



**City Council Workshop & Meeting  
January 27, 2020  
Agenda**

**5:00 P.M. City Council Workshop**

- A. Police Department Tour and Orientation (1 hour)

**6:00 P.M.**

- B. Strategic Plan Discussion – Peter Crichton and Phil Crowell (20 minutes)
- C. Budget Format Discussion – Jill Eastman (15 minutes)
- D. Agricultural Permit Fees – Eric Cousens (10 minutes)
- E. Tax Acquired Properties – Kelsey Earle (10 minutes)

**7:00 P.M. City Council Meeting** - Roll call votes will begin with Councilor Lasagna

**Pledge of Allegiance**

- I. **Consent Items** - All items with an asterisk (\*) are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member or a citizen so requests, in which event, the item will be removed from the Consent Agenda and considered in its normal sequence on the Agenda.
  - 1. **Order 09-01272020\***  
Setting the time for opening the polls for 2020 Elections (7:00 AM).
- II. **Minutes** - January 6, 2020 Regular Council Meeting
- III. **Communications, Presentations and Recognitions**
  - Communication - Legal Services Report – Michael Malloy and Peter Crichton
  - Presentation – Economic and Community Development Orientation
  - Communication – Mayor Levesque’s Appointments to the Citizens Advisory Committee
  - Communication – Mayor Levesque’s Proposal for an Ad hoc Committee to Review Boards, Committees, and Commissions
  - Communication – Mayor and Council
- IV. **Open Session** – Members of the public are invited to speak to the Council about any issue directly related to City business which is *not on this agenda*.
- V. **Unfinished Business** - None
- VI. **New Business**

1. **Order 10-01272020**  
Authorizing the sale of tax acquired property: Gammon Avenue, Parcel ID 249-093.
2. **Order 11-01272020**  
Authorizing the sale of tax acquired property: 16 Newbury Street, Parcel ID 231-035.
3. **Order 12-01272020**  
Authorizing the sale of tax acquired property: 97 Riverside Drive, Parcel ID 221-143.
4. **Order 13-01272020**  
Re-appointing Mathieu Duvall as full member of the Planning Board with a term expiration of 1/1/2023.
5. **Order 14-01272020**  
Re-appointing John Engler as full member of the Planning Board with a term expiration of 1/1/2023.
6. **Order 15-01272020**  
Appointing Matthew Leonard as full member of the Planning Board with a term expiration of 1/1/2023.
7. **Order 16-01272020**  
Appointing Laurel Libby as full member of the Planning Board with a term expiration of 1/1/2023.
8. **Order 17-01272020**  
Appointing Andrew Paradis as associate member of the Planning Board with a term expiration of 1/1/2023.
9. **Order 18-01272020**  
Appointing Riley Bergeron as associate member of the Planning Board with a term expiration of 1/1/2023.
10. **Order 19-01272020**  
Appointing Andrew Titus to the Auburn Sewer District Board of Trustees with a term expiration of 3/1/2022.
11. **Order 20-01272020**  
Re-appointing Patricia Madore to the LA 911 Committee with a term expiration of 1/1/2022.
12. **Order 21-01272020**  
Appointing Susan Patneaude to the Age Friendly Community Committee with a term expiration of 6/1/2022.
13. **Order 22-01272020**  
Authorizing the City Manager to sign a Memorandum of Understanding (MOU) for the State of Maine Bicentennial Parade.
- VII. **Reports**
  - a. **Mayor's Report**
  - b. **City Councilors' Reports**
  - c. **City Manager Report**
  - d. **Jill Eastman, Finance Director** – December 2019 Monthly Finance Report
- VIII. **Open Session** - Members of the public are invited to speak to the Council about any issue directly related to City business which is *not on this agenda*.
- IX. **Executive Session** – to discuss a legal matter, pursuant to 1 M.R.S.A. Sec. 405(6)(E)

**Executive Session** – to discuss a personnel matter, pursuant to 1 M.R.S.A. Sec. 405 (6)(A)

**X. Adjournment**



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** January 27, 2020

**Author:** Chief Jason Moen

**Subject:** Police Department Orientation

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**Information:** The Police Department will provide an overview and orientation of police operations to Council. A tour of the department will also be part of the presentation.

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**City Budgetary Impacts:** N/A

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**Staff Recommended Action:** N/A

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**Previous Meetings and History:** N/A

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**City Manager Comments:**

I concur with the recommendation. Signature:

A handwritten signature in blue ink, which appears to read "Peter J. Cuthbert".

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**Attachments:**





**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** Monday, January 27, 2020

**Author:** Peter Crichton

**Subject:** Strategic Plan Update and Discussion

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**Information:** This workshop continues a series of updates by the City Manager and Assistant City Manager to the City Council and Mayor on work that city departments are doing that is related to the Strategic Plan.

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**City Budgetary Impacts:** None.

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**Staff Recommended Action:** No specific action at this time.

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**Previous Meetings and History:** January 13<sup>th</sup> Workshop on Strategic Plan

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**City Manager Comments:**

I concur with the recommendation. Signature:

A handwritten signature in blue ink that reads "Peter J. Crichton".

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**Attachments:**



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** January 27, 2020

**Author:** Sue Clements-Dallaire, City Clerk

**Subject:** Auburn's Municipal Budget Structure

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**Information:** The Finance Director Jill Eastman will provide the City Council with an overview of the budget structure for Auburn's Municipal Budget. This presentation is not about the financial numbers of the budget, but the budget format and where to find information in order to make informed decisions.

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**City Budgetary Impacts:** None

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**Staff Recommended Action:** Discussion

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**Previous Meetings and History:** N/A

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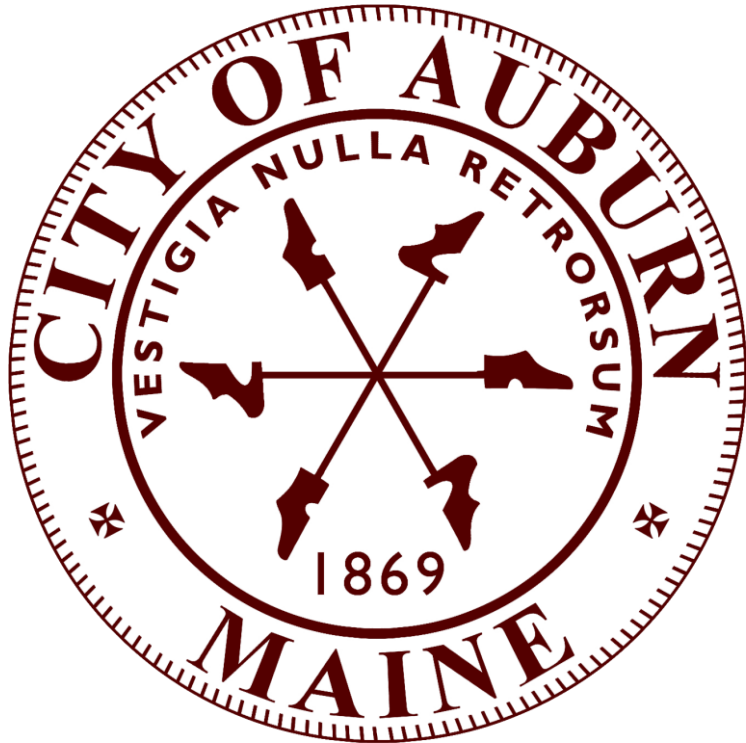
**City Manager Comments:**

I concur with the recommendation. Signature:

A handwritten signature in blue ink that reads "Peter J. Coughlin".

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**Attachments:** Power Point Presentation



# **AUBURN BY THE NUMBERS:**

## **An Introduction to Auburn's Municipal Budget**

**Jill Eastman, Finance Director**

# **BUDGET TERMINOLOGY**

**BUDGET  
DEPARTMENT DETAIL  
DEPARTMENT SUMMARY  
MASTER LIST  
DETAIL SHEETS**

# AUBURN'S BUDGET

AT-A-GLANCE

FY2019-2020

COUNCIL ADOPTED

# BUDGET

City of Auburn, Maine



# BUDGET SUMMARY

The big picture:  
30,000-foot view

All expenditures  
Includes Tax Levy  
Includes School

## CITY OF AUBURN FY 2020 EXPENDITURES COMPARISON FY19 AND FY20 BUDGETS

	COUNCIL ADOPTED BUDGET FY 18-19	DEPARTMENT PROPOSED BUDGET FY 19-20	MANAGER PROPOSED BUDGET FY 19-20	COUNCIL ADOPTED BUDGET FY 19-20	\$ Change	% Change
<b>City Expenses</b>						
Operating Expenses	29,100,879	30,733,678	30,051,555	30,061,555	960,676	3.30%
Debt Service/TIF	9,752,311	10,134,493	10,384,493	10,384,493	632,182	6.48%
Intergovernmental	4,171,977	4,278,480	4,409,163	4,409,163	237,186	5.69%
<b>Total City Expenses</b>	<b>43,025,167</b>	<b>45,146,651</b>	<b>44,845,211</b>	<b>44,855,211</b>	<b>1,830,044</b>	<b>4.25%</b>
<b>School Expenses</b>						
Operating Expenses	43,024,719	45,020,065	44,594,669	44,594,669	1,569,950	3.65%
Debt Service	669,064	742,768	742,768	742,768	(669,064)	-100.00%
<b>Total School Expenses</b>	<b>43,693,783</b>	<b>45,762,833</b>	<b>45,337,437</b>	<b>45,337,437</b>	<b>900,886</b>	<b>2.06%</b>
<b>Total Expenses</b>	<b>86,718,950</b>	<b>90,909,484</b>	<b>90,182,648</b>	<b>90,192,648</b>	<b>2,730,930</b>	<b>3.15%</b>
<b>Less: Non-Tax Revenues</b>						
City	14,514,483	15,646,974	15,646,974	15,946,974	1,432,491	9.87%
School	25,696,522	27,440,176	27,440,176	27,440,176	1,743,654	6.79%
<b>Total Non-Tax Revenues</b>	<b>40,211,005</b>	<b>43,087,150</b>	<b>43,087,150</b>	<b>43,387,150</b>	<b>3,176,145</b>	<b>7.90%</b>
<b>Tax Levy</b>						
City	26,099,008	27,031,812	26,715,516	26,425,516	326,508	1.25%
School	17,997,261	18,322,657	17,897,261	17,897,261	(100,000)	-0.56%
County	2,407,766	2,467,865	2,482,721	2,482,721	74,955	3.11%
Overlay						
<b>Total Tax Levy</b>	<b>46,504,035</b>	<b>47,822,334</b>	<b>47,095,498</b>	<b>46,805,498</b>	<b>301,463</b>	<b>0.65%</b>
<b>Total Assessed Value</b>	<b>1,964,206,026</b>	<b>1,964,206,026</b>	<b>1,964,206,026</b>	<b>1,964,206,026</b>		
<b>Tax Rate</b>						
City	13.29	13.76	13.60	13.45	0.17	1.25%
School	9.16	9.33	9.11	9.11	(0.05)	-0.56%
County	1.23	1.26	1.26	1.26	0.04	3.11%
Overlay						0.00%
<b>Total</b>	<b>23.68</b>	<b>24.35</b>	<b>23.98</b>	<b>23.83</b>	<b>0.15</b>	<b>0.65%</b>

# REVENUE SUMMARY

Includes all  
revenue streams

## CITY OF AUBURN FY 2020 REVENUES COMPARISON FY19 AND FY20 BUDGETS

CLASSIFICATION	COUNCIL ADOPTED BUDGET FY 18-19	MANAGER PROPOSED BUDGET FY 19-20	COUNCIL ADOPTED BUDGET FY 19-20	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
<b>General Government</b>					
Homestead Exemption Reimbursement	1,190,000	1,250,000	1,250,000	60,000	5.04%
Personal Property Reimbursement	2,175,000	2,400,000	2,400,000	225,000	0.00%
Tree Growth Reimbursement	10,000	10,000	10,000	-	0.00%
Veterans Reimbursement	18,000	18,000	18,000	-	0.00%
In Lieu of Taxes	90,000	90,000	90,000	-	0.00%
Excise Tax-Vehicles	3,800,000	3,875,000	3,875,000	75,000	1.97%
Excise Tax-Boats	15,000	15,000	15,000	-	0.00%
Excise Tax-Aircraft	20,000	20,000	20,000	-	0.00%
State Revenue Sharing	1,689,669	2,089,669	2,389,669	700,000	41.43%
Other State Aid	4,000	4,000	4,000	-	0.00%
Penalties & Interest	150,000	150,000	150,000	-	0.00%
Investment Income	32,000	70,000	70,000	38,000	118.75%
Transfer in from TIF	1,117,818	1,117,818	1,117,818	-	0.00%
Transfer in from TIF Workforce Development	200,000	-	-	(200,000)	-100.00%
Transfer in from Recreation Special Revenue	54,718	36,416	36,416	(18,302)	-33.45%
Transfer in from PAL Center	25,000	25,000	25,000	-	0.00%
Transfer in from School Dept (Electrician)	18,000	18,000	18,000	-	0.00%
NSBA Revenue		413,865	413,865	413,865	0.00%
Ingersoll Revenue		27,730	27,730	27,730	0.00%
Transfer in from Capital Projects (IT)	-	45,000	45,000	45,000	0.00%
Rental Income (Intermodal)	35,000	35,000	35,000	-	0.00%
Sale of Property	20,000	20,000	20,000	-	0.00%
Tax Sharing Revenue	165,000	165,000	165,000	-	0.00%
Cable Television Franchise	150,000	133,000	133,000	(17,000)	-11.33%
Cable Television Franchise - City of Lewiston	63,384	63,384	63,384	-	0.00%
MMWAC Host Fees	221,000	225,000	225,000	4,000	1.81%
Utility Reimbursement	27,500	20,000	20,000	(7,500)	-27.27%
Unclassified	10,000	10,000	10,000	-	0.00%
Fund Balance Contribution	527,500	527,500	527,500	-	0.00%
<b>Total General Government</b>	<b>11,828,589</b>	<b>12,874,382</b>	<b>13,174,382</b>	<b>1,345,793</b>	<b>11.38%</b>



# EXPENDITURES SUMMARY

Totals for each  
department with  
previous budget  
comparisons

## CITY OF AUBURN FY 2020 EXPENDITURES COMPARISON FY19 AND FY20 BUDGETS

CLASSIFICATION	COUNCIL ADOPTED BUDGET FY 18-19	DEPARTMENT PROPOSED BUDGET FY 19-20	MANAGER PROPOSED BUDGET FY 19-20	COUNCIL ADOPTED BUDGET FY 19-20	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
<b><u>Administration</u></b>						
City Clerk	185,898	223,068	207,139	207,139	21,241	11.43%
City Manager	474,086	582,119	582,119	582,119	108,033	22.79%
Finance	694,109	859,797	734,597	734,597	40,488	5.83%
Human Resources	149,953	153,182	153,182	153,182	3,229	2.15%
IT	588,403	777,379	713,729	713,729	125,326	21.30%
Mayor & Council	111,610	113,137	113,137	123,137	11,527	10.33%
<b>Total Administration</b>	<b>2,204,059</b>	<b>2,708,682</b>	<b>2,503,903</b>	<b>2,513,903</b>	<b>309,844</b>	<b>14.06%</b>
<b><u>Community Services</u></b>						
Health & Social Services						
Administration	75,290	76,911	76,911	76,911	1,621	2.15%
Assistance	148,210	134,460	134,460	134,460	(13,750)	-9.28%
Economic and Community Development	1,471,918	1,333,724	1,333,724	1,333,724	(138,194)	-9.39%
Recreation	384,630	461,625	448,575	448,575	63,945	16.63%
Public Library	998,189	1,006,217	1,006,217	1,006,217	8,028	0.80%
<b>Total Community Services</b>	<b>3,078,237</b>	<b>3,012,937</b>	<b>2,999,887</b>	<b>2,999,887</b>	<b>(78,350)</b>	<b>-2.55%</b>
<b><u>Fiscal Services</u></b>						
Debt Service	6,702,508	7,084,690	7,334,690	7,334,690	632,182	9.43%
Emergency Reserve	431,003	452,999	445,802	445,802	14,799	3.43%
Facilities	650,641	657,128	667,128	667,128	16,487	2.53%
Transfer to TIF	3,049,803	3,049,803	3,049,803	3,049,803	0	0.00%
Fringe Benefits	6,471,614	7,073,669	6,797,826	6,797,826	326,212	5.04%
Workers' Compensation	581,360	664,910	637,910	637,910	56,550	9.73%
<b>Total Fiscal Services</b>	<b>17,886,929</b>	<b>18,983,199</b>	<b>18,933,159</b>	<b>18,933,159</b>	<b>1,046,230</b>	<b>5.85%</b>
<b><u>Public Safety</u></b>						
Fire	4,422,256	4,521,061	4,515,511	4,515,511	93,255	2.11%
Fire EMS Transport	683,181	695,751	695,751	695,751	12,570	1.84%
Police	4,166,631	4,363,414	4,275,323	4,275,323	108,692	2.61%
<b>Total Public Safety</b>	<b>9,272,068</b>	<b>9,580,226</b>	<b>9,486,585</b>	<b>9,486,585</b>	<b>214,517</b>	<b>2.31%</b>
<b><u>Public Services</u></b>						
Public Works	4,778,668	4,920,256	4,836,798	4,836,798	58,130	1.22%
Solid Waste	988,013	1,017,655	1,030,500	1,030,500	42,487	4.30%
Water & Sewer	645,216	645,216	645,216	645,216	0	0.00%
<b>Total Public Works</b>	<b>6,411,897</b>	<b>6,583,127</b>	<b>6,512,514</b>	<b>6,512,514</b>	<b>100,617</b>	<b>1.57%</b>
<b>Total Municipal</b>	<b>38,853,190</b>	<b>40,868,171</b>	<b>40,436,048</b>	<b>40,446,048</b>	<b>1,592,858</b>	<b>4.10%</b>



# MASTER LIST

Each department  
total by line item



## City of Auburn

### Master List

Fiscal Year 2020  
Adopted 6.24.2019

Account Title	FY 2018 Actual	FY 2019 Approved	FY 2020 Dept. Request	FY 2020 Manager Proposed	FY 2020 Council Adopted	Increase/ Decrease	%
<b>City Manager</b>							
Regular Salaries	288,493	332,141	451,862	451,862	451,862	119,721	36.0%
PS - General	18,792	8,000	8,800	8,800	8,800	800	10.0%
PS-Legal Services	125,680	100,000	80,000	80,000	80,000	(20,000)	-20.0%
Office Supplies	7,218	3,000	3,000	3,000	3,000	0	0%
Comm - Telephone	1,540	1,680	1,680	1,680	1,680	0	0%
Special Events	20,751	12,500	12,500	12,500	12,500	0	0%
Training & Tuition	3,354	6,300	12,200	12,200	12,200	5,900	94%
Travel-Mileage	4,594	5,400	7,400	7,400	7,400	2,000	37%
Dues & Subscriptions	4,771	5,065	4,677	4,677	4,677	(388)	-8%
<b>TOTAL</b>	<b>475,193</b>	<b>474,086</b>	<b>582,119</b>	<b>582,119</b>	<b>582,119</b>	<b>108,033</b>	<b>22.8%</b>

# DETAIL SHEET

Detail sheet for  
each department  
and each line item  
with description.



## City of Auburn City Manager

Fiscal Year 2020  
Adopted 6.24.2019

Line Items		Last Year	Manager Proposed	Council Adopted
Regular Salaries	Total	332,141	451,862	451,862
PS - General	Total	8,000	8,800	8,800
PS-Legal Services	Total	100,000	80,000	80,000
Office Supplies	Total	3,000	3,000	3,000

### Estimated Detail of Regular Salaries

*Actual expenses may vary according to changing circumstances*

	Manager Proposed	Council Adopted
Regular Salaries		
City Manager (non-union)	\$ 132,600	\$ 132,600
Assistant City Manager (non-union)	\$ 115,000	\$ 115,000
Director of Community Partnerships (non-union)	\$ 96,000	\$ 96,000
Executive Assistant (non-union)	\$ 52,018	\$ 52,018
Communication and Compliance Manager (non-union)	\$ 56,244	\$ 56,244
	<b>\$ 451,862</b>	<b>\$ 451,862</b>

### Estimated Detail of PS - General

*Actual expenses may vary according to changing circumstances*

	Manager Proposed	Council Adopted
PS - General		
Funds items such as printing, business lunches, and Chamber table sponsorship, etc.	\$ 8,800	\$ 8,800
	<b>\$ 8,800</b>	<b>\$ 8,800</b>

### Estimated Detail of PS-Legal Services

*Actual expenses may vary according to changing circumstances*

	Manager Proposed	Council Adopted
PS-Legal Services		
Funds legal services for the City	\$ 80,000	\$ 80,000
	<b>\$ 80,000</b>	<b>\$ 80,000</b>

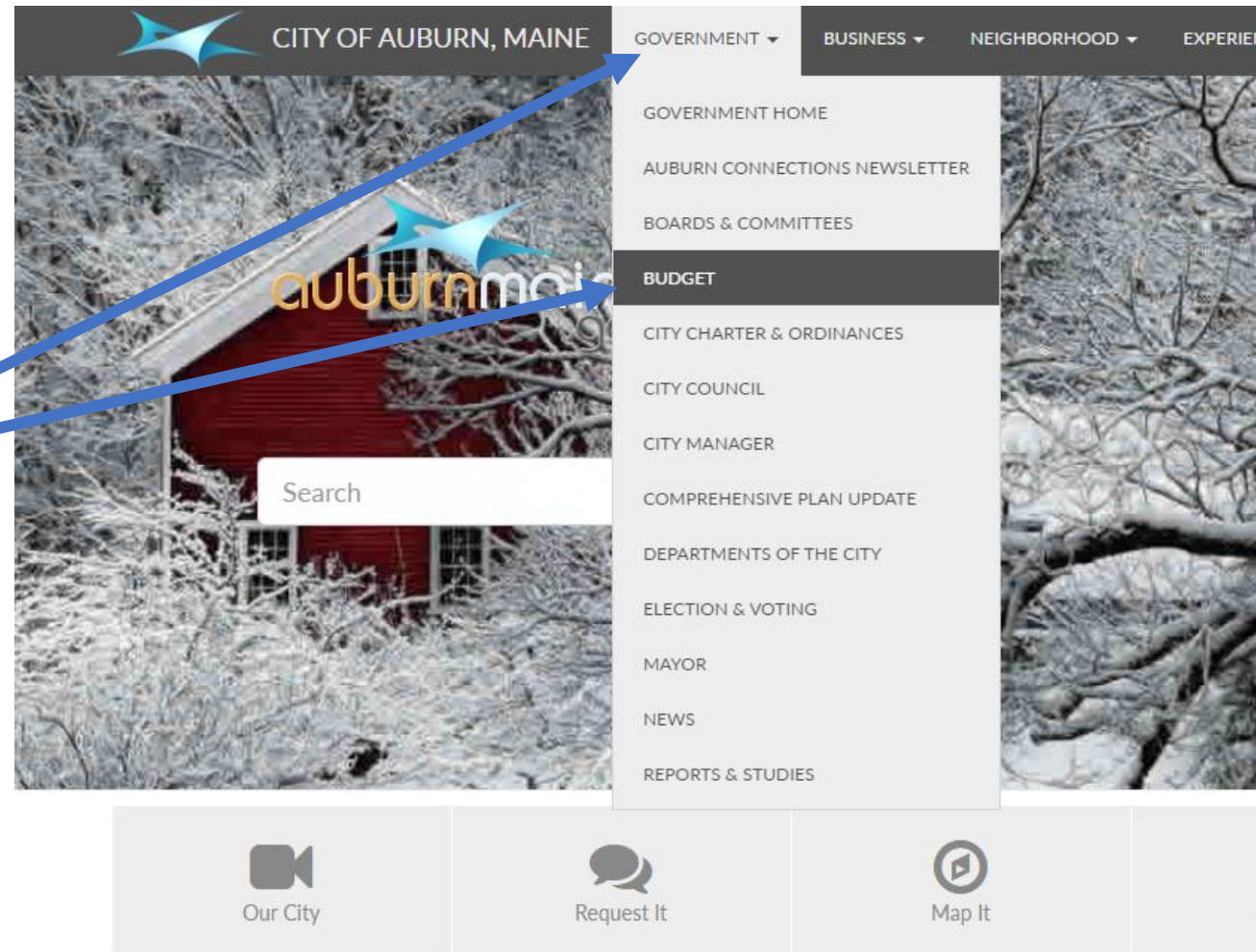
### Estimated Detail of Office Supplies

*Actual expenses may vary according to changing circumstances*

	Manager Proposed	Council Adopted
Office Supplies		
General Office Supplies	\$ 3,000	\$ 3,000
	<b>\$ 3,000</b>	<b>\$ 3,000</b>

# WHERE TO FIND THE BUDGET:

**Government Tab  
Budget Drop-down**



**WWW.AUBURNMAINE.GOV**



## Finance

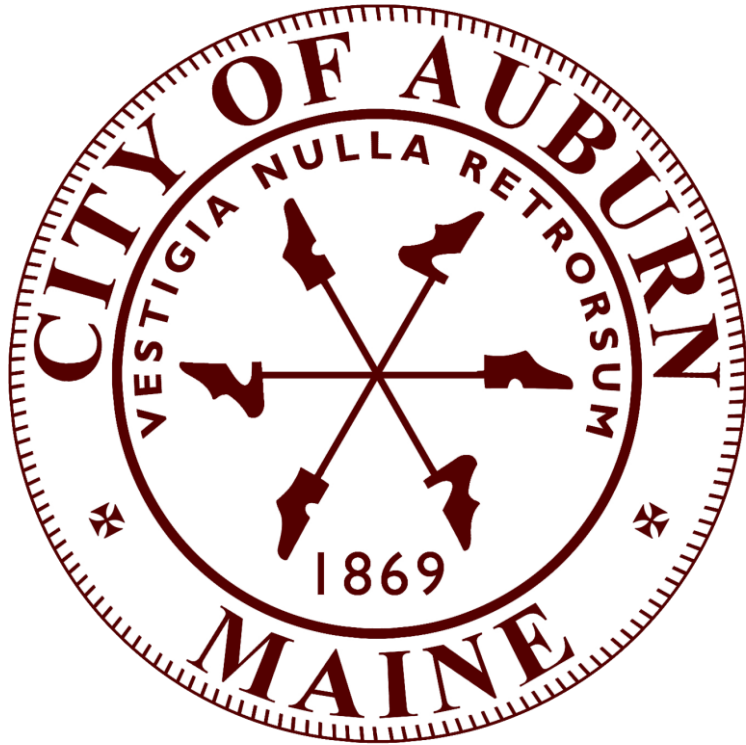
[> Finance HOME](#)[> Divisions](#)[> Audit Committee](#)[> Bid Notices](#)[> Budget](#)[> FAQs](#)[> Financial Reports](#)[> Licenses & Registration](#)[> Purchasing Policy](#)[> GOVERNMENT HOME](#)

## CITY OF AUBURN

**BUDGET INFORMATION - FY2020**

Note: Budget documents have "bookmarks" for each section/department. Upon opening the file, click on the "ribbon" icon to access the bookmark list.

[Budget questions from City Councilors \[with responses\]](#)**City Council Adopted Budget Fiscal Year 2020**[Proposed FY2020 Budget \[after first reading on 06-03-2019\]](#)[Manager's Proposed Budget Presentation - 4/8/19](#)[5 Year Capital Improvement Plan](#)[Manager's CIP Presentation for FY20](#)[Auburn School Department Budget Details](#)**Archived Budgets**[FY2019](#)[FY2018](#)[FY2017](#)[FY2016](#)[FY2015](#)[FY2014](#)[FY2013](#)



# QUESTIONS?

*Ask now or reach out  
to me anytime!*

**[JEastman@auburnmaine.gov](mailto:JEastman@auburnmaine.gov)**

**333.6601 X1402**



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** January 27, 2010

**Author:** Eric J. Cousens, Deputy Director of Economic and Community Development

**Subject:** Agricultural Building Permit Fees – Additional Information

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**Information:** The City's permit fee schedule does not differentiate between commercial agricultural buildings and other commercial buildings. The fee for new commercial building permits is \$25 plus \$.35 per square foot of the new structure area. The fee for residential accessory structures is \$25 plus \$.07 per square foot of floor area. Minot and Winslow have a \$30 base fee with an additional charge of \$.05 and \$.10 per square foot of floor area, respectively. Agricultural buildings and barns can be large structures that result in a large permit fee. Agricultural buildings and barns are generally less complex from an inspection perspective than offices, retail and industrial buildings that are currently in the same commercial permit category. Some communities have chosen to charge a smaller permit fee for agricultural buildings or structures that are unfinished on the interior to promote agriculture and to recognize the smaller cost of inspection services related to the proposed buildings.

Attached are permit fee examples from Minot, Winslow and one using Auburn's Accessory Structure fee for Agricultural Buildings. It has become apparent that some AG buildings, where a single-family home is also present, have been permitted as residential accessory structures over the term of available data.

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**City Budgetary Impacts:** Data from the past 12 years is provided to show the budget impacts if the Council wishes to consider a fee change. The loss in revenues over the 12 years of data averaged between \$196 to \$376 based on the three options provided by staff.

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**Staff Recommended Action:** Consider adopting permit fees for agricultural buildings that are consistent with current Residential Accessory Structure fees at \$25 plus \$.07 per square foot. If the Council wishes to move forward with this, we can schedule the issue for a public hearing and vote of the Council.

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**Previous Meetings and History:** January 6, 2020 workshop.

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**City Manager Comments:**

A handwritten signature in blue ink, appearing to read "Peter J. Cusick".

I concur with the recommendation. Signature:

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**Attachments:** Auburn permit fee data, average annual difference with various options and example town fee structures.



