



TO: Mayor and City Council
FROM: Denis D'Auteuil, Acting City Manager
RE: Weekly Report
DATE: Week Ending September 16, 2016

Assessing

- Deed and Declarations of Value have been loaded up to date and are being proofed in the CAMA system.
- The City of Auburn has seven special purpose industrial buildings including the former Cascades Auburn Fiber, Gates Formed Fiber, International Paper, General Electric, Pioneer Plastics and Tambrands. Each of these facilities is a special purpose building due to it being constructed for a specific use and having special construction and design features for that specific use. The owners of these facilities are among the highest taxpayers in the City and it is very important to accurately maintain the property record cards for each property to ensure they are being assessed and taxed equitably. Cascades, Gates, IP and GE have all recently been inspected. Pioneer Plastics is scheduled for October.
- The Assessors final report for the Cascades Auburn Fiber tax appeal will be distributed to the taxpayer representative (appellate) and the Board of Assessment Review on Monday, September 19th. The appeal hearing is scheduled for Thursday, September 29th in Council Chambers at 6pm.
- Each year after tax bills go out the Tax Department as well as the Assessing Department receives numerous address change requests. Staff is working on loading the address changes in the computer. When this is complete the new addresses will be provided to the Tax Collector to update the Tax database.

City Clerk

- We Issued the following:
 - 4 birth certificates
 - 51 death certificates
 - 14 marriage certificates
 - 5 marriage licenses
 - 14 disposition permits
 - 10 garage sale permits
 - 3 business license (renewals)
- Received 3 business license applications (renewals)

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- The City Clerk met with Katy Grondin, Jude Cyr, and Jason Moen on Monday 9/12/2016 to discuss the use of schools for elections
- Staff attended the 9/12/2016 Appointment Committee meeting and the City Council Meeting
- Completed the minutes of the 9/12/2016 Council Meeting
- The City Clerk attended the Maine Town and City Clerks' Association's Annual Business Meeting and Networking Day on Tuesday, 9/13/2016
- Prepared and posted the agenda packets for the 9/19/2016 Council Meeting
- The City Clerk attended the Androscoggin and Kennebec County Clerks' Association Meeting on Thursday evening (9/15/2016). Our guest speaker was Todd Urosevich, Vice President of Elections Systems and Software
- To date, we've received 271 requests for absentee ballots for the November election
- We continue to work on staffing the polling places for the November election. We've filled 57 positions but still have several left to fill

Fire

- Crews responded to 3 fire calls in Auburn and assisted the Town of Poland with a kitchen fire.
- Staff performed a final C/O of the new Transportation Building along with several follow up inspections.
- Crews participated in Walton School's 9/11 Remembrance Ceremony.
- Staff attended a meeting with the new Maine State Marijuana compliance officers.
- Staff and Crews hosted the 15th annual 9/11 Ceremony at AFD Central Station.
- Crews stood by for the Lake Auburn Half Marathon.
- Crews participated in training search and Rescue.
- Crews participated in training on Extremity Trauma.
- Crews started annual Hose Testing for our compliance with NFPA regulations.
- Staff attended a class on Drug Lab and Illicit Drug Identification for Inspectors taught by Maine DEA agent.
- For the week of September 8th to September 14th, we responded to 87 calls for service. These include, but are not limited to: 3 fire calls, 61 Emergency Medical calls, 9 Motor Vehicle Accidents - 6 with injuries, 1 Hazardous Condition call, 8 Service calls and 2 fire alarm calls. We received 0 mutual aid responses during this period and we provided 1 mutual aid response. We provided 1 Paramedic intercept and responded to Lewiston to transport for UAS and the Maine Turnpike to assist the State Police in evaluation an occupant of a vehicle hit by the stolen front end loader.

IT

- GFTV staff have been researching the purchase of LED studio lamps. The goal is to replace the power-sucking, heat-generating lamps that they have now with more efficient devices. This will lower the energy needs in production environments and reduce the risk associated with having very hot halogen bulbs in close proximity to people that are not always aware of their surroundings.

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- GIS staff is in Washington DC, helping our elected officials run the country. Or attending an ESRI GIS conference. One of those two.
- Since we seem to be responding to more and more FOIA requests, IT staff will be upgrading the way we archive email. We've been very pleased with results of our Barracuda Spam and Web Content Filters, and will be taking a close look at Barracuda Networks' Message Archiver appliance. We have for a long time expected staff to manage their own retention requirements, but the Message Archiver will give us easy-to-access records of EVERY email that gets past our Spam Filter.

Police

- The department handled 565 calls for service this week.
- Officers conducted 122 motor vehicle stops and 7 field interviews.
- Officers investigated 58 offenses of which, 6 of which were felonies, generating 9 arrests, 16 criminal summonses and 2 juvenile arrests.
- Officers responded to 31 motor vehicle crashes.

