



# City Council Meeting and Workshop

## December 21, 2015

### Agenda

#### 5:30 P.M. Workshop

- A. City Council Orientation Schedule
- B. Committee Structure
- C. City Council Meeting Structure
- D. Budget Schedule – FY16-17

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

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

#### 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 94-12122015\***  
Confirming Chief Crowells appointment and re-appointment of Constables without firearms for the Auburn Police Department.
  - 2. **Order 95-12122015\***  
Confirming Mayor LaBonte’s recommendations and appointments for Boards, Committees and Commissions.
- II. **Minutes**  
November 16, 2015 Regular Council Meeting
- III. **Communications, Presentations and Recognitions**
  - A. Bond Refunding – Jill Eastman (15 minutes)
- IV. **Open Session** – Members of the public are invited to speak to the Council about any issue directly related to City business which is *not on this agenda*.
- V. **Unfinished Business - None**
- VI. **New Business**
  - 1. **Order 96-12212015**  
Approving the Liquor License and Special Amusement Permit for Lost Valley. Public hearing.

# Auburn City Council Meeting & Workshop

December 21, 2015

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## 2. Order 97-12212015

Authorizing the City Manager to accept title to the Oak Hill Cemetary property and properly record that document at the Registry of Deeds.

## VII. Executive Session

## VIII. Reports

### Mayor's Report

### City Councilors' Reports

### City Manager Report

**Finance Director, Jill Eastman** – November 2015 Monthly Finance Report

**IX. 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*.

## X. Adjournment

**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 of personnel issues
- B. Discussion or consideration by a school board of suspension or expulsion
- 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. Labor contracts
- E. Contemplated litigation
- 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 in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.



## City Council Information Sheet

City of Auburn

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**Council Workshop or Meeting Date:** 12-21-2015

**Author:** Howard Kroll, City Manager

**Subject:** City Council Orientation Plan

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**Information:** Background documents have been included for you, including a schedule for a tour of the city and city department services during a Saturday special workshop and a follow up Monday workshop to discuss individual Councilor goals/interests, collective goals and how to organize those into a work plan for this Council.

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**Advantages:** Provide the Council a high level overview of city services by visiting facilities and areas of the community and providing targeted time for Councilors to share with each other some of their priorities so a work plan can be built that meets the collective needs of the Council and for staff to have more clear direction as the new Council begins its work.

**Disadvantages:** The requirement of “off meeting night” time by the City Council and City staff.

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**City Budgetary Impacts:**

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**Staff Recommended Action:** For the Council to provide input on process and key areas to include in the orientation tour as well as confirm date availability so staff can proceed with finalizing plans.

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**Previous Meetings and History:**

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**Attachments:**

- Council Orientation Notebook- BINDER PROVIDED AT COUNCIL MEETING
- Councilor Orientation Program checklist (*documents will be provided at a later date*)

## COUNCILOR ORIENTATION PROGRAM

- ✓ City Hall/City Council Office Orientation
  - Email Account Setup
  - Review of Computer use Policy (what is/isn't allowed)
  - Card Swipe Issuance
  - Office Supply Contact
  - City Hall Maintenance Contact
  - Payroll/Direct Deposit Setup
  - W4
  - FOAA Training (need to keep certificate on file)
  - NIMS Training (need to keep certificate on file)
- ✓ Department Head Directory
- ✓ Department Contact List
- ✓ Scheduled Department Tour with City Manager or his Designee
- ✓ Introduction to Staff Members
- ✓ Issued Binder and/or Council Directory on City Network(Y:) to include:
  - City Charter
  - City Budget/CIP (current)
  - Comprehensive Plan
  - City Ordinances (current)
  - Land Use Code
  - City Policies/Rules/Procedures (including evacuation/safety)
  - Title 30A MRSA Town Manager Form of Government
- ✓ Meeting Scheduled for the upcoming CY
- ✓ Process to place items on the agenda
- ✓ Budget Process
- ✓ Questions?



## City Council Information Sheet

City of Auburn

**Council Workshop or Meeting Date:** 12-21-2015

**Author:** Mayor Jonathan LaBonté

**Subject:** How to accomplish the Council's goals through Committees

**Information:** The City of Auburn manages or is a party to several dozen board and commissions that play varying roles from policy setting to operational and service delivery oriented. Previous Councils have set a position that they wished to see some "reform" of those committees and to try to make them more helpful in the work of the City Council. Each City Councilor is provided with appointments to many of these committees, often requiring significant meeting time before, during or after business hours, in addition to the work of City Council workshop and meeting preparation. Since none of these committees are exclusively Auburn elected officials, and very few offer a chance for more than one elected official to sit and deliberate on topics together, most City Council directed goals/policies are vetted only by the Council as a whole at Monday workshop sessions.

Recognizing that, even if the full Council wished to see a streamlining of the committees, it would take significant work and several years, staff wish to obtain the Council's input on that and a potential new approach to vetting program and policy ideas through Committees. In this case, Committees comprised of just City Councilors with designated staff support. As a trial, perhaps for the first year of the term, the three to four committees of the Council would be formed and they would be populated by three city councilors each. It would be less than a majority, but would establish that all meetings are public meetings. The Council committees would be a place for policy ideas to be vetted as they get referred by the dozens of boards/commissions/agencies, as ideas are generated by staff and referred to committee or as Councilors and the public have ideas they wish to have heard.

This approach would allow most full Council workshops on topics to occur after significant review and recommendations by a committee of the Council, with opportunities for more public input through the committee meeting process. For example: Transportation and Environment, Community and Economic Development, Public Safety and Community Services.

**Advantages:** The City Council can focus on working together, as a team to tackle issues that are a priority to them. Relationship building between Councilors would be greatly enhanced by this added time of working directly with fellow Councilors. There would also be more time available for new ideas to be vetted before reaching the official city council meetings, ensuring many of the outstanding questions have been asked and answered.

**Disadvantages:** This does initially add an additional "level" of Committees, but over time, should allow Councilors to focus their public service time on policy development for the City of Auburn and less on simply attending meetings.

**City Budgetary Impacts:** None

**Staff Recommended Action:** Council discussion and consideration of a pilot.

**Previous Meetings and History:**

**Attachments:**

- Agencies, Boards and Committees (ABC's) expectations memo
- Master list of city-involved agencies, boards and committees

# **MEMO**

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**TO:** Lead staff members and/or chairpersons of Auburn agencies, boards, commissions and committees

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

**RE:** Agencies, Boards, Commissions and Committee expectations

**Date:** March 30, 2015

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In late October, Council agreed to set basic expectations for all agencies, boards, committees, and commissions that receive funding from us. All will be referred to in this memo as “ABC’s”. These expectations apply to all ABC’s and are as follows;

1. ABC’s shall consider all matters referred to them by the Council
2. ABC’s shall set agendas and post them according to the rules of the City Council (within 2 business days of the meeting)
3. ABC’s shall allow time for public comment during meetings
4. All meetings of the ABC’s must be posted publically
  - a. All materials for a meeting must be posted with the agenda
5. ABC’s will present a report every month on activities and progress on policy matters or projects
6. All ABC’s will appear twice a year at a Council meeting and give a presentation on progress and to receive comments and feedback from the City Council
7. Staff assigned to an ABC shall have a defined roll and preference should be that all voting members be volunteers, not municipal or organization staff

These expectations help to ensure transparency and to allow greater interaction between all ABC’s and the City Council.

# MEMO

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**TO:** Lead staff members and/or chairpersons of Auburn agencies, boards, commissions and committees

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

**RE:** Follow up on Memo dated March 30, 2015 - Agencies, Boards, Commissions and Committee expectations

**Date:** July 22, 2015

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In March, a memo was sent to lead staff members and/or chairpersons of Auburn agencies, boards, commissions and committees outlining some basic expectations. Some have provided comments or have asked for clarification while others have not responded at all.

In follow up to that memo, I would like to clarify and request the following in respect to those expectations:

**1. ABC's shall consider all matters referred to them by the Council**

*You will be notified by a member of Auburn City staff with detailed information should a matter be referred to you.*

**2. ABC's shall set agendas and post them according to the rules of the City Council (within 2 business days of the meeting)**

*Please include me on the distribution list for all agendas and minutes of the meeting. Preferably via email at [sdallaire@auburnmaine.gov](mailto:sdallaire@auburnmaine.gov). I will forward all agendas and minutes to the City Council.*

*Please also provide a link to the appropriate page on your website where meeting agendas and minutes are posted. We will provide this link on our website under Boards and Committees to ensure greater transparency to the public.*

**3. ABC's shall allow time for public comment during meetings**

*Some have already responded by saying this is the current practice of your ABC. For those who have not responded, please respond to me via email at the email address listed above.*

**4. All meetings of the ABC's must be posted publically**  
**a. All materials for a meeting must be posted with the agenda**

*The question was asked where this can be found in the City of Auburn's rules or ordinances. This can be found in the Auburn City Charter, Sec. 2.4. - Meetings.*

*“All meetings of the city council, other than "executive sessions," shall be open to the public as required by state statute, and the city council shall promote effective public participation in and public notice of its meetings in the contemporary means of information sharing. Agendas and supporting information for meetings shall be available to the public at the city clerk's office at least two business days prior to the meeting, as well as electronically through the city's website, if available. Special meetings may be called by the mayor, or shall be called by the mayor or city manager on the written request of a majority of the voting members of the city council addressed to the mayor or the city manager.”*

**5. ABC's will present a report every month on activities and progress on policy matters or projects**

*Minutes of the meetings and/or a written monthly status report would meet this expectation.*

**6. All ABC's will appear twice a year at a Council meeting and give a presentation on progress and to receive comments and feedback from the City Council**

*The lead staff person and ABC chair would receive advanced notification. A schedule has yet to be determined.*

**7. Staff assigned to an ABC shall have a defined roll and preference should be that all voting members be volunteers, not municipal or organization staff**

*The intent is to reform committees, over the near term, to ensure that staff serve as support to committees and that elected officials and appointed residents are the voting policy members. This will take some time to accomplish, depending on the willingness of boards established through a legal means beyond Auburn (inter-local agreements, statute, etc) to support this level of reform.*

Again, these expectations help to ensure transparency and to allow greater interaction between all ABC's and the City Council.

# ABC's

ABC Name	Staff Lead	Chair
911	Phyllis Gamache	Paul LeClair
ABDC	John Holden	Peter Murphy
Airport	Rick Lanman	Edouard Plourde
Appointment Committee	Sue Clements-Dallaire	
Androscoggin County Budget Committee	Andy Titus	Michael Marcotte
ATRC	Jennifer Williams	Ed Barrett - Policy, Dan Goyette - Technical
Auburn Housing Authority	Rick Whiting	Arthur Wing
Auburn Public Library	Mamie Ney	Sonia Buck
Auburn Sewerage District	Sid Hazelton	Robert Cavanagh
Auburn Water District	Sid Hazelton	KC Geiger
Audit & Procurement	Jill Eastman	Tina Penney
AVCOG	Bob Thompson	James Collins
Bike Ped Committee	Gary Johnson	Craig Saddlemire
Board of Assessment Review	Karen Scammon	Walter Crites
Cable TV Advisory Board	Phil Larlee	
CDBG Loan Committee	Reine Mynahan	Traverse Fournier
Citizens Advisory Committee	Reine Mynahan	
Conservation Commission	Dan Goyette	
Ethic Panel	Howard Kroll	
Finance Committee	Jill Eastman	
LAEGC	John Holden	Mark Adams
Lake Auburn Watershed Protection	Sid Hazelton	Joe Grube
LA Public Health	Dot Meagher	Phil Nadeau
LATC	Marsha Bennett	Phil Nadeau
LA Water Pollution Control Authority	Mac Richardson	Phil Nadeau
MMWAC	Joe Kazar	Paul Landry
Planning Board	Doug Greene	Ken Bellefleur
Railroad	John Holden	Dick Trafton
Recreation Advisory Board		Dave Gonyea
Registration Appeals Board	Sue Clements-Dallaire	Nadeen Daniels
School Committee	Katy Grondin	Tom Kendall
Solid Waste Management		
Zoning Board of Appeals	Eric Cousens	Michael Dixon



# City Council Information Sheet

City of Auburn

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**Council Workshop or Meeting Date:** 12-21-2015

**Author:** Mayor Jonathan LaBonté

**Subject:** City Council Meeting Format

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**Information:** The format of City Council meetings is set by ordinance and changes in the order must be made by a City Council vote to change that ordinance. The format of workshops is more flexible. The process to have items appear on an agenda or at a workshop is also flexible, but requires some ground rules to effectively manage meeting time (how long does the Council want to see each meeting/workshop night last) and staff work load (preparation for topics takes time that is drawn away from management of other projects and services of the City).

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**Advantages:** Clear ground rules being set allows elected officials and staff to know expectations and for the public to know how to best provide input or seek answers

**Disadvantages:**

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**City Budgetary Impacts:**

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**Staff Recommended Action:** Discussion of the Council about meeting format and management, both workshops and City Council business meetings so improvements can be made starting in January based on consensus.

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**Previous Meetings and History:**

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**Attachments:**

- City Charter Reference to Council business meetings
- Ordinance that sets out meeting agenda

#### **Sec. 2.4 Meetings.**

The City Council shall, at the call of the City Clerk or Deputy City Clerk, first meet at Auburn Hall or such other public location within the City within forty-five (45) days after the regular municipal election to be sworn to the faithful discharge of their duties by the City Clerk or Deputy City Clerk. The City Council shall meet for subsequent meetings at such time and place as set by ordinance or resolution except that it shall meet regularly twice each month. All meetings of the City Council, other than “executive sessions,” shall be open to the public as required by State statute, and the City Council shall promote effective public participation in and public notice of its meetings in the contemporary means of information sharing. Agendas and supporting information for meetings shall be available to the public at the City Clerk’s office at least two (2) business days prior to the meeting, as well as electronically through the City’s website, if available.

Special meetings may be called by the Mayor, or shall be called by the Mayor or City Manager on the written request of a majority of the voting members of the City Council addressed to the Mayor or the City Manager.

#### **Sec. 2.5 Quorum.**

A majority of the voting members of the City Council shall constitute a quorum for the transaction of business, but a smaller number may adjourn or compel attendance of absent members.

#### **Sec. 2.6 Process.**

- A. Record. The City Council shall keep a record of its own proceedings which, except for “executive sessions” shall be available to the public.
- B. Qualification. The City Council shall be judge of the qualification and election of its members and shall determine and enforce this Charter as well as its rules relating to procedure, misconduct, and forfeiture of office.
- C. The City Council shall act only by oral motion or written ordinance, order, or resolve, except that all acts by which the City Council appropriates or expends funds shall be by written ordinance, order, or resolve. All ordinances, orders, and resolves, except resolves making appropriations, shall be confined to one subject clearly expressed in its title. Appropriation resolves shall be confined to the subject of appropriations. No ordinance, order for the issue of bonds or notes, or appropriation resolve shall be passed until it has been read on two (2) separate days, except when the requirement of a reading on two (2) separate days has been dispensed by unanimous vote of the Councilors present and voting. Every ordinance shall be published in full within five (5) days after its final passage, by posting a copy of the same at the City Clerk’s office, as well as electronically on the City’s website, if available, and shall take effect and be in force five (5) days after the date of passage unless otherwise specifically provided in the ordinance.

D. Voting. A roll call vote shall be taken upon both first and second reading of all ordinances and entered on the record of the proceedings of the City Council by the City Clerk. An ordinance may be read by title only if, in the judgment of the Mayor, or in the Mayor's absence the presiding officer, it would be unduly burdensome or repetitive to read the full text. A roll call vote shall be taken on the passage of any order or resolve when requested by any Councilor. Except as otherwise required by this Charter, action by the City Council shall require at least four (4) affirmative votes. Five (5) affirmative votes shall be required to adopt ordinances to take effect immediately upon enactment.

Sec. 2-59. - Order of business.

At every meeting of the city council, the order of business shall be as follows:

- (1) Consent agenda. All items listed with an asterisk (\*) are considered to be routine by the city council and will be enacted by one motion. There will be no separate discussion of these items unless a councilmember or citizen so requests, in which event the item will be removed from the consent agenda and considered in its normal sequence on the agenda.
- (2) Minutes not previously read and approved, of all preceding meetings.
- (3) Communications and recognition.
- (4) Open session.
- (5) Unfinished business.
- (6) New business.
- (7) Reports of the mayor.
- (8) Reports of the city councilors.
- (9) Reports of the city manager.
- (10) Open session.
- (11) Adjournment.

(Code 1967, § 1-3.16; Ord. of 3-16-1998; Ord. of 1-16-2007; Ord. of 1-28-2008(01); Ord. No. 02-01202015, 2-9-2015)



## City Council Information Sheet

City of Auburn

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**Council Workshop or Meeting Date:** 12-21-2015

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

**Subject:** Tentative Budget Schedule – FY16-17

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**Information:** Attached is a tentative school budget schedule for FY16-17.

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**Advantages:** Provides a guideline for the School Committee and Council.

**Disadvantages:** Subject to change.

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**City Budgetary Impacts:** N/A

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**Staff Recommended Action:** Discussion

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

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**Attachments:**

- Tentative schedule

## **Tentative School Budget Timeline:**

March 14, 2016 – Joint meeting with School Committee and City Council to discuss the school budget

April 4, 2016 – City Council/School Committee Joint Meeting to review budget

May 4, 2016 – Formal Budget approval by School Committee

May 16, 2016 - City Council to vote on School Budget

June 14, 2016 - School Budget Validation Referendum Election



## City Council Information Sheet

City of Auburn

**Council Meeting Date:** December 21, 2015

**Order** 94-12212015\*

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

**Subject:** Confirm Chief Crowell's appointment and re-appointment of Constables without firearms for the Auburn Police Department.