## Farm / Barn Permits

	B	E	F	J	K	L	M	N	O
1	<u>Work Class</u>	<u>Description</u>	<u>Permit Issue Date</u>	<u>Estimated Cost of Construction</u>	<u>Sq Ft</u>	<u>Past Auburn Fee Total</u>	<u>Minot Fee Total</u>	<u>Winslow Fee Total</u>	<u>Auburn AG/Accessory Building Option</u>
2	Addition	Building Addition for Storage Area	12/13/2007	\$175,000.00	7200	\$1,246.00	\$390.00	\$750.00	\$529.00
3	New	Pole Barn	11/21/2011	\$20,000.00	3600	\$1,100.00	\$210.00	\$390.00	\$277.00
4	Addition	Adding potato storage	7/24/2013	\$420,355.00	7730	\$1,644.00	\$416.50	\$803.00	\$566.10
5	Addition	Addition to the dairy barn 12x17.3	7/10/2018	\$5,000.00	207	\$98.00	\$40.35	\$50.70	\$39.49
6	New	Rebuilding burned barn	5/8/2019	\$175,000.00	3600	\$1,285.00	\$210.00	\$390.00	\$277.00
7	New	new storage building 60x150	11/28/2016	\$150,000.00	9000	\$655.00	\$480.00	\$930.00	\$655.00
8	New	new storage building	1/17/2019	\$150,000.00	11880	\$857.00	\$624.00	\$1,218.00	\$856.60
9			Totals	\$1,095,355.00	43217.00	\$6,885.00	\$2,370.85	\$4,531.70	\$3,200.19
10			Reduction in total Revenues over 12 years			0	\$4,514.15	\$2,353.30	\$3,684.81
11			<u>Average Reduction in Annual permit fee revenues</u>			<u>0</u>	<u>\$376.18</u>	<u>\$196.11</u>	<u>\$307.07</u>

			Auburn Residential					Winslow
	Auburn		Accessory	Auburn	Minot			Unfinished
City/ Town	Residential		Structure	Commercial	Agricultural			Interior
Base Fee	\$ 25.00	\$ 25.00	\$ 25.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00
Fee per								
square foot								
of floor area	\$ 0.25	\$ 0.07	\$ 0.35	\$ 0.05	\$ 0.10	\$ 0.10	\$ 0.10	\$ 0.10





**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** January 27, 2020

**Orders:** 10-01272020, 11-01272020 & 12-01272020

**Author:** Kelsey Earle, Executive Assistant to the City Manager

**Subject:** Disposition of Tax Acquired and City Owned Property

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**Information:**

Previously presented properties for Council decision:

The Tax Acquired Committee recommended three (3) properties for disposition with a combined total \$12,290 in property taxes and CDBG balances owed to the City.

Newly presented properties:

The Tax Acquired Committee is recommending two (2) properties for disposition with a combined total \$17,629 in property taxes and CDBG balances owed to the City.

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**City Budgetary Impacts:** There is no negative impact to the city budget for the potential sale of tax acquired properties. The known positive impacts of selling tax acquired properties are recouping taxes owed, associated fees, and getting the property back on the tax roll.

---

**Staff Recommended Action:** Staff recommends the following for the three (3) presented properties:

1. To dispose of the following properties by sealed bid: 97 Riverside Drive PID# 221-143
2. To dispose of the following properties by sealed bid to abutters only: Gammon Avenue PID# 249-093
3. To dispose of the following property to the requestor: 16 Newbury (PID #231-035) 609.6 square foot piece as indicated on map only.

At the next Council meeting, staff recommends the following for the two (2) newly presented properties:

To dispose of the following properties by sealed bid:

1. 53 Stevens Mill Road PID# 208-042
  2. 301 Stevens Mill Road PID# 217-048
- 

**Previous Meetings and History:** January 6, 2020 Workshop.

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**City Manager Comments:** I concur with the recommendation. Signature:

A handwritten signature in blue ink, appearing to read "Peter J. Cuddeback", is written over the signature line.

**Attachments:**

Memorandums Dated January 2, 2020 & January 23, 2020 – Disposition of Tax Acquired Property

Tax Acquired Committee Recommendation Form for each property

Tax Statements for each property

Property Review Form for each property

Orders: 10-01272020, 11-01272020 & 12-01272020



# City of Auburn, Maine

Office of the City Manager

60 Court Street | Auburn, Maine 04210

207.333.6601 | [www.auburnmaine.gov](http://www.auburnmaine.gov)

## MEMORANDUM

TO: Mayor Levesque and Honorable Members of the Auburn City Council

CC: Peter Crichton, City Manager and Jill Eastman, Finance Director

FROM: Kelsey Earle, Executive Assistant to the City Manager

RE: Disposition of Tax Acquired and City Owned Property

DATE: January 23, 2020

---

The list of properties the City automatically acquires from unpaid taxes was largely unreviewed, leaving several to simply sit in our possession. Over the last two years, the Tax Acquired Committee has addressed Fifty-Two (52) properties. Thirty-Seven (37) of those having been returned to the tax roll as of today's date. A monthly meeting of the committee continues to make progress on existing parcels and addressing any newly tax acquired properties.

Enclosed you will find the supporting documentation on two (2) tax acquired properties that the Tax Acquired Property Committee has newly recommended for disposition. The two (2) properties have a combined total of \$17,629 in property taxes and CDBG balances owed to the City. Following below are brief summaries of each property being presented to Council for disposition:

**53 Stevens Mill Road (PID #208-042)** - The total balance due is \$8,403. Property is 0.4 acres with a small ranch style building. Enclosed you will find the property details, committee recommendation, and tax acquired property review form. The committee recommends selling by sealed bid.

**301 Stevens Mill Road (PID #217-048)** - The total balance due is \$9,226. Property is 3.71 acres with a cape style home. Enclosed you will find the property details, committee recommendation, and tax acquired property review form. The committee recommends selling by sealed bid.



## City of Auburn, Maine

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**Section 3.5 Committee Action/Recommendations.** The committee will meet to review the comments received from each department. The Committee will then forward a recommendation to the City Manager for appropriate action. The Committee will meet in sufficient time before the foreclosure deadline in order for the City Manager and City Council to have sufficient time to take any action that may be necessary, including waiver of foreclosure.

<b>PARCEL ID:</b>	<b>208-042</b>	<b>Location:</b>	<b>53 Stevens Mill Road</b>
Acreage	0.40	Zone:	
Current Assessed Land Value:	\$31,500	Current Assessed Building Value:	\$65,800
Total Land & Bldg. Value:	\$99,800	Minimum Bid:	\$15,000

Retain for public use		Sell the property	x	Waive foreclosure	
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Sell to prior owner		Sale to immediate heirs	
Sale by Sealed Bid	x	Request for proposals	
Real Estate Broker Contract			

The bid price for either process shall be determined by the Finance Director or his/her designee in no event being less than all outstanding property taxes, including the total amount of all delinquent taxes plus the total taxes for the current year (and the estimated taxes for the next year after commitment) plus accrued interest, lien costs and any other costs relating to the property and this process (including, but not limited to, insurance, attorney's fees, auction/bid or notice costs).

**Notes:** The committee recommends selling by sealed bid.



## City of Auburn, Maine

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### Tax Acquired Property Review Form

ADDRESS: 53 Stevens Mill Road

PID#: 208-042

DESCRIPTION: This property contains 0.400 acres of land mainly classified as SINGLEFAMILY with a(n) RAN style building, built about 1944 , having WOOD SHING exterior and ASPHALT SH roof cover, with 1 unit(s), 3 total room(s), 1 total bedroom(s), 1 total bath(s), 0 total half bath(s), 0 total 3/4 bath(s).

BALANCE DUE: \$8,403

1. Is the property either unfit or unnecessary for City use?

Yes.

2. Does the City wish to retain ownership for municipal purposes?

No.

3. Is the property adjacent to publicly owned land?

No.

4. Are there buildings on the property that should be demolished?

No.

5. Are there environmental liabilities or hazards present on the site?

No.

6. Does the property have investment or marketable value?

Yes, single-family.



## City of Auburn, Maine

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7. Are there uses that the property is suited for which meet the requirements of the City's zoning and land use ordinance?

Suburban Residential Zone.

8. Does the property only have value to an abutter (provides additional set back, off street parking, etc.)?

No.

OTHER CONCERNS:

NOTES:

01/21/2020 09:13 CITY OF AUBURN  
4924nbosse Real Estate Tax Statement

P 1  
txtaxstm

PARCEL: 208-042-000-000

LOCATION: 53 STEVENS MILL RD

OWNER:

AUBURN CITY OF  
LEBLOND CARLENE A, PARTY IN PO  
28 RESEVOIR AVE  
LEWISTON ME 04240

STATUS:

SQUARE FEET 0  
LAND VALUATION 31,500  
BUILDING VALUATION 68,300  
EXEMPTIONS 0  
TAXABLE VALUATION 99,800  
INTEREST PER DIEM 1.28

LEGAL DESCRIPTION:

DEED DATE: 05/11/2005 BOOK/PAGE: 6333-124

INT DATE: 01/21/2020

YEAR INST	TYPE CHARGE	BILL	BILLED	PRIN DUE	INT DUE	TOTAL DUE
2019 1	RE-R 2019 REAL	2993	1,185.13	1,185.13	32.99	1,218.12
			1,185.13	1,185.13	32.99	1,218.12
2	2019 REAL		1,185.12	1,185.12	.00	1,185.12
			1,185.12	1,185.12	.00	1,185.12
			2,370.25	2,370.25	32.99	2,403.24
2018 1	LIEN RETAX TL CERTMA DMD TL LNCHG TL INTTL	30	2,363.26 6.80 3.00 51.00 89.06	2,363.26 6.80 3.00 51.00 89.06	93.36 .00 .00 .00 .00	2,456.62 6.80 3.00 51.00 89.06
			2,513.12	2,513.12	93.36	2,606.48
2017 1	LIEN RETAX TL DMD TL CERTMA LNCHG TL INTTL	238	2,294.40 3.00 6.67 51.00 87.78	2,294.40 3.00 6.67 51.00 87.78	248.61 .00 .00 .00 .00	2,543.01 3.00 6.67 51.00 87.78
			2,442.85	2,442.85	248.61	2,691.46
2016 1	LIEN RETAX TL CERTMA DMD TL LNCHG TL INTTL	126	2,230.53 6.56 3.00 51.00 88.76	682.85 .00 .00 .00 .00	18.20 .00 .00 .00 .00	701.05 PAID PAID PAID PAID
			2,379.85	682.85	18.20	701.05
GRAND TOTALS			9,706.07	8,009.07	393.16	8,402.23

## Unofficial Property Record Card - Auburn, ME

### General Property Data

Parcel ID	208-042	Account Number	208042000
Prior Parcel ID	--		
Property Owner	LEBLOND CARLENE A, PARTY IN POSSE	Property Location	53 STEVENS MILL RD
		Property Use	SINGLEFAMILY
Mailing Address	28 RESEVOIR AVE	Most Recent Sale Date	5/11/2005
		Legal Reference	6333-124
City	LEWISTON	Grantor	LEBLOND,CARLENE A
Mailing State	ME	Zip	04240
ParcelZoning		Sale Price	0
		Land Area	0.400 acres

### Current Property Assessment

Card 1 Value Building Value	65,800	Xtra Features Value	2,500	Land Value	31,500	Total Value	99,800
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### Building Description

Building Style	RAN	Foundation Type	SLAB	Flooring Type	N/A
# of Living Units	1	Frame Type	WOOD	Basement Floor	N/A
Year Built	1944	Roof Structure	GABLE	Heating Type	MONITOR
Building Grade	AVERAGE	Roof Cover	ASPHALT SH	Heating Fuel	GAS
Building Condition	Avg-Good	Siding	WOOD SHING	Air Conditioning	0%
Finished Area (SF)	864	Interior Walls	DRYWALL	# of Bsmt Garages	0
Number Rooms	3	# of Bedrooms	1	# of Full Baths	1
# of 3/4 Baths	0	# of 1/2 Baths	0	# of Other Fixtures	1

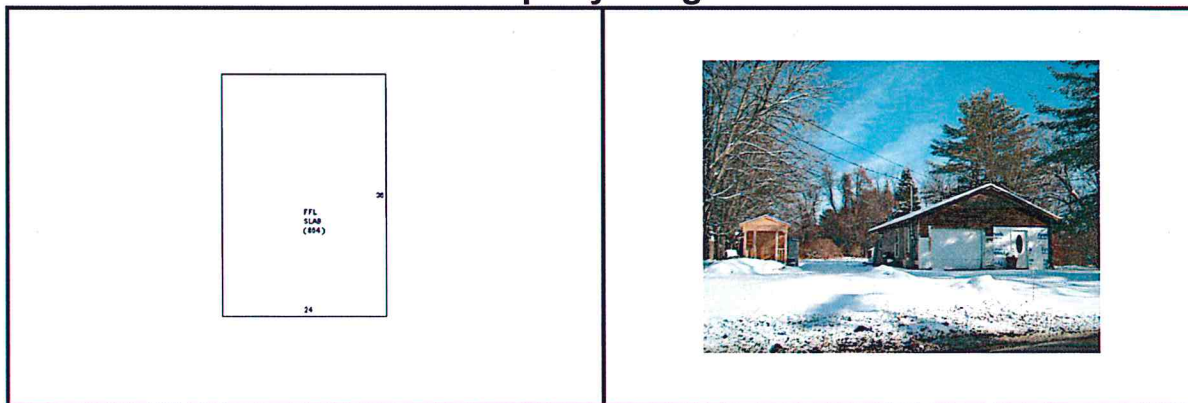
### Legal Description

Fire 1/23/2010

### Narrative Description of Property

This property contains 0.400 acres of land mainly classified as SINGLEFAMILY with a(n) RAN style building, built about 1944 , having WOOD SHING exterior and ASPHALT SH roof cover, with 1 unit(s), 3 room(s), 1 bedroom(s), 1 bath(s), 0 half bath(s).

### Property Images



Disclaimer: This information is believed to be correct but is subject to change and is not warranted.



## City of Auburn, Maine

Office of the City Manager

60 Court Street | Auburn, Maine 04210

www.auburnmaine.gov | 207.333.6601

**Section 3.5 Committee Action/Recommendations.** The committee will meet to review the comments received from each department. The Committee will then forward a recommendation to the City Manager for appropriate action. The Committee will meet in sufficient time before the foreclosure deadline in order for the City Manager and City Council to have sufficient time to take any action that may be necessary, including waiver of foreclosure.

<b>PARCEL ID:</b>	<b>217-048</b>	<b>Location:</b>	<b>301 Stevens Mill Road</b>
Acreage	3.71	Zone:	
Current Assessed Land Value:	\$43,600	Current Assessed Building Value:	\$56,800
Total Land & Bldg. Value:	\$101,200	Minimum Bid:	\$15,000

Retain for public use		Sell the property	x	Waive foreclosure	
-----------------------	--	-------------------	---	-------------------	--

Sell to prior owner		Sale to immediate heirs	
Sale by Sealed Bid	x	Request for proposals	
Real Estate Broker Contract			

The bid price for either process shall be determined by the Finance Director or his/her designee in no event being less than all outstanding property taxes, including the total amount of all delinquent taxes plus the total taxes for the current year (and the estimated taxes for the next year after commitment) plus accrued interest, lien costs and any other costs relating to the property and this process (including, but not limited to, insurance, attorney's fees, auction/bid or notice costs).

**Notes:** The committee recommends selling by sealed bid.





## City of Auburn, Maine

Office of the City Manager

60 Court Street | Auburn, Maine 04210

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### Tax Acquired Property Review Form

ADDRESS: 301 Stevens Mill Road

PID#: 217-048

DESCRIPTION: This property contains 3.710 acres of land mainly classified as SINGLEFAMILY with a(n) CAPE style building, built about 1870 , having CLAPBOARD exterior and ASPHALT SH roof cover, with 1 unit(s), 0 total room(s), 0 total bedroom(s), 1 total bath(s), 0 total half bath(s), 0 total 3/4 bath(s).

BALANCE DUE: \$9,226

1. Is the property either unfit or unnecessary for City use?  
Yes.
2. Does the City wish to retain ownership for municipal purposes?  
No.
3. Is the property adjacent to publicly owned land?  
No.
4. Are there buildings on the property that should be demolished?  
No.
5. Are there environmental liabilities or hazards present on the site?  
No.
6. Does the property have investment or marketable value?  
Yes, single-family.



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7. Are there uses that the property is suited for which meet the requirements of the City's zoning and land use ordinance?

Suburban Residential Zone.

8. Does the property only have value to an abutter (provides additional set back, off street parking, etc.)?

No.

OTHER CONCERNS:

NOTES:

01/21/2020 09:14 | CITY OF AUBURN  
4924nbosse | Real Estate Tax Statement

P 1  
txtaxstm

PARCEL: 217-048-000-000

LOCATION: 301 STEVENS MILL RD

**OWNER:**

AUBURN CITY OF  
DELETESKY, DEVISEES OF, PARTY  
C/O GLEN DELETETSKY, PR  
PO BOX 1468

OGUNQUIT ME 03907

**STATUS:**

TOTAL ACRES 3.710  
DEFERRED ACRES .000  
LAND VALUATION 43,600  
BUILDING VALUATION 57,600  
EXEMPTIONS 0  
TAXABLE VALUATION 101,200  
INTEREST PER DIEM 1.39

**LEGAL DESCRIPTION:**

DEED DATE: 05/01/1955 BOOK/PAGE: 723-595

INT DATE: 01/21/2020

YEAR INST	TYPE CHARGE	BILL	BILLED	PRIN DUE	INT DUE	TOTAL DUE
2019 1	RE-R 2019 REAL	3883	1,201.75	1,201.75	33.45	1,235.20
			1,201.75	1,201.75	33.45	1,235.20
2	2019 REAL		1,201.75	1,201.75	.00	1,201.75
			1,201.75	1,201.75	.00	1,201.75
			2,403.50	2,403.50	33.45	2,436.95
2018 1	LIEN RETAX TL CERTMA DMD TL LNCHG TL INTTL	122	2,396.42 6.80 3.00 51.00 90.31	2,396.42 6.80 3.00 51.00 90.31	94.67 .00 .00 .00 .00	2,491.09 6.80 3.00 51.00 90.31
			2,547.53	2,547.53	94.67	2,642.20
2017 1	LIEN RETAX TL DMD TL CERTMA LNCHG TL INTTL	120	2,326.59 3.00 6.67 51.00 89.02	2,326.59 3.00 6.67 51.00 89.02	252.10 .00 .00 .00 .00	2,578.69 3.00 6.67 51.00 89.02
			2,476.28	2,476.28	252.10	2,728.38
2016 1	LIEN RETAX TL CERTMA DMD TL LNCHG TL INTTL	158	1,130.91 6.56 3.00 51.00 25.38	1,130.91 6.56 3.00 51.00 25.38	201.49 .00 .00 .00 .00	1,332.40 6.56 3.00 51.00 25.38
			1,216.85	1,216.85	201.49	1,418.34
GRAND TOTALS			8,644.16	8,644.16	581.71	9,225.87

# Unofficial Property Record Card - Auburn, ME

## General Property Data

Parcel ID	217-048	Account Number	217048000
Prior Parcel ID	--		
Property Owner	DELETETSKY MILDRED L	Property Location	301 STEVENS MILL RD
		Property Use	SINGLEFAMILY
Mailing Address	71 SPRING ST	Most Recent Sale Date	5/1/1955
		Legal Reference	723-595
City	AUBURN	Grantor	LYSETH, SUSIE V
Mailing State	ME	Zip	04210
ParcelZoning		Sale Price	0
		Land Area	3.710 acres

## Current Property Assessment

Card 1 Value Building Value	56,800	Xtra Features Value	800	Land Value	43,600	Total Value	101,200
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## Building Description

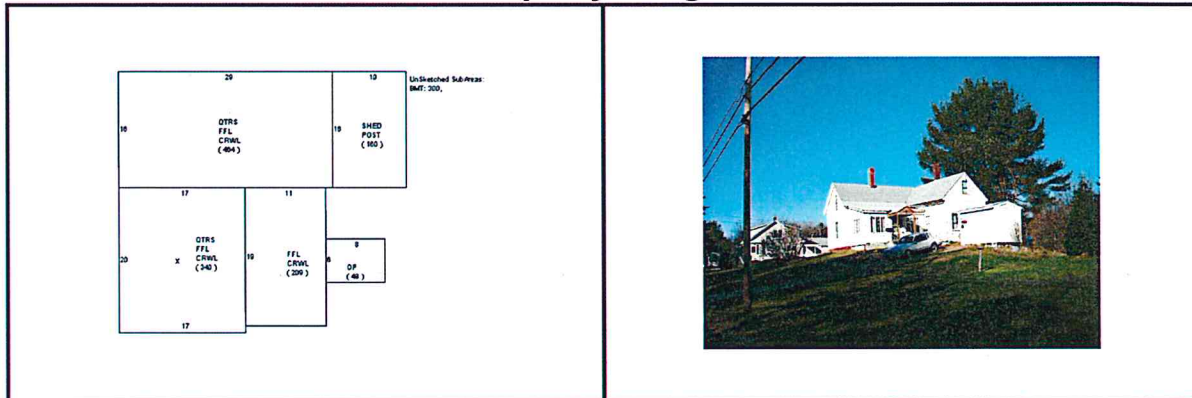
Building Style	CAPE	Foundation Type	BRICK	Flooring Type	N/A
# of Living Units	1	Frame Type	WOOD	Basement Floor	CONCRETE
Year Built	1870	Roof Structure	GABLE	Heating Type	FORCED H/W
Building Grade	FAIR	Roof Cover	ASPHALT SH	Heating Fuel	OIL
Building Condition	Fair-Avg	Siding	CLAPBOARD	Air Conditioning	0%
Finished Area (SF)	1214	Interior Walls	PLASTER	# of Bsmt Garages	0
Number Rooms	0	# of Bedrooms	0	# of Full Baths	1
# of 3/4 Baths	0	# of 1/2 Baths	0	# of Other Fixtures	1

## Legal Description

## Narrative Description of Property

This property contains 3.710 acres of land mainly classified as SINGLEFAMILY with a(n) CAPE style building, built about 1870 , having CLAPBOARD exterior and ASPHALT SH roof cover, with 1 unit(s), 0 room(s), 0 bedroom(s), 1 bath(s), 0 half bath(s).

## Property Images



Disclaimer: This information is believed to be correct but is subject to change and is not warranted.



# City of Auburn, Maine

Office of the City Manager

60 Court Street | Auburn, Maine 04210

207.333.6601 | [www.auburnmaine.gov](http://www.auburnmaine.gov)

## MEMORANDUM

TO: Mayor Levesque and Honorable Members of the Auburn City Council

CC: Peter Crichton, City Manager and Jill Eastman, Finance Director

FROM: Kelsey Earle, Executive Assistant to the City Manager

RE: Disposition of Tax Acquired and City Owned Property

DATE: January 2, 2020

---

Enclosed you will find the supporting documentation on two (2) tax acquired properties that the Tax Acquired Property Committee has recommended for disposition. The two (2) properties have a combined total of \$12,290 in property taxes and CDBG balances owed to the City. Additionally, a request has been submitted from a resident asking to purchase a small sliver of land from the City at 16 Newbury Street, making a total of **three (3) properties recommended for disposition**. Following below are brief summaries of each property being presented to Council for disposition:

**97 Riverside Drive (PID #221-143)** - The total balance due is \$12,052. Enclosed you will find the property details, committee recommendation, and tax acquired property review form. The committee recommends the options of either selling the property as-is *or* demolishing the building and marketing as vacant land, then selling by sealed bid .

**Gammon Avenue (PID #249-093)** - The total due is \$238. Enclosed you will find the property details, committee recommendation, and tax acquired property review form. A release deed was given for the property. The committee recommends selling by sealed bid to abutters, including those across the way.

**16 Newbury (PID #231-035) 609.6 square foot piece as indicated on map *only***- City owned property, neighbors at 22 Newbury Street are requesting this sliver of land to make their property fit zoning requirements in order to renovate their existing two-unit building into a 3-unit building. An offer of \$1,000 has been given, the committee recommends selling the requested piece of the property at the proposed price.

The six (6) previously presented properties recommended for disposition with a combined total \$46,945.23 in property taxes and CDBG balances owed to the City; requiring action at the 1/6/2020 Council meeting, are as follows:

**31 Beck Avenue & 0 Court Street (PID #'s 208-045 & 218-017)** - The combined total balance due is \$10,601.52. Enclosed you will find the property details, committee recommendation, and tax acquired property review form. A release deed was given for both properties. The committee recommends selling as a package by sealed bid.

**16 Albiston Way (PID # 220-103)** - The total due is \$15,576.50. Enclosed you will find the property details, committee recommendation, and tax acquired property review form. A release deed was given for the property. The committee recommends selling by sealed bid.

**72 Gill Street (PID # 211-125)** - The total due is \$12,152.64. Enclosed you will find the property details, committee recommendation, and tax acquired property review form. The last tax payment was on 4/23/2018. The committee recommends selling by sealed bid.

**Reginald Street (PID # 191-087)** - There is nothing currently owed. Enclosed you will find the property details, committee recommendation, and city owned property review form. The committee recommends selling by sealed bid to abutters only.

**325 Turner Street (PID # 250-177)** - The total due is \$8,614.57 in CDBG loans. Enclosed you will find the property details, committee recommendation, and city owned property review form. The committee recommends selling by sealed bid.



# City of Auburn, Maine

Office of the City Manager

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**Section 3.5 Committee Action/Recommendations.** The committee will meet to review the comments received from each department. The Committee will then forward a recommendation to the City Manager for appropriate action. The Committee will meet in sufficient time before the foreclosure deadline in order for the City Manager and City Council to have sufficient time to take any action that may be necessary, including waiver of foreclosure.

<b>PARCEL ID:</b>	<b>221-143</b>	<b>Location:</b>	<b>97 Riverside Drive</b>
Acreage	0.18	Zone:	
Current Assessed Land Value:	\$25,900	Current Assessed Building Value:	\$103,600
Total Land & Bldg. Value:	\$129,500	Minimum Bid:	\$15,130

Retain for public use		Sell the property	x	Waive foreclosure	
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Sell to prior owner		Sale to immediate heirs	
Sale by Sealed Bid	x	Request for proposals	
Real Estate Broker Contract			

The bid price for either process shall be determined by the Finance Director or his/her designee in no event being less than all outstanding property taxes, including the total amount of all delinquent taxes plus the total taxes for the current year (and the estimated taxes for the next year after commitment) plus accrued interest, lien costs and any other costs relating to the property and this process (including, but not limited to, insurance, attorney's fees, auction/bid or notice costs).

**Notes:** The building on site needs attention. The Committee is recommending that the property be sold through a sealed bid process. Options to market as-is OR demo building and market as vacant lot





## City of Auburn, Maine

Office of the City Manager

60 Court Street | Auburn, Maine 04210

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### Tax Acquired Property Review Form

ADDRESS: 97 Riverside Drive

PID#: 221-143

DESCRIPTION: This property contains 0.180 acres of land mainly classified as TWO FAMILY with a(n) MULT style building, built about 1920 , having ASBESTOS exterior and ROLLED roof cover, with 2 unit(s), 10 room(s), 6 bedroom(s), 2 bath(s), 0 half bath(s).

BALANCE DUE: \$12,052

1. Is the property either unfit or unnecessary for City use?  
Yes.
2. Does the City wish to retain ownership for municipal purposes?  
No.
3. Is the property adjacent to publicly owned land?  
No.
4. Are there buildings on the property that should be demolished?  
Building-consider demolishing
5. Are there environmental liabilities or hazards present on the site?  
No.
6. Does the property have investment or marketable value?  
Multi-family – opportunity zone
7. Are there uses that the property is suited for which meet the requirements of the City's zoning and land use ordinance?  
Opportunity zone





## City of Auburn, Maine

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8. Does the property only have value to an abutter (provides additional set back, off street parking, etc.)?

No.

