



**City Council Workshop & Meeting
May 18, 2020
Agenda**

This City Council workshop and meeting will be conducted both in Council Chambers and remotely using “Zoom.” The meeting will be broadcast as usual on Great Falls TV (cable channel 1302) and on the City of Auburn [YouTube](#) channel.

If you wish to offer public comment during the meeting, you can “attend” the meeting via Zoom and speak during the public comment session. To participate in this way, please register in advance by using the following link: https://us02web.zoom.us/webinar/register/WN_oDrJLIaTTSUD5BrQSIHug

After registering, you will receive a confirmation email containing information about joining the meeting. If you wish to speak, simply click “Raise Hand” in the webinar controls. You can also use the Alt+Y keyboard shortcut (Mac: Option+Y) to raise or lower your hand. You will be notified when it is your turn to speak. Be sure to “Unmute” yourself and speak clearly. All participants will be able to hear you.

If you prefer to submit public comment in writing, please send your remarks via email to: comments@auburnmaine.gov. Your comments will be included in the meeting minutes.

05:30 P.M. City Council Workshop

- A. Local Foods Local Places Community Action Plan for Lewiston-Auburn – Julia Harper (20 minutes)
- B. Agreement with The Lewiston Auburn Water Pollution Control Authority – Eric Cousens and Mac Richardson
- C. Draft 2020-2024 CDBG/HOME Consolidated Plan & PY2020 Annual Action Plan. Zach Lenhert (20 minutes)
- D. Council Budget Discussion

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

Pledge of Allegiance

I. Consent Items - None

II. Minutes

- April 27, 2020 Regular Council Meeting

III. Communications, Presentations and Recognitions

- Proclamation – Mental Health Awareness Month
- Proclamation – Arbor Week
- Proclamation – 100th Anniversary of the 19th Amendment
- Update on the Library Avenue Project - Tony Beaulieu
- Court Street Study Update – Tony Beaulieu, Jennifer Williams

- Downtown Vision Discussion – Michael Chamblings
- Covid-19 Update
 - Recovery Plan Update
- Council Communications

IV. Open Session – *Members of the public are invited to speak to the Council about any issue directly related to City business or any item that appears on the agenda.*

V. Unfinished Business - None

VI. New Business

1. Order 53-05182020

Authorizing the City Manager or his designee to execute and deliver to BAP Power Corp (d/b/a Cenergy) or their designee, a net energy billing credits agreement.

2. Ordinance 04-05182020

Amending Chapter 60, Article XVIII: Solar Energy Generating System. Public hearing and first reading.

3. Ordinance 05-05182020

Amending Chapter 60, Article IV, Division 2: Agriculture and Resource Protection District. Public hearing and first reading.

4. Order 54-05182020

Appointing Darren Finnegan as full member of the Planning Board with a term expiration of 1/1/2023.

5. Order 55-05182020

Appointing Stacey LeBlanc as full member of the Planning Board with a term expiration of 1/01/2023.

6. Order 56-05182020

Appointing Dana Staples as associate member of the Planning Board with a term expiration of 1/01/2023.

7. Order 57-05182020

Appointing David Bell to serve on the Agricultural Committee with a term expiration of 4/01/2023.

8. Order 58-05182020

Appointing Scott Blanchard to serve on the Agricultural Committee with a term expiration of 4/01/2022.

9. Order 59-05182020

Appointing David Griswold to serve on the Agricultural Committee with a term expiration of 4/01/2023.

10. Order 60-05182020

Appointing Kathy Shaw to serve on the Agricultural Committee with a term expiration of 4/01/2021.

11. Order 61-05182020

Appointing William Sylvester to serve on the Agricultural Committee with a term expiration of 4/01/2022.

12. Order 62-05182020

Re-appointing Mary LaFontaine to serve on the Board of Assessment Review with a term expiration of 10/01/2024.

13. Order 63-05182020

Appointing Casey Knight to serve on the Auburn Housing Authority with a term expiration of 10/01/2021.

14. Order 64-05182020

Appointing Keith Ellis to serve on the A-L Cable TV Advisory Committee with a term expiration of 6/01/2021.

VII. Reports

a. Mayor's Report

b. City Councilors' Reports

c. City Manager Report

d. Finance Director, Jill Eastman – April 2020 Monthly Finance Report

VIII. Executive Session

- Economic Development, pursuant to 1 M.R.S.A. Sec. 405(6)(C)
- To discuss a public-private partnership which the premature disclosure of the information would prejudice the position of the city, pursuant to 1 M.R.S.A. Sec. 405 (6)(C)

X. Adjournment



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: May 18, 2020

Author: Sue Clements-Dallaire, City Clerk

Subject: Local Foods Local Places Community Action Plan (LFLP) for Lewiston-Auburn

Information: Julia Harper of the Good Food Council of Lewiston-Auburn will be presenting the LFLP Action Plan to the City Council.

City Budgetary Impacts:

Staff Recommended Action: No action

Previous Meetings and History: The LFLP Action Plan was drafted by 80+ community members including staff from both Auburn and Lewiston on October 22 and 23, 2019. The plan was finalized in January of 2020.

City Manager Comments:

I concur with the recommendation. Signature:

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

Attachments:

Local Foods, Local Places Community Action Plan for Lewiston-Auburn

Quick Reference Guide for Cities of Auburn and Lewiston

May 2020

INTRODUCTION

Requested Actions of City Council, May 2020:

1. Adopt the Local Foods, Local Places (LFLP) Plan created by the community, and supported by the efforts of the LFLP Federal Technical Assistance Team and the LFLP Local Steering Committee.
2. Acknowledge that the LFLP Plan is in alignment with the [Lewiston-Auburn Community Food Charter](#), and that investment into local food will result in increased food security and expansion of our local economy;
3. Encourage city residents, city officials, and locally based businesses and organizations to engage and help further the LFLP Action Plan's goals and actions.*

*Actions were envisioned to be adaptable based on changing community circumstances, in particular at this moment, COVID-19.

BACKGROUND

In the Spring of 2019, the St. Mary's Nutrition Center received Technical Assistance through the Environmental Protection Agency's (EPA) Local Foods, Local Places Program. The purpose of this program is to increase economic opportunities for local farmers and businesses; revitalize downtown streets and neighborhoods; and support better access to healthy, local food, especially among disadvantaged groups. With the guidance of the LFLP Technical Assistance Team, a local Steering Committee was formed and met quarterly to plan and convene a community-wide conversation and workshop. The two day event occurred on October 22 and 23, 2019 launching with a tour by the Steering Committee and Federal officials of local farms and food businesses in Auburn-Lewiston. Over 80 people across business, municipal, and agricultural sectors participated in the conversation and workshop. Together they envisioned and drafted the Lewiston-Auburn Local Foods Local Places Action Plan. Following the event the Steering Committee, along with additional interested community members, continued to meet on their own and via conference call with the Technical Assistance Team to finalize the plan, including fine-tuning the sixteen action steps that — along with numerous individual, business, organizational, and municipal commitments — aim to fulfill the following goals:

1. Strengthen access to local food while expanding market opportunities and infrastructure for farm and food businesses.
2. Integrate local food and agriculture into city planning and economic development strategies.
3. Build food and agriculture as a defining brand for Lewiston-Auburn.
4. Increase equitable access, ownership, and preservation of land to grow food in Lewiston-Auburn.

The 'implementation phase' of the LFLP Action Plan is being coordinated by the Good Food Council of Lewiston-Auburn, working closely with a small coordinating team.

Attachments: Local Foods, Local Places Action Plan for Lewiston-Auburn

Local Foods, Local Places Community Action Plan for Lewiston-Auburn

Quick Reference Guide for Cities of Auburn and Lewiston

May 2020

The following Actions in the LFLP Plan are where each city may have a unique role in the next 1-3 years.