**Information:** Chief of Police Crowell requests that the Auburn City Council appoint civilians to serve documents on behalf of the Auburn Police Department. These civilians will act as Constables without firearms.

**Advantages:** Documents (ie: subpoenas) are time sensitive. Often, officers are unable to locate a member of the community. Civilians (including our police Information Assistants), who have been appointed by the City Council, provide this delivery service on our behalf.

**Disadvantages:**

**City Budgetary Impacts:** N/A

**Staff Recommended Action:** Appointment and re-appointment of all civilians on the attached memo.

**Previous Meetings and History:** January 5, 2015 – Annually and periodically, requests are made for appointments and re-appointments for the next calendar year.

**Attachments:**

- Memo from Chief
- Order 94-12212015



# Auburn Police Department



## Memorandum

Phillip L. Crowell  
Chief of Police

Jason D. Moen  
Deputy Chief

Rita P. Beaudry  
Executive Assistant

**To:** Honorable Mayor Jonathan LaBonte and Members of the City Council  
**From:** Phillip L. Crowell, Jr., Chief of Police  
**Date:** December 7, 2015  
**Re:** CONSTABLES 2016

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We request the following named persons be appointed to serve documents as Constables on behalf of the Auburn Police Department for 2016:

Lucien Asselin	<b>Constable Process Server</b>	Without Firearm	Re-appointment
Paul Carpentier	<b>Constable Process Server</b>	Without Firearm	Re-appointment
Steven Chouinard	<b>Constable Process Server</b>	Without Firearm	Re-appointment
Harry Darling	<b>Constable Process Server</b>	Without Firearm	Re-appointment
Harry Gorman	Civil Process Only	Without Firearm	Re-appointment
Claire Barclay	Civil Process Only	Without Firearm	Re-appointment
Kenneth Edgerly	Civil Process Only	Without Firearm	Re-appointment
Klinger, Charity	<b>Constable Process Server</b>	Without Firearm	Re-appointment
Jerry Webster	Civil Process Only	Without Firearm	Re-appointment

Glenn Garry	Civil Process Only	Without Firearm	Re- appointment
Paul Potvin	Civil Process Only	Without Firearm	Re- appointment
Carol Theriault	Civil Process Only	Without Firearm	Re- appointment
Amanda Tierney	Civil Process Only	Without Firearm	Appointment
Sean Scully	<b>Constable Process Server</b>	Without Firearm	Re- appointment

James Pross, Ward One  
Robert Stone, Ward Two  
Andy Titus, Ward Three  
Ernestine Gilbert, Ward Four



Leroy Walker, Ward Five  
Grady R. Burns, At Large  
David C. Young, At Large

Jonathan P. LaBonte, Mayor

## IN CITY COUNCIL

### ORDER 94-12212015\*

ORDERED, that the City Council hereby appoint and re-appoint the following civilians to serve documents as Constables without firearms on behalf of the Auburn Police Department.

Lucien Asselin	<b>Constable Process Server</b>	Without Firearm	Re-appointment
Paul Carpentier	<b>Constable Process Server</b>	Without Firearm	Re-appointment
Steven Chouinard	<b>Constable Process Server</b>	Without Firearm	Re-appointment
Harry Darling	<b>Constable Process Server</b>	Without Firearm	Re-appointment
Harry Gorman	Civil Process Only	Without Firearm	Re-appointment
Claire Barclay	Civil Process Only	Without Firearm	Re-appointment
Kenneth Edgerly	Civil Process Only	Without Firearm	Re-appointment
Klinger, Charity	<b>Constable Process Server</b>	Without Firearm	Re-appointment
Jerry Webster	Civil Process Only	Without Firearm	Re-appointment
Glenn Garry	Civil Process Only	Without Firearm	Re-appointment
Paul Potvin	Civil Process Only	Without Firearm	Re-appointment

Carol Theriault	Civil Process Only	Without Firearm	Re- appointment
Amanda Tierney	Civil Process Only	Without Firearm	Appointment
Sean Scully	<b>Constable Process Server</b>	Without Firearm	Re- appointment



## City Council Information Sheet

City of Auburn

**Council Workshop or Meeting Date:** 12/21/2015

**Order** 95-12212015\*

**Author:** Sue Clements-Dallaire

**Subject:** Confirming the Mayor's Committee Appointments

**Information:** The Mayor has made the following recommendations and appointments (see attached) to the Boards and Committees that provide for City of Auburn representation by the Mayor or City Councilors.

**Advantages:** Provides City Council or Mayor representation on Boards and Committees to advance the interests of the City of Auburn

**Disadvantages:**

**City Budgetary Impacts:** N/A

**Staff Recommended Action:** Recommend passage

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

**Attachments:**

List of recommendations/appointments

Order 95-12212015

## Committee Appointments:

<p><b><u>Airport:</u></b> Robert Stone, Ward 2</p> <p><b><u>Appointment Committee:</u></b> Grady Burns, At Large Jim Pross, Ward 1 Andy Titus, Ward 3</p> <p><b><u>Auburn Public Library:</u></b> Jonathan LaBonté, Mayor</p> <p><b><u>Auburn School Committee:</u></b> Jim Pross, Ward 1</p> <p><b><u>Audit &amp; Procurement:</u></b> Robert Stone, Ward 2 Andy Titus, Ward 3</p> <p><b><u>AVCOG:</u></b> Robert Stone, Ward 2 (Executive Committee) Andy Titus, Ward 3 Ernestine Gilbert, Ward 4 (General Assembly)</p> <p><b><u>Cable TV Advisory Committee:</u></b> David Young, At Large</p> <p><b><u>Community Development Block Grant Citizens Advisory Committee:</u></b> Grady Burns, At Large (Chair) Ernestine Gilbert, Ward 4 (member)</p>	<p><b><u>Lewiston-Auburn 911 Committee</u></b> Leroy Walker Patricia Madore</p> <p><b><u>LAEGC (Lewiston Auburn Economic Growth Council):</u></b> Jonathan LaBonté, Mayor Grady Burns, At Large</p> <p><b><u>Lewiston-Auburn Public Health Committee:</u></b> David Young, At Large</p> <p><b><u>LATC (Lewiston Auburn Transit Committee):</u></b> Ernestine Gilbert, Ward 4</p> <p><b><u>Mid Maine Waste Action Corporation (MMWAC):</u></b> Leroy Walker, Ward 5</p> <p><b><u>Railroad:</u></b> Robert Stone, Ward 2</p> <p><b><u>Recreation Advisory Board:</u></b> Leroy Walker, Ward 5</p> <p><b><u>Sewerage District:</u></b> TBD</p> <p><b><u>Water District:</u></b> TBD</p>
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James Pross, Ward One  
 Robert Stone, Ward Two  
 Andy Titus, Ward Three  
 Ernestine Gilbert, Ward Four



Leroy Walker, Ward Five  
 Grady R. Burns, At Large  
 David C. Young, At Large

Jonathan P. LaBonte, Mayor

**IN CITY COUNCIL**

**ORDER 95-12212015\***

ORDERED, that the City Council hereby confirms Mayor LaBonte's recommendations and appointments to the Boards, Committee's and Commissions as stated below.

<p><b><u>Airport:</u></b>          Robert Stone, Ward 2</p> <p><b><u>Appointment Committee:</u></b>          Grady Burns, At Large          Jim Pross, Ward 1          Andy Titus, Ward 3</p> <p><b><u>Auburn Public Library:</u></b>          Jonathan LaBonté, Mayor</p> <p><b><u>Auburn School Committee:</u></b>          Jim Pross, Ward 1</p> <p><b><u>Audit &amp; Procurement:</u></b>          Robert Stone, Ward 2          Andy Titus, Ward 3</p> <p><b><u>AVCOG:</u></b>          Robert Stone, Ward 2 (Executive Committee)          Andy Titus, Ward 3          Ernestine Gilbert, Ward 4 (General Assembly)</p> <p><b><u>Cable TV Advisory Committee:</u></b>          David Young, At Large</p> <p><b><u>Community Development Block Grant Citizens Advisory Committee:</u></b>          Grady Burns, At Large (Chair)          Ernestine Gilbert, Ward 4 (member)</p>	<p><b><u>Lewiston-Auburn 911 Committee</u></b>          Leroy Walker          Patricia Madore</p> <p><b><u>LAEGC (Lewiston Auburn Economic Growth Council):</u></b>          Jonathan LaBonté, Mayor          Grady Burns, At Large</p> <p><b><u>Lewiston-Auburn Public Health Committee:</u></b>          David Young, At Large</p> <p><b><u>LATC (Lewiston Auburn Transit Committee):</u></b>          Ernestine Gilbert, Ward 4</p> <p><b><u>Mid Maine Waste Action Corporation (MMWAC):</u></b>          Leroy Walker, Ward 5</p> <p><b><u>Railroad:</u></b>          Robert Stone, Ward 2</p> <p><b><u>Recreation Advisory Board:</u></b>          Leroy Walker, Ward 5</p> <p><b><u>Sewerage District:</u></b>          TBD</p> <p><b><u>Water District:</u></b>          TBD</p>
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**IN COUNCIL REGULAR MEETING NOVEMBER 16, 2015 VOL. 34 PAGE 195**

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

**I. Consent Items - None**

**II. Minutes**

- November 2, 2015 Regular Council Meeting

Motion was made by Councilor LaFontaine and seconded by Councilor Walker to accept the minutes of the November 2, 2015 Council meeting. Passage 7-0.

**III. Communications, Presentations and Recognitions**

Assistant City Manager, Denis D'Auteuil, presented Councilors Gerry, Lee, LaFontaine, Hayes, and Crowley each with a plaque thanking them for their years of service as City Councilors.

**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*.

Larry Pelletier, 129 Second Street took a moment to thank the City Council for their service to the City of Auburn.

**V. Unfinished Business - None**

**VI. New Business**

**1. Order 92-11162015**

Accepting Hickory Drive as a City Street.

Motion was made by Councilor LaFontaine and seconded by Councilor Lee to accept Hickory Drive as a City Street.

Public comment – no one from the public spoke. Passage 7-0.

**2. Order 93-11162015**

Authorizing the City Manager to enter into a Master Lease Agreement for Cellular Micro-site Locations on City poles or Structures with Portland Cellular Partnership, a Maine general partnership, d/b/a Verizon Wireless.

Motion was made by Councilor LaFontaine and seconded by Councilor Walker authorizing the City Manager to enter into a Master Lease Agreement for Cellular Micro-site Locations on City poles or Structures with Portland Cellular Partnership, a Maine general partnership, d/b/a Verizon Wireless.

Public comment – no one from the public spoke. Passage 7-0.

**3. Resolve 08-11162015**

Support and approve staff to apply for a Recreational Trails Program Grant.

Motion was made by Councilor LaFontaine and seconded by Councilor Walker to support and approve staff to apply for a Recreational Trails Program Grant, and the Resolve will include the cost analysis for equipment and staff time being committed as part of the FY16-17 budget which totals \$32,285.01.

Public comment – no one from the public spoke. Passage 7-0.

**VII. Executive Session - none**

**VI. Reports**

**Mayor LaBonté** – no report

**Councilor Gerry** – reported on the Lewiston Auburn Transit Center. Their audit will be included in the AVCOG audit. She also wanted to thank the Auburn residents for the support they've given her during her time as City Councilor.

**Councilor Walker** – Thanked the outgoing Councilors for their service.

**Councilor Lee** – Wanted to thank the following groups of people – the current Council, City staff, and the residents of Auburn.

**Councilor LaFontaine** – Expressed her appreciation to the residents and voters of the City, congratulated the new Councilors, thanked the current Mayor and Council, and provided words of advice to the new Council to keep communication open and honest, respect the roles as fellow Councilor, Mayor or City Staff, honor the work of the School Committee, work together with collaboration and conversation, not confrontation. She also thanked City Staff for the work they do.

**Councilor Hayes** – Thanked Ward 2 residents for giving him the opportunity to serve, he thanked City Staff, and he said that he echoed the comments made earlier, in particular working in collaboration both inside the City and outside not only with Lewiston but regionally as well.

**Councilor Crowley** – Recreation Advisory Committee – Ravi Sharma submitted his resignation and the City is recruiting a new Director to fill his role, Jasmine McCloughlin (Recreation Specialist) has been working on the holiday celebration and is leading the work on Winter Festival. Auburn Water District Report – revenue remains favorable and it is expected they will have about \$800,000 on hand at year end. The overall water quality of the lake remains excellent as compared against historic measures. November 19<sup>th</sup> meeting will focus on the budget, and the Board of Trustees for both Water and Sewerage have hired Sid Hazelton as the Superintendent of the Districts. Auburn Sewerage Report – she thanked the Mayor for providing her the opportunity to serve, the

financial position of the district has been greatly impacted by the significant reduction in service for Cascades Auburn Fiber and they will likely not meet budget targets, she gave her sewer tip of the month – Do not put egg shells down your sewer system (garbage disposal). Ward 1 report – thanked family, friends, and constituents who attended the Veterans Day thank you event, she thanked all of the Veterans who have served our country, November 17<sup>th</sup> she will be delivering dictionaries to all 3<sup>rd</sup> graders at East Auburn School, Thursday, November 19<sup>th</sup> is Dedication Day, November 28<sup>th</sup> will be the Festival of Arts and Lights as well as the Parade of Lights in the downtown area. The City is seeking applicants to volunteer to serve on Boards and Committees. She reminded residents of the dangers of carbon monoxide poisoning. She talked about the history of the Thanksgiving Holiday and wished all a Happy Thanksgiving.

**Councilor Young** – Great Falls TV Advisory board has been meeting every week. They think they will meet the deadline for their by-laws to be approved. He noted with sadness that the Chair of the committee (Ed Desgrosseilliers) has submitted his resignation and Phil Nadeau has stepped into that role. The Androscoggin Historical Society will be meeting to talk about media formats (pamphlets, leaflets, postcards, etc.) and will have some on display.

**City Manager Report (Assistant Manager, Denis D’Auteuil)** – Great Falls TV move is complete with just a few minor issues to walk through. He also thanked all of the outgoing Councilors for their service and he is also looking forward to working with the incoming Council.

**Finance Director, Jill Eastman** – October 2015 Monthly Finance Report

Motion was made by Councilor Crowley and seconded by Councilor Lee to accept and place on file the October 2015 monthly finance report. Passage 7-0.

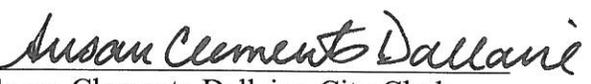
**IX. Open Session** - Members of the public are invited to speak to the Council about any issue directly related to City business which is *not on this agenda*.

Alfreda Fournier, 43 Davis Avenue thanked the Council for their service and for keeping in mind the needs of the residents. She commented that she found an old news clipping which had to do with teaching students about city government and in looking at it she saw a collegiality of city, school, and county. It was a triangular connection that operated as a unit, and for the betterment of the community. She said she is hoping to see that again moving forward.

**X. Adjournment**

Motion was made by Councilor LaFontaine and seconded by Councilor Crowley to adjourn. All were in favor, the meeting adjourned at 7:43 PM.

A True Copy.

ATTEST   
Susan Clements-Dallaire, City Clerk

James F. Pross, Ward One  
Robert D. Stone, Ward Two  
Andrew D. Titus, Ward Three  
Ernestine M. Gilbert, Ward Four



Leroy G. Walker, Sr., Ward Five  
Grady R. Burns, At Large  
David C. Young, At Large

Jonathan P. LaBonté, Mayor

**Order # XX-01042016**

**TITLE: ORDER - AUTHORIZING ISSUANCE OF GENERAL OBLIGATION REFUNDING BONDS AND A TAX LEVY THEREFOR**

**WHEREAS:** the City of Auburn has previously issued the following series of its general obligation bonds in furtherance of various municipal purposes (the "Prior Bonds"):

- \$13,000,000 2006 General Obligation Bonds dated November 1, 2006;

**WHEREAS:** due to the drop in available interest rates, the City desires to refund and refinance the \$4,405,000 callable portions of the Prior Bonds through issuance of its general obligation refunding bonds;

**Now therefore, be It Ordered by the Auburn City Council,** following a public hearing duly called and held as required by Article 8, Section 8.13 of the Auburn City Charter:

THAT there be and hereby is authorized the issuance and sale of the City's general obligation bonds in the amount of \$4,405,000, the proceeds of which, including premium, if any, and investment earnings thereon, are hereby appropriated for the following purpose (including costs of issuance, redemption premium interest to the redemption date, and any other costs related or ancillary thereto):

<b>Amount</b>	<b>Category</b>
<b>\$4,405,000</b>	<b>Advance Refund the Prior Bonds described above</b>

THAT the bonds shall be issued as authorized hereunder and shall be signed by the City's Finance Director and its Treasurer, attested by the City Clerk under the seal of the City. A tax levy is hereby provided for each fiscal year that the bonds authorized hereunder remain outstanding to meet the annual installments of principal and interest as may accrue in each respective year. The bonds may be issued at one time or from time to time, either singly or in series, and the authority and discretion to fix method of sale, issue date, maturities, denominations, interest rate, place of payment, form and other details of said bonds and notes, and to take all other actions and to sign and deliver all other documents, certificates and agreements in order to provide for the sale thereof is hereby delegated to the City's Finance Director.