OTHER CONCERNS:

NOTES:

Market as-is *OR* demo building and market as vacant lot

12/27/2019 08:45 | CITY OF AUBURN  
4924nbosse | Real Estate Tax Statement

| P 1  
| txtaxstm

PARCEL: 221-143-000-000

LOCATION: 97 RIVERSIDE DR

OWNER:

AUBURN CITY OF  
JALBERT DOMINIC, PARTY IN POSS  
97 RIVERSIDE DR  
AUBURN ME 04210

STATUS:

SQUARE FEET 0  
LAND VALUATION 25,900  
BUILDING VALUATION 103,600  
EXEMPTIONS 0

TAXABLE VALUATION 129,500  
INTEREST PER DIEM 1.81

LEGAL DESCRIPTION:

DEED DATE: 11/30/2007 BOOK/PAGE: 7318-255

INT DATE: 12/27/2019

YEAR	TYPE	BILL	BILLED	PRIN DUE	INT DUE	TOTAL DUE
INST	CHARGE					
2019	RE-R	4510				
1	2019 REAL		1,537.82	1,537.82	34.38	1,572.20
			1,537.82	1,537.82	34.38	1,572.20
2	2019 REAL		1,537.81	1,537.81	.00	1,537.81
			1,537.81	1,537.81	.00	1,537.81
			3,075.63	3,075.63	34.38	3,110.01
2018	LIEN	184				
1	RETAX TL		2,592.96	2,592.96	90.01	2,682.97
	CERTMA		6.80	6.80	.00	6.80
	DMD TL		3.00	3.00	.00	3.00
	LNCHG TL		51.00	51.00	.00	51.00
	INTTL		97.71	97.71	.00	97.71
			2,751.47	2,751.47	90.01	2,841.48
2017	LIEN	209				
1	RETAX TL		2,517.41	2,517.41	260.71	2,778.12
	DMD TL		3.00	3.00	.00	3.00
	CERTMA		6.67	6.67	.00	6.67
	LNCHG TL		51.00	51.00	.00	51.00
	INTTL		96.31	96.31	.00	96.31
			2,674.39	2,674.39	260.71	2,935.10
2016	LIEN	197				
1	RETAX TL		2,559.08	2,559.08	443.67	3,002.75
	CERTMA		6.56	6.56	.00	6.56
	DMD TL		3.00	3.00	.00	3.00
	LNCHG TL		51.00	51.00	.00	51.00
	INTTL		101.84	101.84	.00	101.84
			2,721.48	2,721.48	443.67	3,165.15
GRAND TOTALS			11,222.97	11,222.97	828.77	12,051.74

# Unofficial Property Record Card - Auburn, ME

## General Property Data

Parcel ID **221-143**  
Prior Parcel ID **--**  
Property Owner **JALBERT DOMINIC J**  
Mailing Address **97 RIVERSIDE DR**  
City **AUBURN**  
Mailing State **ME** Zip **04210**  
ParcelZoning

Account Number **221143000**  
Property Location **97 RIVERSIDE DR**  
Property Use **TWO FAMILY**  
Most Recent Sale Date **11/30/2007**  
Legal Reference **7318-255**  
Grantor **BOISVERT ,DONALD H**  
Sale Price **165,000**  
Land Area **0.180 acres**

## Current Property Assessment

Card 1 Value Building Value **103,600** Xtra Features Value **0** Land Value **25,900** Total Value **129,500**

## Building Description

Building Style **MULT**  
# of Living Units **2**  
Year Built **1920**  
Building Grade **AV-GOOD**  
Building Condition **Average**  
Finished Area (SF) **2432**  
Number Rooms **10**  
# of 3/4 Baths **0**

Foundation Type **CONC/BRICK**  
Frame Type **WOOD**  
Roof Structure **FLAT**  
Roof Cover **ROLLED**  
Siding **ASBESTOS**  
Interior Walls **PANEL**  
# of Bedrooms **6**  
# of 1/2 Baths **0**

Flooring Type **CARPET**  
Basement Floor **CONCRETE**  
Heating Type **FORCED H/A**  
Heating Fuel **OIL**  
Air Conditioning **0%**  
# of Bsmt Garages **0**  
# of Full Baths **2**  
# of Other Fixtures **1**

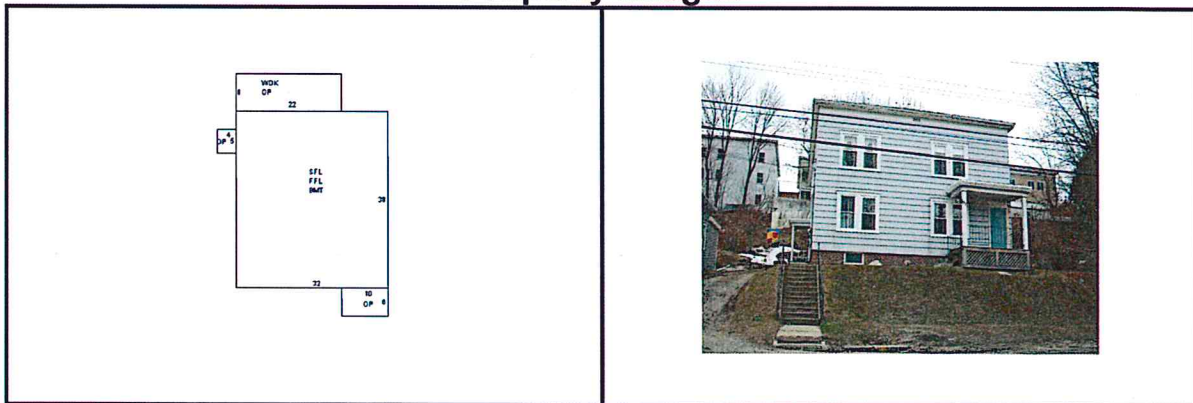
## Legal Description

Cert of Fore 07/2015

## Narrative Description of Property

This property contains 0.180 acres of land mainly classified as TWO FAMILY with a(n) MULT style building, built about 1920 , having ASBESTOS exterior and ROLLED roof cover, with 2 unit(s), 10 room(s), 6 bedroom(s), 2 bath(s), 0 half bath(s).

## Property Images



Disclaimer: This information is believed to be correct but is subject to change and is not warranted.

# ArcGIS Web Map



12/26/2019, 3:51:40 PM

Parcels \_ 2019

Contours - 10 Ft.



Sources: Esri, Airbu

Esri Community Maps Contributors, City of Lewiston, Maine, BuildingFootprintUSA, Esri, HERE, Garmin, INCREMENT P, METI/NASA, USGS, Ef





# City of Auburn, Maine

Office of the City Manager

60 Court Street | Auburn, Maine 04210

www.auburnmaine.gov | 207.333.6601

**Section 3.5 Committee Action/Recommendations.** The committee will meet to review the comments received from each department. The Committee will then forward a recommendation to the City Manager for appropriate action. The Committee will meet in sufficient time before the foreclosure deadline in order for the City Manager and City Council to have sufficient time to take any action that may be necessary, including waiver of foreclosure.

<b>PARCEL ID:</b>	<b>249-093</b>	<b>Location:</b>	<b>Gammon Ave</b>
Acreage	0.02	Zone:	
Current Assessed Land Value:	\$700	Current Assessed Building Value:	\$ -
Total Land & Bldg. Value:	\$700	Minimum Bid:	\$380

Retain for public use		Sell the property	x	Waive foreclosure	
-----------------------	--	-------------------	---	-------------------	--

Sell to prior owner		Sale to immediate heirs	
Sale by Sealed Bid	x	Request for proposals	
Real Estate Broker Contract			

The bid price for either process shall be determined by the Finance Director or his/her designee in no event being less than all outstanding property taxes, including the total amount of all delinquent taxes plus the total taxes for the current year (and the estimated taxes for the next year after commitment) plus accrued interest, lien costs and any other costs relating to the property and this process (including, but not limited to, insurance, attorney's fees, auction/bid or notice costs).

**Notes:** The committee recommends selling the parcel to abutters.



## City of Auburn, Maine

Office of the City Manager

60 Court Street | Auburn, Maine 04210

[www.auburnmaine.gov](http://www.auburnmaine.gov) | 207.333.6601

### Tax Acquired Property Review Form

ADDRESS: Gammon Ave

PID#: 249-093

DESCRIPTION: This property contains 0.020 acres of land mainly classified as UNDEVELOPED with a(n) N/A style building, built about N/A , having N/A exterior and N/A roof cover, with N/A unit(s), 0 room(s), 0 bedroom(s), 0 bath(s), 0 half bath(s).

BALANCE DUE: \$238

1. Is the property either unfit or unnecessary for City use?  
Yes.
2. Does the City wish to retain ownership for municipal purposes?  
No.
3. Is the property adjacent to publicly owned land?  
No.
4. Are there buildings on the property that should be demolished?  
No.
5. Are there environmental liabilities or hazards present on the site?  
No.
6. Does the property have investment or marketable value?  
To abutters.
7. Are there uses that the property is suited for which meet the requirements of the City's zoning and land use ordinance?  
No-value is to abutters only.



## City of Auburn, Maine

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8. Does the property only have value to an abutter (provides additional set back, off street parking, etc.)?

Yes.

OTHER CONCERNS:

NOTES:

Sell to abutters.

12/27/2019 08:46 | CITY OF AUBURN  
4924nbosse | Real Estate Tax Statement

| P 1  
| txtaxstm

PARCEL: 249-093-000-000

LOCATION: GAMMON AVE

OWNER:  
AUBURN CITY OF  
60 COURT ST  
AUBURN ME 04210

STATUS:  
SQUARE FEET 0  
LAND VALUATION 700  
BUILDING VALUATION 0  
EXEMPTIONS 700  
TAXABLE VALUATION 0  
INTEREST PER DIEM .00

LEGAL DESCRIPTION:

DEED DATE: 02/26/2010 BOOK/PAGE: 7890-103

INT DATE: 12/27/2019

YEAR	TYPE	BILL	BILLED	PRIN DUE	INT DUE	TOTAL DUE
INST	CHARGE					
2018	LIEN	227				
1	RETAX TL		16.58	16.58	.58	17.16
	CERTMA		6.80	6.80	.00	6.80
	DMD TL		3.00	3.00	.00	3.00
	LNCHG TL		51.00	51.00	.00	51.00
	INTTL		.62	.62	.00	.62
			78.00	78.00	.58	78.58
2017	LIEN	254				
1	RETAX TL		16.09	16.09	1.67	17.76
	DMD TL		3.00	3.00	.00	3.00
	CERTMA		6.67	6.67	.00	6.67
	LNCHG TL		51.00	51.00	.00	51.00
	INTTL		.62	.62	.00	.62
			77.38	77.38	1.67	79.05
2016	LIEN	285				
1	RETAX TL		15.65	15.65	2.71	18.36
	CERTMA		6.56	6.56	.00	6.56
	DMD TL		3.00	3.00	.00	3.00
	LNCHG TL		51.00	51.00	.00	51.00
	INTTL		.63	.63	.00	.63
			76.84	76.84	2.71	79.55
GRAND TOTALS			232.22	232.22	4.96	237.18



## Unofficial Property Record Card - Auburn, ME

### General Property Data

Parcel ID **249-093**  
Prior Parcel ID **--**  
Property Owner **MARKS MICHAEL**

Account Number **249093000**

Mailing Address **178 GAMAGE AV**

Property Location **GAMMON AV**  
Property Use **UNDEVELOPED**

Most Recent Sale Date **2/26/2010**

Legal Reference **7890-103**

Grantor **GOODBLOOD, HEIDI**

City **AUBURN**

Mailing State **ME** Zip **04210**

Sale Price **36,500**

Parcel Zoning

Land Area **0.020 acres**

### Current Property Assessment

Card 1 Value Building Value **0**

Xtra Features  
Value **0**

Land Value **700**

Total Value **700**

### Building Description

Building Style **N/A**  
# of Living Units **N/A**  
Year Built **N/A**  
Building Grade **N/A**  
Building Condition **N/A**  
Finished Area (SF) **N/A**  
Number Rooms **0**  
# of 3/4 Baths **0**

Foundation Type **N/A**  
Frame Type **N/A**  
Roof Structure **N/A**  
Roof Cover **N/A**  
Siding **N/A**  
Interior Walls **N/A**  
# of Bedrooms **0**  
# of 1/2 Baths **0**

Flooring Type **N/A**  
Basement Floor **N/A**  
Heating Type **N/A**  
Heating Fuel **N/A**  
Air Conditioning **0%**  
# of Bsmt Garages **0**  
# of Full Baths **0**  
# of Other Fixtures **0**

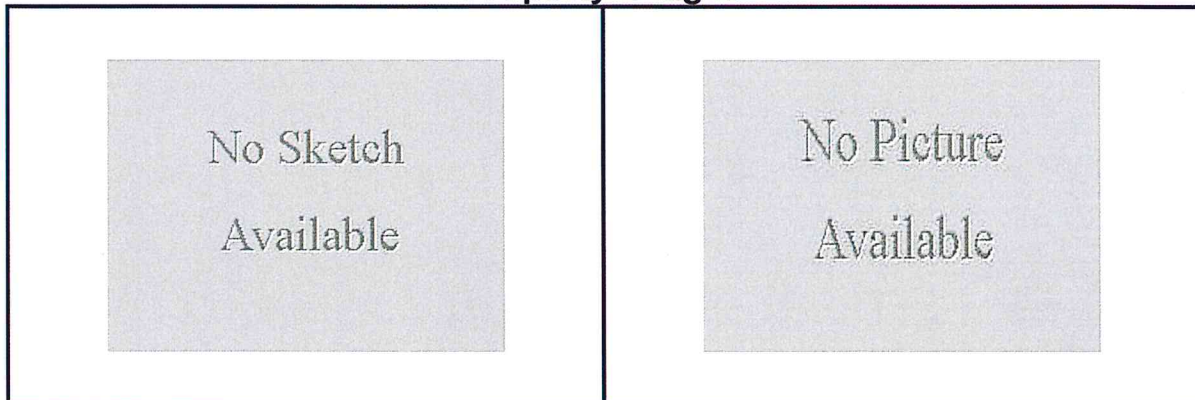
### Legal Description

ABATE & 1SUPP 2010

### Narrative Description of Property

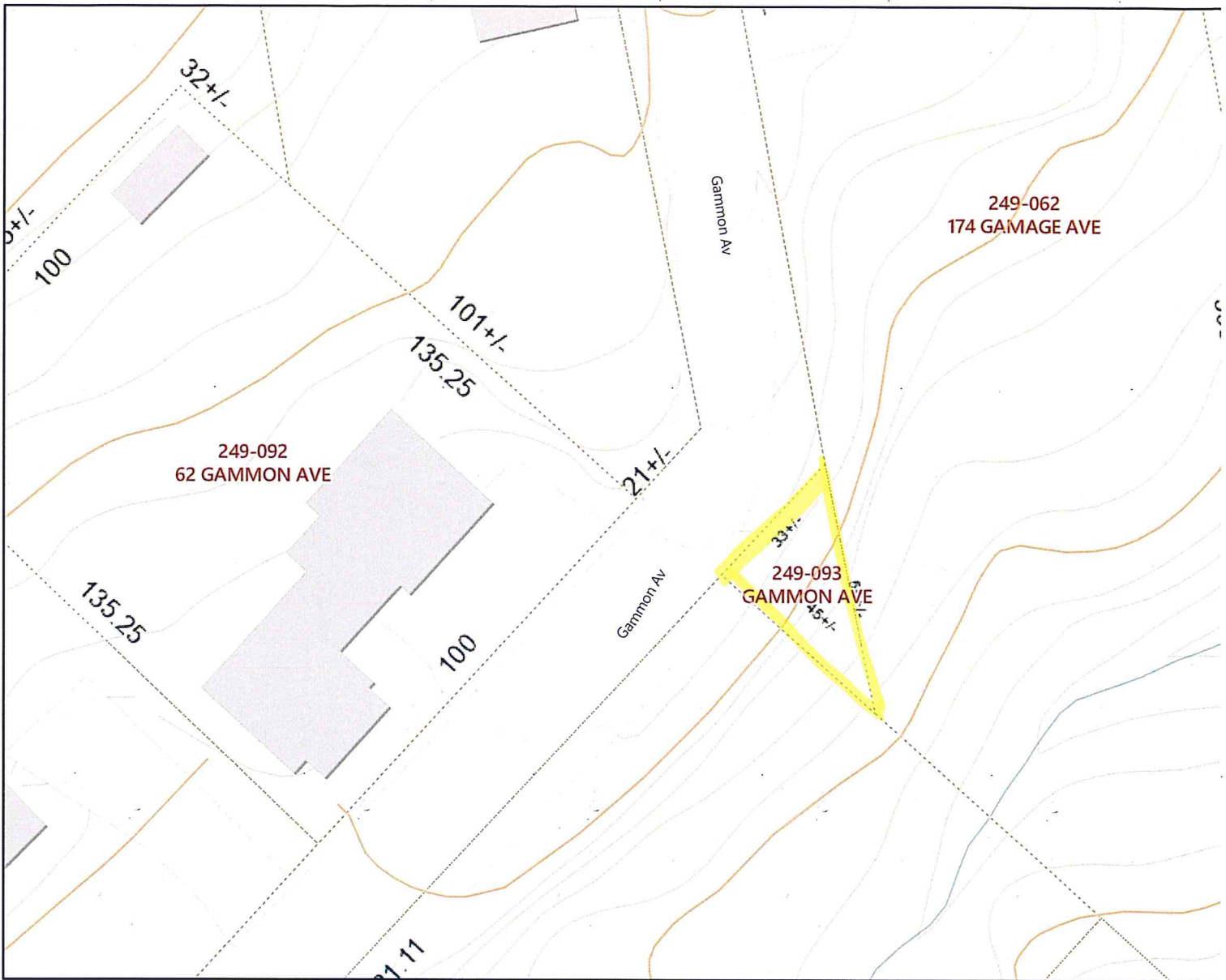
This property contains 0.020 acres of land mainly classified as UNDEVELOPED with a(n) N/A style building, built about N/A, having N/A exterior and N/A roof cover, with N/A unit(s), 0 room(s), 0 bedroom(s), 0 bath(s), 0 half bath(s).

### Property Images



Disclaimer: This information is believed to be correct but is subject to change and is not warranted.

# ArcGIS Web Map



12/26/2019, 3:53:21 PM

Parcels \_ 2019

Contours - 10 Ft.



Sources: Esri, Airbu

Esri Community Maps Contributors, BuildingFootprintUSA, Esri, HERE, Garmin, INCREMENT P, METI/NASA, USGS, EI



# City of Auburn, Maine

Office of the City Manager

60 Court Street | Auburn, Maine 04210

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**Section 3.5 Committee Action/Recommendations.** The committee will meet to review the comments received from each department. The Committee will then forward a recommendation to the City Manager for appropriate action. The Committee will meet in sufficient time before the foreclosure deadline in order for the City Manager and City Council to have sufficient time to take any action that may be necessary, including waiver of foreclosure.

<b>PARCEL ID:</b>	<b>231-035</b>	<b>Location:</b>	<b>16 Newbury Street</b>
Acreage	1.070	Zone:	
Current Assessed Land Value:	\$31,500	Current Assessed Building Value:	\$ -
Total Land & Bldg. Value:	\$31,500	Minimum Bid:	\$

Retain for public use		Sell the property	x	Waive foreclosure	
-----------------------	--	-------------------	---	-------------------	--

Sell to prior owner		Sale to immediate heirs	
Sale by Sealed Bid		Request for proposals	
Real Estate Broker Contract		Sale to requestors	x

The bid price for either process shall be determined by the Finance Director or his/her designee in no event being less than all outstanding property taxes, including the total amount of all delinquent taxes plus the total taxes for the current year (and the estimated taxes for the next year after commitment) plus accrued interest, lien costs and any other costs relating to the property and this process (including, but not limited to, insurance, attorney's fees, auction/bid or notice costs).

**Notes:** City owned property, neighbors at 22 Newbury Street are requesting this sliver of land to make their property fit zoning requirements in order to renovate their existing two-unit building into a 3-unit building. An unsolicited offer of \$1,000 has been given, the committee recommends selling the requested piece of the property at the proposed price to allow for the increased development of 22 Newbury lot.

10-25-19



To: City of Auburn, Maine

From: Jerard & Margaret Lurz  
22 Newbury St  
Auburn, Maine 04210  
207-212-2572

Jerard & Margaret Lurz would like to purchase 609.6 square feet from the City of Auburn. The 609.6 square feet is located at 16 Newbury St. which is adjacent to the building we own at 22 Newbury Street. Please see the attached land layout that has the 609.6 square feet outlined.

The city has an ordinance requiring a 8000 square foot lot to develop a 3 unit dwelling. Currently 22 Newbury has a 7400 square foot lot and 1 building with two 4 bedroom apartments. The purchase of the 609.6 square feet will give us the required 8000 square feet and allow us to transform our 2 unit building into a 3 unit building by dividing one of the 4 bedroom apartments into smaller units.

Even though this plan would reduce overall foot traffic in the building it would be a 3 unit dwelling so the requirement of the 8000 square foot lot needs to be met. We are making the offer of \$1,000 to purchase the required 609.6 square feet. Our intentions are to obey the ordinance and develop affordable small family housing in the Auburn area.

  
Jerard Lurz  
  
Margaret Lurz

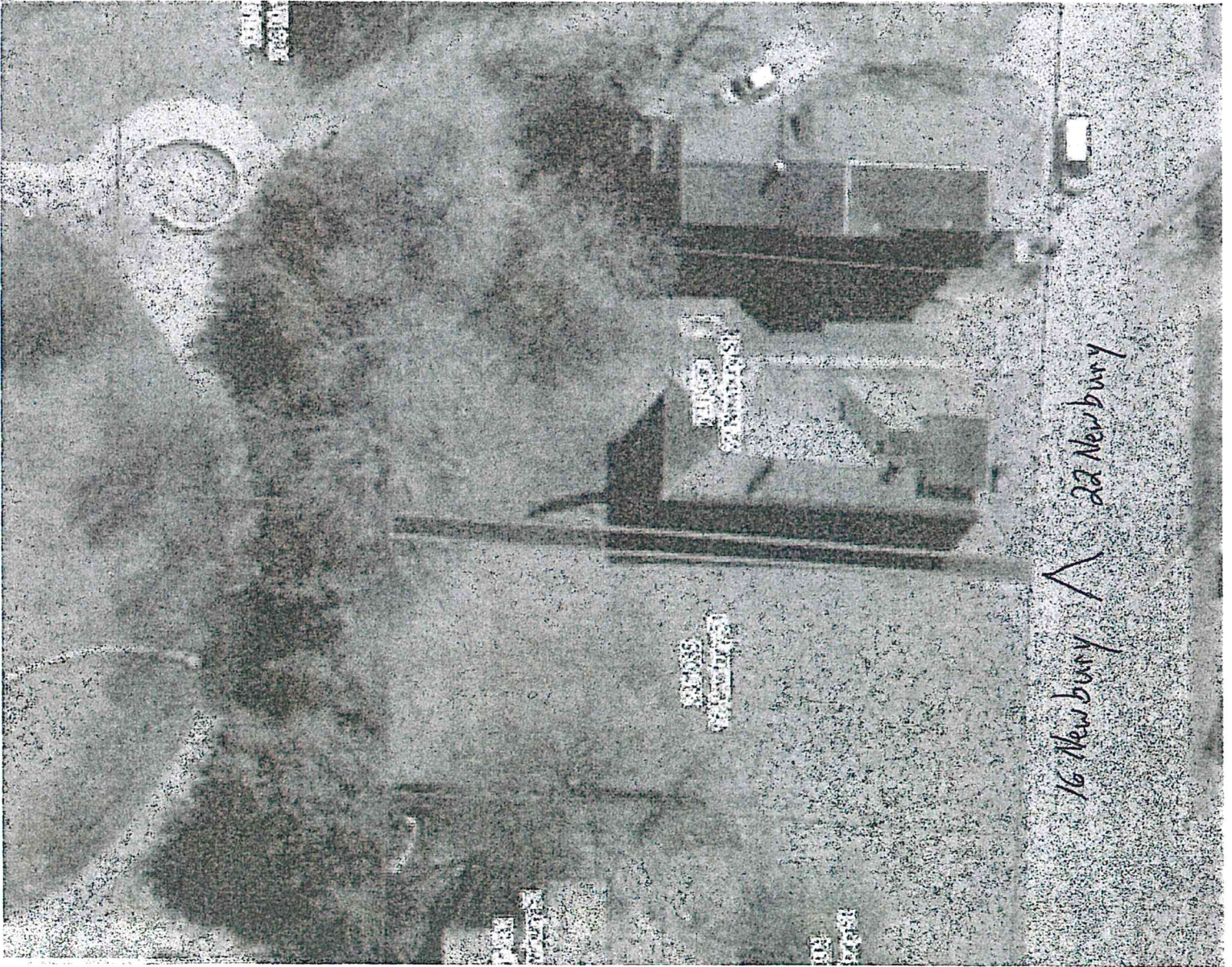


27 50 Feet

Measurement Result

609.6 Sq Feet

Clear





12/27/2019 08:47 | CITY OF AUBURN  
4924nbosse | Real Estate Tax Statement

| P 1  
| txtaxstm

PARCEL: 231-035-000-000

LOCATION: 16 NEWBURY ST

OWNER:

AUBURN CITY OF  
LACHAPELLE RONALD P, PARTY IN  
99 LOUISE ST  
AUBURN ME 04210

STATUS:

SQUARE FEET 0  
LAND VALUATION 36,500  
BUILDING VALUATION 0  
EXEMPTIONS 0

TAXABLE VALUATION 36,500  
INTEREST PER DIEM 2.44

LEGAL DESCRIPTION:

DEED DATE: 07/14/2016 BOOK/PAGE: 9409-172

INT DATE: 12/27/2019

YEAR	TYPE	BILL	BILLED	PRIN DUE	INT DUE	TOTAL DUE
INST	CHARGE					
2019	RE-R	5287				
1	2019 REAL		433.44	433.44	9.69	443.13
			433.44	433.44	9.69	443.13
2	2019 REAL		433.44	433.44	.00	433.44
			433.44	433.44	.00	433.44
			866.88	866.88	9.69	876.57
2018	LIEN	37				
1	RETAX TL		864.32	864.32	30.00	894.32
	CERTMA		6.80	6.80	.00	6.80
	DMD TL		3.00	3.00	.00	3.00
	LNCHG TL		51.00	51.00	.00	51.00
	INTTTL		32.57	32.57	.00	32.57
			957.69	957.69	30.00	987.69
2017	LIEN	227				
1	RETAX TL		2,276.01	2,276.01	235.71	2,511.72
	DMD TL		3.00	3.00	.00	3.00
	CERTMA		6.67	6.67	.00	6.67
	LNCHG TL		51.00	51.00	.00	51.00
	INTTTL		87.08	87.08	.00	87.08
			2,423.76	2,423.76	235.71	2,659.47
2016	LIEN	241				
1	RETAX TL		3,636.35	3,636.35	630.43	4,266.78
	CERTMA		6.56	6.56	.00	6.56
	DMD TL		3.00	3.00	.00	3.00
	LNCHG TL		51.00	51.00	.00	51.00
	INTTTL		144.71	144.71	.00	144.71
			3,841.62	3,841.62	630.43	4,472.05
2015	LIEN	218				
1	RETAX TL		4,209.63	4,209.63	1,042.26	5,251.89
	CERTMA		6.47	6.47	.00	6.47

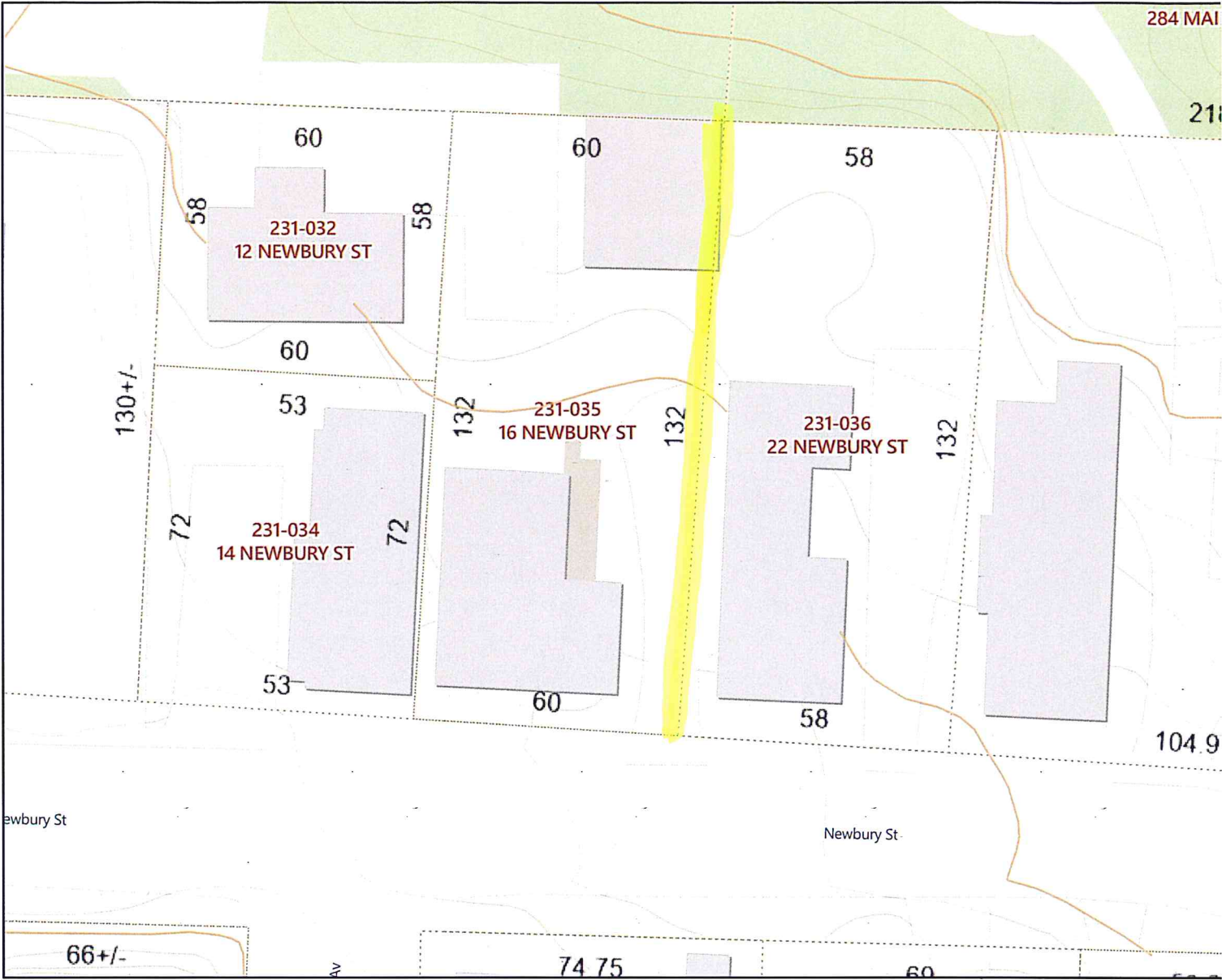
12/27/2019 08:47  
4924nbosse

CITY OF AUBURN  
Real Estate Tax Statement

P 2  
txtaxstm

YEAR	TYPE	BILL	BILLED	PRIN DUE	INT DUE	TOTAL DUE
INST	CHARGE					
	DMD TL		3.00	3.00	.00	3.00
	LNCHG TL		51.00	51.00	.00	51.00
	INTTL		147.74	147.74	.00	147.74
			4,417.84	4,417.84	1,042.26	5,460.10
2014	LIEN	225				
1	RETAX TL		4,150.20	1,154.87	200.22	1,355.09
	CERTMA		6.48	.00	.00	PAID
	DMD TL		3.00	.00	.00	PAID
	LNCHG TL		51.00	.00	.00	PAID
	INTTL		145.65	.00	.00	PAID
			4,356.33	1,154.87	200.22	1,355.09
GRAND TOTALS			16,864.12	13,662.66	2,148.31	15,810.97

ArcGIS Web Map



12/26/2019, 3:41:48 PM

Parcels \_ 2019

Contours - 10 Ft.



