



**City Council Workshop & Meeting  
February 26, 2018  
Agenda**

**5:30 P.M. Workshop**

- A. Community Conversations – Steve Wessler (15 minutes)
- B. Auburn Conservation – Littlefield Dam – Jordan Tate (20 minutes)
- C. New Auburn Village Project Update – Doug Greene (20 minutes)
- D. Tax Acquired and City Owned Property Update – Eric Cousens (20 minutes)
- E. Electrical staffing – Michael Chammings (10 minutes)

***Council may enter into executive session for discussion - personnel matter, pursuant to 1 M.R.S.A. §405 (6)(A).***

**7:00 P.M. City Council Meeting**

**Roll call votes will begin with Councilor Fournier**

**Pledge of Allegiance**

- I. **Consent Items** – All items listed with an asterisk (\*) are considered as routine and will be approved in one motion. There will be no separate discussion of these items unless a Councilor or citizen so requests. If requested, the item will be removed from the consent agenda and considered in the order it appears on the agenda.
- 1. **Order 09-02262018\***  
Accepting the transfer of \$3,734.00 forfeiture assets in Rem in U.S. Currency to the Auburn Police Department (Unified Criminal Court Docket No. CR-17-2409 Tania Howell).
- 2. **Order 10-02262018\***  
Accepting the transfer of \$1,289.00 forfeiture assets in Rem in U.S. Currency to the Auburn Police Department (Unified Criminal Court Docket No. CR-17-2410 Jamel Johnson).
- 3. **Order 11-02262018\***  
Accepting the transfer of \$1,797.00 forfeiture assets in Rem in U.S. Currency to the Auburn Police Department (Unified Criminal Court Docket No. CR-17-1942 Wany Anyit).
- 4. **Order 12-02262018\***  
Accepting the transfer of \$1,762.00 forfeiture assets in Rem in U.S. Currency to the Auburn Police Department (Unified Criminal Court Docket No. CR-17-2391 Mustafa Abdi).
- 5. **Order 13-02262018\***  
Accepting the transfer of \$3,873.00 forfeiture assets in Rem in U.S. Currency to the Auburn Police Department (Unified Criminal Court Docket No. CR-17-2412 Jonathan Lara).

6. **Order 14-02262018\***  
Amending Order 08-02052018 previously adopted at the February 5, 2018 City Council meeting to also include domestic partner coverage for all applicable medical benefits (health, dental, and vision).
- II. **Minutes** – February 5, 2018 Regular Council Meeting
- III. **Communications, Presentations and Recognitions**
- 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**
  1. **Ordinance 01-02052018**  
Amending the City of Auburn Zoning Ordinance for the property located at 186 Main Street (PID # 231-020) from Traditional Downtown Neighborhood (T-4.2) to Downtown Traditional Center (T-5.1). Public hearing and second reading.
- VI. **New Business**
  2. **Order 15-02262018**  
Re-appointing Patricia Mador to the LA 911 Committee (term expiration of 1/1/2020) as nominated by the Appointment Committee.
  3. **Order 16-02262018**  
Appointing Lance Gagne, Velma McConnell, and Diane Whiting to the Citizens advisory Committee (term expirations of 6/30/2019) as nominated by the Appointment Committee.
  4. **Order 17-02262018**  
Re-appointing Larry Pelletier to the Complete Streets Committee (term expiration of 1/1/2021) as nominated by the Appointment Committee.
  5. **Order 18-02262018**  
Re-appointing Linda Snyder to the Ethics Committee (term expiration of 1/1/2021) as nominated by the Appointment Committee.
  6. **Order 19-02262018**  
Re-appointing Evan Cyr and Dustin Boutin as full members of the Planning Board (term expirations of 1/1/2021) as nominated by the Appointment Committee.
  7. **Order 20-02262018**  
Re-appointing Joseph Defilipp and Stephen Ness to the Auburn Sewer District (term expirations of 3/1/2022) as nominated by the Appointment Committee.
  8. **Order 21-02262018**  
Re-appointing Dan Bilodeau and K. C. Geiger to the Auburn Water District (term expirations of 3/1/2022) as nominated by the Appointment Committee.



**9. Order 22-02262018**

Appointing Mary LaFontaine as full member of the Board of Assessment Review (term expiration of 10/01/2020) as nominated by the Appointment Committee.

**VII. Reports**

**a. Mayor's Report**

**b. City Councilors' Reports**

**c. City Manager Report**

**d. Finance Director, Jill Eastman – January 2018 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**

- Discussion on a poverty abatement case # 2018-001 pursuant to (36 M.R.S.A § 841) with possible action to follow.
- Discussion regarding Economic Development, pursuant to (1 M.R.S.A § 405 (6)(C).

**X. Adjournment**



**City of Auburn  
City Council Information Sheet**

**City Council Meeting Date:** February 26, 2018

**Author:** Peter Crichton, City Manager

**Subject:** Presentation by Steve Wessler on the Community Conversations that took place the past few months in Auburn and Lewiston

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**Information:** The Community Conversations Project is a collaboration of several organizations with Human Rights Education, Training and Advocacy Facilitator Steve Wessler. Mr. Wessler facilitated over a dozen conversations in Auburn and Lewiston with New Americans and people from the communities. As a participant in these conversations, it was a positive learning experience. I am looking forward to the Workshop.

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**City Budgetary Impacts:** None.


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**Staff Recommended Action:** No action.

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**Previous Meetings and History:** None.

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**Assistant City Manager Comments:** None. Signature: 

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**Attachment(s):** Two Attachments: 1) Purpose of the Conversations; and 2) Schedule of Conversations.

Lewiston/Auburn: Strengthening Our Bonds  
The Community Conversations Project

Purpose: To bring L/A communities together across perceived differences between immigrants and refugees and long time American citizens through Community Conversations

- To strengthen our ability to work together and to build a stronger L/A
- To replace stereotypes and misunderstandings with knowledge and respect
- To reduce the risk of bias incidents and hate crimes in L/A
- To recognize and celebrate people who treat all residents of L/A with kindness and understanding
- To give neighbors an opportunity to learn more about how they can take their learning and put it into action with organizations and teams across Lewiston/Auburn

Outcomes: Participants will:

- Learn more about each other, our experiences, our strengths and our struggles
- Explore and develop their personal leadership for a better L/A
- Explore how we can build more effective, productive, and lasting community relationships across differences to build a stronger L/A
- Learn concrete actions we can take to create as safe and respectful L/A as possible

Partners: The Community Conversations project is a collaboration of the Maine People's Alliance, Maine People's Resource Center, Maine Council of Churches and Maine Community Integration

Audience: Our primary audience are L/A residents who have not had the opportunity to deeply explore our differences and commonalities before - to dialogue across lines of difference of race, religion, and/or nationality. This will include community leaders, those who have never taken a formal leadership role before, those on the front lines of services and community engagement, business owners, religious leaders, youth and more..... We seek a diverse group of new Americans and residents whose families have lived in the USA for generations to participate in Community Conversations.

Process and Timeline: Over the summer we will reach out to approximately 270 people across the community to collect stories both of residents who are acting with kindness respect to each other and how others may be deepening divides through use of stereotypes or expressions of bias. Those 270 individuals and others who are interested will be invited to participate in a Community Conversation between late August and early November.

Each Community Conversation is a set of two dialogues, approximately a week apart. Each dialogue will gather 12 to 24 people, centered around a meal, where 12 to 24 people will gather to better understand each other, our community, and how we can build a stronger community by ending bias based aggressions.

Participants in each Community Conversation, will be invited to a training in November where they will explore how they can take their learning and put it into action through local community organizations and networks.

Locations for All the Community Dinners:

Dinner Dates	Location	Room Number	Address
August 23rd	University of Southern Maine, Lewiston Auburn Campus	285	51 Westminster Street, Lewiston Maine 04240
August 31st	Community Concepts	Conference Room 2	240 Bates Street, Lewiston Maine 04240
September 5th and September 12th	University of Southern Maine, Lewiston Auburn Campus	285	51 Westminster Street, Lewiston Maine 04240
September 6th and September 13th	Community Concepts	Conference Room 2	240 Bates Street, Lewiston Maine 04240
September 27th and October 4th	Auburn Public Library	The Conference Room	49 Spring Street, Auburn, Maine
September 28th and October 5th	Community Concepts	Conference Room 2	240 Bates Street, Lewiston Maine 04240
October 17th and October 24th	Community Concepts	Conference Room 2	240 Bates Street, Lewiston Maine 04240
October 18th and October 25th	St. Mary's	Renaissance Room (second floor)	96 Campus Ave Lewiston Maine 04240
November 1st and November 8th	St. Mary's	Lepage Large	99 Campus Ave Lewiston Maine 04240
November 2nd and November 9th	Auburn Public Library	The Conference Room	49 Spring Street, Auburn, Maine
November 7th and November 14th	Wisdom's Women	Main Entrance	7 Blake Street, Lewiston Maine



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** February 26, 2018

**Author:** Jordan Tate, Conservation Commission Chair, Eric Cousens, Deputy Director of Economic and Community Dev.

**Subject:** Auburn Conservation Commission request for City Council approval to submit a pre-proposal for the NOAA Coastal Resilience Grants Program (FY 2018)

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**Information:** The principal objective of the NOAA Coastal Resilience Grants Program is to implement projects that build resilience of U.S. coastal communities and ecosystems. In Fiscal Year (FY) 2018, this solicitation is seeking coastal habitat restoration projects that build resilience by conserving and restoring sustainable ecosystem processes and functions and reducing the vulnerability of coastal communities and infrastructure from the impacts of extreme weather events, climate hazards, and changing ocean conditions.

The Littlefield dam breached in the 1980's making the dam obsolete. Obsolete dams can act as barriers for downstream transportation of sediments and nutrients, as barriers for upstream and downstream fish migration, and pose potentially significant hazard for downstream residents and infrastructure in the event of a catastrophic breach and ongoing, uncontrolled deterioration.

Removal of the Littlefield Dam would first and foremost remove the hazard, and owner liability, of further deterioration and/or a catastrophic breach. Dam removal would also eliminate the potential for trapped sediments. Case studies have shown that removal of obsolete dams can improve water quality by allowing proper sediment transport and deposition, and in turn increase property values along the river. Removing the Littlefield Dam would also open up that stretch of river for easier downstream fish migration, and with ongoing dam relicensing process of the Lower Barker Mill Dam and upcoming relicensing of the Upper Barker Mill Dam, has great potential to allow upstream fish migration as well.

The proposal is to allow the Conservation Commission to file a pre-proposal and then seek outside funding for grant matching funds. There is substantial interest from outside agencies and nonprofits to restore fish passage to the Little Androscoggin River and finding outside match is likely. At this time there is no request for local match other than Staff support on the project.

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**City Budgetary Impacts:** Minimal. Loss of \$2,000 in assessed value in exchange for hazard removal, increased recreational potential and fisheries improvement over time.

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**Staff Recommended Action:** Pursue grant opportunity. In the future if it is determined that a local financial contribution is needed to move forward that would be brought to the Council for a decision.

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**Previous Meetings and History:** Mention of the obsolete dam and potential for removal grants at previous Council meetings related to hydropower relicensing.

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**City Manager Comments:**

I concur with the recommendation. Signature:

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

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**Attachments:** City Council Brief From Jordan Tate, Conservation Commission Chair on NOAA Funding Opportunity for Littlefield Dam Removal; Location Map; Tax Card; NOAA Full Grant Announcement

The Auburn Conservation Commission would like to request approval before City Council to submit a pre-proposal for the NOAA Coastal Resilience Grants Program (FY 2018). The requested grant would provide funding for the removal of the breached Littlefield Dam, owned by MCC Acquisition LLC.

“The principal objective of the NOAA Coastal Resilience Grants Program is to implement projects that build resilience of U.S. coastal communities and ecosystems. In Fiscal Year (FY) 2018, this solicitation is seeking coastal habitat restoration projects that build resilience by conserving and restoring sustainable ecosystem processes and functions and reducing the vulnerability of coastal communities and infrastructure from the impacts of extreme weather events, climate hazards, and changing ocean conditions. This program supports activities that restore or create natural infrastructure and natural landscape features to provide valuable ecosystem functions and services, such as habitat for fish, improved water quality and quantity, flood reduction, and erosion protection. Proposed projects should also support sustainable fisheries managed by NOAA under the Magnuson-Stevens Fisheries Conservation and Management Act (Managed Species), contribute to the recovery of protected resources managed by NOAA under the Endangered Species Act (Listed Species) – including species identified by NMFS as “Species in the Spotlight,” and/or benefit native fish species of the Great Lakes. Proposals may include: planning, feasibility and design projects; implementation projects; or projects that combine the two.”

Based on available information, the Littlefield dam breached in the 1980s, making the dam obsolete. Obsolete dams can act as barriers for downstream transportation of sediments and nutrients, as barriers for upstream and downstream fish migration, and pose potentially significant hazard for downstream residents and infrastructure in the event of a catastrophic breach and ongoing, uncontrolled deterioration.

Removal of the Littlefield Dam would first and foremost remove the hazard, and owner liability, of further deterioration and/or a catastrophic breach. Dam removal would also eliminate the potential for trapped sediments. Case studies have shown that removal of obsolete dams can improve water quality by allowing proper sediment transport and deposition, and in turn increase property values along the river. Removing the Littlefield Dam would also open up that stretch of river for easier downstream fish migration, and with ongoing dam relicensing process of the Lower Barker Mill Dam and upcoming relicensing of the Upper Barker Mill Dam, has great potential to allow upstream fish migration as well. All of the above would improve coastal resiliency and strongly match with the objectives outlined in the NOAA Coastal Resilience Grants Program.

Pertinent details of the grant include:

- Federal funds awarded under this program must be matched with non-federal funds at a 2:1 ratio of federal to non-federal contributions.

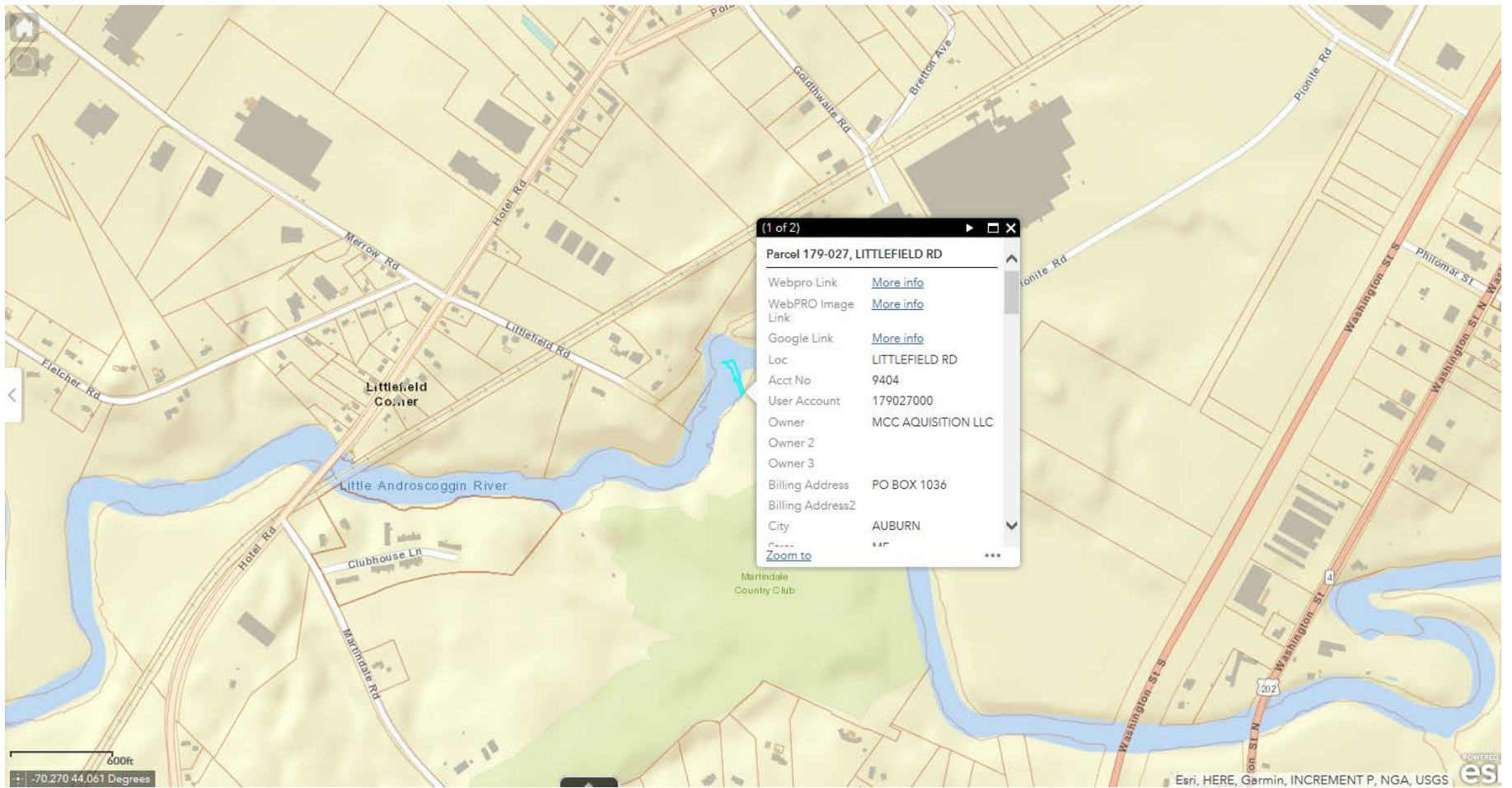
- NOAA will only award funds to projects that receive and demonstrate approval from the State's Governor to implement the proposed project as evidenced by a letter or other form of documented correspondence.
- Applications should cover a period of performance between 12 and 36 months.
- Pre-proposals are due by 11:59pm on March 7, 2018

The Auburn Conservation Commission timeline leading up to the pre-proposal deadline of March 7, 2018 follows below:

- 1) Get confirmation from dam owner in support of removal (by February 26th)
- 2) Get vote from Conservation Commission to support requesting approval from City Council (Conservation Commission meeting on February 21st)
- 3) Start reaching out to potential stakeholders for sources of matched non-federal funding
  - a) Androscoggin Land Trust
    - i) Potentially provide in kind lawyer services?
  - b) Trout Unlimited-Kathy Scott Chair Maine Council of Trout Unlimited
    - i) Potentially perform fish surveys pre and post removal for in-kind match?
  - c) Maine Rivers-Landis Hudson Executive Director Maine Rivers
    - i) Bjorn working with Maine Rivers on another dam removal project
  - d) Natural Resource Council of Maine-Nick Bennett Staff Scientist Natural Resources Council of Maine
    - i) Potential source for in-kind lawyer and scientist services
  - e) Atlantic Salmon Federation-Dr. Gerard Zegers President Maine Council of the Atlantic Salmon Federation and Mr. John Burrows Director of New England Programs Atlantic Salmon Federation
  - f) American Whitewater
  - g) The Nature Conservancy
- 4) Request approval from City Council to submit proposal for Grant (assuming yes...) on their February 26th meeting
- 5) Finalize the pre-proposal and submit by March 7th 2018



## Littlefield Dam Location Map



## Unofficial Property Record Card - Auburn, ME

### General Property Data

Parcel ID <b>179-027</b>	Account Number <b>179027000</b>
Prior Parcel ID <b>--</b>	Property Location <b>LITTLEFIELD RD</b>
Property Owner <b>MCC AQUISION LLC</b>	Property Use <b>DAMS/POWER</b>
Mailing Address <b>PO BOX 1036</b>	Most Recent Sale Date <b>11/3/2009</b>
City <b>AUBURN</b>	Legal Reference <b>7822-91</b>
Mailing State <b>ME</b> Zip <b>04211</b>	Grantor <b>MARTINDALE COUNTRY CLUB INC,</b>
ParcelZoning	Sale Price <b>1,300,000</b>
	Land Area <b>0.000 acres</b>

### Current Property Assessment

Card 1 Value	Building Value <b>0</b>	Xtra Features Value <b>2,000</b>	Land Value <b>0</b>	Total Value <b>2,000</b>
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### Building Description

Building Style	Foundation Type	Flooring Type <b>N/A</b>
# of Living Units <b>0</b>	Frame Type	Basement Floor <b>N/A</b>
Year Built <b>N/A</b>	Roof Structure	Heating Type <b>N/A</b>
Building Grade	Roof Cover	Heating Fuel <b>N/A</b>
Building Condition <b>N/A</b>	Siding	Air Conditioning <b>0%</b>
Finished Area (SF) <b>N/A</b>	Interior Walls <b>N/A</b>	# of Bsmt Garages <b>0</b>
Number Rooms <b>0</b>	# of Bedrooms <b>0</b>	# of Full Baths <b>0</b>
# of 3/4 Baths <b>0</b>	# of 1/2 Baths <b>0</b>	# of Other Fixtures <b>0</b>

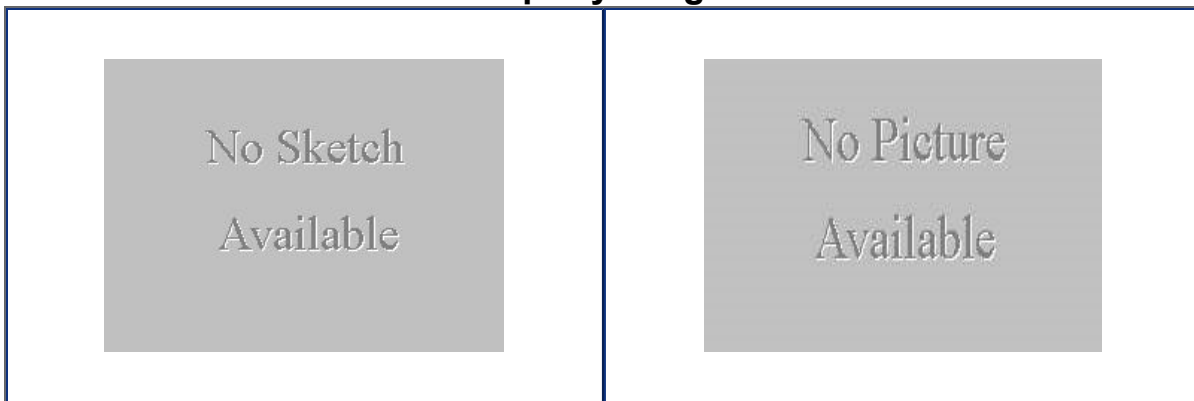
### Legal Description

Non Power Generating 2009 1st SUPP

### Narrative Description of Property

This property contains 0.000 acres of land mainly classified as DAMS/POWER with a(n) style building, built about N/A , having exterior and roof cover, with 0 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.

## NOAA Coastal Resilience Grants Program (FY 2018)

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## ANNOUNCEMENT OF FEDERAL FUNDING OPPORTUNITY

## EXECUTIVE SUMMARY

Federal Agency Name(s): National Marine Fisheries Service (NMFS), National Oceanic and Atmospheric Administration (NOAA), Department of Commerce

Funding Opportunity Title: NOAA Coastal Resilience Grants Program (FY 2018)

Announcement Type: Initial

Funding Opportunity Number: NOAA-NMFS-HCPO-2018-2005502

Catalog of Federal Domestic Assistance (CFDA) Number: 11.463, Habitat Conservation

Dates: This program has a mandatory pre-proposal. Pre-proposals must be received by email at [resilience.grants@noaa.gov](mailto:resilience.grants@noaa.gov) by 11:59 PM Eastern time on March 7, 2018. See Section IV.B for more information regarding pre-proposal requirements.

The Full Application deadline will be no earlier than May 7, 2018 at 11:59 PM Eastern time. The actual deadline will be provided by direct notice to all eligible applicants, after pre-proposal review. At least 40 days will be provided for completion of a Full Application. Full Applications must be received by [www.Grants.gov](http://www.Grants.gov), postmarked, or provided to a delivery service by 11:59 PM Eastern time on the due date. The time the application was provided to a delivery service must be documented with a receipt. No facsimile or electronic mail applications will be accepted for the Full Application. See Section III.C for more information, including a limit on transit time and Section IV.G for an address to submit paper applications.

Funding Opportunity Description: The principal objective of the NOAA Coastal Resilience Grants Program is to implement projects that build resilience of U.S. coastal communities and ecosystems. In Fiscal Year (FY) 2018, this solicitation is seeking coastal habitat restoration projects that build resilience by conserving and restoring sustainable ecosystem processes and functions and reducing the vulnerability of coastal communities and infrastructure from the impacts of extreme weather events, climate hazards, and changing ocean conditions. This program supports activities that restore or create natural infrastructure and natural landscape features to provide valuable ecosystem functions and services, such as habitat for fish, improved water quality and quantity, flood reduction, and erosion protection. Proposed projects should also support sustainable fisheries managed by NOAA under the Magnuson-Stevens Fisheries Conservation and Management Act (Managed Species), contribute to the recovery of protected resources managed by NOAA under the Endangered Species Act (Listed Species) – including species identified by NMFS as “Species in the Spotlight,” and/or benefit native fish species of the Great Lakes. Proposals may include: planning, feasibility and design projects;

implementation projects; or projects that combine the two.

Proposals selected for funding through this solicitation will be funded through cooperative agreements. One year or multi-year awards up to three funding years may be awarded, and additional releases of funds may be used to fund selected proposals through FY2020 without further competition, pending future budget appropriations. NOAA anticipates typical awards for planning, feasibility and design-only projects will range from \$75,000 to \$300,000. NOAA anticipates typical awards for implementation projects or design and implementation projects will range from \$250,000 to \$1,000,000. NOAA will not accept proposals with a federal funding request of less than \$75,000 or more than \$2,000,000. NOAA anticipates up to \$9 million will be available under the Federal Funding Opportunity (FFO) in FY2018. Funds will be administered by the NOAA Restoration Center, in coordination with the NOAA National Ocean Service's Office for Coastal Management.

Federal funds awarded under this program must be matched with non-federal funds at a 2:1 ratio of federal to non-federal contributions. For example, an applicant requesting \$500,000 in federal funding must provide at least \$250,000 in non-federal matching contributions, for a total budget of \$750,000.

This competition has a mandatory pre-proposal. Only applicants whose pre-proposals meet eligibility requirements, including strongly aligning with program objectives and goals, as determined by NOAA (through the review process described below in Section V.A.), will be invited to submit Full Applications. The goal of the pre-proposal process is to reduce the burden of preparing full proposals and streamline the review by inviting Full Applications only from those applicants whose projects are most likely to support NOAA's implementation of the Coastal Resilience Grants Program. Pre-proposals must be submitted by email, by the deadline stated in Section IV.D.

In FY2017, the Coastal Resilience Grants Program FFO contained two project categories—Strengthening Coastal Communities and Habitat Restoration. Pending FY2018 appropriations, NOAA plans to fund high-scoring proposals from the Strengthening Coastal Communities category submitted in response to the FY2017 FFO, in addition to new project proposals submitted under this FY2018 Coastal Resilience Grants Program FFO. The NOAA Office for Coastal Management will administer new awards established under the FY2017 FFO for Strengthening Coastal Communities. The NOAA Restoration Center will administer new awards that build resilience through coastal habitat restoration selected under this FY2018 FFO.

All potential applicants should review Section III.C, where ineligible project types are described.

## FULL ANNOUNCEMENT TEXT

## I. Funding Opportunity Description

## A. Program Objective

## 1. Overview and Goals

The principal objective of the NOAA Coastal Resilience Grants Program is to implement projects that build resilience of U.S. coastal communities and ecosystems. Resilience is the ability to prepare and plan for, absorb, recover from, and successfully adapt to adverse events. Specifically, the FY2018 Coastal Resilience Grants solicitation is seeking coastal habitat restoration projects that build resilience by conserving and restoring sustainable ecosystem processes and functions and reducing the vulnerability of coastal communities and infrastructure from the impacts of extreme weather events, climate hazards, and changing ocean conditions.

Extreme weather events, climate hazards, and changing ocean conditions can have significant impacts on coastal ecosystems and the human communities that rely on them. Functional, healthy coastal ecosystems contribute to healthy coastal economies and communities. Because these three aspects of resilience (ecosystems, economies, and human communities) cannot be effectively addressed in isolation, this program intends to invest in collaborative projects that provide both ecological and socioeconomic benefits. This program supports activities that restore or create natural infrastructure and natural landscape features to provide valuable ecosystem functions and services, such as habitat for fish, improved water quality and quantity, flood reduction, and erosion protection. Proposed projects should also support sustainable fisheries managed by NOAA under the Magnuson-Stevens Fisheries Conservation and Management Act (Managed Species), contribute to the recovery of protected resources managed by NOAA under the Endangered Species Act (Listed Species) – including species identified by NMFS as “Species in the Spotlight” -- and/or benefit native fish species of the Great Lakes.

In FY2017, the Coastal Resilience Grants Program FFO contained two project categories—Strengthening Coastal Communities and Habitat Restoration. Pending FY2018 appropriations, NOAA plans to fund high-scoring proposals from the Strengthening Coastal Communities category submitted in response to the FY2017 FFO, in addition to new project proposals submitted under this FY2018 Coastal Resilience Grants Program FFO. The NOAA Office for Coastal Management will administer new awards established under the FY2017 FFO for Strengthening Coastal Communities. The NOAA Restoration Center will administer new awards that build resilience through coastal habitat restoration selected under this FY2018 FFO.

## 2. Project Activities

This competition seeks coastal habitat restoration activities that strengthen the resilience of coastal ecosystems and reduce vulnerability of coastal communities and infrastructure from impacts of extreme weather events, climate hazards, and changing ocean conditions.

Successful projects should restore sustainable ecosystem processes and functions that provide habitat for fish, reduce vulnerability to hazards such as flooding and erosion, and result in improvements to communities and economies. Examples of community and economic benefits include improved commercial fisheries, agriculture, tourism, or public amenities.

Activities that strengthen the resilience of coastal ecosystems and human communities may include, but are not limited to:

- re-establishing hydrologic connectivity (e.g. tide gate removal) and sediment processes that provide wetland habitat and reduce flooding (extent or frequency) in human communities;
- removing dams that block migration for migratory fish and pose a risk to surrounding communities;
- rebuilding coral reefs to recover Listed and/or Managed Species and reduce the energy and effects of storm waves, including erosion;
- removing or replacing old levee infrastructure to restore functional floodplain habitat for fish, enhance flood storage capacity, and improve agricultural production through the resulting flood reduction; or
- improving stream flow levels to provide habitat for fish during migratory periods and reliable access to water for communities and agriculture.

Proposals for projects that assess project feasibility and result in project designs, rather than project implementation, will be considered under this competition.

## 3. Project Assessment

Applicants should propose both ecological and socioeconomic metrics for evaluating the anticipated outcomes of the project. Proposals should include a plan for socioeconomic metric identification and quantification, as well as pre- and post-restoration ecological monitoring plans for implementation and basic effectiveness. See Section IV.B.2 (e) for further requirements related to monitoring plan development and data management and sharing requirements. Among the projects selected for funding, NOAA may provide funding to develop socioeconomic valuation studies or assess additional ecological effectiveness.

## B. Program Priorities

The NOAA Coastal Resilience Grants Program is intended to reduce risk associated with extreme weather events, climate hazards, and changing ocean conditions, by supporting activities that strengthen the resilience of U.S. marine and coastal ecosystems and coastal communities. In FY2018, the NOAA Coastal Resilience Grants solicitation is seeking coastal habitat restoration projects that build resilience by conserving and restoring sustainable ecosystem processes and functions and safeguarding people and infrastructure.

Projects that are likely to achieve the following goals will be considered priorities by the panel reviewers and/or Selecting Official (see Section V.B):

- Projects that demonstrate sustainability and result in resilience to extreme weather events, climate hazards, and changing ocean conditions, through site location or natural landscape design features (e.g. allowing for wetland migration or water temperature refugia);
- Projects that benefit all three components of resilience (ecosystems, economies, and human communities), as demonstrated by quantifiable ecological and socioeconomic metrics that assess habitat improvement, increased or maintained economic activity, improved or protected infrastructure and public safety, or enhanced recreation, etc.;
- Projects that reduce the vulnerability of coastal communities and infrastructure, resulting in benefits to multiple stakeholders and sectors of the population;
- Projects that demonstrate collaboration and alignment among multiple entities, including state and federal agencies, by proposing projects or project types described in comprehensive planning efforts such as coastal vulnerability or resilience studies, watershed management plans, species recovery plans, and/or fishery management plans.

### C. Program Authority

The Secretary of Commerce is authorized under the following statutes to provide grants and cooperative agreements for habitat restoration and conservation: the Fish and Wildlife Coordination Act, 16 U.S.C. 661, as amended by the Reorganization Plan No. 4 of 1970; the Magnuson-Stevens Fishery Conservation and Management Reauthorization Act, 16 U.S.C. 1891a; and the Endangered Species Act, 16 U.S.C. 1535.

## II. Award Information

### A. Funding Availability

Total anticipated funding for all awards is up to \$9 million, subject to FY2018 appropriations. NOAA will not accept applications requesting less than \$75,000 or more than \$2 million in federal funds from NOAA under this solicitation. This federal funding opportunity is being released prior to final appropriations due to award process timeframes. While the FY2018 President's budget proposed \$0 for this program, final Congressional



direction has not been determined.

NOAA anticipates typical awards for planning, feasibility and design projects will range from \$75,000 to \$300,000. NOAA anticipates typical awards for restoration implementation or design and implementation projects will range from \$250,000 to \$1,000,000.

Federal funds awarded under this program must be matched with non-federal funds (cash or in-kind cost share) at a 2:1 ratio of federal to non-federal contributions. For example, an applicant requesting \$500,000 in federal funding must provide at least \$250,000 in non-federal matching contributions, for a total budget of \$750,000.

The exact amount of funds that may be awarded will be determined in pre-award negotiations between the applicant and NOAA. Although it is not required at the time of submitting a pre-proposal or Full Application under this announcement, NOAA will only award funds to projects that receive and demonstrate approval from the State's Governor to implement the proposed project as evidenced by a letter or other form of documented correspondence. This requirement does not apply when the applicant is a federally recognized or non-federally recognized tribe conducting a project within the bounds of Tribal land. If a letter from the Governor cannot be obtained, a letter provided by a Governor's appointee, with a carbon copy (cc) to the Governor, will be sufficient. NOAA requests this letter be submitted by June 30, 2018 to ensure timely completion of the award process, pending final direction provided in the FY2018 Congressional appropriation.

Any funds provided to successful applicants will be at the discretion of the NOAA Office of Habitat Conservation and the NOAA Grants Management Division (GMD). NOAA and the Department of Commerce are not responsible for application preparation costs or efforts in the proposal that are canceled because of other agency priorities. Publication of this announcement does not oblige NOAA to award any project or to obligate any available funds. There is no guarantee that sufficient funds will be available to make awards for all top-ranked applications.

The number of awards to be made as a result of this solicitation will depend on the number of eligible applications received, the amount of funds requested and the merit and ranking of the applications. Applicants should be in compliance with the terms of any existing NOAA grants or cooperative agreements and otherwise eligible to receive federal awards, or make arrangements satisfactory to the Grants Officer, to be considered for funding under this competition. All reports due should be received and any concerns raised by the agency should be addressed in a timely fashion in order to receive a new award. Top ranked proposals not funded in the current fiscal period may be considered for funding in another

fiscal period without NOAA repeating the competitive process outlined in this announcement. NOAA may also fund a proposal in increments across one or more years; if requested, applicants will be required to develop a multi-year budget during award negotiation. This is anticipated most often for applicants that combine design and implementation costs into a single application.

#### B. Project/Award Period

Applications should cover a period of performance between 12 and 36 months. Proposed award periods should include the time needed to complete post-restoration monitoring and monitoring reports, if restoration implementation is proposed in the application. NOAA anticipates that the period of performance for most awards will be 36 months; however, an award performance period may be extended up to 48 months at the discretion of NOAA. The earliest anticipated start date for awards will be October 1, 2018. Pre-award costs are generally unallowable; however, pre-award costs may be considered during pre-award negotiations between the applicant and NOAA. Incurring pre-award costs before NOAA's Grants Management Division (GMD) provides an award document is at the applicant's own risk.

#### C. Type of Funding Instrument

Selected applications will be funded through cooperative agreements, as described in 2 C.F.R. 200.24, meaning that NOAA expects to be substantially involved in many aspects of the awards. Substantial involvement may include, but is not limited to, collaboration on the scope of work, providing technical assistance, review and comment on design and/or monitoring plans, meeting planning and facilitation, or review of procurement materials to the extent authorized by 2 C.F.R. 200.324, and tracking the progress towards the successful completion of the project.

### III. Eligibility Information

#### A. Eligible Applicants

Eligible applicants are institutions of higher education, non-profit and for-profit organizations, U.S. territories and states, Native American tribes, and local governments as defined at 2 C.F.R. 200.64, which includes counties, municipalities, and cities. To be eligible under this competition, applicants must conduct projects in coastal areas in one or more of the following U.S. jurisdictions: Alabama, Alaska, American Samoa, California, Connecticut, Delaware, District of Columbia, Florida, Georgia, Guam, Hawaii, Illinois, Indiana, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, New Hampshire, New Jersey, New York, North Carolina, Northern Mariana Islands, Ohio,

Oregon, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Texas, Virginia, Virgin Islands (U.S.), Washington, and Wisconsin.

For the purposes of this program, coastal areas are defined as those within coastal shoreline counties or coastal watershed counties. Coastal shoreline counties are directly adjacent to the open ocean, major estuaries, or the Great Lakes. Coastal watershed counties are located along inland rivers and streams with a significant impact on coastal and ocean resources. Please review Section I.A.1 and the evaluation criteria in Section V.A.1 to understand the preferred target species within coastal areas.

Applications from individuals, federal agencies, or employees of federal agencies will not be considered. Individuals and federal agencies are strongly encouraged to work with states, non-governmental organizations, municipal and county governments, and others that are eligible to apply. Involvement of other federal agencies should be clearly described in the project proposal. Foreign governments are not eligible to apply for funding under this announcement.

The Department of Commerce and NOAA are strongly committed to increasing the participation of Minority Serving Institutions (MSIs), i.e., Historically Black Colleges and Universities, Hispanic-serving institutions, Tribal colleges and universities, Alaskan Native and Native Hawaiian institutions, and institutions that work in underserved communities. This will be considered by the Selecting Official (SO) as he/she considers the balance/distribution of funds by type of institutions or partners, as described in Section V.C.

#### B. Cost Sharing or Matching Requirement

A goal of the NOAA Coastal Resilience Grants Program is to fund projects that leverage the investment of federal funds with other contributions from a broad range of public and private partners. Cost sharing is required for eligibility. Federal funds awarded under this program must be matched with non-federal funds at a 2:1 ratio of federal to non-federal contributions. For example, an applicant requesting \$500,000 in federal funding must provide at least \$250,000 in non-federal matching contributions, for a total budget of \$750,000.

"Cost sharing or matching" is defined by 2 C.F.R. 200.29 as "the portion of project costs not paid by federal funds (unless otherwise authorized by federal statute)." Any shared costs or matching funds and all contributions, including cash and third party in-kind contributions, will be accepted as part of an applicant's cost sharing or matching when the contributions meet the criteria listed in 2 C.F.R. 200.306. For example, matching funds may come from a variety of public and private sources and may include third party in-kind goods and services

(e.g., private boat use, volunteer labor, etc.). In addition, applicants are permitted to combine contributions for allowable costs from non-federal partners when they meet the criteria in Section 200.306, such as not being contributed for any other federal award, and being available within the project period stated in the application. Federal contributions can be described in the budget narrative to demonstrate additional leverage and collaboration, but cannot be used as match without a specific legal authority. Applicants may also choose to designate part or all of their federally negotiated indirect costs as match, since the valuation of such costs has already been federally approved and documentation is readily available. Refer to Section IV. F. "Funding Restrictions."

An applicant whose proposal is selected for funding will be bound by the percentage of cost sharing reflected in the award document signed by NOAA's Grants Management Division, unless amended based on extenuating circumstances. NOAA is under no obligation to amend the matching contributions once agreed to by the recipient. Successful applicants should be prepared to carefully document matching contributions, including the overall number of non-paid volunteers and third party in-kind participation hours. Letters of commitment for any secured resources that will be used as match for an award under this solicitation should be submitted as an attachment to the application (see Section IV.B).

#### C. Other Criteria that Affect Eligibility

This competition has a mandatory pre-proposal. Only those applicants whose pre-proposals strongly align with program objectives and goals, as determined by NOAA (through the criteria described below in Section V.A.), will be allowed to submit Full Applications. The recommended content and form of the mandatory pre-proposal are described in Section IV.B. The goal of the pre-proposal process is to reduce the burden of preparing full proposals and streamline the review by inviting full proposals only from those applicants whose projects are most likely to support implementation of the NOAA Coastal Resilience Grants Program goals as described in this announcement. Eligible full proposals should include the proposal ID provided by NOAA on form SF-424, field 5b.

Section III.A presents information distinguishing eligible versus ineligible organization types.

The following information describes ineligible project proposal types.

- Proposals that solely benefit Listed Species under the jurisdiction of the United States Fish and Wildlife Service are not eligible, unless the species is jointly managed by NOAA.
- Proposals that focus on marine debris prevention and removal, acquisition of real property, or beach renourishment that is solely for recreational purposes are ineligible.
- Proposals addressing hard infrastructure only for water quality improvement are not

eligible.

Ineligible activities include, but are not limited to, wastewater treatment plant upgrades, elimination of combined sewer outfalls, and replacement of failing septic systems and implementation of agricultural animal waste management plans. However, projects that improve water quality through the creation or enhancement of fish habitat are eligible.

The following activities will not be considered for federal funding: (1) activities that alleviate the liability associated with legally required mitigation for the adverse effects of an activity regulated or otherwise governed by local, state or federal law; (2) activities that constitute compensatory restoration for natural resource damages under federal, state or local law; and (3) activities that are required by a separate consent decree, court order, statute, or regulation.

Applicants planning to combine grant or matching funds with mitigation should review the Compensatory Mitigation for Losses of Aquatic Resources; Final Rule at 73 Fed. Reg. 70 (April 10, 2008). Page 19636 describes scenarios where mitigation credits may or may not be obtained in association with federal financial incentives.

NOAA will not accept applications requesting less than \$75,000 or more than \$2 million in federal funds from the FY2018 Coastal Resilience Grants Program under this solicitation.

Pre-proposals and Full Applications must be submitted by the due dates and time provided in Section IV.D. Late applications will not be considered for funding.

For pre-proposals, submission time will be documented by the time stamp on the email.

For Full Applications, submission time will be documented by electronic submission to Grants.gov, a U.S. Postal Service postmark, or a delivery service receipt. Information regarding electronic submission through Grants.gov and the address for paper applications and the Governor's letter is contained in Section IV.G. No facsimile or electronic mail applications will be accepted. Applications submitted via the U.S. Postal Service must have an official postmark; private metered postmarks are not acceptable. All applicants wishing to submit a paper application package should contact the agency contact (Section VII) two days prior to the full proposal deadline. Applications received later than five business days following the closing date will not be accepted. All full proposals must contain all required forms; if these forms are not signed via the [www.Grants.gov](http://www.Grants.gov) application process, they must be signed in ink (SF-424, SF-424B, CD-511). Failure to submit necessary signed forms shall result in disqualification from this competition.

NOAA will establish cooperative agreement awards only with applicants that have successfully received approval from their State's Governor, or their appointee, for the proposed project. NOAA requests this letter be submitted by June 30, 2018, to ensure timely completion of the award process. This requirement does not apply when the applicant is a federally recognized or non-federally recognized tribe conducting a project within the bounds of Tribal land.

#### IV. Application and Submission Information

##### A. Address to Request Application Package

For pre-proposals, information about the recommended format is contained in Section IV.B.

For full proposals, complete application packages, including required federal forms and instructions, can be found on [www.Grants.gov](http://www.Grants.gov). If a prospective applicant is experiencing problems using the Grants.gov Workspace feature, contact [www.Grants.gov](http://www.Grants.gov) Customer Support at 1-800-518-4726 or [support@Grants.gov](mailto:support@Grants.gov). Instructions for these forms are available at <http://www.grants.gov/web/grants/form-instructions.html>.

If an applicant does not have Internet access, application packages can be requested from Melanie Gange at 301-427-8664 or via email to [Melanie.Gange@noaa.gov](mailto:Melanie.Gange@noaa.gov).

##### B. Content and Form of Application

###### PRE-PROPOSAL CONTENT AND FORMAT

Applicants must submit a pre-proposal and receive an invitation from NOAA before submitting a full proposal. Pre-proposals must be submitted as an e-mail attachment to [resilience.grants@noaa.gov](mailto:resilience.grants@noaa.gov) by 11:59 pm Eastern time on the date stated in Section IV.D. Please write "2018 Coastal Resilience Pre-proposal" in the email subject line. All applications will receive an automated email receipt confirming submittal. It is the responsibility of the applicant to notify NOAA within 24 hours of the deadline if they did not receive an email receipt. This email address is for pre-proposals only. Direct any questions to the agency contact identified in Section VII below.

The pre-proposal must include:

- the Standard Form (SF)-424 (available at <https://www.grants.gov/web/grants/forms.html>),
- a two-page narrative, and
- a single-page map or aerial photo of the project site (optional).

The narrative must be no more than two (2) pages in length and should provide a concise description of the proposed work and its relevance to the competition's priorities. NOAA requests that applicants use single-spacing, 11 or 12 point font, and one inch margins. We recommend you follow the format provided for the full proposal Project Summary, provided in Section IV.B.1. PDF is recommended for all files to ensure readability, and to reduce file size. Any text in the body of the email will NOT be considered part of the application. Maximum total size of all attachments cannot exceed 25 MB, or the email will be rejected by NOAA's email server.

If the pre-proposal is incomplete, is submitted late, or otherwise does not follow the requirements stated in this announcement, the pre-proposal may not be considered. The pre-proposal process is a critical step to determine if proposed projects are well-suited for this specific competition. Only those applicants whose pre-proposals strongly align with program objectives and goals, as determined by NOAA (through the criteria described below in Section V.A.), will be allowed to submit Full Applications. The goal of the pre-proposal process is to streamline the review process by inviting full proposals only from those applicants whose projects are most likely to support NOAA's coastal resilience goals as described in this announcement.

#### FULL PROPOSAL CONTENT AND FORMAT

If invited by NOAA to submit a full proposal, applicants should apply through the [www.Grants.gov](http://www.Grants.gov) website. A complete standard NOAA financial assistance application package should be submitted in accordance with the guidelines in this document. Each full proposal must include the application forms from the SF-424 form family:

- Application for Federal Assistance: Form SF-424 (7/03 version or newer), include proposal ID provided by NOAA to eligible full proposal applicants in field 5b, Federal Award Identifier.
- Budget Information for Non-construction Programs: Form SF-424A
- Assurances for Non-construction Programs: Form SF-424B
- Certification Regarding Lobbying: Form CD-511
- Disclosure of Lobbying Activities: Form SF-LLL (if applicable)

In addition, NOAA recommends the following as part of a complete application package for a full proposal:

- Project summary (described below, 2 page limit) – recommended as the pre-proposal content, and may be updated for the full proposal;
- Project narrative (described below, 15 page limit);
- Data management plan (described below, 2 page limit);

- Budget narrative (described below, 6 page limit);
- Project design plans, (if applicable);
- Other relevant supporting materials (15 page limit) as applicable (see Section IV.B.6 below)

Applications submitted through the [www.Grants.gov](http://www.Grants.gov) website should include a maximum of four files (PDF files only) in addition to the federal application forms: 1) Summary, narrative, and data management plan (not to exceed 19 pages total, as outlined above); 2) Budget narrative (6 pages); 3) Project designs (if applicable); and 4) Supporting materials - all other attachments combined into one indexed file, such as maps, curriculum vitae, and support letters (not to exceed 15 pages). NOAA requests that applicants use 11 or 12-point font and 1-inch margins.