THAT the bonds authorized hereunder may be made subject to call for redemption, either with or without premium, on such terms as may be determined by the Finance Director.

THAT the authority and discretion to designate the bond or notes, or a portion thereof, as qualified tax-exempt obligations under Section 265 of the Internal Revenue Code of 1986, as amended, is hereby delegated to the Finance Director.

THAT the City's Finance Director, Treasurer, Clerk, and other proper officials of the City be, and hereby are, authorized and empowered in its name and on its behalf to do or cause to be done all such acts and things, and to execute, deliver, file, approve, and record all such financing documents, refunding escrow agreements,

James F. Pross, Ward One  
Robert D. Stone, Ward Two  
Andrew D. Titus, Ward Three  
Ernestine M. Gilbert, Ward Four



Leroy G. Walker, Sr., Ward Five  
Grady R. Burns, At Large  
David C. Young, At Large

Jonathan P. LaBonté, Mayor

contracts, agreements, certificates, and other documents as may be necessary or advisable, with the advice of counsel for the City, to carry out the provisions of the resolutions heretofore adopted at this meeting in connection with the refunding of the Prior Bonds, as may be necessary or desirable.

THAT if the Finance Director, Treasurer, or Clerk are for any reason unavailable to approve and execute the bonds or any related financing documents, the person or persons then acting in any such capacity, whether as an assistant, a deputy, or otherwise, is authorized to act for such official with the same force and effect as if such official had himself or herself performed such act.

THAT the authority to issue the bonds authorized hereunder shall automatically expire 2 years from the date of adoption of this Order.

THAT this order is a declaration of official intent pursuant to Treas. Reg. § 1.150-2 and shall be kept available for public inspection during reasonable business hours at the office of the City Clerk.

A Public Notice describing the general purpose of the borrowing and the terms thereof was published on or before December 21, 2015, in the Lewiston Sun-Journal, a daily newspaper published in the City of Auburn and in Androscoggin County.

A public hearing was held on January 4, 2016.

**CITY OF AUBURN  
PUBLIC HEARING**

The Auburn City Council will hold a public hearing on Monday, January 4, 2016 at 7:00 PM in the Council Chambers, Auburn Hall, 60 Court Street on a proposed order authorizing the City's general obligation refunding bonds in the amount of \$4,405,000 to refinance previously issued bonds of the City in order to reduce debt service. The proposed bond order is available for inspection at the City Clerk's office. This public hearing is in compliance with the provision of Section 8.13 of the City Charter;

Following the public hearing, the City Council expects to conduct a second reading and to take final action on the proposed order at its January 19, 2016 meeting.

*Public hearing to be published 12/18/2015*



## City Council Information Sheet

City of Auburn

**Council Workshop or Meeting Date:** 12/21/2015

**Order** 96-12212015

**Author:** Susan Clements-Dallaire

**Subject:** Liquor License and Special Amusement Request for Lost Valley Management, LLC., D/B/A Lost Valley

**Information:** Lost Valley Management, LLC., D/B/A Lost Valley located at 200 Lost Valley Road has changed ownership. The new owners are applying for a Liquor License (Food Service Class I -Spirituous, Vinous, Malt), and a Special Amusement Permit. Police, Fire, and Code have completed the necessary inspections and have all granted approval.

**Advantages:** Will continue to attract patrons, both local and out of town and helps to promote Auburn as a business friendly community and a nice place to visit.

**Disadvantages:** The potential for disorderly conduct.

**City Budgetary Impacts:** None

**Staff Recommended Action:** Public hearing and recommend passage.

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

**Attachments:**

Applications

Background check

Public notice

Order 96-12212015

**BUREAU OF ALCOHOLIC BEVERAGES  
DIVISION OF LIQUOR LICENSING & ENFORCEMENT  
8 STATE HOUSE STATION  
AUGUSTA, ME 04333-0008**



Promise by any person that he or she can expedite a liquor license through influence should be completely disregarded.

To avoid possible financial loss an applicant, or prospective applicant, should consult with the Division before making any substantial investment in an establishment that now is, or may be, attended by a liquor license.

**DEPARTMENT USE ONLY**

**LICENSE NUMBER:** \_\_\_\_\_ **CLASS:** \_\_\_\_\_

**DEPOSIT DATE**

**AMT. DEPOSITED:** \_\_\_\_\_ **BY:** \_\_\_\_\_

**CK/MO/CASH:** \_\_\_\_\_

**PRESENT LICENSE EXPIRES** 11/14/15

**INDICATE TYPE OF PRIVILEGE:**  MALT  SPIRITUOUS  VINOUS

**INDICATE TYPE OF LICENSE:**

- RESTAURANT (Class I,II,III,IV)
- HOTEL-OPTINONAL FOOD (Class I-A)
- CLASS A LOUNGE (Class X)
- CLUB (Class V)
- TAVERN (Class IV)

- RESTAURANT/LOUNGE (Class XI)
- HOTEL (Class I,II,III,IV)
- CLUB-ON PREMISE CATERING (Class I)
- GOLF CLUB (Class I,II,III,IV)
- OTHER: \_\_\_\_\_

**REFER TO PAGE 3 FOR FEE SCHEDULE**

**ALL QUESTIONS MUST BE ANSWERED IN FULL**

<b>1. APPLICANT(S) –(Sole Proprietor, Corporation, Limited Liability Co., etc.)</b> Robert S. Shanaman DOB: 7/21/71			<b>2. Business Name (D/B/A)</b> Lost Valley Management, LLC DBA Lost Valley		
<b>DOB:</b>			<b>Location (Street Address)</b> 200 Lost Valley Rd		
<b>DOB:</b>			<b>City/Town</b> AUBURN		
<b>Address</b> 146 Hare Rd.			<b>State</b> ME		
			<b>Zip Code</b> 04210		
			<b>Mailing Address</b> 200 Lost Valley Rd		
<b>City/Town</b> Milton		<b>State</b> NH	<b>City/Town</b> AUBURN		<b>State</b> ME
<b>Zip Code</b> 03851			<b>Zip Code</b> 04210		
<b>Telephone Number</b> 207-784-1561		<b>Fax Number</b> 207-784-0735		<b>Business Telephone Number</b> 207 784 1561	
<b>Federal I.D. #</b>				<b>Fax Number</b> 207 784 0735	
			<b>Seller Certificate #</b>		

- 3. If premises is a hotel, indicate number of rooms available for transient guests: NA
- 4. State amount of gross income from period of last license: ROOMS \$ NA FOOD \$ \_\_\_\_\_ LIQUOR \$ \_\_\_\_\_
- 5. Is applicant a corporation, limited liability company or limited partnership? YES  NO
- complete Supplementary Questionnaire ,If YES
- 6. Do you permit dancing or entertainment on the licensed premises? YES  NO

7. If manager is to be employed, give name: Phil Brushwem
8. If business is NEW or under new ownership, indicate starting date: 10/7/15  
 Requested inspection date: 11/19/15 Business hours: 9-5
9. Business records are located at: 200 Lost Valley Rd., Auburn, ME
10. Is/are applicants(s) citizens of the United States? YES  NO
11. Is/are applicant(s) residents of the State of Maine? YES  NO

12. List name, date of birth, and place of birth for all applicants, managers, and bar managers. Give maiden name, if married:  
 Use a separate sheet of paper if necessary.

Name in Full (Print Clearly)	DOB	Place of Birth
Robert S. Shanaman	7/21/71	Reading, PA
Philip Brushwem	7/4/51	Lewiston, ME

Residence address on all of the above for previous 5 years (Limit answer to city & state)

Shanaman - Milton, NH  
Brushwem - Auburn, ME

13. Has/have applicant(s) or manager ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States? YES  NO

Name: \_\_\_\_\_ Date of Conviction: \_\_\_\_\_  
 Offense: \_\_\_\_\_ Location: \_\_\_\_\_  
 Disposition: \_\_\_\_\_

14. Will any law enforcement official benefit financially either directly or indirectly in your license, if issued?  
 Yes  No  If Yes, give name: \_\_\_\_\_

15. Has/have applicant(s) formerly held a Maine liquor license? YES  NO

16. Does/do applicant(s) own the premises? Yes  No  If No give name and address of owner:  
Connie King, Lost Valley Inc., 200 Lost Valley Rd., Auburn, ME

17. Describe in detail the premises to be licensed: (Supplemental Diagram Required) Ski Area lodge

18. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services?  
 YES  NO  Applied for: \_\_\_\_\_

19. What is the distance from the premises to the NEAREST school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? 1 mile Which of the above is nearest? church

20. Have you received any assistance financially or otherwise (including any mortgages) from any source other than yourself in the establishment of your business? YES  NO

If YES, give details: \_\_\_\_\_

The Division of Liquor Licensing & Inspection is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.

NOTE: "I understand that false statements made on this form are punishable by law. Knowingly supplying false information on this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up to \$2,000 or both."

All fees must accompany application, made payable to the **Treasurer of Maine**. This application must be completed and mailed to Bureau of Alcoholic Beverages and Lottery Operations, Division of Liquor Licensing and Enforcement, 8 State House Station, Augusta ME 04333-0008. Payments by check subject to penalty provided by Title 28A, MRS, Section 3-B.

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State of Maine  
Bureau of Alcoholic Beverages  
Division of Liquor Licensing and Enforcement

Supplemental Information Required for  
Business Entities Who Are Licensees

For Office Use Only:  
License #: \_\_\_\_\_  
Date Filed: \_\_\_\_\_

For information required for Questions 1 to 4, this information is on file with the Maine Secretary of State's office and must match their record information. Please clearly complete this form in its entirety.

- Exact legal name:  
Lost Valley Management, LLC
- Other business name for your entity (DBA), if any:  
Lost Valley
- Date of filing with the Secretary of State: 10/7/15
- State in which you are formed: ME
- If not a Maine business entity, date on which you were authorized to transact business in the State of Maine: \_\_\_\_\_
- List the name and addresses for previous 5 years, birth dates, titles of officers, directors and list the percentage ownership: (attached additional sheets as needed)

Name	Address for Previous 5 years	Date of Birth	Ownership %
Robert Scott Shanahan	146 Hare Rd, Milton, NH	7/21/71	100

7. Is any principal person involved with the entity a law enforcement official?

Yes  No

8. If Yes to Question 7, please provide the name and law enforcement agency:

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Name: \_\_\_\_\_ Agency: \_\_\_\_\_

9. Has any principal person involved in the entity ever been convicted of any violation of the law, other than minor traffic violations, in the United States?

Yes  No

10. If Yes to Question 9, please complete the following: (attached additional sheets as needed)

Name: \_\_\_\_\_

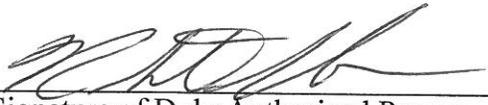
Date of Conviction: \_\_\_\_\_

Offense: \_\_\_\_\_

Location of Conviction: \_\_\_\_\_

Disposition: \_\_\_\_\_

**Signature:**

  
\_\_\_\_\_  
Signature of Duly Authorized Person

11/18/15  
\_\_\_\_\_  
Date

R. Scott Shanaman  
\_\_\_\_\_  
Print Name of Duly Authorized Person

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If you have questions regarding the legal name or assumed (DBA) name on file with the Secretary of State's office, please call (207) 624-7752. The SOS can only speak to the information on file with their office, not the filing of this supplemental information – please direct any questions about this form to our office at the number below.

Submit Completed Forms To: Bureau of Alcoholic Beverages and Lottery  
Operations Division of Liquor Licensing Enforcement  
8 State House Station Augusta, Me 04333-0008  
Telephone Inquiries: (207) 624-7220  
Fax: (207) 287-3434  
Email Inquiries: [MaineLiquor@Maine.gov](mailto:MaineLiquor@Maine.gov)

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Dated at: Auburn, ME on 11/18/15, 20 15  
Town/City, State Date

[Signature]  
Signature of Applicant or Corporate Officer(s)  
R. Scott Sherman  
Print Name

**Please sign in blue ink**

\_\_\_\_\_  
Signature of Applicant or Corporate Officer(s)  
\_\_\_\_\_  
Print Name

**NOTICE – SPECIAL ATTENTION**

All applications for NEW or RENEWAL liquor licenses must contact their Municipal Officials or the County Commissioners in unincorporated places for approval of their application for liquor licenses prior to submitting them to the bureau.

**THIS APPROVAL EXPIRES IN 60 DAYS.**

**FEE SCHEDULE**

<b>Class I</b>	Spirituos, Vinous and Malt .....	\$ 900.00	
	<b>CLASS I:</b> Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers; OTB.		
<b>Class I-A</b>	Spirituos, Vinous and Malt, Optional Food (Hotels Only) .....	\$1,100.00	
	<b>CLASS I-A:</b> Hotels only that do not serve three meals a day.		
<b>Class II</b>	Spirituos Only .....	\$ 550.00	
	<b>CLASS II:</b> Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; and Vessels.		
<b>Class III</b>	Vinous Only .....	\$ 220.00	
	<b>CLASS III:</b> Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.		
<b>Class IV</b>	Malt Liquor Only .....	\$ 220.00	
	<b>CLASS IV:</b> Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.		
<b>Class V</b>	Spirituos, Vinous and Malt (Clubs without Catering, Bed & Breakfasts) .....	\$ 495.00	
	<b>CLASS V:</b> Clubs without catering privileges.		
<b>Class X</b>	Spirituos, Vinous and Malt – Class A Lounge .....	\$2,200.00	
	<b>CLASS X:</b> Class A Lounge		
<b>Class XI</b>	Spirituos, Vinous and Malt – Restaurant Lounge .....	\$1,500.00	
	<b>CLASS XI:</b> Restaurant/Lounge; and OTB.		
<b>FILING FEE</b> .....		\$ 10.00	

**UNORGANIZED TERRITORIES** \$10.00 filing fee shall be paid directly to County Treasurer. All applicants in unorganized territories shall submit along with their application evidence of payment to the County Treasurer.

STATE OF MAINE

Dated at: \_\_\_\_\_, Maine \_\_\_\_\_ SS
City/Town (County)
On: \_\_\_\_\_ Date

The undersigned being: \_\_\_\_\_ Municipal Officers \_\_\_\_\_ County Commissioners of the
\_\_\_\_\_ City \_\_\_\_\_ Town \_\_\_\_\_ Plantation \_\_\_\_\_ Unincorporated Place of: \_\_\_\_\_, Maine

Hereby certify that we have given public notice on this application and held public hearing thereon as required by Section 653 Title 28A, Main Revised Statutes and herby approve said application.

THIS APPROVAL EXPIRES IN 60 DAYS

NOTICE - SPECIAL ATTENTION

§ 653. Hearings; bureau review; appeal

1. Hearing. The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place located, shall hold a public hearing for the consideration of applications for new on-premise licenses and applications for transfer of location of existin on-premise licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licen es, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, tl applicant may request a waiver of the hearing.

- A. The bureau shall prepare and supply application forms. [1993, c.730, §27(amd).]
B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section l causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before tl date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the da of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located. [1995, c.140, §4 (amd).]
C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premise l cense, for transfer of the location of an existing on-premise license or for renewal of an on-premise license within 60 days of the filing of a application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of tl application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applic tions pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed c or after the effective date of this paragraph. This paragraph applies to an existing on-premise license that has been extended pending renew The municipal officers or the county commissioners shall take final action on an on-premise license that has been extended pending renew with 120 days of the filing of the application. [1999, c589, §1 (amd).]

2. Findings. In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision ar provide a copy to the applicant. A license may be denied on one or more of the following grounds:

- A. Conviction of the applicant of any Class A, Class B or Class c crime: [1987, c45, Pt.A§4 (new).]
B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liqu control; [1987, c.45, Pt.A§4(new).]
C. Conditions of record such as waste disposal violations, health or safety violation or repeated parking or traffic violations on or in the vicini of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by perso patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses resi ing or located in the vicinity of the licensed premises to use their property in a reasonable manner; [1993, c.730, §27 (amd).]
D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the l censed premises and caused by persons patronizing or employed by the licensed premises; [1989, c.592,§3 (amd).]
E. A violation of any provision of this Title; and [1989, c.592, §3 (amd).]
F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of se tion 601. [1989, c.592, §4 (new).]

[1993, c730, §27 (amd).]

3. Appeal to bureau. Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the b reau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requiremen and findings referred to in subsection 2.

A. [1993, c.730, §27 (rp).]

4. No license to person who moved to obtain a license. (REPEALED)

5. (TEXT EFFECTIVE 3/15/01) Appeal to District Court. Any person or governmental entity aggrieved by a bureau decision under this section ma appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of tl appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

Police: OK 12/07/15  
Fire: OK 12/10/15  
Code: OK 12/04/15  
Tax: OK 12/14/15

# CITY OF AUBURN FOOD LICENSE APPLICATION



New  Renewal  Change

Application date 11/19/15 Planned opening date 11/19/15 Expiration date \_\_\_\_\_

License applied for Food Service Establishment (FSE) – Class I

List changes from last license \_\_\_\_\_

Business Hours of operation \_\_\_\_\_ Sq Footage 5025  
Fee \$ 600.00 (Based on square footage and type of service)

- Fee \$500.00 (1-2999 square feet)
- Fee \$600.00 (3000-5999 square feet)
- Fee \$700.00 (6000-up)

Please attach a copy of the following: Floor Plan/facility diagram, menu or draft menu, certified food handler certificate with date of certification, and a copy of all state licenses applicable to this application or date of application.