Both Auburn & Lewiston

Action	Page #	Lead(s)**	Status
2.3 - Pass an urban agriculture ordinance in Lewiston and Auburn	18	Good Food Council of LA; Shelley Norton, AVCOG; Jesse Tannenbaum, Eli's Homestead	In early stages
2.4 - Develop a regional economic growth strategy to support agricultural production, processing, and distribution to grow the agriculture sector and bring new business and jobs (e.g. new farmers).	19	Shanna Cox and Scott Benson, LA Metro Chamber	In early stages

Auburn

Action	Page #	Leads	Status
2.2 - Ensure that food and farm sectors are represented as critical to and integrated in Auburn's 2020-2030 comprehensive plan. This includes crafting a robust and inclusive community engagement process to identify priorities.	17	Good Food Council of Lewiston-Auburn; Consultants hired by the City to Guide the Comprehensive Plan Process	Not yet started

Lewiston

Action	Page #	Leads	Status
2.1 - Pass the Food Sovereignty Act in Lewiston	16	Jesse Tannenbaum; Good Food Council of LA	In early stages
1.2 - Conduct a feasibility study to determine the potential of renovating the Lewiston Middle School Kitchen for job training and school- and community-wide meals that feature locally sourced ingredients.	11	Lead Vacancy	On hold

**Leads: Serve as a convener/champion of the Action Team (consisting of members of Supporting Cast listed in the LFLP Action Plan and possibly others) to move forward a specific Action in the Action Plan.



Community Action Plan for Lewiston-Auburn

LOCAL FOODS, LOCAL PLACES TECHNICAL ASSISTANCE

December 2019

For more information about Local Foods, Local Places visit:

<https://www.epa.gov/smartgrowth/local-foods-local-places>

Contact Information:

U.S. Environmental Protection Agency Project Contact: **John Foster**

Office of Community Revitalization

U.S. Environmental Protection Agency

1200 Pennsylvania Ave. NW (MC 1807T)

Washington, DC 20460

Phone: (202) 566-2870

Email: Foster.John@epa.gov

Lewiston-Auburn Contact: **Sherie Blumenthal**

St. Mary's Nutrition Center

208 Bates Street

Lewiston, ME 04240

Phone: (207) 513-3848

Email: SBlumenthal@stmarysmaine.com

COMMUNITY STORY

The Androscoggin River anchors the landscape of Lewiston-Auburn and has been the central artery of this area from the earliest days of indigenous settlement. The Abenaki peoples, who were the first to live along the river, planted corn, beans, and squash in the fertile floodplain, and had a major settlement on Laurel Hill in what is now New Auburn. The name Androscoggin is an anglicized version of several Abenaki words meaning "river of rock shelters", in reference to the outcroppings of rocks where they caught and cleaned the Atlantic Salmon that once traveled upstream. The first European settlers moved into the area in 1770 and by 1795 incorporated the town of Lewiston, named for a Boston land proprietor and merchant Job Lewis.¹ Settlers began the process of constructing dams to harvest power from the waters of the Androscoggin. Canals supported grist, saw, and fulling mills. Officially incorporated in 1869, Auburn grew geographically into one of Maine's largest municipalities, and by the early twentieth century had grown into the fifth-largest center for shoe manufacturing in the United States. Most other economic activity centered on agriculture and the population remained small and widely dispersed, with population growth and mill construction of Lewiston Falls Village taking place on the Auburn side of the river.²

In the 40 years between 1830 and 1870, Lewiston grew into an industrial city with a diverse and multi-national population including many Irish and French Canadian immigrants.³ Bostonian businessmen Benjamin Bates and Alexander DeWitt arrived in Lewiston in the mid-1850s and would build important commercial and institutional anchors – the DeWitt Hotel and the Maine State Seminary, which would later become Bates College in 1864. The population grew with these developments as did the services required. St. Mary's, the first hospital, was established in 1889, and in the last years of the nineteenth century, Haymarket Square on Main Street in Lewiston was Central Maine's busiest market for agricultural items.



Figure 1 – Lewiston's Haymarket Square was the center of agricultural commerce in the late 1800s. Image credit: City of Lewiston/Courtesy of Robert R. Bedard



Figure 2 – Immigrant/refugee farmers have helped to sustain and grow Lewiston-Auburn's economy over the past two decades. Image credit: Greta Rybus/Courtesy of Cultivating Community

¹ Douglas I. Hodgkin. A Brief History of Lewiston. <https://www.lewistonmaine.gov/421/History-of-Lewiston>. Accessed from City of Lewiston Website on Dec. 3, 2019.

² Ibid.

³ Downtown Lewiston. <https://downtownlewiston.com/history/>. Accessed December 3, 2019.

The industrial exploitation of the Androscoggin took its toll on the region over the course the twentieth century. Pollution dampened the natural landscape and closure of the mills during the industrial decline caused economic hardship that the community has been working to overcome with several deliberate planning processes. The arrival of Somali immigrants in the 1990s marked a turning point for the “Twin Cities” of Lewiston-Auburn and helped to further positive change. During that period, a section of Lisbon Street alone counted over 30 Somali-owned stores and restaurants that were reutilizing previously vacant storefronts and breathing new life into downtown.⁴

Today, Lewiston-Auburn is the second largest metropolitan area in the State of Maine, with a combined population of over 59,000 in 2018 (source: census.gov). In addition to being home to several higher education institutions and world-class health facilities, its 2014 cultural plan objectives have helped it evolve to become a fine arts and cultural destination. Those who visit its many events and annual festivals can also enjoy breweries, restaurants, recreational activities along the river, and historical landmarks of the city.⁵

As revitalization continues, Lewiston-Auburn community champions have placed increased emphasis on revitalizing the downtowns on both sides of the river, utilized opportunities in the local food system and farming to advance economic growth, and helped new

Americans achieve greater self-reliance. The food focus, particularly in Lewiston, made the Twin Cities a good match with the federal Local Foods, Local Places technical assistance program. In 2018, St. Mary’s Nutrition Center and community partners requested assistance for Lewiston-Auburn through Local Foods, Local Places to develop an action plan for building the local food system and creating a healthy, walkable, economically vibrant downtown. The goals of the Local Foods, Local Places program are to create:

Local Foods, Local Places Steering Committee

- Sherie Blumenthal, St. Mary's Nutrition Center
- Kirsten Walter, St. Mary's Nutrition Center
- Deb Burd, Covenant Health
- Francis Eanes, Bates College
- Jonah Fertig-Burd, Cooperative Development Institute and Celebration Tree Farm
- Sam Boss, Bates College
- Shanna Cox, Lewiston Auburn Metropolitan Chamber of Commerce
- Jim Hanna, Somali Bantu Community Association/Cumberland Food Security Council
- Omar Hassan, Cooperative Development Institute/New Roots Cooperative Farm
- Misty Parker, City of Lewiston
- Julia Harper, Good Food Council of Lewiston-Auburn

Figure 3 - Steering committee members.

⁴ Legacy Lewiston: City of Lewiston Comprehensive Plan.

https://www1.maine.gov/dacf/municipalplanning/comp_plans/Lewiston%202014.pdf

⁵ City of Lewiston. <https://www.lewistonmaine.gov/9/Visitors>. Accessed December 3, 2019.

- More economic opportunities for local farmers and businesses.
- Better access to healthy, local food, especially among disadvantaged groups.
- Revitalized downtowns, main streets, and neighborhoods.

The Local Foods, Local Places program is supported by the U.S. Environmental Protection Agency, the U.S. Department of Agriculture, and the Northern Border Regional Commission. Lewiston-Auburn was one of 15 communities across the United States selected to participate in the program in 2019.

A Local Foods, Local Places steering committee formed in Lewiston-Auburn in preparation for this technical assistance award comprised of a variety of community partners (Figure 3). They were supported by a technical assistance team of consultants and multiple federal and state agency partners (Figure 4).

The Steering Committee decided to focus its technical assistance process on the goals to: strengthen access to local food while expanding market opportunities and infrastructure for farm and food businesses; integrate local food and agriculture into city planning and economic development strategies; build food and agriculture as a defining brand identity for Lewiston-Auburn; and increase equitable access, ownership, and preservation of land to grow food in Lewiston-Auburn. With these goals, the cities seek to ensure agriculture remains central to the local economy and to attract more people to visit, work, and live there, contributing to the vibrant, diverse fabric of the community.

The remainder of this report and appendices document the technical assistance engagement process, the workshop activities, and most importantly, the outcome: a community action plan to achieve Lewiston-Auburn's goals.

ENGAGEMENT

The technical assistance engagement process for Local Foods, Local Places has three phases, illustrated in Figure 5 below. The plan phase consists of three preparation conference calls with the steering committee and technical assistance team to clarify goals and arrange workshop logistics. The convene phase includes the effort's capstone event—a two-day workshop in the community. The act phase includes three follow-up conference calls to finalize a community action plan and strategize on how to maintain momentum generated during the workshop. The community workshop was held over a two-day period from October 22-23, 2019 and the activities for those days are described below. Workshop exercise results are summarized in **Appendix A**, workshop sign-in sheets are provided in **Appendix B**, a workshop photo album is provided in **Appendix C**, a data profile in **Appendix D**, funding resources in **Appendix E**, and general references in **Appendix F**.