Public Services

- The planning stages have begun with the TD Bank Tree Grant. The City Arborist met with a representative from Gammon Landscaping who won the bid for the purchase of trees for the grant. The arborist and representative have plotted the areas for the trees (South Main St. (Bolster to Ipswich) and a few in Raymond Park where the choices made for placement. The types of trees chosen were oak, maple, pair, and ginkgo. The planting day is scheduled for October 5th. Multiple employees of TD Bank along with City Staff will be prepping the sites as well as planting the trees.
- Townsend Brook Rd: Scheduled to be completed by 9/30/2016, Surface pavement to be placed within the next couple weeks.
- Pettengill Park: Scheduled to be completed by 9/09/2016, Striping to be completed next week, miscellaneous items remain.
- Highland Ave: Schedule to be completed by 9/30/2016, Sidewalks and driveway aprons paved this week.
- South Main St.: Schedule to be completed by 10/28/2016, Box cut in progress.
- 2017 Hampshire St. Reconstruction: 80% plans being developed.
- Ash Landfill forced sewer main: Scheduled to be completed in 2016, Project in design phase.
- Crack Seal Contract: Project has been awarded.
- Park Avenue: Scheduled to be completed by Summer 2017 (MDOT Project)
- The Management Team have begun to put together the winter training schedule the employees annual training to be held in October, this will also include some mandatory BOL requirements.
- The tree crew worked on Park Ave, Tower Site, Nottingham Area, Little Andy Park, Raccoon Tree, Cyr St., Second St. and Cook St.,

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- Fleet crew continue to on: performing vehicle inspections as well as road calls, preventative maintenance. Fleet also provided service on the Public Works generator. The fleet crew will be starting a major rust repair on one of our vehicles.
- Ballfields maintenance continues on Lake View 1 and 2, Pettengill Softball, Tribou Field and Pettengill Park.
- Roadside mowing is coming to a close. Crews continue to mow the Police Monument, Mall Area, Veterans Bridge Area, as well as Washington St will be done at least one more time after picking of trash.
- Hot patching continues around the city some areas include: Bowdoin St., Grove St., Cleveland Av. to name a few.

Recreation

- River Day is this Saturday Sept 17th community events all day from 8am-4pm, River events from 10am-2pm
- Ongoing Programs:
 - Fall Youth Football practices are in full swing and games this weekend are all away. 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.
 - Fall Soccer with Seacoast United Soccer running Sept 10-Oct 15 on Saturdays for ages 3-16, we have 22 signed up for ages 3-4, 27 for ages 5-6, and 31 for ages 7-12.
- Ending Programs:
 - Pancake Breakfast –we had 25 seniors come join us for breakfast.
 - Pickelball Clinic – there was a small turn out but it allowed for those who came to get a lot of one on one time with instruction and technique.
- Special Projects/Events:
 - River Day in New Auburn – Sat. Sept 17th time 10am-2pm as part of the Great Maine Outdoor Weekend. List of events is posted on the city website!
 - Festival Plaza Plaque Unveiling and Last Art Walk will be Friday Sept. 30. Art walk will be from 5-8pm in downtown Auburn. Music will be played in Festival Plaza with a break at 7pm for the unveiling ceremony of the new Festival Plaza Plaque that highlights the design and history involved with the facility.
 - 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.

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- Winterfest will be held on January 27, 28, and 29. More info will be coming out soon.
- Upcoming Youth Programs:
 - L/A Swish Basketball Clinics will run on Sundays Oct 9 – Nov 13 for grades 5-8 at the Hasty Community Center. \$10 per session or \$40 for all 5 sessions. Pre-registration is required and the instructors will be L/A Swish coaches.
 - 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 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 or Thurs, ages 7 and up 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 at Lost Valley on Wed and Fri from Jan 4 – Feb 8. Transportation will be from the Hasty Community Center to the mountain for grades 4-8th. Cost will be \$150 (includes 6 week pass and transportation to the mountain only). And additional \$65 fee for rentals (if your child does both Ski Lessons and Ski Club there will only be 1 rental fee required).
- Upcoming Senior Programs
 - Market Basket Senior Trip will be on Thurs Sept 22 from 9am-4pm. Cost will be \$5 a person to cover transportation, lunch and purchases on your own!
 - Foliage Trip to Rangeley on Tues Oct 4 from 9am-4pm. \$5 per person (lunch is on your own).
 - Fryeburg Fair – Tues Oct 11 from 8am-5pm, cost will be \$5 for transportation. You will need to pay your entry into the fair (free for 65+).
 - Thanksgiving Feast at Rolly's Diner will be Thurs Nov 10th 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.
 - Pickleball Drop-in will start back up on Sept 20 – Dec 20 on Tues/Thurs from 9am-12pm at the Hasty Gym. Cost will be \$2 residents/\$3 for non-residents, ages 40+.

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- Upcoming Family Programs
 - 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.
 - Breakfast with Santa on Sunday Dec 18 from 8-10am for \$5 per person at the Hasty Community Center.
 - 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.
- Upcoming 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.