Sources: Esri, Airbu

Esri Community Maps Contributors, BuildingFootprintUSA, Esri, HERE, Garmin, INCREMENT P, METI/NASA, USGS, EF





**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** January 27, 2020

**Order:** 09-01272020

**Author:** Sue Clements-Dallaire, City Clerk

**Subject:** Setting the time for opening the polls for 2020 Elections

---

**Information:**

State law requires the Municipal Officers to set the time to open the polls for elections. The polls must be opened no earlier than 6 a.m. and no later than 8 a.m. on election day, except that in municipalities with a population of less than 500, the polls must be opened no later than 10:00 a.m. It is recommended that the polls open at 7:00 A.M. in Auburn for all 2020 elections. Opening the polls at 7:00 A.M. is consistent with past practice in Auburn and it allows additional time in the morning for people to have an opportunity to vote.

**21-A §626. Polling times**

The following provisions apply to polling times at any election.

**1. Opening time flexible.** The polls must be opened no earlier than 6 a.m. and no later than 8 a.m. on election day, except that in municipalities with a population of less than 500, the polls must be opened no later than 10:00 a.m. The municipal officers of each municipality shall determine the time of opening the polls within these limits. The municipal clerk shall notify the Secretary of State of the poll opening times at least 30 days before each election conducted under this Title.

---

**City Budgetary Impacts:** Minimal – the cost for Election workers to start one hour early is under \$100.

---

**Staff Recommended Action:** Recommend a motion to set the time for opening the polls for all 2020 Elections to be 7:00 AM.

---

**Previous Meetings and History:** N/A

---

**City Manager Comments:**

---

I concur with the recommendation. Signature:

A handwritten signature in blue ink, appearing to read "Peter J. Cusick".

---

**Attachments:**

Order 09-01272020

Holly C. Lasagna, Ward One  
Timothy B. MacLeod, Ward Two  
Stephen G. Milks, Ward Three  
Brian S. Carrier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
Katherine E. Boss, At Large

Jason J. Levesque, Mayor

## **IN CITY COUNCIL**

### **ORDER 09-01272020**

ORDERED, that the City Council hereby sets the time for opening the polls for 2020 elections to be 7:00 AM.

## IN COUNCIL REGULAR MEETING JANUARY 6, 2020 VOL. 36 PAGE 1

Mayor Levesque called the meeting to order at 7:00 P.M. in the Council Chambers of Auburn Hall and led the assembly in the salute to the flag. All Councilors were present.

### Pledge of Allegiance

#### I. Consent Items

##### 1. Order 01-01062020\*

Confirming Mayor Levesque's recommendations and appointments to various Agencies, Boards, Committees and Commissions.

Motion was made by Councilor Lasagna and seconded by Councilor Gerry to move the consent item to New Business.

Passage 7-0.

#### II. Minutes

- **December 02, 2019 Regular Council Meeting**

Motion was made by Councilor Walker and seconded by Councilor Carrier to approve the minutes of the December 2, 2019 Regular Council Meeting. Passage 7-0.

- **December 09, 2019 Special Council Meeting**

Motion was made by Councilor Walker and seconded by Councilor MacLeod to approve the minutes of the December 9, 2019 Special Council Meeting. Passage 7-0.

- **December 16, 2019 Inaugural Meeting**

Motion was made by Councilor Boss and seconded by Councilor Milks to approve the minutes of the December 16, 2019 Inaugural Meeting. Passage 7-0.

#### III. Communications, Presentations and Recognitions

- **Communication – Introduction of Department Directors**

City Manager Crichton introduced the Department Directors to the new City Councilors.

- **Communication - Planning Board Memo (Morrow Road & Hotel Road concerns) – Michael Chammings provided an update.**

- **Presentation – Recreation and Sports Tourism - Marc Gosselin, Sabrina Best, Rory Mushlin, and Jeremy Gatcomb provided the City Council with an update on Recreation and Sports Tourism Department.**

- **Communications - Mayoral Appointments – Mayor Levesque provided an update to the City Council regarding his appointments to various boards and committees. Some require confirmation by the City Council and others do not.**

#### IV. Open Session

Larry Pelletier, 129 Second Street – he welcomed and congratulated the four new Councilors as well as the Mayor and other returning Councilors. He commented on the Mayor's Inauguration speech where he spoke of his vision of the city, and he commented on the

relationship between the City Council and the School Committee. He encouraged the Council to continue working on that relationship and he quoted something a former Auburn Mayor told him "we can all agree to disagree as long as we don't become disagreeable".

Dave Simpson, Lake Street, commented on the cross walk on Turner Street in front of the YMCA. He said he would like to see flashing lights installed at that crosswalk adding that it is a dangerous place for kids and people to be crossing.

**V. Unfinished Business - None**

**VI. New Business**

**Order 01-01062020 – this item was moved from the Consent Agenda to New Business**  
Confirming Mayor Levesque's recommendations and appointments to various Agencies, Boards, Committees and Commissions.

Motion was made by Councilor Boss and seconded by Councilor Gerry for passage.

Motion was made by Councilor Lasagna and seconded by Councilor Walker to strike Councilors Lasagna and Gerry from the Audit Committee. Replacements will be determined at a later date.

Passage 7-0.

Passage of Order 01-01062020 as amended, 7-0.

**1. Order 02-01062020**

Appointing the Citizen's Advisory Committee Council Representative.

The Mayor opened it up for nominations.

Councilor Gerry nominated Councilor Lasagna.

Councilor Carrier nominated Councilor Milks.

Votes for Councilor Lasagna were 3-4 (Councilors Gerry, Lasagna and Boss in favor and Councilors MacLeod, Milks, Carrier and Walker opposed), votes for Councilor Milks 4-3 (Councilors MacLeod, Milks, Carrier and Walker in favor and Councilors Gerry, Lasagna and Boss opposed).

Motion was made by Councilor Carrier and seconded by Councilor Walker to appoint Councilor Milks to serve in the Citizen's Advisory Committee as the Council Representative.

Passage 5-2 (Councilors Boss and Gerry opposed).

**2. Order 03-01062020**

Authorizing the sale of tax acquired property: PID #191-087 Reginald Street



Motion was made by Councilor Carrier and seconded by Councilor Lasagna for passage.

Public comment – no one from the public spoke.

Passage 7-0.

**3. Order 04-01062020**

Authorizing the sale of tax acquired property: 0 Court Street PID# 218-017.

Motion was made by Councilor Walker and seconded by Councilor Milks for passage.

Public comment – no one from the public spoke.

Passage 7-0.

**4. Order 05-01062020**

Authorizing the sale of tax acquired property: 31 Beck Avenue PID# 208-045.

Motion was made by Councilor Walker and seconded by Councilor Lasagna for passage.

Public comment – no one from the public spoke.

Passage 7-0.

**5. Order 06-01062020**

Authorizing the sale of tax acquired property: 16 Albiston Way PID# 220-103.

Motion was made by Councilor Walker and seconded by Councilor Lasagna for passage.

Public comment – Larry Pelletier, 129 Second Street spoke in favor of the sale.

Passage 7-0.

**6. Order 07-01062020**

Authorizing the sale of tax acquired property: 72 Gill Street PID# 211-125.

Motion was made by Councilor Carrier and seconded by Councilor Walker for passage.

Public comment – no one from the public spoke.

Passage 7-0.

**7. Order 08-01062020**

Authorizing the sale of tax acquired property: 325 Turner Street PID# 250-177.

Motion was made by Councilor Carrier and seconded by Councilor Walker for passage.

Public comment – no one from the public spoke.

Passage 7-0.

## **VII. Reports**

**Mayor Levesque** – reported on the 150<sup>th</sup> Anniversary New Year's Auburn Event adding that the wrap up event will take place around the February 22, 2020 birthday. It will be held at the Auburn Senior Community Center where there will be a time capsule that will be interred by the Bells of St. Louis in New Auburn's Anniversary Park.

**Councilor Boss** – nothing to report.

**Councilor Walker** – reported on the New Year's Day event that was held at the Senior Community Center on January 1<sup>st</sup>.

**Councilor Carrier** – provided an Airport Board meeting update, and a School Committee update.

**Councilor Milks** – nothing to report.

**Councilor MacCleod** – nothing to report.

**Councilor Lasagna** – reported on the Recycling Ad-hoc Committee.

**Councilor Gerry** – reminded everyone that there is a LATC is meeting scheduled for Wednesday at 12:30 PM at AVCOG, and MMA's Freedom of Access training she attended.

**City Manager Report** – commented on the New Year's Eve Auburn Event, how to find information regarding parking bans, the upcoming Winter Festival will take place January 24th-26<sup>th</sup> adding that more on this event can be found on our website.

Jill Eastman, Finance Director – October and November 2019 Monthly Finance reports

Motion was made by Councilor Carrier and seconded by Councilor MacLeod to accept and place on file the October and November 2019 monthly finance reports.

Passage 6-0 (Councilor Walker was not present at the time of the vote).

## **VIII. Open Session – No one from the public spoke.**

## **IX. Executive Session**

- A. Executive Session** – Legal consultation on rights and responsibilities, pursuant to 1 M.R.S.A. Sec. 405 (6)(E).

This item was taken up during the workshop.

- B. Executive Session** – Economic Development Project Negotiations (North River Road, Minot Avenue, and Intermodal Facility), pursuant to 1 M.R.S.A. Sec. 405 (6)(C).

Motion was made by Councilor Carrier and seconded by Councilor Milks to enter into executive session.

Passage 6-0 (Councilor Walker not present). Time in 8:27 PM.

Council was declared out of executive session at 9:09 PM.

**X. Adjournment**

Motion was made by Councilor Boss and seconded by Councilor MacLeod to adjourn. All were in favor, the meeting adjourned at 9:10 PM.

A TRUE COPY

ATTEST

Susan Clements-Dallaire

Susan Clements-Dallaire, City Clerk



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** January 27, 2020

**Author:** Peter Crichton, City Manager

**Subject:** Legal Services Report to the City Council and Mayor

---

**Information:** When I became City Manager, the City Council asked me to make the City's legal services a high priority. At the time, the City was budgeting \$125,000 annually for legal services and we were extensively utilizing the legal services of Michael Malloy. The questions were: Do we hire an attorney as a full-time employee? Or, do we continue contracting out that service with Michael Malloy or another legal firm?

After seeing the situation firsthand for several weeks, I informed the Council that I would like to work with Michael and see how things went. I have been able to see the value and importance of Michael Malloy's work during the past three years and the City has managed to bring the legal services budget down to \$80,000 annually. Michael Malloy has worked closely with me, the Assistant City Manager, and our Department Directors, and meets regularly with Assistant City Manager Phil Crowell and myself to provide us with periodic updates and discuss any new significant developments.

Attached is a memo that I have requested from Michael that shows the breadth of his involvement with the City. Additionally, there is an update from the Finance Director Jill Eastman on the amount collected for tax acquired properties sold over the last couple of years of \$212,567, which it should be noted has been an important focus of Michael's work. Michael's contract is up for renewal and I would like to move forward with continuing our legal services with Michael Malloy.

---

**City Budgetary Impacts:** None at this time.

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**Staff Recommended Action:** Presentation and Discussion.

---

**Previous Meetings and History:** None

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**City Manager Comments:**

I concur with the recommendation.

Signature:

A handwritten signature in blue ink that reads "Peter J. Crichton".

---

**Attachments:**

Memo from Attorney Michael Malloy  
Email from Finance Director Jill Eastman





# THE MALLOY FIRM

Attorney. Advisor. Advocate.

January 22, 2020

VIA EMAIL

Peter Crichton, City Manager  
City of Auburn  
60 Court Street  
Auburn, Maine 04210

**Re: Report of Legal Services 2017-2020 and Proposal for Future Legal Services**

Dear Peter:

As discussed, I am pleased to report on the legal services that this Firm has provided to the City of Auburn since my selection as City Attorney in 2017. As you know, my history representing the City goes back as far as 2012, when I first began representing the City at another local law firm. During my eight years of experience serving the City, I have worked with at least five City Managers, three Assistant City Managers, and several councils and mayors. From construction through acquisition of the Norway Savings Bank Arena, serving as chief labor negotiator in 2017, and litigating code enforcement matters, our role in the City's legal affairs has been extensive. It is an honor and a privilege to serve as the City's general counsel and first point of contact on legal matters. In my view, this has been a mutually beneficial relationship, and one that I hope will continue.

At your request, I am pleased to summarize our work for the City for the past few years. I also wish to use this opportunity to remind you and the new City Council of my background and commitment to this community, and to introduce some of the Firm's innovations and plans for growth. From our offices here in Auburn, we truly believe we are creating a new and more efficient method of providing legal services to the individuals and institutions working to build a better Maine.

## **Summary of Our Services**

Since 2017, we have represented the City in 194 separate matters, plus dozens of additional issues that have simply been invoiced under our "general" retainer matter, the latter of which concern discrete questions of law or advice that do not involve ongoing work. We have worked with all department directors, and think it is fair to say, our services have covered the field of civil legal practice. From commercial contracts to real estate transactions, economic development loans to tax assessments and abatements, from code enforcement litigation to ordinance drafting and interpretation, and from negotiating three collective bargaining agreements worth millions of



**Michael S. Malloy, Esq.**  
TEL 207-333-6700

2 Great Falls Plz., Ste. 6B-2  
P.O. Box 3171  
Auburn, ME 04212-3171

**MALLOYFIRMMMAINE.COM**  
msm@malloyfirmmaine.com

dollars of employee compensation, to advising department directors how to handle employee medical leave requests or performance issues; there is not much we have left out. We work regularly with the City Manager's office and all department directors who have been given permission to seek legal counsel, and also work with front line staff to provide them specialty training, or when we are asked to provide close guidance such as in the crafting of a land use citation or the adjudication of a poverty abatement application. Of course, we have also worked directly with elected officials on sensitive matters discussed in Executive Session, and have been available to the Mayor and Councilors at their request.

While it would exceed the scope of this high-level report to summarize every matter on which we have worked, I have provided a case report listing matters we have handled since 2017 by file number, description, and area of law. As many of these items may contain confidential information, particularly with respect to which employee personnel matters involved legal consultation, I have redacted employee names where appropriate, in order to protect the privacy of these employee personnel records. However, as examples of what we believe to be our successful approach as counselors, I wish to highlight three matters in which our approach produced extraordinary results:

#### **1777 Washington Street (Fireside Inn)**

The Fireside Inn near Exit 75 had been the subject of several life safety code violations; notably, the ballroom did not have a proper sprinkler system in place. The City had previously obtained a consent judgment requiring the former property owner to make these repairs, or the City could enforce a financial penalty. The problem was, the property was owned by out of state investors with doubtful ability to pay that penalty; thus any victory would have been pyrrhic. The former owner located a purchaser, but the purchaser did not want to acquire a lawsuit from the City. Working with all parties, we were able to structure a creative compromise that allowed the sale of the property to go forward with enhanced compliance deadlines, which deadlines were met by the new owner. The former and current owners cooperated to pay the City's legal expenses. We connected them to local contractors who made the necessary repairs, returning the hotel to compliant use. This avoided a vacant eyesore at the City's gateway from the Maine Turnpike, kept the property on the tax rolls, and even generated business for an Auburn contractor. We consider it a win.

#### **Confidential Personnel Matter Involving Employee Medical Leave**

We wish to highlight one of many employee personnel matters that exemplifies our close work with City staff and our counsel regarding legal obligations, some of which may seem inconvenient to apply at times, but which can ultimately produce a successful outcome that saves the City money and reduces its legal exposure. Many of these cases "fly under the radar" when we are doing our job carefully and correctly, and so many not have reached elected officials or wide notice. When it comes to confidential personnel matters, that is how things should be, in our view.

You will recall that in 2017 and 2018, a City employee suffered a serious health complication resulting in a long-term hospitalization. The employee exhausted available sick, vacation, and Family Medical Leave before receiving clearance to return to work. We worked closely with City management and the department directors and coworkers to closely monitor this situation. While the employee may not have had available leave, we believed this worker was entitled to protections under the Americans with Disabilities Act and the Maine Human Rights Act, both of which require a detailed analysis of the essential functions of the job and whether or not the employee can perform those functions with or without an accommodation. If an accommodation is necessary, the employer must determine whether it poses an unreasonable hardship. These are difficult matters that must be analyzed on a case-by-case basis to avoid significant legal exposure. The analysis is often difficult and requires consideration of inconvenient options for staff. Working as a team, we worked to ensure that the City was conducting the required analysis at every step of the employee's progression in order to minimize the City's exposure. By taking our time with an incremental approach, the situation was resolved successfully. The employee had time to recover and return to work, and remains a contributor to the City's operations. The City avoided a rush to judgment and a potentially costly litigation matter.

#### **Tax-Acquired Property Committee**

As you and the Mayor have noted, the City's disposition of tax-acquired and other City-owned properties has been a conspicuous example of interdepartmental collaboration. While this has been a team approach in every sense, we are pleased to have played a part. When I was first retained as City Attorney, I noticed that the tax-acquired property committee had not met for some time, and that communication between different departments needed improvement. For example, the CDBG department was hiring an outside foreclosure attorney to enforce economic development loans - on property the City already owned through a tax foreclosure! In other words, the City was foreclosing against itself; a needless waste of money. As the committee was reinvigorated, I trained two assistants in the City Manager's office on the process of tax assessment and gave them an overview of real property law. We tightened up the Tax Collector's notification process, and put an end to property redemption agreements that experience had shown to only complicate collection and weaken the City's rights and responsibilities. When necessary, we filed eviction processes, and explained the nuances of title insurance to brokers and purchasers. Troublesome properties were brought back to compliance and returned to occupants. In others, the City sold the land to third parties and returned it to the tax rolls.

**As a result of these efforts, the City was paid over \$200,000.00 in sales receipts to dispose of tax-acquired properties, in addition to the tax revenues these properties are now generating. In addition, the City collected over \$300,000.00 in back tax revenue from former property owners who were able to remain in their homes.** Perhaps more importantly, the team has come together in new ways, improving interdepartmental communication, simplifying policies, and increasing reporting to elected officials. We respectfully submit that this type of outcome is more likely to occur with the level of institutional knowledge and close working relationship we have been able to establish, first through our weekly office hours in Auburn Hall in 2016 and 2017, and subsequently through our continued relationships as a local partner.

### **The Evolution of Our Services to the City of Auburn**

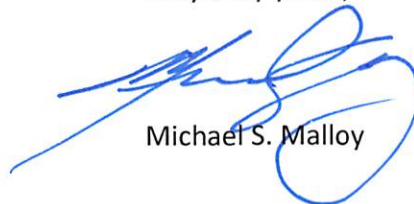
In 2016 and 2017, there was not much that happened within City Hall that did not cross my desk. In the absence of an Assistant City Manager, and while the City transitioned from Howard Kroll, to Denis D'Auteuil, through John Bubier's interim assistance to the eventual hiring of Peter Crichton, our Firm and my regular office hours in City Hall allowed the City to keep a steady hand at the tiller of legal affairs, and enabled City staff and legal counsel to develop close working relationships. While the City elected to eliminate in-house office hours due to the number of working hours that it required, I suggest that the experience has yielded long-term dividends that would be difficult to replicate.

### **The Future**

Since I opened The Malloy Firm in 2016, this practice has looked to the future, and to unconventional ways of providing legal services to the people and organizations working to build a better Maine. We utilize technological solutions such as a cloud based, encrypted, case management platform that allows us to access and share City files from anywhere in the world. In the next year, you will see a new client portal with secure file access and messaging capabilities, as well as electronic signature platforms that can improve both document security and speed of execution. We are a supporting member of the Maine Municipal Association, and will continue to maintain robust and state of the art reference libraries through Westlaw and other subscription services. We will continue to provide training on legal developments to City staff and Councilors such as our recent Public Works training on probationary employees and our training on harassment prevention for all department directors. Both our offices and our home will remain less than 5 minutes from Auburn Hall.

We are committed to the City of Auburn, where my family and I reside, raise our children, own a home and two businesses, and serve on nonprofit boards. We humbly submit that we are uniquely positioned to continue to provide the City with exemplary and innovative legal services, and distinguish ourselves through the personal touch and responsiveness that can only come when you work with the owner of a small business. I hope that the City of Auburn will agree, and that we can look forward to our continued collaboration in this bicentennial year for the State of Maine.

Very truly yours,



Michael S. Malloy

## Tax Acquired Properties

Jill Eastman <jeastman@auburnmaine.gov>

Thu 1/16/2020 12:26 PM

To: Peter Crichton <pcrichton@auburnmaine.gov>; Phil Crowell <pcrowell@auburnmaine.gov>

The amount collected for tax acquired properties we have sold over the last couple of years is \$212,567. The amount paid by the owners to redeem the property after foreclosure is \$345,100. The total collected on these properties is \$557,667.

*Jill M. Eastman, Finance Director*

City of Auburn, Maine

60 Court St

Auburn, Maine 04210

(207) 333-6601 ext 1402

jeastman@auburnmaine.gov



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** January 27, 2020

**Author:** Michael Chammings, Director of Economic and Community Development

**Subject:** Presentation – Economic and Community Development Orientation

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**Information:**

The Department of Economic & Community Development consists of three divisions that make up one team. We will be conducting a Department overview with a Power point presentation; the overview will cover the Department's mission and key functions:

1. Economic Development.

Tax Increment Financing, Urban/Downtown Development & Redevelopment, Industrial Development, Mall Area, Redevelopment Projects along Entrance Corridors, Marketing, Business Assistance & Operations and Cooperating agencies.

2. Planning and permitting.

Providing information to the Public and housekeeping tasks, Planning, Land Use Permitting, Permits, Inspections, Code Compliance and Electrical Maintenance.

3. CDBG.

CDBG and HOME allocations and functions.

In attendance will be:

Michael Chammings, Director of Economic and Community Development

Eric Cousens, Deputy Director of Economic and Community Development

Brett Sawyer, Economic Development Specialist

Zack Lenhart, Community Development Manager

---

**City Budgetary Impacts:** N/A

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**Staff Recommended Action:** Enjoy the presentation.

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**Previous Meetings and History:**

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**City Manager Comments:**

I concur with the recommendation. Signature:

A handwritten signature in blue ink, appearing to read "Peter J. Coughlin".

**Attachments:**

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Holly C. Lasagna, Ward One  
Timothy B. MacLeod, Ward Two  
Stephen G. Milks, Ward Three  
Brian S. Carrier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
Katherine E. Boss, At Large

Jason J. Levesque, Mayor

**COMMUNICATIONS  
JANUARY 27, 2020**

**Mayoral Appointments to the Citizen's Advisory Committee**

1. Father John Emanuelson
2. Sarah Abacha
3. Larry Pelletier
4. Nick Charneski



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** January 27, 2020

**Author:** Sue Clements-Dallaire, City Clerk

**Subject:** Mayor Levesque's Proposal for an Ad hoc Committee to Review Boards, Committees, and Commissions

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**Information:** Currently, there approximately 30 Boards, Committees, and Commissions of the City. Mayor Levesque would like to propose the formation of an Ad hoc Committee that will be charged with reviewing all of them to determine if any can be streamlined/combined and possibly reduce the number of active committees we currently have.

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**City Budgetary Impacts:** None

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**Staff Recommended Action:**

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**Previous Meetings and History:** N/A

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**City Manager Comments:**

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I concur with the recommendation. Signature:

A handwritten signature in blue ink, which appears to read "Peter J. Coakley".

**Attachments:** None





**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** January 27, 2020

**Author:** Sue Clements-Dallaire, City Clerk

**Subject:** Mayor and Council Communications

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**Information:** Mayor Levesque would like to discuss Mayor and Council Communications, in terms of making announcements, providing the public with notification on upcoming meetings and events as we move forward.

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**City Budgetary Impacts:** None

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**Staff Recommended Action:**

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**Previous Meetings and History:** N/A

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**City Manager Comments:**

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I concur with the recommendation. Signature:

A handwritten signature in blue ink, appearing to read "Peter J. Cusack".

**Attachments:** None

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Holly C. Lasagna, Ward One  
Timothy B. MacLeod, Ward Two  
Stephen G. Milks, Ward Three  
Brian S. Carrier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
Katherine E. Boss, At Large

Jason J. Levesque, Mayor

## **IN CITY COUNCIL**

### **ORDER 10-01272020**

ORDERED, that the City Council hereby authorizes the sale of tax acquired and city owned property at Gammon Avenue, Parcel ID 249-093 by sealed bid.

Holly C. Lasagna, Ward One  
Timothy B. MacLeod, Ward Two  
Stephen G. Milks, Ward Three  
Brian S. Carrier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
Katherine E. Boss, At Large

Jason J. Levesque, Mayor

## **IN CITY COUNCIL**

### **ORDER 11-01272020**

ORDERED, that the City Council hereby authorizes the sale of tax acquired and city owned property at 16 Newbury Street, Parcel ID 231-035, 609.6 square foot piece as indicated on presented map, for \$1,000 as indicated in request letter.

Holly C. Lasagna, Ward One  
Timothy B. MacLeod, Ward Two  
Stephen G. Milks, Ward Three  
Brian S. Carrier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
Katherine E. Boss, At Large

Jason J. Levesque, Mayor

## **IN CITY COUNCIL**

### **ORDER 12-01272020**

ORDERED, that the City Council hereby authorizes the sale of tax acquired and city owned property at 97 Riverside Drive, Parcel ID 221-143 by sealed bid.



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** January 27, 2020

**Orders:** 13-01272020 through 21-01272020

**Author:** Sue Clements-Dallaire, City Clerk

**Subject:** Board and Committee Appointments

---

The Appointment Committee met on January 8, 2020 to review applications and make their nominations for various boards and committees of the City as follows:

**911 Committee** – Patricia Mador, re-appointment with a 1/1/2022 term expiration.

**Age Friendly Community Committee** – Susan Patnaude, new appointment with a term expiration of 06/01/2022.

**Airport Board** – this was postponed until the next Appointment Committee meeting.

**Planning Board** – Mathieu Duvall and John Engler, re-appointments, full member positions, both with a term expiration of 01/01/2023, Matthew Leonard, and Laurel Libby, both new appointments, full member positions, both with a term expiration of 01/01/2023, and Riley Bergeron and Andrew Paradis, new appointments, Associate member positions, both with a term expiration of 01/01/2023.

**Sewer District Board of Trustees** – Andy Titus, with a term expiration of 03/01/2022.

***Council may enter into executive session pursuant to 1 MRSA Sec. 406(6)(A) to review applications or for further discussion before making appointments.***

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**City Budgetary Impacts:** None

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**Staff Recommended Action:** Motion to appoint members as recommended by the Appointment Committee.

---

**Previous Meetings and History:** The Appointment Committee met on January 8, 2020 to make their recommendations.

---

**City Manager Comments:**

I concur with the recommendation. Signature:

A handwritten signature in blue ink, appearing to read "Peter J. Caudette".

---

**Attachments:**

List of applicants

List of vacancies

Applications

Orders 13-01272020 through 21-01272020

## VACANCIES

9.1.1 Committee – 1 Vacancy with a term expiration of 1/1/2022

Age Friendly Community Committee - 2 vacancies - one with a term expiration of 6/1/2021, and one with a term expiration of 6/1/2022

*Representatives from the Auburn Public Library, Area Agency on Aging, Seniors Plus, Lewiston Auburn Transit Committee, Auburn Housing Authority, Community Based Senior Organizations and the Auburn School Department are encouraged to apply to serve on the Age Friendly Community Committee.*

Airport Board – 1 vacancy with a term expiration of 1/1/2023

Board of Assessment Review - 5 vacancies – two full member and 3 alternate positions. The full member positions have a term expiration of 10/01/2024. For the alternate positions, one has a term expiration of 10/1/2020, and two with term expirations of 10/1/2022

Cable TV Advisory Committee - 2 vacancies - one with term expirations of 6/1/2021, one with a term expiration of 6/1/2020

Citizens Advisory Committee - Several vacancies, 3 year terms (Mayor Appointments)

City Council Student Representatives – 2 appointments

Planning Board – 6 vacancies – 4 full member positions and 2 alternate positions. All with 1/1/2023 term expirations

Sewer District Board of Trustees - 1 vacancy with a term expiration of 3/1/2022

**Board Committee Applications**  
**January 8, 2020**

Board or Committee	Ward	Last Name	First Name	Address
9.1.1 Committee	1	Baldwin	Cheyenna	456 Broad St. #1-5
	2	Mador*	Patricia	49 Hampton Street
Age Friendly Community Committee	3	Patenaude	Susan	94 Western Avenue
Airport Board	5	John	Andrew	32 Woodbury Hill Road
	2	Sheats*	Bettyann	32 Waterview Drive
Board of Assessment Review				
Cable TV Advisory Board				
Citizen's Advisory Board ( <b>MAYOR APPT</b> )				
City Council Student Representative				
Planning Board	2	Bergeron	Riley	142 Conant Ave.
	3	Duvall*	Mathieu	263 Sunderland Drive
	3	Engler**	John	8 Cushman Place #5
	2	Hayes	Robert	172 Allen Ave.
	2	Leonard	Matthew	169 Davis Ave.
	2	Libby	Laurel	365 Park Ave.
	1	Paradis	Andrew	92 N Auburn Road
	5	Staples	Dana	32 Greenfield Drive
Sewer District Board of Trustees	3	Titus	Andrew	24 Rubellite Lane

\* Indicates this applicant is seeking re-appointment

\*\* Indicates this person is an associate/alternate member seeking full member status



## Susan Clements-Dallaire

---

**From:** donotreply@auburnmaine.gov  
**Sent:** Thursday, December 19, 2019 7:20 PM  
**To:** Susan Clements-Dallaire  
**Subject:** A New Form Has Been Submitted - Board/Committee Application

The following form has been submitted by an end-user of the website: Board/Committee Application

Date of Application: 12/19/2019

First Name: Patricia

Middle Initial: A

Last Name: Mador

Residence Address: 49 Hampton Avenue

Ward: Ward 2

City: Auburn

Home Phone: 2075763330

Cell Phone: 2075763330

E-mail Address: mainelwyr@aol.com

Current Occupation: Assistant District Attorney, State of Maine

Previous Occupation (if retired or no longer working):

Education and/or experience: Bates College BA 1977; Maine Law School JD 1980. I have been a prosecutor since 1986 and have been the Secretary of the Maine Prosecutors Association since 1995.