Local Foods, Local Places Technical Assistance Team

- John Foster, U.S. Environmental Protection Agency, Office of Community Revitalization
- Matt Chotkowski, USDA - FNS, Northeast Region
- Christine Beling, E U.S. Environmental Protection Agency, Region 1 (Boston)
- Jessica Sheeran, U.S. Department of Health and Human Services, Region 1
- Kara Norman, HUD, New England Regional Office (Boston)
- Kelsey Brown, HUD, Bangor Field Office
- Holly Fowler, Northbound Ventures (consultant)
- Jessica Dimmick, EPR (consultant)

Figure 4 - Technical assistance team.



Figure 5 - Local Foods, Local Places technical assistance process diagram.

COMMUNITY TOUR

In advance of the first community session on October 22nd, the local Steering Committee designed and led a tour of Lewiston-Auburn for the technical assistance team to see the cities' food-related businesses, markets, farms, industrial history, and downtown. The tour began at St. Mary's Nutrition Center on Bates Street in downtown Lewiston. The Nutrition Center brings people together to collectively imagine and build a just food system and healthy community. Programming includes community and school gardens; youth leadership development and job training; equitable food access initiatives; community cooking and education; and the largest food pantry in the region. The Nutrition Center supports approximately 20 gardens across Lewiston-Auburn, including several elementary and middle school gardens, and supplies approximately 200 community gardeners with seeds, seedlings, tools, instruction, and hands-on workshops. The accessible garden at the Nutrition Center is designed for learning, sharing, and gathering, and in the future plans to have a small outdoor kitchen to support additional cooking and nutrition educational programs.



Figure 6 – The St. Mary's Nutrition Center is a hub of health and nutrition resources for Lewiston-Auburn. Photo credit: Northbound Ventures

Following the garden tour, the group then traveled by shuttle van to the New Roots Cooperative Farm, owned and operated by four Somali Bantu farmers who came to Lewiston in the mid 2000s. The farmers are graduates of the New American Sustainable Agriculture Project (NASAP), a project of Cultivating Community

that provides technical and fiscal training to refugee and immigrant farmers. The farmers worked with the Cooperative Development Institute, Land for Good, Cultivating Community, and the Maine Farmland Trust to find the 30-acre land tract and obtain a lease with the option to purchase. The New Roots Cooperative Farm currently has 7.5 acres in production. The farm runs a CSA program, grows and distributes wholesale vegetables to food pantries, schools, and local restaurants, and sells produce at farmers markets. Hoop houses were recently built using funding from USDA's Natural Resources Conservation Service, a tractor was purchased through a Sharia-compliant loan from the Cooperative Fund of New England, and solar panels were installed with funding through the New England Grassroots Environment Fund.



Figure 7 – The community tour visits New Roots Cooperative Farm, a collaborative of four Somali farm families. Photo credit: Northbound Ventures

Tour members next traveled across the Androscoggin River into New Auburn and met Kathy Shaw, owner of Valley View Farm and 4 Season Farm Market on Mill Street, a small store offering a variety of fresh produce, fermented goods, dried herbs, soups, and other products from Ms. Shaw's own 75-acre farm and other farmers and producers. The store has a strong following and hopes to continue to grow, but lack of space for a commercial kitchen and difficulty to capture Mill Street's high-volume traffic are two potential challenges to its long-term growth.

Walking back over the Cedar Street bridge, the group entered the Bates Mill Complex, which consists of eight former mill buildings containing 1.3 million square feet of floor space on a 12-acre parcel. The City of Lewiston tax-acquired most of the complex in 1992 and sold it to local architect and developer Tom Platz in 1996. Platz redeveloped five of the buildings into adaptive re-use including housing units, offices, restaurants, and Baxter Brewing Company, the first craft brewery in New England to can all of its beers.

In the complex, the group visited E. Claire and Pastries, a bakery located in Mill #2, and met owner Emily Fournier who grew her home bakery into the space two years ago and has expanded her business to offer light breakfast and lunch in addition to the daily baked goods sold on site, wholesale, and catering. E. Claire and Pastries has partnerships with the Pub at Baxter Brewing Company and other local restaurants to provide baked goods for their menus.



Figure 8 – The community tour visits 4 Seasons Market that carries a broad selection of local produce and value-added product. Photo credit: Northbound Ventures

Walking along Chestnut Street, the group crossed over the Bates Mill canal and passed Lisbon Street, the historic main commercial street of Lewiston's downtown. The city used Community Development Block Group funds for redevelopment along Lisbon Street. Storefront vacancies have decreased since the mid 1990s, but several ground-floor spaces remain vacant.

The tour concluded at the Kennedy Park Farmers Market, a popular neighborhood market supported by Cultivating Community that provides market opportunities for beginner NASAP farmers and offers a wide selection of fresh produce, including crops unique to Africa. It also serves as a stop for the Good Food Bus, a mobile food market that brings fresh, local, and affordable produce to markets and neighborhoods in Lewiston-Auburn, and is operated by St. Mary's Nutrition Center with foundational support from Harvard Pilgrim Health Care Foundation.

Appendix C has many more photos and additional details of the community tour.

VISION AND VALUES

Close to 80 residents, farmers, and other community stakeholders attended the first public session of the Local Foods, Local Places Lewiston-Auburn workshop on the evening of October 22nd. Kirsten Walter, Director of St. Mary's Nutrition Center, welcomed attendees and shared a short presentation placing the event in the context of other planning and engagement undertaken to date. She highlighted the long history of Lewiston's and Auburn's downtowns, the area's heritage of small-scale farming, the many assets and opportunities for food to support economic development, and community driven efforts towards growth that include the Lewiston Downtown Neighborhood Action Plan (2009), Community Food Assessment (2013), New Auburn Village Center Study (2014), L-A Regional Food Hub Feasibility Study (2015), L-A Community Food Charter (2016) and most recently the adoption of a Transformation Plan and occurrence of the L-A Region Farmland Access & Food Economy Conference.

After recognizing community partners in producing the workshop and full-room introductions, the technical assistance team gave a short presentation on the Local Foods, Local Places program including a recap of the afternoon's community tour. The team highlighted unique aspects of Lewiston-Auburn's local food system, specifically the amount of working agricultural land proximal to city centers. Equity was also stressed as a measure of ensuring the system's success in placemaking and improved healthy food access benefits all people who live there now, not just those who can afford to live there in the future. Demographic and regional data that provides baseline measurements of food access, health, and economic well-being about Lewiston-Auburn can be found in **Appendix D**.

Vision & Values

I want to help Lewiston-Auburn...

- To build a better community
- To be with community
- To reduce food insecurity
- To help make food accessible
- To minimize food waste
- To explore new market opportunities
- To learn and to listen
- To protect the important food and farming are important assets of Lewiston-Auburn
- To represent the farming community
- To help improve community health and nutrition
- To make L-A a food destination
- To build bridges for more collaboration

Figure 9 -- In a group exercise designed to capture the community's vision and values, participants shared their reasons for accepting an invitation from St. Mary's Nutrition Center to join the Local Food, Local Places workshop.

The primary purpose of the opening workshop session was to hear from residents and other stakeholders about their vision for Lewiston-Auburn, its food economy, and thoughts on the future location of the farmers market. The technical assistance team captured attendees' reasons for being at the workshop (Figure 9).

In a second group exercise, participants created local news headlines from the future, many of which envisioned new market channels for farmers to sell food grown in the city, solutions to food insecurity, construction of value-added production facilities, passage of the Food Sovereignty Act, and continued role of youth and immigrant /refugee farmers in building a thriving food economy. In a final group exercise, attendees surfaced ideas for what is needed to continue Lewiston-Auburn's trajectory of revitalization. The community's headlines and thoughtful list of potential needs is included with the results from all group workshop exercises in **Appendix A**.