1. Project Summary and Pre-proposal Format (2 page limit):

All proposals must briefly describe the activities to be implemented with the requested funds including:

- Project title
- Project location (e.g. town, watershed, geographic coordinates, etc.)
- Requested NOAA funding
- Proposed non-federal match
- The overall project cost including any leveraged funds beyond proposed non-federal match
- Briefly describe:
  - The vulnerability or issue(s) limiting the resilience of U.S. coastal ecosystems, human communities, and infrastructure to extreme weather events, climate hazards, and changing ocean conditions.
  - The specific actions to be undertaken during the proposed award period, expected outcomes, and how the project and its expected outcomes align with the goals and objectives of the FY2018 Coastal Resilience Grants solicitation.
  - The measurable impact on the ecosystem and how resilience to extreme weather events, climate hazards, and changing ocean conditions will be increased for surrounding coastal communities, including reduced vulnerabilities of social, economic, or ecological systems.
  - Project Performance Measures: Include both ecological and socioeconomic metrics as described in section IV.B.2 (e).
  - How the project restores or creates resilient, healthy habitat for the benefit of sustainable fisheries and contributes to the recovery of protected resources. Identify the Listed Species, including species identified by NMFS as “Species in the Spotlight,” Managed Species; or native fish species of the Great Lakes that will benefit from the proposed project.



- How the project demonstrates collaboration and alignment among multiple entities and implements recommendations or projects described in multi-stakeholder, comprehensive planning efforts such as coastal vulnerability or resilience studies, watershed management plans, species recovery plans, fishery management plans, and/or other planning efforts related to ecosystem and/or community resilience.

- Project timeline including key dates or milestones for the proposed project activities.

- Permits and Approvals: Identify and list all consultations, permits, and regulatory approvals necessary for the proposed project and their status (e.g. not applied for, pending, secured).

- Landowner(s): Provide name and address (if privately owned) or public agency contact and indicate their level of support for the proposed project.

- Project partners and other project stakeholders.

## 2. Full Proposal Project Narrative (15 page limit):

The project narrative within a full proposal should closely follow the evaluation criteria (see Section V. A. Evaluation Criteria) to receive a consistent review against competing applications. Only those applicants whose pre-proposals strongly align with program objectives and goals, as determined by NOAA (through the criteria described below in Section V.A.), will be allowed to submit full proposals.

a. Background. Provide sufficient background information for reviewers to independently assess the significance of the proposed project. Summarize the historic and current condition of the site, the problem, and the risk or resilience need to be addressed. Provide context for the project based on physical and socioeconomic vulnerability to extreme weather events, climate hazards, and changing ocean conditions. Describe who is at risk, the likelihood of people being harmed, places or infrastructure being damaged, and the anticipated impact/expense of extreme weather, climate hazards, or changing ocean conditions. NOAA's Digital Coast website and the Sea Level Rise Viewer provide access to a variety of tools to begin identifying both physical and socioeconomic vulnerability (<https://coast.noaa.gov/digitalcoast/tools/slr.html>). Describe the status of ongoing efforts and coordination to address the identified problem. Summarize the relationship of the proposed work to other ongoing efforts.

b. Goals and Objectives. Describe in the narrative the specific project goals and objectives to be achieved. Detailed, technical information about the proposed project activities and site should be fully described. Include the following information in the full proposal or supplemental materials: design plans; specifications; required permits and consultations; scope of work for services; and/or cost estimates.

This section should include:

- the short-term objectives and long-term resilience goals of the proposed activities at the project site;
- how the proposed project design, methodology, and techniques will create sustainable ecosystem processes and functions that will reduce the vulnerability of coastal communities and infrastructure from the impacts of extreme weather events, climate hazards, and changing ocean conditions;
- the expected human community benefits, including reduced risks to people or infrastructure (e.g. decreased flooding impacts or elimination of public safety hazards) and extent of these benefits;
- the expected economic benefits such as avoided costs or improved economic opportunities (e.g. avoided property damage costs, reduced maintenance costs, or improved commercial and recreational fishing) and extent of these benefits;
- the fish species (e.g. Managed or Listed Species) targeted by the project, their historic and current status or population estimates, and the quantification of the extent to which they will benefit from the proposed project;
- existing data that can be used to provide a baseline for ecological monitoring, or quantification and valuation of socioeconomic benefits; and
- the extent of collaboration among stakeholders and how the project is associated with any relevant planning efforts, or demonstrates synergy with other resilience or conservation efforts in the watershed, such as coastal vulnerability or resilience studies, watershed management plans, Species Recovery Plans, Fishery Management Plans, or other strategic planning efforts.

For planning and design proposals, technical details should include the scope of services or tasks to be completed under this award, including field surveys, modeling, engineered designs, and/or permit preparation. Proposals should also describe any gaps in expertise in the project team that could be resolved with NOAA technical assistance.

For restoration implementation proposals, examples of requested technical details include:

- Applicants proposing to install fish passage devices or operational control structures such as self-regulating tide gates as a component of the project should include discussion of a management plan that details who will be responsible for the operation and maintenance of such structures, and how they will be operated and maintained in the future.
- Applicants proposing to alter tidal exchange should also provide a hydrograph showing any tidal restrictions and projected conditions with restoration.
- Applicants proposing to enhance existing tidal wetlands (e.g. through sediment placement or beneficial re-use of dredged material) should provide information on the source of the sediment/materials, the site-specific rate of sea level rise and subsidence, target elevation,

and how the restored site will keep pace with the rate of sea level rise and subsidence.

-- Applicants proposing to place plants or animals into the environment should include the origin/source and regional genetic stock of the plant or animal, and describe the proximity to any existing or remnant sources of similar type in the area.

-- Applicants proposing to restore floodplain habitat should describe how often the habitat will be accessible by the target species, both at current and predicted future hydrologic regimes. Describe how that frequency of access was developed.

-- Applicants proposing to conserve water for fish habitat use should describe both the physical and legal mechanisms necessary to implement the project.

If multiple sites are included within one application, the proposed sites or activities should be hydrologically or ecologically connected, follow a comprehensive and integrated approach, and feature shared or complementary goals. Applications that include multiple restoration sites should also fully describe the proposed activity at each site within the project narrative section. If page limits are restrictive, focus the application on the technical aspects of the proposed actions and on those actions with highest priority funding needs. If you cannot describe all aspects of a multi-site project within the recommended page limits, applicants should consider submitting an application for each site.

c. Milestone Schedule. Provide detailed timelines for major tasks, target milestones for important intermediate and final products, and key project outcomes. For each site, applicants should clearly identify the project phase(s) proposed (e.g. engineering design, construction) and provide an implementation plan, including all activities proposed under the award, and any critical activities prior to the award or after the award. This includes identifying all consultation and permitting requirements and their status (e.g. not applied for, pending, secured).

d. Public Engagement and Environmental Compliance. Describe how the public and stakeholders have been or will be engaged in the development of the project. This section should include any public engagement needed for environmental compliance and permitting. For projects with National Environmental Policy Act (NEPA) documents completed or under development, please indicate the status and level of NEPA review (Categorical Exclusion, Environmental Assessment, or Environmental Impact Statement), the lead federal agency, contact information for the lead federal agency person, and where copies of the document are available. If no NEPA compliance has begun, the applicant should include a commitment to quickly provide information needed by NOAA to analyze project impacts under the NEPA (see Section VI.B.6).

e. Project Assessment. Describe the approach for evaluating project results using measure(s)

of success that can reach a conclusion during the award period. Applicants should include a plan for socioeconomic metric identification and quantification, as well as pre- and post-restoration ecological monitoring plans for implementation and basic effectiveness. Describe the existing data that can be used to provide a baseline for these measures. Applicants must plan for data management, as described in Section IV.B.3 of this announcement.

Restoration implementation proposals should include measures to enable NOAA to evaluate, upon completion, whether the project was executed as designed and provides a basic level of effectiveness. Examples include short-term measures such as as-built surveys of construction, post-planting inspection reports, or other appropriate measures. All proposals for fish passage barrier removal, hydrologic reconnection, coral recovery, and oyster restoration projects should include monitoring plans which include the measures described in "NOAA Restoration Center Implementation Monitoring: Guidance for Proposing and Conducting 'Tier I' Monitoring," available at: <https://www.fisheries.noaa.gov/national/habitat-conservation/resources-noaa-restoration-center-applicants>.

Proposals focused on planning and design for coastal habitat restoration projects that build resilience should include a monitoring plan, or discuss how a monitoring plan will be developed as part of the proposed work. This may include pre-project monitoring to collect data that informs the project design, or that serves as baseline data for post-implementation monitoring.

Applicants should also propose socioeconomic measures that demonstrate increases in the economic or human community components of resilience. Examples include short-term measures such as the number of structures benefitting from the project, change in the number of days that a road is flooded, change in shellfishery closing days, change in recreational use, or changes in other ecosystem services. Please identify the proposed measures, any data available to support the proposed measures, and a plan to quantify the measures during the award period.

Applicants should be willing to work with NOAA to adjust the monitoring plan, if necessary, to ensure sufficient, cost-effective implementation monitoring. Applicants may also describe their approach for monitoring ecological or socioeconomic effectiveness during and after the award period. Monitoring proposed beyond the award period should be supported by project partners who provide support letters describing their commitment. Among the projects selected for funding, NOAA may provide funding to develop socioeconomic valuation studies or assess ecological effectiveness.

#### f. Project Protection, Maintenance, and Long-term Viability

To protect the federal investment, applicants should describe future management of the project site beyond the period of performance, including mechanisms to protect, maintain, or sustain the project site so the multiple benefits of the funded resilience project will be lasting. This should include documentation of landowner/land manager support for the project. For planning and design projects, proposals should describe the likelihood that the resilience project will be implemented after the award, such as potential funding sources, participation of key stakeholders, and ability to build consensus regarding the solution at the site. Letters of support may be used to show stakeholder support.

### 3. Data Management Plan (2 page limit)

Proposals submitted in response to this FFO should include a Data Management Plan of up to two pages. NOAA's Data and Publication Sharing Directive for NOAA Grants, Cooperative Agreements, and Contracts is available at <https://nosc.noaa.gov/EDMC/PD.DSP.php>

The Data Management Plan should be aligned with the examples provided by NOAA at: <https://www.fisheries.noaa.gov/national/habitat-conservation/resources-noaa-restoration-center-applicants>. A typical plan should include descriptions of the types of environmental data and information expected to be created during the course of the project, the tentative date by which data will be shared, the standards to be used for data/metadata format and content, methods for providing data access, approximate total volume of data to be collected, and prior experience in making such data accessible. The costs of data preparation, accessibility, or archiving may be included in the proposal budget. Accepted submission of data to the NOAA National Centers for Environmental Information (NCEI) is one way to satisfy data sharing requirements; however, NCEI is not obligated to accept all submissions and may charge a fee, particularly for large or unusual datasets. Final Data Management Plans may be developed in coordination with NOAA as part of NOAA's substantial involvement, as described in Section II.C and VI.B.7.

### 4. Budget Narrative (6 page limit):

The budget justification narrative must include a detailed breakdown by category of cost (SF-424A object class) separated into federal and non-federal shares as they relate to specific aspects of the award, with a detailed narrative justification for both the federal and non-federal shares. Applicants should indicate whether or not the proposed non-federal share has been secured or not.

If funding will be used to complete part of a larger project with multiple funding sources, a budget overview for the entire project should be provided, to demonstrate how the NOAA request relates to the overall project budget and outcomes. If the project has been submitted

for funding consideration elsewhere, the amount(s) requested or secured from other sources, and whether the funds requested/secured are federal or non-federal should be included. Additional budget development guidance, including a budget narrative template, is available at <https://www.fisheries.noaa.gov/national/habitat-conservation/resources-noaa-restoration-center-applicants>. The NOAA Restoration Center and GMD staff will review budget information in recommended applications to determine if costs are allowable, allocable, reasonable, and realistic. The budget justification should be sufficiently detailed to enable a clear understanding of the cost breakdown and calculations used to derive the line item subtotals in each object class of the SF-424A budget form. NOAA may ask the applicant to develop a budget separated into two or more years during award negotiation for the purpose of awarding funds incrementally through a multi-year award.

#### 5. Project Design Plans (if applicable)

This section should include engineering design drawings or conceptual plan drawings, if available. Please do not include full-length watershed plans or feasibility assessments.

#### 6. Supporting Materials (15 page limit)

Only material that is submitted as a single application package (either by mail or Grants.gov) will be reviewed by merit reviewers, including letters of support. Supporting materials should be limited to materials that directly support the main body of the proposal (for example, letters of collaboration, resumes, references, lists of data sources, and maps). The following items are suggested for inclusion in the supporting materials, as appropriate for the proposed project.

a. Letters of Support. Supporting letters from partner organizations, including landowners that are instrumental to the project, should be included in the application package. Letters should clearly indicate the level of commitment and/or collaboration. This may also include commitments to continue monitoring after the award period.

b. Resumes. Provide resumes of the project manager and other key personnel critical to the success of the project and include their role in the project. Ensure that resumes address qualifications relevant to conducting the proposed work. Please limit resumes to a maximum of one page for each key person.

c. Detailed Budget Information. Information may include detailed information for sub-award costs and contract prices, federally Negotiated Indirect Cost Rates, tables that break down budget requests into multiple time periods, or other budget information beyond the budget narrative page limit.

d. Other. Any other relevant supporting materials applicable to the proposal including (and not limited to) maps and photographs showing the project area or restoration sites, and monitoring plans for restoration activities.

### C. Unique Entity Identifier and System for Award Management (SAM)

To enable the use of a universal identifier and to enhance the quality of information available to the public, as required by the Federal Funding Accountability and Transparency Act, 31 U.S.C. 6106 Note, to the extent applicable, any proposal awarded in response to this announcement will be required to use the System for Award Management (SAM), which may be accessed online at <https://www.sam.gov/portal/public/SAM/>. Applicants are also required to use the Dun and Bradstreet Universal Numbering System (DUNS), as identified in Office of Management and Budget (OMB) guidance published at 2 CFR Part 25 which may be accessed at <http://www.ecfr.gov/cgi-bin/textidx?SID=2dae4a7dcd5848a6364bb94d2d7786dd&mc=true&tpl=/ecfrbrowse/Title02/2subtitleA.tpl>.

Applicants should: (1) be registered in the federal SAM before submitting an application; (2) provide a valid DUNS number on an application; and (3) continue to maintain an active SAM registration with current information at all times during which they have an active federal award, an application, or plan under consideration by a federal awarding agency. The federal awarding agency may not make a federal award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time the federal awarding agency is ready to make a federal award, the federal awarding agency may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

Applicants should allow a minimum of seven days to complete the SAM registration, although complete registration for SAM may take several weeks if problems arise. Registration is required only once, but must be periodically renewed.

Applicants invited to submit full proposals are strongly encouraged not to wait until the Full Application deadline date to begin the application process through [www.grants.gov](http://www.grants.gov).

### D. Submission Dates and Times

This program has a mandatory pre-proposal. Pre-proposals must be received by email at [resilience.grants@noaa.gov](mailto:resilience.grants@noaa.gov) by 11:59 PM Eastern time on March 7, 2018. See Section IV.B for more information regarding pre-proposal requirements.

The Full Application deadline will be no earlier than May 7, 2018 at 11:59 PM Eastern time. The actual deadline will be provided by direct notice to all eligible applicants, after pre-proposal review. At least 40 days will be provided for completion of a full proposal. Full

proposal application packages must be received by [www.Grants.gov](http://www.Grants.gov), postmarked, or provided to a delivery service by 11:59 PM Eastern time on the due date. The time the application was provided to a delivery service must be documented with a receipt. No facsimile or electronic mail application materials will be accepted for the Full Application. See Section III.C for more information, including a limit on transit time, and Section IV.G for an address to submit paper applications.

#### E. Intergovernmental Review

Applications submitted under the FFO are subject to the provisions of Executive Order 12372, "Intergovernmental Review of Federal Programs." Any applicant submitting an application for funding is required to complete item 19 on Form SF-424 regarding clearance by the State Single Point of Contact (SPOC). If you don't have a contact name to comply with a State's process under Executive Order 12372, contact the official listed in Section VII of this announcement for referral information.

#### F. Funding Restrictions

Pre-award costs are generally unallowable in this program; however, pre-award costs may be considered and discussed during pre-award negotiations between the applicant and NOAA representatives. Incurring pre-award costs before NOAA GMD provides an award document (generally via NOAA Grants Online on Form CD-450) is at the applicant's own risk. The earliest date for receipt of awards for this funding opportunity is anticipated to be October 1, 2018.

The budget may include indirect (facilities & administrative [F&A]) costs. As defined at 2 C.F.R. 200.56, indirect (F&A) costs are incurred for a common or joint purpose benefiting more than one cost objective, and not readily assignable to the cost objectives specifically benefited, without effort disproportionate to the results achieved (e.g. lights, rent, water, and insurance). An applicant with a current federally approved indirect cost rate that is proposing indirect costs in its budget should include a copy of the approved rate with its application. If an applicant has not previously established an indirect cost rate with a federal agency they may choose to negotiate a rate with the Department of Commerce or use the de minimis indirect cost rate of 10% of Modified Total Direct Costs (as allowable under 2 C.F.R. §200.414). The negotiation and approval of a rate is subject to the procedures required by NOAA and the Department of Commerce Standard Terms and Conditions. The NOAA contact for indirect or facilities and administrative costs is: Lamar Revis, Grants Officer, NOAA Grants Management Division, [lamar.revis@noaa.gov](mailto:lamar.revis@noaa.gov). A mailing address is available upon request (see Section VII for Agency Contacts).

Applicants may also choose to designate part or all of their allowable indirect costs as match,



since the valuation of such costs is easily documented and readily available.

#### G. Other Submission Requirements

Applicants must submit pre-proposals through the process described in Section IV.B. If applicants that submitted pre-proposals are invited to submit full proposals, applicants should use Grants.gov as described below.

1. Electronic Delivery - NOAA is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for grant funding opportunities. NOAA encourages applicants to submit their Full Applications online through Grants.gov. If Grants.gov cannot be used, applicants should contact the agency contact listed in Section VII two days in advance of the deadline, and submit an application by mail as described below.

a. How to Register to Apply through Grants.gov - Organizations must have a DUNS Number, active SAM registration, and Grants.gov account to apply for grants. Creating a Grants.gov account can be completed online in minutes, but DUNS and SAM registrations may take several weeks (see Section IV.C). Therefore, an organization's registration should be completed in sufficient time to ensure it does not impact the entity's ability to meet required application submission deadlines. Complete registration instructions can be found on Grants.gov at: <https://www.grants.gov/web/grants/applicants/organization-registration.html>.

When applications are submitted through Grants.gov, the name of the organization applicant with the Authorized Organization Representative (AOR) role that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The E-Business Point of Contact must authorize people who are able to make legally binding commitments on behalf of the organization as a user with the AOR role; this step is often missed and it is crucial for valid and timely submissions. Further role definitions can be found on Grants.gov at: <https://www.grants.gov/web/grants/applicants/workspace-overview/workspace-roles.html>.

b. How to Submit an Application to NOAA via Grants.gov - Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each funding opportunity announcement (FOA), you can create individual instances of a workspace. For access to complete instructions on how to apply for opportunities, refer to: <https://www.grants.gov/web/grants/applicants/workspace-overview.html>.

For additional training resources, including video tutorials, refer to:  
<https://www.grants.gov/web/grants/applicants/applicant-training.html>.

Applicant Support: Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at [support@grants.gov](mailto:support@grants.gov). If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist NOAA with tracking your issue and understanding background information on the issue, but no extension to the deadline will be approved.

c. Timely Receipt Requirements and Proof of Timely Submission - Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant with the AOR role who submitted the application will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. This applicant with the AOR role will also receive the official date/time stamp and Grants.gov tracking number in an email serving as proof of their timely submission. Applications submitted through Grants.gov will be accompanied by THREE automated responses (the first confirms receipt by Grants.gov, not NOAA; the second confirms that the submission is acceptable and timely; and the third validates that the application has been forwarded to NOAA for further processing).

When NOAA successfully retrieves the application from Grants.gov, and acknowledges the download of submissions, Grants.gov will provide an electronic acknowledgment of receipt of the application to the email address of the applicant with the AOR role who submitted the application. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for funding by NOAA.

Applicants should be aware that transmission can take up to two business days to validate or reject the application. Applicants should allow themselves sufficient time to submit their application to Grants.gov in advance of the deadline to ensure applications have been submitted successfully, as waivers of the submission deadline will not be granted. Late applications will not be accepted. Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role attempting to submit the application. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

If all notifications are not received, applicants should follow up with the Grants.gov help desk to confirm NOAA receipt of the complete submission.

2. Paper Delivery- If an applicant is unable to use Grants.gov, or is unsure about the success of their submission to Grants.gov, a signed hard copy application must be postmarked, or provided to a delivery service and documented with a receipt, by the deadline under "Submission Dates and Times" in Section IV.D and sent to: NOAA Restoration Center-F/HC3, 1315 East-West Highway, Rm 14873, Silver Spring, MD 20910 Attn: Coastal Resilience

Full Application packages, including all letters of collaboration, should be submitted together in the application package. Only the letter confirming state Governor's support may be sent separately, as it is due prior to the award and not required as part of the application. NOAA requests this letter be submitted by June 30, 2018, to ensure timely completion of the award process. Mandatory requirements regarding signatures and the format of hard copy applications are described in Section III.C.

## V. Application Review Information

### A. Evaluation Criteria

#### PRE-PROPOSAL EVALUATION CRITERIA

Reviewers will assign a score from zero to three (0-3) for each of the following four questions.

1. To what extent does the proposed project maximize human community resilience to extreme weather, climate hazards, and changing ocean conditions, and decrease the vulnerability of communities, including physical and socioeconomic vulnerability? (0-3)

2. How great is the potential of the proposed project to restore sustainable, resilient ecosystems that also create healthy habitat for the benefit of: 1) NOAA Listed Species, including species identified by NMFS as "Species in the Spotlight"; and/or 2) NOAA Managed Species or fish native to the Great Lakes? (0-3)

3. To what extent does the proposed project meet the Program Priorities described in Section I.B? (0-3)

4. To what extent are the proposed activities achievable according to the provided timeline and within the proposed project period? (0-3)

NOAA may also use the Selection Factors described in Section V.C. below to determine which pre-proposal applicants are invited to submit full proposals.

## FULL PROPOSAL EVALUATION CRITERIA

Reviewers will assign scores to full proposals ranging from 0 to 100 points based on the following five standard NOAA evaluation criteria. Applications that best address these criteria will be most competitive.

### 1. Importance and Applicability Criteria (30 points)

This criterion ascertains whether there is intrinsic value in the proposed work and clear goals and objectives. For this competition, applications will be evaluated based on the following:

(a) Issue Identification - (5 points) To what extent does the application describe the vulnerability or issue(s) limiting the resilience of U.S. coastal ecosystems, human communities, and infrastructure to extreme weather, climate hazards, or changing ocean conditions? This includes the extent to which the proposal describes the project's significance, context, goals, and objectives associated with the three components of resilience (ecosystems, economies, and human communities).

(b) Changes in Human Community Vulnerability (5 points) - To what extent does the proposed project build human community resilience to extreme weather and climate hazards and decrease the vulnerability of coastal communities and infrastructure? This includes consideration of who is at risk, the likelihood of people being harmed, places or infrastructure being damaged, and the anticipated impact/expense of extreme weather, climate hazards, or changing ocean conditions.

(c) Tangible Socioeconomic Benefits (5 points) - To what extent will the proposed project yield environmentally compatible socioeconomic benefits such as: improvements in human well-being; increases in value of property or avoided damage costs of property/infrastructure; improvements or protection of infrastructure, including tourism and recreational infrastructure; decreases in flooding impacts; elimination of safety hazards; enhancement of recreation (including fishing), and/or reduction of maintenance costs? To what extent can these benefits be quantified (e.g. number of structures benefitting from the project, reduction in the number of days that a road is flooded, decrease in number of shellfishery closure days, amount of avoided losses in fishing revenue, change in recreational use)?

(d) Benefits to NOAA Resources (5 points) - How great is the potential of the proposed project to restore or create resilient and sustainable, healthy habitat for the benefit of: 1) Listed Species, including species identified by NMFS as "Species in the Spotlight"; and/or 2) Managed Species? This may include projects benefiting Critical Habitat, Essential Fish Habitat, habitat for fish species native to the Great Lakes Basin, and projects that benefit Listed or Managed Species through ecosystem improvements such as restoring habitat for forage fish.

(e) Tangible Ecological Benefits (5 points) - To what extent does the proposed project

meet NOAA's mission to protect and restore marine and coastal habitats by delivering tangible, specific results that are measurable and relevant to NOAA performance measures such as 1) habitat acres restored, 2) stream miles opened for migratory fish passage, or 3) similar measurable outputs that directly result from the project?

(f) Program Priorities (5 points) - To what extent does the proposed project align with the Program Priorities described in Section I.B?

## 2. Technical/Scientific Merit (30 points)

This criterion assesses whether the project approach is technically sound, if the methods and implementation plan are appropriate, and whether the goals and objectives are measurable. For this competition, applications will be evaluated based on the following:

(a) Project Feasibility (7 points) - To what extent is the proposed project feasible from a biological, engineering, and social perspective, including whether the proposed approach is technically sound, safe for the public, and uses appropriate methods and experienced personnel?

(b) Project Timeline (6 points) - To what extent does the application completely describe the proposed restoration actions, current status of the project (e.g. 60% design plans are complete), permitting and environmental compliance status, key milestones throughout the course of the project, and a realistic time frame to reach those milestones within the proposed award period? If the proposal is a feasibility or design project, to what extent does the proposal completely describe the feasibility or design actions, key milestones, and a realistic timeframe?

(c) Climate Adaptation (5 points) - To what extent does the proposed project site and methodology associated with the design and implementation of the restoration project account for or provide for adaptation to known or potential climate impacts?

(d) Measurable Goals (6 points) - To what extent will the proposed project be able to report progress towards broad goals and measure near-term implementation success, including a plan to identify and quantify socioeconomic measures? Does the proposal include meaningful measures to enable NOAA to evaluate whether the project was executed as designed, including implementation monitoring for applicable projects (see Section IV.B.2.e.)? Pre- and post-project implementation monitoring should include both ecological and socioeconomic metrics, and should follow "NOAA Restoration Center Implementation Monitoring: Guidance for Proposing and Conducting 'Tier I' Monitoring," (<https://www.fisheries.noaa.gov/national/habitat-conservation/resources-noaa-restoration-center-applicants>) for applicable project types.

(e) Sustainability (5 points) - How great is the potential of the proposed project to provide sustainable ecosystem functions and processes, resulting in lasting resilience and species benefits? Is there evidence that the applicant has chosen the most self-sustaining technique

that accomplishes the project's goals and/or evidence that impacts will not recur and resilience will not decline? Is there landowner/land manager support, as documented in the application (e.g. a collaboration or support letter)?

(f) Public Access to Data (1 point) - Does the application include a Data Management Plan that includes descriptions of the types of environmental data and information created during the course of the project; the tentative date by which data will be shared; the standards to be used for data/metadata format and content; policies addressing data stewardship and preservation; procedures for providing access, sharing, and security; and prior experience in publishing such data?

### 3. Overall Qualifications of Applicant (10 points)

This criterion ascertains whether the applicant possesses the necessary education, experience, training, facilities, and administrative resources to support the proposed award. For this competition, applications will be evaluated based on the following (as demonstrated by attached resumes, past project experience, and accomplishments of the key technical and financial staff):

(a) Background (6 points) - To what extent does the applicant demonstrate the capacity (e.g. staffing, resources, expertise and authority) and knowledge to conduct the scope and scale of the proposed work, as indicated by the qualifications and past experience of the project leaders and/or partners in designing, implementing, and effectively managing and overseeing similar projects?

(b) Management Capacity (4 points) - Does the applicant describe the necessary experience, facilities, equipment, and administrative resources available to successfully fulfill the responsibilities associated with managing a federal grant award?

### 4. Project Costs (20 points)

This criterion evaluates the budget to determine if it is realistic and commensurate with the project's needs and time-frame. For this competition, applications will be evaluated on the following:

(a) Cost-benefit Comparison (5 points) - Has the applicant demonstrated that a significant impact and benefit will be generated at a reasonable cost, based on the applicant's stated objectives and time frame? If funds are requested for partial support of a larger project or for a project with multiple sites or phases, the application should include the full project budget and/or a budget for each phase to place the funding request in context.

(b) Budget Detail (6 points) - Has the applicant demonstrated a realistic understanding of project costs by providing a budget (broken down by SF-424A object classes) that provides sufficient detail and credible cost estimates and justifications for both federal and non-

federal shares?

(c) Funding Priorities (5 points) - Does the proposed budget direct the majority of federal funds, including funds for salaries, to implement the actions needed to achieve objectives of the project? Are administrative costs for general program support minimal?

(d) Cost-sharing (4 points) - To what extent is the required non-federal match contribution well documented or confirmed through letters of commitment?

#### 5. Outreach and Education (10 points)

NOAA assesses whether the award is based on solid community support and can deliver a focused and effective education and outreach strategy regarding NOAA's mission to protect the nation's natural resources through habitat restoration. For this competition, applications will be evaluated on the following:

(a) Community Involvement (5 points) - Does the proposed project(s) include a wide base of stakeholder and community support that demonstrates the restoration effort has been put forward by common agreement through inclusion in a public planning process? To what degree does the proposed project(s) have community support as demonstrated by a diversity of partners and/or sponsorship (letters of support, confirmed contributions) from local entities, tribes, local and state governments, and/or members of Congress?

(b) Information Dissemination (5 points) - Does the proposal include public outreach related to the project, including plans to disseminate information on: 1) resilience goals and results; 2) sources of funding and other support provided, such as the involvement of partners; and 3) the potential for the proposed project to encourage future resilience efforts and protection of marine and coastal habitats or complement other local restoration or conservation activities?

#### B. Review and Selection Process

##### PRE-PROPOSAL REVIEW

All timely pre-proposals will be reviewed by at least three merit reviewers based on the criteria described under Section V.A. NOAA will notify all applicants via email regarding their eligibility to submit a full proposal approximately 25-30 days after the pre-proposal deadline. In the email, NOAA will provide a rating of eligible or not eligible to submit a full proposal. Applicants eligible to submit a full proposal will receive reviewer comments and notice of the full proposal deadline. This email will be sent from [resilience.grants@noaa.gov](mailto:resilience.grants@noaa.gov). It is the responsibility of the applicant to confirm the status of their pre-proposal in time to develop a full proposal. Technical assistance will be available to all pre-proposal applicants, but determination of eligibility to submit a full proposal for the FY2018 Coastal Resilience Grants competition is final.

## FULL PROPOSAL REVIEW

Review and selection will take place in three steps: 1) administrative review, 2) merit review, and 3) final selection.

### 1. Administrative Review

This initial screening will ensure that application packages have all required forms and application elements and meet all of the eligibility criteria, including the eligibility determination resulting from pre-proposal review. NOAA, in its sole discretion, may continue the review process for applications with non-substantive issues that may be easily rectified or cured.

### 2. Merit Review

Eligible applications for this competition will be evaluated in accordance with the criteria and weights described in this solicitation by at least three independent reviewers through an independent peer technical review. Each reviewer will independently evaluate each project and provide an individual score. Both federal and non-federal reviewers may be used in this process. The technical reviewer's ratings are used to produce a rank order of the proposals. No consensus advice will be given by the independent peer reviewers during the technical review.

After the technical review, one or more panels may meet to make final recommendations to the competition's Selecting Official (SO, an official within the Office of Habitat Conservation) regarding which of the top ranked proposals best meet the program objectives and priorities (Sections I.A. and I.B.). The panel will be comprised of federal employees and may convene in person or by teleconference, video conference, or other electronic means to discuss applications. The panel will be presented with the top-ranked applications, per the results of the technical review, technical review scores, and comments for each application.

The panel will rate all top-ranked proposals on the following scale:

- 3- Excellent-- Application exceptionally addresses program priorities outlined in Sections I.A. and I.B., and was highly responsive to Evaluation Criteria;
- 2- Good-- Application partially addresses program priorities outlined in Sections I.A. and I.B. and was strongly responsive to Evaluation Criteria; or
- 1- Fair-- Application marginally addresses program priorities outlined in Sections I.A. and I.B. and was moderately responsive to Evaluation Criteria.

### 3. Final Selection

If a panel(s) is convened, the final rating will be presented to the SO for funding consideration and will be the primary consideration of the SO in deciding which applications



will be recommended for funding. If a panel is not convened, the list of the top-ranked proposals will be based on the average technical review scores. The reviewer comments, project scores, rank order, and a summary of the concerns (if any) identified through the technical and/or panel review process along with information pertaining to selection factors (see below) will be presented to the SO.

Based on this information and the additional selection factors described below, the SO will develop a list of projects recommended for funding. Please note that not all activities submitted under a single proposal may be deemed appropriate for funding, and the SO may recommend only partial funding, based on the technical and/or panel review evaluations. For a proposal to be selected for funding, the applicant may be asked to modify objectives, work plans, and budgets, and to provide supplemental information required by the agency prior to the award. Once a decision has been made (whether an award or declination), feedback on the proposal from reviewers will be available to the applicant upon request.

### C. Selection Factors

The SO anticipates recommending applications for funding in rank order unless an application is justified to be selected out of rank order based upon one or more of the following selection factors:

- (1) Availability of funding;
- (2) Balance/distribution of funds: a) by geographic area, b) by type of institutions, c) by type of partners, d) by research areas; or e) by project types;
- (3) Whether this project duplicates other projects funded or considered for funding by NOAA or other federal agencies;
- (4) Program priorities and policy factors set out in Sections I.A. and I.B.;
- (5) An applicant's prior award performance;
- (6) Partnerships and/or participation of targeted groups; and
- (7) Adequacy of information necessary for NOAA staff to make a NEPA determination and draft necessary documentation before recommendations for funding are made to the NOAA GMD.

Hence, awards may not necessarily be made to the highest-scored applications. The SO or designee may also negotiate the funding level of the proposal. Unsuccessful applicants will be notified that their application was not among those recommended for funding.

Unsuccessful applications submitted in hard copy will be kept on file in accordance with NOAA records requirements and then destroyed.

NOAA may select all, some, or none of the applications, or part of any application, ask applicants to work together or combine projects, defer applications to the future, or

reallocate funds to different object classes, to the extent authorized. Applicants may be asked to modify objectives, work plans or budgets, and provide supplemental information required by the agency prior to the award. The exact amount of funds to be awarded, the final scope of activities, the project duration, and specific NOAA cooperative involvement with the activities of each project will be determined in pre-award negotiations among the applicant, the NOAA Grants Management Division, and NOAA program staff.

After applications are proposed for funding by the SO, the Grants Management Division will perform administrative reviews, including an assessment of risk posed by the applicant under 2 C.F.R 200.205. These may include assessments of the financial stability of an applicant and the quality of the applicant's management systems, history of performance, and the applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-federal entities. Special conditions that address any risks determined to exist may be applied. Applicants may submit comments to the Federal Awardee Performance and Integrity Information System (FAPIIS) about any information included in the system about their organization for consideration by the awarding agency. NOAA reserves the right to impose specific conditions or reject an application in its entirety where information is uncovered that raises a significant risk with respect to the responsibility or suitability of an applicant, consistent with requirements in 2 C.F.R. 200.205, 200.207, and 200.212. The final approval of selected applications and issuance of awards will be made by the NOAA Grants Officer.

#### D. Anticipated Announcement and Award Dates

NOAA will attempt to notify highly-ranked applicants by June 15, 2018. The earliest anticipated start date for awards will be October 1, 2018, dependent on funding availability, the completion of all NOAA/applicant negotiations, NEPA analysis, and documentation supporting cooperative agreement activities. Applicants that initiate award activities in anticipation of federal funding do so at their own risk, and are advised not to begin award-related work until a notice of award is received electronically from the NOAA GMD in Grants Online, NOAA's online financial assistance management system.

## VI. Award Administration Information

### A. Award Notices

Full proposals recommended for funding by the SO will be forwarded to the NOAA GMD by the Program Office. The applicant will be notified by the program office by email that their application was recommended for funding. The applicant must be aware that the notification by the program office is not the official award notice. The official notice of

award is the Standard Form CD-450, Financial Assistance Award, issued by a NOAA Grants Officer electronically through NOAA's Grants Online system.

The exact amount of funds to be awarded, the final scope of activities including monitoring, the award duration, and specific NOAA cooperative involvement with the activities of each award will be determined in pre-award negotiations among the applicant, the NOAA GMD, and NOAA program staff that will administer these awards.

The authorizing document, the CD-450 award cover page, is provided to the appropriate business office of the recipient organization. It is available at <http://go.usa.gov/SNMR>. The Internet Explorer browser should be used with Grants Online.

NOAA will fund any awards stemming from this competition under Catalog of Federal Domestic Assistance (CFDA) number 11.463.

Unsuccessful applicants will be notified by email that their application was not recommended for funding within 10 business days after the final program office recommendations have been approved by the NOAA GMD.

#### B. Administrative and National Policy Requirements

1. Department of Commerce Pre-Award Notification Requirements for Grants and Cooperative Agreements -- The Department of Commerce Pre-Award Notification Requirements for Grants and Cooperative Agreements contained in the Federal Register notice of December 30, 2014 (79 FR 78390), are applicable to this solicitation and may be accessed online at <http://www.gpo.gov/fdsys/pkg/FR-2014-12-30/pdf/2014-30297.pdf>.

2. Uniform Administrative Requirements, Cost Principles and Audit Requirements -- Through 2 C.F.R. § 1327.101, the Department of Commerce adopted Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 C.F.R. Part 200, which apply to awards in this program. Refer to <http://go.usa.gov/SBYh> and <http://go.usa.gov/SBg4>.

3. Department Of Commerce (DOC) Terms and Conditions -- Successful applicants who accept a NOAA award under this solicitation will be bound by Department of Commerce Financial Assistance Standard Terms and Conditions. This document will be provided in the award package in NOAA's Grants Online system at <http://www.ago.noaa.gov> and at <https://go.usa.gov/xRuaF>. In addition, award documents provided by NOAA may contain special award conditions, including those limiting the use of funds prior to completing environmental compliance requirements, which will be applied on a case-by-case basis, and

requirements for submitting progress reports. These award conditions are subject to change prior to award, but examples can be provided by the agency contact listed in Section VII.

4. **Limitation of Liability** -- Funding for the program listed in this notice is contingent upon the availability of appropriations. Applicants are hereby given notice that funds may not have been appropriated yet for the programs listed in this notice. In no event will NOAA or the Department of Commerce be responsible for proposal preparation costs. Publication of this announcement does not oblige NOAA to award any specific project or to obligate any available funds.

5. **Tax and Felony Certifications** -- When applicable under appropriations law, NOAA will provide certain applicants a form to be completed by the applicant's authorized representative making a certification regarding federally assessed unpaid or delinquent tax liability or recent felony criminal convictions under any federal law. If a form is provided, an award may not be issued until it is returned and accepted by NOAA.

6. **National Environmental Policy Act Requirements** -- NOAA must analyze the potential environmental impacts, as required by NEPA, for applicant projects or proposals which are seeking NOAA federal funding. Detailed information on NOAA compliance with NEPA can be found at the following NOAA NEPA website: <http://www.nepa.noaa.gov/>, including our NOAA Administrative Order 216-6 for NEPA, [http://www.nepa.noaa.gov/NAO216\\_6.pdf](http://www.nepa.noaa.gov/NAO216_6.pdf), and the Council on Environmental Quality implementation regulations, [http://energy.gov/sites/prod/files/NEPA-40CFR1500\\_1508.pdf](http://energy.gov/sites/prod/files/NEPA-40CFR1500_1508.pdf). Consequently, as part of an applicant's package, and under their description of their program activities, applicants are required to provide detailed information on the activities to be conducted, locations, sites, species and habitat to be affected, possible construction activities, and any environmental concerns that may exist (e.g., the use and disposal of hazardous or toxic chemicals, introduction of non- indigenous species, impacts to endangered and threatened species, impacts from aquaculture projects, and impacts to coral reef systems). In addition to providing specific information that will serve as the basis for any required impact analyses, applicants may also be requested to assist NOAA in drafting an environmental assessment, if NOAA determines an assessment is required. Applicants will also be required to cooperate with NOAA in identifying feasible measures to reduce or avoid any identified adverse environmental impacts of their proposal. Failure to do so shall be grounds for not selecting an application. In some cases if additional information is required after an application is selected, funds can be withheld by the Grants Officer under a special award condition requiring the recipient to submit additional environmental compliance information sufficient to enable NOAA to make an assessment on any impacts that a project may have on the environment. The NOAA Restoration Center frequently uses a programmatic environmental

impact statement, and compliance documents can be accessed from:  
<https://www.fisheries.noaa.gov/national/habitat-conservation/resources-noaa-restoration-center-applicants>.

7. Data Sharing Requirements -- Environmental data and information collected or created under NOAA grants or cooperative agreements must be made discoverable by and accessible to the general public, in a timely fashion (typically within two years), free of charge or at no more than the cost of reproduction, unless an exemption is granted by the NOAA Program. Data should be available in at least one machine-readable format, preferably a widely-used or open-standard format, and should also be accompanied by machine-readable documentation (metadata), preferably based on widely used or international standards.

Proposals submitted in response to this Announcement must include a Data Management Plan of up to two pages describing how these requirements will be satisfied. The Data Management Plan should be aligned with the Data Management Guidance provided for this solicitation at <https://www.fisheries.noaa.gov/national/habitat-conservation/resources-noaa-restoration-center-applicants>. The contents of the Data Management Plan (or absence thereof), and past performance regarding such plans, will be considered as part of proposal review. A typical plan should include descriptions of the types of environmental data and information expected to be created during the course of the project; the tentative date by which data will be shared; the standards to be used for data/metadata format and content; methods for providing data access; approximate total volume of data to be collected; and prior experience in making such data accessible. The costs of data preparation, accessibility, or archiving may be included in the proposal budget unless otherwise stated in the Guidance. Accepted submission of data to the NOAA National Centers for Environmental Information (NCEI) is one way to satisfy data sharing requirements; however, NCEI is not obligated to accept all submissions and may charge a fee, particularly for large or unusual datasets.

NOAA may, at its own discretion, make publicly visible the Data Management Plan from funded proposals, or use information from the Data Management Plan to produce a formal metadata record and include that metadata in a Catalog to indicate the pending availability of new data.

Proposal submitters are hereby advised that the final pre-publication manuscripts of scholarly articles produced entirely or primarily with NOAA funding will be required to be submitted to NOAA Institutional Repository after acceptance, and no later than upon publication. Such manuscripts shall be made publicly available by NOAA one year after publication by the journal.

NOAA's Administrative Order on the Management of Environmental Data Management and Information is available under:

[http://www.corporateservices.noaa.gov/ames/administrative\\_orders/chapter\\_212/212-15.html](http://www.corporateservices.noaa.gov/ames/administrative_orders/chapter_212/212-15.html)

8. Freedom of Information Act Requirements (FOIA) -- In the event that an application contains information or data that you do not want disclosed prior to award for purposes other than the evaluation of the application, mark each page containing such information or data with the words "Privileged, Confidential, Commercial, or Financial Information - Limited Use" at the top of the page to assist NOAA in making disclosure determinations. DOC regulations implementing the FOIA, 5 U.S.C 552, are found at 15 C.F.R. Part 4, which sets forth rules for DOC to make requested materials, information, and records publicly available under FOIA. The contents of funded applications may be subject to requests for release under the FOIA. Based on the information provided by the applicant, the confidentiality of the content of funded applications will be maintained to the maximum extent permitted by law.

#### C. Reporting

Award recipients will be required to submit financial and performance (technical) progress reports in accordance with 2 C.F.R. 200.327-329 and the award terms and conditions. Grant recipients are required to provide semi-annual financial and performance reports within 30 days of the conclusion of each six-month period. Performance reports are due on the same fiscal year schedule as financial reports (October 30 and April 30) covering April 1-September 30 and October 1-March 31, respectively.

Each grant recipient will need to demonstrate, through performance and financial reports, that all award conditions have been met before an award can be closed. Financial and performance reporting, as well as all other grant management activities after a grant is awarded, are conducted electronically through NOAA's grants management system, NOAA Grants Online, at <https://grantsonline.rdc.noaa.gov/>.

Projects may be required to use the NOAA Restoration Center's progress report narrative format and form approved by OMB under control number 0648 0472. This form will be provided to awardees by the NOAA Federal Program Officer. In addition, award recipients proposing multiple site locations may be required to complete individual reports for each site, or provide a project/site list including status and expenditures.

If equipment or tangible personal property is purchased with grant funds, applicants must submit an inventory in accordance with OMB guidance that Commerce adopted by

regulation at 2 C.F.R. 1327.101, which shall be incorporated under the award. The equipment requirements of the OMB Uniform Guidance are set out at 2 C.F.R. Part 200.313. As applicable, a physical inventory of the property must be taken and the results reconciled with the property records at least once every two years. The recipient shall report on real property and tangible property as required in the award and at award closeout, by completing Standard Forms 428 (SF-428) (Tangible Personal Property Report) and 429 (SF-429) (Real Property Status Report). Forms SF-428 and SF-429 may be attached as an appendix to progress reports when applicable.

The Federal Funding Accountability and Transparency Act, 31 U.S.C. 6101 Note, includes a requirement for awardees of applicable federal grants to report information about first-tier sub awards and executive compensation under federal assistance awards. All awardees of applicable grants and cooperative agreements are required to report to the Federal Sub award Reporting System (FSRS) available at [www.FSRS.gov](http://www.FSRS.gov) on all sub awards over \$25,000. Refer to 2 C.F.R. 170 for more information.

## VII. Agency Contacts

Additional guidance regarding application writing, a checklist to submit a complete application, and FAQs about this FFO can be found at: <https://www.fisheries.noaa.gov/grant/noaa-coastal-resilience-grants>. For administrative or technical questions regarding this announcement, contact:

Melanie Gange, Office of Habitat Conservation  
(301) 427-8664  
[Melanie.Gange@noaa.gov](mailto:Melanie.Gange@noaa.gov)

Prospective applicants are encouraged to contact NOAA staff before submitting an application to discuss their project ideas with respect to technical merit and NOAA's objectives. NOAA will make every effort to respond to prospective applicants on a first come, first served basis. These discussions will not include review of draft proposals or site visits during the application period.

## VIII. Other Information

Funds awarded cannot necessarily pay for all the costs that the recipient might incur in the course of carrying out an award. Generally, costs that are allowable include salaries, equipment, and supplies, as long as these are "necessary and reasonable" specifically for the purpose of the award. Allowable costs are determined by reference to the OMB Uniform

---

Guidance at 2 C.F.R. Part 200, codified by the Department of Commerce at 1327.101. All cost reimbursement sub-awards (e.g. subgrants, cost-based contracts) are subject to those federal cost principles applicable to the particular type of organization concerned.