Please check which board or committee you are interested in serving on. Individual applications for each board or committee (if you wish to serve on more than one): 9-1-1 Committee

This application is for a... (choose one): Reappointment

Briefly describe why you want to serve on a board/committee (1,000 character limit): As a prosecutor assigned to the local prosecutorial district, I have a working knowledge of law enforcement protocols and policies and of the obligation of the prosecutor to provide discovery to defendants. I am able to offer information on this points when necessary. I also understand the need for a vibrant and robust 911 system as that can be the only lifeline a citizen has in a time of crisis. The work the committee does is important and I would like to continue as a member as there are several major projects that are in process that I believe continuity of involved parties is important.

What do you hope to accomplish?: I hope to see the current infrastructure projects progress to completion and to be part of the planning for the next series of projects to insure the citizens of Auburn and Lewiston continue to receive the best possible services from the 911 Center.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)?: 911 Committee

Have you previously served on a City or Community Board or Committee? If so, which one(s)?: None

Dates served (if known):

How did you learn of this vacancy?: I was aware my current appointment will expire in January 2020.

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.  
By typing your full name below, you are "signing" this electronic application.: Patricia Mador

Date of Electronic Signature: 12/19/2019

## Susan Clements-Dallaire

---

**From:** donotreply@auburnmaine.gov  
**Sent:** Tuesday, November 26, 2019 6:03 PM  
**To:** Susan Clements-Dallaire  
**Subject:** A New Form Has Been Submitted - Board/Committee Application

The following form has been submitted by an end-user of the website: Board/Committee Application

Date of Application: 11/26/2019

First Name: Cheyenna

Middle Initial: M

Last Name: Baldwin

Residence Address: 456 broad st, Apt 1-5

Ward: Ward 1

City: Auburn

Home Phone: 2074025490

Cell Phone: 2074025490

E-mail Address: hottmomma0813@gmail.com

Current Occupation: Disabled

Previous Occupation (if retired or no longer working): Disabled

Education and/or experience: Some college

Please check which board or committee you are interested in serving on. Individual applications for each board or committee (if you wish to serve on more than one): 9-1-1 Committee

This application is for a... (choose one): New appointment

Briefly describe why you want to serve on a board/committee (1,000 character limit): I have served on several different boards when I worked with youth move Maine and thrive.i love doing work like this and love to help out my community and help changing and improving my community. I also am currently working and volunteering with maine equal justice.

What do you hope to accomplish?: Changing and bettering my community in any way that I can

Are you presently serving on a City or Community Board or Committee? If so, which one(s)?: No

Have you previously served on a City or Community Board or Committee? If so, which one(s)?: No

Dates served (if known):

How did you learn of this vacancy?: I look online for boards and committees

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.  
By typing your full name below, you are "signing" this electronic application.: Cheyenna Baldwin

Date of Electronic Signature: 11/26/2019

# CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

DEC 20 2019

Please complete this application for consideration to serve on a board or committee of the City of Auburn. Submission of an application does not imply or guarantee an appointment to any board or committee. The City reserves the right to appoint board and committee members as vacancies arise and to perform background checks or any other necessary investigations on applicants. Incomplete applications and those which list more than one committee will not be considered.

Date: 12/18/2019  
 Last name: Patscande First name: Susan Middle initial: M  
 Residence address: 94 Western Ave Ward: 3  
 City: Auburn State: ME Zip code: 04210  
 Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell phone: 386-299-9133  
 Email address: lily0619@aol.com  
 Current occupation: Retired  
 Previous occupation (if retired or no longer working): Non Profit Executive Director  
 Educational and/or experience (or attach your resume): see attached

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

- |   |  |
|---|--|
| <input type="checkbox"/> 9-1-1 Committee            | <input type="checkbox"/> Airport Board                     |
| <input type="checkbox"/> Auburn Housing Authority   | <input type="checkbox"/> Audit & Procurement Committee     |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Cable TV Advisory Board           |
| <input type="checkbox"/> CDBG Loan Committee        | <input type="checkbox"/> Community Forest Board            |
| <input type="checkbox"/> Complete Streets Committee | <input type="checkbox"/> Conservation Commission           |
| <input type="checkbox"/> Ethics Panel               | <input type="checkbox"/> Finance Committee                 |
| <input type="checkbox"/> L/A Transit Committee      | <input type="checkbox"/> Parks & Recreation Advisory Board |
| <input type="checkbox"/> Planning Board             | <input type="checkbox"/> Sewer District                    |
| <input type="checkbox"/> St. Louis Bells Committee  | <input type="checkbox"/> Water District                    |
| <input type="checkbox"/> Zoning Board of Appeals    | <input type="checkbox"/> Other <u>Age Friendly</u>         |





Is this application for a ☒ new appointment or \_\_\_ reappointment or \_\_\_ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed).

Dedicated to helping our home town to thrive and meet the needs of citizens

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed).

Help Auburn to be a stellar example of an aging friendly community.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)?

Raising The Bells - Fundraising

Dates served (if known)? Fall 2018 - present

Have you previously served on a City or Community Board or Committee? If so, which one(s)?

Recreation Advisory - First Auburn Seniors

Dates served (if known)? Through Norway Arena at repurposing of Ingersoll

How did you learn of this vacancy? Word of mouth

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: Susan Patenaude Date: 12/18/2019

Please submit your application to;

Susan Clements-Dallaire, City Clerk

60 Court Street, Auburn, ME 04210

207-333-6601, extension 1126 [sdallaire@auburnmaine.gov](mailto:sdallaire@auburnmaine.gov)

DEC 20 2019

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: \_\_\_\_\_  
APPOINTMENT DATE: \_\_\_\_\_  
TERM EXPIRATION DATE: \_\_\_\_\_  
OATH DATE: \_\_\_\_\_



## RESUMÉ

**SUSAN M. PATNEAUDE**

**94 Western Ave**

**Auburn, Maine 04210**

**Cell (386) 299-9133**

**E-mail: lily0619@aol.com**

**SUMMARY:** 35 + years of experience in non-profit leadership with an emphasis on the following areas of expertise:

Team Building	Supervision and Management of Staff and Volunteers
Strategic Planning	Financial Development/Grant Writing/Donor Development
Fundraising/"Friendraising"	Workplace Safety and Risk Management
Community Involvement	Human Resources Administration/Benefits Management
Community Resource Development	Program and Policy Development
Public Relations	Collaboration and Networking

### **EMPLOYMENT HISTORY:**

**The Box Project, Daytona Beach, Florida. June, 2004 to October, 2009**

**Position: Executive Director**

**Duties:** Chief executive officer of a national non-profit organization addressing issues of rural poverty in the poorest regions of the United States. Supervision of a small local staff and oversight of multi-state provision of services and multiple referring agencies. Work directly with a board of directors and serve on all board committees. Ensure financial stability, write and administer grants, manage day-to-day activities and guide the staff and programs to fulfill long and short-term goals and objectives. Provide leadership and direction in the areas of strategic planning, program development, budgeting, funds development, personnel administration, and development of policies and procedures. Developed new programs including "ClassMatch Club", redesigned other programs to better meet needs of both sponsors and recipients. Maintain expertise on issues of poverty, hunger, homelessness and their prevention

**Rural Community Action Ministry, Leeds, Maine. January, 1998 – June, 2004**

**Position: Executive Director**

**Duties:** Chief executive officer of a multi-faceted rural organization with primary service focus on homelessness, hunger and basic well being of vulnerable rural population. Oversight and management of a 10 member staff and multiple programs. Worked directly with a board of directors and served on all board committees. Ensured financial stability, wrote and administered grants, managed day-to-day activities and guided the staff and programs to fulfill long and short-term goals and objectives. During my tenure I moved the organization from the second story of a church to a building of our own. Acquired funding for new programs including a Faith in Action program to provide transportation and other support services to the rural elderly, homeless prevention programs, built a long term transitional home for homeless families and provided intensive support to help them achieve goals and become self sufficient..





**United Way of the Tri-Valley Area, Farmington, Maine. January, 1995 – January, 1998**

**Position: Executive Director**

**Duties:** Served as chief executive officer of a metro VII United Way in the western mountains of rural Maine. Managed the day-to-day operation of the organization, formulated and implemented short-term objectives to advance the long-range plan. Monitored adherence to the mission of the organization. Provided leadership and direction in the areas of fundraising, policy development and strategic planning, fund distribution, event planning, volunteer recruitment, training and supervision. Provided leadership to the board of directors and all committees. Performed public relations and public speaking activities and participated in community building, networking and collaboration activities. Active participation in United Ways of Maine statewide organization.

**United Valley Chapter, American Red Cross, Auburn, Maine. 1995**

**Position: Financial Development Director**

**Duties:** Responsible for providing training and leadership to the Financial Development Committee of the chapter board of directors with the goal of enhancing the financial development expertise of the organization's board and volunteers.

**Acadia Health Education Coalition, Hallowell, Maine. 1992–1995**

**Position: Western Regional Coordinator - then Interim Executive Director**

**Duties:** Responsible for developing training and educational opportunities for medical students interested in exploring rural practice. Secured physician preceptors, housing and other accommodations for students in rural, medically underserved areas of western Maine. Served as interim Executive Director between directors and during the search for new leadership

**Abused Women's Advocacy Project, Auburn, Maine. 1981–1990**

**Position: Executive Director**

**Duties:** Chief executive officer of battered women's shelter serving three counties in the State of Maine. Responsible for the overall management of a 15-bed emergency residential shelter, providing counseling and advocacy services for abused women and their children in three counties in Maine. Administered personnel, programs, services, and annual budget. Worked closely with and for a volunteer board of directors. Raised operational funds. Developed a solid network of financial and other support throughout all levels of private business, government agencies and civic organizations. Educated the public on issues of domestic violence and helped initiate legislative and societal change. Implemented ground breaking programs for men who batter and programs to help boys and girls learn how to have non-violent, healthy relationships.

**EDUCATION:**

Chamberlain School, Boston, Massachusetts. Graduated 1968

Course of Study: Business Management and Personnel Administration/Human Resources Management  
Successfully completed intensive curriculum in all aspects of business and personnel management.





**SUSAN M. PATNEAUDE**  
**94 Western Ave.**  
**Auburn, Maine 04210**  
**Home (207) 784-7064 - Cell (386) 299-9133**  
**E-mail: lily0619@aol.com**

## **SUPPLEMENTARY EDUCATION AND EXPERIENCE**

### **PAST VOLUNTEER/PROFESSIONAL SERVICE:**

- Board Member, The Box Project, a national nonprofit organization
- Board Member, Maine Association of Nonprofits, State of Maine
- Board Member, Child Abuse and Neglect Council, Lewiston, Maine
- Board Member and Past President, Sexual Assault Crisis Center, Lewiston, Maine
- Board Member and Vice President for Fundraising, Daytona Beach Symphony Guild
- Consultant for Volusia County Home Builders Association non-profit "Builder's Care"
- Member of the Maine Coalition for the Homeless
- Member and Past President, Maine Coalition for Family Crisis Services, State of Maine
- Chair, Maine Coalition for Family Crisis Services Legislative Committee
- Board Development Trainer for Nonprofit Boards of Directors
- Member since 1989 and Past President (two terms) of Rotary Clubs in Maine and Florida
- Mentor for Florida's Take Stock in Children Program
- Board Member, Daytona Beach Symphony Guild
- Volusia/Flagler United Way Allocations Panel Chair
- Served 3 years as President of First Auburn Seniors. Current member.
- Served on the Recreation Advisory Committee during development of Norway Arena and re-purposing of the Ingersoll Arena
- Currently serve on Auburn's Raising the Bells Fundraising Committee

### **PROFESSIONAL TRAINING/KNOWLEDGE:**

Personnel Management/Legal Compliance/Labor Laws/Best Practices

Strategic Planning

Risk Management and Workplace Safety

Grant Writing

Program and Policy Development

Capacity Building

Critical Challenges and Opportunities in Building Stronger Communities

Balancing our Resources in a Changing Economy

Organizational Development of Community Based Nonprofits

Nonprofit Administration

Budgeting and Financial Management

Identifying and Cultivating the Major Donor

Legal Responsibilities of Nonprofits

Board Governance







Is this application for a \_\_\_ new appointment or ☒ reappointment or \_\_\_ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed).

I have enjoyed my service on the board and feel my knowledge of Auburn as well as government has been helpful.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed).

Promote the Airport to benefit the cities of Auburn & Andover as well as move toward being self sufficient financially.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)?

Airport Board Chair

Dates served (if known)? 2014 (I think) to current.

Have you previously served on a City or Community Board or Committee? If so, which one(s)?

(above)

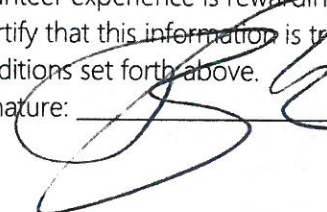
Dates served (if known)?

How did you learn of this vacancy?

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: 

Date: Jan 6, 2020

Please submit your application to;  
Susan Clements-Dallaire, City Clerk  
60 Court Street, Auburn, ME 04210

207-333-6601, extension 1126 [sdallaire@auburnmaine.gov](mailto:sdallaire@auburnmaine.gov)

**FOR OFFICE USE ONLY**

DATE APPLICATION RECEIVED: \_\_\_\_\_  
APPOINTMENT DATE: \_\_\_\_\_  
TERM EXPIRATION DATE: \_\_\_\_\_  
OATH DATE: \_\_\_\_\_

## Susan Clements-Dallaire

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**From:** donotreply@auburnmaine.gov  
**Sent:** Friday, December 13, 2019 1:47 PM  
**To:** Susan Clements-Dallaire  
**Subject:** A New Form Has Been Submitted - Board/Committee Application

The following form has been submitted by an end-user of the website: Board/Committee Application

Date of Application: 12/13/2019

First Name: Andrew

Middle Initial:

Last Name: John

Residence Address: 32 Woodbury Hill Rd

Ward: Ward 5

City: AUBURN

Home Phone: 8602130164

Cell Phone: 8602130164

E-mail Address: andrewpeterj@yahoo.com

Current Occupation: Base manager/Pilot

Previous Occupation (if retired or no longer working):

Education and/or experience: Fixed wing and rotary wing rated pilot with years of experience in operational management

Please check which board or committee you are interested in serving on. Individual applications for each board or committee (if you wish to serve on more than one).: **Airport Board**

This application is for a... (choose one): New appointment

Briefly describe why you want to serve on a board/committee (1,000 character limit): I am looking to become more involved in the local/aviation community here in Auburn. I've participated in the upkeep and general day to day duties of maintaining a single runway airport as a point of personal pride in a past facility where i worked. I worked as the Assistant Chief Flight Instructor where the owner of the flight school was also the airport manager on the field. The description for the position says no aviation experience required, i can't help but think how much more the position and board would benefit having access to more field related resources. Who has a better visualization for a thriving airport than someone who witnesses airports grow and fail across the northeast everyday. My interests also have a personal investment as well, being a part of the local aviation community, i want it to be as well connected as possible.

This helps pilots/mechanics help each other and also helps the next generation's interest as well. All this encourages growth on the field.

What do you hope to accomplish?: What i mainly hope to accomplish is that my input is well recieved. We want people to WANT to fly/hangar/stay in Auburn. I spend a good portion of my time at KLEW and would like to see it thrive. I feel i may be able to assist in making that happen.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? No

Have you previously served on a City or Community Board or Committee? If so, which one(s)? No

Dates served (if known):

How did you learn of this vacancy?: Website

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above. By typing your full name below, you are "signing" this electronic application.: Andrew John

Date of Electronic Signature: 12/13/2019



## Susan Clements-Dallaire

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**From:** donotreply@auburnmaine.gov  
**Sent:** Thursday, December 19, 2019 3:13 PM  
**To:** Susan Clements-Dallaire  
**Subject:** A New Form Has Been Submitted - Board/Committee Application

The following form has been submitted by an end-user of the website: Board/Committee Application

Date of Application: 12/19/2019

First Name: Laurel

Middle Initial: D

Last Name: Libby

Residence Address: 365 Park Avenue

Ward: Ward 2

City: Auburn

Home Phone: 207-632-7619

Cell Phone: 207-632-7619

E-mail Address: laurel.libby@gmail.com

Current Occupation: Interior Decorator

Previous Occupation (if retired or no longer working):

Education and/or experience: Bachelor of Science in Nursing

Please check which board or committee you are interested in serving on. Individual applications for each board or committee (if you wish to serve on more than one).: **Planning Board**

This application is for a... (choose one): New appointment

Briefly describe why you want to serve on a board/committee (1,000 character limit): In the last year I have been involved in advocacy at the state level, and I want to get involved at the local level. A stronger Maine begins at the town level, and I believe Auburn has amazing potential. I've seen growth happening in the past decade that our family has lived in Auburn, and am looking forward to helping that growth continue as we move forward into the new decade. While I have never served on a board, I do have an appetite for learning and a strong work ethic, and believe I will be an asset to our city.

What do you hope to accomplish?: I hope to see Auburn's economy continue to grow, encourage businesses to make our town their home, and bring more young families to Auburn.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? No

Have you previously served on a City or Community Board or Committee? If so, which one(s)? No

Dates served (if known): N/A

How did you learn of this vacancy?: From Steve Bannister and Mayor Levesque

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.  
By typing your full name below, you are "signing" this electronic application.: Laurel Libby

Date of Electronic Signature: 12/19/2019

## Susan Clements-Dallaire

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**From:** donotreply@auburnmaine.gov  
**Sent:** Friday, December 27, 2019 2:10 PM  
**To:** Susan Clements-Dallaire  
**Subject:** A New Form Has Been Submitted - Board/Committee Application

The following form has been submitted by an end-user of the website: Board/Committee Application

Date of Application: 12/27/2019

First Name: Riley

Middle Initial: P

Last Name: Bergeron

Residence Address: 142 Conant Ave

Ward: Ward 2

City: Auburn

Home Phone: 2072128760

Cell Phone: 2072128760

E-mail Address: the.riley.bergeron@gmail.com

Current Occupation: Owner of Cailler Painters

Previous Occupation (if retired or no longer working):

Education and/or experience: Degree from University of Southern Maine in Environmental Planning and Policy

Please check which board or committee you are interested in serving on. Individual applications for each board or committee (if you wish to serve on more than one).: **Planning Board**

This application is for a... (choose one): New appointment

Briefly describe why you want to serve on a board/committee (1,000 character limit): I have lived in Auburn for almost my entire life, and as I plan to continue living here for the rest of my life I have an interest in the long-term health of our community. I believe that my academic experience in environmental planning and policy makes me uniquely qualified to help participate in a process that will help our city develop going forward while still keeping all the elements that make Auburn, Maine such a great place to live.

What do you hope to accomplish?: I hope I can constructively participate in the process that keep the city I live in a great place for anyone to live or do business in.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)?: No.

Have you previously served on a City or Community Board or Committee? If so, which one(s)? No.

Dates served (if known):

How did you learn of this vacancy?:

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.  
By typing your full name below, you are "signing" this electronic application.: Riley Bergeron

Date of Electronic Signature: 12/27/2019

## Susan Clements-Dallaire

---

**From:** donotreply@auburnmaine.gov  
**Sent:** Thursday, December 19, 2019 3:13 PM  
**To:** Susan Clements-Dallaire  
**Subject:** A New Form Has Been Submitted - Board/Committee Application

The following form has been submitted by an end-user of the website: Board/Committee Application

Date of Application: 12/19/2019

First Name: Laurel

Middle Initial: D

Last Name: Libby

Residence Address: 365 Park Avenue

Ward: Ward 2

City: Auburn

Home Phone: 207-632-7619

Cell Phone: 207-632-7619

E-mail Address: laurel.libby@gmail.com

Current Occupation: Interior Decorator

Previous Occupation (if retired or no longer working):

Education and/or experience: Bachelor of Science in Nursing

Please check which board or committee you are interested in serving on. Individual applications for each board or committee (if you wish to serve on more than one).: **Planning Board**

This application is for a... (choose one): New appointment

Briefly describe why you want to serve on a board/committee (1,000 character limit): In the last year I have been involved in advocacy at the state level, and I want to get involved at the local level. A stronger Maine begins at the town level, and I believe Auburn has amazing potential. I've seen growth happening in the past decade that our family has lived in Auburn, and am looking forward to helping that growth continue as we move forward into the new decade. While I have never served on a board, I do have an appetite for learning and a strong work ethic, and believe I will be an asset to our city.

What do you hope to accomplish?: I hope to see Auburn's economy continue to grow, encourage businesses to make our town their home, and bring more young families to Auburn.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? No

Have you previously served on a City or Community Board or Committee? If so, which one(s)? No

Dates served (if known): N/A

How did you learn of this vacancy?: From Steve Bannister and Mayor Levesque

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.  
By typing your full name below, you are "signing" this electronic application.: Laurel Libby

Date of Electronic Signature: 12/19/2019





## CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

Please complete this application for consideration to serve on a board or committee of the City of Auburn. Submission of an application does not imply or guarantee an appointment to any board or committee. The City reserves the right to appoint board and committee members as vacancies arise and to perform background checks or any other necessary investigations on applicants. Incomplete applications and those which list more than one committee will not be considered.

Date: 11/18/19

Last name: HAYES First name: ROBERT Middle initial: P

Residence address: 172 ALLEN AVE Ward: 2

City: AUBURN State: ME Zip code: 04210

Home phone: 207-782-1396 Work phone: \_\_\_\_\_ Cell phone: 207-232-3903

Email address: JA HAYES1868@YAHOO.COM

Current occupation: RETIRED

Previous occupation (if retired or no longer working): SMALL RETAIL BUSINESS OWNER/MGR

Educational and/or experience (or attach your resume): ATTACHED

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

- |   |  |
|---|--|
| <input type="checkbox"/> 9-1-1 Committee            | <input type="checkbox"/> Airport Board                     |
| <input type="checkbox"/> Auburn Housing Authority   | <input type="checkbox"/> Audit & Procurement Committee     |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Cable TV Advisory Board           |
| <input type="checkbox"/> CDBG Loan Committee        | <input type="checkbox"/> Community Forest Board            |
| <input type="checkbox"/> Complete Streets Committee | <input type="checkbox"/> Conservation Commission           |
| <input type="checkbox"/> Ethics Panel               | <input type="checkbox"/> Finance Committee                 |
| <input type="checkbox"/> L/A Transit Committee      | <input type="checkbox"/> Parks & Recreation Advisory Board |
| <input checked="" type="checkbox"/> Planning Board  | <input type="checkbox"/> Sewer District                    |
| <input type="checkbox"/> St. Louis Bells Committee  | <input type="checkbox"/> Water District                    |
| <input type="checkbox"/> Zoning Board of Appeals    | <input type="checkbox"/> Other _____                       |

Is this application for a ☒ new appointment or ☐ reappointment or ☐ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). DESIRE TO STAY INVOLVED AND LEAD EXORAMBLE FROM 10 YEARS ON THE PLANNING BOARD AND 13 YEARS ON THE COUNCIL

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). TO ADVANCE THE PRESENTLY PENDING STRATEGIC PLAN AND TO PARTICIPATE IN THE REVIEW & UPDATE OF THE CITY'S COMPREHENSIVE PLAN.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? NO

Dates served (if known)? \_\_\_\_\_

Have you previously served on a City or Community Board or Committee? If so, which one(s)?

YES PLANNING BOARD & CITY COUNCIL

Dates served (if known)? Planning Board '77-'88 Council '05-15 + '18-19

How did you learn of this vacancy? \_\_\_\_\_

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: Chris Hagan Date: 12/18/19

Please submit your application to;  
Susan Clements-Dallaire, City Clerk  
60 Court Street, Auburn, ME 04210

207-333-6601, extension 1126 [sdallaire@auburnmaine.gov](mailto:sdallaire@auburnmaine.gov)

**DEC 19 2019** FOR OFFICE USE ONLY  
DEC 9 2019

DATE APPLICATION RECEIVED: \_\_\_\_\_  
APPOINTMENT DATE: \_\_\_\_\_  
TERM EXPIRATION DATE: \_\_\_\_\_  
OATH DATE: \_\_\_\_\_

For more than 60 years, I have been involved in our community,

- as student in the Auburn Public Schools,
- as owner/manager of J.L.Hayes/Agway,
- as member of the Chamber of Commerce,
- as member/chairperson of the Planning Board,
- as Ward 2 City Councilor,
- as member of the L/A Railroad Co. Board,
- as City representative to the L/A Airport Board,
- as a certified ski instructor at Lost Valley.

#### EDUCATION:

- Auburn Public Schools (ELHS 65)
- Union College, Schenectady, NY (Industrial Economics)
- Univ. of Southern Maine (Business Administration)
- Univ. of Maine – Augusta (Public Administration)
- Navy Officer Candidate School, Newport, RI
- Navy Supply School, Athens, GA

#### PROFESSIONAL EXPERIENCE:

- United States Navy (Active '70-'73; Reserve '73-'95; Retired Commander, Supply Corps)
- E.C.Jordan Co., Portland, ME (Community and Regional Land-Use Planner '69-'70, '73-'75)
- J.L.Hayes/Agway (Small Business Manager 1975-2015)

#### COMMUNITY INVOLVEMENT:

- Chamber of Commerce (1975-2015)
- Auburn Planning Board (Member '77-'90, Chairperson '88-'90)
- Lewiston Downtown Development & Management Corp. (Director '80-'87, Chairperson '85-'87)
- Auburn City Council (Ward 2, 2005-2015)

*2018-2019*







## CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

Please complete this application for consideration to serve on a board or committee of the City of Auburn. Submission of an application does not imply or guarantee an appointment to any board or committee. The City reserves the right to appoint board and committee members as vacancies arise and to perform background checks or any other necessary investigations on applicants. Incomplete applications and those which list more than one committee will not be considered.

Date: 11/15/19

Last name: Staples First name: Dana Middle initial: N

Residence address: 32 Greenfield Drive Ward: 5

City: Auburn State: ME Zip code: 04210

Home phone: 207-240-1671 Work phone: 207-518-4580 Cell phone: 207-240-1671

Email address: dana.staples@gmail.com

Current occupation: Conversions Manager

Previous occupation (if retired or no longer working): \_\_\_\_\_

Educational and/or experience (or attach your resume): attached resume

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

- |  |   |
|--|---|
| <input type="checkbox"/> 9-1-1 Committee                   | <input type="checkbox"/> Airport Board                                |
| <input type="checkbox"/> Auburn Housing Authority          | <input type="checkbox"/> Audit & Procurement Committee                |
| <input type="checkbox"/> Board of Assessment Review        | <input type="checkbox"/> Cable TV Advisory Board                      |
| <input type="checkbox"/> CDBG Loan Committee               | <input type="checkbox"/> Community Forest Board                       |
| <input type="checkbox"/> Conservation Commission           | <input type="checkbox"/> Ethics Panel                                 |
| <input type="checkbox"/> Finance Committee                 | <input type="checkbox"/> L/A Transit Committee                        |
| <input type="checkbox"/> Parks & Recreation Advisory Board | <input type="checkbox"/> Poland-Auburn Economic Development Committee |
| <b>XXX Planning Board</b>                                  | <input type="checkbox"/> Sewer District                               |
| <input type="checkbox"/> Water District                    | <input type="checkbox"/> Zoning Board of Appeals                      |

Is this application for a **XX new appointment** or \_\_\_\_ reappointment or \_\_\_\_ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed).

I'm deeply interested in the future growth of Auburn. I have served on several boards and committees over the years to positively forward the progress of our city. I think that serving on the Planning Board is a natural progression of my work.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)?  
Dates served (if known)?

Parks and Recreation Advisory Board from 1/14-present  
Complete Streets from 7/17-present

Have you previously served on a City or Community Board or Committee? If so, which one(s)?  
Dates served (if known)?