ACTION PLANNING - DAY TWO

Case Studies

The second day of the workshop began with examples of strategies used by other communities to advance their food system and place-making initiatives. The technical assistance team shared examples of urban agriculture ordinances, market gardens, integration of food and farming into municipal planning documents, development of shared commercial kitchens and food processing facilities, and insights on scaling up production to meet wholesale and institutional demand. The facilitators also placed Lewiston-Auburn's initiatives in the context of the New England Food Vision, which calls for regional capacity to produce at least 50% of clean, fair, just, and accessible food by 2060. Lewiston-Auburn is already seen as a leader in developing creative, equitable approaches to advancing this ambitious goal and stakeholders across the region anticipate that it will continue to play a critical role.

Mapping Exercises

Next, on Day 2, workshop participants engaged in a group mapping exercise aimed at identifying different points in and around Lewiston-Auburn that represent revitalization needs and priorities on maps scaled to downtown and the region (Figure 11). The exercise asked participants to label immediate needs or quick fixes required, opportunities around infrastructure and food access (e.g., kitchens, unused or underutilized buildings, places for storage and refrigeration), opportunities to integrate food into city planning and economic development strategies, and land to grow food



Figure 10 – Workshop participants consider and discuss case studies and strategies from other communities. Image credit: Northbound Ventures



Figure 11 – Participants at the Lewiston-Auburn Local Foods, Local Places workshop use large scale maps to identify favorite places and opportunities for the food system. Image credit: Northbound Ventures

(e.g., farmland that needs permanent protection, underutilized or potential productive space). The results of the mapping are captured in **Appendix A**.

Action Planning

The action planning process during the workshop consisted of a few phases of work. First, there was a brainstorming session, where participants were asked to write down potential actions to help advance one or more goals. The next phase was a dot-voting exercise where participants were given a limited number of dots and were asked to vote on which actions either were most important or needed immediate attention. In the third phase, small working groups assessed this prioritization voting and fleshed out the details of the top two to five actions for each goal, such as its importance, timeframe, lead role, etc. In the final phase, each small working group reported back its progress and shared any questions they encountered. The tables that follow provide additional background information and detail for each goal and action.



Figure 12 – Workshop participants split into groups to draft action plans for each of the community's goals. Image credit: Northbound Ventures

When reading the action plan, note that a “Lead” is not the person tasked with completing the action, but rather a community member that has agreed to ensure coordination is happening among the supporting cast on the action and that progress is happening in accordance with the timeline. Each action's "supporting cast" consists of individuals or organizations that may be involved actively, consulted, or just kept informed based on their interest, expertise, or overlapping initiatives. Resources may be what is needed to complete the action, but may not be needed long-term or at all. Overall, the action plan represents a snapshot of what emerged from the Local Foods, Local Places workshop as priorities for the next few years, and is anticipated to be a living document that changes and evolves as new information emerges and actions are realized.

ACTION PLAN

GOAL 1: Strengthen access to local food while expanding market opportunities and infrastructure for farm and food business.

The community has laid much of the initial groundwork for developing strategies and implementing activities focused on improving local fresh food access, such as through community gardens, farmers' markets, a mobile market, and healthy nutrition incentives. Still, those living in the downtown of Lewiston and Auburn face barriers to access driven by several factors such as extremely high poverty rates; 87% of downtown Lewiston residents live below 200% of the federal poverty level and 64% of Auburn's downtown residents are low-income. The poverty rate for Lewiston children under five years old is 48%, twice the state average, with the school system hosting the highest rate of children qualifying for free or reduced-price lunch in the state. There is some good news: A recent surge in young people pursuing farming in the area, immigrant farming projects,

and upstart food ventures in the city have created opportunities to increase the supply of local fresh produce that can improve access to healthy foods for children and populations in need. Filling in gaps in the existing local food system infrastructure, business training, and social and nutritional support services will facilitate expanded market opportunities.

Action 1.1: Conduct a feasibility study to determine the demand and need for a shared-use processing space, storage facility, and commercial kitchen.

What this is and why it is important	Lewiston-Auburn's farmers, growers and eaters could benefit from a space where fresh, locally grown food can be stored, processed and turned into value-added products. Small-scale and beginner farmers in the community have expressed the need for a place to store and process crops. Aspiring and existing small-scale food entrepreneurs, including farmers and non-farmers, have highlighted the lack of access to a licensed commercial kitchen space in Lewiston-Auburn to transform raw ingredients into prepared foods. A feasibility study would offer a chance to explore needs and assets such as potential sites, community stakeholders, investors, and market opportunities.
Measures of success	<ul style="list-style-type: none"> ● Robust research on existing and similar models is conducted for benchmarking ● Purpose of the potential space is fully explored and defined ● Wide-ranging conversations are held with key stakeholders including farmers and food business owners ● Potential locations, key partners, and investors are identified ● Information from the feasibility study is adequate to inform a business plan ● Final study has considered the needs, assets, sequencing, and potential synergies identified in feasibility studies of actions 1.2 and 1.5
Timeframe	8-12 months
Lead	<ul style="list-style-type: none"> ● Jonah Fertig-Burd, Community Development Institute ● Sherie Blumenthal, St. Mary's Nutrition Center
Supporting cast	<ul style="list-style-type: none"> ● Scott Benson and Shanna Cox, Lewiston Auburn Metropolitan Chamber of Commerce ● Ben Daley, Chirp Creek Farm (Lisbon, Maine) ● Gerald Walsh, Knead ● Francis Eanes, Bates College for data analysis and surveying ● Good Food Council of Lewiston-Auburn ● Cultivating Community ● Community Food Champions, St. Mary's Nutrition Center ● Misty Parker, Lincoln Jeffers, and Doug Greene, City of Lewiston ● Eric Cousins, City of Auburn ● Good Shepard Food Bank ● Josh Nagine, Lewiston Farmers' Market, Androscoggin Land Trust ● Kathy Shaw, Valley View Farm ● Developers: Laura Redding, Developer's Collaborative; Matthew Peters, Elysian Enterprises LLC ● Maine Department of Agriculture Conservation and Forestry ● Androscoggin Valley Council of Governments

	<ul style="list-style-type: none"> ● Potential and current farmers and food producers
<p>Needed resources and possible sources</p>	<ul style="list-style-type: none"> ● Examples of similar Local Foods, Local Places community surveys that have been conducted ● Local Foods Promotion Program, Value-Added Producer Grant & other USDA Programs ● Funding/financing through Slow Money Maine ● Ron Batchner, Architect, United States Department of Agriculture Agricultural Marketing Service ● Financing from CEI (Coastal Enterprise Inc.) and or Cooperative Fund of New England ● The capacity and financial resources to distribute, conduct, and analyze the results of the survey ● Enhanced survey material ● Interpretation and translation services ● Grow L+A Study ● Bill Seretta, Fork Food Lab ● Coastal Enterprises, Inc (CEI) ● Bates Student Research support ● Ned Claxton & Troy Jackson, Maine State Senate ● Kim Finnerty, Auburn High School (share research from Whiting Farm) ● The Holyoke Food and Agriculture Innovation Center (HFAIC), Nuestras Raices

Action 1.2: Conduct a feasibility study to determine the potential of renovating the Lewiston Middle School Kitchen for job training and school- and community-wide meals that feature locally sourced ingredients.

<p>What this is and why it is important</p>	<p>Many families and children in Androscoggin County are food insecure including a high percentage of students that attend Lewiston Middle School (LMS). Free breakfast and lunch are currently served, but no means of serving dinner or sending home food with students exists. Students have shared that the food provided could be fresher and better tasting. Partnerships with area gleaning programs, local farmers and Bates College lend the potential for more locally sourced, fresh food. LMS is an important hub of the community and has the potential to provide more fresh food and serve as a communal meal space but the school kitchen is ill-equipped to meet the aspirations of food service providers, faculty, and students. Additionally, the school district has identified a need for an expanded kitchen facility to support food-related job training (e.g. via the Lewiston Regional Tech Center). Renovating the LMS kitchen could feed more families with more fresh food while also providing needed job-training opportunities. A study must first be conducted in order to understand the potential of the LMS kitchen in serving this role.</p>
<p>Measures of success</p>	<ul style="list-style-type: none"> ● Robust research on existing other existing community meal sites is conducted ● District-wide conversations are held with key stakeholders including students, faculty, staff, parents, and community members ● Preliminary equipment and architectural needs assessment is done ● Potential funding opportunities are explored and identified ● Final study is in a form that can be readily used to apply for funding or support ● Final study has considered the needs, assets, sequencing, and potential synergies identified in feasibility studies of actions 1.1 and 1.5
<p>Timeframe</p>	<ul style="list-style-type: none"> ● 8-12 months