**City of Auburn  
City Council Information Sheet**

**Council Workshop Date:** February 26, 2018

**Author:** Doug Greene, Urban Development Coordinator

**Subject:** Update on the New Auburn Village Center Plan

---

**Information:** Redeveloping the lower area of New Auburn has been the focus of a number of planning processes over the last 10 years; the 2010 Comprehensive Plan (New Auburn Master Plan), New Auburn Village Center Plan and most recently, the completion of the final design, cost estimates and construction documents for the project. During the last year and a half, there were 3 public meetings and numerous meetings with property and business owners adjacent to the project. Now, we are ready to begin the implementation of the New Auburn Village Center. Here is a list of the tasks completed to date:

1. 23 Broad Street has been acquired and demolished.
2. 10 Second Street has been acquired and an RFP has gone out to select a demolition contractor. The building will be vacated soon. Demolition should start in mid-March and be completed in mid-April. The trees behind 10 Second St. will be removed and stumped making way for the initial fill operation.
3. We now have fill permits from DEP for this year's work.
4. Coordination with City Engineering is in place to have (6,000 CY) fill from the 7<sup>th</sup> street reconstruction project trucked down the hill and will be spread and compacted by the by the selected contractor. This "shared" project will save the New Auburn project between two and three hundred thousand dollars.
5. Pre-construction and coordination meetings have been held with the Plan Review Committee and utility representatives to go over this year's construction plans.
6. Separate meetings with adjacent property owners meetings will be held in the next couple of weeks to go over the final plans and address any impacts of construction on the surrounding properties.
7. We are expecting a draft traffic improvement plan from Gorrill Palmer for street improvements and traffic calming design for Main, Mill and Broad Streets, which surrounds the New Auburn project, and is identified as a major concern by the New Auburn residents at earlier public meetings.
8. The plan is to hold a public meeting in the next month where we can get public input on the final New Auburn plan, the Main, Mill and Broad St. traffic plan and "restart" the St. Louis Bell Tower design project.
9. The final construction plans for this year should go out to bid in a couple of months with an anticipated start date in June or July.
10. We now have 95% completed construction plans for this year. We're excited that the construction will build the Riverway Road further into the site than originally planned and create a prime development site looking out over the river that will be ready to market in 2019. There will be no construction or filling on the Social Club or Rolly's Diner properties. This will give them more time to consider future plans.
11. At the end of the Phase 1 construction, the initial trail system will be built, a significant portion of the Riverway Road will be completed, the amphitheater and retaining walls will be in place and the overall grading of 80% of the project will be completed and three new development sites will be ready to market.

---

**City Budgetary Impacts:** A summary budget sheet is attached. Over the last 3 years, \$758,883 has been spent on engineering, property acquisitions, demolition, permitting and utility fees. \$1,069,400 is available for construction through the end of FY 17-18.



---

**Staff Recommended Action:** No action is being requested at this time. There is a request for additional funding in the upcoming FY 18-19 CIP budget that will bring the project closer to full development for a major part of the project area.

---

**Previous Meetings and History:** The New Auburn Village Center Plan was adopted by the City Council in August of 2014. Since then there has been various budgetary appropriations (bonds, TIF and CIP) approved to support the project. The City Council also endorsed a successful Northern Borders Regional Commission Economic Development and Infrastructure grant application in June of 2016 for \$250,000.

---

**City Manager Comments:**

I concur with the recommendation. Signature:

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

---

**Attachments:**

1. Power point: New Auburn Village Center Plan Update
2. New Auburn Center Budget

**The Department of Economic and Community  
Development Presents:**

**An Update on the  
New Auburn Village Center Plan**

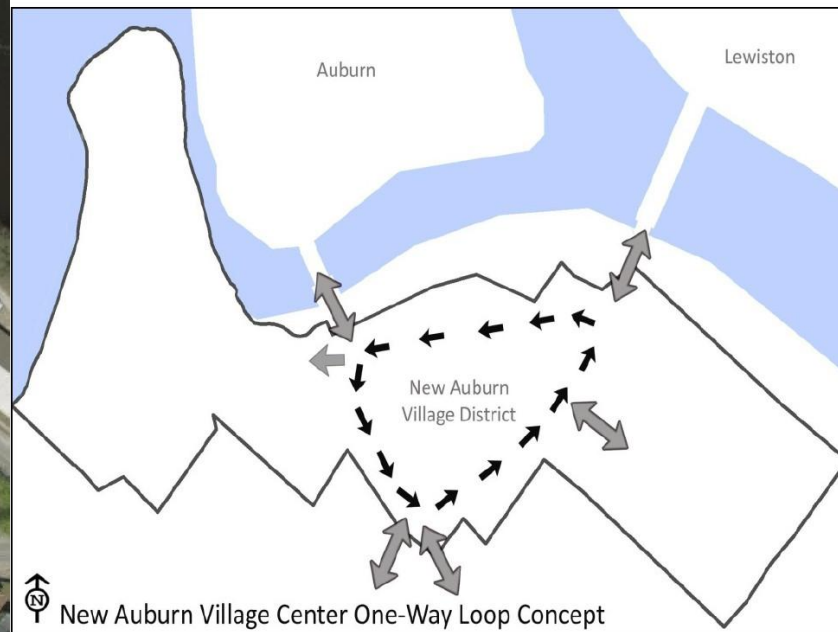




**“New Auburn” (Formerly know as Pejepscot and later as Danville) was annexed by Auburn in 1867 and functioned as an independent, self sufficient village. They experienced tough times with the Great Fire of 1933 and major flooding in 1938 & 1989.**



**Fast forward to the 1990's , New Auburn has lost many businesses, become rundown. The citizens of New Auburn were frustrated with a lack of attention and investment by the City. That frustration and public pressure led to the 2010 Comprehensive Plan- *New Auburn Master Plan*, which included a 1 way “loop” concept and a recommendation to redevelop New Auburn’s core.**



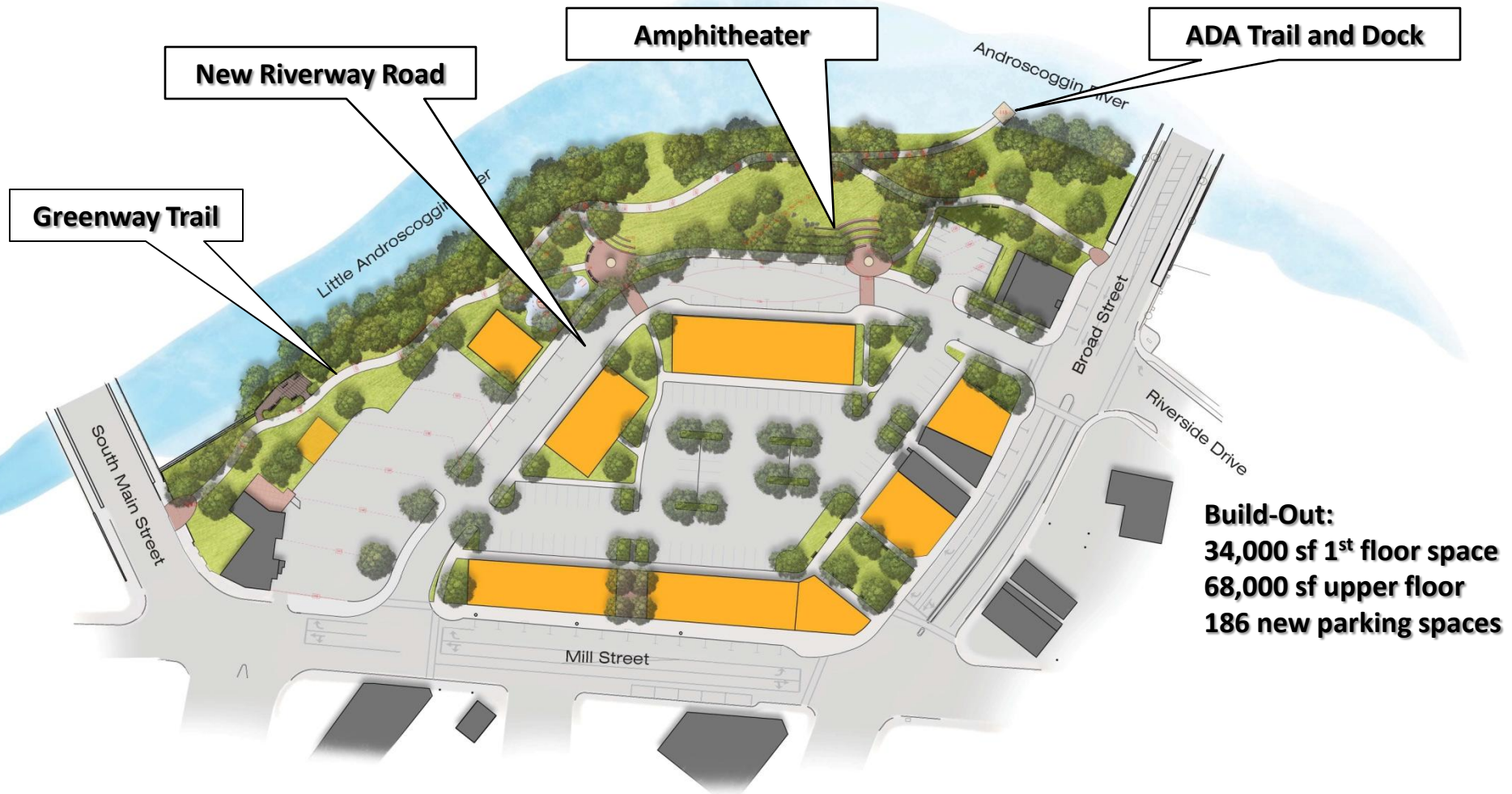


In 2012, a citizen based committee worked for 2 years to develop the New Auburn Village Center Plan (adopted in 2014), which focused on Transportation and Redevelopment Opportunities. A consensus driven Master Plan was created.





In 2016, the City hired VHB Engineers and Coplon and Associates (LA's) to create a final design, cost estimates and construction documents. Here is the final design:



# Features of the New Auburn Village Center Plan

- ❖ New Greenway Trail will connect to the L/A Riverwalk
- ❖ New single loaded street (the Riverway) is designed to be closed for special events (art fairs or farmer's market)
- ❖ 100 year Flood Plain removed
- ❖ Project area will be built under a new Form Based Code Design
- ❖ A new home (Structure) for the St. Louis Bells
- ❖ Potential for white water activity below Barker Mill Dam
- ❖ \$1 million DOT funding programmed for road improvements
- ❖ Funding- \$1.1 Million available for construction in 2018

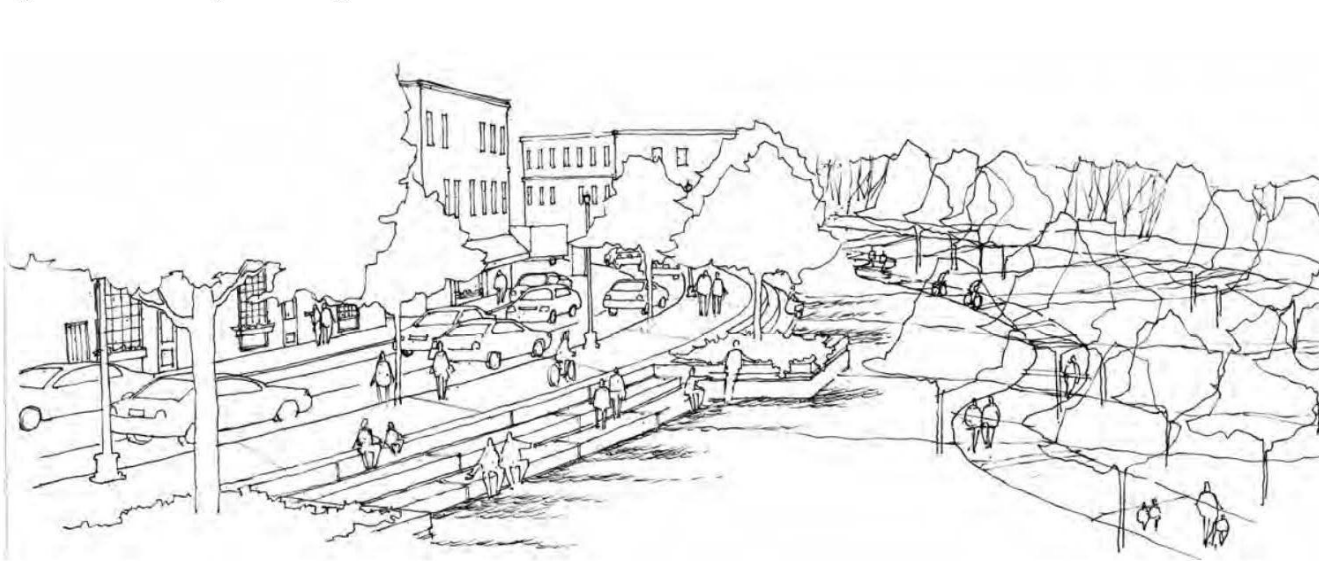




The Vision created by citizens, planners and engineers have created an exciting plan that will transform a challenged area into a vibrant, walkable and inviting place to be in, live in, work in and invest in.



**Figure 54: Riverway – Existing Conditions**



**Figure 55: Riverway – Proposed Conditions**



# Project Accomplishments to Date:

- ❖ Acquisition and demolition of 23 Broad St.



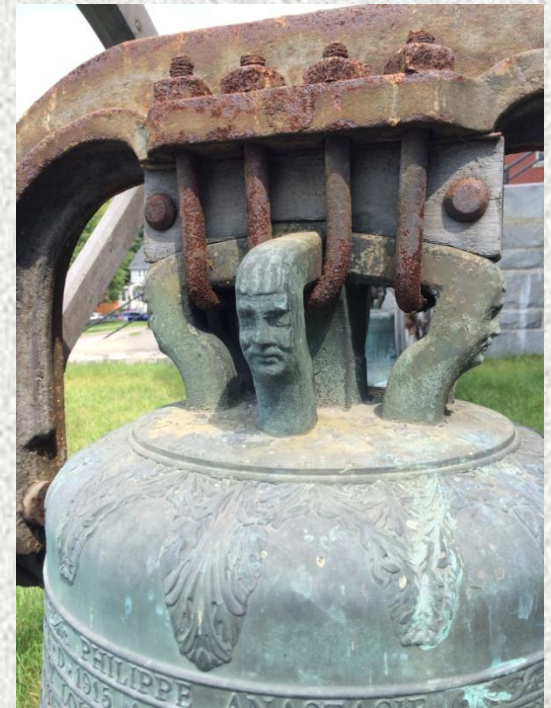
- ❖ Acquisition of 10 Second St. Building to be vacated and demolished by end of April.



- ❖ We now have fill permits from DEP for this year's work.
- ❖ Coordinating with City Engineering to have (6,000 CY) fill from the 7<sup>th</sup> street reconstruction project trucked down the hill and will be spread and compacted by the by the selected contractor. This "shared" project will save the New Auburn project between two and three hundred thousand dollars.
- ❖ Pre-construction and coordination meetings have been held with the Plan Review Committee and utility representatives to prepare fot this year's construction plans.
- ❖ Separate meetings with adjacent property owners meetings will be held in the next couple of weeks to go over the final plans and address any impacts of construction on the surrounding properties.



- ❖ A public meeting will be scheduled in the next month where we can get public input on the final New Auburn plan, the Main, Mill and Broad St. traffic plan and discuss how to “restart” the St. Louis Bell Tower design project.



- ❖ A draft traffic improvement plan from Gorrill Palmer Engineers is expected soon for street improvements and traffic calming design for Main, Mill and Broad Streets, which surrounds the New Auburn project, and was identified as a major concern by the New Auburn residents at earlier public meetings.

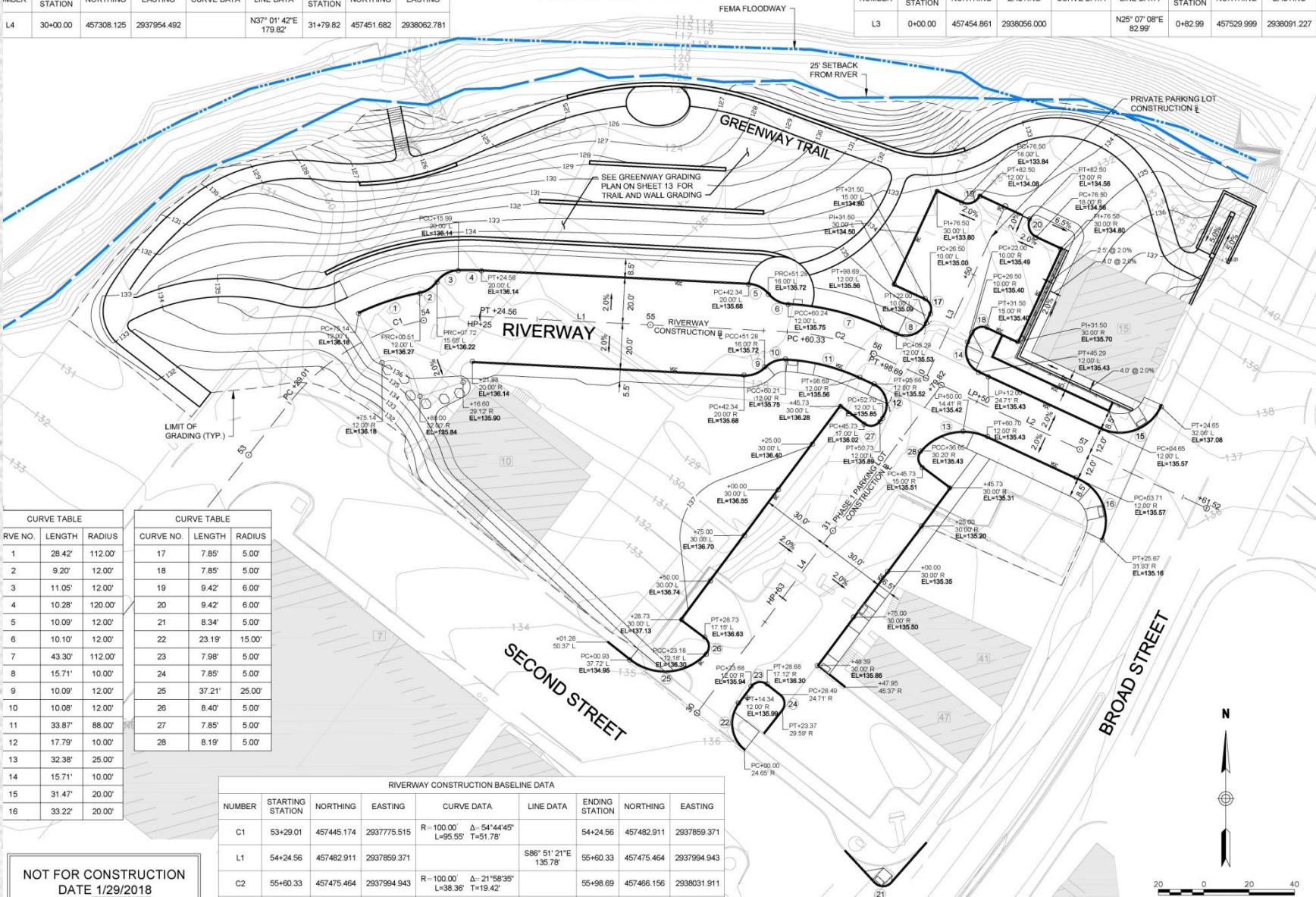




NUMBER	STARTING STATION	NORTHING	EASTING	CURVE DATA	LINE DATA	ENDING STATION	NORTHING	EASTING
L4	30+00.00	457308.125	2937954.492		N37° 01' 42"E 179.82'	31+79.82	457451.682	2938052.781

## ANDROSCOGGIN RIVER

NUMBER	STARTING STATION	NORTHING	EASTING	CURVE DATA	LINE DATA	ENDING STATION	NORTHING	EASTING
L3	0+00.00	457454.861	2938056.000		N25° 07' 08"E 82.99'	0+82.99	457529.999	2938091.227



DATE	
REVISIONS	
PROJECT INFORMATION	
PROJECT MANAGER	C. BAKOS
DESIGNED BY	K. HUBERDAU
FILE NAME	52402.00_LAYOUT - Phase 1
PLOT DATE	1/29/2018
SHEET NUMBER	12



500 Southborough Drive, Suite 100B  
South Portland, Maine 04106

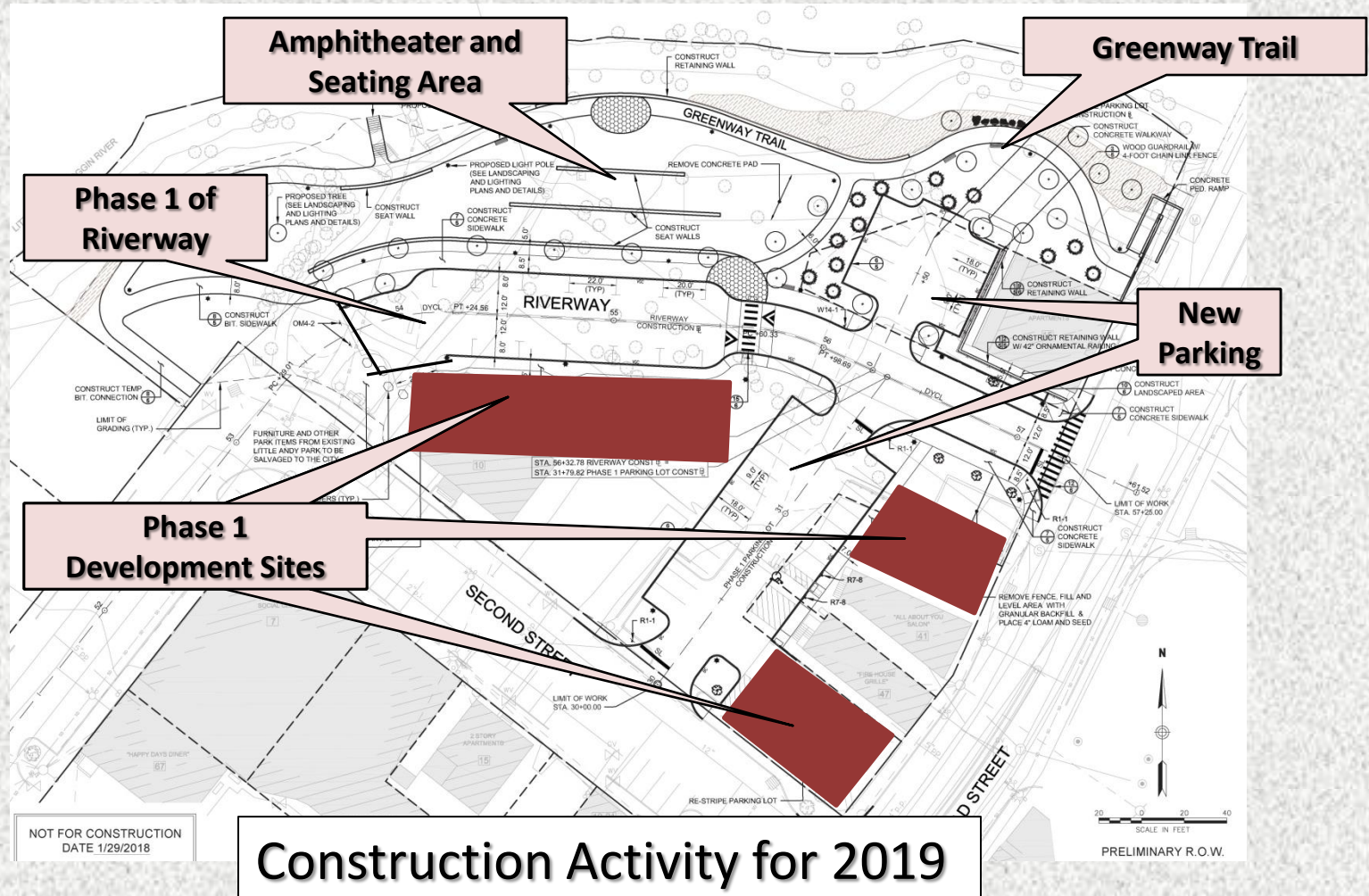
4B PROJECT NUMBER: 52402.00

New Auburn Village Center  
Redevelopment - Phase 1  
LAYOUT & GRADING PLAN

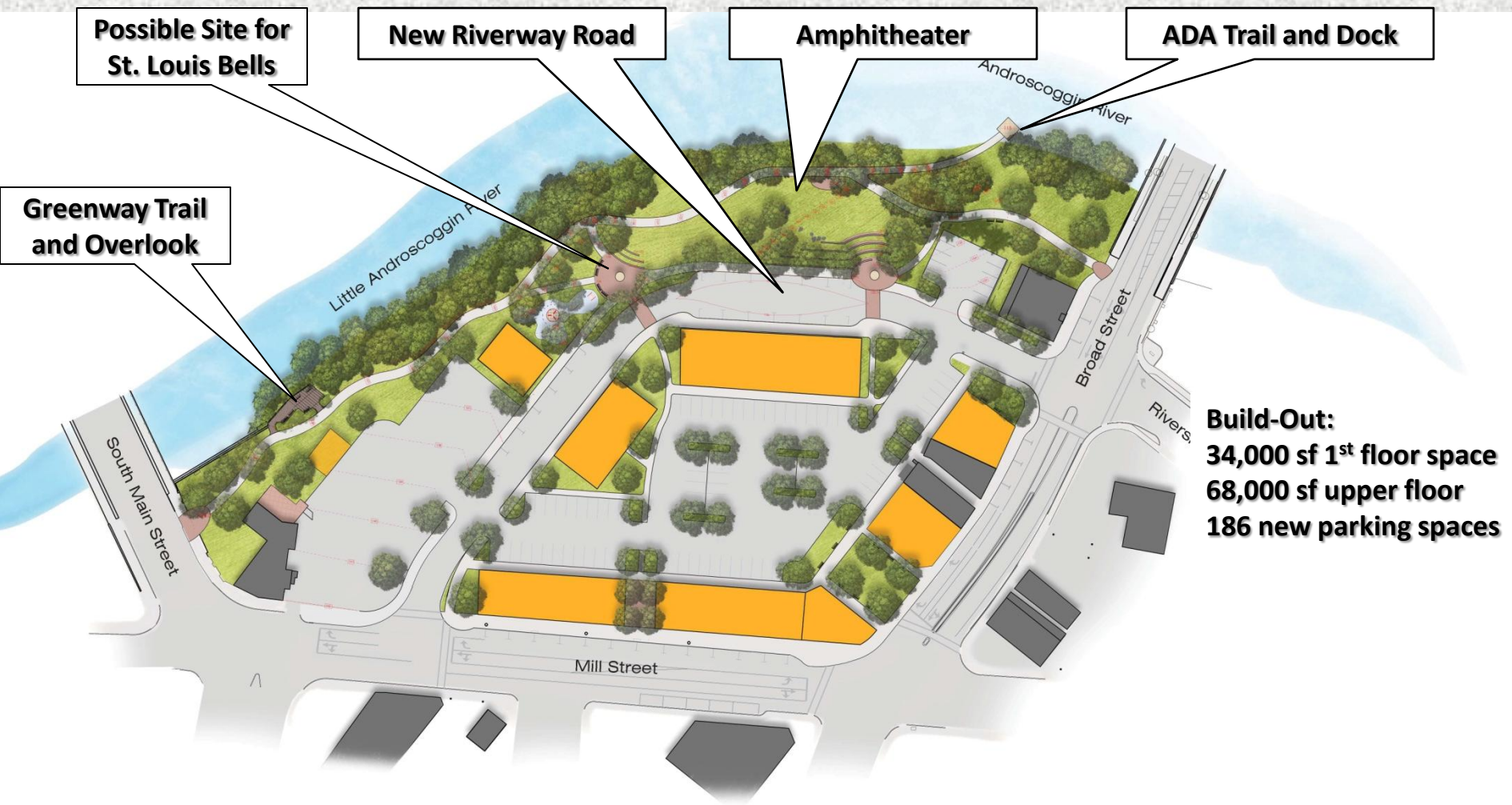
# Construction Activity for 2019



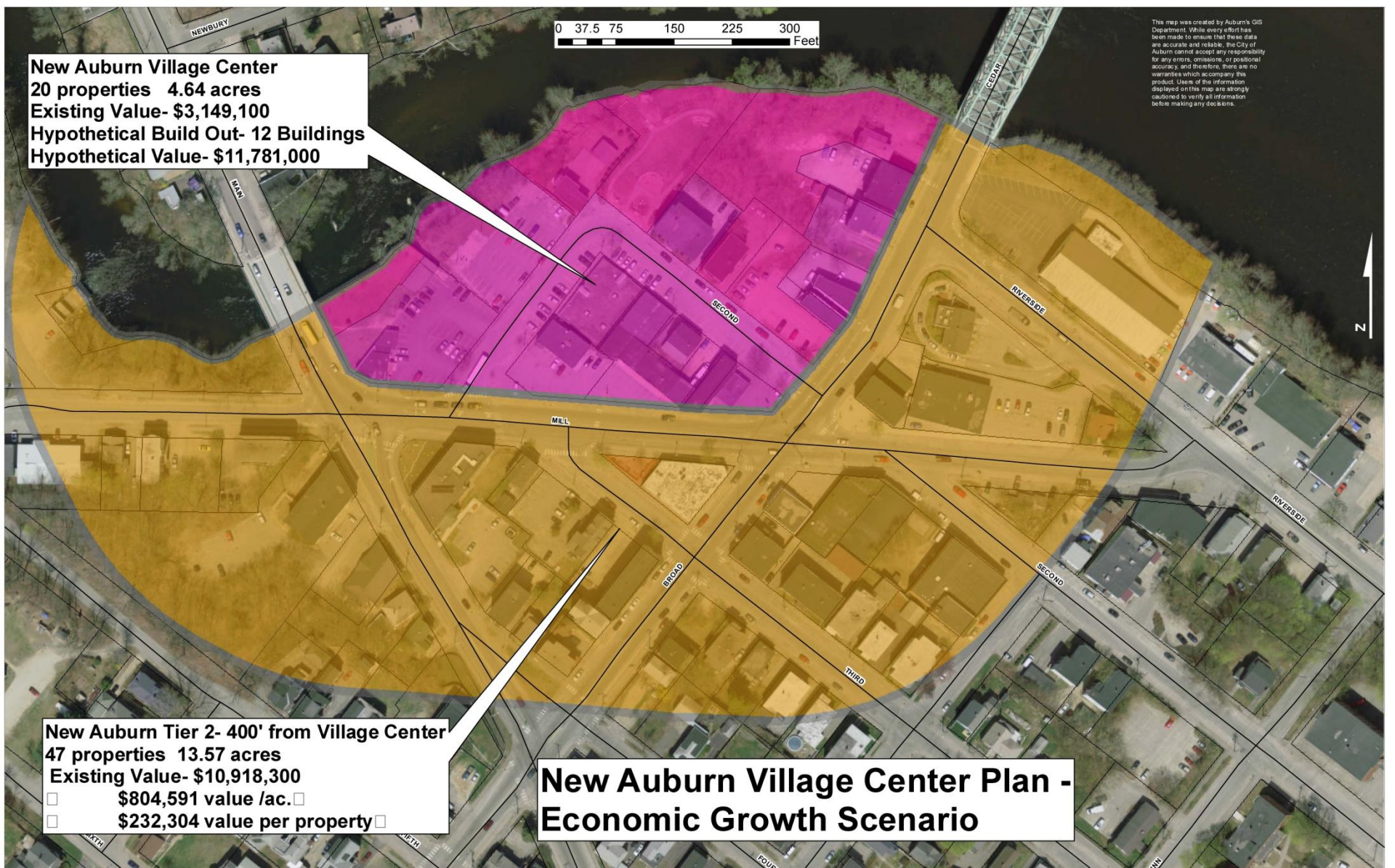
- ❖ The final construction plans for this year should go out to bid in a couple of months with an anticipated start date in June or July. We're excited that the construction will build the Riverway Road further into the site and create a prime development site looking out over the river.



The final build out will take time but over the next few years, the New Auburn Village Center will become place to walk to live, work, shop, eat, be entertained and enjoy the beautiful views.







**New Auburn Village Center**  
20 properties 4.64 acres  
Existing Value- \$3,149,100  
Hypothetical Build Out- 12 Buildings  
Hypothetical Value- \$11,781,000

**New Auburn Tier 2- 400' from Village Center**  
47 properties 13.57 acres  
Existing Value- \$10,918,300  
□ \$804,591 value /ac. □  
□ \$232,304 value per property □

**New Auburn Village Center Plan -  
Economic Growth Scenario**

0 37.5 75 150 225 300 Feet

NEWBURY  
WAN  
MILL  
BROAD  
THIRD  
SECOND  
RIVERSIDE  
NORTH  
FORTH  
FOUR  
NINE

This map was created by Auburn's GIS Department. While every effort has been made to ensure that these data are accurate and reliable, the City of Auburn cannot accept any responsibility for any errors, omissions, or positional accuracy, and therefore, there are no warranties which accompany this product. Users of the information displayed on this map are strongly cautioned to verify all information before making any decisions.

The redevelopment of the New Auburn Village Center is a good investment. Preliminary estimates show a threefold increase in land and building values.





**Questions?**

New Auburn Village Center Plan Budget  
February 21, 2018

YEAR	Revenue Item	Amount	Expense Item	Amount
FY 14-15	Comp Plan Implementation	\$151,380.87		
FY 15-16	Comp Plan Implementation	\$122,716.27		
FY 16-17	Comp Plan Implementation	\$150,000.00		
	Northern Borders Grant	\$246,186.00		
	Northern Borders Local Match	\$108,000.00		
			VHB Consulting Fees	\$200,000.00
			Acquisition of 23 Broad St.	\$155,000.00
			Environmental testing 23 Broad	\$3,000.00
			Demolition of 23 Broad St.	\$26,106.00
			Tipping Fee and Haz Mat.	\$9,000.00
			Acquisition of 10 Second St.	\$330,776.87
			Demolition of 10 Second St.	\$30,000.00
			Utility Fees	\$5,000.00
			<b>Total Expenses</b>	<b>\$758,882.87</b>
FY 17-18	TIF	\$300,000.00		
	Bonded	\$300,000.00		
	Transferred Funds	\$450,000.00		
<b>TOTALS</b>	Revenues	\$1,828,283.14		
	Minus Expenses	\$758,882.87		
	<b>Available funds for Ph. 1</b>	<b>\$1,069,400.27</b>		
FY 18-19	CIP Request	\$1,845,280.00		





**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** February 26, 2018

**Author:** Jody Durisko, Executive Assistant to the City Manager & Nancy Bosse, Tax Collector

**Subject:** Tax Acquired/City Owned Properties

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**Information:** The Tax Acquired Committee meets monthly to review tax acquired and city owned properties. The Tax met on January 25, 2018 and have currently identified six (6) properties for Council review and direction.

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**City Budgetary Impacts:** There is not a negative impact to the city budget for keeping properties already in possession or 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 role.

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**Staff Recommended Action:** The Committee recommends selling Hackett Road, 10 Lucille Street, and 73 Paul Street and keeping 1 Gamage Avenue, 5 Gamage Avenue, and 143 Hampshire Street for City use by the Recreation Department as parking.

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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 black ink, appearing to read "Peter J. Gaudet", is written over a horizontal line.

---

**Attachments:**

Tax Acquired Committee Coversheet  
Unofficial Property Record Card 5 Gamage Ave.  
Unofficial Property Record Card 1 Gamage Ave.  
Unofficial Property Record Card Hackett Rd.  
Unofficial Property Record Card 10 Lucille St.  
Unofficial Property Record Card 73 Paul St.

City of Auburn  
Tax Acquired Properties  
February 26, 2018

Property Location	Map and Lot
5 Gamage Avenue	250-309-000-000

This parcel is assessed at \$19,400.00 with .120 acres. The Tax Acquired Property Committee suggests keeping this property for Auburn Recreation Department parking.

1 Gamage Avenue	250-310-000-000
-----------------	-----------------

This parcel is assessed at \$3,300.00 with .180 acres. The Tax Acquired Property Committee suggests keeping this property for Auburn Recreation Department parking.

Hackett Road	159-014-000-000
--------------	-----------------

This parcel is assessed at \$102,500.00 with 6.970 acres. The Tax Acquired Property Committee suggests selling this property.

10 Lucille Street	201-093-000-000
-------------------	-----------------

This parcel is assessed at \$ 31,200.00 with .230 acres. The Tax Acquired Property Committee suggests selling this property.

73 Paul Street	191-057-000-000
----------------	-----------------

This parcel is assessed at 31,200.00 with .230 acres. The Tax Acquired Property Committee suggests selling this property.

143 Hampshire Street	191-057-000-000
----------------------	-----------------

This property was not tax acquired, it was sold from the previous owner, Stanley Buczkowski to the City in 2013. Mr. Buczkowski owned the property which consisted of two buildings on a .47 acre lot identified as 143 and 145 Hampshire Street. There are notes in the file documenting several code violations at the property. In 2010 there was a fire which heavily damaged what was referred to as 145 Hampshire Street and that building was eventually demolished by Mr. Buczkowski. The building at 143 Hampshire Street was sold to the City in 2013 and that building was subsequently torn down as well. The property remains a .470 acre vacant lot and abuts the vacant parcel at 1 Gamage Avenue. The 2017 assessment of the property as a buildable lot was 26,300 with .470 acres. The Tax Acquired Property Committee recommends keeping this property for the Auburn Recreation Department.



## Unofficial Property Record Card - Auburn, ME

### General Property Data

Parcel ID 250-309	Account Number 250309000
Prior Parcel ID --	
Property Owner MARTELLI STEPHEN, PARTY IN POSSESS	Property Location 5 GAMAGE AV
Mailing Address 60 COURT ST	Property Use URBAN HSLT
	Most Recent Sale Date 5/26/2004
City AUBURN	Legal Reference 5926-329
Mailing State ME Zip 04210	Grantor WILLETTE KENT E,
Parcel Zoning	Sale Price 87,000
	Land Area 0.120 acres

### Current Property Assessment

Card 1 Value	Building Value 0	Xtra Features Value 0	Land Value 19,400	Total Value 19,400
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### Building Description

Building Style N/A	Foundation Type N/A	Flooring Type N/A
# of Living Units N/A	Frame Type N/A	Basement Floor N/A
Year Built N/A	Roof Structure N/A	Heating Type N/A
Building Grade N/A	Roof Cover N/A	Heating Fuel N/A
Building Condition N/A	Siding N/A	Air Conditioning 0%
Finished Area (SF) N/A	Interior Walls N/A	# of Bsmt Garages 0
Number Rooms 0	# of Bedrooms 0	# of Full Baths 0
# of 3/4 Baths 0	# of 1/2 Baths 0	# of Other Fixtures 0

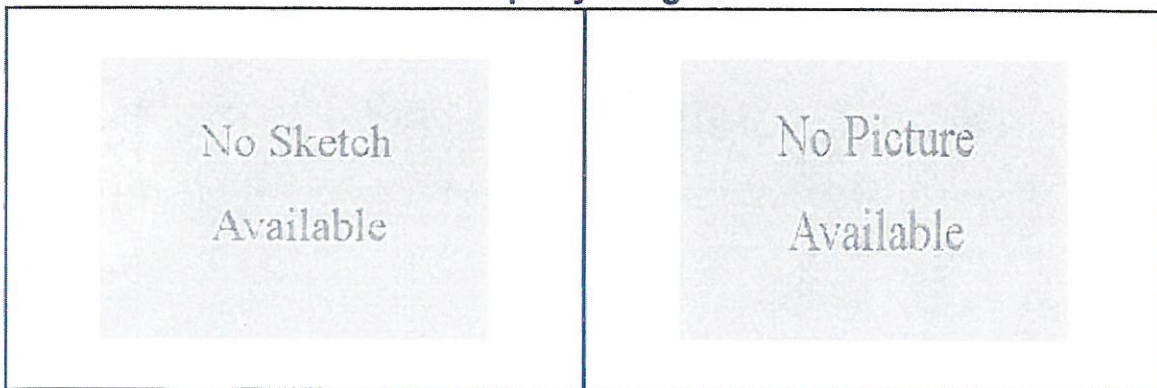
### Legal Description

FIRE 2/24/06 building completely demolished

### Narrative Description of Property

This property contains 0.120 acres of land mainly classified as URBAN HSLT 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.

## Unofficial Property Record Card - Auburn, ME

## General Property Data

Parcel ID	250-310	Account Number	250310000
Prior Parcel ID	--		
Property Owner	MARTELLI STEPHEN, PARTY IN POSSESS	Property Location 1	GAMAGE AV
Mailing Address	60 COURT ST	Property Use	UNDEVELOPED
		Most Recent Sale Date	3/12/2010
City	AUBURN	Legal Reference	7896-11
Mailing State	ME	Grantor	AUBURN ,CITY OF
Zip	04210	Sale Price	0
ParcelZoning		Land Area	0.180 acres

## Current Property Assessment

Card 1 Value	Building Value 0	Xtra Features Value 0	Land Value 3,300	Total Value 3,300
--------------	------------------	-----------------------	------------------	-------------------

## Building Description

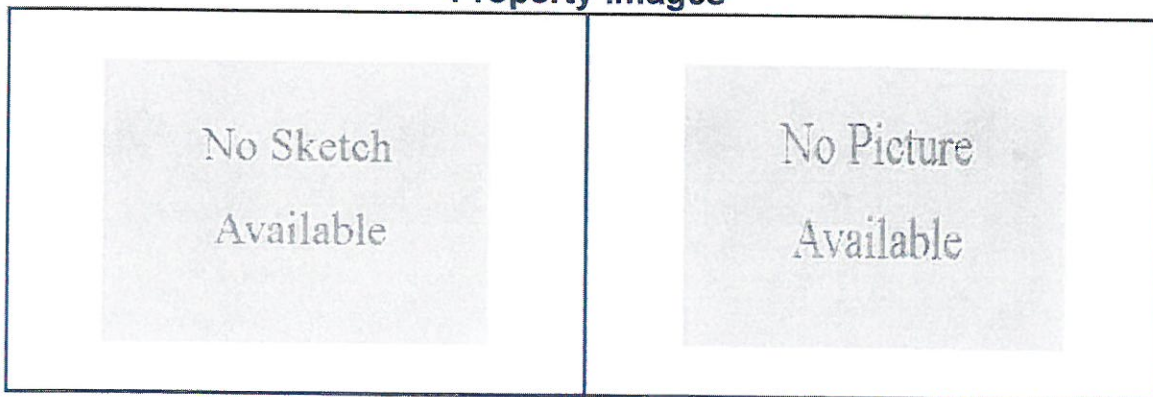
Building Style N/A	Foundation Type N/A	Flooring Type N/A
# of Living Units N/A	Frame Type N/A	Basement Floor N/A
Year Built N/A	Roof Structure N/A	Heating Type N/A
Building Grade N/A	Roof Cover N/A	Heating Fuel N/A
Building Condition N/A	Siding N/A	Air Conditioning 0%
Finished Area (SF) N/A	Interior Walls N/A	# of Bsmt Garages 0
Number Rooms 0	# of Bedrooms 0	# of Full Baths 0
# of 3/4 Baths 0	# of 1/2 Baths 0	# of Other Fixtures 0

## Legal Description

## Narrative Description of Property

This property contains 0.180 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.



## Unofficial Property Record Card - Auburn, ME

### General Property Data

Parcel ID 159-014	Account Number 159014000
Prior Parcel ID --	
Property Owner AUBURN CITY OF GIASSON CARMEN, PARTY IN POSSESSI	Property Location HACKETT RD
Mailing Address 60 COURT ST	Property Use INDUS LAND
City AUBURN	Most Recent Sale Date 9/1/1956
Mailing State ME Zip 04210	Legal Reference 732-448
Parcel Zoning	Grantor GIASSON, ALBERT & CARMEN
	Sale Price 0
	Land Area 6.970 acres

### Current Property Assessment

Card 1 Value	Building Value 0	Xtra Features Value 0	Land Value 102,500	Total Value 102,500
--------------	------------------	-----------------------	--------------------	---------------------

### Building Description

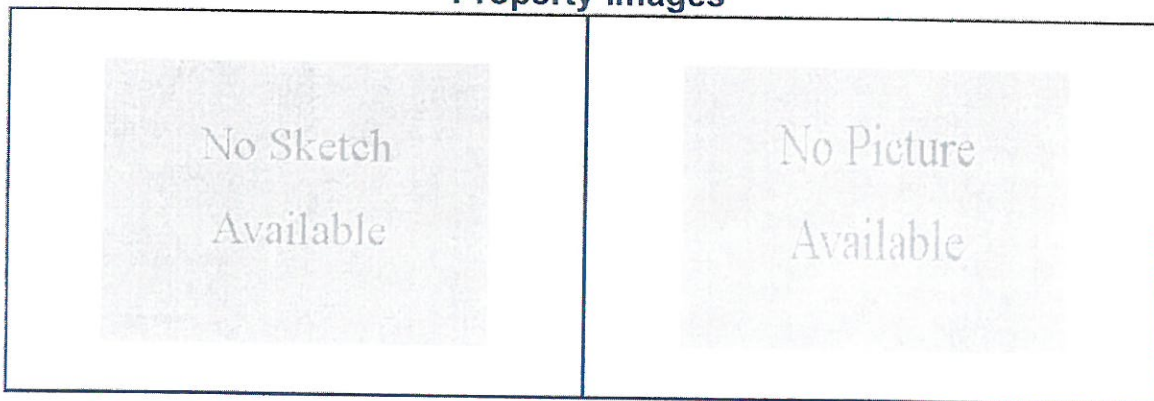
Building Style	Foundation Type	Flooring Type N/A
# of Living Units 0	Frame Type	Basement Floor N/A
Year Built N/A	Roof Structure	Heating Type N/A
Building Grade	Roof Cover	Heating Fuel N/A
Building Condition N/A	Siding	Air Conditioning 0%
Finished Area (SF) N/A	Interior Walls N/A	# of Bsmt Garages 0
Number Rooms 0	# of Bedrooms 0	# of Full Baths 0
# of 3/4 Baths 0	# of 1/2 Baths 0	# of Other Fixtures 0

### Legal Description

### Narrative Description of Property

This property contains 6.970 acres of land mainly classified as INDUS LAND with a(n) style building, built about N/A , having exterior and roof cover, with 0 unit(s), 0 room(s), 0 bedroom(s), 0 bath(s), 0 half bath(s).