Zoning Board of Appeals 10/16-10/19  
Strategic Planning 2018-2019

How did you learn of this vacancy? \_\_\_\_\_ email \_\_\_\_\_

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.  
Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen! I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: \_\_\_\_\_ Dana Staples (electronic signature) Date: 11/15/19 \_\_\_\_\_

Please submit your application to;  
Susan Clements-Dallaire, City Clerk  
60 Court Street, Auburn, ME 04210  
207-333-6601, extension 1126 [sdallaire@auburnmaine.gov](mailto:sdallaire@auburnmaine.gov)

FOR OFFICE USE ONLY	
DATE APPLICATION RECEIVED:	<u>11-15-19</u>
APPOINTMENT DATE:	_____
TERM EXPIRATION DATE:	_____
OATH DATE:	_____



**Experience**    [Conversions, Tyler Technologies](#)  
Conversions Manager 2018-present, Team Lead 2016 – 2018

- Led an effective and productive team
- Delivered high quality conversions on time
- Built interdepartmental relationships

[Development, Tyler Technologies](#)  
Software Engineer 2007 – 2016, Programmer 2005-2007

- Developed unique solutions to complex problems
- Partnered with Sales and Support to stabilize Dashboard

[Development Systems Methodology, Fairchild Semiconductor](#)  
Software Engineer 2001 – 2003

- Analyzed and automated complex tasks

**Education**    [University of Southern Maine – Portland, ME](#)

- MS Computer Science, 2005

[Rensselaer Polytechnic Institute – Troy, NY](#)

- BS Computer Science, 2001

**Projects**    Maine App Challenge, Lead

- Effectively utilized skills of a diverse team
- Prepared an annual budget

**Leadership**    Parks and Recreation Advisory Board, Auburn (chair)  
Lewiston/Auburn Complete Streets Committee  
Auburn Zoning Board of Appeals  
Auburn Strategic Planning Committee

**Skills &  
Abilities**

- I excel at learning new things.
- I am a proven leader.
- I get things done.





**CITY OF AUBURN  
BOARD & COMMITTEE  
APPOINTMENT APPLICATION**

Please complete this application for consideration to serve on a board or committee of the City of Auburn. Submission of an application does not imply or guarantee an appointment to any board or committee. The City reserves the right to appoint board and committee members as vacancies arise and to perform background checks or any other necessary investigations on applicants. Incomplete applications and those which list more than one committee will not be considered.

Date: 22 Nov 2019

Last name: Paradis First name: Andrew Middle initial: P

Residence address: 92 N Auburn Road Ward: 1

City: Auburn State: ME Zip code: 04210

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell phone: 207 399 0737

Email address: andrew.p.paradis@gmail.com

Current occupation: Software Engineer

Previous occupation (if retired or no longer working): \_\_\_\_\_

Educational and/or experience (or attach your resume): Masters of Engineering Physics

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

- |   |  |
|---|--|
| <input type="checkbox"/> 9-1-1 Committee            | <input type="checkbox"/> Airport Board                     |
| <input type="checkbox"/> Auburn Housing Authority   | <input type="checkbox"/> Audit & Procurement Committee     |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Cable TV Advisory Board           |
| <input type="checkbox"/> CDBG Loan Committee        | <input type="checkbox"/> Community Forest Board            |
| <input type="checkbox"/> Complete Streets Committee | <input type="checkbox"/> Conservation Commission           |
| <input type="checkbox"/> Ethics Panel               | <input type="checkbox"/> Finance Committee                 |
| <input type="checkbox"/> L/A Transit Committee      | <input type="checkbox"/> Parks & Recreation Advisory Board |
| <input checked="" type="checkbox"/> Planning Board  | <input type="checkbox"/> Sewer District                    |
| <input type="checkbox"/> St. Louis Bells Committee  | <input type="checkbox"/> Water District                    |
| <input type="checkbox"/> Zoning Board of Appeals    | <input type="checkbox"/> Other _____                       |



Is this application for a X new appointment or \_\_\_ reappointment or \_\_\_ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). When I moved to Auburn in 2017 I decided to get involved in the community. I'm now treasurer for Perkins Ridge Sno Travelers, and Secretary for Lake Auburn Watershed Neighborhood Assoc. I'd like to deepen my volunteerism.  
What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). I have no specific agenda, but I want to help the city and its neighborhoods as I'm able. I plan to learn from fellow Board members, listen to the concerns brought to the Board, and be objective and thoughtful in helping to find solutions.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? No

Dates served (if known)? \_\_\_\_\_

Have you previously served on a City or Community Board or Committee? If so, which one(s)?  
No

Dates served (if known)? \_\_\_\_\_

How did you learn of this vacancy? Email from Dan B. Lodeau

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: \_\_\_\_\_

Date: 22 Nov 2019

Please submit your application to;  
Susan Clements-Dallaire, City Clerk  
60 Court Street, Auburn, ME 04210  
207-333-6601, extension 1126 [sdallaire@auburnmaine.gov](mailto:sdallaire@auburnmaine.gov)

**FOR OFFICE USE ONLY**

DATE APPLICATION RECEIVED: 12-2-19  
APPOINTMENT DATE: \_\_\_\_\_  
TERM EXPIRATION DATE: \_\_\_\_\_  
OATH DATE: \_\_\_\_\_









Is this application for a ☒ new appointment or \_\_\_ reappointment or \_\_\_ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). Attached

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). Attached

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? No

Dates served (if known)? —

Have you previously served on a City or Community Board or Committee? If so, which one(s)? No

Dates served (if known)? —

How did you learn of this vacancy? Eric Cousens, Planning

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: [Signature] Date: 11/21/17

Please submit your application to;  
Susan Clements-Dallaire, City Clerk  
60 Court Street, Auburn, ME 04210

207-333-6601, extension 1126 [sdallaire@auburnmaine.gov](mailto:sdallaire@auburnmaine.gov)

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 11/21/17  
APPOINTMENT DATE: \_\_\_\_\_  
TERM EXPIRATION DATE: \_\_\_\_\_  
OATH DATE: \_\_\_\_\_





## JOHN M. ENGLER

8 Cushman Place #5 Auburn ME 04210 • jengler7@gmail.com • (857) 272-5069

### SUMMARY

Maine born-and-raised entrepreneur with background in business strategy consulting and international/community development, recently moved to Auburn and interested in becoming more active in the community

### EXPERIENCE

#### Riverview Equipment LLC

Owner

Auburn, Maine  
2017 - present

- Providing state-of-the-art indoor horticultural production capacity to compliant medical cannabis growers

#### High Sail Cannabis

Owner/Caregiver

Auburn, Maine  
2016 - present

- Growing premium cannabis medicines organically for local medical marijuana patients

#### The Boston Consulting Group

Project Leader (promoted from Consultant)

Boston, Massachusetts  
2011 - 2015

- Served Fortune 500 and smaller clients across industries including Financial Services, Energy, Consumer Packaged Goods, Industrial Goods, Retail, Pharmaceuticals
- Assisted clients in a variety of projects including strategic analysis & planning, cost reduction & efficiency improvements, organizational design & transformation, customer insight, and due diligence
- See below for full project summary

#### United States Peace Corps

Environmental Education Volunteer

Sololá, Guatemala  
2007-2009

- Initiated and managed reforestation project in four rural indigenous communities that was replicated by an international NGO and expanded to 44 villages and 100K trees
- Developed and directed school infrastructure and education project that improved health, hygiene and nutrition for children in three rural primary schools
- Designed, financed, and executed cook stove project in four rural communities, reducing firewood consumption by 50% and respiratory illness by an estimated 45%
- Participated in redesign of national HIV prevention program to shift focus from low-risk to high-risk groups and trained hundreds of health care and educational professionals

### EDUCATION

#### Duke University, The Fuqua School of Business

Master of Business Administration

Durham, North Carolina  
2011

#### McGill University, The McGill School of Environment

Bachelor of Arts, Environment and Sustainable Development

Montreal, Canada  
2004

### ADDITIONAL

- Born and raised in Bowdoinham, lived there for two years before moving to Auburn in 2018
- Fluent in Spanish
- PADI-certified Dive Master and outdoors enthusiast
- Completed 10,000mi solo bicycle tour Portland, OR > Lima, Peru in 2016



### **Desire to serve on Auburn Planning Board**

After ~15 years outside of Maine for work and education, I moved back in 2016 to enjoy Maine's quality of life while starting a new career as a entrepreneur and small business person. I started a business in Auburn that year, and in 2018 my wife and I decided we loved the community and we moved here from Bowdoinham. We have been in Auburn for six months and want to get more involved with the community.

I specifically learned about the opportunity to serve on the Planning Board from Eric Cousens, who I have gotten to know through the Marijuana Task Force (I attended three meetings of the Task Force this year as a concerned citizen). I hope to serve on the Planning Board to help the City develop/adopt a Marijuana Ordinance that is sensible and protects public safety while promoting economic development & job creation.

### **What I hope to accomplish if named to Auburn Planning Board**

- Learn more about local community development issues and challenges, and understand where the City stands now relative to its Comprehensive Plan
- Support the implementation of the Comprehensive Plan
- Work to help Auburn develop its local economy while enriching quality of life for all community members
- Provide perspective and input from the cannabis business and medical cannabis communities as the City finalizes its Marijuana Ordinance, to help the City develop and regulate this emerging industry sensibly
- Help City think through alternative approaches to supporting agricultural development (i.e. adjustments to Agricultural Zone)
- Get to know my new community better while serving and giving back



## Boston Consulting Group Project Summary

- **Strategic analysis and road-mapping:**
  - Designed growth strategy for financial services technology provider resulting in >50% volume lift for declining legacy business while creating new product strategy for future growth
  - Identified / prioritized >\$500M in cost savings for office supply retailer to fund implementation of a new corporate strategy
  - Led supply chain diagnostic and prioritization of operational efficiency initiatives, and supported the creation of a PMO for Brazilian subsidiary of a global Food & Beverage company resulting in >\$150M (15%) in sales above plan the following year
- **Customer insight-driven strategy:**
  - Created a strategic roadmap to transform the brand and business of an apparel and accessories retailer leveraging qualitative and quantitative consumer insight and big data analytics resulting in >\$100M projected sales growth
  - Defined ideal customer experience for consumer and small and medium enterprise segments and created pilots and metrics to measure success for a major North American Postal Service
  - Developed roadmap for the redesign of a financial services provider's website using qualitative and quantitative consumer research and competitor benchmarking
  - Implemented customer retention initiatives at a market-leading liquid fuel supplier, including the creation of an IT tool for customer service reps and customer segmentation based on lifetime value
- **Organizational design and transformation:**
  - Led enterprise-wide effort to identify and prioritize efficiency and simplification opportunities for global pharmaceutical firm to support a larger business model transformation
  - Designed target operating model for support functions of new business unit being launched by a tax and advisory firm
  - Reorganized operations division of global eye health company achieving organizational efficiencies and >\$10M in cost savings
- **Due diligence:**
  - Evaluated the prospects of a North American footwear brand in three key international markets using quantitative consumer research and strategic analysis; successfully counseled bidder to proceed forward with acquisition
  - Supported a financial services firm through months of exclusive negotiations over purchase of business units incorporating nearly \$500B assets under management; successfully counseled seller to walk away from unattractive deal terms
  - Developed investment thesis and valuation for a bidder pursuing the purchase of a direct online bank





## CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

Please complete this application for consideration to serve on a board or committee of the City of Auburn. Submission of an application does not imply or guarantee an appointment to any board or committee. The City reserves the right to appoint board and committee members as vacancies arise and to perform background checks or any other necessary investigations on applicants. Incomplete applications and those which list more than one committee will not be considered.

Date: 12-10-19

Last name: Duval First name: Mathieu Middle initial: L

Residence address: 263 Sunderland Dr Ward: 3

City: Auburn State: ME Zip code: 04210

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell phone: 689-8810

Email address: mduval@bates.edu

Current occupation: Educator

Previous occupation (if retired or no longer working): \_\_\_\_\_

Educational and/or experience (or attach your resume): Master of Science

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

- |   |  |
|---|--|
| <input type="checkbox"/> 9-1-1 Committee            | <input type="checkbox"/> Airport Board                     |
| <input type="checkbox"/> Auburn Housing Authority   | <input type="checkbox"/> Audit & Procurement Committee     |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Cable TV Advisory Board           |
| <input type="checkbox"/> CDBG Loan Committee        | <input type="checkbox"/> Community Forest Board            |
| <input type="checkbox"/> Complete Streets Committee | <input type="checkbox"/> Conservation Commission           |
| <input type="checkbox"/> Ethics Panel               | <input type="checkbox"/> Finance Committee                 |
| <input type="checkbox"/> L/A Transit Committee      | <input type="checkbox"/> Parks & Recreation Advisory Board |
| <input checked="" type="checkbox"/> Planning Board  | <input type="checkbox"/> Sewer District                    |
| <input type="checkbox"/> St. Louis Bells Committee  | <input type="checkbox"/> Water District                    |
| <input type="checkbox"/> Zoning Board of Appeals    | <input type="checkbox"/> Other _____                       |





Is this application for a \_\_\_\_ new appointment or X reappointment or \_\_\_\_ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). \_\_\_\_\_

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). \_\_\_\_\_

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? \_\_\_\_\_

Planning Board

Dates served (if known)? 7/19 - 12/19

Have you previously served on a City or Community Board or Committee? If so, which one(s)? \_\_\_\_\_

Comprehensive Plan Update

Dates served (if known)? \_\_\_\_\_

How did you learn of this vacancy? re appointment

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: [Signature] Date: 12-10-19

Please submit your application to;  
Susan Clements-Dallaire, City Clerk  
60 Court Street, Auburn, ME 04210

207-333-6601, extension 1126 [sdallaire@auburnmaine.gov](mailto:sdallaire@auburnmaine.gov)

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: \_\_\_\_\_  
APPOINTMENT DATE: \_\_\_\_\_  
TERM EXPIRATION DATE: \_\_\_\_\_  
OATH DATE: \_\_\_\_\_





***Briefly describe why you want to serve on this committee:***

I am currently a member of the planning board and my term is ending as I was appointed to serve in place of someone who resigned. My initial 6-month stint has been very interesting, and I would very much like to serve for a full term. Serving on the planning board is the place where I feel I can be of most value to the community. I view civic engagement as an important part of living in this country. My children are grown and I feel I now must find a way to serve my community more directly. I have lived in Auburn for 18 years and have been employed by Bates College during that time. I have had many jobs here, but now serve as the Assistant Dean of the Faculty for Strategy and Analysis. In this capacity I work on projects across the institution where I and my colleagues gather evidence and use them to solve strategic planning problems.

***What do you hope to accomplish?***

As a member of the planning board I want to work with city staff, my fellow board members, and city council to assess projects and contribute to smart growth for the city. I enjoy working with gathered evidence, pairing it with our stated values and principles, and working toward sound, responsible decisions that benefit the city of Auburn. Auburn is a great place, and working as part of the city government on smart planning and development is enjoyable work that I want to continue to do.



## Susan Clements-Dallaire

---

**From:** donotreply@auburnmaine.gov  
**Sent:** Thursday, December 12, 2019 1:51 PM  
**To:** Susan Clements-Dallaire  
**Subject:** A New Form Has Been Submitted - Board/Committee Application

The following form has been submitted by an end-user of the website: Board/Committee Application

Date of Application: 12/12/2019

First Name: Matthew

Middle Initial: J

Last Name: Leonard

Residence Address: 169 Davis Ave

Ward: Ward 2

City: Auburn

Home Phone: 2075181155

Cell Phone: 2075181155

E-mail Address: mattjleonard@gmail.com

Current Occupation: CEO, Military Talent Source, LLC

Previous Occupation (if retired or no longer working):

Education and/or experience: MPS, BS, AA, AA

Please check which board or committee you are interested in serving on. Individual applications for each board or committee (if you wish to serve on more than one): **Planning Board**

This application is for a... (choose one): New appointment

Briefly describe why you want to serve on a board/committee (1,000 character limit): To make a positive impact on the community.

What do you hope to accomplish?: An improved economic environment.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)?: No

Have you previously served on a City or Community Board or Committee? If so, which one(s)?: No

Dates served (if known):

How did you learn of this vacancy?: Sun Journal

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.  
By typing your full name below, you are "signing" this electronic application.: Matthew J, Leonard

Date of Electronic Signature: 12/12/2019

## Susan Clements-Dallaire

---

**From:** donotreply@auburnmaine.gov  
**Sent:** Friday, December 6, 2019 2:13 PM  
**To:** Susan Clements-Dallaire  
**Subject:** A New Form Has Been Submitted - Board/Committee Application

The following form has been submitted by an end-user of the website: Board/Committee Application

Date of Application: 12/06/2019

First Name: Andrew

Middle Initial: D

Last Name: Titus

Residence Address: 24 Rubellite Lane

Ward: Ward 3

City: Auburn

Home Phone: 2077847902

Cell Phone: 2077543025

E-mail Address: atitus001@yahoo.com

Current Occupation: Retired

Previous Occupation (if retired or no longer working): Tire sales account manager

Education and/or experience: National Academy Of Paralegals Public office 4 years

Please check which board or committee you are interested in serving on. Individual applications for each board or committee (if you wish to serve on more than one): **Sewer District**

This application is for a... (choose one): New appointment

Briefly describe why you want to serve on a board/committee (1,000 character limit): I have been the Mayor's rep on this committee for 4 years. I would like to continue on as a trustee after I leave office as Councilor.

What do you hope to accomplish?: To help the board maintain above average service while keeping rates as low as possible.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)?: As of 12-16-19 I will be off the Council.



Have you previously served on a City or Community Board or Committee? If so, which one(s)?: Water District Sewer District County Budget Committee Audit Committee

Dates served (if known): December 2016 to December 2019

How did you learn of this vacancy?: I have been on this board as Mayor's rep.

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.  
By typing your full name below, you are "signing" this electronic application.: Andrew Titus

Date of Electronic Signature: 12/06/19

Holly C. Lasagna, Ward One  
Timothy B. MacLeod, Ward Two  
Stephen G. Milks, Ward Three  
Brian S. Carrier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
Katherine E. Boss, At Large

Jason J. Levesque, Mayor

## **IN CITY COUNCIL**

### **ORDER 13-01272020**

ORDERED, that the City Council hereby re-appoints Mathieu Duvall as full member of the Planning Board with a term expiration of 01/01/2023.

Holly C. Lasagna, Ward One  
Timothy B. MacLeod, Ward Two  
Stephen G. Milks, Ward Three  
Brian S. Carrier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
Katherine E. Boss, At Large

Jason J. Levesque, Mayor

## **IN CITY COUNCIL**

### **ORDER 14-01272020**

ORDERED, that the City Council hereby re-appoints John Engler as full member of the Planning Board with a term expiration of 01/01/2023.

Holly C. Lasagna, Ward One  
Timothy B. MacLeod, Ward Two  
Stephen G. Milks, Ward Three  
Brian S. Carrier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
Katherine E. Boss, At Large

Jason J. Levesque, Mayor

## **IN CITY COUNCIL**

### **ORDER 15-01272020**

ORDERED, that the City Council hereby appoints Matthew Leonard as full member of the Planning Board with a term expiration of 01/01/2023.

Holly C. Lasagna, Ward One  
Timothy B. MacLeod, Ward Two  
Stephen G. Milks, Ward Three  
Brian S. Carrier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
Katherine E. Boss, At Large

Jason J. Levesque, Mayor

## **IN CITY COUNCIL**

### **ORDER 16-01272020**

ORDERED, that the City Council hereby appoints Laurel Libby as full member of the Planning Board with a term expiration of 01/01/2023.



Holly C. Lasagna, Ward One  
Timothy B. MacLeod, Ward Two  
Stephen G. Milks, Ward Three  
Brian S. Carrier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
Katherine E. Boss, At Large

Jason J. Levesque, Mayor

## **IN CITY COUNCIL**

### **ORDER 17-01272020**

ORDERED, that the City Council hereby appoints Andrew Paradis as Associate member of the Planning Board with a term expiration of 01/01/2023.

Holly C. Lasagna, Ward One  
Timothy B. MacLeod, Ward Two  
Stephen G. Milks, Ward Three  
Brian S. Carrier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
Katherine E. Boss, At Large

Jason J. Levesque, Mayor

## **IN CITY COUNCIL**

### **ORDER 18-01272020**

ORDERED, that the City Council hereby appoints Riley Bergeron as Associate member of the Planning Board with a term expiration of 01/01/2023.

Holly C. Lasagna, Ward One  
Timothy B. MacLeod, Ward Two  
Stephen G. Milks, Ward Three  
Brian S. Carrier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
Katherine E. Boss, At Large

Jason J. Levesque, Mayor

## **IN CITY COUNCIL**

### **ORDER 19-01272020**

ORDERED, that the City Council hereby appoints Andrew Titus to the Auburn Sewer District Board of Trustees with a term expiration of 03/01/2022.

Holly C. Lasagna, Ward One  
Timothy B. MacLeod, Ward Two  
Stephen G. Milks, Ward Three  
Brian S. Carrier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
Katherine E. Boss, At Large

Jason J. Levesque, Mayor

## **IN CITY COUNCIL**

### **ORDER 20-01272020**

ORDERED, that the City Council hereby re-appoints Patricia Madore to the 911 Committee with a term expiration of 01/01/2022.

Holly C. Lasagna, Ward One  
Timothy B. MacLeod, Ward Two  
Stephen G. Milks, Ward Three  
Brian S. Carrier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
Katherine E. Boss, At Large

Jason J. Levesque, Mayor

## **IN CITY COUNCIL**

### **ORDER 21-01272020**

ORDERED, that the City Council hereby appoints Susan Patneaude to the Age Friendly Community Committee with a term expiration of 06/01/2022.





**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** January 27, 2020

**Order:** 22-01272020

**Author:** Kelsey Earle, Executive Assistant to the City Manager

**Subject:** Maine Bicentennial Parade MOU

---

**Information:**

Authorization requested for the City Manager to sign the Memorandum of Understanding regarding the Maine Bicentennial Parade. The City of Auburn would agree to contribute all staff time expenses associated with parade planning and provide police/fire/EMS and public works department support in planning and day-of activities. Each city will be allocated up to \$8,000 from the Bicentennial Parade budget to cover overtime cost for police/fire/EMS and Public Works expenses associated with the execution of parade. Any overtime costs to the cities beyond the \$8,000 allocation will be provided in-kind by the cities, but not to exceed \$5,000. This memorandum requests the acceptance and signatures of the Commission Chair, Lewiston City Administrator and Auburn City Manager. All details included in the attached MOU.

---

**City Budgetary Impacts:** Not to exceed \$5,000.

---

**Staff Recommended Action:** Allow City Manager Peter Crichton to sign MOU on behalf of the City of Auburn.

---

**Previous Meetings and History:** N/A

---

**City Manager Comments:**

I concur with the recommendation. Signature:

A handwritten signature in blue ink that reads "Peter J. Crichton".

**Attachments:**

Bicentennial MOU

## **Memorandum of Understanding: State of Maine Bicentennial Parade**

The Maine Bicentennial Commission (Maine200) and the cities of Lewiston and Auburn agree to co-host the State of Maine Bicentennial Parade on Saturday, May 16, 2020, according to the terms below:

The parade is a signature event of the Maine Bicentennial Commission and, as such, the Commission is a co-host and co-fundraiser in partnership with the cities of Lewiston and Auburn. Commission staff are promoting parade sponsorship in the Signature Events and Programs fundraising package. The Commission secured Poland Spring (Nestle Waters) as the presenting sponsor of the parade, with a company's donation of \$50,000 earmarked for the parade. Maine200.org lists the parade as a signature event, linking out to the City of Auburn's parade-specific webpage, Maine200parade.com. The Commission promotes the parade via the Maine200 social media accounts (@OfficialME200).

A parade subcommittee is comprised of staff members of each city, Commission representatives, and other interested parties. The subcommittee sets the budget for the parade and chooses a media partner. (The parade subcommittee approved its budget at the November 2019 meeting.) Only those parade expenditures that exceed \$10,000 for a single line item must receive approval from the Commission's executive committee (Commission Chairman Sen. William Diamond, Vice Chairman David Cheever, Treasurer Peter Merrill and State Librarian James Ritter.) Expenditure approvals can be conducted informally, via email. Commission staff/representatives on the parade subcommittee facilitate the approval process.

All funds raised for the parade will be handled by Commission staff, and donations/sponsorships will be committed to Maine200. All funds raised for the parade that exceed parade expenditures will be redistributed to other Commission signature events and programs once all parade invoices are paid. Commission staff will present an update on parade sponsorships and expenditures at each committee meeting, and the parade subcommittee will have access to a full report of the parade account between meetings upon request.

The cities of Lewiston and Auburn agree to contribute all staff time expenses associated with parade planning, including municipal staff participation on the parade subcommittee, and completion of associated planning and executive tasks. The cities of Lewiston and Auburn will provide police/fire/EMS and public works department support in planning and day-of activities.

*Each city will be allocated up to \$8,000 from the Bicentennial Parade budget to cover overtime cost for police/fire/EMS and Public Works expenses associated with the execution of parade. Any overtime costs to the cities beyond the \$8,000 allocation will be provided in-kind by the cities, but not to exceed \$5,000. This donation must be approved by each city council.*

Lewiston and Auburn are encouraged to promote the area's amenities and attractions to complement the parade, and Commission staff will work with the subcommittee to ensure promotion of the area via social media accounts, press outreach and other parade publicity, including coordinating with entities to create group trips and packages to encourage overnight stays during the parade weekend.

---

Commission Chairman Sen. Bill Diamond, SIGN/DATE

---

Lewiston City Administrator Ed Barrett, SIGN/DATE

---

Auburn City Manager Peter Crichton, SIGN/DATE

Holly C. Lasagna, Ward One  
Timothy B. MacLeod, Ward Two  
Stephen G. Milks, Ward Three  
Brian S. Carrier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
Katherine E. Boss, At Large

Jason J. Levesque, Mayor

## **IN CITY COUNCIL**

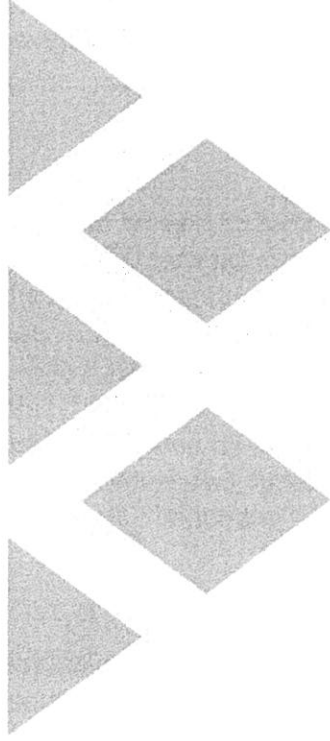
### **ORDER 22-01272020**

ORDERED, that the City Council hereby authorizes the City Manager to sign a memorandum of understanding on behalf of the City of Auburn for costs associated with the Maine Bicentennial Parade, not to exceed \$5,000.

**THE FOLLOWING  
INFORMATION IS  
PROVIDED BY  
COUNCILOR  
LEROY WALKER  
AUBURN WARD 5**

# MONTHLY ACTIVITY REPORT

November 2019  
2020 Fiscal Year



**maine waste**  
to energy

Member Communities

Auburn • Bowdoin • Buckfield • Lovell • Minot • Monmouth • New Gloucester • Poland  
Raymond • Sumner • Sweden • Wales

**MAINE WASTE TO ENERGY  
EXECUTIVE COMMITTEE MEETING**

**Tuesday, December 10, 2019; 11:30 A.M.**

Maine Waste to Energy  
Conference Room  
110 Goldthwaite Rd., Auburn

**Agenda**

- 1. Roll Call**
  - There are five (5) members of the Committee and three (3) members constitute a quorum.
- 2. Minutes**
  - Consider approval of the October 2019 minutes
- 3. Monthly Activity reports**
  - Consider accepting the October 2019 Monthly Activity Report
- 4. Anchour**
  - Progress of digital marketing and video creation
- 5. Payroll Discussion**
  - Upcoming contract discussions
- 6. NextEra energy**
  - Discuss the power contract and Rec's
- 7. Updates**
  - Accounting Associate position
  - Labor position
  - E&I position
  - Metal recycling line
  - Executive Committee vacancy
  - Other

Portions of the agenda of the Executive Committee meeting may be conducted in Executive Session, when appropriate, and upon a vote of the Committee.



## ***Maine Waste to Energy***

110 Goldthwaite Road


Auburn, Maine 04210

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[www.mainewastenergy.com](http://www.mainewastenergy.com)

### **MEMORANDUM**

To: Board of Directors  
From: John King, Executive Director   
Michael Daily, Finance Director  
Subject: November Financial/Activity Report - Unaudited  
Date: December 10, 2019

Enclosed please find the unaudited November Activity Report covering the period from November 1 through November 30, 2019.

#### **General Summary**

Plant throughput for the month was 6,188 tons processed, or about 206 tons per day and running time throughput was 209 tons per day. Operating Revenues were above Expenses resulting in November having an operating profit of \$114,112 (These figures do not reflect balance sheet expenses). Year-to-date operating loss is \$444,486 compared to projected budget loss of \$443,394 and a \$678,736 operating loss in FY19. Cash and investments totaled \$4,441,591. Cash and investments are down \$740,863 from the start of FY20. The reserve goal established by the Board for FY20 is \$5,900,000 and is now at 75.3% of goal. The balance sheet shows current assets less liabilities at \$5,002,713, which is down \$717,301 from the beginning of the fiscal year.