**ALL QUESTIONS MUST BE ANSWERED IN FULL**  
(Use back of application if necessary)

*Vol. 1-3*

7862642  
APPLICANT

\*\*\*\*\*

**BUSINESS**

Business name LOST VALLEY MANAGEMENT LLC Owner's name ROBERT S. SHANAMAN

Business address 600 LOST VALLEY RD Maiden name/ A/K/A \_\_\_\_\_

City AUBURN State ME Zip 04210 Date of birth 7/21/71

Mailing address 600 LOST VALLEY RD Home address 146 HARE RD

City AUBURN State ME Zip 04210 City MILTON State NH Zip 03851

Business phone 2077848501 Mailing Address 146 HARE RD

Email SSHANAMAN@GMAIL.COM City MILTON State NH Zip 03851

Please indicate address to mail license: Business / Applicant \_\_\_\_\_ Home phone \_\_\_\_\_

\*\*\*\*\*

Is applicant a corporation or LLC in the State of Maine? Yes  No   
(If answer is "Yes", complete Supplementary Questionnaire for Corporate Applicants)

List all residences, including all places of business, within the last 5 years:

Address 146 Hare Rd. City Milton State NH How long 9 years  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ How long \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ How long \_\_\_\_\_

Has applicant(s) ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States, within the past 5 years? Yes \_\_\_\_\_ No  (If yes, complete the following)

Name \_\_\_\_\_ Date of conviction \_\_\_\_\_  
Offense \_\_\_\_\_ Location \_\_\_\_\_  
Disposition \_\_\_\_\_

If manager is to be employed, complete the following:

PHILIP L BRUSHWEIN 61 BLACK CAT RD 2077848551 7/4/51  
Name Home address Phone Date of birth

Has manager ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States, within the past 5 year? Yes \_\_\_\_\_ No  (If yes, complete the following)

Name \_\_\_\_\_ Date of conviction \_\_\_\_\_  
Disposition \_\_\_\_\_ Location \_\_\_\_\_

Does applicant(s) own the premises? Yes  No \_\_\_\_\_ (If "No", give name and address of owner)

Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone Number \_\_\_\_\_ Email \_\_\_\_\_

\*\*\*\*\*

Food Service Establishment, Seating 250 Occupancy load 450

Criminal record and/or revocation of driver's license (include driving violations) during the last 5 years:

<u>Date</u>	<u>Charge</u>	<u>Court</u>	<u>Disposition</u>

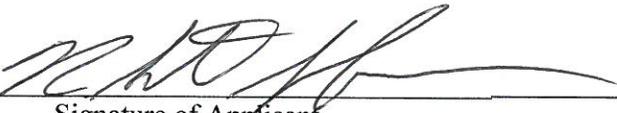
THE OMISSION OF FACTS OR ANY MISREPRESENTATION OF ANY OF THE INFORMATION ON THIS APPLICATION SHALL BE SUFFICIENT GROUNDS FOR THE REFUSAL OF SUCH LICENSE.

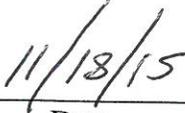
**Chapter 14-Business Licenses & Permits-Article II Sec.14-34 Certification from City Officials** Before a license is issued the City Clerk shall submit the application for certification to the Code Enforcement Officer, Fire Chief, Chief of Police and City Treasurer. Please allow at least 3 weeks for this process.

**CERTIFICATE OF APPLICANT AND WAIVER OF CONFIDENTIALITY**

**\*\*\*READ CAREFULLY BEFORE SIGNING\*\*\***

I hereby authorize the release of any criminal history record information to the City Clerk's Office or Licensing Authority. I understand that this information shall become public record, and I hereby waive any rights of privacy with respect hereto.

  
\_\_\_\_\_  
Signature of Applicant

  
\_\_\_\_\_  
Date

**IF A CORPORATION, MUST FILE A COPY OF CORPORATE PAPERS**

**ADDITIONAL COMMENTS OR CONDITIONS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Philip Brushwein  
Last valley - 784-1561  
cell - 402-0289  
→ mgr.

**STAFF  
DO NOT COMPLETE**

RECOMMENDATION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



City of Auburn, Maine  
"Maine's City of Opportunity"

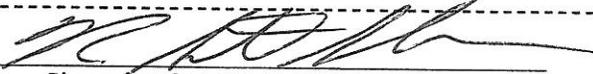
Office of the City Clerk

**SUPPLEMENTARY QUESTIONNAIRE FOR CORPORATE APPLICANTS, LIMITED LIABILITY COMPANIES, AND LIMITED PARTNERSHIPS**

- 1. Exact Corporate Name: Lost Valley Management, LLC  
Business D/B/A Name: Lost Valley
- 2. Date of Incorporation: 10/7/15
- 3. State in which you are incorporated: ME
- 4. If not a Maine Corporation, date corporation was authorized to transact business within the State of Maine: \_\_\_\_\_
- 5. List the name and addresses for previous 5 years, birth dates, titles of officers, directors and list the percent of stock owned:

Name	<i>Print Clearly</i> Address Previous 5 years	Birth Date	% of Stock	Title
Robert S. Shanahan	146 Hare Rd., Milton, NH 03851	7/21/71	100	Mgr. Member

- 6. What is the amount of authorized stock? N/A Outstanding Stock? N/A
- 7. Is any principal officer of the corporation a law enforcement official? Yes  No
- 8. Has applicant(s) or manager ever been convicted of any violation of the law, other than minor traffic violations, of the United States? Yes  No
- 9. If YES, please complete the following: Name: \_\_\_\_\_  
Date of Conviction: \_\_\_\_\_ Offense: \_\_\_\_\_  
Location: \_\_\_\_\_ Disposition: \_\_\_\_\_  
Dated at: \_\_\_\_\_ City/Town \_\_\_\_\_ On: \_\_\_\_\_ Date \_\_\_\_\_

-----  
  
 Signature of Duly Authorized Officer  
Robert S. Shanahan  
 Print Name of Duly Authorized Officer  
 \_\_\_\_\_  
 Date 11/18/15

RV 4/2011



60 Court Street  
Auburn, Maine 04210  
Tel: (207) 333-6601 ext. 1158  
Fax: (207) 333-6625

# RECEIPT

**BILL TO:**  
Philip Brushwein

Receipt Number: TRC-008139-04-12-2015

Date: 12/04/2015

**Amount**

## PRIMARY FEES

Invoice Number: 7648

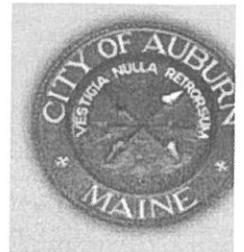
Class I Spirituous, Vinous and Malt

\$600.00

## PAYMENTS RECEIVED

Date	Payment Method	Check Number	Amount Received
12/04/2015	Check	1008	\$600.00
	<b>Total Payment</b>		<b>\$600.00</b>
	Change Due		\$0.00

Police: DK 12107115  
Fire: DK 12110115  
Code: DK 12104115  
Fax: DK 12114115



**City of Auburn**  
**Special Amusement Permit**  
**Application & Re-Application**  
**LICENSE / APPLICATION FEE: \$125.00**

DATE OF APPLICATION: 11/18/15

- CLASS A – RESTAURANTS WITH ENTERTAINMENT, ~~WHICH DOES NOT HAVE DANCING.~~
- CLASS B – LOUNGES / BARS WITH ENTERTAINMENT, WHICH DOES NOT HAVE DANCING.
- CLASS C – EITHER RESTAURANTS OR LOUNGES / BARS WITH ENTERTAINMENT, INCLUDING DANCING.
- CLASS D – FUNCTION HALLS WITH ENTERTAINMENT, INCLUDING DANCING.

**RENEWAL APPLICANTS: HAS ANY OR ALL OWNERSHIP CHANGED SINCE YOUR LAST APPLICATION?**      YES      NO

BUSINESS NAME: LOST VALLEY MANAGEMENT LLC

PHYSICAL ADDRESS: 200 LOST VALLEY RD

(IF A NEW BUSINESS, WHAT WAS FORMERLY IN THIS LOCATION: SAME)

MAILING ADDRESS: 200 LOST VALLEY RD AUBURN ME 04210

BUSINESS TELEPHONE NUMBER: 2077841561

**OWNER(S): MUST LIST EVERY PERSON OR CORPORATION WHO HAS A FINANCIAL INTEREST IN THE BUSINESS. USE ADDITIONAL PAPER IF NECESSARY.**

1. OWNER: ROBERT S SHAWMAN  
DATE OF BIRTH: 7/21/71  
ADDRESS: 146 HARE RD MILTON NH 03851  
PRIMARY TELEPHONE NUMBER: 207 7841561  
SECONDARY TELEPHONE NUMBER cell phone #- 603-617-0710

2. OWNER: \_\_\_\_\_  
DATE OF BIRTH: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PRIMARY TELEPHONE NUMBER: \_\_\_\_\_  
SECONDARY TELEPHONE NUMBER \_\_\_\_\_

3. OWNER: \_\_\_\_\_  
DATE OF BIRTH: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PRIMARY TELEPHONE NUMBER: \_\_\_\_\_  
SECONDARY TELEPHONE NUMBER \_\_\_\_\_

HAS THE APPLICANT / PARTNERS AND OR CORPORATION OFFICERS EVER BEEN ARRESTED, INDICTED OR CONVICTED OF ANY VIOLATION OF LAW? NO

IF YES, LIST WHO, THE DATE, THE LOCATION AND THE OFFENSE(S) CHARGED. \_\_\_\_\_

DOES THE ISSUANCE OF THIS LICENSE DIRECTLY OR INDIRECTLY BENEFIT ANY CITY EMPLOYEE(S)?  YES  NO

IF YES, LIST THE NAME(S) OF EMPLOYEE(S) AND DEPARTMENT(S): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HAVE ANY OF THE APPLICANTS, INCLUDING THE CORPORATION IF APPLICABLE, EVER HELD A BUSINESS LICENSE WITH THE CITY OF AUBURN?  YES  NO

IF YES, PLEASE LIST THE BUSINESS NAME(S) AND LOCATION(S) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DESCRIBE IN DETAIL THE KIND AND NATURE OF BUSINESS AND PROPOSED ENTERTAINMENT AND / OR DANCING.

SKI AREA  
APLS SKI ENTERTAINMENT / DANCING  
LIVE BANDS - DJ'S FOR REUNIONS  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE CHECK OFF THE DAYS THAT YOU WILL BE OPEN AND FILL IN THE HOURS OF OPERATION.

SUNDAY	<input checked="" type="checkbox"/>	HOURS:	9 - 1 AM
MONDAY	<input checked="" type="checkbox"/>	HOURS:	3 - 1 AM
TUESDAY	<input checked="" type="checkbox"/>	HOURS:	3 - 1 AM
WEDNESDAY	<input checked="" type="checkbox"/>	HOURS:	1 - 1 AM
THURSDAY	<input checked="" type="checkbox"/>	HOURS:	3 - 1 AM
FRIDAY	<input checked="" type="checkbox"/>	HOURS:	10 - 1 AM
SATURDAY	<input checked="" type="checkbox"/>	HOURS:	9 - 1 AM

DESCRIBE IN DETAIL THE ROOM(S) TO BE USED UNDER THE PERMIT. SEE ATTACHED FLOOR PLAN

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ATTACH A DIAGRAM OR FLOOR PLAN OF YOUR BUSINESS. ON THE DIAGRAM PLEASE LIST THE FOLLOWING:

1. MAIN ENTRANCE
2. SECONDARY ENTRANCES
3. FIRE ESCAPES
4. FIRE EXTINGUISHERS
5. DESIGNATED SMOKING AREAS
6. LOCATION OF STATIONARY SECURITY PERSONNEL
7. FOOD SERVING OR PREPARATION AREAS
8. THE DIRECTION OF ANY SPEAKERS
9. THE DANCING AREA
10. LOCATIONS WHERE ALCOHOL WILL BE SOLD

ATTACH A TYPED LIST OF ALL EMPLOYEES INCLUDING THE FOLLOWING INFORMATION:

- NAME (TO INCLUDE ALL PREVIOUS NAMES USED)
- DATE OF BIRTH
- ADDRESS
- IF THEY HAVE EVER BEEN EVER BEEN ARRESTED, INDICTED OR CONVICTED OF ANY VIOLATION OF LAW? \_\_\_\_\_

IF YES, LIST THE DATE, THE LOCATION AND THE OFFENSE(S) CHARGED. \_\_\_\_\_

HAS THE HAS THE APPLICANT / PARTNERS AND OR CORPORATION OFFICERS EVER HAD A SPECIAL AMUSEMENT LICENSE DENIED OR REVOKED? No

IF YES, LIST THE DATE, THE LOCATION AND DESCRIBE THE CIRCUMSTANCES. \_\_\_\_\_

**PLEASE BE ADVISED THAT THE APPLICANT OR RE-APPLICANT  
MAY BE REQUIRED TO COMPLY WITH THE FOLLOWING  
CONDITIONS:**

1. APPLICANT AND OR RE-APPLICANT AGREES TO HAVE TWO COUNTERS OR CLICKERS AT EACH ENTRANCE. ONE WILL BE USED TO DOCUMENT THE PATRONS THAT HAVE ENTERED THE ESTABLISHMENT. THE SECOND WILL BE USED TO DOCUMENT THE PATRONS THAT HAVE EXITED THE ESTABLISHMENT. THIS WILL GIVE THE STAFF AND PUBLIC SAFETY PERSONNEL AN ACCURATE COUNT OF PATRONS IN THE ESTABLISHMENT.
2. APPLICANT AND OR RE-APPLICANT AGREES TO HAVE THE MAXIMUM SEATING AND OR OCCUPANCY CAPACITY CLEARLY LISTED IN EACH ROOM THAT IS OPEN TO THE PUBLIC.

3. **APPLICANT AND OR RE-APPLICANT AGREES TO HAVE SECURITY AND OR STAFF STATIONED AT ALL TIMES AT ALL ENTRANCES AND EXISTS USED BY THE PUBLIC.**
  
4. **APPLICANT AND OR RE-APPLICANT AGREES TO KEEP THE DESIGNATED SMOKING AREA CLEAN AND HAVE APPROPRIATE RECEPTACLES AVAILABLE FOR THEIR PATRONS.**
  
5. **APPLICANT AND OR RE-APPLICANT AGREES TO, IF SO ORDERED BY THE CHIEF OF POLICE, TO HIRE SWORN MEMBERS OF THE AUBURN POLICE DEPARTMENT FOR SECURITY. THE RATE WILL BE AT THE CURRENT CITY OF AUBURN DETAIL RATE. THESE OFFICERS WILL SUPPLEMENT THE EXISTING STAFF OR SECURITY. THE BELOW CHART WILL BE USED AS A GUIDE IN DETERMINING THE NUMBER OF OFFICERS REQUIRED.**

<b>Number of Attendees</b>	<b>Number of Police</b>
<b>1--200</b>	<b>2</b>
<b>201--400</b>	<b>4</b>
<b>401--600</b>	<b>6</b>
<b>601+</b>	<b>One supervisor, and one additional officer for each 200 attendees or portion thereof in excess of 601</b>

**SPECIAL AMUSEMENT PERMITS SHALL EXPIRE AT THE SAME  
TIME AS A STATE ISSUED LIQUOR LICENSE.**

**I / WE HEREBY CERTIFY THAT ALL STATEMENTS MADE IN THE APPLICATION ARE TRUE. I / WE AGREE AND UNDERSTAND THAT ANY MISSTATEMENTS OR OMISSIONS OF MATERIAL FACT HEREIN WILL RESULT IN REFUSAL OF LICENSE OR REVOCATION OF LICENSE IF ONE HAS ALREADY BEEN ISSUED.**

**IT IS UNDERSTOOD THAT THIS AND ANY APPLICATION(S) SHALL BECOME PUBLIC RECORD AND THE APPLICANT(S) HEREBY WAIVE(S) ANY RIGHTS TO PRIVACY WITH RESPECT THERETO.**

**I / WE HEREBY AUTHORIZE THE RELEASE OF ANY CRIMINAL HISTORY RECORD TO THE CITY OF AUBURN. I / WE WAIVE ANY RIGHTS TO PRIVACY WITH RESPECT THERETO.**

**I / WE AGREE TO NOT IMPLEMENT ANY CHANGES OR MODIFICATIONS AFTER RECEIVING APPROVAL OF THE SPECIAL AMUSEMENT PERMIT. (SOME EXAMPLES ARE HOURS OF OPERATION, DAYS OF OPERATION AND THE BUILDING LAYOUT)**

**ALL REQUESTS FOR MODIFICATION(S) OF THE APPROVED SPECIAL AMUSEMENT PERMIT MUST BE SUBMITTED IN WRITING TO THE CITY OF AUBURN. ANY CHANGES MADE WITHOUT APPROVAL FROM THE CITY OF AUBURN MAY RESULT IN AN IMMEDIATE SUSPENSION OF THE SPECIAL AMUSEMENT PERMIT.**

**PENALTY: (CITY OF AUBURN ORDINANCE, CHAPTER 14 SECTION 2.23, (8)-(h))**

**VIOLATION OF ANY PROVISION OF SECTION 2.23. SHALL BE PUNISHED BY A CIVIL PENALTY OF FIVE HUNDRED DOLLARS (\$500.00). EACH ACT OF VIOLATION AND EVERY DAY UPON**

**WHICH ANY SUCH VIOLATION SHALL OCCUR SHALL CONSTITUTE A SEPARATE OFFENSE. IN ADDITION TO SUCH PENALTY, THE CITY MAY ENJOIN OR ABATE ANY VIOLATION OF SECTION 2.23 BY APPROPRIATE ACTION. IN THE EVENT THAT THE CITY SHALL PREVAIL IN ANY ACTION TO ENFORCE SECTION 2.23, THE CITY SHALL RECOVER ITS COSTS OF SUIT, INCLUDING REASONABLE ATTORNEY FEES.**

IT IS UNDERSTOOD THAT I / WE WILL SUBMIT ANY ADDITIONS OR SUBTRACTIONS OF ANY FULL TIME, PART TIME OR VOLUNTEER STAFF MEMBERS WITHIN (7) SEVEN BUSINESS DAYS TO THE CITY OF AUBURN. I / WE AGREE TO SUPPLY THE REQUIRED INFORMATION ON ALL NEW EMPLOYEES. (INFORMATION REQUIRED IS FOUND ON PAGE (4) FOUR IN THIS APPLICATION.)