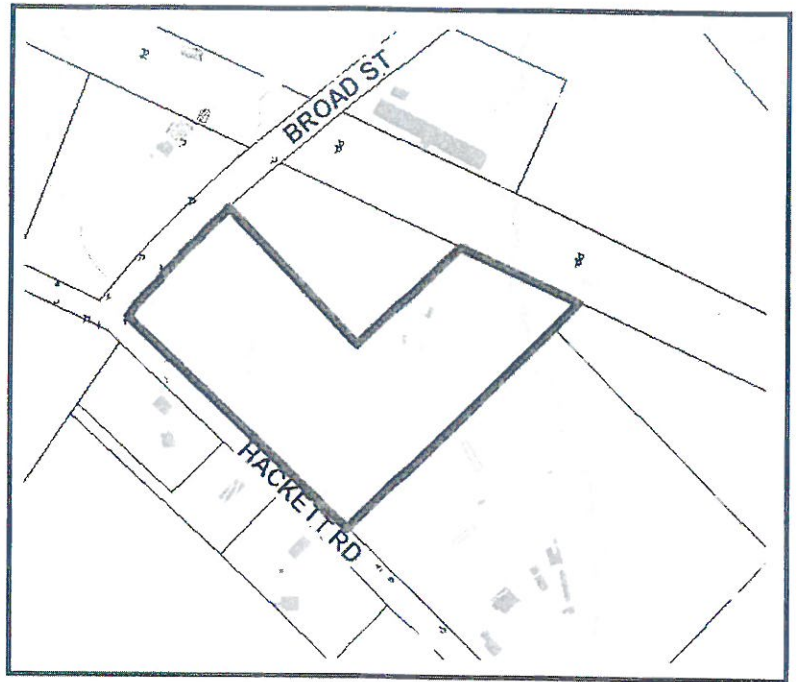
### Property Images



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



**Address:** 0 Hackett Rd.  
**PID:** 159-014  
**Prop Description:** Land  
**Acres:** 6.95  
**SF:** 0  
**Assessed Value of Build:** \$  
**Assessed Value of Land:** \$102,400  
**Total Value:** \$102,400  
**Zone:** ID  
**Use:** V Corner



#### Department Comments

Planning:

Police:

CDBG:

Economic Development:

Fire:

PW/Engineering:

Tax Office:

Finance:

Auburn Water and Sewer:

City Manager:

**Overall Recommendations:** Sell   Hold

## Card 1 of 1

Location 10 LUCILLE ST	Property Account Number 201093000	Parcel ID 201-093
------------------------	--------------------------------------	-------------------

Old Parcel ID --

## Current Property Mailing Address

Owner AUBURN CITY OF	City AUBURN
Address 60 COURT ST	State ME
	Zip 04210
	Zoning

## Current Property Sales Information

Sale Date 4/1/1963	Legal Reference 891-386
Sale Price 0	Grantor(Seller) LORD EDWARD C II,

## Current Property Assessment

Year 2017	<u>Card 1 Value</u>
	Building Value 0
	Xtra Features Value 0
Land Area 0.230 acres	Land Value 31,200
	Total Value 31,200

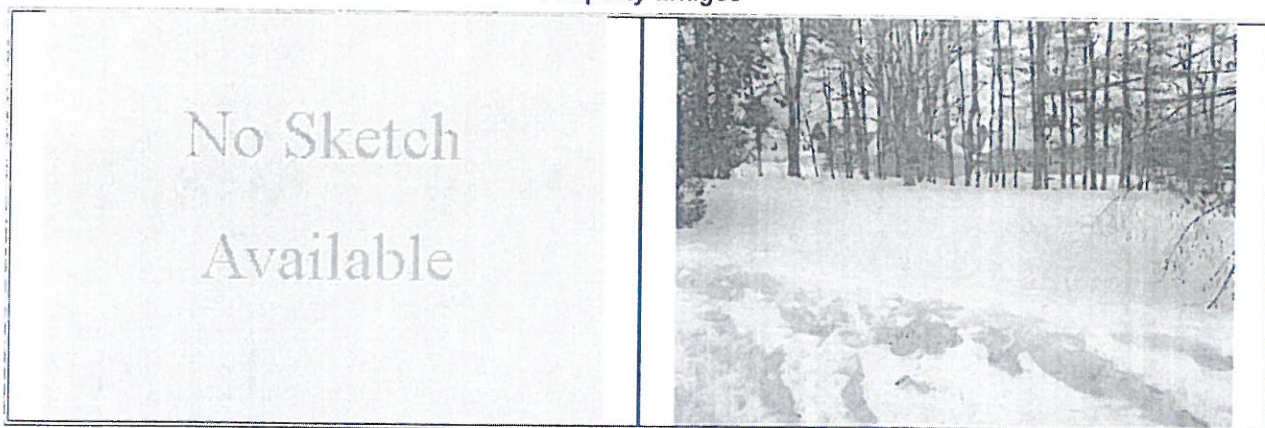
## Narrative Description

This property contains 0.230 acres of land mainly classified as N/A with a(n) N/A style building, built about , having N/A exterior and N/A roof cover, with 0 unit(s), 0 total room(s), 0 total bedroom(s), 0 total bath(s), 0 total half bath(s), 0 total 3/4 bath(s).

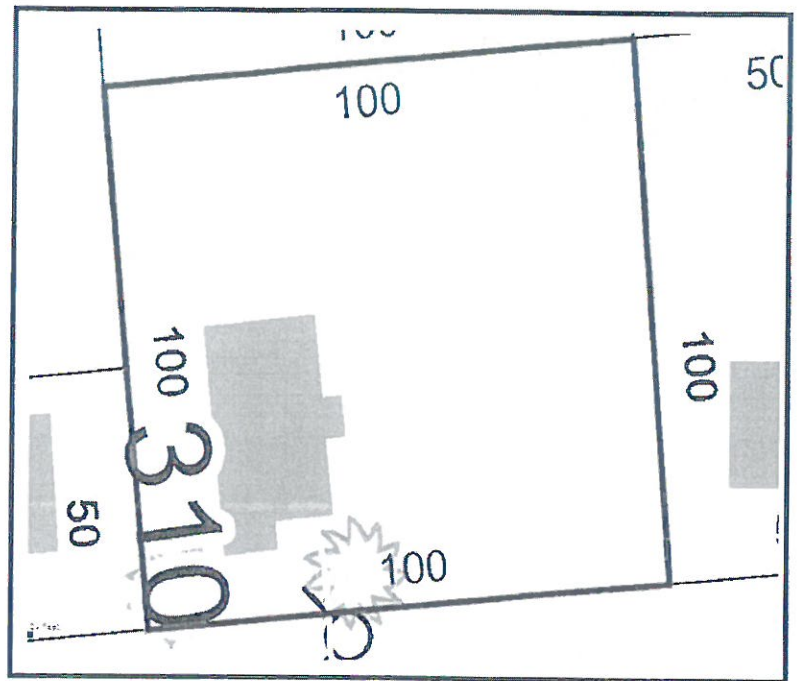
## Legal Description

2013-VACANT CDBG

## Property Images



**Address:** 10 Lucille St.  
**PID:** 201-093  
**Prop Description:** Land and Building  
**Acres:** .230  
**SF:** 10,018  
**Assessed Value of Build:** \$42,600  
**Assessed Value of Land:** \$31,200  
**Total Value:** \$73,800  
**Zone:** UR  
**Use:** SFD-Rough



#### Department Comments

Planning:

Police:

CDBG:

Economic Development:

Fire:

PW/Engineering:

Tax Office:

Finance:

Auburn Water and Sewer:

City Manager:

**Overall Recommendations:** Sell   Hold



Card 1 of 1

Location 73 PAUL ST	Property Account Number 191057000	Parcel ID 191-057
---------------------	--------------------------------------	-------------------

Old Parcel ID --

## Current Property Mailing Address

Owner AUBURN CITY OF	City AUBURN
Address 60 COURT ST	State ME
	Zip 04210
	Zoning

## Current Property Sales Information

Sale Date 12/29/2010	Legal Reference 7731-330
Sale Price 0	Grantor(Seller) KARKOS, WENDY

## Current Property Assessment

Year 2017	<u>Card 1 Value</u>
	Building Value 0
	Xtra Features Value 0
Land Area 0.230 acres	Land Value 31,200
	Total Value 31,200

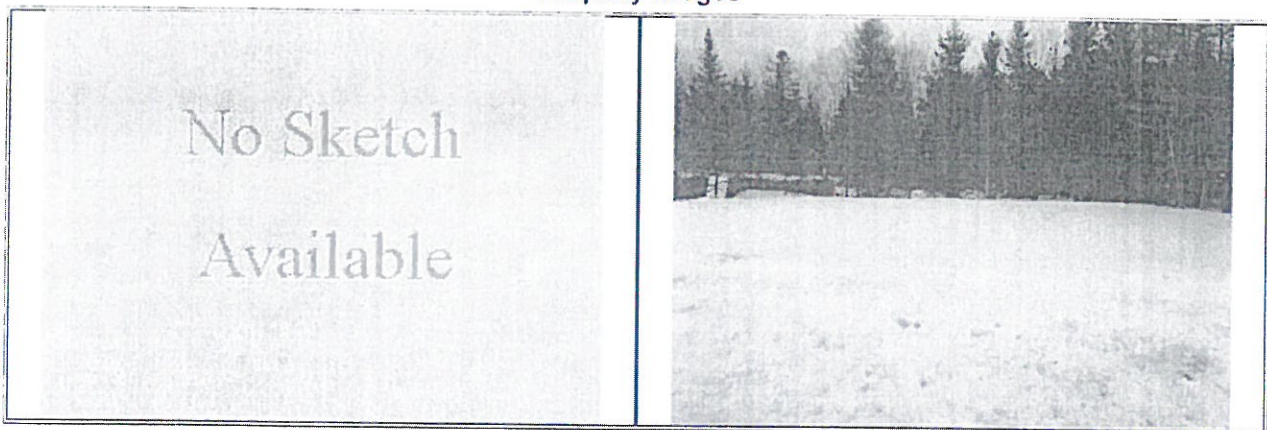
## Narrative Description

This property contains 0.230 acres of land mainly classified as N/A with a(n) N/A style building, built about , having N/A exterior and N/A roof cover, with 0 unit(s), 0 total room(s), 0 total bedroom(s), 0 total bath(s), 0 total half bath(s), 0 total 3/4 bath(s).

## Legal Description

Tax Acquired 12-29-10 CDBG

## Property Images





**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** February 26, 2018

**Author:**

**Subject:** Electrical Staffing

---

**Information:** The Electrical Division is part of the Economic and Community Development Department. The Division is responsible for electrical permit inspections, electrical work in many city owned buildings, marking electrical infrastructure for digsafes within the City, maintenance and installation of the municipal fire alarm service (private and City buildings), maintenance of city owned street lights, traffic signal maintenance and repair, electrical fire investigation and electrical code compliance.

In 2010 electrical division staffing was reduced from 3 to 2 staff persons. In 2016 the electrical division staffing was reduced to a single person. Staff has recognized this as a risk and proposed replacing the position in the FY19 budget. The single electrical staff person will not be able to report to work soon for a period of approximately 30-60 days and will have limited duties for up to 6 months. The City will not be able to meet basic electrical requirements for permitting and emergency response if we do not acquire staff capacity quickly. We will be looking at options and will review those with the Council during the workshop.

---

**City Budgetary Impacts:** Contract or staff costs that were not included in the current year budget.

---

**Staff Recommended Action:** Discuss the issue and provide feedback or ideas to staff.

---

**Previous Meetings and History:** Budget meetings annually since 2016.

---

**City Manager Comments:**

I concur with the recommendation. Signature: \_\_\_\_\_

A handwritten signature in blue ink, appearing to read "Peter J. Cusick", is written over a horizontal line.

---

**Attachments:**



**City of Auburn  
City Council Information Sheet**

**Council Meeting Date:** February 26, 2018

**Order:** 09-02262018

**Author:** Phillip L. Crowell, Jr., Chief of Police

**Subject:** Transfer of Forfeiture Assets – Tania Howell

---

**Information:** In August 2017, Maine Drug Enforcement assisted Auburn Police with a drug overdose in the City of Auburn. The investigation lead MDEA agents to a hotel room in Lewiston where they located Tania Howell and her associates. Based on their initial interaction with Howell and her associates the hotel room was secured and a search warrant was obtained. Subsequent to the search, \$3,734.00 in US Currency was seized and confiscated from Howell as suspected proceeds from the illegal sale and distribution of drugs. Howell was arrested and charged with Aggravated Trafficking in Schedule Drugs, Class A.

---

**City Budgetary Impacts:** The State of Maine, Office of the Attorney General, seeks to transfer \$3,734.00 U.S. Currency to the Auburn Police Department.

---

**Staff Recommended Action:** Vote to accept the transfer of \$3,734.00.

---

**Previous Meetings and History:** None

---

**City Manager Comments:**

I concur with the recommendation. Signature: \_\_\_\_\_

A handwritten signature in blue ink, appearing to read "Peter J. Caudito", is written over a horizontal line.

**Attachments:**

- Memo to City Manager



# Auburn Police Department

Phillip L. Crowell, Jr. | Chief of Police

Jason D. Moen | Deputy Chief of Police

[www.AuburnPD.com](http://www.AuburnPD.com) | 207.333.6650

60 Court Street | Auburn, Maine 04210

## MEMORANDUM

Date: February 7, 2018  
To: Peter Crichton, City Manager  
From: Phillip L. Crowell, Jr., Chief of Police

---

### RE: FORFEITURE ASSETS – TANIA HOWELL

In August 2017, Maine Drug Enforcement assisted Auburn Police with a drug overdose in the City of Auburn. The investigation lead MDEA agents to a hotel room in Lewiston where they located Tania Howell and her associates. Based on their initial interaction with Howell and her associates the hotel room was secured and a search warrant was obtained. Subsequent to the search, \$3,734.00 in US Currency was seized and confiscated from Howell as suspected proceeds from the illegal sale and distribution of drugs. Howell was arrested and charged with Aggravated Trafficking in Schedule Drugs, Class A.

Holly C. Lasagna, Ward One  
Robert P. Hayes, Ward Two  
Andrew D. Titus, Ward Three  
Alfreda M. Fournier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
David C. Young, At Large

Jason J. Levesque, Mayor

## IN CITY COUNCIL

ORDER 09-02262018

Accepting the transfer of \$3,734.00 forfeiture assets in Rem in U.S. Currency to the Auburn Police Department (Unified Criminal Court Docket No. CR-17-2409 Tania Howell).





**City of Auburn  
City Council Information Sheet**

**Council Meeting Date:** February 26, 2018

**Order:** 10-02262018

**Author:** Phillip L. Crowell, Jr., Chief of Police

**Subject:** Transfer of Forfeiture Assets – Jamel Johnson

---

**Information:** In August 2017, Maine Drug Enforcement assisted Auburn Police with a drug overdose in the City of Auburn. Jamel Johnson was arrested on several drug trafficking charges. During his arrest, he was found to be in possession of \$1,289.00 in U.S. Currency which was seized and confiscated as illegal proceeds from the sale and distribution of drugs. The investigation lead MDEA agents to a hotel room in Lewiston where additional associates were located and arrested.

---

**City Budgetary Impacts:** The State of Maine, Office of the Attorney General, seeks to transfer \$1,289.00 U.S. Currency to the Auburn Police Department.

---

**Staff Recommended Action:** Vote to accept the transfer of \$1,289.00.

---

**Previous Meetings and History:** None

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**City Manager Comments:**

I concur with the recommendation. Signature:

A handwritten signature in blue ink, appearing to read "Peter J. Cusick", is written over a horizontal line.

---

**Attachments:**

- Memo to City Manager



# Auburn Police Department

Phillip L. Crowell, Jr. | Chief of Police

Jason D. Moen | Deputy Chief of Police

[www.AuburnPD.com](http://www.AuburnPD.com) | 207.333.6650

60 Court Street | Auburn, Maine 04210

## MEMORANDUM

Date: February 7, 2018  
To: Peter Crichton, City Manager  
From: Phillip L. Crowell, Jr., Chief of Police

---

### RE: FORFEITURE ASSETS – JAMEL JOHNSON

In August 2017, Maine Drug Enforcement assisted Auburn Police with a drug overdose in the City of Auburn. Jamel Johnson was arrested on several drug trafficking charges. During his arrest, he was found to be in possession of \$1,289.00 in U.S. Currency which was seized and confiscated as illegal proceeds from the sale and distribution of drugs. The investigation lead MDEA agents to a hotel room in Lewiston where additional associates were located and arrested.

Holly C. Lasagna, Ward One  
Robert P. Hayes, Ward Two  
Andrew D. Titus, Ward Three  
Alfreda M. Fournier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
David C. Young, At Large

Jason J. Levesque, Mayor

## IN CITY COUNCIL

ORDER 10-02262018

Accepting the transfer of \$1,289.00 forfeiture assets in Rem in U.S. Currency to the Auburn Police Department (Unified Criminal Court Docket No. CR-17-2410 Jamel Johnson).



**City of Auburn  
City Council Information Sheet**

**Council Meeting Date:** February 26, 2018

**Order:** 11-02262018

**Author:** Phillip L. Crowell, Jr., Chief of Police

**Subject:** Transfer of Forfeiture Assets – Wany Anyit

---

**Information:** In July 2017, Auburn Police stopped a motor vehicle in the area of Exit 75. The female operator, Judith Pereyra was arrested for bail violation and operating with a suspended license. Her passenger, Wany Anyit was acting suspicious and appeared to be attempting to conceal something. Upon receiving consent, officers found a plastic bag on Anyit which contained \$1,797.00 in US Currency. Ms. Pereyra also had conditions of search. As a result, a K-9 was called. During the search of the vehicle, a plastic bag containing a white powdery substance and a second plastic bag containing a brown powder substance was located in the compartment area for the spare tire. MDEA agents tested the two substances. The white powdery substance was confectionary sugar and the brown powder substance tested positive as Fentanyl. The \$1,797.00 in US Currency was seized as suspected drug proceeds from the illegal sale and distribution of drugs. Anyit and Pereyra were both arrested and charged with Unlawful Trafficking in Schedule Drugs, Class B and Unlawful Possession of Fentanyl, Class C.

---

**City Budgetary Impacts:** The State of Maine, Office of the Attorney General, seeks to transfer \$1,797.00 U.S. Currency to the Auburn Police Department.

---

**Staff Recommended Action:** Vote to accept the transfer of \$1,797.00.

---

**Previous Meetings and History:** None

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**City Manager Comments:**

I concur with the recommendation. Signature:

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

---

**Attachments:**

- Memo to City Manager



# Auburn Police Department

Phillip L. Crowell, Jr. | Chief of Police

Jason D. Moen | Deputy Chief of Police

[www.AuburnPD.com](http://www.AuburnPD.com) | 207.333.6650

60 Court Street | Auburn, Maine 04210

## MEMORANDUM

Date: February 7, 2018  
To: Peter Crichton, City Manager  
From: Phillip L. Crowell, Jr., Chief of Police

---

### RE: FORFEITURE ASSETS – WANY ANYIT

In July 2017, Auburn Police stopped a motor vehicle in the area of Exit 75. The female operator, Judith Pereyra was arrested for bail violation and operating with a suspended license. Her passenger, Wany Anyit was acting suspicious and appeared to be attempting to conceal something. Upon receiving consent, officers found a plastic bag on Anyit which contained \$1,797.00 in US Currency. Ms. Pereyra also had conditions of search. As a result, a K-9 was called.

During the search of the vehicle, a plastic bag containing a white powdery substance and a second plastic bag containing a brown powder substance was located in the compartment area for the spare tire. MDEA agents tested the two substances. The white powdery substance was confectionary sugar and the brown powder substance tested positive as Fentanyl. The \$1,797.00 in US Currency was seized as suspected drug proceeds from the illegal sale and distribution of drugs. Anyit and Pereyra were both arrested and charged with Unlawful Trafficking in Schedule Drugs, Class B and Unlawful Possession of Fentanyl, Class C.

Holly C. Lasagna, Ward One  
Robert P. Hayes, Ward Two  
Andrew D. Titus, Ward Three  
Alfreda M. Fournier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
David C. Young, At Large

Jason J. Levesque, Mayor

## IN CITY COUNCIL

ORDER 11-02262018

Accepting the transfer of \$1,797.00 forfeiture assets in Rem in U.S. Currency to the Auburn Police Department (Unified Criminal Court Docket No. CR-17-1942 Wany Anyit).





**City of Auburn  
City Council Information Sheet**

**Council Meeting Date:** February 26, 2018

**Order:** 12-02262018

**Author:** Phillip L. Crowell, Jr., Chief of Police

**Subject:** Transfer of Forfeiture Assets – Mustafa Abdi

---

**Information:**

In August 2017, Auburn Police received information regarding a motor vehicle operating erratically. Officers located the vehicle. Initially, the vehicle failed to stop. The vehicle finally stopped in the area of Turner St. A felony stop was conducted due to the operator failing to stop. This consisted of the operator being ordered out of the vehicle at gun point and instructed to lie down on the ground. Upon securing the operator, later identified as Mustafa Abdi (01-01-90), officers detected the odor of intoxicating liquor coming from Abdi. They also noticed a white substance on his upper lip and located a large sum of money on his person. In addition, officers located a crack pipe inside the vehicle on the passenger's seat along with "rocks" of crack cocaine. Officers also located marijuana and another large sum of money in the vehicles console. Abdi was arrested and transported to the Androscoggin County Jail. During his strip search, jail staff located a sandwich bag containing a hard large white substance between Abdi's buttocks. The contents tested positive for cocaine base. Abdi was charged with the following offenses; Operating After Suspension, Failure To Stop For Police, Unlawful Possession of Schedule W Drugs and Trafficking In Prison Contraband. Officers seized \$1,762.00 in US Currency as suspected proceeds from the illegal sale and distribution of drugs.

---

**City Budgetary Impacts:** The State of Maine, Office of the Attorney General, seeks to transfer \$1,762.00 U.S. Currency to the Auburn Police Department.

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**Staff Recommended Action:** Vote to accept the transfer of \$1,762.00.

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**Previous Meetings and History:** None

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**City Manager Comments:**

I concur with the recommendation. Signature:

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

**Attachments:**

- Memo to City Manager



# Auburn Police Department

Phillip L. Crowell, Jr. | Chief of Police

Jason D. Moen | Deputy Chief of Police

[www.AuburnPD.com](http://www.AuburnPD.com) | 207.333.6650

60 Court Street | Auburn, Maine 04210

## MEMORANDUM

Date: February 13, 2018  
To: Peter Crichton, City Manager  
From: Phillip L. Crowell, Jr., Chief of Police

---

### RE: FORFEITURE ASSETS – MUSTAFA ABDI

In August 2017, Auburn Police received information regarding a motor vehicle operating erratically. Officers located the vehicle. Initially, the vehicle failed to stop. The vehicle finally stopped in the area of Turner St. A felony stop was conducted due to the operator failing to stop. This consisted of the operator being ordered out of the vehicle at gun point and instructed to lie down on the ground. Upon securing the operator, later identified as Mustafa Abdi (01-01-90), officers detected the odor of intoxicating liquor coming from Abdi. They also noticed a white substance on his upper lip and located a large sum of money on his person. In addition, officers located a crack pipe inside the vehicle on the passenger's seat along with "rocks" of crack cocaine. Officers also located marijuana and another large sum of money in the vehicles console. Abdi was arrested and transported to the Androscoggin County Jail. During his strip search, jail staff located a sandwich bag containing a hard large white substance between Abdi's buttocks. The contents tested positive for cocaine base. Abdi was charged with the following offenses; Operating After Suspension, Failure To Stop For Police, Unlawful Possession of Schedule W Drugs and Trafficking In Prison Contraband. Officers seized \$1,762.00 in US Currency as suspected proceeds from the illegal sale and distribution of drugs.

Holly C. Lasagna, Ward One  
Robert P. Hayes, Ward Two  
Andrew D. Titus, Ward Three  
Alfreda M. Fournier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
David C. Young, At Large

Jason J. Levesque, Mayor

## IN CITY COUNCIL

ORDER 12-02262018

Accepting the transfer of \$1,762.00 forfeiture assets in Rem in U.S. Currency to the Auburn Police Department (Unified Criminal Court Docket No. CR-17-2391 Mustafa Abdi).



**City of Auburn  
City Council Information Sheet**

**Council Meeting Date:** February 26, 2018

**Order:** 13-02262018

**Author:** Phillip L. Crowell, Jr., Chief of Police

**Subject:** Transfer of Forfeiture Assets – Jonathan Lara

---

**Information:** In August 2017, Auburn Police with the assistance of Maine Drug Enforcement, investigated a drug overdose involving Jonathan Lara. Lara was transported to a local hospital. Another subject who was present was arrested on several drug trafficking charges. Later that day, an agent from MDEA learned that Lara had been staying at a local hotel in Lewiston. The agent went to the local hotel and confirmed with the front desk which room Lara had rented. The agents knocked on Lara's hotel room door. A female opened the door. From the hallway, agents observed a male slumped over in a chair. Based on the fact there had been a previous overdose, agents entered the room to determine if the male needed medical attention. Agents were able to wake the male up and determined it was Lara. Lara apparently had already been discharged from the hospital. Based on observations agents made in the room, the room was secured and a search warrant was obtained. Upon searching the room some of the evidence seized included 2.5 grams of cocaine base was seized along with \$3,000.00 in US Currency bundled in thousands with rubber bands. In addition, a digital scale was seized, .40 caliber handgun and ammunition, methadone pills wrapped in a plastic baggie and \$873.00 in US Currency from the desk drawer where Lara was seated. Additional money was seized but it belonged to the female who was in the room. Lara was arrested and charged with Aggravated Trafficking in Schedule W Drugs, Felon in Possession of a Firearm. The \$3,873.00 in US Currency was seized from Lara as suspected proceeds from the illegal sale and distribution of drugs.

---

**City Budgetary Impacts:** The State of Maine, Office of the Attorney General, seeks to transfer \$3,873.00 U.S. Currency to the Auburn Police Department.

---

**Staff Recommended Action:** Vote to accept the transfer of \$3,873.00.

---

**Previous Meetings and History:** None

---

**City Manager Comments:**

I concur with the recommendation. Signature:

A handwritten signature in blue ink, reading "Peter J. Cusick".

**Attachments:**

- Memo to City Manager



# Auburn Police Department

Phillip L. Crowell, Jr. | Chief of Police

Jason D. Moen | Deputy Chief of Police

[www.AuburnPD.com](http://www.AuburnPD.com) | 207.333.6650

60 Court Street | Auburn, Maine 04210

## MEMORANDUM

Date: February 13, 2018  
To: Peter Crichton, City Manager  
From: Phillip L. Crowell, Jr., Chief of Police

---

### RE: FORFEITURE ASSETS – JONATHAN LARA

In August 2017, Auburn Police with the assistance of Maine Drug Enforcement, investigated a drug overdose involving Jonathan Lara. Lara was transported to a local hospital. Another subject who was present was arrested on several drug trafficking charges. Later that day, an agent from MDEA learned that Lara had been staying at a local hotel in Lewiston. The agent went to the local hotel and confirmed with the front desk which room Lara had rented. The agents knocked on Lara's hotel room door. A female opened the door. From the hallway, agents observed a male slumped over in a chair. Based on the fact there had been a previous overdose, agents entered the room to determine if the male needed medical attention. Agents were able to wake the male up and determined it was Lara. Lara apparently had already been discharged from the hospital. Based on observations agents made in the room, the room was secured and a search warrant was obtained. Upon searching the room some of the evidence seized included 2.5 grams of cocaine base was seized along with \$3,000.00 in US Currency bundled in thousands with rubber bands. In addition, a digital scale was seized, .40 caliber handgun and ammunition, methadone pills wrapped in a plastic baggie and \$873.00 in US Currency from the desk drawer where Lara was seated. Additional money was seized but it belonged to the female who was in the room. Lara was arrested and charged with Aggravated Trafficking in Schedule W Drugs, Felon in Possession of a Firearm. The \$3,873.00 in US Currency was seized from Lara as suspected proceeds from the illegal sale and distribution of drugs.

Holly C. Lasagna, Ward One  
Robert P. Hayes, Ward Two  
Andrew D. Titus, Ward Three  
Alfreda M. Fournier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
David C. Young, At Large

Jason J. Levesque, Mayor

## IN CITY COUNCIL

ORDER 13-02262018

Accepting the transfer of \$3,873.00 forfeiture assets in Rem in U.S. Currency to the Auburn Police Department (Unified Criminal Court Docket No. CR-17-2412 Jonathan Lara).





**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** 02/26/2018

**Order:** 14-02262018

**Author:** Peter Crichton, City Manager

**Subject:** Domestic Partner Coverage

---

**Information:**

At the City Council workshop held December 18, 2017, Chris Mumau presented information on adding Domestic Partner Health Insurance Coverage (DPC) for employees in the City of Auburn. MMEHT offers DPC, as the State of Maine allows for Domestic Partner coverage. Currently, the MMEHT agreement with the City of Auburn, does not have DPC as an option; however, the Auburn School Department does have DPC available to its employees. This coverage was approved on 02/05/2018. At this time, I am requesting that the City Council approve the corrected language of Domestic Partner coverage to the *medical benefits package* for employees.

See attached memorandum for more information.

---

**City Budgetary Impacts:** Adding Domestic Partner Coverage, would not increase the FY18 budget.

---

**Staff Recommended Action:** Approve Domestic Partner Coverage (DPC)

---

**Previous Meetings and History:** City Council workshop / presentation by Chris Mumau, Director of Human Resources.

---

**City Manager Comments:**

I concur with the recommendation. Signature: \_\_\_\_\_

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

**Attachments:**

Memorandum from City Manager, Peter Crichton

Holly C. Lasagna, Ward One  
Robert P. Hayes, Ward Two  
Andrew D. Titus, Ward Three  
Alfreda M. Fournier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
David C. Young, At Large

Jason J. Levesque, Mayor

## IN CITY COUNCIL

### ORDER 14-02262018

ORDERED, that the City Council hereby amends Order 08-02052018 which was previously adopted at the February 5, 2018 City Council meeting to also include domestic partner coverage as part of the benefits package for all applicable medical benefits (health, dental, and vision) as shown below. The amended order will now be as follows:

*ORDERED, that the City Council hereby authorizes the City Manager and Human Resource Director to include Domestic Partner Coverage as part of ~~MMEHT (Maine Municipal Employee Health Trust)~~ contract for health insurance the benefits package for all applicable medical benefits (health, dental, and vision).*

## **IN COUNCIL REGULAR MEETING FEBRUARY 5, 2018 VOL. 35 PAGE 110**

Mayor Levesque called the meeting to order at 7:08 P.M. in the Council Chambers of Auburn Hall and led the assembly in the salute to the flag. All Councilors were present.

### **I. Consent Items**

#### **1. Order 07-02052018\***

Appointing Wardens and Ward Clerks for 2018-2019.

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

Passage 7-0.

### **II. Minutes – January 22, 2017 Regular Council Meeting**

Motion was made by Councilor Fournier and seconded by Councilor Walker to approve the minutes of the January 22, 2018 Regular Council meeting.

Passage 7-0.

### **III. Communications, Presentations and Recognitions - None**

#### **IV. Open Session –** Renee Simonitis, 9 Oak Street commented on the Smart Growth presentation and proposal going through each of the 10 principals and stating to the Council “it’s not your job” after each of them. She said that she wanted it publicly noted that she objected.

### **V. Unfinished Business - None**

### **VI. New Business**

#### **1. Ordinance 01-02052018**

Amending the City of Auburn Zoning Ordinance for the property located at 186 Main Street (PID # 231-020) from Traditional Downtown Neighborhood (T-4.2) to Downtown Traditional Center (T-5.1). First reading.

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

Public comment – no one from the public spoke.

Passage 7-0. A roll call vote was taken.

#### **2. Order 08-02052018**

Authorizing the City Manager and Human Resource Director to include Domestic Partner Coverage as part of MMEHT (Maine Municipal Employee Health Trust) contract for health insurance.

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

Public comment – no one from the public spoke.

Passage – 6-1 (Councilor Young opposed).

## VII. Reports

**Mayor Levesque** – reported that he won the winterfest “selfie” challenge. He reported that the Androscoggin Historical Society has loaned us some nice memorabilia (pictures) going back to 1869 to hang in the Mayor’s office. He thanked the Androscoggin Historical Society and encouraged everyone to visit the historical society to see what they have to offer.

**Councilor Young** – reported on the Great Falls TV Advisory Committee meeting, noting that there is one opening on that committee and he encouraged residents to get their applications in. He also said they discussed people using YouTube and Facebook now instead of airing shows on public access TV. He encouraged non-profit organizations that may have an idea for a show for public access TV to come and see us to discuss possible options. Councilor Walker also attended that meeting and commented that Great Falls TV could be advertised more to make people more aware.

**Councilor Lasagna** – reported that she attended the public meeting Ag Zone study meeting that was held on February 1st. She said it was very well attended and a lot of data was presented. She added that the consultants did a great job in presenting the data. The next meeting is on Thursday, February 15<sup>th</sup> at 6PM in Council Chambers.

**Councilor Hayes** – reported on the Airport monthly meeting noting that they approved fy18-19 operation budget that will be submitted to both cities. They formed a committee to select a consulting engineering company. They took the opportunity to go to Backwoods Barbeque Grill (the airport café). It was his first time there and he said he was very impressed. He talked about membership on the Railroad Committee, the upcoming AVCOG meetings - February 28<sup>th</sup> and another in April. He also asked that prior to getting into looking at the budgets, he would like to get the group together to review goals and objectives.

**Councilor Titus** – reported that he also attended the public Ag Zone meeting. He said he was disappointed that most of data was geared toward Androscoggin County and not Auburn. He noted that there were two Neighborhood Watch meetings coming up,



## IN COUNCIL REGULAR MEETING FEBRUARY 5, 2018 VOL. 35 PAGE 112

Western Avenue is scheduled for February 6<sup>th</sup> at 6PM at the Dance Center on Western Avenue and the Sunderland Drive meeting will be held at Sam's, same night, same time.

**Councilor Fournier** – reported on the Library Board of Trustees meeting that she attended, and shortly after that meeting she attended the Annual Corporators meeting. They accepted the bylaws. She said she also attended the Lewiston Library meeting. She was pleased to see Mayor Bouchard there (he is one of the Board members). The topic was the budget. She also reported that she attended the Sesquicentennial meeting at the Auburn Public Library that was held on January 31<sup>st</sup>.

**Councilor Walker** – reported on the Ag Zone study stating that he is glad they decided to fund this adding that it should be looked at every 20 years. He also noted that over 350 people that visited Sherwood Heights School during the winter festival. There was snowshoeing, sliding, skating, and more. There was great turnout, it was a great community event at no cost. He also commented on a young man that submitted a letter to the editor who said he would like to see Sherwood Heights have a public skating rink every year.

**Councilor Gerry** – she commented on the Sherwood Heights skating rink and complimented Councilor Walker and Auburn resident Joe Gray for their hard work in putting it together. She spoke about mittens that were given out with a donation. She said it was a well attended event. She also reported that she also attended the public Ag study meeting adding that it was a good presentation but she was disappointed that there wasn't more information on the existing property owner's farms in the Ag zone and their needs and concerns. She also attended the CDBG meeting on non-profit agencies that have requested funding. Last, she said that she fully supports fully funding the LATC.

**Mayor Levesque** – wanted to include in his report that there are several Board and Committee vacancies and the application deadline has been extended to February 6<sup>th</sup>. He also wanted to let everyone know that funds are available through the Community Development Block Grant programs and he encouraged people to look into those programs.

**City Manager** – he commented on the Ag Zone study and the public interest in the study. He reported on tax acquired and city owned properties adding that there will be an update at the next council meeting. He mentioned the street light review process. The Police Department and City Electrician will be involved in that process. He thanked everyone that was involved in the Winter Festival. Last, he commented on the 150<sup>th</sup> anniversary effort stating that there is a lot of enthusiasm around this and it is getting off on the right foot.

**VIII. Open Session** – no one from the public spoke.

**IX. Executive Session** – none



**IN COUNCIL REGULAR MEETING FEBRUARY 5, 2018 VOL. 35 PAGE 113**

- X. Adjournment** - Motion was made by Councilor Fournier and seconded by Councilor Walker to adjourn. Passage 7-0. The meeting adjourned at 8:04 PM.

A True Copy.

ATTEST *Susan Clements Dallaire*  
Susan Clements-Dallaire, City Clerk



**City of Auburn  
City Council Information Sheet**

**Council Meeting Date:** 2-26-2018

**Ordinance:** 01-02052018

**Author:** Zach Mosher, City Planner

**Subject:** Zoning Map Amendment at 186 Main St.

---

**Information:** 186 Main St, a city-owned property, has been selected by the City as a valuable downtown redevelopment site. During the Staff review period it was determined that the existing zoning of T-4.2 is not the appropriate zoning for a more urban type redevelopment of 186 Main Street. The zoning amendment would change the zoning at 186 Main St (PID: 231-020) from Traditional Downtown Neighborhood (T-4.2) to Traditional Downtown Center (T-5.1). The Traditional Downtown Center (T-5.1) zoning for the proposed property will be a positive incentive for redevelopment by taking advantage of the increased density and building size that the Form Based Code allows. 186 Main St is located on the boundary between the T-4.2 and T-5.2 zoning districts and staff opines that it makes sense to extend the T-5.1 district to include this parcel and continue the visual character of the properties at 178 Main Street and other properties further to the north on Main Street.

The Planning Board voted unanimously (7-0) to forward a recommendation of APPROVAL on to the City Council. The required Planning Board report is attached with this information sheet.

---

**Advantages:** The T-5.1 zoning will allow for a denser, more urban type development than the T-4.2 zoning district.

**Disadvantages:** None.

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**City Budgetary Impacts:** None

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**Staff Recommended Action:** Public hearing and recommend passage of second reading.

---

**Previous Meetings and History:** January 9, 2018 Planning Board meeting- A public hearing was held (no public response) and the Planning Board voted 7-0 to forward a positive recommendation to the City Council. All Planning Board materials and maps are attached. Workshop presentation on 1/22/2018, passage of first reading on 2/5/2018.

---

**City Manager Comments:**

I concur with the recommendation. Signature:

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

---

**Attachments:**

1. Staff Report for the Planning Board's January 9, 2018 meeting.
2. Planning Board report to the City Council.



**Attachment 2  
Existing Zoning**

**Downtown City Center  
T-5.2**

**Downtown Traditional Center  
T-5.1**

**Conservation/Open Space  
C/OS**

**T-4.1  
Traditional Mainstreet Neighborhood**

**Traditional Downtown Neighborhood  
T-4.2**

**186 Main St.**

**DE DOWNTOWN ENTERPRISE**

High

Mechanics

Main

Miller

Riverwalk

Drummond

Vine



**Attachment 3  
Proposed Zoning**

**Downtown City Center  
T-5.2**

**Downtown Traditional Center  
T-5.1**

**Conservation/Open Space  
C/OS**

**Traditional Mainstreet Neighborhood  
T-4.1**

**T-4.2  
Traditional Downtown Neighborhood**

**Proposed Zoning for  
186 Main St.**

**DE DOWNTOWN ENTERPRISE**

Drummond

Vine

Mechanics  
Main

Walk





Holly C. Lasagna, Ward One  
Robert P. Hayes, Ward Two  
Andrew D. Titus, Ward Three  
Alfreda M. Fournier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
David C. Young, At Large

Jason J. Levesque, Mayor

## IN CITY COUNCIL

### ORDINANCE 01-02052018

BE IT ORDAINED, that the City Council hereby amends the City of Auburn Zoning Ordinance for the property located at 186 Main Street (PID # 231-020) from Traditional Downtown Neighborhood (T-4.2) to Downtown Traditional Center (T-5.1) as shown on the attached map, pursuant to Chapter 60, Article XVII, Division 2 of the Ordinances of the City of Auburn.





**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** February 26, 2018

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

**Subject:** Board and Committee Appointments

---

The Appointment Committee met on February 12, 2018 to review applications and make their nominations for boards and committees of the City as follows:

Patricia Mador – LA 911 (re-appointment) with a term expiration of 1/1/2020.

Linda Snyder - Ethics Committee (full member re-appointment) with a term expiration of 1/1/2021.

Joseph DeFilipp and Stephen Ness - Auburn Sewer District (re-appointments) with term expirations of 3/1/2022.

Dan Bilodeau and KC Geiger - Auburn Water District (re-appointments) with term expirations of 3/1/2022.

Evan Cyr (full member re-appointment) and Dustin Boutin (associate member to full member) – Planning Board with term expirations of 1/1/2021.

Mary LaFontaine – Board of Assessment Review (full member, new appointment) with a term expiration of 10/01/2020.

Larry Pelletier – Complete Streets Committee (re-appointment) with a term expiration of 01/01/2021.

Lance Gagne, Velma McConnell, and Diane Whiting – Citizens Advisory Committee (new appointments) with term expirations of 6/30/2019).

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:** Consider appointing members as recommended by the Appointment Committee.

---

**Previous Meetings and History:** The Appointment Committee met on February 12, 2018 to make their recommendations.

---

**City Manager Comments:**

I concur with the recommendation. Signature:

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

---

**Attachments:**

List of nominees



**9-1-1 Committee** (1 vacancy with a term expiration of 1/1/2020)

**Auburn Sewerage District** (2 vacancies, both with term expirations of 3/1/2022)

**Auburn Water District** (2 vacancies, both with term expirations of 3/1/2022)

**Audit Committee** (1 vacancy with a term expiration of 12/1/2019)

**Board of Assessment Review** (5 vacancies - 2 full member positions. One with a term expiration of 10/01/2020, and one with a term expiration of 10/01/2022. Three alternate positions. One with a term expiration of 10/1/2020, and two with term expirations of 10/1/2022)

**Cable TV Advisory Committee** (1 vacancy with a term expiration of 6/1/2019)

**Citizens Advisory Committee** (7-10 vacancies, all with 6/30/2019 term expirations)

**Complete Streets Committee** (1 vacancy, with a term expiration of 1/1/2021)

**Conservation Commission** (1 vacancy with 6/1/2020 term expiration)

**Ethics Committee** (1 vacancy, with a term expiration of 1/1/2021)

**Planning Board** (2 vacancies, both with term expirations of 1/1/2021)

**Parks and Recreation Advisory Board** (2 vacancies - with a term expiration of 10/01/2018 and one with a term expiration of 10/01/2019).

**Registration Appeals Board** (4 vacancies, all with term expirations of 3/1/2021 - 1 full member that is a Republican, 1 alternate member that is a Republican, 1 full member that is a Democrat, 1 alternate member that is a democrat)

**Zoning Board of Appeals** - 1 vacancy - 1 associate member position all with a 10/01/2020 term expiration).

**Board Committee Applications**  
**February 12, 2018**

<b>Board or Committee</b>	<b>Ward</b>	<b>Last Name</b>	<b>First Name</b>	<b>Address</b>
911 Committee	2	*Mador	Patricia	49 Hampton Ave.
	3	Rider	Erik	132 Howe St.
<b>Board of Assessment</b>	3	LaFontaine	Mary	113 Western Ave.
<b>Citizens Advisory Committee</b>	5	Gagne	Lance	33 Joseph Lane
	4	McConnell	Velma	2910 Hotel Rd.
	1	Whiting	Diane	833 Summer St.
<b>Complete Streets Committee</b>	5	*Pelletier	Larry	129 Second St.
	3	Rider	Erik	132 Howe St.
<b>Ethics Panel</b>	2	*Snyder	Linda	57 Heritage Drive
<b>Parks &amp; Recreation Advisory</b>	2	Boss	Katie	7 Morse Street
	5	Martelli	Stephen	41 Broad St. #2
	1	Morrison	Robert	155 Summer St.
<b>Planning Board</b>	3	**Boutin	Dustin	773 Hatch Rd
	1	*Cyr	Evan	435 West Auburn Rd.
<b>Sewer District</b>	2	*Defilipp	Joseph	8 Hampton Ave.
	4	*Ness	Stephen	90 Brentwood Dr.
<b>Water District</b>	1	*Bilodeau	Dan	207 N. Auburn Rd.
	5	*Geiger	KC	1464 Pownal Rd.
	1	Whiting	Richard	24 Beaver Rd.
	2	Boulet	Todd	38 Taywood Rd.

\* Indicates this applicant is seeking re-appointment

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



# 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: 12/29/17

Last name: MADON First name: PATRICIA Middle initial: A

Residence address: 49 Hampton Ave Ward: 2

City: Auburn State: ME Zip code: 04210

Home phone: \_\_\_\_\_ Work phone: 753-2517 Cell phone: 576-3330

Email address: mainelwyr@sol.com

Current occupation: Assistant DA

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

Educational and/or experience (or attach your resume): Bates + Maine Law

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 checked="" 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    |  |

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). My involvement in criminal justice process brings additional resources to the committee.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). Seamless integration of digital communication to the community of users.

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

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

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

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: [Signature] Date: 12/29/17

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



JAN 16 2018

# 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: 12/30/17

Last name: Rider First name: Erik Middle initial: C

Residence address: 132 Howe St. Ward: 3

City: Auburn State: ME Zip code: 04210

Home phone: (207) 650-0987 Work phone: (207) 330-2378 Cell phone: (207) 650-0987

Email address: chidad073174@outlook.com

Current occupation: Enrollment & Eligibility Specialist

Previous occupation (if retired or no longer working): —

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 checked="" 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 |
| <input type="checkbox"/> Planning Board                    | <input type="checkbox"/> Sewer District                               |
| <input type="checkbox"/> Water District                    | <input type="checkbox"/> Zoning Board of Appeals                      |

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).

As a member of the Androscoggin  
ARES Team, I would like an additional way to give back to my  
Community.

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

To assist in the operation of our emergency  
communications in our city.

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

Dates served (if known)? N/A

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? Email blast from city

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: 12/30/17

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)

<b>JAN 16 2018</b>		<b>FOR OFFICE USE ONLY</b>
DATE APPLICATION RECEIVED: _____		
APPOINTMENT DATE: _____		
TERM EXPIRATION DATE: _____		
OATH DATE: _____		



Holly C. Lasagna, Ward One  
Robert P. Hayes, Ward Two  
Andrew D. Titus, Ward Three  
Alfreda M. Fournier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
David C. Young, At Large

Jason J. Levesque, Mayor

## IN CITY COUNCIL

ORDER 15-02262018

ORDERED, that the City Council hereby appoints the following board and committee member as nominated by the Appointment Committee on 02/12/2018;

Board or Committee	Term Exp. Date	Name
LA 911 Committee	01/01/2020	Patricia Mador (re-appointment)



## CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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Date: 12/28/2017

Last name: McConnell First name: Velma Middle initial: M

Residence address: 2910 Hote Rd Ward: 4

City: Auburn State: ME Zip code: 04210

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell phone: 207-402-2674

Email address: mcconnell.velma@gmail.com

Current occupation: Business Analyst

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

Educational and/or experience (or attach your resume): 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"/> 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 |
| <input type="checkbox"/> Planning Board                    | <input type="checkbox"/> Sewer District                               |
| <input type="checkbox"/> Water District                    | <input type="checkbox"/> Zoning Board of Appeals                      |

☒ Citizen Advisory Committee

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). Personally, as an Auburn resident who boomerangs in and out of Auburn (Wavy wife), Auburn has always been considered home. Ensuring that Auburn is (see back "A")

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). Auburn's downtown has seen some decline since I grew up in New Auburn over twenty years ago. It's good to see some revitalization occurring (see back "B")

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? Mayor Levesque's Facebook post

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: Kona M. McConnell Date: 12/28/2017

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: 12/28/17  
APPOINTMENT DATE: \_\_\_\_\_  
TERM EXPIRATION DATE: \_\_\_\_\_  
OATH DATE: \_\_\_\_\_



# VELMA MCCONNELL

Auburn, ME 04210

McConnell.Velma@gmail.com • (207) 402-2674 • <https://www.linkedin.com/mcconnellvelma>

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## BUSINESS ANALYST / SALESFORCE ADMINISTRATOR

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### *~ Summary of Qualifications ~*

- Certified Salesforce Administrator and Developer.
  - Ambitious Certified Salesforce Administrator with over five years experience in client relationship management, project management, and business analytics.
  - Extensive experience in coordinating, planning, and supporting new technology solution implementations and interfacing with business users to better understand business needs.
  - Highly adept at transferring knowledge to team members and working with training teams to develop engaging and informative training materials.
  - Proficient in Microsoft Office Suite with expertise in Excel, and Salesforce, Kareo, Lytec, Launchpad, MAS90/200, NextGen, DashboardMD
- 

### PROFESSIONAL EXPERIENCE

TATA CONSULTING SERVICES/UNUM

January 2017 - Present

#### **SalesForce Business Analyst**

- Assisted off-shore development team with understanding of client reported issues, enhancements, and business requirements.
- Utilized sandbox environments for effective testing and change management.
- Created business and functional requirements required for Salesforce solutions to meet customer needs, expected delivery dates, and quality standards; interface with business users to understand business requirements and enhancement requests.
- Participated and coordinated the delivery of work product with offshore teams during Lightning Migration
- Facilitated successful remediation of over 40 technical gaps due to Lightning Migration
- Reviewed and revised 124 Page Layouts for Lightning Migration
- Understand requirements (functional and technical) needed to address client needs
- Created presentations to highlight the value of migrating from Classic to Lightning
- Assisted with review and update of training, as well as policy and procedure, documentation to reflect the changing Salesforce UI
- Performed routine administration functions for Salesforce.com

OPTUM ANALYTICS / HUMEDICA — Boston, MA

May 2015 to August 2016

#### **SalesForce Administrator /Business Analyst**

- Coordinated multi-functional teams to build and implement client Salesforce applications to client business requirements including workflows, validations, and configurations within the application after initial go live.
- Assisted off-shore development team with understanding of client reported issues, enhancements, and business requirements.
- Assisted training team with setup, documentation, and onboarding for over 500 client users.
- Managed client Salesforce instances to ensure security requirements met with HIPAA compliance standards.
- Supported over forty end users in internal Salesforce instance, including training, profile and security management, change management, and updates to Salesforce.com.
- Utilized sandbox environments for effective testing and change management.
- Supported Client Services support team with Salesforce end user reported issues. Investigated issues to determine type, resolution, and possible escalation.
- Utilized JIRA and Confluence for issue reporting, patch and release project tracking, and project documentation
- Created business and functional requirements required for Salesforce solutions to meet customer needs, expected delivery dates, and quality standards; interface with business users to understand business requirements and enhancement requests.

