3 inspections.
- For the week of December 22nd to December 28th, we responded to 91 calls for service. These include, but are not limited to: 3 fire calls, 56 Emergency Medical calls, 7 Motor Vehicle Accidents - 4 with injuries, 3 Hazardous Condition calls, 14 Service calls, and 7 fire alarm calls. We received 0 mutual aid responses during this period and we provided 0 mutual aid responses. We provided 1 Paramedic intercept during this time.

IT

- GFTV staff continued work on the studio and did some holiday programming, focusing on shows for the Christmas season. The studio is coming along nicely and all of the electrical work has been completed. Staff are now configuring the cabling and lighting as

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well as setting up the production equipment. We also continue our regular duties with editing, the community bulletin board and programming.

- IT staff spent the better part of a day this week troubleshooting an intermittent problem with a computer in the Tax office. Problems in the Tax office generally present with a particular urgency, due to the front-facing nature of their jobs. In addition, many of the state programs used by the Tax clerks have very specific program requirements that can be updated inadvertently creating conflicts with other programs. After a number of hours chasing rabbits down rabbit holes, we discovered a Microsoft security update had run the night before. This update was to a security program that we don't generally use, and was likely accidentally installed as part of a routine Windows update (when installing the Windows update the user may not have scrolled down to the bottom of the User License page, read all of the fine print, clicked the special options button, and unchecked the option that allows the software to automatically install these annoying programs!). When we uninstalled the program, the problem went away.
- GIS staff completed documentation of the parcel update procedure.

NSBA

- Ice
 - Men's League
 - Women's League
 - Public Skate
 - Youth Shinny
 - Private Rentals
 - Central Maine Elite League
 - High School Practices & Games
 - Maine Gladiators
 - L/A Seniors
- Marc's Meetings
 - CINTAS Walk Through - Paper Products
- Partnerships
 - Breakfast Meeting – CMCC
 - Sportsfix – Renewed their annual agreement
 - Dunkin Donuts – Finalizing new partnership agreement
 - ServPro – Reviewing puck sponsorship
- Jason Ops Tasks
 - Ice Maintenance
 - Building Maintenance
 - Olympia Maintenance
 - Ice Scheduling
 - Staff Scheduling

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Police

- The department handled 490 calls for service this week.
- Officers conducted 126 motor vehicle.
- Officers investigated 43 offenses of which, 2 of which were felonies, generating 12 arrests, 12 criminal summonses and 1 juvenile arrest.
- Officers responded to 44 motor vehicle crashes.