NAME (PRINTED) ROBERT S SHANAHAN

SIGNATURE OF INDIVIDUAL 

**IF PARTNERSHIP, BY MEMBERS OF THE PARTNERSHIP.**

NAME (PRINTED) \_\_\_\_\_

SIGNATURE OF INDIVIDUAL \_\_\_\_\_

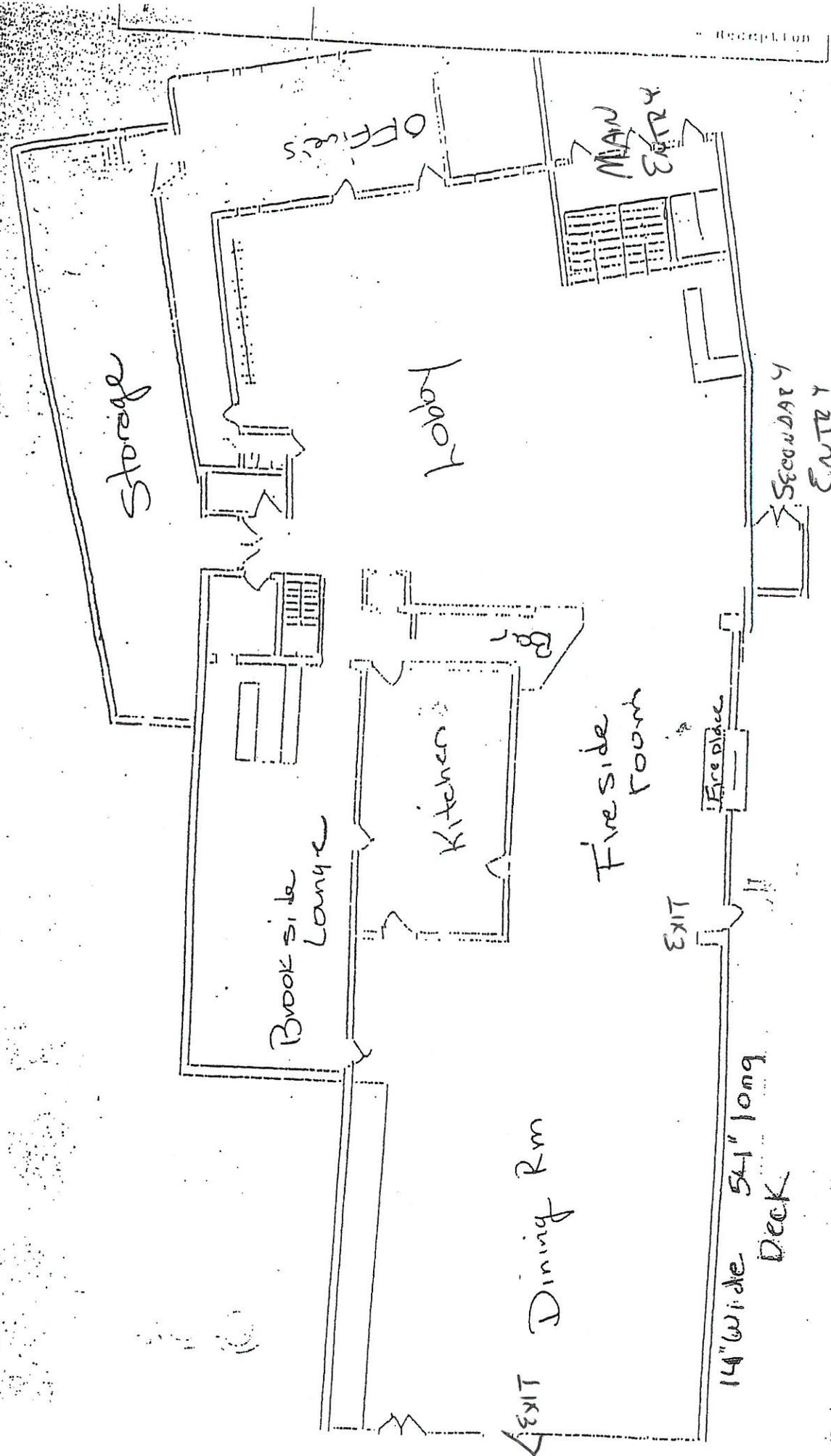
ADMINISTRATIVE USE ONLY:

1. APPLICANT AND OR RE-APPLICANT AGREES TO HAVE TWO COUNTERS OR CLICKERS AT EACH ENTRANCE. ONE WILL BE USED TO DOCUMENT THE PATRONS THAT HAVE ENTERED THE ESTABLISHMENT. THE SECOND WILL BE USED TO DOCUMENT THE PATRONS THAT HAVE EXITED THE ESTABLISHMENT. THIS WILL GIVE THE STAFF AND PUBLIC SAFETY PERSONNEL AN ACCURATE COUNT OF PATRONS IN THE ESTABLISHMENT.
  
2. APPLICANT AND OR RE-APPLICANT AGREES TO HAVE THE MAXIMUM SEATING AND OR OCCUPANCY CAPACITY CLEARLY LISTED IN EACH ROOM THAT IS OPEN TO THE PUBLIC.
  
3. APPLICANT AND OR RE-APPLICANT AGREES TO HAVE SECURITY AND OR STAFF STATIONED AT ALL TIMES AT ALL ENTRANCES AND EXISTS USED BY THE PUBLIC.
  
4. APPLICANT AND OR RE-APPLICANT AGREES TO KEEP THE DESIGNATED SMOKING AREA CLEAN AND HAVE APPROPRIATE RECEPTACLES AVAILABLE FOR THEIR PATRONS.

5. APPLICANT AND OR RE-APPLICANT AGREES TO, IF SO ORDERED BY THE CHIEF OF POLICE, TO HIRE SWORN MEMBERS OF THE AUBURN POLICE DEPARTMENT FOR SECURITY. THE RATE WILL BE AT THE CURRENT CITY OF AUBURN DETAIL RATE. THESE OFFICERS WILL SUPPLEMENT THE EXISTING STAFF OR SECURITY. THE BELOW CHART WILL BE USED AS A GUIDE IN DETERMINING THE NUMBER OF OFFICERS REQUIRED.

Number of Attendees	Number of Police
1--200	2
201--400	4
401--600	6
601+	One supervisor, and one additional officer for each 200 attendees or portion thereof in excess of 601

**Chapter 14-Business Licenses & Permits-Article II Sec.14-34 Certification from City Officials** *Before a license is issued the City Clerk shall submit the application for certification to the Code Enforcement Officer, Fire Chief, Chief of Police and City Treasurer.* Please allow at least 3 weeks for this process.



SAMPLE



60 Court Street  
Auburn, Maine 04210  
Tel: (207) 333-6601 ext. 1158  
Fax: (207) 333-6625

# RECEIPT

**BILL TO:**  
Philip Brushwein

Receipt Number: TRC-008141-04-12-2015

Date: 12/04/2015

**Amount**

## PRIMARY FEES

Invoice Number: 7650

Special Amusement	\$125.00
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## PAYMENTS RECEIVED

Date	Payment Method	Check Number	Amount Received
12/04/2015	Check	1008	\$125.00
	<b>Total Payment</b>		<b>\$125.00</b>
	Change Due		\$0.00



60 Court Street  
 Auburn, Maine 04210  
 Tel: (207) 333-6601 ext. 1158  
 Fax: (207) 333-6625

# RECEIPT

**BILL TO:**  
 Philip Brushwein

Receipt Number: TRC-008140-04-12-2015

Date: 12/04/2015

**Amount**

**PRIMARY FEES**

Invoice Number: 7649

Hearing Ad	\$100.00
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**PAYMENTS RECEIVED**

Date	Payment Method	Check Number	Amount Received
12/04/2015	Check	1008	\$100.00
	<b>Total Payment</b>		<b>\$100.00</b>
	Change Due		\$0.00



MAINE STATE BUREAU OF IDENTIFICATION  
45 Commerce Drive, Suite 1 / STATE HOUSE STATION # 42  
AUGUSTA, ME 04333  
(207) 624-7240 (VOICE)

ROBERT SHANAMAN  
146 HARE RD  
PO BOX 1386  
MILTON, NH 03851

Transaction Response #: MIQ99C706323

## Criminal History Record

### Introduction

This criminal history record was produced in response to the following request  
( Produced on 2015-12-03 ) :

Inquiries Name(s)                      ROBERT S SHANAMAN (1971-07-21)

**NO MATCH WAS FOUND FOR YOUR REQUEST.**

**CITY OF AUBURN  
PUBLIC NOTICE**

A public hearing will be held on Monday, December 21, 2015 at 7:00 p.m. or as soon as possible thereafter, in the Council Chambers of Auburn Hall, 60 Court Street, to consider the Liquor License and Special Amusement Application for:

**Lost Valley Management, LLC, DBA Lost Valley  
200 Lost Valley Road, Auburn, Maine**

All interested persons may appear to show cause, if any they may have, why this license should not be granted.

James Pross, Ward One  
Robert Stone, Ward Two  
Andy Titus, Ward Three  
Ernestine Gilbert, Ward Four



Leroy Walker, Ward Five  
Grady R. Burns, At Large  
David C. Young, At Large

Jonathan P. LaBonte, Mayor

**IN CITY COUNCIL**

**ORDER 96-12212015**

ORDERED, that the City Council hereby approves the Liquor License and Special Amusement Permit for Lost Valley Management, LLC., D/B/A Lost Valley located at 200 Lost Valley Road.



## City Council Information Sheet

City of Auburn

**Council Workshop or Meeting Date:** 12/21/2015

**Order** 97-12212015

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

**Information:** Over the course of approximately the last 9-months, the City of Auburn Planning & Development Department has been in communications with a crematorium operator regarding site locations in the City of Auburn. The crematorium operator approached the City with the request and we negotiated a proposed lease agreement for a portion of Oak Hill Cemetery. The Council approved the conceptual lease at the October 19<sup>th</sup> meeting. As part of the review for the land lease we have found that the City may not have taken formal action to accept title to the land that the cemetery is located on in the early 1990's when we took over maintenance at the cemetery, or at least we failed to record the formal action at the registry of deeds. To clarify and confirm the City's acceptance of title to the property our attorney has suggested an agreement to accept the title. This should have been completed in the early 1990's whether the City chose to lease a portion of the cemetery or not. This action is separate from any action on the crematory, however, we recognize that the new Council may not be familiar with the background provided leading up to this request.

If the Council would like additional information on the crematory it can be found in the October 19, 2015 Council Packet and staff will be prepared to answer any questions at the meeting. Staff also welcomes requests for information or the opportunity to answer questions any time to assist Councilors in making an informed decision.

---

**Pros:** Clears up title to the property that has been operated as a City Cemetery since the early 1990's.

**Cons:** None.

---

**Financial:** Clears up title to the property so the City can continue to sell plots from the cemetery. The City is already obligated to maintain the cemetery so costs would not change as a result of this action. This would keep the leasing option available to offset costs with lease revenues.

---

**Action Requested at this Meeting:** Authorize the City Manager to accept title to the Oak Hill Cemetery property and properly record that document at the Registry of Deeds.

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**Previous Meetings and History:** Executive sessions October 5<sup>th</sup> 2015 Workshop and the October 19, 2015 Council Meeting related to the Crematory lease but this is the first time discussing the acceptance of title to the property.

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**Attachments:**

- Draft Agreement to Accept Title and State Law reference 13 M.R.S.A §1221
- Order 97-12212015

AGREEMENT TO CONVEY CEMETERY  
AND  
AFFIDAVIT OF JOHN D. CLIFFORD, IV.

The undersigned, being duly sworn, does hereby affirm and state as follows:

1. I have been an attorney licensed to practice law in Maine since 1976.
2. I practice real estate law at the firm of Clifford and Golden, P.O. Box 368, Lisbon Falls, Maine 04252.
3. The Proprietors of Oak Hill Cemetery is a legally existing Maine nonprofit corporation formed in 1852), as evidenced by a Certificate of Organization recorded in the Androscoggin Registry of Deeds in Book 1117, Page 50 (the "Corporation").
4. The Corporation has also been known as Oak Hill Cemetery, and Oak Hill Cemetery Corporation, at various times throughout its history.
5. Since it was founded in 1852, the Corporation has owned a private cemetery and burying ground located in Auburn, Maine (the "Cemetery").
6. The Cemetery is described in deeds recorded in the Androscoggin County Registry of Deeds in a Map Plan recorded in Book 1, Page 32, and in deeds recorded in the following Books and Pages, among others:
  - a. Book 29, Page 122,
  - b. Book 80, Page 146,
  - c. Book 123, Page 513,
  - d. Book 300, Page 157,
  - e. Book 179, Page 279,
  - f. Book 965, Page 714, and
  - g. Book 8041, Page 284.
7. The Corporation recorded Articles of Amendment in the Androscoggin Registry of Deeds in Book 1117, Page 52.
8. I was duly elected as a Proprietor and Member of the Corporation in approximately 19\_\_, and I believe I am the surviving Proprietor of the Corporation.
9. In \_\_\_\_\_, I contacted the City of Auburn, on behalf of the Corporation, to inquire whether the City would be interested in acquiring ownership of the Cemetery.
10. To the best of my knowledge, the City of Auburn agreed to accept ownership of the Cemetery in \_\_\_\_\_, and has operated the Cemetery ever since.

11. In the interest of resolving any doubt as to the City's ownership of the Cemetery, and to the extent not previously confirmed in writing, I hereby affirm that the Corporation has conveyed all of its remaining right title and interest in the Cemetery, as the same may be evidenced in the Androscoggin County Registry of Deeds, to the City of Auburn.

This Affidavit is made pursuant to 13 M.R.S. § 1221, and, when accepted and recorded by the Clerk of the City of Auburn, is intended to constitute a written agreement of all owners of Oak Hill Cemetery, a previously private cemetery and burying ground, and the City of Auburn, a Maine municipal corporation, for the Cemetery to become public and subject to the law relating to public cemeteries and burying grounds.

In witness whereof I hereby set my hand this \_\_\_\_ day of December, 2015.

\_\_\_\_\_  
John D. Clifford, IV

PROPRIETORS OF OAK  
HILL CEMETERY

\_\_\_\_\_  
By: John D. Clifford, IV  
Its Proprietor

#### ACCEPTANCE OF AGREEMENT

The City Council of the City of Auburn, Maine, voted to accept the foregoing agreement, and to confirm Oak Hill Cemetery as public pursuant to 13 M.R.S. § 1221, at its regularly scheduled meeting held on the 21<sup>st</sup> of December, 2015.

In witness whereof I hereby set my hand this \_\_\_\_ day of December, 2015.

CITY OF AUBURN, MAINE

\_\_\_\_\_  
By: Sue Clements-Dallaire  
Its City Clerk

ACKNOWLEDGEMENT

STATE OF MAINE  
COUNTY OF ANDROSCOGGIN

December \_\_\_\_, 2015

Personally appeared before me the above-named John D. Clifford, IV, and acknowledged the above instrument to be his free act and deed and the free act and deed of the Proprietors of Oak Hill Cemetery.

Before me,

---

Notary Public/Attorney-at-Law

---

(Print Name)

Maine Revised Statutes Annotated  
Title 13. Corporations  
Part 2. Corporations Without Capital Stock  
Chapter 83. Cemetery Corporations  
Subchapter 2. Burying Grounds (Refs & Annos)  
Article 5. Conveyance to Town

13 M.R.S.A. § 1221

§ 1221. Proceedings

Currentness

Any private cemetery or burying ground, by written agreement of all the owners thereof, recorded by the clerk of the town in which it is situated may, by vote of such town within one month after the recording of such agreement by the town clerk, become public and subject to the law relating to public cemeteries or burying grounds, provided such agreement is not in conflict with the terms of any conveyance or devise of land for the purposes of a burying ground.

**Credits**

R.S.1954, c. 58, § 13.

Notes of Decisions (2)

13 M. R. S. A. § 1221, ME ST T. 13 § 1221

Current with legislation through the 2015 First Regular Session of the 127th Legislature.

The First Regular Session convened December 3, 2014 and adjourned July 16, 2015.

The general effective date is October 15, 2015.

James Pross, Ward One  
Robert Stone, Ward Two  
Andy Titus, Ward Three  
Ernestine Gilbert, Ward Four



Leroy Walker, Ward Five  
Grady R. Burns, At Large  
David C. Young, At Large

Jonathan P. LaBonte, Mayor

## **IN CITY COUNCIL**

Order 97-12212015

RESOLVED, that the Auburn City Council authorize the City Manager to accept title to the Oak Hill Cemetery Property and to record the same agreement, with any necessary attachments, at the Androscoggin County Registry of Deeds.