...continued...



**HIMSS MEDIA – Portland, ME**

June 2013 to May 2015

**Sales Analyst / Salesforce Administrator**

- Administered Launchpad (CRM/ERP hybrid) and Salesforce; reconciled data between two systems during migration from Launchpad and Salesforce.
- Supported twenty-four end users, including training and technical support.
- Facilitated training and user group forums for internal users.
- Created user, security, opportunity, and product management processes.
- Directed all aspects of insertion order management, including ensuring accuracy, total, and terms for each insertion order and verifying binding contract alignment with company policy.
- Delivered comprehensive reporting enabling executive management decision-making and restructuring of business model to adapt to changing business market.
- Conducted monthly reviews and maintenance to consolidate publications and manage data.
- Partnered with VP of Operations to complete large-scale revenue reclassification project to support and align revenue reporting within new business model.
- Generated analytic reports on all revenue streams, including sales team profitability, media publication profitability, and media type profitability.
- Designed and spearheaded sales team training on both systems to promote adoptability while providing critical review of processes and identifying inefficiencies to recommend revisions.

**ADVANTEDGE HEALTHCARE SOLUTIONS – Falmouth, ME**

January 2012 to June 2013

**Client Management Analyst**

- Developed client relationships through collaboration with account managers and operations team, and evaluated client profitability based on budgets and forecasts.
- Executed contract analysis between clients and major healthcare providers within their organization; successfully identified large discrepancy between Blue Cross affiliate and client and enabled resolution, reducing ~\$1MM loss to \$250,000+.
- Gathered, organized, and analyzed data based on client specific benchmarks; created and revised client reports.
- Trained clients and internal stakeholders on business intelligence tools and new client management analysts on company policies, Excel, and reporting requirements, including department policies and client specifics.

**SYNCOPTION REVENUE SOLUTIONS – New Gloucester, ME**

June 2010 to November 2011

**Senior Billing Representative**

- Led team managing medical billing for five physical therapy offices in Arizona; designated subject matter expert on physical therapy billing practices and requirements for State of Arizona.
- Reviewed and maintained patient information, charges, payments, and records; audited team's work to ensure accuracy of patient demographic data, charges, and payments.
- Investigated and appealed unpaid and disputed claims; cut claim filing errors to reduce denials.
- Generated comprehensive fiscal reports for each client highlighting revenue growth since partnering with company.
- Conducted comprehensive training on billing best practices, coding changes, company policies, and Lytec system.

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#### **EDUCATION**

Master of Science: Project Management (Focus: Organization Development and Design), *Current*  
KAPLAN UNIVERSITY, Lewiston, ME

Bachelor of General Studies: Public Policy, 2005  
UNIVERSITY OF CONNECTICUT, Storrs, CT



CITY OF AUBURN  
BOARD & COMMITTEE  
APPOINTMENT APPLICATION

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Date: 12/27/17  
Last name: Gagne First name: Lance Middle initial: R  
Residence address: 33 Joseph LN Ward: 5  
City: Auburn State: ME Zip code: 04210  
Home phone: 207485-4275 Work phone: 6032273779 Cell phone: 2074859275  
Email address: Lgagne1057@yahoo.com  
Current occupation: Service Representative FairPoint Communications  
Previous occupation (if retired or no longer working): \_\_\_\_\_  
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"/> 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 |
| <input type="checkbox"/> Planning Board                    | <input type="checkbox"/> Sewer District                               |
| <input type="checkbox"/> Water District                    | <input type="checkbox"/> Zoning Board of Appeals                      |
|  | <input checked="" type="checkbox"/> Citizens Advisory Committee       |



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). See attached

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

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

Dates served (if known)? N/A

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? Facebook post by Mayor Levesque

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: 12/27/17

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: 12/28/17  
APPOINTMENT DATE: \_\_\_\_\_  
TERM EXPIRATION DATE: \_\_\_\_\_  
OATH DATE: \_\_\_\_\_

### Educational and/or experience

Brief synopsis: I have worked as a Service Representative for FairPoint Communications, for the past ten years, working as a project manager, assisting customers with telecommunication needs. Previously, I worked as a Head Steward for Communications Workers of America where I organized a card check, in my workplace, and negotiated a union contract. I can provide a resume upon request, if needed.

Education- I have attended college, but no degree, with a focus on Public Administration.

Q; Briefly describe why you want to serve on the committee?

A; I am hoping to be more involved in my community. I enjoy public service and believe that participation creates a stronger and better community. I would also like to contribute my opinions and experiences to the committee. Being a former resident of Portland, and a new resident of Auburn, I hope I would be able to provide a unique and fresh perspective.

Q; What do you hope to accomplish?

A; I would hope that I may be able to contribute to initiatives that would encourage the positive growth of Auburn. This is the city that I have chosen to live, with my family, and I would like to see it grow. I would hope that participating on the Citizens Advisory Committee would help provide insight on how to steer Auburn toward a great future, for upcoming generations.





## 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: 11/21/18

Last name: Whiting First name: Diane Middle initial: M.

Residence address: 833 Summer St. Ward: 1

City: Auburn State: Me. Zip code: 04210

Home phone: 783-8881 Work phone: use cell # Cell phone: 576-5811

Email address: yan207@aol.com

Current occupation: teacher

Previous occupation (if retired or no longer working): —

Educational and/or experience (or attach your resume): Bachelor's Degrees

in History and psychology  
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.

- ☐ 9-1-1 Committee
- ☐ Auburn Housing Authority
- ☐ Board of Assessment Review
- ☐ CDBG Loan Committee
- ☐ Conservation Commission
- ☐ Finance Committee
- ☐ Parks & Recreation Advisory Board
- ☐ Planning Board
- ☐ Water District

- ☐ Airport Board
- ☐ Audit & Procurement Committee
- ☐ Cable TV Advisory Board
- ☐ Community Forest Board
- ☐ Ethics Panel
- ☐ L/A Transit Committee
- ☐ Poland-Auburn Economic Development Committee
- ☐ Sewer District
- ☐ Zoning Board of Appeals

☒ Citizen Advisory Committee

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 care about the community, people and non-profit agencies, this committee discusses and makes decisions about.

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

I would like to make this a better community for all the individual who call Auburn home.

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

LASH (Low/Aub. Services for the Homeless)

Dates served (if known)? Several years (since its beginning to present)

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

yes

Common Ties Mental Health Agency, (chair)

St. Martin's de Porres Residence (chair) St Francis Advisory Board

Dates served (if known)? —

Auburn Public Library

How did you learn of this vacancy? Through work, contacts, and groups

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: Deane M. Whitey Date: Jan. 21, 2018

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: 1-24-2018  
APPOINTMENT DATE: \_\_\_\_\_  
TERM EXPIRATION DATE: \_\_\_\_\_  
OATH DATE: \_\_\_\_\_

Holly C. Lasagna, Ward One  
Robert P. Hayes, Ward Two  
Andrew D. Titus, Ward Three  
Alfreda M. Fournier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
David C. Young, At Large

Jason J. Levesque, Mayor

## IN CITY COUNCIL

ORDER 16-02262018

ORDERED, that the City Council hereby appoints the following board and committee member as nominated by the Appointment Committee on 02/12/2018;

Board or Committee	Term Exp. Date	Name
Citizens Advisory Committee	06/30/2019	Lance Gagne (new appointment)
	06/30/2019	Velma McConnell (new appointment)
	06/30/2019	Diane Whiting (new appointment)



# 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: 1/2/18  
 Last name: PELLETIER First name: LARRY Middle initial: B  
 Residence address: 129 Second St. Ward: 5  
 City: AUBURN State: ME Zip code: 04210  
 Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell phone: 319-3018  
 Email address: concernedcitizen129@gmail.com  
 Current occupation: retired / Part time @ United Ambulance  
 Previous occupation (if retired or no longer working): Maine Oxy  
 Educational and/or experience (or attach your resume): 12th grade

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 checked="" 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               |  |



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).

interest in making our streets safe

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

sharing my concerns on safety issues as noticed on my frequent walks

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? Complete  
the Citizen Advisory Board of Assessing Appeal

Dates served (if known)? Ongoing

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

listed about school board

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

How did you learn of this vacancy? re-appointment

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

Signature: Larry Peltier Date: 1/2/18

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: \_\_\_\_\_



JAN 16 2018

## 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: 12/30/17

Last name: Rider First name: Erik Middle initial: C

Residence address: 132 Howe St. Ward: 3

City: Auburn State: ME Zip code: 04210

Home phone: (207) 650-0987 Work phone: (207) 330-2378 Cell phone: (207) 650-0987

Email address: chidad073174@outlook.com

Current occupation: Enrollment & Eligibility Specialist

Previous occupation (if retired or no longer working): —

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"/> 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 |
| <input type="checkbox"/> Planning Board                    | <input type="checkbox"/> Sewer District                               |
| <input type="checkbox"/> Water District                    | <input type="checkbox"/> Zoning Board of Appeals                      |
| <input checked="" type="checkbox"/> Complete Streets       |   |



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). As a volunteer for multiple cycling events throughout the state and someone who walks most days, I would like to be a voice for cyclists & pedestrians in our city.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). Become a voice for pedestrian & cyclist safety in our city.

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

Dates served (if known)? N/A

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? Email blast from city

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: 12/30/17

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: JAN 16 2018  
APPOINTMENT DATE: \_\_\_\_\_  
TERM EXPIRATION DATE: \_\_\_\_\_  
OATH DATE: \_\_\_\_\_



## **ERIK RIDER**

132 Howe St., Auburn, Maine 04210

207-650-0987

chidad073174@outlook.com

### **EXPERIENCE**

#### **Enrollment & Eligibility Specialist 2, Community Health Options, Lewiston, ME**

*June 2017 – Current &  
November 2014 – May 2016*

Research and correct enrollment issues in the enrollment database and pharmacy claim system. Ensure EDI enrollment files are transferred to the claims adjudication platform, the finance system and other third-party vendors. Act as a liaison between our membership and the Health Insurance Marketplace while resolving complex issues. Assist other departments with Coordination of Benefits and Payment Integrity.

#### **Pricing & Configuration Specialist, Community Health Options, Lewiston, ME**

*May 2016 – June 2017*

Responsible for creating and maintaining fee schedules used in the claim adjudication system. Audit fee schedules to ensure claims are being adjudicated properly. Review member submitted claims prior to and after adjudication. Answer pricing related questions from other departments. Validate other insurance coverage to determine if coordination of benefits exist.

#### **Member Services Associate, Community Health Options, Lewiston, ME**

*April 2014 – November 2014*

Answer questions from members, brokers and providers regarding health insurance benefits and claims processing in a polite and accurate manner. Process payments of insurance premiums.

#### **Seasonal Customer Service Representative 2, L.L. Bean, Lewiston, ME**

*2011-2014*

Quickly and accurately process customer orders over the phone. Resolve customer problems in a professional and polite manner. Precisely and promptly process refunds to customer methods of payment to resolve problems with their orders. Provide assistance to Customer Service Representatives in a courteous manner as a Resource Queue Representative.

#### **Customer Service Representative 2, Provider Power, Auburn, ME**

*February 2012-August 2013*

Assist in overseeing the day to day operations of the call center; resolve customer complaints in a timely and professional manner; accurately and quickly process customer applications over the phone; answer customer questions about the product being offered, both over the phone and in person at home shows and information sessions; setup payment arrangements and collect payments on past due balances.

#### **Team Leader, Target Corporation, Augusta, ME**

*September 2007 – July 2011*

Responsible for the merchandising and zone of one third of the sales floor. Provided customer service on the sales floor, supervised and coached sales floor team members as needed.

#### **Landscape Foreman, Commercial Landscape Management, Portland, ME**

*May 2005 – September 2007*

Supervised the mowing crew, ensured safe operation of lawn mowers of all sizes, and performed preventive maintenance of all equipment. Plowed and sanded ten properties during the winter.

### **MILITARY EXPERIENCE**

#### **Petty Officer Machinery Technician (MK3), U.S. Coast Guard Reserve**

*August 1994 – August 2002, September 2005 – March 2009*

Primarily responsible for preventative maintenance of the boats and station. Qualified Communications Watchstander. Handled incoming calls (emergency and non-emergency) while maintaining communication with various assets over the marine VHF radio.

### **EDUCATION**

#### **Kennebec Valley Community College, Fairfield, ME**

Currently pursuing an Associates in Applied Science in Health Information Management leading to accreditation as a Certified Coding Associate and Registered Health Information Technician.

#### **Southern Maine Community College, South Portland, ME**

Associates in Business Administration

*May 2008*

### **AFFILIATIONS**

Member of the American Health Information Management Association

Member of the management team for the American Lung Associations Trek Across Maine



Holly C. Lasagna, Ward One  
Robert P. Hayes, Ward Two  
Andrew D. Titus, Ward Three  
Alfreda M. Fournier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
David C. Young, At Large

Jason J. Levesque, Mayor

## IN CITY COUNCIL

ORDER 17-02262018

ORDERED, that the City Council hereby appoints the following board and committee member as nominated by the Appointment Committee on 02/12/2018;

Board or Committee	Term Exp. Date	Name
Planning Board	01/01/2021	Evan Cyr (full member, re-appointment)
	01/01/2021	Dustin Boutin (Associate to full member)



## CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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Date: 12/27/17  
Last name: SNYDER First name: LINDA Middle initial: M  
Residence address: 57 HERITAGE DRIVE Ward: 2  
City: AUBURN State: ME Zip code: 04210  
Home phone: — Work phone: — Cell phone: 207.740.2247  
Email address: LSNYDER@REGROUPBIZ.COM  
Current occupation: SOCIAL WORKER / OWNER: ANTIQUE  
SHOP & USED BOOKS  
Previous occupation (if retired or no longer working): STORE  
Educational and/or experience (or attach your resume): please see 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"/> Complete Streets Committee | <input type="checkbox"/> Conservation Commission           |
| <input checked="" 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    |  |

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). I've lived in Auburn for 35 years and a strong supporter of this city. I also believe in community services.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). The Ethics panel has already become much more professional in the past 4 years and I hope to continue that process.

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

• CHAIR, ETHICS PANEL (AUBURN)

• SENIORS PLUS

Dates served (if known)? • 2013 → present • 2014 → present

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

AUBURN: COMMUNITY DEVELOPMENT

LEWISTON: DOWNTOWN ADVISORY / MAYORS JOINT COMMISSION

Dates served (if known)? Several others, please see resume

How did you learn of this vacancy? Currently serving

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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: Anders Snyder Date: 12/27/17

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: 1-3-2018  
APPOINTMENT DATE: \_\_\_\_\_  
TERM EXPIRATION DATE: \_\_\_\_\_  
OATH DATE: \_\_\_\_\_



## Volunteer Activities & Memberships.

### Awards, Honors & Certifications (a sampling).

- ◆ Delegate to All America Cities Competition, City of Lewiston - Anaheim CA, June 2006.
- ◆ One of just 7 business owners nominated for SBA's Maine Entrepreneur of the Year, 2005.
- ◆ 2003 Economic Development Award, Lewiston Auburn Economic Growth Council & City of Lewiston.
- ◆ MaineBiz newspaper, 2 page spread where I was lauded as a "serial entrepreneur" working to help redevelop Lewiston's eroded downtown, 2003.
- ◆ 2002 Business Leadership Award, Androscoggin Chamber of Commerce.
- ◆ Fleet Bank Top 100 Businesses, 2002.
- ◆ Androscoggin Leadership Development Institute, December 2001.

### Current Major Activities.

- ◆ SeniorsPlus Board of Directors. Appointed in February 2014.
- ◆ Ethics Panel, City of Auburn. Chair. April 2013 to present.
- ◆ Androscoggin Chamber. Business Advocacy Committee. 2002 to 2015.

### Previous Major Activities.

- ◆ Maine Regulatory Fairness Board. Vice Chair, appointed by then Governor John Baldacci, 2009-2011.
- ◆ Androscoggin Chamber of Commerce. Board of Directors, Oct 00-Sept 06. Active on many committees.
- ◆ Auburn Citizen's Advisory Committee. March 2010 to fall 2014.
- ◆ Lewiston Rotary. Managed social media page on Facebook. PR Chair, District Conference 2010.
- ◆ Auburn Lions Club. Managed social media page on Facebook. Membership Chair. Jan 2009-Apr 2010.
- ◆ LA Arts. Board of Directors, Sept 03-Sept 09. Chair, Long Range Planning Committee, 04. Ice Festival, '13.
- ◆ Bridgton Chamber of Commerce. Board of Directors, Jan 2006-Dec 2007.
- ◆ Maine Women's Network. State Board, Exec Committee, Sept 2006-07. Programs Committee, 2003-2004.
- ◆ Auburn Business Assn, Board of Directors, Sept 2004-Aug 2008. Board President, 2006-08.
- ◆ Mayors' Joint Services Commission, Oct 2004-Nov 2006. Appointed by the Mayors of Lewiston and Auburn to research the feasibility of combining services between the two cities.
- ◆ Classy Lady Inc., a gently used women's clothing shop; co-founder & advisor to the board, 2003-2006.
- ◆ Downtown Advisory Board, Lewiston, mayoral appointment, Apr 2002-2006.
- ◆ Common Ties Mental Health Services, Board of Directors, 1995-1998.
- ◆ Auburn Water District, Board of Trustees, Treasurer, 1992-1996.
- ◆ Pottle Hill, Inc. Board of Directors, 1982-1989; inc President of Board, 1984-1986.
- ◆ Miscellaneous other short term volunteer activities including the Lewiston Auburn Film Festival.
- ◆ Several times, I've presented testimony before the Maine Legislature on issues of importance to business.

### Conferences, Presentations & Public Speaking.

- ◆ Includes: non-credit workshops for UME at Augusta; several adult ed programs; Androscoggin Chamber (2011); Southern MidCoast Chamber of Commerce (2009 & 2011); Western Maine Women's Network Trade Show (2005); Veteran's Affairs, Dallas TX (1995); Mental Health Consumer conference, Orlando FL (1990); What Consumers Want conference, Maine (1990); Maine Adult Education Association (1988).

### Describing Myself.

- ◆ I like to work and contribute to the community, am an avid learner, and am blessed with a curious and analytical mind as well as a wonderful family and personal life. The combination keeps me busy, happy and fulfilled.



## Work Experience.

- Apr '14 to Jul '15**      **Section 28 Supervisor. Connections for Kids.** 100 Gannett Drive, S Portland ME 04106. Managed small staff & services for child clients with behavioral disorders; comprehensive assessments, treatment plans, employee training & supervision. Half-time.
- Jan '14 to present**      **Behavioral Health Professional. Pathways (formerly Providence).** 155 Center, Auburn ME. Counseling, skills training & in-home supports for youth w/ behavioral disorders. Full-time.
- Aug '11 to Aug '13**      **Co-Facilitator. LearningWorks.** 181 Bracket St, Portland ME 04102. With a clinician, team-taught anger management & decision-making skills to adolescents in the criminal justice system. Part-time.
- Mar '11 to Dec '14**      **Administrative Services Manager. Gleason Media Group.** 555 Center St, Auburn ME 04210. 207 784 5868. Developed & managed business accounts; wrote radio commercials. Part time.
- Jan 09 to present**      **President. R H Enterprises, Inc.** 189 Main Street, Lewiston ME 04240.  
\*ReGroup! Business Solutions. Consulting: business development & back office operations.  
\*Heritage Collectibles, Books & Maps. Antiques, art, books, & vintage items retail shop.
- Nov 08 to Dec 11**      **Associate Broker. Allen & Selig Realty.** 208 U S Route 1, Freeport ME 04032. Commercial & residential real estate agent; independent contractor. Out of business.
- Jan 08 to Nov 08**      **Sales Agent. Magnusson Balfour Commercial.** 95 India Street, Portland ME 04101. 774 7715. Commercial real estate agent & business broker; independent contractor.
- Jul 04 to Oct 08**      **President/CEO. Main Street Rehab & Landscaping, Inc.** Lewiston ME 04240. Property maintenance & management, repairs, renovations & groundskeeping. MSR employed 8 staff; we were responsible for 50,000 sf of commercial space and 2 dozen residential units. Duties: I managed human resources, finances/budgets, and marketing.
- Jul 98 to Sep 07**      **President/CEO. Richardson Hollow Associates, Inc.** dba Richardson Hollow Mental Health Services. Lewiston ME Founded RHMHS, a for profit state-licensed mental health agency. Starting with one employee we grew to 230 staff in 10 counties, billing \$8.7M annually. As a start-up, I developed the company's infrastructure inc all initial licensing contracts and policies & procedures, and managed all aspects from service design to human resources, scheduling & training staff, budgeting & accounting, communications, and client relations.  
  
As RHMHS grew, I focused on C-level duties: developed strategy & vision, addressed the infrastructure needs of a large company in a tough reimbursement environment, set program goals & budgets (e.g. eliminating non-performing but popular services), and supervised executive and senior management staff.
- Jun 91 to Jun 97**      **Jun 91-Dec 94. Community Support Program Manager. Motivational Services, Inc.** Augusta ME. Developed MaineCare-reimbursable community supports; managed staff & programs.  
**Jan 95-Jun 97 Housing Developer/Grant-Writer. Motivational Services, Inc.** Augusta ME. Won the only federal Veterans Homeless grant funds awarded in Maine that year; developed Maine's first mental illness/deafness PNMI apartment building, and housing for the first scattered site group home for young adults; administered state & federal rental subsidy programs; housing quality inspections.
- Mar 89 to Jun 90**      **Family Support Liaison, Bureau of Mental Health.** #40 State House Station, Augusta ME. Information & referral, education & training, support & advocacy. A \$60K time-limited consulting position; provided training on mental health policy to mental health consumers & families.



Linda M. Snyder, M.S.  
57 Heritage Drive, Auburn ME 04210  
LSnyder@regroupbiz.com ☎ Cell: 207 740 2247 ☎ Fax: 207 784 3950

## RESUME

### Highlights of Qualifications.

- More than twenty years of experience working collaboratively with executive level staff of large organizations, state legislators, municipal officials and chambers of commerce.
- Extensive background in developing and implementing short & long term goals and objectives for entrepreneurial start-ups and complex organizations.
- Skilled public speaker and technical/grant-proposal writer.
- Veteran member of numerous municipal, business and arts-related boards and committees.
- Winner of several awards and nominations for economic development.

### Relevant Experience.

#### **Entrepreneurial:**

- Built a start-up company from a single person to 230 employees within 7 years, and to \$8.7 million in sales in 9 years.
- 32 years experience as a landlord; 9 years as a real estate developer. Owned and managed 50,000 sf of commercial real estate and 2 dozen units of residential housing.
- For several years, held a Maine state license as a real estate Associate Broker.
- Worked as a freelance writer, owner of a gift shop (1986-87), espresso bar (2002-04), and antique shop & used bookstore (2014-present).

#### **Self-Starter/Project-Oriented:**

- Developed and presented a range of workshops and classes on topics related to business & interpersonal communications such as anger & stress management, communication skills and mental health issues.
- Created the position of Housing Developer for a non-profit agency; worked nearly 3 years as a low income rental subsidy administrator (Section 8, Shelter+Care, and BRAP) and grant writer, while collaborating with HUD and Maine State Housing Programs.
- Wrote a grant proposal that landed a 16-month contract with the State of Maine's Bureau of Mental Health (Central Office) to provide advocacy, information and education on public policy to primary & secondary consumers of the mental health system.

### Formal Education.

- |                   |   |
|-------------------|---|
| Jun 83 to Jun 94. | 18 hours post-graduate work in rehab counseling and public policy & management.   |
| Jun 83.           | <b>Master's Degree in Administration of Adult Education Programs.</b> University of Southern Maine. Graduated with high honors. |
| Jun 80.           | <b>Bachelor's Degree in Psychology.</b> Elementary Teacher Certification, Sociology Minor. University of Southern Maine.        |

Holly C. Lasagna, Ward One  
Robert P. Hayes, Ward Two  
Andrew D. Titus, Ward Three  
Alfreda M. Fournier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
David C. Young, At Large

Jason J. Levesque, Mayor

## IN CITY COUNCIL

ORDER 18-02262018

ORDERED, that the City Council hereby appoints the following board and committee member as nominated by the Appointment Committee on 02/12/2018;

Board or Committee	Term Exp. Date	Name
Ethics Committee	01/01/2021	Linda Snyder (re-appointment)



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: 1/13/17

Last name: Boutin First name: Dustin Middle initial: D

Residence address: 773 Hatch Rd Ward: 3

City: Auburn State: ME Zip code: 04240

Home phone: — Work phone: 207 774 7715 Cell phone: 207 396 0873

Email address: dboutin@baltuscommercial.com

Current occupation: Commercial Real Estate Brokerage

Previous occupation (if retired or no longer working): —

Educational and/or experience (or attach your resume): 4 yr College degree

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.

- ☐ 9-1-1 Committee
- ☐ Auburn Housing Authority
- ☐ Board of Assessment Review
- ☐ CDBG Loan Committee
- ☐ Complete Streets Committee
- ☐ Ethics Panel
- ☒ L/A Transit Committee
- ☒ Planning Board
- ☐ St. Louis Bells Committee
- ☐ Zoning Board of Appeals

- ☐ Airport Board
- ☐ Audit & Procurement Committee
- ☐ Cable TV Advisory Board
- ☐ Community Forest Board
- ☐ Conservation Commission
- ☐ Finance Committee
- ☐ Parks & Recreation Advisory Board
- ☐ Sewer District
- ☐ Water District



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 want to be involved civically. I want to be aware of what's going on in Auburn and the citizens involved.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). ① Economic growth for Auburn; an increase in the aggregate economic base and ultimately increase tax revenues. ② Work to preserve the rural periphery of the city.

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

Dates served (if known)? Current; March 2017 - present

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? ~~Not~~ Known, since I am a member of the board.

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: 4/13/18

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: 1-16-18  
APPOINTMENT DATE: \_\_\_\_\_  
TERM EXPIRATION DATE: \_\_\_\_\_  
OATH DATE: \_\_\_\_\_



## 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: 12/04/2017

Last name: Cyr First name: Evan Middle initial: G

Residence address: 435 West Auburn Rd Ward: 1

City: Auburn State: Maine Zip code: 04210

Home phone: N/A Work phone: 207-333-6652 Cell phone: 207-991-159

Email address: egcyr@hotmail.com

Current occupation: High School Science Teacher - Physics and Physical Sciences

Previous occupation (if retired or no longer working): N/A

Educational and/or experience (or attach your resume): BA, MA, CAS - Education Leadership,  
6yrs - Auburn Planning Board

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 |
| <input checked="" type="checkbox"/> Planning Board         | <input type="checkbox"/> Sewer District                               |
| <input type="checkbox"/> Water District                    | <input type="checkbox"/> Zoning Board of Appeals                      |



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) I enjoy working for my community and wish to continue serving on the Board so that I can help make a positive difference in Auburn. I wish to continue making positive impacts like the development of our Form Based Code that helps to promote growth and development in Auburn.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). I hope to continue making improvements to our current Chapter 60 of the ordinance that can drive investment, growth, and development in Auburn. I also want to help shape development projects to create a bright future as well as serve as a positive example of civic engagement for my students and my two young daughters.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? \_\_\_\_\_  
Yes, I currently serve on the Auburn Planning Board

Dates served (if known)? March 2012 - Current

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

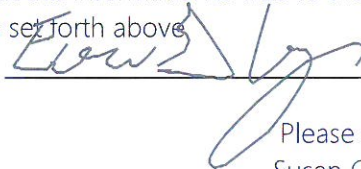
Dates served (if known)? N/A

How did you learn of this vacancy? Expiration of my 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:  Date: 12/04/17

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: 12/4/17  
APPOINTMENT DATE: \_\_\_\_\_  
TERM EXPIRATION DATE: \_\_\_\_\_  
OATH DATE: \_\_\_\_\_

Holly C. Lasagna, Ward One  
Robert P. Hayes, Ward Two  
Andrew D. Titus, Ward Three  
Alfreda M. Fournier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
David C. Young, At Large

Jason J. Levesque, Mayor

## IN CITY COUNCIL

ORDER 19-02262018

ORDERED, that the City Council hereby appoints the following board and committee member as nominated by the Appointment Committee on 02/12/2018;

Board or Committee	Term Exp. Date	Name
Planning Board	01/01/2021	Evan Cyr (full member, re-appointment)
	01/01/2021	Dustin Boutin (Associate to full member)



DEC 22 2017



## 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: 12/00/17

Last name: DeFilipp First name: Joseph Middle initial: S.

Residence address: 8 Hampton Ave Ward: 2

City: Auburn State: ME Zip code: 04210

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell phone: 207-212-6362

Email address: Josephdefilippe@gmail.com

Current occupation: Van Driver

Previous occupation (if retired or no longer working): Probation + Parole Officer

Educational and/or experience (or attach your resume): 9yrs Experience, Master's Degree

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 checked="" type="checkbox"/> Sewer District         |
| <input type="checkbox"/> St. Louis Bells Committee  | <input type="checkbox"/> Water District                    |
| <input type="checkbox"/> Zoning Board of Appeals    |  |

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). Sewer Dept provides a critical Service. Helping Maintain the High Quality of Service And the highest degree of value to our people

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). Insure high quality of service and help lead the dept. into the future

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

Dates served (if known)? 2008 - present.

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

Yes  
Housing, Sewer, L & A Railroad Comm. Library Committee LAWP&A

Dates served (if known)? From 2006

How did you learn of this vacancy? I am Serving

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: 12/20/17

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



## 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: 1-22-18

Last name: Ness First name: Stephen Middle initial: G.

Residence address: 90 Brentwood Dr. Ward: 4

City: Auburn State: Maine Zip code: 0420

Home phone: 207-784-4358 Work phone: 207-783-6764 Cell phone: 207-280-1413

Email address: melness@roadrunner.com

Current occupation: President & Treasurer Ness Oil Co

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

Educational and/or experience (or attach your 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"/> 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 checked="" type="checkbox"/> Sewer District         |
| <input type="checkbox"/> St. Louis Bells Committee  | <input type="checkbox"/> Water District                    |
| <input type="checkbox"/> Zoning Board of Appeals    |  |

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)? Sewer District

Dates served (if known)? Since 1990

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

Auburn Planning Board 1980's

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

How did you learn of this vacancy? my appointment is up

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: Stephen J. Ness Date: 1-22-18

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: 1-23-2018  
APPOINTMENT DATE: \_\_\_\_\_  
TERM EXPIRATION DATE: \_\_\_\_\_  
OATH DATE: \_\_\_\_\_



**Stephen G. Ness**

**High School :** Edward Little H.S.

**College :** Bentley College  
U of M Portland

**Employment:** President and Treasurer of Ness Oil Co.

**Community Involvement**

- Board member and director Maine Energy Marketers Assoc.
- Corporator Mechanics Savings Bank
- Corporator Auburn Public Library
- Past member Auburn Planning Board (1980 s)
- Current Trustee Auburn Sewer District (since 1990)
- Past board member and president of Great Falls Balloon Festival
- Current volunteer Great Falls Balloon Festival
- Member of other organizations

I would be pleased to continue my service as Ward 4 representative to the Auburn Sewer District for another term. Since becoming a trustee the district has seen sewer extensions to many existing and new developments. The most recent major project has been the CSO separation project with the City of Auburn. The remaining issue at hand is the inflow and infiltration processes. Great progress has been made in the control of the amount of storm and ground water entering the system, however the current system needs to be tightened up as well as the elimination of roof drains and sump pumps from the system. I would like to work with the district to continue to replace and reline the current system.

Holly C. Lasagna, Ward One  
Robert P. Hayes, Ward Two  
Andrew D. Titus, Ward Three  
Alfreda M. Fournier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
David C. Young, At Large

Jason J. Levesque, Mayor

## IN CITY COUNCIL

ORDER 20-02262018

ORDERED, that the City Council hereby appoints the following board and committee member as nominated by the Appointment Committee on 02/12/2018;

Board or Committee	Term Exp. Date	Name
Auburn Sewer District	03/01/2022	Joseph DeFilipp
	03/01/2022	Stephen Ness



## CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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Date: January 9, 2018

Last name: Whiting First name: Richard Middle initial: S.

Residence address: 24 Beaver Road Ward: 1

City: Auburn State: Maine Zip code: 04210-8725

Home phone: (207) 782.1836 Work phone: (207) 784.7351 Cell phone: \_\_\_\_\_

Email address: rwhiting@auburnhousing.org

Current occupation: Executive Director, Auburn Housing Authority

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

Educational and/or experience (or attach your resume): Edward Little H.S., Harvard College  
cum laude

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 checked="" type="checkbox"/> Water District         |
| <input type="checkbox"/> Zoning Board of Appeals    |  |



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). I served for a term previously & feel my experience with capital projects & the infrastructure needs of Auburn can be an asset to this board. I am already up-to-speed on AWD due to my prior service.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). To continue the progress AWD has made in replacing aging water line: while being sensitive to the needs of ratepayers. Because Auburn's infrastructure is better in many ways than that of Portland and other municipalities, we can be more competitive in attracting development.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? Limited scope- Citizens Advisory Committee CDBG/HOME

Dates served (if known)? AWD 2013-2017 C-A-C many years

Have you previously served on a City or Community Board or Committee? If so, which one(s)? Yes. Auburn Public Library, President, early '90s, Chair, Building Comm. Zoning Board of Appeals, Planning Board, 3 comprehensive plan committees (Co-Chair of last comprehensive plan committee)

Dates served (if known)? ZBA late 80's (?) APB, about 14 years

How did you learn of this vacancy? Website of City

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: January 9, 2018

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: 1/12/18  
APPOINTMENT DATE: \_\_\_\_\_  
TERM EXPIRATION DATE: \_\_\_\_\_  
OATH DATE: \_\_\_\_\_



## 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: 1/8/2018  
 Last name: BILODEAU First name: DAN Middle initial: L  
 Residence address: 207. N. Auburn Road Ward: 1  
 City: Auburn State: ME Zip code: 04210  
 Home phone: 650-2398 Work phone: N/A Cell phone: same  
 Email address: dan.bilodeau@yahoo.com  
 Current occupation: Airline Pilot, Auburn Watershed volunteer  
 Previous occupation (if retired or no longer working): N/A  
 Educational and/or experience (or attach your resume): attached. (on file, no changes)

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 checked="" type="checkbox"/> Water District         |
| <input type="checkbox"/> Zoning Board of Appeals    |  |

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). Just beginning to help the city preserve recreational access on & near Lake Auburn. There is a balance between water quality preservation & insuring Lake Auburn remains an asset to the city.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). Maintain & improve current recreational & environmental policy all while giving back to the community and keeping water rates low.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? AHD  
Because of spacing of terms, I will only be able to serve 10 months

Dates served (if known)? 2017-2018 (less than 1 year!)



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

Planning Board, Forest Board, CPUC Committee, Flag Committee

Dates served (if known)? 2008-2018

How did you learn of this vacancy? Sid Hazelton & Sue Clements-Dallaire

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: 1/8/2018

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: \_\_\_\_\_



RESUME: Daniel L. Bilodeau

PO Box 1493

Auburn, Maine 04211-1493

207 650-2398 cell E-mail: anotherdanbilodeau@gmail.com

## EDUCATION

Fairview, Central, AMS, Walton, Edward Little High School 1985, Auburn, Maine

Bachelor of Science Degree in Aeronautical Science, April 1989

Embry-Riddle Aeronautical University, Daytona Beach, Florida

FAA Aircraft Dispatch Training Program, April 1989

Flight Safety International: SAAB 340B; St. Louis, July 1991

British Aerospace Flight Center: BAE 146-200; Dulles, January 1992

Flight Safety International: PA-31T Cheyenne II; Lakeland, September 1995

SIMCOM:PA-31T Cheyenne II; Orlando, AUGUST 1996

Professional Airline Systems, Inc.: CE-500 Type Rating; Scottsdale, August 1997

United Airlines, November 1997, Houston/Newark: DC-10-10/30 Flight Engineer

...Certificate; Houston, January 1998;B-737 Flight Officer/ Type Rating; Houston, June 1999

B-777 International Relief Officer/Type Rating; Houston, November 2005

AOPA Foundation: Flight Instructor Gold Seal Renewal Course; Portland, July 2000

...American Flyers: Flight Instructor Gold Seal Renewal, July 2002, 2004, 2006, 2008, 2010, ...2012, 2014, 2016

## CERTIFICATES/RATINGS

Airline Transport Pilot Airplane: multi-engine and single-engine land; Type

Ratings:CE-...500:B-737 ;B-777

FAA Gold Seal Flight Instructor: instrument, multi-engine land and single-engine land/sea

FAA Dispatcher Certificate; Flight Engineer; Turbojet powered

Advanced and instrument ground instructor, current medical-no restrictions

Certified Flight Instructor of the Year 1998, Portland, Maine F.S.D.O.

## FLIGHT TIME

Total Time - 21,300      Pilot-in-Command - 11,400      Flight Instructor - 3,310  
Multi Engine -18,730      Turbojet -16,300      Turboprop - 6,410      Flight Engineer - 1000  
Instrument - 7400      Second-in-command - 9,826

## EXPERIENCE/Work History

*First Officer.* IRO& Captain relief, Boeing 777-200, Middle East ; Asia, Mediterranean, Europe, India

*Global, polar routes, 207 minute ETOPS, CPDLC, ADS equipped.*

United/Continental Airlines, Newark, New Jersey      November 2005 to present

*First Officer.* IRO & First Officer, Boeing 737-300/500/700/800/900, North and South America

Sunset Sticks & Stones, Inc., Garage related projects, wayside stand, residential & watershed consulting, recreational trail building 1998 to 2012

Continental Airlines, Newark, New Jersey      April 99 to November 2005

*Second Officer.* Flight Engineer, DC-10-10 & -30, North and South America, European markets.

Continental Airlines, Newark, New Jersey      November 97 to April 99

*Flight Manager.* Chief Pilot; Corporate Captain, Cheyenne II (PA31T), all related responsibilities; Training Dir.

American Skiing Company, Newry, Maine      November 93 to November 97

*CFO/Director of Operations/Chief Pilot/Owner.* Part 135 Air taxi & fixed base operator; Flight Instructor.

Bethel Air Service, Inc., Bethel, Maine      November 92 to December 97

*Flight Officer.* Northeast United States; BAE 146-200; SAAB 340B; BE1900C.

Business Express Airlines, Inc. (Delta Connection), Westport, Connecticut      Sept 1990 to November 1992

*Flight Officer.* Line pilot; scheduled and on demand charter-CARGO:CASA-212-200;MU-2B-36.

Murray Aviation, Inc., Ypsilanti, Michigan      March 1990 to September 1990

*Charter Pilot/Flight Instructor/Line pilot.* Flight Instructor; Pilot services; general aviation aircraft.



Hortman Aviation Services, Inc., Northeast Philadelphia, Pennsylvania      August  
1989 to March 1990

Sunrise Aviation, Inc., Ormond Beach, Florida      December 1988 to August 1989

Sunset Construction Inc. Heavy Equipment Operator 1978 to 1989, L/A water &  
sewer & residential projects

#### PERSONAL DATA & Interests

Born: May 28, 1966, Lewiston, Maine

Marital Status: Divorced, two children at Edward Little High School.

Hobbies: Snowmobiling, Trail building, hiking, watershed land use consulting &  
excavation, also currently...

Lake Auburn Watershed Neighborhood Association (LAWNA), President 2008  
to present

Lake Auburn Community Center (LACC), Trail Boss, 2012 to Present

Trustee, Auburn Water District 2017-Present.

Auburn Planning Board member & Lewiston/Auburn Community Forest Board  
(LACFB) 2011 to 2015

Comprehensive Planning Update Committee, City of Auburn, Maine, 2010

Optimist International, L/A Optimist, Vice President 2008-2010, President  
2012-2013, current member.

Perkins Ridge Sno-Travelers (PRST), Trail Master 2009-present

Auburn Flag Project, member and donor support team.

Lake Auburn Watershed Protection Commission/AWD frequent meeting  
attendee since 2006

Certified in Basic and Advance Erosion Control Practices

Certified Onsite Subsurface Wastewater Disposal System Installer



## 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: 1/22/18

Last name: GEIGER First name: K.E. Middle initial: \_\_\_\_\_

Residence address: 1464 POOLPAI Rd Ward: 5

City: Auburn State: ME Zip code: 04210

Home phone: 784-0204 Work phone: \_\_\_\_\_ Cell phone: 240-5649

Email address: KGEIGER@ROADRUNNER.COM

Current occupation: RETIRED

Previous occupation (if retired or no longer working): VP - GEIGER Bros

Educational and/or experience (or attach your resume): B.S. - U. of NOTRE DAME

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 |
| <input type="checkbox"/> Planning Board                    | <input type="checkbox"/> Sewer District                               |
| <input checked="" type="checkbox"/> Water District         | <input type="checkbox"/> Zoning Board of Appeals                      |



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). See Att.

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

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

Dates served (if known)? Since 2000

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

Joint City Services

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: K. Clements Date: 1/22/18

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: 1-22-18  
APPOINTMENT DATE: \_\_\_\_\_  
TERM EXPIRATION DATE: \_\_\_\_\_  
OATH DATE: \_\_\_\_\_



K.C. Geiger  
Auburn Water District - Volunteer  
1/22/2018

Why do you want to serve?

I have had a long interest in volunteering my time and giving back to the community. One way has been helping to oversee the Auburn Water District for many years, some years as Treasurer and currently as its President. I rarely miss any meetings and study all issues that come before us. I attend most Sewer District and Lake Water Protection meetings so I can better understand issues that come before those boards as well. My background in Mechanical Engineering, my years as a Purchasing Vice President and business owner give me a well rounded experience to complement the other District Trustees.

The Trustees are volunteers responsible for a very important business that must provide clean safe drinking water 24 hours a day - 365 days a year. Plus we must take any steps necessary to keep our water source pure for generations to come. I have learned about a lot of complex issues over the years and believe that my institutional knowledge is a valuable asset to the District and would like to continue to serving as a Trustee.

What do you hope to accomplish?

Before the Trustees are issues of algae growth that is risking Lake Auburn's purity and an aging infrastructure of water pipes that we are not replacing as fast as we should. We need to do more in the future and still balance our investments with water rates that are fair to our customers.

I believe that we can continue to provide safe and economical water to the City of Auburn with a vision to protect our lake and replace pipes that are 75-100 years old. Managing the Water District with long range goals is important and something that I hope I can continue to be a contributing part of.

## CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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Date: 2/5/18

Last name: Boulet First name: TODD Middle initial: M

Residence address: 38 Taywood Ward: 2

City: AUBURN State: ME Zip code: 04210

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell phone: 207-233-3318

Email address: TODD.Boulet@gmail.com

Current occupation: small business owner, landlord & property mgr

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

Educational and/or experience (or attach your resume): Edward Little, Mt. Ida, USM  
Ran a small property management & Apartment Business 10+ yrs

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 checked="" type="checkbox"/> Water District
<input type="checkbox"/> Zoning Board of Appeals	

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). I feel Lake Auburn is our largest natural resource this community has & I want to be a part of ensuring its vitality to the area.  
What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). To protect the asset while allowing access to the recreational side of the lake

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

Dates served (if known)? N/A

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? public conversations

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: 2/5/18

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>2/6/18</u>
APPOINTMENT DATE:	_____
TERM EXPIRATION DATE:	_____
OATH DATE:	_____



Holly C. Lasagna, Ward One  
Robert P. Hayes, Ward Two  
Andrew D. Titus, Ward Three  
Alfreda M. Fournier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
David C. Young, At Large

Jason J. Levesque, Mayor

## IN CITY COUNCIL

ORDER 21-02262018

ORDERED, that the City Council hereby appoints the following board and committee member as nominated by the Appointment Committee on 02/12/2018;

Board or Committee	Term Exp. Date	Name
Auburn Water District	03/01/2022	Dan Bilodeau
	03/01/2022	KC Geiger



## CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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Date: \_\_\_\_\_

Last name: \_\_\_\_\_ First name: \_\_\_\_\_ Middle initial: \_\_\_\_\_

Residence address: \_\_\_\_\_ Ward: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Current occupation: \_\_\_\_\_

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

Educational and/or experience (or attach your 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"/> 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    |  |

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). \_\_\_\_\_

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)? \_\_\_\_\_

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

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

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

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

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

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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: \_\_\_\_\_



**Mary Joan Kozicki LaFontaine**  
113 Western Avenue, Auburn Maine 04210  
207-513-2364 [mary.lafontaine@yahoo.com](mailto:mary.lafontaine@yahoo.com)  
<https://www.linkedin.com/in/marykozickilafontaine>

Energetic and positive community and human resources leader with a “can do” attitude. Strong leadership, training, mentoring, and public speaking skills. Expertise in workforce development, recruitment, training & staff development, and human resources. Relationship builder extraordinaire!