Lead	<ul style="list-style-type: none"> Alisa Roman, Director of Food Service Nutrition for Lewiston Public Schools
Supporting cast	<ul style="list-style-type: none"> Seniors Plus/ Meals on Wheels Lewiston Public Schools students, parents, superintendent, and facilities manager Lewiston Regional Technical Center students and staff Professional contractors and architects Good Shepard Food Bank Ron Adams, Maine Farm & Sea Cooperative St. Mary's Nutrition Center Shanna Cox, LA Metro Chamber / LAEGC
Needed resources and possible sources	<ul style="list-style-type: none"> Lewiston Regional Technical Center Minneapolis Public Schools and other peers (Portland, Maine) Ron Batcher, Architect, United States Department of Agriculture Agricultural Marketing Service Serv Safe Students of Bates College Green Garden Bakery Youth Enterprise, Minneapolis Bill Seretta, Fork Food Lab Coastal Enterprises, Inc. (CEI) Androscoggin Valley Council of Governments Mary LaFontaine, Lewiston Career Center Maine Department of Labor Lewiston Economic Development Office Cultivating Community Title I funds (U.S. Department of Education supplemental funding for districts with high poverty rates) New Ventures, Inc for job training, business plan development

Action 1.3: Identify and secure a year-round, indoor/outdoor, permanent location for the Lewiston Farmers Market that is walkable from downtown Lewiston-Auburn and holds the potential for growth and expansion.

What this is and why it is important	<p>In operation since 2004, the Lewiston Farmers' Market offers farmers' and producers a consistent, direct-to-consumer market venue, and visitors a chance to build community and shop for a wide variety of local foods and goods. In partnership with the St. Mary's Nutrition Center, the farmers' market operates equitable access programs helping food-insecure families put more fresh food on their table. Although a well-loved fixture in the community, the market has yet to obtain a year-round permanent location. Agreements with the City of Lewiston and partner agencies must be renewed each year, sometimes with uncertainty, to secure a space for the season. Each winter the market must move to an entirely different site. A centrally located, permanent spot for the farmers market would offer residents of Lewiston-Auburn year-round access to fresh, local food, deepen civic engagement, and foster connection across communities. Farmers would have access to more consistent sales revenue and greater customer retention and loyalty. A</p>
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	permanent space would also support the local economy as a whole; studies show that farmers markets increase traffic and sales to neighboring businesses.
Measures of success	<ul style="list-style-type: none"> • Consumer and vendor criteria for an ideal site are outlined • Survey of potential locations is conducted, and connections made with potential partners • Location is identified that meet the criteria • Partnerships are honed and an agreement is reached with an optimal site
Timeframe	12-24 months ,depending on the readiness of the space
Lead	<ul style="list-style-type: none"> • Ben Daley, Lewiston Farmers Market steering committee • Sherie Blumenthal, Lewiston Farmers' Market Manager • Joshua Nagine, Friends of the Market Coordinator
Supporting cast	<ul style="list-style-type: none"> • Lewiston Farmers' Market Steering Committee and Market Association • Lewiston Farmers' Market customers • Maine Federation of Farmers' Markets • Bates College (for insights on property) • Shanna Cox, Lewiston Auburn Metropolitan Chamber of Commerce • Misty Parker, City of Lewiston Community and Economic Development • Denis D'Auteuil, Deputy City Administrator • Good Food Council of Lewiston-Auburn • Kevin Bunker, Developers Cooperation (Laura Reading for introduction) • Cultivating Community • Androscoggin Valley Council of Governments • Local property owners
Needed resources and possible sources	<ul style="list-style-type: none"> • Funding from Lewiston Farmers Market members and supporters • Building and information options; Ron Batchner of USDA to assist with design • Mapping and demographic insights • Funding or donation of property • Local Foods Promotion Program, Farmers Market Promotion Program • Project for Public Spaces

Action 1.4: Build awareness and increase use of existing and emerging direct-to-consumer food-connection platforms.

What this is and why it is important	<p>There are a wide range of beneficial, online, direct-to-consumer food-connection platforms, such as Forager (www.goforager.com), that support food businesses and other buyers in learning what local food is available near them. Direct purchasing offered through these sites can increase profits for farmers and growers by keeping more money in their pockets, and ultimately, inside the community. For example, as a result of using applications such as Forager, the sales of Fresh Start Farms (part of Cultivating Community to the Rosemont and Portland Food Co-ops) have increased over the past three years, proving a strong track record of accessing local markets. However, despite their functionality and success, many farmers and buyers are unfamiliar with these platforms. Greater awareness of this and other apps have the potential to increase farmers' sales and consumption of fresh, local food for community members in Lewiston-</p>
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	Auburn. Event tabling, workshops, posters, electronic and written articles provide potential opportunities to disseminate information about potential platforms.
Measures of success	<ul style="list-style-type: none"> ● Outreach is conducted to farmers and producers with a focus on those that are from or operate in Lewiston-Auburn ● Conversations are held with promising local businesses and institutions ● Follow-up with users is conducted to assess success ● More farms and food businesses are using the app and sales have increased ● Increased diversity in customer base (schools, restaurants, small groceries) for area farmers
Timeframe	6 -12 months
Lead	<ul style="list-style-type: none"> ● Jessica Woiderski, Food Hub Manager, Cultivating Community ● Sandy Alles, Wholesale Manager, Cultivating Community
Supporting cast	<ul style="list-style-type: none"> ● Forager ● Maeve McInnes, The Maine Course at Sodexo ● Central Maine Medical Center ● Ben Daley, Chirp Creek Farm Farms of Lewiston ● Kathy Shaw, Valley View Farm ● Jim Hannah, Cumberland County Food Security Council ● Maine Federation of Farmers' Markets ● Local grocers ● Coastal Enterprise Inc. ● Maine Organic and Growers Association
Needed resources and possible sources	<ul style="list-style-type: none"> ● Marketing support from Forager ● Printed outreach materials ● Sandy Alles and others for outreach capacity ● Hannah Semler, Maine Gleaning Network and Farm Drop ● Carl Constanzi and Corey Dilts, Norway Chef-Farmers Collaborative ● Portland Food Co-op ● Lewiston-Auburn School District ● Maine Farm and Sea Cooperative ● Maine NETwork of Community Food Councils

Action 1.5: Conduct a feasibility study of a cooperatively run, low-cost, local foods store in the Tree Streets neighborhood.

What this is and why it is important	<p>Poverty and food insecurity in the Tree Streets neighborhood are some of the highest in the state. Up to half of households don't have access to a vehicle. The closest full-service grocery stores to downtown are more than a mile away and can be difficult to reach, particularly in Maine winters. Innovative models that provide healthy low-cost food while also fostering community engagement, and in some cases cooperative ownership, are being trialed and have seen success in other parts of the country. Local food access, emergency food providers and community driven agencies are already experimenting with components of these models. Some existing support for research into this model</p>
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	exists already. At the same time, Lewiston-Auburn has a community of farmers who live downtown and are looking to expand their markets while building a livelihood. To learn whether Lewiston could support such a store, there needs to be research into existing models, community listening, and the development of a business plan.
Measures of success	<ul style="list-style-type: none"> • A robust series of listening sessions with multiple communities across downtown Lewiston have been held and summarized • Conversations and planning sessions with key stakeholder involvement • Thorough investigation into a number of similar programs, e.g., Daily Table, Bargain Grocer • Compiled study that can be used to develop a business plan and secure funding • Final study has considered the needs, assets, sequencing, and potential synergies identified in feasibility studies of actions 1.1 and 1.2
Timeframe	12 months
Lead	<ul style="list-style-type: none"> • Jonah Fertig-Burd, Cooperative Development Institute • Sherie Blumenthal, St. Mary's Nutrition Center
Supporting cast	<ul style="list-style-type: none"> • Joel Furrow, Root Cellar • Somali Bantu Community Association • New Roots Cooperative Farm • Cultivating Community • Good Shepherd Food Bank • Misty Parker, Economic & Community Development and Lincoln Jeffers, Deputy City Administrator, City of Lewiston • Trinity Jubilee Center • Community Food Champions, St. Mary's Nutrition Center • Neighborhood service agencies and religious institutions • Healthy Androscoggin
Needed resources and possible sources	<ul style="list-style-type: none"> • Funding for feasibility study: USDA Rural Business Development Grant • Physical location in the Tree Streets neighborhood • Coastal Enterprises Inc. • LA Metro Chamber • Models: Daily Table, Bargain Grocery

Goal 2: Integrate local food and agriculture into city planning and economic development strategies.