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

LEWISTON/AUBURN 9-1-1 COMMITTEE

MINUTES

---

Date: Thursday, November 12, 2015  
Time: 0800  
Location: LEWISTON/AUBURN 9-1-1, 552 Minot Avenue Auburn, Maine 04210

---

1. ROLL CALL:
  - A. Present: Chief Paul LeClair, Chief Frank Roma, Deputy Chief Brian O'Malley, Finance Director Heather Hunter, Pat Mador, Esq.
  - B. Staff: Director Phyllis Gamache, Systems Manager Drew McKinley, Secretary Kristal Goff
  - C. Absent: Chief Michael Bussiere, Councilor Donald D'Auteuil, Chief Phil Crowell, Dr. Tammie Willoughby, Councilor Leroy Walker
2. OPEN SESSION:
  - A. Meeting called to order at 08:00 a.m.
    - i. Motion made by Ms. Mador, Esq. to approve the minutes from October 15, 2015.
    - ii. Seconded by Chief Roma.
    - iii. Motion passes.
  - B. *RFP Discussion*
    - i. TUSA did their site visit last week. Jack Hart read through all the surveys submitted by each department, he completed site surveys with Drew and held to presentations (one to appointees and one to the Chiefs) to discuss his findings.
    - ii. *Findings*
      1. The Gracelawn site in Auburn is too far north of the city to provide signal saturation throughout the whole city.
      2. The Goff Hill site was a mess which explains the move to Gracelawn.
        - a. A couple FCC licenses appears to still be licensed at the Goff site rather than Gracelawn.
      3. The Water Treatment Facility is not a good site as it is not above the tree line.
      4. Lewiston City Hall isn't a good site in its current condition with the metal sheeting.
    - iii. *Recommends*
      1. Move Gracelawn to another location and add a third receiver site in Lewiston. Those are priority moves and can be done in stages.
      2. Move to UHF 700 or 800 MHz. It has great building saturation and is forward compatible. Rumor is the FCC is going to require another narrow-banding. Most of the equipment that was recently purchased by different departments will not be compatible with new requirements. UHF will be more compatible with the state network and will require fewer mobiles (portables can be plugged into cruisers). Going this route would be a huge pricetag if using Motorola - ~6 million for just the cost of the sites.

- a. We could continue with VHF but the building saturation issues we currently face would not improve. It is also unclear how functional it will be with future narrow-banding. It is still the most commonly implemented system in the State and it is cheaper.
  - iv. *Direction from the Board*
    - 1. Chief LeClair would like to know what it would cost to maintain VHF – we should consider what our mutual aid and Androscoggin County is using.
    - 2. Deputy Chief O’Malley would like to know if improving the site locations would fix most of our issues.
      - a. Director Gamache responds that site fixes would correct issues.
    - 3. *Temporary issues that can be fixed*
      - a. Auburn Fire could switch to Lewiston TAC or UAS while at CMMC.
        - i. Chief LeClair states that CMMC building saturation issues have been fixed.
          - a. Director Gamache states the surveys didn’t reflect that.
    - 4. Chief Roma comments that the money should be invested in a usable system for the future.
    - 5. Ms. Mador, Esq. would like to know if VHF and gradually phase in UHF.
      - a. Systems Manager McKinley states that really isn’t possible.
    - 6. Deputy Chief O’Malley is concerned about replacing \$300k worth of brand new portables.
    - 7. Chief LeClair recommends pursuing an RFP that would reflect the costs of maintaining the current system versus switching to UHF.
    - 8. Finance Director Hunter suggest creating one RFP with multiple bidding options and a caveat that different vendors can bid on certain aspects of the project (subcontracting) and then a caveat on which vendors must be the same for certain functions. This can be a phase in approach. We can create our own pricing sheet that they fill in to make it easier to compare costs. It should be noted that each phase will be selected based on price and meeting specs. Also, see what they can offer for trade-ins of old equipment.
      - a. Director Gamache asks for guidance on earmarking funds.
        - i. Finance Director Hunter suggests a phase-in, go with the most expensive price or an option A, B and C. Separate LCIPs for radios and tower site changes.

C. *CIP*

- i. *Radio*
  - 1. Submitted 2.5 million in FY17
    - a. Finance Director Hunter states that we should it with incremental drawdowns – one million for FY17, two million for FY18 and FY19.
      - i. Search the internet for tower site bids
      - ii. Look at land owned by the cities.
  - 2. Motion to approve CIP by Finance Director Hunter.
  - 3. Seconded by Deputy Chief O’Malley.
  - 4. Motion Passes.

D. *Public Comment*

- i. Chief LeClair states that agreement needs to be made on what needs to be done first – consoles or tower.
- ii. Next meeting will be Thursday, December 17, 2015. Chief LeClair is hoping for a draft of the RFP.

E.

1. Adjournment at 08:46 a.m.

DRAFT

**MID-MAINE WASTE ACTION CORPORATION  
EXECUTIVE COMMITTEE MEETING**

**Tuesday, November 17, 2015; 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 October 20, 2015 minutes

**3. Monthly Activity Reports**

- Consider approval of the October 2015 Monthly Activity Report

**4. Updates**

- Legislature's ENR Committee special solid waste sessions
- Succession
- Real Estate
- Health Renewal
- Marketing
- 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 October 20, 2015  
Executive Committee Meeting**

The Executive Committee of the Mid-Maine Waste Action Corp. met on Tuesday, October 20, 2015, at 12:03 PM, at MMWAC's offices in Auburn.

**1. Roll Call**

President Landry called the meeting to order. Members present were: Curtis Lunt, Bradley Plante, Eda Tripp and Leroy Walker, as well as Senator Eric Brakey and Executive Director Joseph Kazar.

**2. Minutes**

Mr. Walker made a motion, seconded by Ms. Tripp, and approved 5/0 to accept the minutes of the September 22, 2015 Executive Committee meeting.

**3. Monthly Activity Reports**

Ms. Tripp made a motion, seconded by Mr. Walker, and approved 5/0 to accept the September 2015 Monthly Activity Report.

**4. Finance**

MMWAC has an account with Blackrock Liquidity Funds, as required by ISO-NE for security for our performance in delivering power to their grid. Blackrock requires an updated corporate resolution naming authorized Traders and Signers. Mr. Lunt made a motion, seconded by Mr. Walker, and approved 5/0 to adopt such resolution.

Staff met with Androscoggin Bank and their newly formed spinoff Portland Trust Company to discuss MMWAC's new Investment Policy.

**5. Updates: Legislature's ENR Committee's special solid waste sessions**

The Committee rearranged the agenda and took this item next. The Legislature's Environment and Natural Resources Committee has been authorized to conduct several special meetings between the first and second legislative sessions to develop solid waste management legislation for introduction to the 2<sup>nd</sup> Session in January. The first such meeting was held on September 10 and the second on October 13. Additional meetings are expected later this month and late in November. The Committee has heard presentations from a broad section of the solid waste industry including waste-to-energy (WTE) interests including MMWAC, landfill operators, recycling and composting advocates and others.

The Committee appears especially focused on recycling and organics diversion, including aerobic composting and anaerobic digestion.

MMWAC's focus has been to promote the solid waste hierarchy, especially as it relates to WTE and landfilling. We have advocated for stronger support for WTE, as a responsible long-term solution rather than lower cost landfilling. Towards this end the hierarchy has been strengthened in the last session by making it a regulatory standard for landfills seeking permits and permit modifications. We have also advocated for elimination of the broad exemption of the \$2/ton landfill fee on MSW disposal and/or the elimination of the \$1/ton tax of WTE ash disposal as both are contrary to the hierarchy, which places WTE above landfilling. Another issue involves the value of Renewable Energy Certificates (RECs) for the electrical output of the plant. Currently WTE RECs are worth about 1/20<sup>th</sup> of that paid for landfill gas energy projects, also contrary to the hierarchy. The weak support in State policy for WTE over landfilling poses a threat to the industry. MMWAC will be involved in this process as it moves forward and eventually leads to one or more public hearings in the upcoming "Short Session".

Senator Brakey and the Committee shared their ideas on the value of WTE as a responsible, long term management technique for municipal solid waste through recovering and recycling valuable domestic renewable energy from trash, reducing greenhouse gas emissions, dramatically reducing landfill needs, and minimizing environmental impacts.

#### **6. Real Estate**

The Committee entered Executive Session at 1:06 PM to discuss contract negotiations and personnel issues for Real Estate and Succession items.

#### **7. Succession**

The Committee remained in Executive Session for this item.  
The Committee resumed its Public Session at about 1:50 PM.

#### **8. Updates**

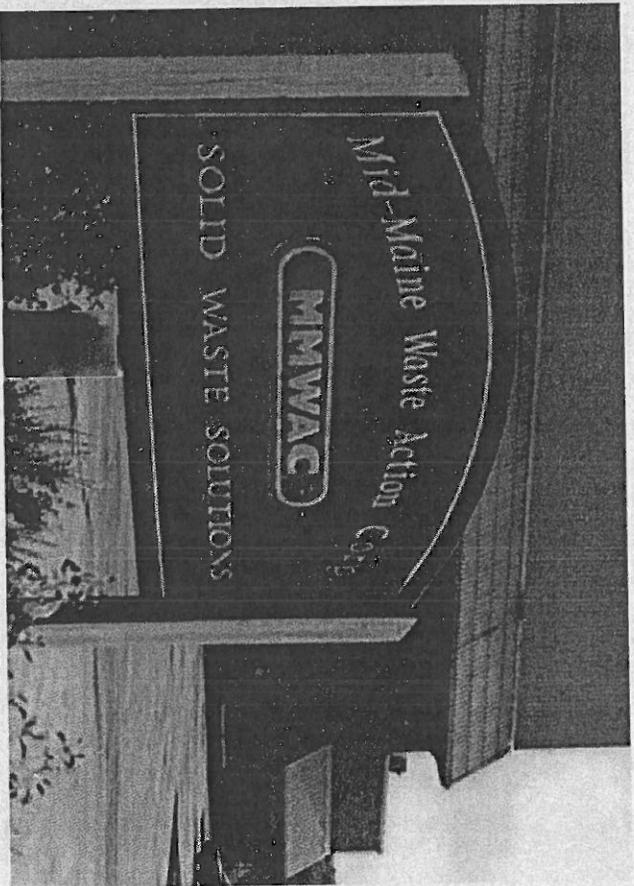
- **FY15 Audit:** The Audit was finalized and distributed to the Board members. The auditors made note of several observations and recommendations for improved internal control. The final numbers were essentially the same as in our unaudited year-end monthly report. Mr. Lunt made a motion, seconded by Ms. Tripp, and approved 5/0 to recommend acceptance by the Board of Directors.
- **Fall Outage:** The semiannual maintenance outage that occurred in early October went well and came in below the typical cost of these outages. A section of one of the baghouse walls was replaced and may represent a more cost effective alternative to complete baghouse replacement in the future.

The next Executive Committee meeting is scheduled for November 17 at 11:30 AM.

There being no further business Ms. Tripp made a motion, seconded by Mr. Walker, and approved 5/0, to adjourn at 2:02 PM.

# MONTHLY ACTIVITY REPORT

*Mid-Maine Waste Action Corporation  
October 2015  
2016 Fiscal Year*



## *Member Communities*

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

**Mid-Maine Waste Action Corporation**

110 Goldthwaite Road  
P.O. Box 1750  
Auburn, Maine 04211-1750  
(207) 783-8805  
Fax (207) 783-9831  
www.midmainewaste.com

**MEMORANDUM**

To: MMWAC Executive Committee  
From: Joseph E. Kazar, Executive Director  
Subject: Executive Committee Meeting  
Date: November 11, 2015



The Executive Committee will meet at 11:30 AM, Tuesday, November 17, 2015 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.: 03678

**MEMBER COMMUNITIES:**

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

**Mid-Maine Waste Action Corporation**

110 Goldthwaite Road  
P.O. Box 1750  
Auburn, Maine 04211-1750  
(207) 783-8805  
Fax (207) 783-9831  
[www.midmainewaste.com](http://www.midmainewaste.com)

**MEMORANDUM**

To: Board of Directors  
From: Joseph E. Kazar, Executive Director   
Michael Daily, Finance Director  
Subject: October Financial/Activity Report - Unaudited  
Date: November 12, 2015

Enclosed please find the unaudited October Activity Report covering the period from October 1 through October 31, 2015.

**General Summary**

Plant throughput for the month was 5,123 tons processed, or about 165 tons per day and running time throughput was 216 tons per day. Operating Revenues were below Expenses resulting in October having an operating loss of \$215,100 due to the week-long Fall plant maintenance outage (These figures do not reflect balance sheet expenses). Year-to-date operating loss is \$80,292 compared to \$83,804 projected budget and a loss of \$217,520 in FY15. Cash and investments totaled \$5,902,738. Cash and investments are down \$45,882 from the start of FY16. The reserve goal established by the Board for FY16 is \$5,872,511 and is now at 100.5% of goal. The balance sheet shows current assets less liabilities at \$6,173,199, which is down \$149,852 from the beginning of the fiscal year.

**Waste Deliveries/Operations**

A total of 5,570 tons were delivered to the pit for an average of 180 tons per day. 7,826 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	
	FY16 Actual	FY15 Actual	Tons	%
MSW Member	5,895	5,826	69	1.2%
Comm Member	5,313	5,199	114	2.2%
Municipal Non-Member	7,696	7,905	(209)	-2.6%
Gate/Hauler	6,325	6,107	218	3.6%
OBW/Res TS	3,704	3,465	239	6.9%
Other	2,851	2,318	533	23.0%
<b>Total</b>	<b>31,784</b>	<b>30,820</b>	<b>964</b>	<b>3.1%</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 3.1% above last year. Waste processed in the plant during the month was recorded at 5,123 tons, or an average of 165 tons per day. The monthly running time thruput was 216 tons. Year-to-date tons processed in the plant are equal to 186 tons per day. Running time year-to-date throughput equaled 200 tons per day. The transfer station processed 2,142 tons during the month from all sources and averaging 87.4 tons per day for the month, (5.5 day receiving week) and 8,186 tons year-to-date. Recyclables totaled 117 tons for the month and 703 tons year-to-date. Prior year and budget comparisons of processing records as follows:

	Prior Year Comparison YTD				Budget Comparison YTD			
	FY16	FY15	Variance		FY16	FY16	Variance	
	Actual	Actual	Tons	%	Actual	Budget	Tons	%
Waste-To-Energy	22,865	23,496	(631)	-2.7%	22,865	22,713	152	0.7%
Transfer Station	8,186	6,340	1,846	29.1%	8,186	6,029	2,157	35.8%
Recycling	703	860	(157)	-18.3%	703	861	(158)	-18.4%
Total	31,754	30,696	1,058	3.4%	31,754	29,603	2,151	7.3%

### Cash Available to Operations

Cash balances in checking and investments total \$5,902,738 up \$53,706 from the prior month. The following is the status of the reserve goal:

Reserve Status		
	FY 16 Goal	As of 10/31/15
Operating	1,996,654	2,006,931
Capital Improvement	939,602	944,438
20-Year Plan	1,703,028	1,711,794
Rate Stabilization	1,233,227	1,239,575
Total	5,872,511	5,902,738
Total Cash		5,902,738
Surplus or (Deficit)		30,227

### Revenue

Revenue for the month totaled \$561,269. Major categories of revenue by month include: tipping fees, \$505,706; power contract, \$45,409; recycling, \$5,383; interest, \$4,251; other, \$520. Revenue for the month was \$5,617 above budget projections and \$35,025 above FY15. Year-to-date revenue is \$2,281,202, which is \$25,688 above budget and \$123,592 above FY15.

The table that follows shows detail relative to electrical sales:

Month	Price per MWhr			Electrical Output MWhr			Electrical Revenue		
	FY15	FY16		FY15	FY16		FY15	FY16	
	Actual	Budget	Actual	Actual	Budget	Actual	Actual	Budget	Actual
Jul	\$35	\$45	\$27	1,421	1,421	1,408	\$49,759	\$63,345	\$38,308
Aug	\$32	\$38	\$38	1,514	1,514	1,418	\$48,475	\$58,112	\$54,164
Sep	\$38	\$37	\$36	1,528	1,528	1,447	\$58,184	\$56,468	\$51,492
Oct	\$34	\$38	\$38	1,256	1,256	1,207	\$42,871	\$47,935	\$45,409
YTD	\$35	\$39	\$35	5,719	5,719	5,480	\$199,289	\$225,860	\$189,374

Total gross kWh for the latest period was 1,687,414 of which 1,207,179 were sold to the grid. Net kWh per ton equaled 236, as compared to 241 for the comparable period in FY15.

### Expenditures

Operating expenses in all categories total \$776,370 for the month, which is \$17,428 above budget projections, and \$23,211 below last year. Year-to-date expenses are \$2,361,494 which is \$22,176 above budget and \$13,637 below FY15.

### Investments Status

As of October 31, MMWAC's investments totaled \$5,902,738. Table 8 details all of our investments.

### Capital Expenditures:

The total for October was (\$1,050), a credit which was received from Efficiency Maine for the two Mitsubishi heat pumps at the scale house.

cc: Member Municipalities  
Reference No.: 03679

# City of Auburn, Maine

*"Maine's City of Opportunity"*

## Financial Services



**TO: Howard Kroll, City Manager**  
**FROM: Jill Eastman, Finance Director**  
**REF: November 2015 Financial Report**  
**DATE: December 15, 2015**

The following is a discussion regarding the significant variances found in the City's November 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 fifth month of the current fiscal year. As a guideline for tracking purposes, revenues and expenditures should amount to approximately 41.7% 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 November 30th, including the school department were \$32,051,504, or 41.33%, of the budget. The municipal revenues including property taxes were \$26,753,389, or 48.7% of the budget which is the same as last year. The accounts listed below are noteworthy.