### **Areas of Expertise**

#### **Human Resources, Recruitment & Retention**

- 15+ years’ experience recruiting, training and retaining staff at three firms, numbering 12-300+ employees
- Managed recruitment that tripled the number of employees at two firms—75 to 225+
- Revised company handbooks to ensure compliance with federal and state laws as well as company policies

#### **Leadership, Management & Supervision**

- 20+ years’ experience working with businesses, training and education providers, and state and local agencies/leadership to accomplish economic and workforce development goals
- Led the CareerCenter in positive business relationships resulting in business leadership awards from the Androscoggin County Chamber and the Lewiston Auburn Economic Growth Council
- Managed and directed one of the three largest Centers with 12 direct reports, over 100 client visits daily, and five internal agency partners
- Manage federal and state employment and training programs that support local businesses by providing them with a skilled, trained workforce
- Build and maintain positive relationships with employers, community and educational partners and coordinate service delivery to ensure adequate delivery without duplication
- Oversee services and programs for Veterans, New Mainers, welfare recipients, and other target populations

#### **Training Development & Public Speaking**

- Presented “Reemployment Services in One-Stops” at a national USDOL conference
- Presented “Labor Force Realities”: Maine HR Convention, MDOL HR Days, local HR and industry groups
- Presented “Economic & Workforce Development Trends” at leadership institutes yearly since 2007
- Created and conducted various trainings: motivation, career decision making, hiring process, career development, job search, and life/work balance
- Developed and teach three courses in a career development series for the University, including internships; taught a master’s level career development course at the University of Southern Maine
- Facilitated creation, and delivery of, work readiness and skills development programs and workshops

### **Professional Experience**

#### **Regional Director-Southern CareerCenters**

Maine Department of Labor, Augusta, Maine

Apr 2016 – Current

#### **CareerCenter Manager**

Maine Department of Labor, Lewiston, Maine

Aug 2004 – Apr 2016

#### **Adjunct Faculty Member-Career Development Series**

University of Southern Maine-undergraduate, Lewiston, Maine

Aug 2010 – Current

University of Southern Maine-graduate, Gorham, Maine

Jan 2011 – May 2011

#### **Training and Education Coordinator**

Faithworks, Lewiston, Maine

Jan 2003 – Jul 2004

#### **Human Resource Manager**

PowerTel Technologies, Auburn, Maine

Mar 2001 – Dec 2002

Allen Edmonds, Lewiston, Maine

Jul 1999 – Mar 2001

#### **Assistant to the Commissioner**

Maine Department of Labor, Augusta, Maine

Oct 1997 – Jun 1999

Maine Department of Economic/Community Development, Augusta, Maine

Oct 1993 – Sep 1997

## **Education**

### **Master of Science – Adult Education**

University of Southern Maine, Gorham, Maine

### **Bachelor of Arts – Studio Arts**

University of Wisconsin Stevens Point, Stevens Point, Wisconsin

## **Publications**

- “Labor Force Realities—Where Will We Find Our Next Employees?” Guest Blog Writer for KMA, 2015
- “Community Resources Grow Applicant Base” JobsinME, 2014
- “Rethink Recruiting to Hire the Best People” JobsinME, 2013
- “Labor Force Realities: Is Your Business Ready?” HR Times, Autumn 2008

## **Personal & Career Development**

- Society for Human Resource Management, Volunteer Leaders’ Summit, November 2015, 2016, 2017
- National Veterans Training Institute, Leadership/Integration for Veterans Services, October 2015
- Maine Human Resources Convention, 2000-2002, 2005-2008, 2010-2012, 2014-2017
- Chick-fil-A Leadercast, 2012, 2013
- Maine Career Development Association, 2011, 2012, 2016
- MDOL Leadership Series, Alpha Class, 2008
- The Future of Maine’s Economy, 2005, 2006, 2011
- Blaine House Conference for a Creative Economy, 2004
- Lessons in Leadership with Stephen Covey, 1999, 2000
- Androscoggin Leadership Development Institute, 2000

## **Major Presentations & Training Facilitation**

- Androscoggin Leadership Development Institute, “Workforce and Economic Trends”, 2005 - 2017
- Maine Career Development Association, “The Art of Career Development”, 2016
- Central Maine Human Resource Association, Variety of economic topics, 2008, 2010, 2014, 2015, 2016
- Maine Women’s Network, “Personal Journey”, “Gender and Pay Equality” 2010, 2013
- Workforce Innovations National Conference, “Reemployment Programs”, 2008

## **Community Service & Professional Boards**

- Lewiston Auburn Economic Growth Council, 2016-2017
- Auburn Business Development Corporation, 2016-present
- Central Maine Human Resource Association, 2000-present
  - President 2017-present; Vice President 2015-17; Work Readiness Chair 2005-2007 & 2010-2014
- Androscoggin County Chamber of Commerce Board of Directors, 2006-2016
  - Board Chair, 2012-2013; Community Job Fair Committee Chair, 2007-2017
  - Workforce Development and Education Committee, Chair, 2007-2016, Member, 2003-present
- College for ME-Androscoggin Board of Directors, 2005-2017
  - Board Chair, 2013-2016
- Central/Western Workforce Investment Board, 2006-present
- Auburn City Councilor, Ward 3, 2011-2015
  - Mayor’s Appointee to Public Library Board of Trustees, 2012-2015; School Committee, 2013-2015
- United Somali Women of Maine, Advisory Board, 2010-2012

## **Awards**

2018—Ray Geiger Chamber Leadership Award, LA Metro Chamber of Commerce

2017—SHRM Pinnacle Award, led the CMHRA through program design and delivery of “HR Thursdays”

2015—Nominated for Maine Department of Labor Manager of the Year

2012—Ken Additon Small Business Advocate Award, Androscoggin County Chamber of Commerce

2012—Economic Development Achievement Award, Cities of Lewiston and Auburn

2011—Mentor Award, Young Professionals of Lewiston/Auburn (Chamber of Commerce)

2010—Education/Business Leadership Award, Maine Women’s Network

Holly C. Lasagna, Ward One  
Robert P. Hayes, Ward Two  
Andrew D. Titus, Ward Three  
Alfreda M. Fournier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
David C. Young, At Large

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 22-02262018

ORDERED, that the City Council hereby appoints the following board and committee member as nominated by the Appointment Committee on 02/12/2018;

Board or Committee	Term Exp. Date	Name
Board of Assessment Review	10/01/2020	Mary LaFontaine



***Mid-Maine Waste Action Corporation***

*110 Goldthwaite Road  
Auburn, Maine 04210  
(207) 783-8805  
Fax (207) 783-9831  
www.midmainewaste.com*

**MEMORANDUM**

To: MMWAC Executive Committee  
From: John P. King, Executive Director  
Subject: Executive Committee Meeting  
Date: January 10, 2018



The Executive Committee will meet at 11:30 AM, Tuesday, January 16, 2018 at MMWAC's offices in Auburn.

The agenda as well as minutes from the last meeting are attached.

Please contact me if you have any questions.

cc: Board of Directors

Reference No.: 03878

MEMBER COMMUNITIES:

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

**MID-MAINE WASTE ACTION CORPORATION  
EXECUTIVE COMMITTEE MEETING**

**Tuesday, January 16, 2018; 11:30 A.M.**

Mid-Maine Waste Action Corporation  
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 December 19, 2017 minutes

**3. Monthly Activity reports**

- Consider accepting the December 2017 Activity Report

**4. PR initiative**

- Moving forward

**5. Juniper Ridge**

- Casella application to DEP

**6. Title V air license**

- MMWAC needs to renew its air license

**7. Updates**

- 3<sup>rd</sup> and 4<sup>th</sup> quarter recs
- Donation to Historical society
- Turner waste disposal contract
- 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.

## **Draft-Minutes of the December 19, 2017**

### **Executive Committee Meeting**

The Executive Committee of the Mid-Maine Waste Action Corp. met on Tuesday December 19, 2017, at 11:57 A.M, at Mid-Maine Waste in Auburn.

#### **1. Roll call**

President Landry called the meeting to order. Members present were: Leroy Walker, Curtis Lunt, Roy Letourneau, and staff member John King.

#### **2. Minutes**

Mr. Walker made a motion, seconded by Mr. Letourneau, and approved 4/0, to accept the minutes of the October 17, 2017 Executive Committee meeting.

#### **3. Monthly Activity Reports**

Mr. Walker made a motion, seconded by Mr. Letourneau, and approved 4/0 to accept the October and November 2017 Monthly Activity Report.

#### **4. Eda Tripp**

Mr. Landry addressed the Executive Committee to inform them of the passing of Ms. Eda Tripp. Ms. Tripp was a friend to many and a long-time member of MMWAC's Executive Committee. Ms. Tripp's commitment was second to none and she will be missed. MMWAC will make a donation to the Minot Historical Society in Ms. Tripp's name.

#### **5. Health Insurance**

MMWAC's health insurance renewal is January 1<sup>st</sup> and the MMWAC staff was concerned that there was going to be a big premium increase. Mr. King and Mr. Daily, MMWAC's Finance Director, reached out to Clark insurance agency to receive additional quotes for health care coverage. Mr. King briefly outlined to the Executive Committee the process to evaluate the many different options including the Union insurance plans. After comparing different plans for both coverage and cost Mr. King and Mr. Daily came to the same conclusion that renewing with Maine Municipal Health trust was the best option. Mr. King recommends to the board to accept the 6% increase to the premium and renew the policy. The Executive Committee decided on a motion by Mr. Landry, second by Mr. Letourneau, and approved 4/0 to renew the Maine Municipal Health Trust Insurance.

#### **6. Workers Comp Insurance**

Mr. King informed the Executive Committee that the Workers Comp insurance was also up for renewal. MMWAC had two injuries in calendar year 2016. One was a minor injury with minimum treatment required, however the second injury was more substantial and involved lost time and a lengthy recovery period. This second injury effected the experience



modification rate raising it from .62 to .93. Along with the increase to the experience modification rate it increased our premiums from \$48,670 to \$56,302. The Executive Committee on a motion by Mr. Lunt, second by Mr. Letourneau, and approved 4/0 to renew the Workers Comp Insurance.

## **7. PR Initiative**

The Executive Committee had asked Mr. King to research and find a Branding/Marketing/Advertising firm to work with MMWAC. Mr. King reached out to 5 different firms in the local area to find the right partner. Mr. King requested quotes from different firms and eventually decided to meet with Anchour. Anchour is a local digital branding firm from Lisbon, Maine. Mr. Landry, Mr King and Josh Pritchard, of Anchour, met at MMWAC and discussed a potential business relationship. Anchour has many clients both locally and nationally. Mr. King and Mr. Landry explained to the Executive Committee the details of their meeting and Anchour's quote. After a lengthy discussion the Executive Committee decided on a motion by Mr. Walker, second by Mr. Lunt, and approved 4/0 to move forward with Anchour. Mr. King will reach out to Josh and accept their proposal.

## **8. Updates**

Mr. King informed the Executive Committee that the Union Contract was completely finalized. All provisions in the contract had been met to date and the Union and Company were moving forward. The term of the contract was 3 years and will expire in July of 2020.

Mr. King informed the Executive Committee that Otisfield had decided to renew its contract for waste disposal with us, starting February 1<sup>st</sup>. Also, Turner wanted to renew its contract but had not decided on term. Turner was debating 3 or 5 year term and was hoping to reduce their CPI exposure by capping it a 2%. After some discussion, it was decided to reduce the CPI maximum increase from 4% to 3%.

Mr. King informed the Executive Committee that the facility had increased the amount of waste it processed per day. This could lead to significant savings if maintained throughout the year. To date the facility had processed 1263 more tons than last year at this time. If that waste had been diverted, it would have cost an additional \$96,998. Our team has been working hard to maximize our thru put.

Mr. King informed the Executive Committee that it was changing its LTD carrier. Our previous company was extremely difficult to work with and had increased our premiums significantly. The new policy is the same and will save the company just under \$4,000.

Due to the unfortunate passing of Ms. Tripp, MMWAC will be looking for a new member for the Executive Committee. If anyone has interest in joining the committee please contact Mr. Landry or Mr. King. MMWAC will be making plans to hold a full Board meeting to fill this position in the future.

There being no further business Mr. Lunt made a motion, seconded by Mr. Walker, and approved 4/0 to adjourn at 1:10 pm.



# *MONTHLY ACTIVITY REPORT*

*Mid-Maine Waste Action Corporation  
December 2017  
2018 Fiscal Year*



## *Member Communities*

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



## **Mid-Maine Waste Action Corporation**

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Auburn, Maine 04210

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

### **MEMORANDUM**

To: Board of Directors  
From: John King, Executive Director   
Michael Daily, Finance Director  
Subject: December Financial/Activity Report - Unaudited  
Date: January 10, 2018

Enclosed please find the unaudited December Activity Report covering the period from December 1 through December 31, 2017.

#### **General Summary Start**

Plant throughput for the month was 6,620 tons processed, or about 214 tons per day and running time throughput was 215 tons per day. Operating Revenues were above Expenses resulting in December having an operating gain of \$91,550 (These figures do not reflect balance sheet expenses). Year-to-date operating loss is \$198,590 compared to projected budget loss of \$326,246 and a \$285,571 operating loss in FY17. Cash and investments totaled \$5,651,402. Cash and investments are down \$349,416 from the start of FY18. The reserve goal established by the Board for FY18 is \$5,900,000 and is now at 95.8% of goal. The balance sheet shows current assets less liabilities at \$6,191,631, which is down \$202,461 from the beginning of the fiscal year.

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

A total of 6,106 tons were delivered to the pit for an average of 197 tons per day. 7,284 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	
	FY18 Actual	FY17 Actual	Tons	%
MSW Member	8,881	8,589	292	3.4%
Comm Member	6,688	7,235	(547)	-7.6%
Municipal Non-Member	11,266	11,342	(76)	-0.7%
Gate/Hauler	9,375	8,880	495	5.6%
OBW/Res TS	5,780	5,098	682	13.4%
Other	5,708	5,021	687	13.7%
<b>Total</b>	<b>47,698</b>	<b>46,165</b>	<b>1,533</b>	<b>3.3%</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 3.3% above last year. Waste processed in the plant during the month was recorded at 6,620 tons, or an average of 214 tons per day. The monthly running time thruput was 215 tons. Year-to-date tons processed in the plant are equal to 197 tons per day. Running time year-to-date throughput equaled 210 tons per day. The transfer station processed 893 tons during the month from all sources and averaging 39.7 tons per day for the month, (5.5 day receiving week) and 10,282 tons year-to-date. Recyclables totaled 286 tons for the month and 1,590 tons year-to-date. Prior year and budget comparisons of processing records as follows:

	Prior Year Comparison YTD				Budget Comparison YTD			
	FY18	FY17	Variance		FY18	FY18	Variance	
	Actual	Actual	Tons	%	Actual	Budget	Tons	%
Waste-To-Energy	36,159	33,454	2,705	8.1%	36,159	34,886	1,273	3.6%
Transfer Station	10,282	11,626	(1,344)	-11.6%	10,282	11,939	(1,657)	-13.9%
Recycling	1,590	1,268	322	25.4%	1,590	1,292	298	23.1%
Total	48,031	46,348	1,683	3.6%	48,031	48,117	(86)	-0.2%

### Cash Available to Operations

Cash balances in checking and investments total \$5,651,402 up \$15,414 from the prior month. The following is the status of the reserve goal:

Reserve Status		
	FY 18 Goal	As of 12/31/17
Operating	2,006,000	1,921,477
Capital Improvement	944,000	904,224
20-Year Plan	1,711,000	1,638,907
Rate Stabilization	1,239,000	1,186,794
Total	5,900,000	5,651,402

Total Cash	5,651,402
------------	-----------

Surplus or (Deficit)	(248,598)
----------------------	-----------

### Revenue

Revenue for the month totaled \$558,686. Major categories of revenue by month include: tipping fees, \$456,844; power contract, \$69,776; recycling, \$24,874; interest, \$6,360; other, \$832. Revenue for the month was \$31,788 above budget projections and \$53,431 above FY17. Year-to-date revenue is \$3,516,702, which is \$148,177 above budget and \$211,400 above FY17.

The table that follows shows detail relative to electrical sales:



Month	Price per MWHr			Electrical Output MWHr			Electrical Revenue		
	FY17	FY18		FY17	FY18		FY17	FY18	
	Actual	Budget	Actual	Actual	Budget	Actual	Actual	Budget	Actual
Jul	\$31	\$29	\$30	1,244	1,350	1,288	\$38,052	\$38,873	\$38,560
Aug	\$41	\$27	\$29	1,288	1,350	1,259	\$52,439	\$37,118	\$36,364
Sep	\$30	\$23	\$24	1,322	1,325	1,291	\$39,196	\$30,727	\$31,372
Oct	\$27	\$23	\$36	1,254	1,225	1,033	\$33,585	\$28,343	\$37,670
Nov	\$26	\$32	\$30	1,424	1,425	1,357	\$36,466	\$45,262	\$41,335
Dec	\$39	\$46	\$48	1,392	1,400	1,452	\$54,817	\$64,237	\$69,776
YTD	\$32	\$30	\$33	7,924	8,075	7,680	\$254,555	\$244,560	\$255,076

Total gross kWh for the latest period was 2,026,434 of which 1,451,708 were sold to the grid. Net kWh per ton equaled 219, as compared to 242 for the comparable period in FY17.

### Expenditures

Operating expenses in all categories total \$467,136 for the month, which is \$23,034 below budget projections, and \$108,950 below last year. Year-to-date expenses are \$3,715,293 which is \$20,522 above budget and \$124,420 above FY17.

### Investments Status

As of December 31, MMWAC's investments totaled \$5,651,402. Table 8 details all of our investments.

### Capital Expenditures:

There were none for the month of December.

cc: Member Municipalities  
Reference No.: 03874



# MONTHLY ACTIVITY REPORT DECEMBER - UNAUDITED

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**MONTHLY ACTIVITY REPORT  
DECEMBER - UNAUDITED**

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Table 1

**MUNICIPAL SOLID WASTE STATISTICS  
MMWAC MEMBER TONS  
INCLUDING COMMERCIAL WASTE  
02/07/90 - 12/17**

Member Municipalities	3 Year Comparison			Year-To-Date Comparison		Total Tons Since 02/90	%MSW
	07/14-06/15	07/15-06/16	07/16-06/17	07/16-12/16	07/17-12/17		
Auburn	18,656	18,133	17,335	8,814	8,499	529,377	61.79%
Bowdoin	808	893	765	399	358	17,222	2.01%
Buckfield/Sumner	817	863	879	452	460	25,066	2.93%
Lovell/Sweden	702	727	731	431	442	19,440	2.27%
Minot	1,199	1,282	1,312	675	686	27,180	3.17%
Monmouth/Wales	1,325	1,656	1,725	903	855	42,068	4.91%
New Gloucester	2,267	2,343	2,677	1,336	1,493	58,332	6.81%
Poland	2,063	2,092	2,051	1,045	1,089	81,237	9.48%
Raymond	3,008	3,010	3,110	1,768	1,686	56,874	6.64%
<b>Total</b>	<b>30,845</b>	<b>30,997</b>	<b>30,585</b>	<b>15,823</b>	<b>15,568</b>	<b>856,796</b>	<b>100.00%</b>



Table 2

## SUMMARY TONS BY MATERIAL TYPE

## FY 2018 Tonnages

Description	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	YTD	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Total FY 18
MSW-Member	1,558	1,570	1,437	1,444	1,642	1,229	8,881							8,881
Commercial - Contract	712	756	574	624	464	381	3,511							3,511
Commercial - Member	1,069	1,229	1,054	1,117	1,164	1,056	6,688							6,688
Municipal Non-Member	1,959	1,929	1,845	1,917	2,041	1,574	11,266							11,266
Gate/Haul	1,723	1,658	1,508	1,537	1,507	1,443	9,375							9,375
Oily	4	4	6	2	6	3	25							25
Special Waste	7	8	7	6	9	8	44							44
Supplemental Waste	0	0	0	0	0	538	538							538
Processable Waste Total	7,032	7,153	6,430	6,648	6,833	6,233	40,328	0	0	0	0	0	0	40,328
Frozen Loads	0	0	0	0	0	11	11							11
OBW	853	959	980	980	917	735	5,425							5,425
Residential TS	61	64	65	61	74	19	344							344
Non-Processable Waste Total	914	1,023	1,045	1,041	991	765	5,780	0	0	0	0	0	0	5,780
Recyclables	264	240	275	214	312	286	1,590							1,590
<b>Total</b>	<b>8,210</b>	<b>8,416</b>	<b>7,750</b>	<b>7,903</b>	<b>8,135</b>	<b>7,284</b>	<b>47,698</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>47,698</b>

## FY 2017 Tonnages

Description	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	YTD	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Total FY 17
MSW-Member	1,434	1,556	1,385	1,391	1,521	1,301	8,589	1,279	1,017	1,210	1,397	1,675	1,551	16,719
Commercial - Contract	552	623	604	611	638	654	3,682	722	619	678	609	644	729	7,683
Commercial - Member	1,284	1,396	1,161	1,167	1,152	1,075	7,235	1,150	968	1,187	1,019	1,161	1,147	13,866
Municipal Non-Member	1,844	1,972	1,910	1,836	2,105	1,676	11,342	1,685	1,383	1,679	1,798	2,180	2,043	22,110
Gate/Haul	1,489	1,731	1,471	1,454	1,379	1,356	8,880	1,354	1,148	1,261	1,301	1,680	1,642	17,265
Oily	2	6	4	3	4	6	25	2	6	5	3	7	2	49
Special Waste	18	3	7	8	8	4	47	9	2	11	3	4	11	87
Supplemental Waste	0	0	0	0	0	0	0	0	521	875	217	30	0	1,643
Processable Waste Total	6,623	7,287	6,541	6,469	6,807	6,072	39,799	6,202	5,664	6,906	6,347	7,380	7,125	79,422
Frozen Loads	0	0	0	0	9	0	9	5	0	0	0	0	0	14
OBW	851	901	828	815	866	573	4,833	506	362	533	734	1,138	921	9,027
Residential TS	48	36	45	55	51	20	256	23	12	31	45	32	56	455
Non-Processable Waste Total	899	937	873	870	925	593	5,098	534	374	563	780	1,171	977	9,497
Recyclables	194	218	214	199	241	202	1,268	213	207	282	276	291	266	2,803
<b>Total</b>	<b>7,716</b>	<b>8,442</b>	<b>7,628</b>	<b>7,539</b>	<b>7,972</b>	<b>6,868</b>	<b>46,165</b>	<b>6,948</b>	<b>6,245</b>	<b>7,752</b>	<b>7,402</b>	<b>8,842</b>	<b>8,368</b>	<b>91,722</b>



Table 3

# WASTE STATISTICS WITH PRIOR YEAR & BUDGET COMPARISON

	Jul	Aug	Sep	Oct	Nov	Dec	Total	Jan	Feb	Mar	Apr	May	Jun	Total
<b>Pit - Actual FY 18</b>	6,106	5,935	5,589	5,370	6,719	6,106	35,824							
Pit - Budget FY 18	6,098	6,098	5,900	4,792	5,900	6,098	34,886	6,098	5,504	6,098	5,900	6,098	5,904	35,824
Pit - FY 17	5,501	5,713	5,038	5,194	6,493	5,328	33,266	6,131	5,584	6,822	6,092	6,474	5,968	70,488
<b>Waste Processed - Actual FY 18</b>	6,317	5,964	5,992	4,662	6,605	6,620	36,159							
Waste Processed - Budget FY 18	6,098	6,098	5,900	4,792	5,900	6,098	34,886	6,098	5,504	6,098	5,900	6,098	5,904	36,159
Waste Processed - FY 17	5,657	5,807	5,245	4,963	6,025	5,757	33,454	6,337	5,518	6,641	6,446	6,372	5,683	70,488
<b>Unacceptable - Actual FY 18</b>	90	91	93	76	109	108	568							
Unacceptable - Budget FY 18	35	36	39	44	59	42	255	54	59	60	70	80	73	568
Unacceptable - FY 17	49	51	54	61	82	59	356	75	82	84	97	111	101	650
<b>OBW/Demolition - Actual FY 18</b>	914	1,023	1,045	1,041	991	765	5,780							
OBW/Demolition - Budget FY 18	870	921	846	833	885	586	4,941	460	450	675	797	986	916	5,780
OBW/Demolition - FY 17	899	937	873	870	925	593	5,098	534	374	563	780	1,171	977	9,225
<b>Transfer Station - Actual FY 18</b>	1,838	2,242	1,886	2,319	1,104	893	10,282							
Transfer Station - Budget FY 18	2,083	2,652	2,489	2,207	1,147	1,361	11,939	460	450	675	797	1,069	2,141	10,282
Transfer Station - FY 17	2,018	2,515	2,376	2,143	1,238	1,336	11,626	612	457	647	1,032	2,077	2,135	17,531
<b>Recyclables - Actual FY 18</b>	264	240	275	214	312	286	1,590							
Recyclables - Budget FY 18	198	222	218	203	245	206	1,292	170	161	173	191	226	217	1,590
Recyclables - FY 17	194	218	214	199	241	202	1,268	213	207	282	276	291	266	2,430
<b>Ash Produced - Actual FY 18</b>	1,593	1,558	1,620	1,305	1,691	1,726	9,493							
Ash Produced - Budget FY 18	1,464	1,464	1,416	1,150	1,416	1,464	8,374	1,464	1,321	1,464	1,416	1,464	1,414	9,493
Ash Produced - FY 17	1,326	1,347	1,308	1,301	1,395	1,331	8,009	1,457	1,322	1,659	1,759	1,797	1,552	16,917
<b>Ash Trips - Actual FY 18</b>	100	100	107	89	115	112	623							
Ash Trips - Budget FY 18	92	92	89	72	89	92	523	92	83	92	89	92	88	623
Ash Trips - FY 17	89	87	83	84	91	87	521	95	87	107	111	114	97	1,057
<b>% Ash/Waste - Actual FY 18</b>	25.2%	26.1%	27.0%	28.0%	25.6%	26.1%	26.3%							
% Ash/Waste - Budget FY 18	24.0%	24.0%	24.0%	24.0%	24.0%	24.0%	24.0%	24.0%	24.0%	24.0%	24.0%	24.0%	23.9%	26.3%
% Ash/Waste - FY 17	23.4%	23.2%	24.9%	26.2%	23.2%	23.1%	23.9%	23.0%	24.0%	25.0%	27.3%	28.2%	27.3%	24.0%
														24.9%

TABLE 4

**Mid-Maine Waste Action Corporation**  
**Balance Sheet**  
**December 31, 2017**

DESCRIPTION	CHANGE	CURRENT	DESCRIPTION	CHANGE	CURRENT
<b>ASSETS:</b>			<b>LIABILITIES:</b>		
<b>CURRENT ASSETS:</b>			<b>CURRENT LIABILITIES:</b>		
Cash	15,160	187,514	Accounts Payable - Operations	(109,824)	57,983
Investments/Escrow	254	5,463,888	Surplus Reserve Member Payable	0	0
Accounts Receivable Net	15,462	349,075			
Interest Receivable	1,883	30,780	Accrued Expenses	87,262	340,022
Purchase Power Receivable	28,727	70,169			
Inventory - Spare Parts	1,712	423,933			
Prepaid Expenses	5,789	64,277			
<b>TOTAL CURRENT ASSETS</b>	<b>68,988</b>	<b>6,589,636</b>	<b>TOTAL CURRENT LIABILITIES</b>	<b>(22,562)</b>	<b>398,005</b>
<b>LONG-TERM ASSETS</b>	<b>0</b>	<b>0</b>			
<b>PROPERTY, PLANT &amp; EQUIPMENT</b>			<b>LONG-TERM LIABILITIES</b>		
Land	0	2,703,951			
Property, Plant & Equipment	0	38,284,433			
Machinery & Equipment	0	732,483			
Furniture & Fixtures	0	34,943			
<b>TOTAL P, P &amp; E</b>	<b>0</b>	<b>41,755,810</b>	<b>TOTAL LONG-TERM LIABILITIES</b>	<b>0</b>	<b>0</b>
Less Accumulated Depreciation	(60,990)	(37,898,639)	<b>TOTAL LIABILITIES:</b>	<b>(22,562)</b>	<b>398,005</b>
<b>TOTAL NET P, P &amp; E</b>	<b>(60,990)</b>	<b>3,857,171</b>	<b>FUND EQUITY:</b>		
<b>OTHER ASSETS:</b>			Contributed Capital	0	44,234,519
	0	0	Retained Earnings	0	(33,621,507)
			Current Year Earnings	30,560	(564,210)
<b>TOTAL OTHER ASSETS</b>	<b>0</b>	<b>0</b>	<b>TOTAL FUND EQUITY</b>	<b>30,560</b>	<b>10,048,802</b>
<b>TOTAL ASSETS:</b>	<b>7,998</b>	<b>10,446,807</b>	<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>7,998</b>	<b>10,446,807</b>



TABLE 5

**Mid-Maine Waste Action Corporation**  
**Income Statement with Budget Comparison**  
**December 31, 2017**

	CURRENT MONTH						YEAR-TO-DATE					
	BUDGET	%	ACTUAL	%	VARIANCE	%	BUDGET	%	ACTUAL	%	VARIANCE	%
<b>Revenue:</b>												
Permits	0	0.0%	0	0.0%	0	0.0%	780	0.0%	1,200	0.0%	420	53.8%
Weigh Fees	480	0.1%	792	0.1%	312	65.0%	2,905	0.1%	4,560	0.1%	1,655	57.0%
MSW Member	54,159	10.3%	50,394	9.0%	(3,765)	(7.0%)	357,523	10.6%	364,102	10.4%	6,579	1.8%
Municipal Contract	98,135	18.6%	92,165	16.5%	(5,970)	(6.1%)	664,252	19.7%	658,406	18.7%	(5,846)	(0.9%)
Commercial Member	69,874	13.3%	66,795	12.0%	(3,079)	(4.4%)	470,147	14.0%	422,931	12.0%	(47,216)	(10.0%)
Commercial Contract	41,713	7.9%	24,011	4.3%	(17,702)	(42.4%)	234,838	7.0%	219,497	6.2%	(15,341)	(6.5%)
Supplemental	0	0.0%	22,087	4.0%	22,087	0.0%	0	0.0%	22,087	0.6%	22,087	0.0%
Gate/Hauler Contract	122,315	23.2%	124,605	22.3%	2,290	1.9%	801,010	23.8%	809,873	23.0%	8,863	1.1%
Oily Waste	1,586	0.3%	856	0.2%	(730)	(46.0%)	6,951	0.2%	7,214	0.2%	263	3.8%
OBW & Demolition	56,248	10.7%	73,912	13.2%	17,664	31.4%	474,272	14.1%	555,188	15.8%	80,916	17.1%
Tires	460	0.1%	815	0.1%	355	77.1%	2,740	0.1%	3,738	0.1%	998	36.4%
Special Waste	1,397	0.3%	1,204	0.2%	(193)	(13.8%)	8,317	0.2%	7,339	0.2%	(978)	(11.8%)
Recyclable Materials	10,754	2.0%	24,874	4.5%	14,120	131.3%	67,340	2.0%	145,993	4.2%	78,653	116.8%
Interest Income	5,481	1.0%	6,360	1.1%	879	16.0%	32,540	1.0%	36,804	1.0%	4,264	13.1%
Electrical Sales	64,237	12.2%	69,776	12.5%	5,539	8.6%	244,560	7.3%	255,076	7.3%	10,516	4.3%
Other Revenue	59	0.0%	40	0.0%	(19)	(32.2%)	350	0.0%	2,694	0.1%	2,344	
<b>Total Revenue</b>	<b>526,898</b>	<b>100.0%</b>	<b>558,686</b>	<b>100.0%</b>	<b>31,788</b>	<b>6.0%</b>	<b>3,368,525</b>	<b>100.0%</b>	<b>3,516,702</b>	<b>100.0%</b>	<b>148,177</b>	<b>4.4%</b>

**TABLE 5**  
**Mid-Maine Waste Action Corporation**  
**Income Statement with Budget Comparison**  
**December 31, 2017**

	CURRENT MONTH						YEAR-TO-DATE					
	BUDGET	%	ACTUAL	%	VARIANCE	%	BUDGET	%	ACTUAL	%	VARIANCE	%
<b>Operating Expenses:</b>												
Payroll	175,067	35.7%	170,342	36.5%	(4,725)	(2.7%)	1,056,520	28.6%	1,044,158	28.1%	(12,362)	(1.2%)
Payroll Taxes	13,567	2.8%	13,125	2.8%	(442)	(3.3%)	81,808	2.2%	79,423	2.1%	(2,385)	(2.9%)
Benefits	41,583	8.5%	41,022	8.8%	(561)	(1.3%)	249,695	6.8%	219,866	5.9%	(29,829)	(11.9%)
Recruiting	0	0.0%	0	0.0%	0	0.0%	1,400	0.0%	3,937	0.1%	2,537	181.2%
Education/Training	1,141	0.2%	2,839	0.6%	1,698	148.8%	7,563	0.2%	6,412	0.2%	(1,151)	(15.2%)
Public Relations	2,165	0.4%	338	0.1%	(1,827)	(84.4%)	9,375	0.3%	782	0.0%	(8,593)	(91.7%)
Board Expense	75	0.0%	0	0.0%	(75)	(100.0%)	465	0.0%	189	0.0%	(276)	(59.4%)
Travel	157	0.0%	23	0.0%	(134)	(85.6%)	938	0.0%	258	0.0%	(680)	(72.5%)
Insurance	11,209	2.3%	6,597	1.4%	(4,612)	(41.1%)	67,244	1.8%	56,227	1.5%	(11,017)	(16.4%)
Utilities	10,059	2.1%	19,746	4.2%	9,687	96.3%	65,279	1.8%	83,537	2.2%	18,258	28.0%
Security	0	0.0%	3,650	0.8%	3,650	0.0%	8,110	0.2%	3,650	0.1%	(4,460)	(55.0%)
Outside Fees	19,670	4.0%	19,969	4.3%	299	1.5%	118,020	3.2%	117,226	3.2%	(794)	(0.7%)
Environmental Compliance	2,264	0.5%	2,388	0.5%	124	5.5%	23,366	0.6%	21,106	0.6%	(2,260)	(9.7%)
Outside Services	9,680	2.0%	3,744	0.8%	(5,936)	(61.3%)	83,130	2.2%	35,522	1.0%	(47,608)	(57.3%)
Office Supplies	716	0.1%	605	0.1%	(111)	(15.5%)	4,294	0.1%	4,348	0.1%	54	1.3%
Health & Safety	324	0.1%	219	0.0%	(105)	(32.4%)	1,952	0.1%	1,059	0.0%	(893)	(45.7%)
Housekeeping	417	0.1%	0	0.0%	(417)	(100.0%)	2,498	0.1%	1,469	0.0%	(1,029)	(41.2%)
Disposal/Transportation	164,190	33.5%	146,202	31.3%	(17,988)	(11.0%)	1,254,652	34.0%	1,180,094	31.8%	(74,558)	(5.9%)
Rolling Stock	833	0.2%	803	0.2%	(30)	(3.6%)	5,102	0.1%	3,440	0.1%	(1,662)	(32.6%)
Chemicals	12,927	2.6%	12,285	2.6%	(642)	(5.0%)	77,563	2.1%	74,130	2.0%	(3,433)	(4.4%)
Safety Supplies	2,803	0.6%	1,980	0.4%	(823)	(29.4%)	17,668	0.5%	11,957	0.3%	(5,711)	(32.3%)
Shop Consumables	4,468	0.9%	2,492	0.5%	(1,976)	(44.2%)	25,542	0.7%	33,627	0.9%	8,085	31.7%
Shop Equipment	1,493	0.3%	1,435	0.3%	(58)	(3.9%)	8,967	0.2%	15,965	0.4%	6,998	78.0%
Contract Maintenance	1,371	0.3%	1,570	0.3%	199	14.5%	7,966	0.2%	11,582	0.3%	3,616	45.4%
Spare Parts	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Major Maintenance	13,991	2.9%	15,764	3.4%	1,773	12.7%	515,654	14.0%	705,331	19.0%	189,677	36.8%
Contingency	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
<b>Total Operating Expenses</b>	<b>490,170</b>	<b>100.0%</b>	<b>467,136</b>	<b>100.0%</b>	<b>(23,034)</b>	<b>(4.7%)</b>	<b>3,694,771</b>	<b>100.0%</b>	<b>3,715,293</b>	<b>100.0%</b>	<b>20,522</b>	<b>0.6%</b>
<b>Net Operations</b>	<b>36,728</b>		<b>91,550</b>		<b>54,822</b>		<b>(326,246)</b>		<b>(198,590)</b>		<b>127,656</b>	
<b>NON-CASH EXPENSES:</b>												
Depreciation	61,851	100.0%	60,990	100.0%	(861)	(1.4%)	371,107	100.0%	365,620	100.0%	(5,487)	(1.5%)
Amortization	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
<b>Total Non-Cash Expenses</b>	<b>61,851</b>	<b>100.0%</b>	<b>60,990</b>	<b>100.0%</b>	<b>(861)</b>	<b>(1.4%)</b>	<b>371,107</b>	<b>100.0%</b>	<b>365,620</b>	<b>100.0%</b>	<b>(5,487)</b>	<b>(1.5%)</b>
<b>OTHER</b>												
(Un) Realized (Gain) Loss		0.0%	0	0.0%	0	0.0%		0.0%	0	0.0%	0	0.0%
<b>Net Gain/(Loss)</b>	<b>(25,123)</b>		<b>30,560</b>		<b>55,683</b>		<b>(697,353)</b>		<b>(564,210)</b>		<b>133,143</b>	



**TABLE 6**

**Mid-Maine Waste Action Corporation  
Income Statement with Prior Year Comparison  
December 31, 2017**

	CURRENT MONTH						YEAR-TO-DATE					
	PRIOR	%	ACTUAL	%	VARIANCE	%	PRIOR	%	ACTUAL	%	VARIANCE	%
<b>Revenue:</b>												
Permits	30	0.0%	0	0.0%	(30)	(100.0%)	885	0.0%	1,200	0.0%	315	35.6%
Weigh Fees	600	0.1%	792	0.1%	192	32.0%	2,764	0.1%	4,560	0.1%	1,796	65.0%
MSW Member	53,343	10.6%	50,394	9.0%	(2,949)	(5.5%)	352,135	10.7%	364,102	10.4%	11,967	3.4%
Municipal Contract	96,704	19.1%	92,165	16.5%	(4,539)	(4.7%)	656,042	19.8%	658,406	18.7%	2,364	0.4%
Commercial Member	66,663	13.2%	66,795	12.0%	132	0.2%	448,530	13.6%	422,931	12.0%	(25,599)	(5.7%)
Commercial Contract	40,357	8.0%	24,011	4.3%	(16,346)	(40.5%)	227,200	6.9%	219,497	6.2%	(7,703)	(3.4%)
Supplemental	0	0.0%	22,087	4.0%	22,087	0.0%	0	0.0%	22,087	0.6%	22,087	0.0%
Gate/Hauler Contract	117,117	23.2%	124,605	22.3%	7,488	6.4%	766,889	23.2%	809,873	23.0%	42,984	5.6%
Oily Waste	1,609	0.3%	856	0.2%	(754)	(46.8%)	7,025	0.2%	7,214	0.2%	189	2.7%
OBW & Demolition	57,301	11.3%	73,912	13.2%	16,611	29.0%	490,493	14.8%	555,188	15.8%	64,695	13.2%
Tires	167	0.0%	815	0.1%	648	388.2%	3,177	0.1%	3,738	0.1%	560	17.6%
Special Waste	794	0.2%	1,204	0.2%	410	51.6%	8,338	0.3%	7,339	0.2%	(1,000)	(12.0%)
Recyclable Materials	10,414	2.1%	24,874	4.5%	14,461	138.9%	55,385	1.7%	145,993	4.2%	90,608	163.6%
Interest Income	5,300	1.0%	6,360	1.1%	1,060	20.0%	31,538	1.0%	36,804	1.0%	5,266	16.7%
Electrical Sales	54,817	10.8%	69,776	12.5%	14,959	27.3%	254,555	7.7%	255,076	7.3%	522	0.2%
Other Revenue	40	0.0%	40	0.0%	0		345	0.0%	2,694	0.1%	2,349	
<b>Total Revenue</b>	<b>505,255</b>	<b>100.0%</b>	<b>558,686</b>	<b>100.0%</b>	<b>53,431</b>	<b>10.6%</b>	<b>3,305,302</b>	<b>100.0%</b>	<b>3,516,702</b>	<b>100.0%</b>	<b>211,400</b>	<b>6.4%</b>



TABLE 6

**Mid-Maine Waste Action Corporation**  
**Income Statement with Prior Year Comparison**  
**December 31, 2017**

	CURRENT MONTH						YEAR-TO-DATE					
	PRIOR	%	ACTUAL	%	VARIANCE	%	PRIOR	%	ACTUAL	%	VARIANCE	%
<b>Operating Expenses:</b>												
Payroll	177,509	30.8%	170,342	36.5%	(7,167)	(4.0%)	1,059,393	29.5%	1,044,158	28.1%	(15,235)	(1.4%)
Payroll Taxes	13,544	2.4%	13,125	2.8%	(419)	(3.1%)	80,177	2.2%	79,423	2.1%	(754)	(0.9%)
Benefits	40,377	7.0%	41,022	8.8%	645	1.6%	214,048	6.0%	219,866	5.9%	5,817	2.7%
Recruiting	0	0.0%	0	0.0%	0	0.0%	487	0.0%	3,937	0.1%	3,451	709.3%
Education/Training	1,474	0.3%	2,839	0.6%	1,365	92.6%	4,648	0.1%	6,412	0.2%	1,764	37.9%
Public Relations	213	0.0%	338	0.1%	125	58.9%	1,134	0.0%	782	0.0%	(353)	(31.1%)
Board Expense	0	0.0%	0	0.0%	0	0.0%	186	0.0%	189	0.0%	3	1.4%
Travel	162	0.0%	23	0.0%	(139)	(86.0%)	758	0.0%	258	0.0%	(500)	(66.0%)
Insurance	6,725	1.2%	6,597	1.4%	(128)	(1.9%)	57,349	1.6%	56,227	1.5%	(1,122)	(2.0%)
Utilities	19,671	3.4%	19,746	4.2%	75	0.4%	67,004	1.9%	83,537	2.2%	16,534	24.7%
Security	0	0.0%	3,650	0.8%	3,650	0.0%	8	0.0%	3,650	0.1%	3,642	
Outside Fees	18,348	3.2%	19,969	4.3%	1,621	8.8%	114,790	3.2%	117,226	3.2%	2,436	2.1%
Environmental Compliance	88,068	15.3%	2,388	0.5%	(85,680)	(97.3%)	106,925	3.0%	21,106	0.6%	(85,820)	(80.3%)
Outside Services	2,179	0.4%	3,744	0.8%	1,565	71.8%	31,726	0.9%	35,522	1.0%	3,796	12.0%
Office Supplies	603	0.1%	605	0.1%	2	0.3%	3,137	0.1%	4,348	0.1%	1,212	38.6%
Health & Safety	105	0.0%	219	0.0%	114	108.6%	945	0.0%	1,059	0.0%	114	12.1%
Housekeeping	128	0.0%	0	0.0%	(128)	(100.0%)	2,405	0.1%	1,469	0.0%	(937)	(38.9%)
Disposal/Transportation	161,826	28.1%	146,202	31.3%	(15,624)	(9.7%)	1,222,431	34.0%	1,180,094	31.8%	(42,337)	(3.5%)
Rolling Stock	637	0.1%	803	0.2%	166	26.1%	6,446	0.2%	3,440	0.1%	(3,006)	(46.6%)
Chemicals	10,598	1.8%	12,285	2.6%	1,687	15.9%	80,079	2.2%	74,130	2.0%	(5,949)	(7.4%)
Safety Supplies	1,824	0.3%	1,980	0.4%	156	8.5%	11,660	0.3%	11,957	0.3%	297	2.5%
Shop Consumables	1,804	0.3%	2,492	0.5%	688	38.2%	18,725	0.5%	33,627	0.9%	14,903	79.6%
Shop Equipment	1,292	0.2%	1,435	0.3%	143	11.1%	13,457	0.4%	15,965	0.4%	2,508	18.6%
Contract Maintenance	167	0.0%	1,570	0.3%	1,403	838.9%	5,713	0.2%	11,582	0.3%	5,869	102.7%
Spare Parts	498	0.1%	0	0.0%	(498)	(100.0%)	42,992	1.2%	0	0.0%	(42,992)	(100.0%)
Major Maintenance	28,336	4.9%	15,764	3.4%	(12,572)	(44.4%)	444,252	12.4%	705,331	19.0%	261,079	58.8%
Contingency	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
<b>Total Operating Expenses</b>	<b>576,086</b>	<b>100.0%</b>	<b>467,136</b>	<b>100.0%</b>	<b>(108,950)</b>	<b>(18.9%)</b>	<b>3,590,873</b>	<b>100.0%</b>	<b>3,715,293</b>	<b>100.0%</b>	<b>124,420</b>	<b>3.5%</b>
<b>Net Operations</b>	<b>(70,831)</b>		<b>91,550</b>		<b>162,381</b>		<b>(285,571)</b>		<b>(198,590)</b>		<b>86,981</b>	
<b>NON-CASH EXPENSES:</b>												
Depreciation	139,660	100.0%	60,990	100.0%	(78,670)	(56.3%)	837,583	100.0%	365,620	100.0%	(471,963)	(56.3%)
Amortization	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
<b>Total Non-Cash Expenses</b>	<b>139,660</b>	<b>100.0%</b>	<b>60,990</b>	<b>100.0%</b>	<b>(78,670)</b>	<b>(56.3%)</b>	<b>837,583</b>	<b>100.0%</b>	<b>365,620</b>	<b>100.0%</b>	<b>(471,963)</b>	<b>(56.3%)</b>
<b>OTHER</b>												
(Un) Realized (Gain) Loss	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
<b>Net Gain/(Loss)</b>	<b>(210,491)</b>		<b>30,560</b>		<b>241,051</b>		<b>(1,123,154)</b>		<b>(564,210)</b>		<b>558,944</b>	