#### **Waste Deliveries/Operations**

A total of 5,982 tons were delivered to the pit for an average of 199 tons per day. 8,223 tons were received from all sources for the month. Details on deliveries are presented in the following table:

Waste Type	Year-To-Date Tons		Variance	
	FY20 Actual	FY19 Actual	Tons	%
MSW Member	7,653	7,741	(88)	-1.1%
Comm Member	5,780	6,561	(781)	-11.9%
Municipal Non-Member	10,821	10,889	(68)	-0.6%
Gate/Hauler	9,397	7,817	1,580	20.2%
OBW/Res TS	6,200	5,281	919	17.4%
Other	3,784	3,158	626	19.8%
<b>Total</b>	<b>43,635</b>	<b>41,447</b>	<b>2,188</b>	<b>5.3%</b>

#### **MEMBER COMMUNITIES:**

AUBURN • BOWDOIN • BUCKFIELD • LOVELL • MINOT • MONMOUTH • NEW GLOUCESTER • POLAND • RAYMOND • SUMNER • SWEDEN • WALES

Waste flows to the plant and transfer station are running 5.3% above last year. Year-to-date tons processed in the plant are equal to 189 tons per day. Running time year-to-date throughput equaled 201 tons per day. The transfer station processed 1,906 tons during the month from all sources and averaging 84.7 tons per day for the month, (5.5 day receiving week) and 12,626 tons year-to-date. Recyclables totaled 335 tons for the month and 1,694 tons year-to-date. Prior year and budget comparisons of processing records as follows:

	Prior Year Comparison YTD				Budget Comparison YTD			
	FY20	FY19	Variance		FY20	FY20	Variance	
	Actual	Actual	Tons	%	Actual	Budget	Tons	%
Waste-To-Energy	28,930	28,716	214	0.7%	28,930	29,433	(503)	-1.7%
Transfer Station	12,626	11,444	1,182	10.3%	12,626	11,950	676	5.7%
Recycling	1,694	1,217	477	39.2%	1,694	1,822	(128)	-7.0%
Total	43,250	41,377	1,873	4.5%	43,250	43,205	45	0.1%

### Cash Available to Operations

Cash balances in checking and investments total \$4,441,591 down \$72,377 from the prior month. The following is the status of the reserve goal:

Reserve Status		
	FY 20 Goal	As of 11/30/19
Operating	2,006,000	1,510,141
Capital Improvement	944,000	710,655
20-Year Plan	1,711,000	1,288,061
Rate Stabilization	1,239,000	932,734
Total	5,900,000	4,441,591
Total Cash		4,441,591
Surplus or (Deficit)		(1,458,409)

### Revenue

Revenue for the month totaled \$636,708. Major categories of revenue by month include: tipping fees, \$554,625; power contract, \$58,126; recycling, \$14,644; interest, \$8,774; other, \$539. Revenue for the month was \$3,314 below budget projections and \$39,660 above FY19. Year-to-date revenue is \$3,316,336, which is \$87,126 above budget and \$243,277 above FY19.

The table that follows shows detail relative to electrical sales:



Month	Price per MWhr			Electrical Output MWhr			Electrical Revenue		
	FY19	FY20		FY19	FY20		FY19	FY20	
	Actual	Budget	Actual	Actual	Budget	Actual	Actual	Budget	Actual
Jul	\$36	\$34	\$32	1,256	1,275	1,362	\$44,985	\$42,775	\$44,078
Aug	\$35	\$30	\$30	1,213	1,275	1,338	\$41,982	\$37,751	\$39,833
Sep	\$29	\$27	\$28	1,255	1,100	1,009	\$35,917	\$29,665	\$28,592
Oct	\$36	\$29	\$27	1,004	1,300	1,485	\$36,272	\$38,074	\$40,811
Nov	\$37	\$40	\$42	1,378	1,400	1,377	\$51,399	\$55,477	\$58,126
YTD	\$34	\$32	\$32	6,107	6,350	6,571	\$210,556	\$203,742	\$211,440

Total gross kWh for the latest period was 1,963,278 of which 1,376,850 were sold to the grid. Net kWh per ton equaled 223, as compared to 211 for the comparable period in FY19.

### **Expenditures**

Operating expenses in all categories total \$522,596 for the month, which is \$5,747 above budget projections, and \$93,879 below last year. Year-to-date expenses are \$3,760,822 which is \$88,218 above budget and \$9,027 above FY19.

### **Investments Status**

As of November 30, MWE's investments totaled \$4,441,591. Table 8 details all of our investments.

### **Capital Expenditures:**

For the month of November \$6,245 of expenditures were made for the new computer server.

cc: Member Municipalities  
Reference No.: 04035



## City of Auburn, Maine

Finance Department

[www.auburnmaine.gov](http://www.auburnmaine.gov) | 60 Court Street  
Auburn, Maine 04210  
207.333.6601

**TO: Peter Crichton, City Manager**  
**FROM: Jill Eastman, Finance Director**  
**REF: December 2019 Financial Report**  
**DATE: January 27, 2020**

The following is a discussion regarding the significant variances found in the City's December financial report. Please note that although the monthly financial report contains amounts reported by the School Department, this discussion is limited to the City's financial results and does not attempt to explain any variances for the School Department.

The City has completed its sixth month of the current fiscal year. As a guideline for tracking purposes, revenues and expenditures should amount to approximately 50.0% of the annual budget. However, not all costs and revenues are distributed evenly throughout the year; individual line items can vary based upon cyclical activity.

### Revenues

Revenues collected through December 31st, including the school department were \$45,758,391, or 50.73%, of the budget. The municipal revenues including property taxes were \$32,020,434, or 51.03% of the budget which is 5.1% lower than last year at this time. The accounts listed below are noteworthy.

- A. The current year tax revenue is at 51.72% as compared to 57.62% last year. This is a \$2,608,592 reduction from last year. The reason for this difference is due to the timing of receiving the BETE (Business Equipment Tax Exemption) reimbursement from the State. Last year this was received at the end of December. We have contacted the State to find out the status and were told by the Property Tax Division that they processed it in December and sent for payment.
- B. Excise tax for the month of December is at 55.38%. This is a \$102,450 increase from FY 19. Our excise revenues for FY20 are 5.38% above projections as of December 31, 2019.
- C. State Revenue Sharing at the end of December is 58.26% or \$1,392,327.



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### **Expenditures**

City expenditures through December 2019 were \$23,620,963 or 52.66%, of the budget. This is 0.16% more than the same period last year. Noteworthy variances are:

- A. The operating departments are all in line with where they should be at this time. Several line items are paid quarterly, semi-annually or annually thus creating the appearance of being over budget. I have and will continue to monitor each department's expenditures throughout the fiscal year.

### **Investments**

This section contains an investment schedule as of December 31st. Currently the City's funds are earning an average interest rate of .187%.

Respectfully submitted,

A handwritten signature in black ink that reads "Jill M Eastman".

Jill M. Eastman  
Finance Director

**CITY OF AUBURN, MAINE**  
**BALANCE SHEET - CITY GENERAL FUND AND WORKERS COMP FUND**  
**AS of December 2019, November 2019, and June 2019**

	UNAUDITED December 31 2019	UNAUDITED November 30 2019	Increase (Decrease)	AUDITED JUNE 30 2019
<b>ASSETS</b>				
CASH	\$ 12,209,150	\$ 8,728,898	\$ 3,480,252	\$ 13,715,463
RECEIVABLES			-	
ACCOUNTS RECEIVABLES	1,286,577	1,214,071	72,505	1,680,559
TAXES RECEIVABLE-CURRENT	21,329,388	21,871,601	(542,213)	102,035
DELINQUENT TAXES	971,916	972,786	(870)	755,527
TAX LIENS	823,890	961,214	(137,324)	1,522,438
NET DUE TO/FROM OTHER FUNDS	3,450,135	9,351,526	(5,901,392)	3,086,807
<b>TOTAL ASSETS</b>	<b>\$ 40,071,054</b>	<b>\$ 43,100,097</b>	<b>\$ (3,029,043)</b>	<b>\$ 20,862,829</b>
<b>LIABILITIES &amp; FUND BALANCES</b>				
ACCOUNTS PAYABLE	\$ (298,840)	\$ 763,840	\$ (1,062,680)	\$ (793,429)
PAYROLL LIABILITIES	214,316	(777,177)	991,493	(1,140,965)
ACCRUED PAYROLL	542	542	1	(3,467,807)
STATE FEES PAYABLE	(51,064)	(22,875)	(28,189)	(51)
ESCROWED AMOUNTS	(25,805)	(25,740)	(65)	(25,643)
DEFERRED REVENUE	(22,912,653)	(23,593,057)	680,404	(1,508,095)
<b>TOTAL LIABILITIES</b>	<b>\$ (23,073,503)</b>	<b>\$ (23,654,468)</b>	<b>\$ 580,965</b>	<b>\$ (6,935,990)</b>
FUND BALANCE - UNASSIGNED/ASSIGNED	\$ (13,465,152)	\$ (15,913,230)	\$ 2,448,078	\$ (10,394,440)
FUND BALANCE - RESTRICTED	(1,931,802)	(1,931,802)		(1,931,802)
FUND BALANCE - NON SPENDABLE	(1,600,597)	(1,600,597)	-	(1,600,597)
<b>TOTAL FUND BALANCE</b>	<b>\$ (16,997,551)</b>	<b>\$ (19,445,629)</b>	<b>\$ 2,448,078</b>	<b>\$ (13,926,839)</b>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>\$ (40,071,054)</b>	<b>\$ (43,100,097)</b>	<b>\$ 3,029,043</b>	<b>\$ (20,862,829)</b>



**CITY OF AUBURN, MAINE**  
**REVENUES - GENERAL FUND COMPARATIVE**  
**THROUGH December 31, 2019 VS December 31, 2018**

REVENUE SOURCE	FY 2020 BUDGET	ACTUAL REVENUES THRU DEC 2019	% OF BUDGET	FY 2019 BUDGET	ACTUAL REVENUES THRU DEC 2018	% OF BUDGET	VARIANCE
<b>TAXES</b>							
PROPERTY TAX REVENUE-	\$ 49,295,498	\$ 25,494,476	51.72%	\$ 48,772,945	\$ 28,103,068	57.62%	\$ (2,608,592)
PRIOR YEAR TAX REVENUE	\$ -	\$ 225,257		\$ -	\$ 464,049		\$ (238,792)
HOMESTEAD EXEMPTION REIMBURSEMENT	\$ 1,250,000	\$ 994,116	79.53%	\$ 1,190,000	\$ 997,694	83.84%	\$ (3,578)
EXCISE	\$ 3,910,000	\$ 2,165,372	55.38%	\$ 3,835,000	\$ 2,062,922	53.79%	\$ 102,450
PENALTIES & INTEREST	\$ 150,000	\$ 60,147	40.10%	\$ 150,000	\$ 63,851	42.57%	\$ (3,704)
<b>TOTAL TAXES</b>	<b>\$ 54,605,498</b>	<b>\$ 28,939,368</b>	<b>53.00%</b>	<b>\$ 53,947,945</b>	<b>\$ 31,691,584</b>	<b>58.74%</b>	<b>\$ (2,752,216)</b>
<b>LICENSES AND PERMITS</b>							
BUSINESS	\$ 169,000	\$ 94,499	55.92%	\$ 62,000	\$ 34,574	55.76%	\$ 59,925
NON-BUSINESS	\$ 409,000	\$ 174,809	42.74%	\$ 355,000	\$ 224,828	63.33%	\$ (50,019)
<b>TOTAL LICENSES</b>	<b>\$ 578,000</b>	<b>\$ 269,308</b>	<b>46.59%</b>	<b>\$ 417,000</b>	<b>\$ 259,402</b>	<b>62.21%</b>	<b>\$ 9,906</b>
<b>INTERGOVERNMENTAL ASSISTANCE</b>							
STATE-LOCAL ROAD ASSISTANCE	\$ 400,000	\$ 417,352	104.34%	\$ 400,000	\$ 403,684	100.92%	\$ 13,668
STATE REVENUE SHARING	\$ 2,389,669	\$ 1,392,327	58.26%	\$ 1,689,669	\$ 845,687	50.05%	\$ 546,640
WELFARE REIMBURSEMENT	\$ 94,122	\$ 20,662	21.95%	\$ 103,747	\$ 20,775	20.02%	\$ (113)
OTHER STATE AID	\$ 32,000	\$ 10,881	34.00%	\$ 32,000	\$ 11,185	34.95%	\$ (304)
CITY OF LEWISTON	\$ 228,384	\$ -	0.00%	\$ 228,384	\$ -	0.00%	\$ -
<b>TOTAL INTERGOVERNMENTAL ASSISTANCE</b>	<b>\$ 3,144,175</b>	<b>\$ 1,841,222</b>	<b>58.56%</b>	<b>\$ 2,453,800</b>	<b>\$ 1,281,331</b>	<b>52.22%</b>	<b>\$ 559,891</b>
<b>CHARGE FOR SERVICES</b>							
GENERAL GOVERNMENT	\$ 148,440	\$ 53,017	35.72%	\$ 144,440	\$ 93,920	65.02%	\$ (40,903)
PUBLIC SAFETY	\$ 215,600	\$ 61,372	28.47%	\$ 236,277	\$ 84,165	35.62%	\$ (22,793)
EMS TRANSPORT	\$ 1,200,000	\$ 557,939	46.49%	\$ 1,250,000	\$ 524,185	41.93%	\$ 33,754
<b>TOTAL CHARGE FOR SERVICES</b>	<b>\$ 1,564,040</b>	<b>\$ 672,328</b>	<b>42.99%</b>	<b>\$ 1,630,717</b>	<b>\$ 702,270</b>	<b>43.07%</b>	<b>\$ (29,942)</b>
<b>FINES</b>							
PARKING TICKETS & MISC FINES	\$ 55,000	\$ 19,281	35.06%	\$ 70,000	\$ 21,538	30.77%	\$ (2,257)
<b>MISCELLANEOUS</b>							
INVESTMENT INCOME	\$ 70,000	\$ 60,040	85.77%	\$ 32,000	\$ 42,907	134.08%	\$ 17,133
RENTS	\$ 35,000	\$ 12,921	36.92%	\$ 35,000	\$ 14,453	41.29%	\$ (1,532)
UNCLASSIFIED	\$ 10,000	\$ 44,153	441.53%	\$ 10,000	\$ 42,727	427.27%	\$ 1,426
COMMERCIAL SOLID WASTE FEES	\$ -	\$ 24,157		\$ -	\$ 32,430		\$ (8,273)
SALE OF PROPERTY	\$ 20,000	\$ 15,647	78.24%	\$ 20,000	\$ 37,151	185.76%	\$ (21,504)
RECREATION PROGRAMS/ARENA							\$ -
MMWAC HOST FEES	\$ 225,000	\$ 115,141	51.17%	\$ 221,000	\$ 112,869	51.07%	\$ 2,272
TRANSFER IN: TIF	\$ 1,117,818	\$ -	0.00%	\$ 1,317,818	\$ -	0.00%	\$ -
TRANSFER IN: Other Funds	\$ 566,011	\$ -	0.00%	\$ 97,718	\$ -	0.00%	\$ -
ENERGY EFFICIENCY							\$ -
CDBG	\$ 214,430	\$ -	0.00%	\$ 214,430	\$ 7,106	3.31%	\$ (7,106)
UTILITY REIMBURSEMENT	\$ 20,000	\$ 6,867	34.34%	\$ 27,500	\$ 6,709	24.40%	\$ 158
CITY FUND BALANCE CONTRIBUTION	\$ 527,500	\$ -	0.00%	\$ 527,500	\$ -	0.00%	\$ -
<b>TOTAL MISCELLANEOUS</b>	<b>\$ 2,805,759</b>	<b>\$ 278,927</b>	<b>9.94%</b>	<b>\$ 2,502,966</b>	<b>\$ 296,352</b>	<b>11.84%</b>	<b>\$ (17,425)</b>
<b>TOTAL GENERAL FUND REVENUES</b>	<b>\$ 62,752,472</b>	<b>\$ 32,020,434</b>	<b>51.03%</b>	<b>\$ 61,022,428</b>	<b>\$ 34,252,477</b>	<b>56.13%</b>	<b>\$ (2,232,043)</b>
<b>SCHOOL REVENUES</b>							
EDUCATION SUBSIDY	\$ 25,851,656	\$ 13,473,219	52.12%	\$ 24,302,914	\$ 10,500,823	43.21%	\$ 2,972,396
EDUCATION	\$ 711,224	\$ 264,738	37.22%	\$ 674,191	\$ 137,167	20.35%	\$ 127,571
SCHOOL FUND BALANCE CONTRIBUTION	\$ 877,296	\$ -	0.00%	\$ 719,417	\$ -	0.00%	\$ -
<b>TOTAL SCHOOL</b>	<b>\$ 27,440,176</b>	<b>\$ 13,737,957</b>	<b>50.07%</b>	<b>\$ 25,696,522</b>	<b>\$ 10,637,990</b>	<b>41.40%</b>	<b>\$ 3,099,967</b>
<b>GRAND TOTAL REVENUES</b>	<b>\$ 90,192,648</b>	<b>\$ 45,758,391</b>	<b>50.73%</b>	<b>\$ 86,718,950</b>	<b>\$ 44,890,467</b>	<b>51.77%</b>	<b>\$ 867,924</b>

**CITY OF AUBURN, MAINE**  
**EXPENDITURES - GENERAL FUND COMPARATIVE**  
**THROUGH December 31, 2019 VS December 31, 2018**

DEPARTMENT	FY 2020 BUDGET	Unaudited EXP THRU DEC 2019	% OF BUDGET	FY 2019 BUDGET	Unaudited EXP THRU DEC 2018	% OF BUDGET	VARIANCE
<b>ADMINISTRATION</b>							
MAYOR AND COUNCIL	\$ 123,137	\$ 52,612	42.73%	\$ 111,610	\$ 58,216	52.16%	\$ (5,604)
CITY MANAGER	\$ 582,119	\$ 280,762	48.23%	\$ 474,086	\$ 235,542	49.68%	\$ 45,220
CITY CLERK	\$ 207,139	\$ 88,611	42.78%	\$ 185,898	\$ 87,217	46.92%	\$ 1,394
FINANCIAL SERVICES	\$ 734,597	\$ 358,383	48.79%	\$ 694,109	\$ 343,390	49.47%	\$ 14,993
HUMAN RESOURCES	\$ 153,182	\$ 71,270	46.53%	\$ 149,953	\$ 69,808	46.55%	\$ 1,462
INFORMATION TECHNOLOGY	\$ 713,729	\$ 486,308	68.14%	\$ 588,403	\$ 322,978	54.89%	\$ 163,330
<b>TOTAL ADMINISTRATION</b>	<b>\$ 2,513,903</b>	<b>\$ 1,337,946</b>	<b>53.22%</b>	<b>\$ 2,204,059</b>	<b>\$ 1,117,151</b>	<b>50.69%</b>	<b>\$ 220,795</b>
<b>COMMUNITY SERVICES</b>							
ECONOMIC & COMMUNITY DEVELOPMENT	\$ 1,333,724	\$ 540,847	40.55%	\$ 1,471,918	\$ 508,432	34.54%	\$ 32,415
HEALTH & SOCIAL SERVICES	\$ 211,371	\$ 74,448	35.22%	\$ 223,500	\$ 77,716	34.77%	\$ (3,268)
RECREATION & SPECIAL EVENTS	\$ 448,575	\$ 250,412	55.82%	\$ 384,630	\$ 203,087	52.80%	\$ 47,325
PUBLIC LIBRARY	\$ 1,006,217	\$ 513,535	51.04%	\$ 998,189	\$ 547,495	54.85%	\$ (33,960)
<b>TOTAL COMMUNITY SERVICES</b>	<b>\$ 2,999,887</b>	<b>\$ 1,379,242</b>	<b>45.98%</b>	<b>\$ 3,078,237</b>	<b>\$ 1,336,730</b>	<b>43.43%</b>	<b>\$ 42,512</b>
<b>FISCAL SERVICES</b>							
DEBT SERVICE	\$ 7,334,690	\$ 6,424,559	87.59%	\$ 6,702,508	\$ 6,156,417	91.85%	\$ 268,142
FACILITIES	\$ 667,128	\$ 507,288	76.04%	\$ 650,641	\$ 272,610	41.90%	\$ 234,678
WORKERS COMPENSATION	\$ 637,910	\$ -	0.00%	\$ 581,360	\$ -	0.00%	\$ -
WAGES & BENEFITS	\$ 6,797,826	\$ 3,020,598	44.43%	\$ 6,471,614	\$ 2,939,590	45.42%	\$ 81,008
EMERGENCY RESERVE (10108062-670000)	\$ 445,802	\$ -	0.00%	\$ 431,003	\$ -	0.00%	\$ -
<b>TOTAL FISCAL SERVICES</b>	<b>\$ 15,883,356</b>	<b>\$ 9,952,445</b>	<b>62.66%</b>	<b>\$ 14,837,126</b>	<b>\$ 9,368,617</b>	<b>63.14%</b>	<b>\$ 583,828</b>
<b>PUBLIC SAFETY</b>							
FIRE DEPARTMENT	\$ 4,515,511	\$ 2,055,995	45.53%	\$ 4,422,256	\$ 2,048,363	46.32%	\$ 7,632
FIRE EMS	\$ 695,751	\$ 414,437	59.57%	\$ 683,181	\$ 346,473	50.71%	\$ 67,964
POLICE DEPARTMENT	\$ 4,275,323	\$ 2,045,867	47.85%	\$ 4,166,631	\$ 1,934,176	46.42%	\$ 111,691
<b>TOTAL PUBLIC SAFETY</b>	<b>\$ 9,486,585</b>	<b>\$ 4,516,299</b>	<b>47.61%</b>	<b>\$ 9,272,068</b>	<b>\$ 4,329,012</b>	<b>46.69%</b>	<b>\$ 187,287</b>
<b>PUBLIC WORKS</b>							
PUBLIC WORKS DEPARTMENT	\$ 4,836,798	\$ 2,133,654	44.11%	\$ 4,778,668	\$ 2,189,465	45.82%	\$ (55,811)
SOLID WASTE DISPOSAL	\$ 1,030,500	\$ 419,837	40.74%	\$ 988,013	\$ 463,590	46.92%	\$ (43,753)
WATER AND SEWER	\$ 645,216	\$ 316,358	49.03%	\$ 645,216	\$ 316,358	49.03%	\$ -
<b>TOTAL PUBLIC WORKS</b>	<b>\$ 6,512,514</b>	<b>\$ 2,869,849</b>	<b>44.07%</b>	<b>\$ 6,411,897</b>	<b>\$ 2,969,413</b>	<b>46.31%</b>	<b>\$ (99,564)</b>
<b>INTERGOVERNMENTAL PROGRAMS</b>							
AUBURN-LEWISTON AIRPORT	\$ 191,000	\$ 189,200	99.06%	\$ 172,000	\$ 170,761	99.28%	\$ 18,439
E911 COMMUNICATION CENTER	\$ 1,134,304	\$ 556,725	49.08%	\$ 1,123,081	\$ 669,252	59.59%	\$ (112,527)
LATC-PUBLIC TRANSIT	\$ 331,138	\$ 331,138	100.00%	\$ 199,130	\$ 199,130	100.00%	\$ 132,008
TAX SHARING	\$ 270,000	\$ 5,398	2.00%	\$ 270,000	\$ 18,800	6.96%	\$ (13,402)
<b>TOTAL INTERGOVERNMENTAL</b>	<b>\$ 1,926,442</b>	<b>\$ 1,082,461</b>	<b>56.19%</b>	<b>\$ 1,764,211</b>	<b>\$ 1,057,943</b>	<b>59.97%</b>	<b>\$ 24,518</b>
<b>COUNTY TAX</b>	<b>\$ 2,482,721</b>	<b>\$ 2,482,721</b>	<b>100.00%</b>	<b>\$ 2,407,766</b>	<b>\$ 2,407,765</b>	<b>100.00%</b>	<b>\$ 74,956</b>
<b>TIF (10108058-580000)</b>	<b>\$ 3,049,803</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 3,049,803</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ -</b>
<b>OVERLAY</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>
<b>TOTAL CITY DEPARTMENTS</b>	<b>\$ 44,855,211</b>	<b>\$ 23,620,963</b>	<b>52.66%</b>	<b>\$ 43,025,167</b>	<b>\$ 22,586,631</b>	<b>52.50%</b>	<b>\$ 1,034,332</b>
<b>EDUCATION DEPARTMENT</b>	<b>\$ 45,337,437</b>	<b>\$ 18,049,853</b>	<b>39.81%</b>	<b>\$ 43,693,783</b>	<b>\$ 14,467,198</b>	<b>33.11%</b>	<b>\$ 3,582,655</b>
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>\$ 90,192,648</b>	<b>\$ 41,670,816</b>	<b>46.20%</b>	<b>\$ 86,718,950</b>	<b>\$ 37,053,829</b>	<b>42.73%</b>	<b>\$ 4,616,987</b>

**CITY OF AUBURN, MAINE  
INVESTMENT SCHEDULE  
AS OF December 31, 2019**

INVESTMENT		FUND	BALANCE December 31, 2019	BALANCE November 30, 2019	INTEREST RATE
ANDROSCOGGIN BANK	449	CAPITAL PROJECTS	\$ 4,298,061.72	\$ 7,291,069.97	1.50%
ANDROSCOGGIN BANK	502	SR-TIF	\$ 1,037,016.74	\$ 1,035,696.66	1.50%
ANDROSCOGGIN BANK	836	GENERAL FUND	\$ 5,735,410.96	\$ 6,140,294.65	1.50%
ANDROSCOGGIN BANK	801	WORKERS COMP	\$ 51,805.56	\$ 51,739.62	1.50%
ANDROSCOGGIN BANK	684	EMS CAPITAL RESERVE	\$ 186,258.06	\$ 224,405.35	1.50%
ANDROSCOGGIN BANK	414	INGERSOLL TURF FACILITY	\$ 223,653.10	\$ 86,699.38	1.50%
ANDROSCOGGIN BANK	0888	ELHS FUNDRAISING	\$ 60,204.12	\$ 59,855.07	1.50%
ANDROSCOGGIN BANK		ELHS CONSTRUCTION BAN	\$ 7,398,592.20	\$ 8,074,105.78	1.50%
ANDROSCOGGIN BANK	0627	ST LOUIS BELLS FUNDRAISING	\$ 15,158.44	\$ 15,139.15	1.50%
NORTHERN CAPITAL	02155	CAPITAL PROJECTS	\$ 750,000.00	\$ 750,000.00	2.30%
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 250,000.00	\$ 250,000.00	2.45%
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 250,000.00	\$ 250,000.00	2.00%
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 500,000.00	\$ 500,000.00	2.15%
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 500,000.00	\$ 500,000.00	2.30%
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 250,000.00	\$ 250,000.00	2.60%
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 1,000,000.00	\$ 1,000,000.00	2.55%
<b>GRAND TOTAL</b>			<b>\$ 22,506,160.90</b>	<b>\$ 26,479,005.63</b>	<b>1.87%</b>

**EMS BILLING**  
**SUMMARY OF ACTIVITY**  
**July 1, 2019 - June 30, 2020**  
**Report as of December 31, 2019**

	Beginning Balance 12/01/19	December 2019					Ending Balance 12/31/2019
		New Charges	Payments	Refunds	Adjustments	Write-Offs	
Bluecross	\$ 4,851.88	\$ 10,465.80	\$ (5,865.06)		\$ (6,533.84)		\$ 2,918.78
Intercept	\$ 200.00	\$ -	\$ -		\$ 200.00		\$ 400.00
Medicare	\$ 97,965.06	\$ 108,449.80	\$ (60,287.87)		\$ (81,233.63)		\$ 64,893.36
Medicaid	\$ 37,938.93	\$ 45,028.80	\$ (26,231.63)		\$ (25,389.74)		\$ 31,346.36
Other/Commercial	\$ 55,661.09	\$ 26,846.80	\$ (21,659.36)		\$ (17,068.43)		\$ 43,780.10
Patient	\$ 122,607.21	\$ 15,168.60	\$ (2,592.85)	\$ 205.33	\$ 14,937.76	\$ (19,898.74)	\$ 130,427.31
Worker's Comp	\$ -						\$ -
<b>TOTAL</b>	<b>\$ 319,224.17</b>	<b>\$ 205,959.80</b>	<b>\$ (116,636.77)</b>	<b>\$ 205.33</b>	<b>\$ (115,087.88)</b>	<b>\$ (19,898.74)</b>	<b>\$ 273,765.91</b>

**EMS BILLING**  
**BREAKDOWN -TOTAL CHARGES**  
**July 1, 2019 - June 30, 2020**  
**Report as of December 31, 2019**

	July 2019	August 2019	Sept 2019	Oct 2019	Nov 2019	Dec 2019	Totals	% of Total
<b>No Insurance Information</b>	\$ 1,557.40						\$ 1,557.40	0.13%
<b>Bluecross</b>	\$ 12,278.80	\$ 9,485.80	\$ 12,189.60	\$ 9,643.20	\$ 6,681.00	\$ 10,465.80	\$ 60,744.20	5.11%
<b>Intercept</b>			\$ 100.00	\$ 100.00	\$ 100.00		\$ 300.00	0.03%
<b>Medicare</b>	\$ 93,753.80	\$ 118,375.60	\$ 96,695.60	\$ 142,587.40	\$ 122,367.40	\$ 108,449.80	\$ 682,229.60	57.36%
<b>Medicaid</b>	\$ 27,506.40	\$ 38,869.20	\$ 31,700.80	\$ 49,219.40	\$ 35,495.20	\$ 45,028.80	\$ 227,819.80	19.15%
<b>Other/Commercial</b>	\$ 9,365.20	\$ 25,838.20	\$ 9,887.40	\$ 24,683.20	\$ 27,508.20	\$ 26,846.80	\$ 124,129.00	10.44%
<b>Patient</b>	\$ 10,890.80	\$ 23,643.20	\$ 10,939.60	\$ 16,513.00	\$ 14,572.80	\$ 15,168.60	\$ 91,728.00	7.71%
<b>Worker's Comp</b>	\$ -			\$ 878.00			\$ 878.00	0.07%
<b>TOTAL</b>	\$ 155,352.40	\$ 216,212.00	\$ 161,513.00	\$ 243,624.20	\$ 206,724.60	\$ 205,959.80	\$ 1,189,386.00	100.00%