- A. Excise tax for the month of November is at 48.4%. This is an \$113,691 increase from FY 14. Our excise revenues for FY15 are 6.7% above projections as of November 30, 2015.
- B. State Revenue Sharing for the month of November is 46.5% or \$687,078. This is 13.7% increase this year from last November.

### **Expenditures**

City expenditures through November 2015 were \$18,692,528 or 48.56%, of the budget. This is 1.1% more than the same period last year. Noteworthy variances are:

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

**Investments**

This section contains an investment schedule as of November 30th. Currently the City's funds are earning an average interest rate of .42%.

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 November 2015, October 2015, and June 2014**

	UNAUDITED November 30 2015	UNAUDITED October 31 2015	Increase (Decrease)	AUDITED JUNE 30 2014
<b>ASSETS</b>				
CASH	\$ 16,038,581	\$ 16,540,812	\$ (502,231)	\$ 5,319,835
RECEIVABLES			-	
ACCOUNTS RECEIVABLES	2,384,234	2,447,872	(63,639)	1,447,551
TAXES RECEIVABLE-CURRENT	19,915,241	20,186,370	(271,129)	140,913
DELINQUENT TAXES	627,981	651,695	(23,714)	533,344
TAX LIENS	1,004,005	1,050,032	(46,027)	1,390,006
NET DUE TO/FROM OTHER FUNDS	3,023,953	3,946,797	(922,844)	8,116,581
	<hr/>	<hr/>		
<b>TOTAL ASSETS</b>	<b>\$ 42,993,995</b>	<b>\$ 44,823,579</b>	<b>\$ (1,829,584)</b>	<b>\$ 16,948,230</b>
 <b>LIABILITIES &amp; FUND BALANCES</b>				
ACCOUNTS PAYABLE	\$ (7,966)	\$ (452,504)	\$ 444,538	\$ (568,395)
PAYROLL LIABILITIES	(165,644)	(476,549)	310,905	-
ACCRUED PAYROLL	36,805	36,805	-	(2,480,654)
STATE FEES PAYABLE	(16,888)	(44,858)	27,971	-
ESCROWED AMOUNTS	(16,099)	(13,324)	(2,775)	(43,526)
DEFERRED REVENUE	(21,336,658)	(21,677,471)	340,813	(1,792,296)
	<hr/>	<hr/>		
<b>TOTAL LIABILITIES</b>	<b>\$ (21,506,450)</b>	<b>\$ (22,627,902)</b>	<b>\$ 1,121,451</b>	<b>\$ (4,884,871)</b>
FUND BALANCE - UNASSIGNED	\$ (20,396,592)	\$ (21,104,724)	\$ 708,133	\$ (9,895,359)
FUND BALANCE - RESTRICTED FOR WORKERS COMP & UNEMPLOYMENT	776,017	776,017	-	-
FUND BALANCE - RESTRICTED	(1,866,970)	(1,866,970)	-	(2,168,000)
	<hr/>	<hr/>		
<b>TOTAL FUND BALANCE</b>	<b>\$ (21,487,545)</b>	<b>\$ (22,195,677)</b>	<b>\$ 708,133</b>	<b>\$ (12,063,359)</b>
	<hr/>	<hr/>		
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>\$ (42,993,995)</b>	<b>\$ (44,823,579)</b>	<b>\$ 1,829,584</b>	<b>\$ (16,948,230)</b>

**CITY OF AUBURN, MAINE**  
**REVENUES - GENERAL FUND COMPARATIVE**  
**THROUGH November 30, 2015 VS November 30, 2014**

REVENUE SOURCE	FY 2016 BUDGET	ACTUAL REVENUES THRU NOV 2015	% OF BUDGET	FY 2015 BUDGET	ACTUAL REVENUES THRU NOV 2014	% OF BUDGET	VARIANCE
<b>TAXES</b>							
PROPERTY TAX REVENUE-	\$ 44,021,283	\$ 22,158,102	50.33%	\$ 43,055,996	\$ 22,122,125	51.38%	\$ 35,977
PRIOR YEAR TAX REVENUE	\$ -	\$ 474,494		\$ -	\$ 538,961		\$ (64,467)
HOMESTEAD EXEMPTION REIMBURSEMENT	\$ 505,000	\$ 258,527	51.19%	\$ 495,000	\$ 383,752	77.53%	\$ (125,225)
ALLOWANCE FOR ABATEMENT	\$ -	\$ -		\$ -	\$ -		\$ -
ALLOWANCE FOR UNCOLLECTIBLE TAXES	\$ -	\$ -		\$ -	\$ -		\$ -
EXCISE	\$ 3,350,000	\$ 1,621,539	48.40%	\$ 3,185,000	\$ 1,507,848	47.34%	\$ 113,691
PENALTIES & INTEREST	\$ 150,000	\$ 34,124	22.75%	\$ 145,000	\$ 44,192	30.48%	\$ (10,068)
<b>TOTAL TAXES</b>	<b>\$ 48,026,283</b>	<b>\$ 24,546,786</b>	<b>51.11%</b>	<b>\$ 46,880,996</b>	<b>\$ 24,596,878</b>	<b>52.47%</b>	<b>\$ (50,092)</b>
<b>LICENSES AND PERMITS</b>							
BUSINESS	\$ 48,300	\$ 19,198	39.75%	\$ 48,300	\$ 19,318	40.00%	\$ (120)
NON-BUSINESS	\$ 356,800	\$ 146,980	41.19%	\$ 339,300	\$ 149,947	44.19%	\$ (2,967)
<b>TOTAL LICENSES</b>	<b>\$ 405,100</b>	<b>\$ 166,178</b>	<b>41.02%</b>	<b>\$ 387,600</b>	<b>\$ 169,265</b>	<b>43.67%</b>	<b>\$ (3,087)</b>
<b>INTERGOVERNMENTAL ASSISTANCE</b>							
STATE-LOCAL ROAD ASSISTANCE	\$ 440,000	\$ -	0.00%	\$ 440,000	\$ 397,504	90.34%	\$ (397,504)
STATE REVENUE SHARING	\$ 1,477,641	\$ 687,078	46.50%	\$ 1,649,470	\$ 540,939	32.79%	\$ 146,139
WELFARE REIMBURSEMENT	\$ 70,000	\$ 15,483	22.12%	\$ 70,000	\$ 21,034	30.05%	\$ (5,551)
OTHER STATE AID	\$ 22,000	\$ -	0.00%	\$ 22,000	\$ -	0.00%	\$ -
CITY OF LEWISTON	\$ 155,000	\$ 5,040	3.25%	\$ 155,000	\$ -	0.00%	\$ 5,040
<b>TOTAL INTERGOVERNMENTAL ASSISTANCE</b>	<b>\$ 2,164,641</b>	<b>\$ 707,601</b>	<b>32.69%</b>	<b>\$ 2,336,470</b>	<b>\$ 959,477</b>	<b>41.07%</b>	<b>\$ (251,876)</b>
<b>CHARGE FOR SERVICES</b>							
GENERAL GOVERNMENT	\$ 133,040	\$ 42,215	31.73%	\$ 132,040	\$ 54,966	41.63%	\$ (12,751)
PUBLIC SAFETY	\$ 239,138	\$ 35,641	14.90%	\$ 485,703	\$ 111,882	23.04%	\$ (76,241)
EMS TRANSPORT	\$ 1,250,000	\$ 430,523	34.44%	\$ 987,551	\$ -	0.00%	\$ 430,523
<b>TOTAL CHARGE FOR SERVICES</b>	<b>\$ 1,622,178</b>	<b>\$ 508,379</b>	<b>31.34%</b>	<b>\$ 1,605,294</b>	<b>\$ 166,848</b>	<b>10.39%</b>	<b>\$ 341,531</b>
<b>FINES</b>							
PARKING TICKETS & MISC FINES	\$ 60,000	\$ 27,957	46.59%	\$ 26,000	\$ 27,408	105.42%	\$ 549
<b>MISCELLANEOUS</b>							
INVESTMENT INCOME	\$ 5,000	\$ 4,882	97.64%	\$ 10,000	\$ 1,362	13.62%	\$ 3,520
INTEREST-BOND PROCEEDS	\$ 2,000	\$ -	0.00%	\$ 2,000	\$ -	0.00%	\$ -
RENTS	\$ 18,000	\$ 139,607	775.60%	\$ 122,000	\$ -	0.00%	\$ 139,607
UNCLASSIFIED	\$ 20,000	\$ 19,942	99.71%	\$ 20,000	\$ 6,287	31.44%	\$ 13,655
SALE OF RECYCLABLES	\$ -	\$ -		\$ -	\$ -		\$ -
COMMERCIAL SOLID WASTE FEES	\$ -	\$ 22,560		\$ -	\$ 20,486		\$ 2,074
SALE OF PROPERTY	\$ 20,000	\$ 502,424	2512.12%	\$ 20,000	\$ 1,200	6.00%	\$ 501,224
RECREATION PROGRAMS/ARENA	\$ -	\$ -		\$ -	\$ -		\$ -
MMWAC HOST FEES	\$ 210,000	\$ 87,773	41.80%	\$ 206,000	\$ 87,191	42.33%	\$ 582
9-1-1 DEBT SERVICE REIMBURSEMENT	\$ -	\$ -		\$ -	\$ -	0.00%	\$ -
TRANSFER IN: TIF	\$ 545,000	\$ -	0.00%	\$ 500,000	\$ -	0.00%	\$ -
TRANSFER IN: POLICE	\$ 45,000	\$ -	0.00%	\$ 20,000	\$ -	0.00%	\$ -
TRANSFER IN: PARKING PROGRAM	\$ -	\$ -		\$ 55,000	\$ -	0.00%	\$ -
TRANSFER IN: PD DRUG MONEY	\$ -	\$ -		\$ 45,000	\$ -	0.00%	\$ -
TRANSFER IN: REC SPEC REVENUE	\$ 42,718	\$ -	0.00%	\$ 41,720	\$ -	0.00%	\$ -
TRANSFER IN: SPECIAL REVENUE	\$ -	\$ -		\$ 290,000	\$ -	0.00%	\$ -
ENERGY EFFICIENCY	\$ -	\$ 3,600		\$ -	\$ -		\$ 3,600
CDBG	\$ 58,000	\$ 11,174	19.27%	\$ 58,000	\$ -	0.00%	\$ 11,174
UTILITY REIMBURSEMENT	\$ 37,500	\$ 4,526	12.07%	\$ 37,500	\$ 6,223	16.59%	\$ (1,697)
CITY FUND BALANCE CONTRIBUTION	\$ 1,650,000	\$ -	0.00%	\$ 1,350,000	\$ -	0.00%	\$ -
<b>TOTAL MISCELLANEOUS</b>	<b>\$ 2,653,218</b>	<b>\$ 796,489</b>	<b>30.02%</b>	<b>\$ 2,777,220</b>	<b>\$ 122,749</b>	<b>4.42%</b>	<b>\$ 673,740</b>
<b>TOTAL GENERAL FUND REVENUES</b>	<b>\$ 54,931,420</b>	<b>\$ 26,753,389</b>	<b>48.70%</b>	<b>\$ 54,013,580</b>	<b>\$ 26,042,625</b>	<b>48.21%</b>	<b>\$ 710,764</b>
<b>SCHOOL REVENUES</b>							
EDUCATION SUBSIDY	\$ 20,854,672	\$ 5,270,155	25.27%	\$ 20,411,239	\$ 7,435,817	36.43%	\$ (2,165,662)
EDUCATION	\$ 856,607	\$ 27,959	3.26%	\$ 774,572	\$ 193,353	24.96%	\$ (165,394)
SCHOOL FUND BALANCE CONTRIBUTION	\$ 906,882	\$ -	0.00%	\$ 906,882	\$ -	0.00%	\$ -
<b>TOTAL SCHOOL</b>	<b>\$ 22,618,161</b>	<b>\$ 5,298,114</b>	<b>23.42%</b>	<b>\$ 22,092,693</b>	<b>\$ 7,629,170</b>	<b>34.53%</b>	<b>\$ (2,331,056)</b>
<b>GRAND TOTAL REVENUES</b>	<b>\$ 77,549,581</b>	<b>\$ 32,051,504</b>	<b>41.33%</b>	<b>\$ 76,106,273</b>	<b>\$ 33,671,795</b>	<b>44.24%</b>	<b>\$ (1,620,291)</b>

**CITY OF AUBURN, MAINE**  
**EXPENDITURES - GENERAL FUND COMPARATIVE**  
**THROUGH November 30, 2015 VS November 30, 2014**

DEPARTMENT	FY 2016 BUDGET	Unaudited EXP THRU NOV 2015	% OF BUDGET	FY 2015 BUDGET	Unaudited EXP THRU NOV 2014	% OF BUDGET	VARIANCE
<b>ADMINISTRATION</b>							
MAYOR AND COUNCIL	\$ 77,366	\$ 35,210	45.51%	\$ 78,532	\$ 39,082	49.77%	\$ (3,872)
CITY MANAGER	\$ 269,340	\$ 103,717	38.51%	\$ 280,750	\$ 109,410	38.97%	\$ (5,693)
ECONOMIC DEVELOPMENT	\$ 361,080	\$ 183,719	50.88%	\$ 359,500	\$ 124,489	34.63%	\$ 59,230
CITY CLERK	\$ 165,053	\$ 72,731	44.07%	\$ 164,593	\$ 71,321	43.33%	\$ 1,410
FINANCIAL SERVICES	\$ 619,855	\$ 253,375	40.88%	\$ 605,135	\$ 223,720	36.97%	\$ 29,655
HUMAN RESOURCES	\$ 143,526	\$ 58,746	40.93%	\$ 139,578	\$ 54,330	38.92%	\$ 4,416
INFORMATION TECHNOLOGY	\$ 390,190	\$ 231,380	59.30%	\$ 413,829	\$ 224,658	54.29%	\$ 6,722
LEGAL SERVICES	\$ 65,000	\$ 33,215	51.10%	\$ 65,000	\$ 10,227	15.73%	\$ 22,988
<b>TOTAL ADMINISTRATION</b>	<b>\$ 2,091,410</b>	<b>\$ 972,093</b>	<b>46.48%</b>	<b>\$ 2,106,917</b>	<b>\$ 857,237</b>	<b>40.69%</b>	<b>\$ 114,856</b>
<b>COMMUNITY SERVICES</b>							
PLANNING & PERMITTING	\$ 906,631	\$ 416,174	45.90%	\$ 902,494	\$ 314,796	34.88%	\$ 101,378
HEALTH & SOCIAL SERVICES	\$ 184,711	\$ 64,260	34.79%	\$ 192,954	\$ 73,006	37.84%	\$ (8,746)
RECREATION & SPECIAL EVENTS*	\$ 338,871	\$ 128,808	38.01%	\$ -	\$ -	-	\$ 128,808
PUBLIC LIBRARY	\$ 979,516	\$ 400,007	40.84%	\$ 960,692	\$ 392,163	40.82%	\$ 7,844
<b>TOTAL COMMUNITY SERVICES</b>	<b>\$ 2,409,729</b>	<b>\$ 1,009,249</b>	<b>41.88%</b>	<b>\$ 2,056,140</b>	<b>\$ 779,965</b>	<b>37.93%</b>	<b>\$ 229,284</b>
<b>FISCAL SERVICES</b>							
DEBT SERVICE	\$ 6,324,864	\$ 5,792,676	91.59%	\$ 6,263,936	\$ 5,774,574	92.19%	\$ 18,102
FACILITIES	\$ 653,080	\$ 373,902	57.25%	\$ 698,335	\$ 236,550	33.87%	\$ 137,352
WORKERS COMPENSATION	\$ 496,536	\$ -	0.00%	\$ 468,081	\$ -	0.00%	\$ -
WAGES & BENEFITS	\$ 5,171,309	\$ 2,045,043	39.55%	\$ 4,737,117	\$ 2,028,613	42.82%	\$ 16,430
EMERGENCY RESERVE (10108062-670000)	\$ 375,289	\$ -	0.00%	\$ 375,289	\$ -	0.00%	\$ -
<b>TOTAL FISCAL SERVICES</b>	<b>\$ 13,021,078</b>	<b>\$ 8,211,621</b>	<b>63.06%</b>	<b>\$ 12,542,758</b>	<b>\$ 8,039,737</b>	<b>64.10%</b>	<b>\$ 171,884</b>
<b>PUBLIC SAFETY</b>							
FIRE DEPARTMENT	\$ 4,099,634	\$ 1,773,030	43.25%	\$ 4,057,633	\$ 1,766,794	43.54%	\$ 6,236
FIRE EMS	\$ 549,801	\$ 214,246	38.97%	\$ 635,468	\$ 215,922	33.98%	\$ (1,676)
POLICE DEPARTMENT	\$ 3,870,995	\$ 1,481,366	38.27%	\$ 3,738,108	\$ 1,468,391	39.28%	\$ 12,975
<b>TOTAL PUBLIC SAFETY</b>	<b>\$ 8,520,430</b>	<b>\$ 3,468,642</b>	<b>40.71%</b>	<b>\$ 8,431,209</b>	<b>\$ 3,451,107</b>	<b>40.93%</b>	<b>\$ 17,535</b>
<b>PUBLIC WORKS</b>							
PUBLIC SERVICES DEPARTMENT	\$ 4,525,898	\$ 1,707,236	37.72%	\$ 5,806,379	\$ 2,123,859	36.58%	\$ (416,623)
SOLID WASTE DISPOSAL*	\$ 927,278	\$ 298,793	32.22%	\$ -	\$ -	-	\$ 298,793
WATER AND SEWER	\$ 599,013	\$ 305,756	51.04%	\$ 599,013	\$ 305,756	51.04%	\$ -
<b>TOTAL PUBLIC WORKS</b>	<b>\$ 6,052,189</b>	<b>\$ 2,311,785</b>	<b>38.20%</b>	<b>\$ 6,405,392</b>	<b>\$ 2,429,615</b>	<b>37.93%</b>	<b>\$ (117,830)</b>
<b>INTERGOVERNMENTAL PROGRAMS</b>							
AUBURN-LEWISTON AIRPORT	\$ 105,000	\$ 52,500	50.00%	\$ 105,000	\$ 52,500	50.00%	\$ -
E911 COMMUNICATION CENTER	\$ 1,069,122	\$ 270,048	25.26%	\$ 1,067,249	\$ 262,326	24.58%	\$ 7,722
LATC-PUBLIC TRANSIT	\$ 209,244	\$ 233,256	111.48%	\$ 235,373	\$ 52,844	22.45%	\$ 180,412
LA ARTS	\$ -	\$ -	-	\$ 17,000	\$ -	0.00%	\$ -
TAX SHARING	\$ 270,000	\$ 21,066	7.80%	\$ 270,000	\$ -	0.00%	\$ 21,066
<b>TOTAL INTERGOVERNMENTAL</b>	<b>\$ 1,653,366</b>	<b>\$ 576,870</b>	<b>34.89%</b>	<b>\$ 1,694,622</b>	<b>\$ 367,670</b>	<b>21.70%</b>	<b>\$ 209,200</b>
<b>COUNTY TAX</b>							
TIF (10108058-580000)	\$ 2,142,268	\$ 2,142,268	100.00%	\$ 2,046,880	\$ 2,046,879	100.00%	\$ 95,389
OVERLAY	\$ -	\$ -	0.00%	\$ 2,584,032	\$ -	0.00%	\$ -
<b>TOTAL CITY DEPARTMENTS</b>	<b>\$ 38,490,384</b>	<b>\$ 18,692,528</b>	<b>48.56%</b>	<b>\$ 37,867,950</b>	<b>\$ 17,972,210</b>	<b>47.46%</b>	<b>\$ 720,318</b>
<b>EDUCATION DEPARTMENT</b>	<b>\$ 39,062,197</b>	<b>\$ 6,675,964</b>	<b>17.09%</b>	<b>\$ 38,241,323</b>	<b>\$ 11,216,578</b>	<b>29.33%</b>	<b>\$ (4,540,614)</b>
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>\$ 77,552,581</b>	<b>\$ 25,368,492</b>	<b>32.71%</b>	<b>\$ 76,109,273</b>	<b>\$ 29,188,788</b>	<b>38.35%</b>	<b>\$ (3,820,296)</b>