Table 7

## Monthly Budget Variance Analysis

Account Description	Final Adopted FY2018	Total Expensed YTD	Percent Remaining	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Balance Remaining YTD
<b>Projected Tonnage</b>																
Projected Tonnage *	90,474	47,760	47%	8,378	8,400	8,106	7,156	7,973	7,748	0	0	0	0	0	0	42,714
<b>Revenue</b>																
Fees	10,300	5,760	44%	1,480	927	828	877	856	792	0	0	0	0	0	0	4,540
Member Municipalities	684,700	364,102	47%	63,864	64,375	58,920	59,218	67,331	50,394	0	0	0	0	0	0	320,598
Municipal Contract	1,280,060	658,406	49%	117,131	112,965	108,857	110,914	116,374	92,165	0	0	0	0	0	0	621,654
Member Commercial	904,332	422,931	53%	67,593	77,692	66,642	70,618	73,591	66,795	0	0	0	0	0	0	481,401
Commercial Contract	440,580	219,497	50%	44,072	46,800	36,131	39,299	29,185	24,011	0	0	0	0	0	0	221,083
Spot/Hauler	1,528,600	809,873	47%	148,881	143,184	130,247	132,803	130,153	124,605	0	0	0	0	0	0	718,727
All Tip Fees	966,998	595,565	38%	90,269	100,988	103,725	101,945	99,765	98,873	0	0	0	0	0	0	371,433
Other Revenue	814,416	440,567	46%	66,594	64,366	68,120	65,265	75,172	101,050	0	0	0	0	0	0	373,849
<b>Expenses</b>																
Payroll	2,088,360	1,044,158	50%	170,827	176,129	163,255	177,414	186,190	170,342	0	0	0	0	0	0	981,802
Payroll Taxes	165,499	79,423	52%	13,018	13,461	12,452	13,539	13,827	13,125	0	0	0	0	0	0	86,076
Benefits	514,048	219,866	57%	28,680	31,405	35,132	38,771	44,855	41,022	0	0	0	0	0	0	294,182
Recruiting	1,900	3,937	-107%	199	234	2,079	184	1,241	0	0	0	0	0	0	0	-2,037
Education/Training	30,573	6,412	79%	11	827	709	47	1,979	2,839	0	0	0	0	0	0	24,161
Public Relations	18,120	782	96%	0	35	15	365	29	338	0	0	0	0	0	0	17,338
Debt Repayment	0	0	0%	0	0	0	0	0	0	0	0	0	0	0	0	0
Board Expense	2,200	189	91%	0	100	0	89	0	0	0	0	0	0	0	0	2,011
Travel	1,880	258	86%	0	104	25	15	92	23	0	0	0	0	0	0	1,622
Insurance	136,928	56,227	59%	10,702	10,705	10,699	10,927	6,598	6,597	0	0	0	0	0	0	80,701
Utilities	126,160	83,537	34%	8,404	8,668	6,284	15,014	25,421	19,746	0	0	0	0	0	0	42,623
Security	8,345	3,650	56%	0	0	0	0	0	3,650	0	0	0	0	0	0	4,695
Outside Fees	236,040	117,226	50%	19,042	19,184	20,143	19,294	19,594	19,969	0	0	0	0	0	0	118,814
Environmental Compliance	37,030	21,106	43%	1,614	11,511	2,028	2,156	1,411	2,388	0	0	0	0	0	0	15,924
Outside Services	144,165	35,522	75%	3,991	14,144	5,020	5,343	3,279	3,744	0	0	0	0	0	0	108,643
Office Supplies	8,590	4,348	49%	378	987	551	1,140	687	605	0	0	0	0	0	0	4,242
Health & Safety	3,898	1,059	73%	105	105	105	420	105	219	0	0	0	0	0	0	2,839
Housekeeping	5,000	1,469	71%	221	274	14	311	649	0	0	0	0	0	0	0	3,531
Transportation & Disposal	2,034,285	1,180,094	42%	202,313	236,955	212,544	228,662	153,419	146,202	0	0	0	0	0	0	854,191
Rolling Stock	10,100	3,440	66%	437	668	550	341	642	803	0	0	0	0	0	0	6,660
Chemicals	155,125	74,130	52%	5,480	11,505	13,138	5,439	26,283	12,285	0	0	0	0	0	0	80,995
Safety Supplies	34,699	11,957	66%	2,000	1,984	1,651	2,653	1,690	1,980	0	0	0	0	0	0	22,742
Shop Consumables	51,200	33,627	34%	4,659	12,145	3,121	6,493	4,718	2,492	0	0	0	0	0	0	17,573
Shop Equipment	17,925	15,965	11%	201	1,299	362	9,287	3,382	1,435	0	0	0	0	0	0	1,960
Contract Maintenance	13,940	11,582	17%	581	1,099	991	7,114	227	1,570	0	0	0	0	0	0	2,358
Spare Parts	0	0	0%	0	0	0	0	0	0	0	0	0	0	0	0	0
Annual Major Maintenance	603,400	705,331	-17%	9,270	24,446	36,450	550,230	69,171	15,764	0	0	0	0	0	0	-101,931
<b>OTHER</b>																
Depreciation Expense	742,213	365,620	51%	60,880	60,880	60,880	61,000	60,990	60,990	0	0	0	0	0	0	376,593
Amortization Expense	0	0	0%	0	0	0	0	0	0	0	0	0	0	0	0	0
(Un) Realized (Gain) Loss	1,456,802	0	0%	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>BALANCE SHEET ACCTS FUNDED</b>																
Balance Sheet Accts. Funded	0	-29,814	0%	821	4,985	1,081	-42,849	4,436	1,712	0	0	0	0	0	0	29,814



**Table 8**  
**INVESTMENTS & EARNINGS**

12/31/2017

ISSUER	INVESTMENT TYPE	MATURITY DATE	CURRENT YIELD	ACCOUNT BAL/AMOUNT INVESTED
Compass Bank	24 Month CD	01/02/18	1.35%	50,000
Northeast Bank	18 Month CD	02/01/18	1.00%	95,000
Wells Fargo Bank	24 Month CD	03/09/18	1.05%	198,000
BMO Harris Bank	24 Month CD	04/20/18	1.00%	200,000
FirstBank of Puerto Rico	30 Month CD	05/07/18	1.30%	100,000
Connectone Bank	24 Month CD	05/14/18	1.00%	99,000
KeyBank	25 Month CD	06/05/18	1.50%	140,000
Comenity Capital Bank	24 Month CD	06/13/18	1.10%	150,000
Northeast Bank	22 Month CD	07/21/18	1.10%	200,000
Northeast Bank	22 Month CD	07/21/18	1.10%	45,000
Capital One, NA	36 Month CD	09/10/18	1.65%	97,000
Capital One, NA	36 Month CD	09/17/18	1.60%	150,000
BMW Bank of NA	24 Month CD	09/28/18	1.10%	240,000
Northeast Bank	24 Month CD	10/25/18	1.20%	48,000
Ally Bank	30 Month CD	10/29/18	1.10%	98,000
Berkshire Bank	24 Month CD	11/29/18	1.25%	200,000
FirstBank of Puerto Rico	36 Month CD	12/04/18	1.60%	99,000
Enerbank USA	24 Month CD	12/14/18	1.35%	100,000
Northeast Bank	26 Month CD	01/28/19	1.20%	200,000
Northeast Bank	30 Month CD	02/28/19	1.20%	200,000
Northeast Bank	30 Month CD	02/28/19	1.20%	49,376
Northeast Bank	28 Month CD	03/08/19	1.20%	200,000
Whitney Bank	24 Month CD	04/22/19	1.65%	248,000
Wells Fargo Bank	36 Month CD	05/06/19	1.25%	48,000
American Express Bank, FSB	24 Month CD	05/17/19	1.65%	99,000
Worlds Foremost Bank	36 Month CD	05/28/19	1.30%	100,000
Northeast Bank	24 Month CD	06/20/19	1.60%	49,000
Northeast Bank	24 Month CD	06/27/19	1.60%	200,000
Northeast Bank	24 Month CD	07/11/19	1.60%	98,000
Northeast Bank	29 Month CD	07/22/19	1.35%	60,000
Northeast Bank	24 Month CD	08/08/19	1.60%	50,000
Northeast Bank	24 Month CD	08/22/19	1.60%	50,463
Northeast Bank	30 Month CD	08/22/19	1.35%	100,000
Northeast Bank	24 Month CD	09/18/19	1.60%	240,008
Northeast Bank	23.5 Month CD	10/14/19	1.60%	221,000
Morgan Stanley Bank	24 Month CD	11/18/19	1.80%	176,000
Discover Bank	24 Month CD	12/13/19	1.95%	200,000
Northeast Bank	31 Month CD	01/07/20	1.75%	150,000
BlackRock, Inc.	TempCash 021	N/A	1.290%	5,265
Northeast Bank	Money Market Fund	N/A	1.100%	407,266
State Farm Bank	Money Market Fund	N/A	0.300%	3,510
Androscoggin Bank	Checking/Cash Mgt	N/A	0.350%	186,489
Credit Union Savings Accounts	Savings Account	N/A		325
Petty Cash - Office/Scalehouse	Cash	N/A		700
<b>TOTAL:</b>				<b>5,651,402</b>



Table 9

## DELIVERIES

Date	Pit	Transfer Station	Total
Jul-16	5,501	2,018	7,518
Aug-16	5,713	2,515	8,227
Sep-16	5,038	2,376	7,414
Oct-16	5,194	2,143	7,337
Nov-16	6,493	1,238	7,731
Dec-16	5,328	1,336	6,664
<b>YTD:</b>	<b>33,266</b>	<b>11,626</b>	<b>44,892</b>
Jan-17	6,131	612	6,743
Feb-17	5,584	457	6,040
Mar-17	6,822	647	7,469
Apr-17	6,092	1,032	7,125
May-17	6,474	2,077	8,551
Jun-17	5,968	2,135	8,103
<b>FY 17 Total:</b>	<b>70,337</b>	<b>18,586</b>	<b>88,923</b>
Jul-17	6,106	1,838	7,944
Aug-17	5,935	2,242	8,177
Sep-17	5,589	1,886	7,475
Oct-17	5,370	2,319	7,689
Nov-17	6,719	1,104	7,823
Dec-17	6,106	893	6,999
<b>FY 18 Total:</b>	<b>35,824</b>	<b>10,282</b>	<b>46,106</b>

Figure 1

**DELIVERIES**  
**07/16 - 12/17**

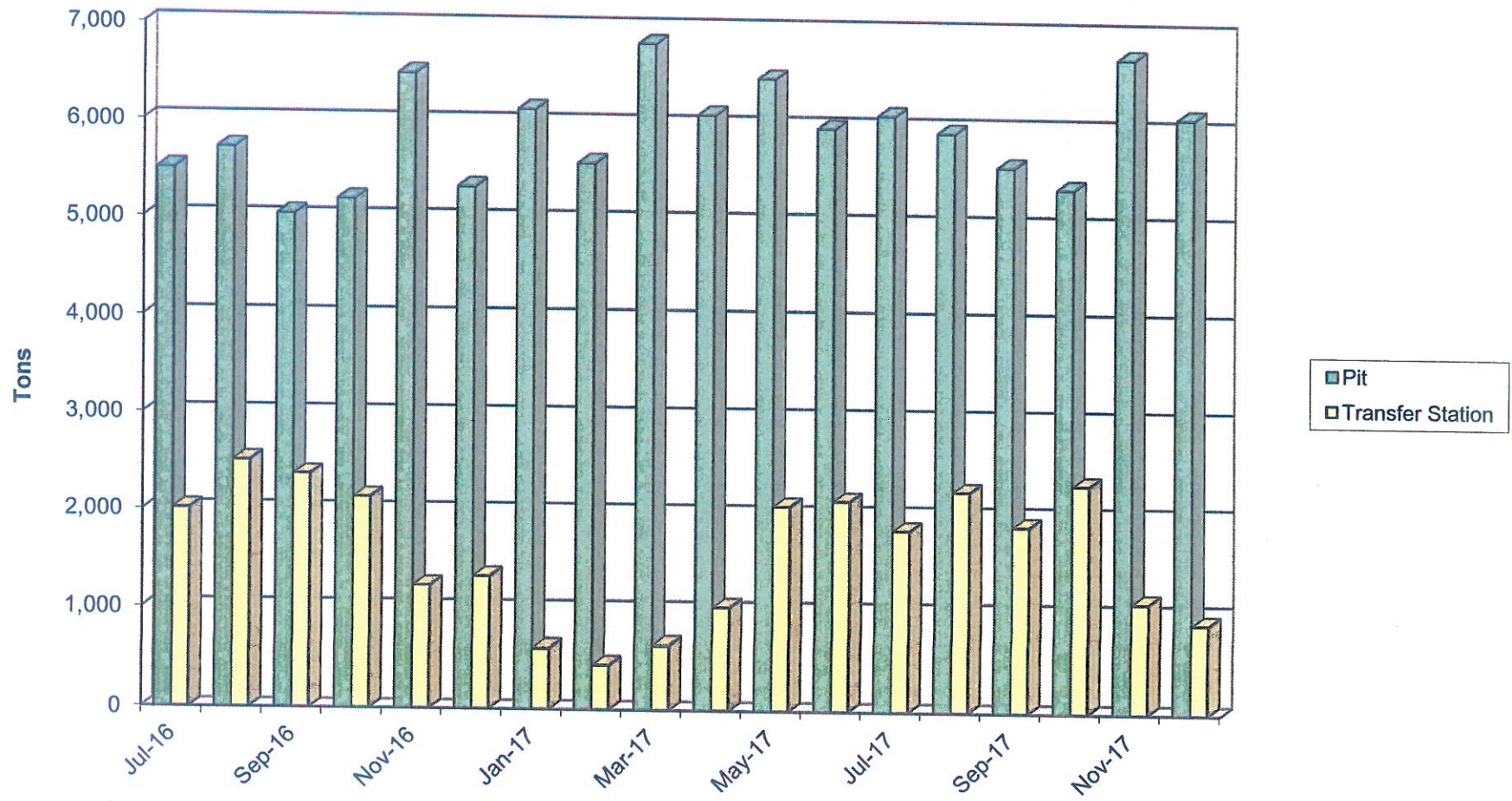




TABLE 10

## WASTE TO ENERGY TONS PROCESSED

Date	Tons	Calendar Days		Running Time Days	
		Tons/Calendar Day	# Days	Tons/Running Time Day	# Days
Jul-16	5,657	182	31	188	30
Aug-16	5,807	187	31	194	30
Sep-16	5,245	175	30	178	30
Oct-16	4,963	160	31	207	24
Nov-16	6,025	201	30	210	29
Dec-16	5,757	186	31	203	28
<b>YTD:</b>	<b>33,454</b>	<b>182</b>	<b>184</b>	<b>195</b>	<b>171</b>
Jan-17	6,337	204	31	205	31
Feb-17	5,518	197	28	202	27
Mar-17	6,641	214	31	219	30
Apr-17	6,446	215	30	221	29
May-17	6,372	206	31	211	30
Jun-17	5,683	189	30	212	27
<b>FY 17 Total :</b>	<b>70,452</b>	<b>193</b>	<b>365</b>	<b>203</b>	<b>346</b>
Jul-17	6,317	204	31	210	30
Aug-17	5,964	192	31	198	30
Sep-17	5,992	200	30	201	30
Oct-17	4,662	150	31	210	22
Nov-17	6,605	220	30	226	29
Dec-17	6,620	214	31	215	31
<b>FY 18 Total :</b>	<b>36,159</b>	<b>197</b>	<b>184</b>	<b>210</b>	<b>172</b>



Figure 2

**WASTE TO ENERGY TONS PROCESSED**  
**07/16 - 12/17**

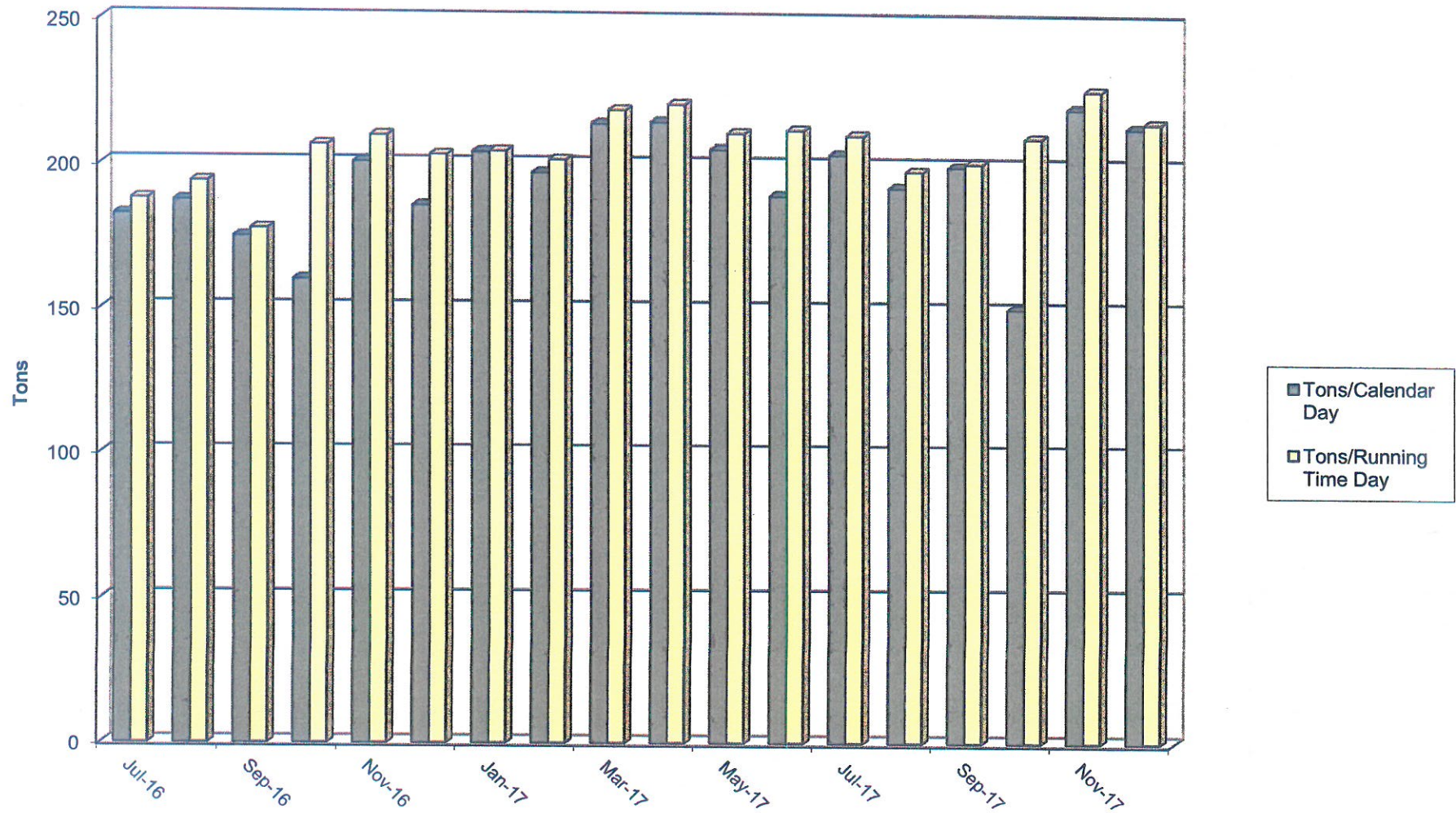


Table 11

## POWER PRODUCTION INCLUDING IN-HOUSE USAGE

Period	Output (KWH)	In-House Consumption (KWH)	Gross KWH	Gross KWH/Day	Tons Processed	Gross KWH/Ton	Net KWH/Ton	In-House KWH/Ton
07/01/16 - 07/31/16	1,243,963	658,575	1,902,538	61,372	5,657	336	220	116
08/01/16 - 08/31/16	1,288,451	665,031	1,953,482	63,016	5,807	336	222	115
09/01/16 - 09/30/16	1,321,719	638,926	1,960,645	65,355	5,245	374	252	122
10/01/16 - 10/31/16	1,254,020	501,223	1,755,243	56,621	4,963	354	253	101
11/01/16 - 11/30/16	1,423,603	581,694	2,005,297	66,843	6,025	333	236	97
12/01/16 - 12/31/16	1,391,925	581,975	1,973,900	63,674	5,757	343	242	101
<b>YTD:</b>	<b>7,923,681</b>	<b>3,627,424</b>	<b>11,551,105</b>	<b>62,813</b>	<b>33,454</b>	<b>345</b>	<b>237</b>	<b>108</b>
01/01/17 - 01/31/17	1,566,610	623,467	2,190,077	70,648	6,337	346	247	98
02/01/17 - 02/28/17	1,312,709	552,580	1,865,289	66,617	5,518	338	238	100
03/01/17 - 03/31/17	1,493,700	604,908	2,098,608	67,697	6,641	316	225	91
04/01/17 - 04/30/17	1,330,477	613,274	1,943,751	64,792	6,446	302	206	95
05/01/17 - 05/31/17	1,308,704	652,732	1,961,436	63,272	6,372	308	205	102
06/01/17 - 06/30/17	1,143,571	635,933	1,779,504	59,317	5,683	313	201	112
<b>FY 17 Total:</b>	<b>16,079,452</b>	<b>7,310,318</b>	<b>23,389,770</b>	<b>64,102</b>	<b>70,452</b>	<b>332</b>	<b>228</b>	<b>104</b>
07/01/17 - 07/31/17	1,287,981	677,294	1,965,275	63,396	6,317	311	204	107
08/01/17 - 08/31/17	1,258,911	668,186	1,927,097	62,164	5,964	323	211	112
09/01/17 - 09/30/17	1,291,487	641,405	1,932,892	64,430	5,992	323	216	107
10/01/17 - 10/31/17	1,032,534	470,179	1,502,713	48,475	4,662	322	221	101
11/01/17 - 11/30/17	1,357,441	572,598	1,930,039	64,335	6,605	292	206	87
12/01/17 - 12/31/17	1,451,708	574,726	2,026,434	65,369	6,620	306	219	87
<b>FY 18 Total:</b>	<b>7,680,062</b>	<b>3,604,388</b>	<b>11,284,450</b>	<b>61,361</b>	<b>36,159</b>	<b>312</b>	<b>212</b>	<b>100</b>



Figure 3

**POWER PRODUCTION - OUTPUT & IN-HOUSE CONSUMPTION**  
**07/01/16-12/31/17**

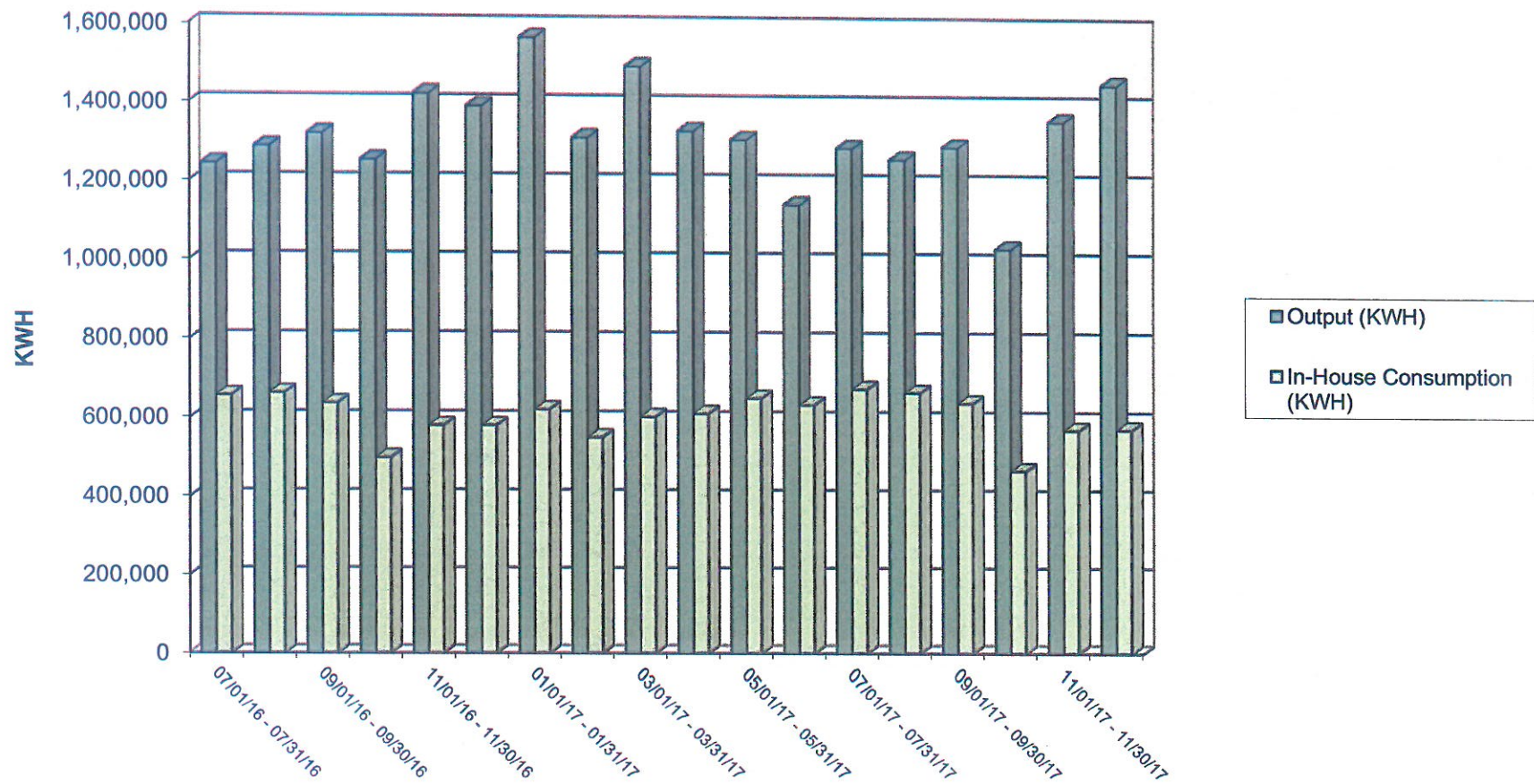




Table 12

## GAS CONSUMPTION

Date	CCF	Waste Processed	CCF/Ton
06/30/16 - 07/27/16	2,300	5,078	0.45
07/28/16 - 08/29/16	3,500	6,196	0.56
08/30/16 - 09/28/16	2,100	5,256	0.40
09/29/16 - 10/27/16	4,800	4,509	1.06
10/28/16 - 11/29/16	5,300	6,606	0.80
11/30/16 - 12/28/16	4,000	5,492	0.73
<b>YTD:</b>	<b>22,000</b>	<b>33,138</b>	<b>0.66</b>
12/29/16 - 01/25/17	2,300	5,645	0.41
01/26/17 - 02/23/17	3,900	5,708	0.68
02/24/17 - 03/24/17	3,000	6,104	0.49
03/25/17 - 04/21/17	1,800	6,089	0.30
04/22/17 - 05/23/17	2,500	6,703	0.37
05/24/17 - 06/22/17	7,600	5,613	1.35
<b>FY 17 Total:</b>	<b>43,100</b>	<b>69,000</b>	<b>0.62</b>
06/23/17 - 07/25/17	2,800	6,692	0.42
07/26/17 - 08/24/17	4,600	5,849	0.79
08/25/17 - 09/25/17	2,400	6,415	0.37
09/26/17 - 10/25/17	11,400	4,352	2.62
10/26/17 - 11/27/17	10,200	7,309	1.40
11/28/17 - 12/27/17	6,000	6,322	0.95
<b>FY 18 Total:</b>	<b>37,400</b>	<b>36,940</b>	<b>1.01</b>

Figure 4

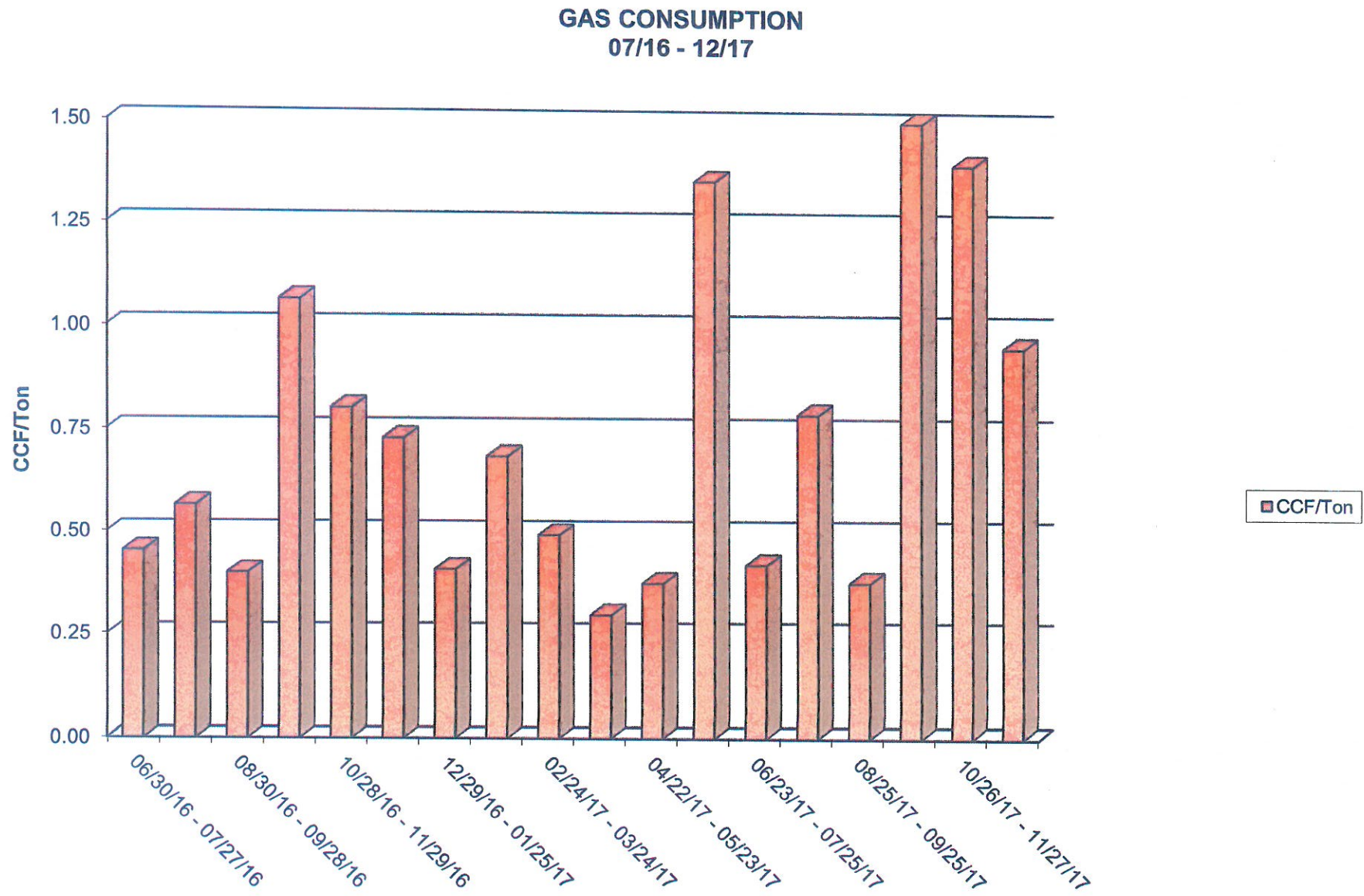


Table 13

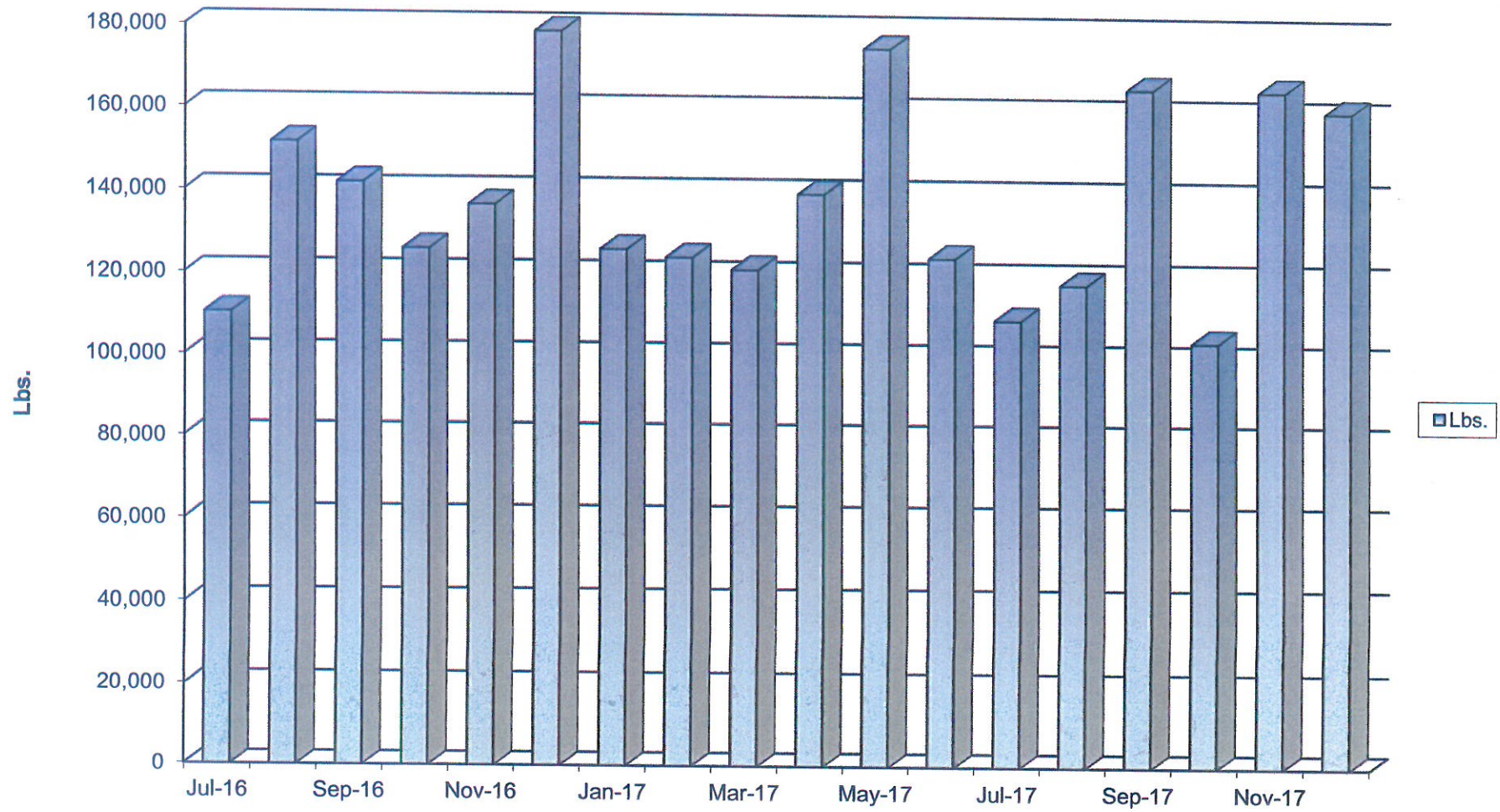
LIME CONSUMPTION

Date	Lbs.	Waste Processed
Jul-16	110,320	5,657
Aug-16	151,580	5,807
Sep-16	141,960	5,245
Oct-16	126,000	4,963
Nov-16	136,740	6,025
Dec-16	178,880	5,757
<b>YTD:</b>	<b>845,480</b>	<b>33,454</b>
Jan-17	126,080	6,337
Feb-17	124,180	5,518
Mar-17	121,300	6,641
Apr-17	139,720	6,446
May-17	175,260	6,372
Jun-17	124,380	5,683
<b>FY 17 Total:</b>	<b>1,656,400</b>	<b>70,452</b>
Jul-17	109,280	6,317
Aug-17	118,020	5,964
Sep-17	165,700	5,992
Oct-17	103,980	4,662
Nov-17	165,400	6,605
Dec-17	160,400	6,620
<b>FY 18 Total:</b>	<b>822,780</b>	<b>36,159</b>



Figure 5

**LIME CONSUMPTION**  
**07/16 - 12/17**





## **Appointment Committee Meeting Minutes**

**Monday, February 12, 2018**

**4:00 P.M.**

**Conference Room 204**

**Present:** Councilors Leroy Walker, Belinda Gerry, David Young, and City Clerk, Sue Clements-Dallaire.

**The meeting was called to order at 4:00 PM, Councilor Walker was Chair of the meeting.**

### **1. Open Session**

Tizz Crowley – asked that the committee consider a few points. First, she asked they look at the needs of the Committees and consider looking at “new blood”, applicants who are 40 years of age and under, female, and look for “leaders”. She noted that it seems to be challenging to find committee members who are willing to step up as a Chairperson of the committees. The second thing she asked the committee to consider was to not appoint someone only to fill the vacancy. Appoint someone *only* if they meet the qualifications for the particular board or committee. Last, she said that she would like to see the Appointment Committee meet monthly.

Katie Boss – she applied to serve on the Parks and Recreation Advisory Board. She is originally from Bangor and has been an Auburn resident for 3 years. She said the City has wonderful resources and she would like to give people a better understanding of the resources that are available.

KC Geiger – he has served on the Auburn Water District for approximately 18 years and has applied for re-appointment. He has served as President of the Water District and said if re-appointed, it would be great if someone else would be willing to act as President however, there hasn’t been interest from others in the past. He commented that this is a board with a \$3 million dollar budget and we should be finding people to serve on the board rather than just appointing someone that raises their hand.

Robert Morrison – he applied to serve on the Parks & Recreation Advisory Board. He said that he attended a meeting and it caught his interest both personally and professionally. He is a Physical Therapist at Androscoggin Home Health. He also commented on the Riverwalk being a nice walkable area for people.

Evan Cyr – he applied for re-appointment to the Planning Board. He said that he enjoys serving on that board noting that it was very important in regards to re-zoning the downtown. He said that he reached

# **Appointment Committee Meeting Minutes**

February 12, 2018

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out to a student who he found to be very civic minded and he encouraged him to apply to serve as a student representative on the board. He said the board is made up of a diverse group of professionals (Commercial Real Estate agent, teachers, and lawyers) but he would love to see a surveyor on the board and would like the Appointment Committee to keep that in mind as they consider future applicants to the Planning Board.

Joseph DeFilipp – he applied for re-appointment to the Auburn Sewer District. He said he enjoys serving on the board because he finds it challenging, they meet only once a month, and it helps him stay current. He said a lot is happening with the Sewer District right now – a study on fair compensation (benefits vs. salary), they are wrapping up the storm water and sewerage separation, they have undergone a new system for ordering inventory which will save the District money. He talked about their budget and the loss of one of their big customers, and stated that they are on the lower cost per unit for citizens in comparison to other districts.

## **2. Acceptance of 10/16/2018 Minutes**

Motion was made by Councilor Young and seconded by Councilor Gerry to accept and place on file the minutes of the 10/16/2017 meeting. Passage 3-0.

## **3. Review of Board and Committee Applications**

Motion was made by Councilor Gerry and seconded by Councilor Young to enter into Executive Session to discuss applications, pursuant to 1 M.R.S.A. §405(6)(A). Passage 3-0, time 4:48 P.M.

Councilor Walker declared them out of executive session at 5:19 P.M.

Motion was made by Councilor Young and seconded by Councilor Gerry to accept the Board of Assessment application that was received after the deadline and to consider nominating the applicant for that Board. Passage 3-0.

Motion was made by Councilor Gerry and seconded by Councilor Young to nominate Patricia Madore to serve on the 9-1-1 with a term expiration of 01/01/2020. Passage 3-0.

Motion was made by Councilor Gerry and seconded by Councilor Young to nominate Lance Gagne, Velma McConnell, and Diane Whiting to serve on the Citizen's Advisory Committee all with term expirations of 6/30/2019. Passage 3-0.

Motion was made by Councilor Young and seconded by Councilor Gerry to nominate Linda Snyder to serve on the Ethics Committee with a term expiration of 01/01/2021. Passage 3-0.

Motion was made by Councilor Gerry and seconded by Councilor Young to nominate Patricia Madore to serve on the 9-1-1 with a term expiration of 01/01/2021. Passage 3-0.



# **Appointment Committee Meeting Minutes**

February 12, 2018

---

Motion was made by Councilor Gerry and seconded by Councilor Young to postpone the Parks & Recreation Advisory Board nominations to the next meeting. Passage 3-0.

Motion was made by Councilor Gerry and seconded by Councilor Young to nominate Evan Cyr and Dustin Boutin to serve as full members on the Planning Board, each with a term expiration of 01/01/2021. Passage 3-0.

Motion was made by Councilor Young and seconded by Councilor Gerry to nominate Joseph DeFilipp and Stephen Ness to serve on the Sewer District with a term expiration of 03/01/2022. Passage 3-0.

Motion was made by Councilor Gerry and seconded by Councilor Young to nominate Dan Bilodeau and KC Geiger to serve on the Water District with a term expiration of 03/01/2022. Passage 3-0.

Motion was made by Councilor Young and seconded by Councilor Gerry to nominate mary LaFontaine to serve as full member on the Board of Assessment Review with a term expiration of 10/01/2020. Passage 3-0.

## **4. Adjournment**

Motion was made by Councilor Gerry and seconded by Councilor Young to adjourn, passage 3-0. Time  
The meeting adjourned at 5:30 P.M.

Respectfully submitted,

Susan Clements-Dallaire, City Clerk

**AGE FRIENDLY AUBURN  
MEETING MINUTES  
February 13, 2018**

**ATTENDEES:** Leroy Walker, Jan Biron, Belinda Gerry, Cindy Larrabee, Frank Pippin, Larry Pelletier and Barry Schmieks

**ABSENT:** Ginger Levasseur, Mike Davis, Walton School Principal, and Kim Taylor, Sherwood Heights School Principal

The purpose of the new group was explained by Belinda Gerry. We are trying to create an aging friendly community.

Barry wants to get safety information out to everyone. He attends elder abuse task force meetings and can do presentations.

It is the hope that we will be able to get more things going in the senior center. We want to fill it with programs and activities.

Belinda wants to go after some of the bond proceeds that haven't been spent.

Larry suggested inviting Seniors Plus to attend our meetings. Barry suggested inviting Legal Services for the Elderly. Invite the principal of the high school to have him assist in hooking up students with seniors who need help with driveway snow removal and lawn mowing. East Auburn Baptist Church has a program for widows.

We need to have a paid part-time staff person to be available to work in the facility.

We need to focus on helping seniors stay in their homes by finding ways to offer services for lawn mowing, driveway cleaning, house repairs, etc. (Not medical in nature.)

Have kids come to the senior center to help the seniors do things and have the seniors go to the PAL center to have them help kids to do things, i.e. baking, reading, help with homework, kids mowing grass, etc.

Barry stated that people in wheelchairs get stuck on the sidewalks in the winter months. This committee needs to meet with Public Services to find ways to correct this issue.

We would also like to have handy men who would be able to help the elderly with minor maintenance issues, hanging curtain rods, fixing things, etc.

Program ideas:

1. Helping seniors to do their taxes
2. Helping seniors to make a will
3. Helping seniors to do a living will
4. Home maintenance 5. Lawn Mowing
6. Driveway cleaning

The next meeting date is February 27th at 5:00 p.m. in Pettengill Park

NOTE: We will be inviting Mr. Horn, Aspirations Director, from ELHS, Mamie Ney from the Auburn Public Library, Peter Ceprano, Auburn Rec Department, Phil Crowell, Police Chief, Doug Greene, Planning Department and Dan Goyette or Scott Holland from Public Services.

## LEWISTON-AUBURN 911 COMMITTEE

### MINUTES

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Date: Thursday, January 18, 2018  
Time: 0800  
Location: Lewiston Auburn 911 Conference Room

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#### Roll Call:

*Present-* Finance Director Heater Hunter, Chief Brian O'Malley, Deputy Chief Jason Moen (in for Chief Phil Crowell), Chief Geoff Low, Councilor Leroy Walker, Councilor Michel Lajoie

*Staff-* Director Paul LeClair, IT Director Drew McKinley, Operations Manager Tim Hall

*Secretary-* Katie Gallant

*Guest(s)-*

*Not in Attendance* – Chief Phil Crowell, Chief Brian Stockdale, Pat Mador, Esq.

Meeting called to order by Lewiston Auburn 911 Director, Paul LeClair at 08:01.

Introductions to our new member, Councilor Michel Lajoie.

Approval of Minutes: November 16, 2017 meeting minutes.

- Motion to accept minutes made by Deputy Chief Jason Moen, seconded by Councilor Leroy Walker.
- All in favor. Motion passes.

#### Financial Report:

FY18

- Katie Gallant presents the FY18 year to date report.
- Director Hunter moves to accept the FY18 report, seconded by DC Moen.
- All in favor. Motion passes.

FY17



- Finance Director Hunter presents the FY17 Audited Financial Statement to be approved by the committee.
- The audit fee remains static for two more years.
- There will be a \$90,000 planned decrease from the capital expense.
- There are no adjustments from the draft that was presented in July.
- We ended the year at \$41,000 above the fund balance policy floor.
- Councilor Leroy Walker moves to accept the audit report as presented, seconded by Deputy Chief Moen.
- All in favor. Motion passes.

#### Badging System for the LA911 Center

- Director LeClair requests the Committee approve the use of Homeland Security Funds to implement a Badging System for Center Employees. Director LeClair requests the LA911 committee waive the bid process and award the contract to Protection One in the amount not to exceed \$15,000.
- Currently Protection One provides services to the City of Auburn and LA911 would be part of the Brivo Access Control System (ACS).
- It was clarified that Auburn went through the bid process previously before contracting with Protection One.
- Finance Director Hunter moves to accept the recommendation, seconded by Councilor Walker.
- All in favor. Motion passes.

#### Director's Report:

##### Election of Officers for 2018

- Annually, the Committee elects a Chairperson, Vice-Chairperson, Treasurer, and Clerk.
- Finance Director Hunter agrees to remain the Committee treasurer.
- Katie Gallant agrees to remain the Committee clerk.
- Chief Geoff Low is nominated to serve as the Committee Chairperson.
- Deputy Chief Moen moves to appoint Chief Low as Committee Chairperson, seconded by Finance Director Hunter.

- All in favor. Motion passes.
- Chief Brian O'Malley is nominated to serve as Vice-Chairperson.
- Councilor Lajoie moves to appoint Chief O'Malley as Committee Vice-Chairperson, seconded by Deputy Chief Moen.
- All in favor. Motion passes.

#### FY19 Budget Discussion

- Director LeClair presents the proposed FY19 budget to the Committee for approval.
- Finance Director Hunter notes that the Debt Service Payment will increase due to the Capital Project.
- The Director recommends the LA911 Committee approve the proposed FY19 Budget for submission to the City Manager Review Process, currently slated for Thursday, February 22<sup>nd</sup>, 2018.
- It is recommended that the amount of Fund Balance to apply to the budget be reduced to 50% of available funds. And to footnote the 1% increase using Fund Balance carry forward.
- Councilor Lajoie moves to approve presentation of the FY19 Budget to the City Managers as amended, seconded by Councilor Walker.
- All in favor. Motion passes. Director LeClair will report back to the Committee at the next meeting.

#### Telephone Line

- We currently utilize two circuits paid to Verizon totaling approximately \$3,000 per year.
- The Director recommends replacing those circuits with Fiber for a one-time cost of approximately \$4,900 by Dirigo Wireless, using FY18 Capital funds.
- The current FY18 Capital available balance is approximately \$225,000. There are more projects that have not been secured yet.
- It is recommended that this project be put on hold until the end of the budget year to reevaluate available funds.
- There will be an assessment of the towers near the end of February.
- This discussion will be tabled until the February meeting.

Lewiston Citizen-at-Large Position Nominee: Paul Robinson

- Director LeClair recommends the LA911 Committee elect Paul Robinson of Lewiston to fill the Lewiston Citizen at Large seat, for the balance of the 2018 Term.
- Councilor Lajoie moves to approve Paul Robinson for the Citizen at Large seat on the Committee, seconded by Finance Director Hunter.
- All in favor. Motion passes.

#### Radio System Project Update

- Director LeClair and IT Director Drew McKinley met with the City Managers to review the proposed Radio System Project and were invited to attend a joint City Council Meeting in mid-February to present the Radio Project.

#### Verizon Proposal regarding Gracelawn Tower

- Director LeClair and IT Director McKinley met with representatives from Verizon and are awaiting Verizon's proposal.
- Director LeClair will reach out to other PSAP's for information on leasing tower space.

#### Personnel Update

- Fiscal year to date we have lost three full time employees. We have hired two, with one still in training. We currently have two vacancies and are looking to fill one of those vacancies.

#### IT Director's Report

##### Code Red

- Code Red has been purchased.
- IT Director McKinley is working with Rosemary Mosher from the City of Auburn on the GIS mapping aspect of the program.
- Code Red should be active soon. We will submit a press release for both cities.

##### Microwave Link

- Auburn Police Department should be up and running within the next three weeks.

#### Operations Manager's Report

##### EFD – Emergency Fire Dispatch

- All PSAP Centers across the State have been mandated to have EFD in place by 05/18/18. LA911 has been using EFD since November 2017.



- The Priority Dispatch Corporation's National Q program will review the Center's calls for one year. Then our in-house Quality Assurance Team will review the Center's calls.
- January's report came back with very high scores for our employees.

#### Executive Session

- No executive session

#### Next meeting:

- Thursday, February 15, 2018 at 08:00.
- It was requested that an Outlook Calendar invite with monthly reoccurrences be sent for the year. There will also be a monthly reminder emailed one week before the meeting containing the agenda and a draft of the meeting minutes.