Over the past decade, the cities of Lewiston and Auburn have completed several important planning processes including the Downtown Neighborhood Action Plan (2009), Community Food Assessment (2013), New Auburn Village Center Study (2014), Lewiston-Auburn Regional Food Hub Feasibility Study (2015), Lewiston-Auburn Community Food Charter (2016), and the Lewiston-Auburn Region Farmland Access & Food Economy Conference (2019). In light of a new cycle of municipal comprehensive planning beginning in Auburn, as well as a study of Auburn's agricultural zone and a downtown Lewiston Transformation Plan process that is moving to implementation, it is an important time to raise the profile of local food and agriculture and ensure that the food and agricultural sectors are at the table for downtown planning and economic development strategies.

Action 2.1: Pass the Food Sovereignty Act in Lewiston.	
What this is and why it is important	In 2017, the State of Maine passed a first-in-the-nation food sovereignty law, An Act To Recognize Local Control Regarding Food Systems (Sec. 1. 7-A MRSA §101, sub-§2-B), ⁶ which allows exemptions to state licensing and inspection requirements for direct-to-consumer sales of locally grown food, if a municipality chooses to allow it. Adopting the act, as Auburn and other Maine cities have already done, would give the city of Lewiston more autonomy in overseeing the distribution channels of local foods. Passage of the act requires support from the community and city council, which may warrant dedicated outreach to secure (e.g., letter writing campaign, presentations in city council meetings). The act would allow improve residents' access to local food and build momentum and support for buying local foods. It would also remove barriers for purchasing directly from farmers and producers and encourage the entry of growers and food-related entrepreneurs. Additionally, the measure would help Lewiston and Auburn align their local food efforts.
Measures of success	<ul style="list-style-type: none"> • A comprehensive review of other local food sovereignty acts is completed • Conversations with area farmers are held and feedback is gathered • A Food Sovereignty Act is collectively drafted and presented to City Council • Lewiston City Council passes Food Sovereignty Act
Timeframe	<ul style="list-style-type: none"> • 6 months • 1 – 2 months to prepare • 1 month to pass through council process and garner support
Lead	<ul style="list-style-type: none"> • Good Food Council of Lewiston-Auburn • Jesse Tannenbaum, Eli's Homestead
Supporting cast	<ul style="list-style-type: none"> • David Hediger, Director of Planning and Code, City of Lewiston • Denis D'Auteuil, Deputy City Administrator, City of Lewiston • Misty Parker, Economic and Community Development, City of Lewiston • Francis Eanes, Bates College/Good Food Council of Lewiston-Auburn • Local farmers, particularly those that live and sell in Androscoggin county • Food for Maine's Future • Representative Craig Hickman • Citizens of Lewiston
Needed resources and possible sources	<ul style="list-style-type: none"> • Support from Heather Rettburg, Food for Maine's Future • Craig Hickman, Maine State House Representative and farmer • Maine Network of Community Food Councils • Maine Federation of Farmers' Market

⁶ State of Maine. <https://legislature.maine.gov/legis/bills/getPDF.asp?paper=SP0242&item=6&snum=128>. Accessed November 19, 2019.

Action 2.2: Ensure that food and farm sectors are represented as critical to and integrated in Auburn's 2020-2030 comprehensive plan. This includes crafting a robust and inclusive community engagement process to identify priorities.	
What this is and why it is important	A new Comprehensive Plan that includes goals related to increased food access and supporting food production, including actionable strategies and funding, is in the process of being developed in Auburn. As this process continues, it is important that language is written into the Comprehensive Plan that explicitly links to food and agricultural priorities. These include but are not limited to: concrete implementation steps promoting farmers' markets to increase access to healthy food; adopting zoning definitions that protect farmland and benchmarks and standards for accessing healthy food (e.g., "50 percent of households will live within 1/2 mile of a farmers' market, grocery store, or other healthy food retail option"); recognizing the needs of underserved communities and those with disproportionately worse health outcomes; providing model/best-practice ideas to support health goals. This will require working with public health staff and other advocates to tailor model language to suit Auburn's context.
Measures of success	<ul style="list-style-type: none"> • A community process for integrating the knowledge and values of residents, City staff, public health staff, community-based advocates, planners, and experts/consultants, is completed. This process will be robust and inclusive, and will include but not be limited to the following: <ul style="list-style-type: none"> ○ Create a long-term vision for land use in Auburn that promotes local agriculture while protecting precious natural resources, such as Lake Auburn and other local watersheds; ○ Develop strategies and tools for assessing the impact of recent ordinance changes to Auburn's AGRP zone • A New Comprehensive Plan that includes goals related to increased food access and supporting food production, including actionable strategies and funding, is adopted with language that explicitly links to concrete implementation and/or provides benchmarks and standards.
Timeframe	Up to 2 years
Lead	<ul style="list-style-type: none"> • Good Food Council of Lewiston-Auburn • Consultants hired by the City to Guide the Comprehensive Plan Process

Supporting cast	<ul style="list-style-type: none"> • Auburn City Council and Mayor • Auburn Planning Boar • Auburn City Staff • Auburn Conservation Commission • Auburn Agriculture Committee • Auburn Committee on Age-Friendly Community • Auburn School Committee, and school-based groups • Lewiston- Auburn Food Pantries • Auburn Community Gardens Initiative Team: St. Mary's Nutrition Center, UMaine Cooperative Extension • LA Farm to School Workgroup • Auburn Police Activities League (PAL) Center • Good Shepherd Food Bank • Healthy Androscoggin • Lewiston-Auburn Farmers & Food Producers, • Lewiston and Auburn Farmers' Market Vendors • Androscoggin Valley Council of Governments, Planning including Regional Transportation Planning • Complete Streets Committee • Francis Eanes, Bates College
Needed resources and possible sources	<ul style="list-style-type: none"> • Funders: for Good Food Council of Lewiston-Auburn to support additional staff time and lead the advocacy effort, and for support of additional engagement and information-gathering activities • Auburn Citizen Advisory Committee: Community Development Block Grants (CDBG) • Reference: LA Food Charter, 'Food Access Planning Guide' for Comp Planning produced in 2016 by the Minnesota Food Charter Network • Venues & Outreach: Auburn Library, Auburn Senior Community Center, Auburn Schools, AL YMCA, Hilton Garden Inn, Auburn Restaurants/Pubs, Auburn Housing Authority, Auburn Communications & Recreation Department, Auburn Faith-Based Communities, Auburn Business Association, LA Metro Chamber, Community Concepts, United New Auburn Association • Auburn Planning Department Staff • Maine Municipal Planning Assistance Program • Maine Farmland Trust • Maine Network of Community Food Councils • Community Food Champions, St. Mary's Nutrition Center, and funding for the Community Food Champions to support staff time

Action 2.3: Pass an urban agriculture ordinance in Lewiston and Auburn.

What this is and why it is important	An urban agriculture ordinance that allows for all types of farming and capitalizes on the limited resource of land would promote small-scale local agriculture within the community. In turn, the resulting expansion of local agricultural output would increase knowledge of, appreciation for, and access to healthy local foods. Farming as an occupation also promotes self-sufficiency and builds a sense of community, which can be
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	especially helpful to recent immigrant farmers trying to adjust to a whole host of new business and cultural norms. This would also makes it easier for people seeking to subsistence farm and grow food for their families and community. Cities such as Sommerville, MA instituted an ordinance that can serve as a model.
Measures of success	<ul style="list-style-type: none"> • A comprehensive review of model ordinances is conducted • Conversations with area farmers are held and feedback is gathered • Communication around an ordinance is established with both Cities • Ordinance for each City is collectively drafted • Urban agriculture ordinance is presented and passed in both Lewiston and Auburn. • Process has considered the needs, assets, sequencing, and potential synergies identified in action 2.1
Timeframe	6-8 months
Lead	<ul style="list-style-type: none"> • Jesse Tannenbaum, Eli's Homestead • Good Food Council of Lewiston-Auburn • Shelly Norton, Androscoggin Valley Council of Governments
Supporting cast	<ul style="list-style-type: none"> • Community Food Champions • Francis Eanes, Bates College/Good Food Council of Lewiston-Auburn • Lewiston Healthy Neighborhoods • Auburn Agriculture Committee • City of Auburn municipal staff • City of Lewiston municipal staff • St. Mary's Nutrition Center • Maine Network of Community Food Councils
Needed resources and possible sources	<ul style="list-style-type: none"> • Financial support from the Good Food Council of Lewiston-Auburn to support staff time • City of Portland • Somerville Urban Ag Ordinance • Maine Federation of Farmers Markets

Action 2.4: Develop a regional economic growth strategy to support agricultural production, processing, and distribution to grow the agriculture sector and bring new business and jobs (e.g. new farmers).