**CITY OF AUBURN, MAINE  
INVESTMENT SCHEDULE  
AS OF November 30, 2015**

INVESTMENT	FUND	BALANCE November 30, 2015	BALANCE October 31, 2015	INTEREST RATE
BANKNORTH MNY MKT	24-1242924 GENERAL FUND	\$ -	\$ -	
BANKNORTH MNY MKT	24-1745910 GF-WORKERS COMP	\$ -	\$ -	
BANKNORTH MNY MKT	24-1745944 GF-UNEMPLOYMENT	\$ -	\$ -	
BANKNORTH MNY MKT	24-1809302 SPECIAL REVENUE	\$ -	\$ -	
BANKNORTH MNY MKT	24-1745902 SR-PERMIT PARKING	\$ -	\$ -	
BANKNORTH MNY MKT	24-1745895 SR-TIF	\$ -	\$ -	
BANKNORTH MNY MKT	24-1745928 ICE ARENA	\$ -	\$ -	
ANDROSCOGGIN BANK	449 CAPITAL PROJECTS	\$ 4,255,697.33	\$ 4,254,298.55	<b>0.40%</b>
ANDROSCOGGIN BANK	502 SR-TIF	\$ 1,001,320.01	\$ 1,000,990.92	<b>0.40%</b>
ANDROSCOGGIN BANK	836 GENERAL FUND	\$ 5,046,833.98	\$ 4,935,008.06	<b>0.40%</b>
ANDROSCOGGIN BANK	801 WORKERS COMP	\$ 50,022.79	\$ 50,006.36	<b>0.40%</b>
ANDROSCOGGIN BANK	748 UNEMPLOYMENT	\$ 50,022.78	\$ 50,006.36	<b>0.40%</b>
ANDROSCOGGIN BANK	684 EMS CAPITAL RESERVE	\$ 130,059.30	\$ 130,016.56	<b>0.40%</b>
NORTHERN CAPITAL	02155 CAPITAL PROJECTS	\$ 750,000.00	\$ 750,000.00	<b>0.45%</b>
NORTHERN CAPITAL	02155 GENERAL FUND	\$ 500,000.00	\$ 500,000.00	<b>0.50%</b>
<b>GRAND TOTAL</b>		<b>\$ 11,783,956.19</b>	<b>\$ 11,670,326.81</b>	<b>0.42%</b>

**EMS BILLING**  
**BREAKDOWN -TOTAL CHARGES**  
**July 1, 2015 - June 30, 2016**  
**Report as of November 30, 2015**

	July 2015	August 2015	Sept 2015	Oct 2015	Nov 2015	Adjustment	Totals	% of Total
No Insurance Information				\$ 9,878.80	\$ 9,378.20	\$ (9,878.80)	\$ 9,378.20	1.02%
Bluecross	\$ 4,447.40	\$ 9,313.20	\$ 16,358.80	\$ 7,914.80	\$ 8,336.80	\$ 11,470.00	\$ 57,841.00	6.28%
Intercept	\$ 200.00	\$ 400.00	\$ 500.00	\$ 400.00	\$ 300.00	\$ 100.00	\$ 1,900.00	0.21%
Medicare	\$ 76,994.00	\$ 81,754.00	\$ 95,440.20	\$ 83,724.40	\$ 75,419.20	\$ 6,807.40	\$ 420,139.20	45.62%
Medicaid	\$ 32,852.00	\$ 29,305.00	\$ 39,741.60	\$ 26,231.20	\$ 23,081.80	\$ 6,429.60	\$ 157,641.20	17.12%
Other/Commercial	\$ 36,705.40	\$ 31,800.40	\$ 41,227.00	\$ 33,338.80	\$ 25,727.60	\$ 25,796.20	\$ 194,595.40	21.13%
Patient	\$ 30,593.00	\$ 32,031.80	\$ 16,754.40	\$ 26,109.20	\$ 14,667.80	\$ (41,403.80)	\$ 78,752.40	8.55%
Worker's Comp						\$ 679.40	\$ 679.40	0.07%
<b>TOTAL</b>	<b>\$ 181,791.80</b>	<b>\$ 184,604.40</b>	<b>\$ 210,022.00</b>	<b>\$ 187,597.20</b>	<b>\$ 156,911.40</b>	<b>\$ 0.00</b>	<b>\$ 920,926.80</b>	<b>100.00%</b>

**EMS BILLING**  
**BREAKDOWN -TOTAL COUNT**  
**July 1, 2015 - June 30, 2016**  
**Report as of October 31, 2015**

	July 2015	August 2015	Sept 2015	Oct 2015	Nov 2015	Adjustment	Totals	% of Total
No Insurance Information				12	12		24	2.06%
Bluecross	5	11	20	9	10		55	4.73%
Intercept	2	4	5	4	3		18	1.55%
Medicare	91	98	122	109	96		516	44.37%
Medicaid	40	35	52	34	29		190	16.34%
Other/Commercial	44	39	55	42	31		211	18.14%
Patient	37	39	21	32	20		149	12.81%
Worker's Comp							0	0.00%
<b>TOTAL</b>	<b>219</b>	<b>226</b>	<b>275</b>	<b>242</b>	<b>201</b>	<b>0</b>	<b>1163</b>	<b>100.00%</b>

**TOTAL REVENUE COLLECTED AS OF 11/30/15 \$430,523**

**TOTAL EXPENDITURES AS OF 11/30/15 \$214,246**

**EMS BILLING  
AGING REPORT  
July 1, 2015 to June 30, 2016  
Report as of November 30, 2015**

	<b>Current</b>		<b>31-60</b>		<b>61-90</b>		<b>91-120</b>		<b>121+ days</b>		<b>Totals</b>	
<b>Bluecross</b>	\$ 16,473.81	87%	\$ 4,161.28	22%	\$ -	0%	\$ -	0%	\$ (1,651.34)	-9%	\$ 18,983.75	4.02%
<b>Intercept</b>	\$ 100.00	33%	\$ 200.00	67%	\$ -		\$ -		\$ -		\$ 300.00	0.06%
<b>Medicare</b>	\$ 49,351.60	95%	\$ 1,844.20	4%	\$ -	0%	\$ -	0%	\$ 796.69	2%	\$ 51,992.49	11.02%
<b>Medicaid</b>	\$ 7,672.45	69%	\$ 2,270.40	20%	\$ -	0%	\$ -	0%	\$ 1,209.07	11%	\$ 11,151.92	2.36%
<b>Other/Commercial</b>	\$ 43,427.45	62%	\$ 16,151.03	23%	\$ 2,552.45	4%	\$ 864.00	1%	\$ 6,560.49	9%	\$ 69,555.42	14.75%
<b>Patient</b>	\$ 42,702.08	13%	\$ 23,820.02	7%	\$ 26,202.16	8%	\$ 31,545.36	10%	\$ 195,425.09	61%	\$ 319,694.71	67.78%
<b>Worker's Comp</b>	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0.00%
<b>TOTAL</b>	\$ 159,727.39		\$ 48,446.93		\$ 28,754.61		\$ 32,409.36		\$ 202,340.00		\$ 471,678.29	
	34%		10%		6%		7%		43%		100%	100.00%

# City of Auburn, Maine

*"Maine's City of Opportunity"*

## Financial Services

To: Howard Kroll, City Manager  
From: Jill Eastman, Finance Director  
Re: Arena Financial Reports for November 30, 2015



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 November 30, 2015.

The Norway Savings Bank Arena report now includes a budget to actual comparison with last fiscal year for both revenues and expenditures.

### **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, October 31, 2015.

#### **Current Assets:**

As of the end of November 2015 the total current assets of Norway Savings Bank Arena were (\$259,739). These consisted of cash and cash equivalents of \$91,281, accounts receivable of \$150,713 and an interfund payable of \$543,940, which means that Norway owes the General Fund \$543,940 at the end of November.

#### **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 November 30, 2015 was \$215,947.

#### **Liabilities:**

Norway Arena had accounts payable of \$998 as of November 30, 2015.

#### **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 November 2015 are \$380,570. 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 November 2015 were \$490,539. These expenses include personnel costs, supplies, utilities, repairs, rent, capital purchases and maintenance.

As of November 2015 Norway Arena has an operating loss of \$109,969 compared to the November 2015 operating loss of \$183,453 a decrease in the operating loss for the fiscal year of \$73,484.

As of November 30, 2015 Norway Arena has a decrease in net assets of \$109,969.

The budget to actual reports for revenue and expenditures, with comparison to the same period last year show that revenue for FY16 is \$112,096 more than in FY15 and expenditures in FY16 are \$38,494 more than last year in November.

**CITY OF AUBURN, MAINE**  
**Statement of Net Assets**  
**Norway Savings Bank Arena**  
**November 30, 2015**  
**Business-type Activities - Enterprise Fund**

	November 30, 2015	October 31, 2015	Increase/ (Decrease)
<b>ASSETS</b>			
Current assets:			
Cash and cash equivalents	\$ 91,281	\$ 91,281	\$ -
Interfund receivables/payables	(543,940)	(433,494)	(110,446)
Prepaid Rent	42,207	42,207	-
Accounts receivable	150,713	95,597	55,116
Total current assets	(259,739)	(204,409)	(55,330)
Noncurrent assets:			
Capital assets:			
Buildings	38,905	38,905	-
Equipment	285,813	285,813	-
Land improvements	-	-	-
Less accumulated depreciation	(108,771)	(108,771)	-
Total noncurrent assets	215,947	215,947	-
Total assets	(43,792)	11,538	(55,330)
<b>LIABILITIES</b>			
Accounts payable	\$ 998	\$ 49,552	\$ (48,554)
Total liabilities	998	49,552	(48,554)
<b>NET ASSETS</b>			
Invested in capital assets	\$ 215,947	\$ 215,947	\$ -
Unrestricted	\$ (260,737)	\$ (253,961)	\$ (6,776)
Total net assets	\$ (44,790)	\$ (38,014)	\$ (6,776)

**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**  
**November 30, 2015**

	<b>Norway Savings Arena</b>
Operating revenues:	
Charges for services	\$ 380,570
Operating expenses:	
Personnel	149,042
Supplies	10,935
Utilities	89,467
Repairs and maintenance	8,649
Rent	211,035
Depreciation	-
Capital expenses	1,600
Other expenses	19,811
<b>Total operating expenses</b>	<b>490,539</b>
<b>Operating gain (loss)</b>	<b>(109,969)</b>
Nonoperating revenue (expense):	
Interest income	-
Interest expense (debt service)	-
<b>Total nonoperating expense</b>	<b>-</b>
Gain (Loss) before transfer	(109,969)
Transfers out	-
Change in net assets	(109,969)
Total net assets, July 1	65,179
<b>Total net assets, November 30, 2015</b>	<b>\$ (44,790)</b>

**CITY OF AUBURN, MAINE**  
**REVENUES - NORWAY SAVINGS BANK ARENA**  
Through November 30, 2015 compared to November 30, 2014

REVENUE SOURCE	FY 2016 BUDGET	ACTUAL REVENUES THRU NOV 2015	% OF BUDGET	FY 2015 BUDGET	ACTUAL REVENUES THRU NOV 2014	% OF BUDGET	VARIANCE
<b>CHARGE FOR SERVICES</b>							
Concissions	\$ 30,000	\$ 2,175	7.25%	\$ 30,000	\$ 233	0.78%	\$ 1,942
Sign Advertisements	\$ 230,000	\$ 78,757	34.24%	\$ 233,225	\$ 106,682	45.74%	\$ (27,925)
Pro Shop	\$ 8,500	\$ 2,994	35.22%	\$ 8,500	\$ 2,878	33.86%	\$ 116
Programs	\$ 280,000	\$ 101,625	36.29%	\$ 172,450	\$ 25,704	14.91%	\$ 75,921
Rental Income	\$ 398,500	\$ 195,019	48.94%	\$ 753,260	\$ 130,352	17.31%	\$ 64,667
Tournaments	\$ 50,000	\$ -	0.00%	\$ 24,500	\$ 2,625	10.71%	\$ (2,625)
<b>TOTAL CHARGE FOR SERVICES</b>	<b>\$ 997,000</b>	<b>\$ 380,570</b>	<b>38.17%</b>	<b>\$ 1,221,935</b>	<b>\$ 268,474</b>	<b>21.97%</b>	<b>\$ 112,096</b>
<b>INTEREST ON INVESTMENTS</b>	<b>\$ -</b>			<b>\$ -</b>			
<b>GRAND TOTAL REVENUES</b>	<b>\$ 997,000</b>	<b>\$ 380,570</b>	<b>38.17%</b>	<b>\$ 1,221,935</b>	<b>\$ 268,474</b>	<b>21.97%</b>	<b>\$ 112,096</b>

**CITY OF AUBURN, MAINE**  
**EXPENDITURES - NORWAY SAVINGS BANK ARENA**  
Through November 30, 2015 compared to November 30, 2014

DESCRIPTION	ACTUAL			ACTUAL			VARIANCE
	FY 2016 BUDGET	EXPENDITURES THRU NOV 2015	% OF BUDGET	FY 2015 BUDGET	EXPENDITURES THRU NOV 2014	% OF BUDGET	
Salaries & Benefits	\$ 311,000	\$ 149,042	47.92%	\$ 318,446	\$ 123,250	38.70%	\$ 25,792
Purchased Services	\$ 96,150	\$ 17,320	18.01%	\$ 67,800	\$ 29,653	43.74%	\$ (12,333)
Supplies	\$ 17,500	\$ 22,075	126.14%	\$ 9,000	\$ 23,119	256.88%	\$ (1,044)
Utilities	\$ 200,200	\$ 89,467	44.69%	\$ 204,846	\$ 64,989	31.73%	\$ 24,478
Capital Outlay	\$ 57,000	\$ 1,600	2.81%	\$ 80,000	\$ -	0.00%	\$ 1,600
Rent	\$ 507,000	\$ 211,035	41.62%	\$ 528,408	\$ 211,035	39.94%	\$ -
	<b>\$ 1,188,850</b>	<b>\$ 490,539</b>	<b>41.26%</b>	<b>\$ 1,208,500</b>	<b>\$ 452,046</b>	<b>37.41%</b>	<b>\$ 38,493</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>\$ 1,188,850</b>	<b>\$ 490,539</b>	<b>41.26%</b>	<b>\$ 1,208,500</b>	<b>\$ 452,046</b>	<b>37.41%</b>	<b>\$ 38,493</b>