**EMS BILLING**  
**BREAKDOWN -TOTAL COUNT**  
**July 1, 2019 - June 30, 2020**  
**Report as of December 31, 2019**

	July 2019	August 2019	Sept 2019	Oct 2019	Nov 2019	Dec 2019	Totals	% of Total
<b>No Insurance Information</b>	2	0	0	0	0	0	2	0.13%
<b>Bluecross</b>	15	12	15	11	7	13	73	4.83%
<b>Intercept</b>	0	0	1	1	1	0	3	0.20%
<b>Medicare</b>	117	145	125	186	154	136	863	57.11%
<b>Medicaid</b>	35	49	40	62	47	61	294	19.46%
<b>Other/Commercial</b>	13	35	16	32	34	34	164	10.85%
<b>Patient</b>	14	28	14	20	17	18	111	7.35%
<b>Worker's Comp</b>	0			1		0	1	0.07%
<b>TOTAL</b>	196	269	211	313	260	262	1511	100.00%

**EMS BILLING  
AGING REPORT  
July 1, 2019 to June 30, 2020  
Report as of December 31, 2019**

	Current		31-60		61-90		91-120		121+ days		Totals				
Bluecross	\$	2,719.24	93%	\$	249.26	9%	\$	924.20	32%	\$	(973.92)	-33%	\$	2,918.78	1.07%
Intercept	\$	-		\$	400.00		\$	-		\$	-		\$	400.00	0.15%
Medicare	\$	47,266.58	73%	\$	13,587.71	21%	\$	3,939.02	6%	\$	676.60	1%	\$	64,893.36	23.70%
Medicaid	\$	29,586.45	94%	\$	1,555.91	5%	\$	376.23	1%	\$	301.80	1%	\$	31,346.36	11.45%
Other/Commercial	\$	28,888.02	66%	\$	9,714.77	22%	\$	(378.62)	-1%	\$	2,235.44	5%	\$	43,780.10	15.99%
Patient	\$	43,635.06	33%	\$	25,152.86	19%	\$	27,344.22	21%	\$	23,527.09	4988%	\$	130,427.31	47.64%
Worker's Comp	\$	-		\$	-		\$	-		\$	-		\$	-	0.00%
TOTAL	\$	152,095.35		\$	50,660.51		\$	32,205.05		\$	26,740.93		\$	273,765.91	
		56%			19%			12%			4%			100%	100.00%



CITY OF AUBURN  
SPECIAL REVENUE FUNDS REVENUE AND EXPENDITURES  
As of December 31, 2019

.	1902	1905	1910	1913	1914	1915	1917	1926	1927	1928	1929	1930	1931	2003
	Riverwatch	Winter Festival	Community Service	Police Fitness Equipment	Oak Hill Cemeteries	Fire Training Building	Wellness Grant	Healthy Androscoggin	Insurance Reimbursement	Vending	Fire Prevention	211 Fairview	Donations	Byrne JAG
Fund Balance 7/1/19	\$ 865,812.83	\$ (15,099.19)	\$ 5,425.71	\$ 4,769.53	\$ 31,858.10	\$ (488.84)	\$ 3,306.65	\$ 5,204.05	\$ -	\$ -	\$ 4,791.12	\$ (566,303.71)	\$ 1,310.50	\$ (6,628.43)
Revenues FY20	\$ 36,817.57		\$ 285.60		\$ 1,100.00	\$ (1,980.34)	\$ 3,728.00	\$ 589.00		\$ 471.00				\$ 9,437.00
Expenditures FY20	\$ 137,386.00		\$ 103.68			\$ (700.00)	\$ 3,581.12	\$ 950.68		\$ 564.11				\$ 6,766.20
Fund Balance 12/31/19	\$ 765,244.40	\$ (15,099.19)	\$ 5,607.63	\$ 4,769.53	\$ 32,958.10	\$ (1,769.18)	\$ 3,453.53	\$ 4,842.37	\$ -	\$ (93.11)	\$ 4,791.12	\$ (566,303.71)	\$ 1,310.50	\$ (3,957.63)
	2005	2006	2008	2010	2013	2014	2019	2020	2025	2030	2034	2037	2038	
	MDOT	PEACE	Homeland Security	State Drug Money	OUI Grant	Speed Grant	Law Enforcement Training	CDBG	Community Cords	Parking	EDUL Underage Drink	Bulletproof Vests	Community Action Team	
Fund Balance 7/1/19	\$ 126,306.37	\$ 1,550.98	\$ (125,601.70)	\$ 4,003.67	\$ 4,152.83	\$ 2,877.18	\$ (12,461.91)	\$ 2,238,538.46	\$ 35,272.33	\$ (44,238.20)	\$ 960.00	\$ 11,328.80	\$ 180.00	
Revenues FY20	\$ 124,534.54		\$ 77,313.40	\$ 774.93	\$ 5,228.93	\$ 8,975.73	\$ 2,983.94	\$ 704,193.42	\$ 2,145.15	\$ 84,170.00				
Expenditures FY20	\$ 115.50		\$ 34,615.22	\$ 4,735.65	\$ 3,925.70	\$ 7,337.41	\$ 2,306.77	\$ 1,344,982.36	\$ 493.80	\$ 26,590.60				
Fund Balance 12/31/19	\$ 250,725.41	\$ 1,550.98	\$ (82,903.52)	\$ 42.95	\$ 5,456.06	\$ 4,515.50	\$ (11,784.74)	\$ 1,597,749.52	\$ 36,923.68	\$ 13,341.20	\$ 960.00	\$ 11,328.80	\$ 180.00	
	2040	2041	2044	2045	2050	2052	2053	2054	2055	2056	2057	2058	2059	
	Great Falls TV	Blanche Stevens	Federal Drug Money	Forest Management	Project Lifesaver	Nature Conservancy	St Louis Bells	EMS Transport Capital Reserve	Work4ME-PAL	Lake Auburn Neighborhood	ASPCA Grant	Barker Mills Greenway	Distracted Driving	
Fund Balance 7/1/19	\$ 20,536.23	\$ 25,775.90	\$ 101,453.23	\$ 4,345.34	\$ 89.35	\$ 975.05	\$ 4,743.92	\$ 73,620.23	\$ (38,086.09)	\$ 125.00	\$ 800.00	\$ (2,597.43)	\$ 3,329.00	
Revenues FY20		\$ 4,030.00	\$ 93,990.96		\$ 100.00		\$ 18,308.61	\$ 150,785.12						
Expenditures FY20		\$ 1,389.91	\$ 3,255.41				\$ 50.00	\$ 38,396.94	\$ (3,095.90)					
Fund Balance 12/31/19	\$ 20,536.23	\$ 28,415.99	\$ 192,188.78	\$ 4,345.34	\$ 189.35	\$ 975.05	\$ 23,002.53	\$ 186,008.41	\$ (34,990.19)	\$ 125.00	\$ 800.00	\$ (2,597.43)	\$ 3,329.00	
	2061	2062	2065	2100	2201	2500								
	150th Celebration	Employee Store	State Bi-Centenial Parade	ELHS Fundraising	EDI Grant	Parks & Recreation								
Fund Balance 7/1/19	\$ 14,761.28	\$ 132.69	\$ -	\$ 59,165.65	\$ (1,484,407.18)	\$ 129,724.79								
Revenues FY20	\$ 6,815.00		\$ -	\$ 1,001,038.47		\$ 146,143.65								
Expenditures FY20	\$ 20,208.72		\$ 50.00			\$ 249,823.04								
Fund Balance 12/31/19	\$ 1,367.56	\$ 132.69	\$ (50.00)	\$ 1,060,204.12	\$ (1,484,407.18)	\$ 26,045.40								
	2600	2600	2600	2600	2600	2600	2600	2600	2600	2600				Total
	Tambrands TIF 4	Tambrands II TIF 6	Mall TIF 9	Downtown TIF 10	Auburn Industrial TIF 12	Auburn Plaza TIF 13	Auburn Plaza II TIF 14	Webster School TIF 16	Slapshot LLC TIF 18	Hartt Transport TIF 19				Special Revenues
Fund Balance 7/1/19	\$ 105,531.60	\$ (294,448.66)	\$ 32,500.84	\$ (27,857.63)	\$ (344,883.92)	\$ 240,148.36	\$ (333,846.60)	\$ -	\$ -	\$ (1,711.22)				\$ 866,746.86
Revenues FY20														\$ 2,481,979.68
Expenditures FY20				\$ 629,502.28	\$ 198,725.00	\$ 75,993.18	\$ 766,754.83	\$ 15,217.58	\$ 70,524.00					\$ 3,640,549.79
Fund Balance 12/31/19	\$ 105,531.60	\$ (294,448.66)	\$ 32,500.84	\$ (657,359.91)	\$ (543,608.92)	\$ 164,155.18	\$ (1,100,601.43)	\$ (15,217.58)	\$ (70,524.00)	\$ (1,711.22)				\$ (291,823.25)



## City of Auburn, Maine

Finance Department

[www.auburnmaine.gov](http://www.auburnmaine.gov) | 60 Court Street  
Auburn, Maine 04210  
207.333.6601

To: Peter Crichton, City Manager  
From: Jill Eastman, Finance Director  
Re: Financial Reports for December 2019

Attached you will find a Statement of Net Assets and a Statement of Activities and budget to actual reports for Ingersoll Turf Facility for revenue and expenditures as of December 31, 2018.

### **INGERSOLL TURF FACILITY**

#### **Statement of Net Assets:**

The Statement of Net Assets lists current assets, noncurrent assets, liabilities and net assets as of December 31, 2019.

#### **Current Assets:**

As of the end of December 2019 the total current assets of Ingersoll Turf Facility were \$245,614. This consisted cash and cash equivalents of \$223,413 and of an interfund receivable of \$22,201 an increase from November of \$22,418.

#### **Noncurrent Assets:**

Ingersoll's noncurrent assets are the building and equipment that was purchased, less depreciation. The total value of the noncurrent assets as of December 31, 2019 was \$144,984.

#### **Liabilities:**

Ingersoll had accounts payable of \$1,670 as of December 31, 2019.

#### **Statement of Activities:**

The statement of activities shows the current operating revenue collected for the fiscal year and the operating expenses as well as any nonoperating revenue and expenses.

The operating revenues for Ingersoll Turf Facility through December 2019 are \$109,364. This revenue comes from the sponsorships, programs, rental income and batting cages.

The operating expenses for Ingersoll Turf Facility through December 2019 were \$47,985. These expenses include personnel costs, supplies, utilities, repairs, capital purchases and maintenance.

As of December 2019, Ingersoll has an operating gain of \$61,379 compared to a net gain in November of \$51,003.

As of December 31, 2019, Ingersoll has an increase in net assets of \$61,379.

The budget to actual reports for revenue and expenditures, show that the revenue for FY20 compared to FY 19.

**Statement of Net Assets**  
**Ingersoll Turf Facility**  
**December 31, 2019**  
**Business-type Activities - Enterprise Fund**

	Dec 31, 2019	Nov 30, 2019	Increase/ (Decrease)
<b>ASSETS</b>			
Current assets:			
Cash and cash equivalents	\$ 223,413	\$ 86,482	\$ 136,931
Interfund receivables/payables	\$ 22,201	\$ 136,714	(114,513)
Accounts receivable	-	-	-
Total current assets	245,614	223,196	22,418
Noncurrent assets:			
Capital assets:			
Buildings	672,279	672,279	-
Equipment	119,673	119,673	-
Land improvements	18,584	18,584	-
Less accumulated depreciation	(665,552)	(665,552)	-
Total noncurrent assets	144,984	144,984	-
Total assets	390,598	368,180	22,418
<b>LIABILITIES</b>			
Accounts payable	\$ 1,670	\$ -	1,670
Interfund payable	\$ -	\$ -	-
Total liabilities	1,670	-	1,670
<b>NET ASSETS</b>			
Invested in capital assets	\$ 144,984	\$ 144,984	\$ -
Unrestricted	\$ 243,944	\$ 223,196	\$ 20,748
Total net assets	\$ 388,928	\$ 368,180	\$ 20,748

**CITY OF AUBURN, MAINE**  
**Statement of Revenues, Expenses and Changes in Net Assets**  
**Ingersoll Turf Facility**  
**Business-type Activities - Enterprise Funds**  
**Statement of Activities**  
**December 31, 2019**

	<b>Ingersoll Turf Facility</b>
Operating revenues:	
Charges for services	\$ 109,364
Operating expenses:	
Personnel	33,162
Supplies	7,092
Utilities	5,630
Repairs and maintenance	2,101
Rent	-
Depreciation	-
Capital expenses	-
Other expenses	-
Total operating expenses	47,985
Operating gain (loss)	61,379
Nonoperating revenue (expense):	
Interest income	-
Interest expense (debt service)	-
Total nonoperating expense	-
Gain (Loss) before transfer	61,379
Transfers out	-
Change in net assets	61,379
Total net assets, July 1	327,549
<b>Total net assets, December 31, 2019</b>	<b>\$ 388,928</b>

**CITY OF AUBURN, MAINE**  
**REVENUES - INGERSOLL TURF FACILITY**  
Through December 31, 2019 compared to December 31, 2018

REVENUE SOURCE	FY 2020 BUDGET	ACTUAL REVENUES THRU DEC 2019	% OF BUDGET	FY 2019 BUDGET	ACTUAL REVENUES THRU DEC 2018	% OF BUDGET
<b>CHARGE FOR SERVICES</b>						
Sponsorship	\$ 25,000	\$ 7,200	28.80%	\$ 20,500	\$ 8,300	40.49%
Batting Cages	\$ 13,000	\$ 6,270	48.23%	\$ 12,240	\$ 6,060	49.51%
Programs	\$ 90,000	\$ 49,477	54.97%	\$ 90,000	\$ 41,812	46.46%
Rental Income	\$ 102,000	\$ 45,874	44.97%	\$ 102,300	\$ 43,293	42.32%
<b>TOTAL CHARGE FOR SERVICES</b>	<b>\$ 230,000</b>	<b>\$ 108,821</b>	<b>47.31%</b>	<b>\$ 225,040</b>	<b>\$ 99,465</b>	<b>44.20%</b>
<b>INTEREST ON INVESTMENTS</b>	<b>\$ -</b>	<b>\$ 543</b>		<b>\$ -</b>	<b>\$ 86</b>	
<b>GRAND TOTAL REVENUES</b>	<b>\$ 230,000</b>	<b>\$ 109,364</b>	<b>47.55%</b>	<b>\$ 225,040</b>	<b>\$ 99,551</b>	<b>44.24%</b>

**CITY OF AUBURN, MAINE**  
**EXPENDITURES - INGERSOLL TURF FACILITY**  
Through December 31, 2019 compared to December 31, 2018

DESCRIPTION	ACTUAL				ACTUAL			
	FY 2020 BUDGET	EXPENDITURES THRU DEC 2019	% OF BUDGET	FY 2019 BUDGET	EXPENDITURES THRU DEC 2018	% OF BUDGET	Difference	
Salaries & Benefits	\$ 149,331	\$ 33,162	22.21%	\$ 106,624	\$ 34,524	32.38%	\$	(1,362)
Purchased Services	\$ 18,160	\$ 2,101	11.57%	\$ 21,110	\$ 1,988	9.42%	\$	113
Programs	\$ 17,000	\$ 5,925	34.85%	\$ 7,000	\$ -	0.00%	\$	5,925
Supplies	\$ 4,900	\$ 1,167	23.82%	\$ 5,000	\$ 5,774	115.48%	\$	(4,607)
Utilities	\$ 25,100	\$ 5,630	22.43%	\$ 39,720	\$ 6,262	15.77%	\$	(632)
Insurance Premiums	\$ -	\$ -		\$ 2,431	\$ -	0.00%	\$	-
Capital Outlay	\$ 11,000	\$ -	0.00%	\$ 42,490	\$ -	0.00%	\$	-
	\$ 225,491	\$ 47,985	21.28%	\$ 224,375	\$ 48,548	21.64%	\$	(563)
<b>GRAND TOTAL EXPENDITURES</b>	<b>\$ 225,491</b>	<b>\$ 47,985</b>	<b>21.28%</b>	<b>\$ 224,375</b>	<b>\$ 48,548</b>	<b>21.64%</b>	<b>\$</b>	<b>(563)</b>





## City of Auburn, Maine

Finance Department

[www.auburnmaine.gov](http://www.auburnmaine.gov) | 60 Court Street  
Auburn, Maine 04210  
207.333.6601

To: Peter Crichton, City Manager  
From: Jill Eastman, Finance Director  
Re: Arena Financial Reports for December 31, 2019

Attached you will find a Statement of Net Assets and a Statement of Activities and budget to actual reports for Norway Savings Bank Arena for revenue and expenditures as of December 31, 2019.

### **NORWAY SAVINGS BANK ARENA**

#### **Statement of Net Assets:**

The Statement of Net Assets lists current assets, noncurrent assets, liabilities and net assets and shows a comparison to the previous month, in this case, November 30, 2019.

#### **Current Assets:**

As of the end of December 2019 the total current assets of Norway Savings Bank Arena were (\$1,394,638). These consisted of cash and cash equivalents of \$201,257, accounts receivable of \$203,941, and an interfund payable of \$1,799,836.

#### **Noncurrent Assets:**

Norway's noncurrent assets are equipment that was purchased, less depreciation (depreciation is posted at year end). The total value of the noncurrent assets as of December 31, 2019 was \$293,394.

#### **Liabilities:**

Norway Arena had accounts payable of \$1,670 as of December 31, 2019.

#### **Statement of Activities:**

The statement of activities shows the current operating revenue collected for the fiscal year and the operating expenses as well as any nonoperating revenue and expenses.

The operating revenues for Norway Arena through December 2019 are \$524,814. This revenue comes from the concessions, sign advertisements, pro shop lease, youth programming, shinny hockey, public skating and ice rentals.

The operating expenses for Norway Arena through December 2019 were \$355,473. These expenses include personnel costs, supplies, utilities, repairs, rent, capital purchases and maintenance.

As of December 2019, Norway Arena has an operating gain of \$169,341 compared to the November 2019 operating gain of \$104,301 an increase in the operating gain for the fiscal year of \$65,040.

As of December 31, 2019, Norway Arena has a increase in net assets of \$65,040.

The budget to actual reports for revenue and expenditures, with comparison to the same period last year show that revenue for FY20 is \$107,107 more than in FY19 and expenditures in FY20 are \$150,872 less than last year in December.

**CITY OF AUBURN, MAINE**  
**Statement of Net Assets**  
**Norway Savings Bank Arena**  
**December 31, 2019**  
**Business-type Activities - Enterprise Fund**

	December 31, 2019	November 30, 2019	Increase/ (Decrease)
<b>ASSETS</b>			
Current assets:			
Cash and cash equivalents	\$ 201,257	\$ 201,257	\$ -
Interfund receivables	\$ (1,799,836)	\$ (1,813,510)	\$ 13,674
Prepaid Rent	\$ -	\$ -	\$ -
Accounts receivable	203,941	156,822	\$ 47,119
Total current assets	(1,394,638)	(1,455,431)	60,793
Noncurrent assets:			
Capital assets:			
Buildings	58,223	58,223	-
Equipment	514,999	514,999	-
Land improvements	-	-	-
Less accumulated depreciation	(279,828)	(279,828)	-
Total noncurrent assets	293,394	293,394	-
Total assets	(1,101,244)	(1,162,037)	60,793
<b>LIABILITIES</b>			
Accounts payable	\$ 1,670	\$ 6,817	\$ (5,147)
Net OPEB liability	\$ 67,511	\$ 67,511	\$ -
Net pension liability	57,636	57,636	-
Total liabilities	126,817	131,964	(5,147)
<b>NET ASSETS</b>			
Invested in capital assets	\$ 293,394	\$ 293,394	\$ -
Unrestricted	\$ (1,521,455)	\$ (1,587,395)	\$ 65,940
Total net assets	\$ (1,228,061)	\$ (1,294,001)	\$ 65,940

**CITY OF AUBURN, MAINE**  
**Statement of Revenues, Expenses and Changes in Net Assets**  
**Norway Savings Bank Arena**  
**Business-type Activities - Enterprise Funds**  
**Statement of Activities**  
**December 31, 2019**

	<b>Norway Savings Arena</b>
Operating revenues:	
Charges for services	\$ 524,814
Operating expenses:	
Personnel	141,715
Supplies	49,378
Utilities	106,222
Repairs and maintenance	30,570
Rent	
Depreciation	
Capital expenses	2,000
Other expenses	25,588
Total operating expenses	355,473
Operating gain (loss)	169,341
Nonoperating revenue (expense):	
Interest income	-
Interest expense (debt service)	
Total nonoperating expense	-
Gain (Loss) before transfer	169,341
Transfers out	-
Change in net assets	169,341
Total net assets, July 1	(1,397,402)
<b>Total net assets, December 31, 2019</b>	<b>\$ (1,228,061)</b>

**CITY OF AUBURN, MAINE**  
**REVENUES - NORWAY SAVINGS BANK ARENA**  
Through December 31, 2019 compared to December 31, 2018

REVENUE SOURCE	FY 2020 BUDGET	ACTUAL REVENUES THRU DEC 2019	% OF BUDGET	FY 2019 BUDGET	ACTUAL REVENUES THRU DEC 2018	% OF BUDGET	VARIANCE
<b>CHARGE FOR SERVICES</b>							
Concussions	\$ 16,500	\$ 7,500	45.45%	\$ 16,500	\$ 6,000	36.36%	\$ 1,500
Skate Rentals	\$ 7,500	\$ -	0.00%	\$ 5,000	\$ 780	15.60%	\$ (780)
Pepsi Vending Machines	\$ 3,000	\$ 191	6.37%	\$ 3,000	\$ 716	23.87%	\$ (525)
Games Vending Machines	\$ 3,000	\$ 489	16.30%	\$ 3,000	\$ 1,513	50.43%	\$ (1,024)
Vending Food	\$ 3,000	\$ 204	6.80%	\$ 3,000	\$ 242	8.07%	\$ (38)
Sponsorships	\$ 230,000	\$ 107,275	46.64%	\$ 300,000	\$ 101,950	33.98%	\$ 5,325
Pro Shop	\$ 7,000	\$ 2,716	38.80%	\$ 8,500	\$ 1,713	20.15%	\$ 1,003
Programs	\$ 27,500	\$ -	0.00%	\$ 30,000	\$ -	0.00%	\$ -
Rental Income	\$ 744,000	\$ 396,159	53.25%	\$ 775,000	\$ 280,788	36.23%	\$ 115,371
Camps/Clinics	\$ 50,000	\$ 6,780	13.56%	\$ 50,000	\$ 12,480		\$ (5,700)
Tournaments	\$ 55,000	\$ 3,500	6.36%	\$ 50,000	\$ 11,525	23.05%	\$ (8,025)
<b>TOTAL CHARGE FOR SERVICES</b>	<b>\$ 1,146,500</b>	<b>\$ 524,814</b>	<b>45.78%</b>	<b>\$ 1,244,000</b>	<b>\$ 417,707</b>	<b>33.58%</b>	<b>\$ 107,107</b>

**CITY OF AUBURN, MAINE**  
**EXPENDITURES - NORWAY SAVINGS BANK ARENA**  
Through December 31, 2019 compared to December 31, 2018

DESCRIPTION	ACTUAL				ACTUAL			
	FY 2020 BUDGET	EXPENDITURES THRU DEC 2019	% OF BUDGET	FY 2019 BUDGET	EXPENDITURES THRU DEC 2018	% OF BUDGET	VARIANCE	
Salaries & Benefits	\$ 347,736	\$ 141,715	40.75%	\$ 377,000	\$ 135,687	35.99%	\$	6,028
Purchased Services	\$ 49,500	\$ 56,158	113.45%	\$ 62,825	\$ 26,289	41.84%	\$	29,869
Supplies	\$ 68,150	\$ 49,378	72.45%	\$ 45,600	\$ 14,827	32.52%	\$	34,551
Utilities	\$ 238,000	\$ 106,222	44.63%	\$ 225,000	\$ 101,043	44.91%	\$	5,179
Capital Outlay	\$ 15,000	\$ 2,000	13.33%	\$ 25,000	\$ 17,464	69.86%	\$	(15,464)
Rent	\$ -	\$ -		\$ 507,000	\$ 211,035	41.62%	\$	(211,035)
	\$ 718,386	\$ 355,473	49.48%	\$ 1,242,425	\$ 506,345	40.75%	\$	(150,872)
<b>GRAND TOTAL EXPENDITURES</b>	<b>\$ 718,386</b>	<b>\$ 355,473</b>	<b>49.48%</b>	<b>\$ 1,242,425</b>	<b>\$ 506,345</b>	<b>40.75%</b>	<b>\$</b>	<b>(150,872)</b>



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** January 27, 2020

**Subject:** Executive Session

**Information:** To discuss a legal matter, pursuant to 1 M.R.S.A. Section 405(6) (E).

**Executive Session:** On occasion, the City Council discusses matters which are required or allowed by State law to be considered in executive session. Executive sessions are not open to the public. The matters that are discussed in executive session are required to be kept confidential until they become a matter of public discussion. In order to go into executive session, a Councilor must make a motion in public. The motion must be recorded, and 3/5 of the members of the Council must vote to go into executive session. An executive session is not required to be scheduled in advance as an agenda item, although when it is known at the time that the agenda is finalized, it will be listed on the agenda. The only topics which may be discussed in executive session are those that fall within one of the categories set forth in Title 1 M.R.S.A. Section 405(6). Those applicable to municipal government are:

A. Discussion or consideration of the employment, appointment, assignment, duties, promotion, demotion, compensation, evaluation, disciplining, resignation or dismissal of an individual or group of public officials, appointees or employees of the body or agency or the investigation or hearing of charges or complaints against a person or persons subject to the following conditions:

- (1) An executive session may be held only if public discussion could be reasonably expected to cause damage to the individual's reputation or the individual's right to privacy would be violated;
  - (2) Any person charged or investigated must be permitted to be present at an executive session if that person so desires;
  - (3) Any person charged or investigated may request in writing that the investigation or hearing of charges or complaints against that person be conducted in open session. A request, if made to the agency, must be honored; and
  - (4) Any person bringing charges, complaints or allegations of misconduct against the individual under discussion must be permitted to be present.
- This paragraph does not apply to discussion of a budget or budget proposal;

B. Discussion or consideration by a school board of suspension or expulsion of a public school student or a student at a private school, the cost of whose education is paid from public funds, as long as:

- (1) The student and legal counsel and, if the student is a minor, the student's parents or legal guardians are permitted to be present at an executive session if the student, parents or guardians so desire;

C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency;

D. Discussion of labor contracts and proposals and meetings between a public agency and its negotiators. The parties must be named before the body or agency may go into executive session. Negotiations between the representatives of a public employer and public employees may be open to the public if both parties agree to conduct negotiations in open sessions;

E. Consultations between a body or agency and its attorney concerning the legal rights and duties of the body or agency, pending or contemplated litigation, settlement offers and matters where the duties of the public body's or agency's counsel to the attorney's client pursuant to the code of professional responsibility clearly conflict with this subchapter or where premature general public knowledge would clearly place the State, municipality or other public agency or person at a substantial disadvantage;

F. Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute;

G. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes; consultation between a body or agency and any entity that provides examination services to that body or agency regarding the content of an examination; and review of examinations with the person examined; and

H. Consultations between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph C in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.





**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** January 27, 2020

**Subject:** Executive Session

**Information:** To discuss a personnel matter, pursuant to 1 M.R.S.A. Section 405(6) (A).

**Executive Session:** On occasion, the City Council discusses matters which are required or allowed by State law to be considered in executive session. Executive sessions are not open to the public. The matters that are discussed in executive session are required to be kept confidential until they become a matter of public discussion. In order to go into executive session, a Councilor must make a motion in public. The motion must be recorded, and 3/5 of the members of the Council must vote to go into executive session. An executive session is not required to be scheduled in advance as an agenda item, although when it is known at the time that the agenda is finalized, it will be listed on the agenda. The only topics which may be discussed in executive session are those that fall within one of the categories set forth in Title 1 M.R.S.A. Section 405(6). Those applicable to municipal government are:

A. Discussion or consideration of the employment, appointment, assignment, duties, promotion, demotion, compensation, evaluation, disciplining, resignation or dismissal of an individual or group of public officials, appointees or employees of the body or agency or the investigation or hearing of charges or complaints against a person or persons subject to the following conditions:

- (1) An executive session may be held only if public discussion could be reasonably expected to cause damage to the individual's reputation or the individual's right to privacy would be violated;
  - (2) Any person charged or investigated must be permitted to be present at an executive session if that person so desires;
  - (3) Any person charged or investigated may request in writing that the investigation or hearing of charges or complaints against that person be conducted in open session. A request, if made to the agency, must be honored; and
  - (4) Any person bringing charges, complaints or allegations of misconduct against the individual under discussion must be permitted to be present.
- This paragraph does not apply to discussion of a budget or budget proposal;

B. Discussion or consideration by a school board of suspension or expulsion of a public school student or a student at a private school, the cost of whose education is paid from public funds, as long as:

- (1) The student and legal counsel and, if the student is a minor, the student's parents or legal guardians are permitted to be present at an executive session if the student, parents or guardians so desire;

C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency;

D. Discussion of labor contracts and proposals and meetings between a public agency and its negotiators. The parties must be named before the body or agency may go into executive session. Negotiations between the representatives of a public employer and public employees may be open to the public if both parties agree to conduct negotiations in open sessions;

E. Consultations between a body or agency and its attorney concerning the legal rights and duties of the body or agency, pending or contemplated litigation, settlement offers and matters where the duties of the public body's or agency's counsel to the attorney's client pursuant to the code of professional responsibility clearly conflict with this subchapter or where premature general public knowledge would clearly place the State, municipality or other public agency or person at a substantial disadvantage;

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G. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes; consultation between a body or agency and any entity that provides examination services to that body or agency regarding the content of an examination; and review of examinations with the person examined; and

H. Consultations between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph C in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.