What this is and why it is important	The farm and food sectors require a higher level of support and have traditionally been left out of local economic development strategies. For other 'Local Foods, Local Places' goals to be successful, food and farm businesses must be supported as critical and integrated to the region's success. In order to foster this support, there must be a shared vision and roadmap to success. There must also be readiness and coordination to apply for grants at the proper time. Timing is also opportune, as the LA Metro Chamber will be building new Regional Growth Strategy in 2020, and the Chamber is supportive of this Action, and has expertise and additional capacity to lead.
Measures of success	<ul style="list-style-type: none"> • Regional Economic Growth Strategy is adopted by the Lewiston Auburn Metropolitan Chamber of Commerce, City of Auburn, City of Lewiston, and other partners • Programs and strategies are in place, such as a revolving loan program that can be used to apply for infrastructure funding

	<ul style="list-style-type: none"> • More food and agriculture businesses are thriving • Job creation
Timeframe	Up to 2 years from now
Lead	Shanna Cox, Lewiston Auburn Metropolitan Chamber of Commerce
Supporting cast	<ul style="list-style-type: none"> • Androscoggin Valley Council of Governments • Economic development staff in Lewiston & Auburn • Dina Jackson, Androscoggin Valley Council of Governments • Farmers/business owners • Cooperative Development Institute • Good Food Council of Lewiston-Auburn • Steph Gilbert, Maine Department of Agriculture • Maine Department of Community and Economic Development
Needed resources and possible sources	<ul style="list-style-type: none"> • Time and people • Support from councils to direct staff effort • Paid experts/consultants • Coastal Enterprises Inc. (CEI) • New Ventures, Inc for job training, business plan development • Grants

Goal 3: Build food and agriculture as a defining brand for Lewiston-Auburn.

Once a booming mill town, Lewiston-Auburn has faced several challenges that mirror other post-industrial communities in New England: loss of jobs, a declining population base, extreme generational poverty and food insecurity, a depleted and polluted Androscoggin River (once listed as among the ten most polluted waterways in America)⁷, minimal greenspace in the urban core, distressed housing contributing to high childhood lead poisoning rates⁸, and vacant mills, storefronts, and lots. These challenges have been compounded by a history of community planning that prioritized commercial and industrial development outside of downtown, with minimal resident engagement, and indifference towards poorer residents living downtown. But in the last fifteen years, Lewiston-Auburn has changed significantly with new housing construction, renovation of historic structures, the addition of three farmers markets, approximately 20 community and school gardens, new restaurants, and more immigrant grocers and other small businesses filling previously empty storefronts. The difference is very visible on streets such as Lisbon Street in Lewiston, once considered the heart of commerce that had lost its commercial shine during years of stagnation. Without a doubt, local foods are playing a role in some of the renaissance of downtown through increased local demand and by attracting regional visitors who are now able to experience downtown as a food destination.

⁷ Natural Resource Council of Maine. <https://www.nrcm.org/wp-content/uploads/2017/10/shockingstatementsandroscoggin.pdf>. Accessed November 19, 2019.

⁸ Lewiston Auburn Lead Program. http://lewistonauburnlead.org/wordpress/?page_id=8. Accessed November 19, 2019.

Action 3.1: Craft a Request for Proposal (RFP) and hire a consultant to co-create a local foods/ag brand identity for Lewiston-Auburn. Ensure the proposal selected encompasses a community-driven process to create the brand.

What this is and why it is important	Efforts to support area food producers and catalyze the local foods economy would be united and amplified under a well-crafted, authentic, local foods/ag brand identity for the greater Lewiston-Auburn area. A community-driven process to determine the brand would be vital to the brand's success. This new brand is also important to help reframe prevailing negative narratives about LA; a positive local foods story could serve to lift the area as a whole. The process is suggested to include aggregation of existing market research in LA, research on other successful local foods brand identities for other municipalities/counties/regions, an inventory of local food assets and gaps (such as local halal processor), and new market research on the perceptions, preferences, and food acquisition patterns of LA consumers. The brand identity is suggested to be followed by developing and implementing a marketing plan to ensure its success (see action 3.2).
Measures of success	<ul style="list-style-type: none"> • RFP is created. • Consultant is vetted and hired. • At least 200 diverse community members, including farmers, engage in the process of building the brand.
Timeframe	12-18 months
Lead	Lewiston Auburn Metro Chamber Good Food Council of Lewiston Auburn
Supporting cast	<ul style="list-style-type: none"> • Local Foods, Local Places Steering Committee • Cultivating Community Fresh Start Farms staff • Community Food Champions, St. Mary's Nutrition Center • Adult Education Program in Lewiston & Auburn • LA Food Pantries & Soup Kitchens • Bates College and University of Southern Maine to support research • Lewiston Auburn Farmers Markets, and Lewiston Auburn Area Farmers • Kathy Shaw, Valley View Farm
Needed resources and possible sources	<ul style="list-style-type: none"> • Funding to support the Good Food Council in co-leading this action, to hire a consultant, and for stipends for community time, travel, transportation, and interpretation to participate in focus groups. • Time/human capital • Outreach/Marketing resources • Local Media (Sun Journal, etc.) • Venues/space • Local food • Steph Gilbert, Maine Department of Agriculture • Local foods retailers (e.g., Axis, Hannaford Supermarkets, etc.) • Museum L/A • Consult with Maine Dept of Agriculture regarding Get Real, Get Maine • Existing research: Lewiston Farmers Market survey and community gardeners, L/A Arts Cultural Arts Plan, Auburn Sports Tourism Study, Grow L+A Food Hub Feasibility

	Study (2015_, Commercial Kitchen Research by Bates College (2015_, Community Food Assessment 2013, Past general marketing plans for LA: LA Chamber, the Cities of Lewiston and Auburn.
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3.2: Develop and implement a marketing strategy/plan for the new local foods/ag brand identity for LA that includes a 'buy local foods' campaign that will support local food producers, increase the availability of and access to local foods, and support the local economy as a whole.

What this is and why it is important	A newly-created LA local foods/ag brand will require a realistic and well-crafted marketing strategy to be implemented that includes a "Buy Local Foods" campaign component to ensure it is successful in instilling community pride in locally produced foods, increasing sales of local foods, and supporting food-related tourism. Local producers have pointed to the need for increasing education about the importance of purchasing local and how to do so. The strategy is suggested to include events for different audiences, (e.g., debunking food myths about low- and high-cost food, Multicultural Food Fest). Slogan idea: "Real food for real people"
Measures of success	<ul style="list-style-type: none"> • Marketing plan is produced with measurable S.M.A.R.T. goals and is assessed at regular points. • Brand is launched. • Comparison of local food sales yearly or at other time-based increments • Compare survey benchmarks of consumer behavior pre/post plan • Positive feedback from community groups
Timeframe	1-2 years
Lead	<ul style="list-style-type: none"> • The Good Food Council of Lewiston Auburn • Shanna Cox and Scott Benson, Lewiston Auburn Metropolitan Chamber of Commerce
Supporting cast	<ul style="list-style-type: none"> • Downtown Lewiston Association • Sam Boss and Stephanie Kelly-Romano, Bates College • Dina Jackson, Androscoggin Valley Council of Governments • Cultivating Community • Steph Gilbert, Maine Department of Agriculture • City of Lewiston and City of Auburn Departments of Economic Development and Communications • Joshua Nagine, Lewiston Farmers' Market
Needed resources and possible sources	<ul style="list-style-type: none"> • Funders: Local Foods Program USDA, Elmina B. Sewall Foundation, Betterment Foundation, Kresge Foundation • Museum L/A • Consultant with food-specific marketing knowledge

Goal 4: Increase equitable access, ownership, and preservation of land to grow food in Lewiston-Auburn.