#### Public Comment:

- No public comment.

#### Adjournment:

- Chief O'Malley moves to adjourn the meeting, seconded by Deputy Chief Moen.
- Meeting adjourned at 08:52.

# City of Auburn, Maine

*"Maine's City of Opportunity"*

## Financial Services



**TO: Peter Crichton, City Manager**

**FROM: Jill Eastman, Finance Director**

**REF: January 2018 Financial Report**

**DATE: February 21, 2018**

The following is a discussion regarding the significant variances found in the City's January 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 seventh month of the current fiscal year. As a guideline for tracking purposes, revenues and expenditures should amount to approximately 58.3% 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 January 31st, including the school department were \$45,823,622 or 54.88%, of the budget. The municipal revenues including property taxes were \$34,117,751, or 57.13% of the budget which is more than the same period last year by 3.45%. The accounts listed below are noteworthy.

- A. The current year tax revenue is at 57.41%, 4.12% higher than last year at this time. The second payment is due March 15<sup>th</sup>.
- B. Excise tax for the month of January is at 59.16%. This is a \$11,387 increase from FY 17. Our excise revenues for FY18 are 0.86% above projections as of January 31, 2018.
- C. State Revenue Sharing at the end of January is 58.32% or \$880,076. This is \$28,897 increase from last January.
- D. Miscellaneous Revenues are less than FY 17 by \$144,971. In FY 17 the City received a one time dividend from MMWAC of just over \$100,000.

### **Expenditures**

City expenditures through January 2018 were \$22,169,461 or 53.14%, of the budget. This is a 4.97% decrease for the same period last year. Noteworthy variances are:

- A. Most of the operating departments are below where they were at this time last year. 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.
- B. The Economic and Community Development is at 31.74% of budget, primarily due to unfilled vacant positions and delayed implementation of the Workforce Development program.

### **Investments**

This section contains an investment schedule as of January 31st. Currently the City's funds are earning an average interest rate of .92%.

Respectfully submitted,

A handwritten signature in black ink that reads "Jill M Eastman". The signature is written in a cursive, flowing style.

Jill M. Eastman  
Finance Director



**CITY OF AUBURN, MAINE**  
**BALANCE SHEET - CITY GENERAL FUND, WC AND UNEMPLOYMENT FUND**  
**AS of January 2018, December 2017, and June 2017**

	UNAUDITED January 31 2018	UNAUDITED December 31 2017	Increase (Decrease)	AUDITED JUNE 30 2017
<b>ASSETS</b>				
CASH	\$ 18,398,697	\$ 20,582,491	\$ (2,183,794)	\$ 11,272,850
RECEIVABLES			-	
ACCOUNTS RECEIVABLES	1,968,887	2,118,377	(149,490)	2,532,611
TAXES RECEIVABLE-CURRENT	20,602,465	21,135,576	(533,111)	1,051,346
DELINQUENT TAXES	668,539	669,238	(700)	612,972
TAX LIENS	870,786	919,269	(48,483)	562,272
NET DUE TO/FROM OTHER FUNDS	2,784,221	2,485,493	298,728	3,021,419
<b>TOTAL ASSETS</b>	<b>\$ 45,293,594</b>	<b>\$ 47,910,444</b>	<b>\$ (2,616,850)</b>	<b>\$ 19,053,470</b>
<b>LIABILITIES &amp; FUND BALANCES</b>				
ACCOUNTS PAYABLE	\$ (14,389)	\$ (22,711)	\$ 8,321	\$ (851,716)
PAYROLL LIABILITIES	(330,899)	(901,359)	570,460	-
ACCRUED PAYROLL	-	-	-	(4,075,304)
STATE FEES PAYABLE	(29,983)	(46,883)	16,900	-
ESCROWED AMOUNTS	(9,140)	(9,021)	(119)	(2,826)
DEFERRED REVENUE	(21,992,258)	(22,574,552)	582,293	(2,057,984)
<b>TOTAL LIABILITIES</b>	<b>\$ (22,376,669)</b>	<b>\$ (23,554,526)</b>	<b>\$ 1,177,856</b>	<b>\$ (6,987,830)</b>
FUND BALANCE - UNASSIGNED	\$ (21,825,972)	\$ (23,264,965)	\$ 1,438,994	\$ (8,863,571)
FUND BALANCE - RESTRICTED FOR WORKERS COMP & UNEMPLOYMENT	776,017	776,017	-	(2,023,296)
FUND BALANCE - RESTRICTED	(1,866,970)	(1,866,970)	-	(1,178,773)
<b>TOTAL FUND BALANCE</b>	<b>\$ (22,916,925)</b>	<b>\$ (24,355,918)</b>	<b>\$ 1,438,994</b>	<b>\$ (12,065,640)</b>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>\$ (45,293,594)</b>	<b>\$ (47,910,444)</b>	<b>\$ 2,616,850</b>	<b>\$ (19,053,470)</b>

**CITY OF AUBURN, MAINE**  
**REVENUES - GENERAL FUND COMPARATIVE**  
**THROUGH January 31, 2018 VS January 31, 2017**

REVENUE SOURCE	FY 2018 BUDGET	ACTUAL REVENUES THRU JAN 2018	% OF BUDGET	FY 2017 BUDGET	ACTUAL REVENUES THRU JAN 2017	% OF BUDGET	VARIANCE
<b>TAXES</b>							
PROPERTY TAX REVENUE-	\$ 48,061,530	\$ 27,591,381	57.41%	\$ 46,032,435	\$ 24,529,427	53.29%	\$ 3,061,954
PRIOR YEAR TAX REVENUE	\$ -	\$ 711,306		\$ -	\$ 690,373		\$ 20,933
HOMESTEAD EXEMPTION REIMBURSEMENT	\$ 1,015,000	\$ 821,845	80.97%	\$ 750,000	\$ 569,088	75.88%	\$ 252,757
EXCISE	\$ 3,810,000	\$ 2,254,111	59.16%	\$ 3,365,000	\$ 2,242,724	66.65%	\$ 11,387
PENALTIES & INTEREST	\$ 150,000	\$ 71,429	47.62%	\$ 150,000	\$ 92,544	61.70%	\$ (21,115)
<b>TOTAL TAXES</b>	<b>\$ 53,036,530</b>	<b>\$ 31,450,072</b>	<b>59.30%</b>	<b>\$ 50,297,435</b>	<b>\$ 28,124,156</b>	<b>55.92%</b>	<b>\$ 3,325,916</b>
<b>LICENSES AND PERMITS</b>							
BUSINESS	\$ 62,000	\$ 35,990	58.05%	\$ 48,000	\$ 32,907	68.56%	\$ 3,083
NON-BUSINESS	\$ 345,000	\$ 228,262	66.16%	\$ 427,384	\$ 256,852	60.10%	\$ (28,590)
<b>TOTAL LICENSES</b>	<b>\$ 407,000</b>	<b>\$ 264,252</b>	<b>64.93%</b>	<b>\$ 475,384</b>	<b>\$ 289,759</b>	<b>60.95%</b>	<b>\$ (25,507)</b>
<b>INTERGOVERNMENTAL ASSISTANCE</b>							
STATE-LOCAL ROAD ASSISTANCE	\$ 400,000	\$ 406,860	101.72%	\$ 400,000	\$ 399,292	99.82%	\$ 7,568
STATE REVENUE SHARING	\$ 1,509,117	\$ 880,076	58.32%	\$ 1,468,313	\$ 851,179	57.97%	\$ 28,897
WELFARE REIMBURSEMENT	\$ 95,000	\$ 115,008	121.06%	\$ 59,000	\$ 29,426	49.87%	\$ 85,582
OTHER STATE AID	\$ 32,000	\$ 14,943	46.70%	\$ 22,000	\$ -	0.00%	\$ 14,943
CITY OF LEWISTON	\$ 228,384	\$ -	0.00%	\$ 160,000	\$ -	0.00%	\$ -
<b>TOTAL INTERGOVERNMENTAL ASSISTANCE</b>	<b>\$ 2,264,501</b>	<b>\$ 1,416,886</b>	<b>62.57%</b>	<b>\$ 2,109,313</b>	<b>\$ 1,279,897</b>	<b>60.68%</b>	<b>\$ 136,989</b>
<b>CHARGE FOR SERVICES</b>							
GENERAL GOVERNMENT	\$ 144,440	\$ 73,669	51.00%	\$ 132,640	\$ 58,107	43.81%	\$ 15,562
PUBLIC SAFETY	\$ 236,277	\$ 90,227	38.19%	\$ 139,077	\$ 67,452	48.50%	\$ 22,775
EMS TRANSPORT	\$ 1,250,000	\$ 545,302	43.62%	\$ 1,250,000	\$ 586,350	46.91%	\$ (41,048)
<b>TOTAL CHARGE FOR SERVICES</b>	<b>\$ 1,630,717</b>	<b>\$ 709,198</b>	<b>43.49%</b>	<b>\$ 1,521,717</b>	<b>\$ 711,909</b>	<b>46.78%</b>	<b>\$ (2,711)</b>
<b>FINES</b>							
PARKING TICKETS & MISC FINES	\$ 70,000	\$ 30,111	43.02%	\$ 65,000	\$ 35,220	54.18%	\$ (5,109)
<b>MISCELLANEOUS</b>							
INVESTMENT INCOME	\$ 32,000	\$ 22,197	69.37%	\$ 10,000	\$ 37,646	376.46%	\$ (15,449)
RENTS	\$ 35,000	\$ 24,464	69.90%	\$ 18,000	\$ 26,075	144.86%	\$ (1,611)
UNCLASSIFIED	\$ 10,000	\$ 17,513	175.13%	\$ 10,000	\$ 30,785	307.85%	\$ (13,272)
COMMERCIAL SOLID WASTE FEES	\$ -	\$ 34,116		\$ -	\$ 33,845		\$ 271
SALE OF PROPERTY	\$ 20,000	\$ 11,882	59.41%	\$ 20,000	\$ 10,667	53.34%	\$ 1,215
RECREATION PROGRAMS/ARENA	\$ -	\$ -		\$ -	\$ -		\$ -
MMWAC HOST FEES	\$ 215,000	\$ 127,391	59.25%	\$ 210,000	\$ 231,021	110.01%	\$ (103,630)
TRANSFER IN: TIF	\$ 1,287,818	\$ -	0.00%	\$ 1,537,818	\$ -	0.00%	\$ -
TRANSFER IN: REC SPEC REVENUE	\$ 54,718	\$ -	0.00%	\$ 54,718	\$ -	0.00%	\$ -
ENERGY EFFICIENCY	\$ -	\$ -		\$ -	\$ 1,625		\$ (1,625)
CDBG	\$ 214,430	\$ 9,668	4.51%	\$ 254,127	\$ 14,701	5.78%	\$ (5,033)
UTILITY REIMBURSEMENT	\$ 27,500	\$ -	0.00%	\$ 27,500	\$ 5,838	21.23%	\$ (5,838)
CITY FUND BALANCE CONTRIBUTION	\$ 412,500	\$ -	0.00%	\$ 825,000	\$ -	0.00%	\$ -
<b>TOTAL MISCELLANEOUS</b>	<b>\$ 2,308,966</b>	<b>\$ 247,232</b>	<b>10.71%</b>	<b>\$ 2,967,163</b>	<b>\$ 392,203</b>	<b>13.22%</b>	<b>\$ (144,971)</b>
<b>TOTAL GENERAL FUND REVENUES</b>	<b>\$ 59,717,714</b>	<b>\$ 34,117,751</b>	<b>57.13%</b>	<b>\$ 57,436,012</b>	<b>\$ 30,833,144</b>	<b>53.68%</b>	<b>\$ 3,284,607</b>
<b>SCHOOL REVENUES</b>							
EDUCATION SUBSIDY	\$ 22,039,568	\$ 11,339,820	51.45%	\$ 21,373,337	\$ 11,305,744	52.90%	\$ 34,076
EDUCATION	\$ 811,744	\$ 366,052	45.09%	\$ 814,540	\$ 440,905	54.13%	\$ (74,854)
SCHOOL FUND BALANCE CONTRIBUTION	\$ 906,882	\$ -	0.00%	\$ 906,882	\$ -	0.00%	\$ -
<b>TOTAL SCHOOL</b>	<b>\$ 23,758,194</b>	<b>\$ 11,705,871</b>	<b>49.27%</b>	<b>\$ 23,094,759</b>	<b>\$ 11,746,649</b>	<b>50.86%</b>	<b>\$ (40,778)</b>
<b>GRAND TOTAL REVENUES</b>	<b>\$ 83,475,908</b>	<b>\$ 45,823,622</b>	<b>54.89%</b>	<b>\$ 80,530,771</b>	<b>\$ 42,579,793</b>	<b>52.87%</b>	<b>\$ 3,243,829</b>

**CITY OF AUBURN, MAINE**  
**EXPENDITURES - GENERAL FUND COMPARATIVE**  
**THROUGH January 31, 2018 VS January 31, 2017**

DEPARTMENT	FY 2018 BUDGET	Unaudited EXP THRU JAN 2018	% OF BUDGET	FY 2017 BUDGET	Unaudited EXP THRU JAN 2017	% OF BUDGET	VARIANCE
<b>ADMINISTRATION</b>							
MAYOR AND COUNCIL	\$ 80,300	\$ 38,537	47.99%	\$ 78,464	\$ 41,571	52.98%	\$ (3,034)
CITY MANAGER	\$ 581,170	\$ 254,402	43.77%	\$ 378,880	\$ 143,280	37.82%	\$ 111,122
CITY CLERK	\$ 181,332	\$ 94,139	51.92%	\$ 177,906	\$ 103,414	58.13%	\$ (9,275)
FINANCIAL SERVICES	\$ 675,239	\$ 313,974	46.50%	\$ 637,754	\$ 365,267	57.27%	\$ (51,293)
HUMAN RESOURCES	\$ 156,887	\$ 74,043	47.20%	\$ 150,435	\$ 44,809	29.79%	\$ 29,234
INFORMATION TECHNOLOGY	\$ 531,551	\$ 318,624	59.94%	\$ 479,324	\$ 343,733	71.71%	\$ (25,109)
LEGAL SERVICES	\$ -	\$ -		\$ 45,650	\$ 63,240	138.53%	\$ (63,240)
<b>TOTAL ADMINISTRATION</b>	<b>\$ 2,206,479</b>	<b>\$ 1,093,719</b>	<b>49.57%</b>	<b>\$ 1,948,413</b>	<b>\$ 1,105,314</b>	<b>56.73%</b>	<b>\$ (11,595)</b>
<b>COMMUNITY SERVICES</b>							
ECONOMIC & COMMUNITY DEVELOPMENT	\$ 1,717,028	\$ 545,028	31.74%	\$ 1,938,437	\$ 591,593	30.52%	\$ (46,565)
HEALTH & SOCIAL SERVICES	\$ 220,870	\$ 130,113	58.91%	\$ 171,474	\$ 112,955	65.87%	\$ 17,158
RECREATION & SPECIAL EVENTS*	\$ 388,581	\$ 159,047	40.93%	\$ 341,772	\$ 159,727	46.73%	\$ (680)
PUBLIC LIBRARY	\$ 998,189	\$ 415,912	41.67%	\$ 979,516	\$ 565,317	57.71%	\$ (149,405)
<b>TOTAL COMMUNITY SERVICES</b>	<b>\$ 3,324,668</b>	<b>\$ 1,250,100</b>	<b>37.60%</b>	<b>\$ 3,431,199</b>	<b>\$ 1,429,592</b>	<b>41.66%</b>	<b>\$ (179,492)</b>
<b>FISCAL SERVICES</b>							
DEBT SERVICE	\$ 6,366,533	\$ 5,841,011	91.75%	\$ 6,406,845	\$ 5,905,713	92.18%	\$ (64,702)
FACILITIES	\$ 640,201	\$ 376,575	58.82%	\$ 645,756	\$ 333,574	51.66%	\$ 43,001
WORKERS COMPENSATION	\$ 555,164	\$ 555,164	100.00%	\$ 522,088	\$ -	0.00%	\$ 555,164
WAGES & BENEFITS	\$ 5,960,970	\$ 2,978,419	49.97%	\$ 5,274,528	\$ 3,041,816	57.67%	\$ (63,397)
EMERGENCY RESERVE (10108062-670000)	\$ 415,454	\$ -	0.00%	\$ 375,289	\$ -	0.00%	\$ -
<b>TOTAL FISCAL SERVICES</b>	<b>\$ 13,938,322</b>	<b>\$ 9,751,169</b>	<b>69.96%</b>	<b>\$ 13,224,506</b>	<b>\$ 9,281,103</b>	<b>70.18%</b>	<b>\$ 470,066</b>
<b>PUBLIC SAFETY</b>							
FIRE DEPARTMENT	\$ 4,227,575	\$ 2,231,883	52.79%	\$ 4,049,396	\$ 2,461,192	60.78%	\$ (229,309)
FIRE EMS	\$ 708,828	\$ 225,449	31.81%	\$ 590,997	\$ 283,397	47.95%	\$ (57,948)
POLICE DEPARTMENT	\$ 4,043,998	\$ 1,931,261	47.76%	\$ 3,875,113	\$ 2,194,068	56.62%	\$ (262,807)
<b>TOTAL PUBLIC SAFETY</b>	<b>\$ 8,980,401</b>	<b>\$ 4,388,593</b>	<b>48.87%</b>	<b>\$ 8,515,506</b>	<b>\$ 4,938,657</b>	<b>58.00%</b>	<b>\$ (550,064)</b>
<b>PUBLIC WORKS</b>							
PUBLIC SERVICES DEPARTMENT	\$ 4,611,116	\$ 2,001,010	43.40%	\$ 4,496,349	\$ 2,474,677	55.04%	\$ (473,667)
SOLID WASTE DISPOSAL*	\$ 964,118	\$ 422,911	43.87%	\$ 932,689	\$ 450,531	48.30%	\$ (27,620)
WATER AND SEWER	\$ 632,716	\$ 328,858	51.98%	\$ 599,013	\$ 452,380	75.52%	\$ (123,522)
<b>TOTAL PUBLIC WORKS</b>	<b>\$ 6,207,950</b>	<b>\$ 2,752,779</b>	<b>44.34%</b>	<b>\$ 6,028,051</b>	<b>\$ 3,377,588</b>	<b>56.03%</b>	<b>\$ (624,809)</b>
<b>INTERGOVERNMENTAL PROGRAMS</b>							
AUBURN-LEWISTON AIRPORT	\$ 167,800	\$ 162,838	97.04%	\$ 106,000	\$ 79,500	75.00%	\$ 83,338
E911 COMMUNICATION CENTER	\$ 1,088,857	\$ 267,281	24.55%	\$ 1,088,857	\$ 537,330	49.35%	\$ (270,049)
LATC-PUBLIC TRANSIT	\$ 189,949	\$ 189,949	100.00%	\$ 182,244	\$ 182,244	100.00%	\$ 7,705
LA ARTS	\$ -	\$ -		\$ -	\$ -		\$ -
TAX SHARING	\$ 270,000	\$ 16,809	6.23%	\$ 270,000	\$ 18,015	6.67%	\$ (1,206)
<b>TOTAL INTERGOVERNMENTAL</b>	<b>\$ 1,716,606</b>	<b>\$ 636,877</b>	<b>37.10%</b>	<b>\$ 1,647,101</b>	<b>\$ 817,089</b>	<b>49.61%</b>	<b>\$ (180,212)</b>
<b>COUNTY TAX</b>	<b>\$ 2,296,224</b>	<b>\$ 2,296,224</b>	<b>100.00%</b>	<b>\$ 2,167,824</b>	<b>\$ 2,167,824</b>	<b>100.00%</b>	<b>\$ 128,400</b>
<b>TIF (10108058-580000)</b>	<b>\$ 3,049,803</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 2,824,803</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ -</b>
<b>OVERLAY</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ 5,000</b>	<b>0.00%</b>	<b>\$ (5,000)</b>
<b>TOTAL CITY DEPARTMENTS</b>	<b>\$ 41,720,453</b>	<b>\$ 22,169,461</b>	<b>53.14%</b>	<b>\$ 39,787,403</b>	<b>\$ 23,122,167</b>	<b>58.11%</b>	<b>\$ (952,706)</b>
<b>EDUCATION DEPARTMENT</b>	<b>\$ 41,755,455</b>	<b>\$ 14,517,805</b>	<b>34.77%</b>	<b>\$ 40,743,368</b>	<b>\$ 17,114,759</b>	<b>42.01%</b>	<b>\$ (2,596,954)</b>
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>\$ 83,475,908</b>	<b>\$ 36,687,266</b>	<b>43.95%</b>	<b>\$ 80,530,771</b>	<b>\$ 40,236,926</b>	<b>49.96%</b>	<b>\$ (3,549,660)</b>



**CITY OF AUBURN, MAINE  
INVESTMENT SCHEDULE  
AS OF January 31, 2018**

INVESTMENT		FUND	BALANCE January 31, 2018	BALANCE December 31, 2017	INTEREST RATE
ANDROSCOGGIN BANK	449	CAPITAL PROJECTS	\$ 5,198,054.68	\$ 5,194,965.48	0.45%
ANDROSCOGGIN BANK	502	SR-TIF	\$ 1,012,421.32	\$ 1,011,819.68	0.45%
ANDROSCOGGIN BANK	836	GENERAL FUND	\$ 3,140,175.44	\$ 3,138,290.80	0.45%
ANDROSCOGGIN BANK	801	WORKERS COMP	\$ 50,577.06	\$ 50,547.02	0.45%
ANDROSCOGGIN BANK	684	EMS CAPITAL RESERVE	\$ 232,515.12	\$ 232,376.93	0.45%
NORTHERN CAPITAL	02155	CAPITAL PROJECTS	\$ 750,000.00	\$ 750,000.00	1.15%
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 500,000.00	\$ 500,000.00	1.00%
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 500,000.00	\$ 500,000.00	1.15%
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 250,000.00	\$ 250,000.00	1.25%
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 500,000.00	\$ 500,000.00	1.30%
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 750,000.00	\$ 750,000.00	1.40%
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 250,000.00	\$ 250,000.00	1.50%
<b>GRAND TOTAL</b>			<b>\$ 13,133,743.62</b>	<b>\$ 13,127,999.91</b>	<b>0.92%</b>

**EMS BILLING**  
**SUMMARY OF ACTIVITY**  
**July 1, 2017 - June 30, 2018**  
**Report as of January 31, 2018**

	Beginning Balance 01/01/18	January 2018					Ending Balance 1/31/2018
		New Charges	Payments	Refunds	Adjustments	Write-Offs	
Bluecross	\$ 8,586.11	\$ 8,500.40	\$ (3,244.94)		\$ (4,450.97)		\$ 9,390.60
Intercept	\$ 100.00	\$ 200.00	\$ (200.00)				\$ 100.00
Medicare	\$ 127,903.32	\$ 106,479.80	\$ (41,686.64)		\$ (64,412.26)		\$ 128,284.22
Medicaid	\$ 14,535.00	\$ 27,243.60	\$ (19,525.80)		\$ (23,045.42)		\$ (792.62)
Other/Commercial	\$ 112,693.38	\$ 24,483.40	\$ (15,509.94)		\$ (562.97)		\$ 121,103.87
Patient	\$ 255,620.46	\$ 17,456.00	\$ (4,722.77)		\$ (1,149.72)	\$ (64,932.82)	\$ 202,271.15
Worker's Comp	\$ 77.99	\$ 1,614.80	\$ (1,636.60)				\$ 56.19
<b>TOTAL</b>	<b>\$ 519,516.26</b>	<b>\$ 185,978.00</b>	<b>\$ (86,526.69)</b>	<b>\$ -</b>	<b>\$ (93,621.34)</b>	<b>\$ (64,932.82)</b>	<b>\$ 460,413.41</b>

**EMS BILLING**  
**BREAKDOWN -TOTAL CHARGES**  
**July 1, 2017 - June 30, 2018**  
**Report as of January 31, 2018**

	July 2017	August 2017	Sept 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Adjustment	Totals	% of Total
No Insurance Information									\$ -	0.00%
Bluecross	\$ 7,616.80	\$ 5,319.60	\$ 8,771.40	\$ 10,276.00	\$ 6,772.40	\$ 8,671.00	\$ 8,500.40	\$ 226.60	\$ 56,154.20	4.48%
Intercept	\$ 200.00		\$ 400.00	\$ 200.00	\$ -	\$ 100.00	\$ 200.00		\$ 1,100.00	0.09%
Medicare	\$ 93,981.80	\$ 121,672.00	\$ 73,260.80	\$ 126,451.20	\$ 96,014.80	\$ 96,588.20	\$ 106,479.80	\$ 22,203.20	\$ 736,651.80	58.78%
Medicaid	\$ 29,998.80	\$ 33,361.80	\$ 27,171.80	\$ 34,032.80	\$ 27,524.20	\$ 22,068.00	\$ 27,243.60	\$ 9,410.20	\$ 210,811.20	16.82%
Other/Commercial	\$ 26,335.20	\$ 31,967.40	\$ 28,178.40	\$ 20,213.20	\$ 20,077.80	\$ 24,490.40	\$ 24,483.40	\$ (21,207.20)	\$ 154,538.60	12.33%
Patient	\$ 15,784.20	\$ 20,029.80	\$ 11,348.00	\$ 10,776.00	\$ 10,916.20	\$ 15,110.60	\$ 17,456.00	\$ (12,270.00)	\$ 89,150.80	7.11%
Worker's Comp	\$ 872.40	\$ 685.00					\$ 1,614.80	\$ 1,637.20	\$ 4,809.40	0.38%
<b>TOTAL</b>	\$ 174,789.20	\$ 213,035.60	\$ 149,130.40	\$ 201,949.20	\$ 161,305.40	\$ 167,028.20	\$ 185,978.00	\$ -	\$ 1,253,216.00	100.00%

**EMS BILLING**  
**BREAKDOWN -TOTAL COUNT**  
**July 1, 2017 - June 30, 2018**  
**Report as of December 31, 2017**

	July 2017	August 2017	Sept 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Adjustment	Totals	% of Total
No Insurance Information									0	0.00%
Bluecross	9	7	11	12	8	10	10		67	4.21%
Intercept	2		4	2	0	1	2		11	0.69%
Medicare	117	151	98	154	121	119	133		893	56.13%
Medicaid	39	44	36	44	36	28	35		262	16.47%
Other/Commercial	36	41	36	25	26	31	33		228	14.33%
Patient	20	25	14	14	13	18	22		126	7.92%
Worker's Comp	1	1			0		2		4	0.25%
<b>TOTAL</b>	224	269	199	251	204	207	237	0	1591	100.00%

**TOTAL REVENUE COLLECTED AS OF 1/31/18 \$545,302.42**  
**TOTAL EXPENDITURES AS OF 1/31/18 \$286,256.24**



**EMS BILLING  
AGING REPORT  
July 1, 2017 to June 30, 2018  
Report as of January 31, 2018**

[illegible]

CITY OF AUBURN  
SPECIAL REVENUE FUNDS  
As of January 31, 2018

	1902		1905		1910		1913		1914		1915		1917		1922		1926		1927		1928		1929		1930		1931				
	Riverwatch		Winter Festival		Community Service		Police Fitness Equipment		Oak Hill Cemeteries		Fire Training Building		Wellness Grant		Walmart Risk/Homeless		Healthy Androscoggin		Insurance Reimbursement		Vending		Fire Prevention		211 Fairview		Donations				
Fund Balance 7/1/17	\$ 972,422.92	\$	(1,530.30)	\$	4,380.34	\$	5,932.53	\$	27,343.39	\$	(1,488.84)	\$	4,582.27	\$	6,378.18	\$	1,784.05	\$	925.21	\$	(83.88)	\$	4,791.12	\$	(566,303.71)	\$	2,069.13				
Revenues FY18	\$ 37,799.73	\$	3,401.00	\$	570.40			\$	1,600.00						\$ 960.94	\$	5,820.00			\$	546.00										
Expenditures FY18	\$ 106,052.65	\$	800.00	\$	262.22	\$	225.00				\$ 3,500.75	\$	60.94	\$	2,604.00			\$	944.49							\$ 926.19					
Fund Balance 1/31/18	\$ 904,170.00	\$	1,070.70	\$	4,688.52	\$	5,707.53	\$	28,943.39	\$	(1,488.84)	\$	1,081.52	\$	7,278.18	\$	5,000.05	\$	925.21	\$	(482.37)	\$	4,791.12	\$	(566,303.71)	\$	1,142.94				
	2003 Byrne JAG		2005 MDOT		2006 PEACE		2007 Seatbelt Grant		2008 Homeland Security		2010 State Drug Money		2013 OUI Grant		2014 Speed Grant		2019 Law Enforcement Training		2020 CDBG		2025 Community Cords		2030 Parking		2032 HEAPP		2033 Safe School/ Health (COPS)				
Fund Balance 7/1/17	\$ 2,808.57	\$	(300,767.41)	\$	4,155.42	\$	2,197.62	\$	(73,633.75)	\$	14,432.07	\$	6,210.37	\$	8,831.00	\$	(5,669.72)	\$	4,323,336.57	\$	29,316.61	\$	11,690.86	\$	(4,994.50)	\$	(15,906.07)				
Revenues FY18	\$ -	\$	14,466.95	\$	777.40				\$ 4,797.00	\$	7,916.00	\$	6,643.42	\$	5,797.78	\$	357,147.49	\$	1,572.12	\$	76,864.00										
Expenditures FY18		\$	21,228.33	\$	2,150.22				\$ 11,787.49	\$	6,402.00	\$	6,487.42	\$	8,796.78	\$	733,711.25	\$	259.90	\$	112,117.85										
Fund Balance 1/31/18	\$ 2,808.57	\$	(307,528.79)	\$	2,782.60	\$	2,197.62	\$	(73,633.75)	\$	7,441.58	\$	7,724.37	\$	8,987.00	\$	(8,668.72)	\$	3,946,772.81	\$	30,628.83	\$	(23,562.99)	\$	(4,994.50)	\$	(15,906.07)				
	2037 Bulletproof Vests		2038 Community Action Team		2040 Great Falls TV		2041 Blanche Stevens		2044 Federal Drug Money		2045 Forest Management		2046 Joint Land Use Study		2048 TD Tree Days Grant		2050 Project Lifesaver		2051 Project Canopy		2052 Nature Conservancy		2053 St Louis Bells		2054 EMS Transport Capital Reserve		2055 Work4ME- PAL				
Fund Balance 7/1/17	\$ 8,478.66	\$	7,206.21	\$	45,319.88	\$	47,037.73	\$	16,988.54	\$	4,436.52	\$	0.57	\$	-	\$	150.00	\$	-	\$	975.05	\$	2,357.75	\$	331,362.88	\$	(13,692.41)				
Revenues FY18	\$ 4,531.24					\$	3,940.00	\$	9,878.77							\$	50.00							\$	1,014.05						
Expenditures FY18					\$ 10,828.00	\$	2,085.94											\$ 420.71						\$	235,433.69	\$	20,392.69				
Fund Balance 1/31/18	\$ 13,009.90	\$	7,206.21	\$	34,491.88	\$	48,891.79	\$	26,867.31	\$	4,436.52	\$	0.57	\$	-	\$	200.00	\$	(420.71)	\$	975.05	\$	2,357.75	\$	96,943.24	\$	(34,085.10)				
	2056 Lake Auburn Neighborhood		2057 ASPCA Grant		2058 Barker Mills Greenway		2059 Distracted Driving		2060 My Life My Choice JJAG		2201 EDI Grant		2500 Parks & Recreation																		
Fund Balance 7/1/17	\$ 125.00	\$	800.00	\$	(2,597.43)	\$	301.00	\$	-	\$	(1,484,407.18)	\$	191,966.40																		
Revenues FY18						\$	8,680.83	\$	5,361.50			\$	131,119.30																		
Expenditures FY18						\$	7,144.83	\$	5,361.50			\$	215,052.24																		
Fund Balance 1/31/18	\$ 125.00	\$	800.00	\$	(2,597.43)	\$	1,837.00	\$	-	\$	(1,484,407.18)	\$	108,033.46																		
	2600 Tambrands TIF 4		2600 J Enterprises TIF 5		2600 Tambrands II TIF 6		2600 J & A Properties TIF 7		2600 Formed Fiber TIF 8		2600 Mall TIF 9		2600 Downtown TIF 10		2600 Safe Handling TIF 11		2600 Auburn Industrial TIF 12		2600 Auburn Plaza TIF 13		2600 Auburn Plaza II TIF 14		2600 Webster School TIF 16		2600 Bedard Pharm TIF 17		2600 Slapshot LLC TIF 18		2600 Hartt Transport TIF 19		Total Special Revenues
Fund Balance 7/1/17	\$ (8,073.02)	\$	14,500.44	\$	(365,270.76)	\$	2,558.27	\$	30,486.17	\$	149,591.94	\$	(4,529.96)	\$	183.21	\$	(350,651.92)	\$	(37,076.39)	\$	9,722.38	\$	360.91	\$	31,366.79	\$	47,165.25	\$	(5.40)	\$	3,140,347.13
Revenues FY18																													\$	691,255.92	
Expenditures FY18	\$ 541.20									\$ 436,255.95	\$	348,101.66			\$	154,289.00	\$	82,200.78	\$	165,864.12	\$	15,064.43				\$	69,010.56			\$	2,786,364.78
Fund Balance 1/31/18	\$ (8,614.22)	\$	14,500.44	\$	(365,270.76)	\$	2,558.27	\$	30,486.17	\$	(286,664.01)	\$	(352,631.62)	\$	183.21	\$	(504,940.92)	\$	(119,277.17)	\$	(156,141.74)	\$	(14,703.52)	\$	31,366.79	\$	(21,845.31)	\$	(5.40)	\$	1,045,238.27

# City of Auburn, Maine

*"Maine's City of Opportunity"*

## Financial Services

To: Peter Crichton, City Manager  
From: Jill Eastman, Finance Director  
Re: Financial Reports for January, 2018



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 January 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 January 31, 2018.

#### **Current Assets:**

As of the end of January 2018 the total current assets of Ingersoll Turf Facility were \$47,953. This consisted of an interfund receivable of \$47,953 an increase from December of \$19,189.

#### **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 January 31, 2018 was \$167,406.

#### **Liabilities:**

Ingersoll had no accounts payable as of January 31, 2018.

#### **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 January 2018 are \$104,623. This revenue comes from the sponsorships, programs, rental income and batting cages.

The operating expenses for Ingersoll Turf Facility through January 2018 were \$105,427. These expenses include personnel costs, supplies, utilities, repairs, capital purchases and maintenance.

As of January 2018 Ingersoll has an operating loss of \$804 compared to a net loss in November of \$19,993.

As of January 31, 2018 Ingersoll has a decrease in net assets of \$804.

The budget to actual reports for revenue and expenditures, show that the revenue for FY18 compared to FY 17.



**Statement of Net Assets**  
**Ingersoll Turf Facility**  
**January 31, 2018**  
**Business-type Activities - Enterprise Fund**

	Jan 31, 2018	Dec 31, 2017	Increase/ (Decrease)
<b>ASSETS</b>			
Current assets:			
Cash and cash equivalents		\$ -	\$ -
Interfund receivables/payables	\$ 47,953	\$ 28,764	19,189
Accounts receivable	-	-	-
Total current assets	47,953	28,764	19,189
Noncurrent assets:			
Capital assets:			
Buildings	672,279	672,279	-
Equipment	86,625	86,625	-
Land improvements	18,584	18,584	-
Less accumulated depreciation	(610,082)	(610,082)	-
Total noncurrent assets	167,406	167,406	-
Total assets	215,359	196,170	19,189
<b>LIABILITIES</b>			
Accounts payable	\$ -	\$ -	\$ -
Total liabilities	-	-	-
<b>NET ASSETS</b>			
Invested in capital assets	\$ 167,406	\$ 167,406	\$ -
Unrestricted	\$ 47,953	\$ 28,764	\$ 19,189
Total net assets	\$ 215,359	\$ 196,170	\$ 19,189

**CITY OF AUBURN, MAINE**  
**Statement of Revenues, Expenses and Changes in Net Assets**  
**Ingersoll Turf Facility**  
**Business-type Activities - Enterprise Funds**  
**Statement of Activities**  
**January 31, 2018**

	<b>Ingersoll Turf Facility</b>
Operating revenues:	
Charges for services	\$ 104,623
Operating expenses:	
Personnel	52,033
Supplies	7,863
Utilities	7,847
Repairs and maintenance	2,636
Rent	-
Depreciation	-
Capital expenses	33,048
Other expenses	2,000
Total operating expenses	105,427
Operating gain (loss)	(804)
Nonoperating revenue (expense):	
Interest income	-
Interest expense (debt service)	-
Total nonoperating expense	-
Gain (Loss) before transfer	(804)
Transfers out	-
Change in net assets	(804)
Total net assets, July 1	216,163
<b>Total net assets, January 31, 2018</b>	<b>\$ 215,359</b>

**CITY OF AUBURN, MAINE**  
**REVENUES - INGERSOLL TURF FACILITY**  
Through January 31, 2018 compared to January 31, 2017

REVENUE SOURCE	FY 2018 BUDGET	ACTUAL REVENUES THRU JAN 2018	% OF BUDGET	FY 2017 BUDGET	ACTUAL REVENUES THRU JAN 2017	% OF BUDGET
<b>CHARGE FOR SERVICES</b>						
Sponsorship	\$ 17,000	\$ 9,700	57.06%	\$ 15,000	\$ 8,413	56.09%
Batting Cages	\$ 11,520	\$ 8,398	72.90%	\$ 9,940	\$ 5,985	60.21%
Programs	\$ 80,000	\$ 49,970	62.46%	\$ 90,000	\$ 32,526	36.14%
Rental Income	\$ 103,650	\$ 36,555	35.27%	\$ 100,000	\$ 39,411	39.41%
<b>TOTAL CHARGE FOR SERVICES</b>	<b>\$ 212,170</b>	<b>\$ 104,623</b>	<b>49.31%</b>	<b>\$ 214,940</b>	<b>\$ 86,335</b>	<b>40.17%</b>
<b>INTEREST ON INVESTMENTS</b>	<b>\$ -</b>			<b>\$ -</b>		
<b>GRAND TOTAL REVENUES</b>	<b>\$ 212,170</b>	<b>\$ 104,623</b>	<b>49.31%</b>	<b>\$ 214,940</b>	<b>\$ 86,335</b>	<b>40.17%</b>



**CITY OF AUBURN, MAINE**  
**EXPENDITURES - INGERSOLL TURF FACILITY**  
Through January 31, 2018 compared to January 31, 2017

DESCRIPTION	ACTUAL				ACTUAL			
	FY 2018 BUDGET	EXPENDITURES THRU JAN 2018	% OF BUDGET	FY 2017 BUDGET	EXPENDITURES THRU JAN 2017	% OF BUDGET	Difference	
Salaries & Benefits	\$ 106,624	\$ 52,033	48.80%	\$ 101,899	\$ 50,833	49.89%	\$	1,200
Purchased Services	\$ 21,110	\$ 4,636	21.96%	\$ 20,750	\$ 4,764	22.96%	\$	(128)
Programs	\$ 7,000	\$ 4,047	57.81%	\$ 5,000	\$ 3,890	77.80%	\$	157
Supplies	\$ 5,000	\$ 3,816	76.32%	\$ 6,750	\$ 531	7.87%	\$	3,285
Utilities	\$ 39,720	\$ 7,847	19.76%	\$ 41,320	\$ 8,186	19.81%	\$	(339)
Insurance Premiums	\$ 2,431	\$ -	0.00%	\$ 2,383	\$ -	0.00%	\$	-
Capital Outlay	\$ 42,490	\$ 33,048	77.78%	\$ -	\$ -		\$	33,048
	\$ 224,375	\$ 105,427	46.99%	\$ 178,102	\$ 68,204	38.29%	\$	37,223
<b>GRAND TOTAL EXPENDITURES</b>	<b>\$ 224,375</b>	<b>\$ 105,427</b>	<b>46.99%</b>	<b>\$ 178,102</b>	<b>\$ 68,204</b>	<b>38.29%</b>	<b>\$</b>	<b>37,223</b>

# City of Auburn, Maine

*"Maine's City of Opportunity"*

## Financial Services

To: Peter Crichton, City Manager  
From: Jill Eastman, Finance Director  
Re: Arena Financial Reports for January 31, 2018

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 January 31, 2018.

### **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, December 31, 2017.

#### **Current Assets:**

As of the end of January 2018 the total current assets of Norway Savings Bank Arena were (\$584,665). These consisted of cash and cash equivalents of \$94,948, accounts receivable of \$172,002, and an interfund payable of \$851,615.

#### **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 January 31, 2018 was \$394,783.

#### **Liabilities:**

Norway Arena had accounts payable of \$24 as of January 31, 2018.

#### **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 January 2018 are \$652,051. 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 January 2018 were \$726,916. These expenses include personnel costs, supplies, utilities, repairs, rent, capital purchases and maintenance.

As of January 2018 Norway Arena has an operating loss of \$74,865 compared to the December 2017 operating loss of \$111,714 a decrease in the operating loss for the fiscal year of \$36,849.

As of January 31, 2018 Norway Arena has a decrease in net assets of \$74,865.

The budget to actual reports for revenue and expenditures, with comparison to the same period last year show that revenue for FY18 is \$64,069 less than in FY17 and expenditures in FY18 are \$8,102 less than last year in January.

**CITY OF AUBURN, MAINE**  
**Statement of Net Assets**  
**Norway Savings Bank Arena**  
**January 31, 2018**  
**Business-type Activities - Enterprise Fund**

	January 31, 2018	December 31, 2017	Increase/ (Decrease)
<b>ASSETS</b>			
Current assets:			
Cash and cash equivalents	\$ 94,948	\$ 94,726	\$ 222
Interfund receivables	\$ (851,615)	\$ (839,267)	\$ (12,348)
Prepaid Rent	\$ -	\$ -	\$ -
Accounts receivable	172,002	122,025	\$ 49,977
Total current assets	(584,665)	(622,516)	37,851
Noncurrent assets:			
Capital assets:			
Buildings	58,223	58,223	-
Equipment	514,999	514,999	-
Land improvements	-	-	-
Less accumulated depreciation	(178,439)	(178,439)	-
Total noncurrent assets	394,783	394,783	-
Total assets	(189,882)	(227,733)	37,851
<b>LIABILITIES</b>			
Accounts payable	\$ 24	\$ 110	\$ (86)
Net pension liability	100,398	100,398	-
Total liabilities	100,422	100,508	(86)
<b>NET ASSETS</b>			
Invested in capital assets	\$ 394,783	\$ 394,783	\$ -
Unrestricted	\$ (685,087)	\$ (723,024)	\$ 37,937
Total net assets	\$ (290,304)	\$ (328,241)	\$ 37,937



**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**  
**January 31, 2018**

	<b>Norway Savings Arena</b>
Operating revenues:	
Charges for services	\$ 652,051
Operating expenses:	
Personnel	219,727
Supplies	29,512
Utilities	138,273
Repairs and maintenance	8,910
Rent	295,449
Depreciation	-
Capital expenses	12,585
Other expenses	22,460
Total operating expenses	726,916
Operating gain (loss)	(74,865)
Nonoperating revenue (expense):	
Interest income	-
Interest expense (debt service)	-
Total nonoperating expense	-
Gain (Loss) before transfer	(74,865)
Transfers out	-
Change in net assets	(74,865)
Total net assets, July 1	(215,439)
<b>Total net assets, January 31, 2018</b>	<b>\$ (290,304)</b>

**CITY OF AUBURN, MAINE**  
**REVENUES - NORWAY SAVINGS BANK ARENA**  
Through January 31, 2018 compared to January 31, 2017

REVENUE SOURCE	FY 2018 BUDGET	ACTUAL REVENUES THRU JAN 2018	% OF BUDGET	FY 2017 BUDGET	ACTUAL REVENUES THRU JAN 2017	% OF BUDGET	VARIANCE
<b>CHARGE FOR SERVICES</b>							
Concussions	\$ 18,000	\$ 2,735	15.19%	\$ 18,000	\$ 370	2.06%	\$ 2,365
Vending Machines	\$ -	\$ 4,856					\$ 4,856
Skate Rentals	\$ -	\$ 3,665					\$ 3,665
Sponsorships	\$ 275,000	\$ 156,581	56.94%	\$ 230,000	\$ 190,571	82.86%	\$ (33,990)
Pro Shop	\$ 8,500	\$ 2,890	34.00%	\$ 8,500	\$ 4,105	48.29%	\$ (1,215)
Programs	\$ 31,000	\$ 18,212	58.75%	\$ 31,000		0.00%	\$ 18,212
Rental Income	\$ 705,250	\$ 422,224	59.87%	\$ 672,250	\$ 463,464	68.94%	\$ (41,240)
Camps/Clinics	\$ 50,000	\$ 27,838	55.68%	\$ 50,000	\$ 38,895		\$ (11,057)
Tournaments	\$ 50,000	\$ 13,050	26.10%	\$ 50,000	\$ 18,715	37.43%	\$ (5,665)
<b>TOTAL CHARGE FOR SERVICES</b>	<b>\$ 1,137,750</b>	<b>\$ 652,051</b>	<b>57.31%</b>	<b>\$ 1,059,750</b>	<b>\$ 716,120</b>	<b>67.57%</b>	<b>\$ (64,069)</b>

**CITY OF AUBURN, MAINE**  
**EXPENDITURES - NORWAY SAVINGS BANK ARENA**  
Through January 31, 2018 compared to January 31, 2017

DESCRIPTION	ACTUAL				ACTUAL			
	FY 2017 BUDGET	EXPENDITURES THRU JAN 2018	% OF BUDGET	FY 2016 BUDGET	EXPENDITURES THRU JAN 2017	% OF BUDGET	VARIANCE	
Salaries & Benefits	\$ 344,000	\$ 219,727	63.87%	\$ 311,000	\$ 210,927	67.82%	\$	8,800
Purchased Services	\$ 71,656	\$ 31,370	43.78%	\$ 87,306	\$ 27,434	31.42%	\$	3,936
Supplies	\$ 37,100	\$ 29,512	79.55%	\$ 37,150	\$ 35,512	95.59%	\$	(6,000)
Utilities	\$ 225,150	\$ 138,273	61.41%	\$ 199,800	\$ 145,328	72.74%	\$	(7,055)
Capital Outlay	\$ 103,500	\$ 12,585	12.16%	\$ 57,000	\$ 20,368	35.73%	\$	(7,783)
Rent	\$ 507,000	\$ 295,449	58.27%	\$ 507,000	\$ 295,449	58.27%	\$	-
	\$ 1,288,406	\$ 726,916	56.42%	\$ 1,199,256	\$ 735,018	61.29%	\$	(8,102)
<b>GRAND TOTAL EXPENDITURES</b>	<b>\$ 1,288,406</b>	<b>\$ 726,916</b>	<b>56.42%</b>	<b>\$ 1,199,256</b>	<b>\$ 735,018</b>	<b>61.29%</b>	<b>\$</b>	<b>(8,102)</b>





**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** February 26, 2018

**Author:** Holli Olivier, Director of General Assistance

**Subject:** Executive Session

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**Information:**

Discussion on a poverty abatement case # 2018-001 pursuant to (36 M.R.S.A § 841). A hearing and written notice needs to be provided within 30 days of the application.



## City of Auburn City Council Information Sheet

**Council Workshop or Meeting Date:** February 26, 2018

**Subject:** Executive Session

**Information:** Discussion regarding economic development, pursuant to 1 M.R.S.A. Section 405(6) (C).

**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.