Agricultural land is diminishing globally and in the next 15 years, American Farmland Trust predicts one-third of the United States' farmland will change hands as farmers and ranchers age out of the occupation without a clear successor. In Maine alone, over 400,000 acres of farmland, representing nearly one-third of the state's current land in farms, will change hands this decade as many of Maine's farmland owners age and retire⁹. With so much at stake with the loss of agricultural land to development pressures, New England launched a regional food system strategy in 2011, the New England Food Vision, that targets producing at least 50% of New England's food within the region by 2060. Lewiston-Auburn has an important role to play in this food system resiliency strategy and is unique in that it is the only place in Maine where the average farmer age is actually getting younger. Also, over 40% of Auburn's land mass (20,000 acres) is zoned for agricultural use and has been protected from development for the last 60 plus years¹⁰. However, there is still risk of harmful policy shifts and development pressure without proper planning and preservation. A review and modernization of the Agriculture and Resource Protection Zone has begun with critical decisions anticipated in 2019-2020. Increasing equitable access, ownership, and preservation of land to grow food is fundamental to Lewiston-Auburn's future and a sustainable New England food system.

Action 4.1a: Assist New Roots Cooperative Farm, the Somali Bantu Community Association, and other potential farmland seekers to purchase and secure farmland.

4.1b: Record process of securing land so it may be used by other land seekers.

What this is and why it is important	New Roots Cooperative Farm (NRCF) and the Somali Bantu Community Association (SBCA) are actively seeking to secure and purchase land. NRCF has a lease on their land but must purchase this land by 2021. Both groups of farmers provide produce to a number of markets in Lewiston-Auburn as well as local food pantries. The ownership and security of farmland will help connect the Somali Bantu farmers to their home country, preserve their culture and support food security for their families and community. This farmland will generate economic growth and infrastructure while simultaneously promoting environmental stewardship. Furthermore, there are 8 or more refugee farmers graduating from Cultivating Community in the next 2 years who are looking for land as well as other newly transplanted beginner farmers who hope to secure property. Working with NRCF and SBCA to undergo a process of securing land will be beneficial in terms of providing farmers with land security while also yielding important learning, identifying opportunities, and securing relationships for other fledgling farmers. The success of this process should help others that want to do the same in the future.
Measures of success	<ul style="list-style-type: none"> Relationships with land holders developed as needed and as land is secured Fundraising plan developed and executed where appropriate Land purchased or fair and equitable lease terms arranged where purchase is not an option <ul style="list-style-type: none"> Minimum 5-year lease and/or lease with an option to purchase

⁹ Maine Farmland Trust. <https://www.maineFarmlandtrust.org/about/>. Accessed November 19, 2019.

¹⁰ City of Auburn, Maine. <http://www.auburnmaine.gov/pages/government/agriculture-and-resource-protection-zoning-district-auburn-maine>. Accessed November 19, 2019.

	<ul style="list-style-type: none"> ● Process debriefed and recorded with outside support in order to provide other area farmers with a resource to help secure land
Timeframe	<ul style="list-style-type: none"> ● New Roots Cooperative Farm (NRCF): land purchase started by 2021 ● NRCF: Start process of land purchase November of 2019 ● Somali Bantu Community Association (SBCA): process has started ● SBCA: Needs to be secured by 2022 ● SBCA: land and farm decisions made by 2020
Lead	<ul style="list-style-type: none"> ● SBCA: Muhidin Ilbah, Ashley Bahlkow, Jim Hanna ● NRCF: Batula Ismail, Seynab Ali, Jabril Abdi, Mohamed Abukar ● Omar Hassan, Jonah Fertig-Burd, Cooperative Development Institute ● Hussein Muktar, Cultivating Community
Supporting cast	<ul style="list-style-type: none"> ● Ian Mc Sweeney, Agrarian Trust ● Erica Buswell, Maine Farmland Trust ● American Farmland Trust ● Ethan Miller, Land in Common ● Abby Sadauckas, Land for Good ● Bonnie Rukin, Slow Money Maine ● Francis Eanes, Bates College/Good Food Council of Lewiston-Auburn ● Androscoggin Land Trust
Needed resources and possible sources	<ul style="list-style-type: none"> ● Farmers who wants to lease or sell land ● New Roots: \$55,000 for land ● New Roots: \$15,000 for drilling a well ● New Roots: \$15,000 for a greenhouse ● SBCA: \$300,000 for land and infrastructure ● Operational and TA funding ● USDA NRCS ● Cooperative Fund of New England ● Slow Money Maine ● Maine Harvest Federal Credit Union ● Bates College or USM students to support capturing and recording process

Action 4.2: Develop a local land fund that provides land loans and grants that are specifically interest-free loans.

What this is and why it is important	The land loans and grants that are available to farmers in the state of Maine nearly always come with interest. Farmers of low income or with poor credit have difficulty securing these loans. Farmers who are Muslim or of other faith-based traditions that prohibit usury are unable to take advantage of these funding opportunities. A culturally appropriate, Sharia-compliant loan fund would support a wide range of groups in obtaining funding to secure land and support a more robust, equitable local food system.
Measures of success	<ul style="list-style-type: none"> • Listening sessions held with target farmers held to determine needs and preferences for loans • Key funders identified and secured • More funding and financing sources that provide Sharia financing are created • More money goes to more farmers in Lewiston-Auburn • Navigators and connectors to resources • More communication between funders and lenders
Timeframe	<ul style="list-style-type: none"> • Established in 4-5 years • Some of this work has started • More of this work is happening in the next year
Lead	Jonah Fertig-Burd, Cooperative Development Institute
Supporting cast	<ul style="list-style-type: none"> • Bonnie Rukin, Slow Money Maine • Deborah Hawkins, Cooperative Fund of New England • John Scribner, Coastal Enterprises, Inc. • Jen Hogan, Community Credit Union • Shanna Cox, Lewiston-Auburn Chamber of Commerce • Lauress Wilkins Lawrence, Elmina B. Sewall Foundation • Claude Rwanganje, Prosperity Maine • Somali Bantu Community Association • Cooperative Development Institute • Bill Toomey, Maine Farmland Trust • Ian McSweeney, Agrarian Trust • Land for Good • Land in Common • Good Food Council of Lewiston-Auburn • United States Department of Agriculture • Scott Budde, Maine Harvest Federal Credit Union • Gene Ardito, cPort Credit Union • Karem Durdag, GWI
Needed resources and possible sources	<ul style="list-style-type: none"> • Research about good practices • People with knowledge about financing • Convener/leader • Good storyteller • Money • Financial counselor • University of Maine Cooperative Extension

Action 4.3: Increase awareness among landowners and land seekers about organizations that support land access, land transfer, land preservation, and land justice.

What this is and why it is important	Lewiston-Auburn is rooted in a farming heritage and contains vast farmland with prime agricultural soils. Many existing farm owners will be considering retirement in the next 5-10 years and much of this land will be poised to change hands. At the same time, the Lewiston-Auburn region is home to a growing body of farmers who are seeking to secure land and establish viable farm- and food-producing businesses. A number of organizations in the state are working to connect farmland seekers to landowners and build a supportive entrepreneurial ecosystem for the growth of the farm and food economy. A subset also specializes in the brokering of land transfers and land conservation. Landowners and land seekers however, are unaware of these organizations or services. Awareness-building events, such as LA Region Farmland Access & Food Economy Conference, and other outreach efforts serve to foster key relationships and increase the likelihood that land will remain in the agricultural sector.
Measures of success	<ul style="list-style-type: none"> ● Outline of awareness-building events, outreach and relationship building efforts compiled ● Multiple events/activities pursued and completed over the timeframe ● Increased number of landowners seeking to transfer ● Increased number of successful transfers that occur and keep land in the agricultural sector or subsistence farming ● Increased number of farmland acres preserved
Timeframe	<ul style="list-style-type: none"> ● 3-5 years ● This has started already ● LA Region Farmland Access & Food Economy Conference (March of 2019)
Lead	<ul style="list-style-type: none"> ● Good Food Council of Lewiston-Auburn
Supporting cast	<ul style="list-style-type: none"> ● Ethan Miller, Land in Common ● New England Farmers of Color network ● Lewiston-Auburn Economic Development and Planning Department ● Somali Bantu Community Association ● Cooperative Development Institute ● Maine Farmland Trust ● Agrarian Trust ● Land for Good ● Land in Common ● Good Food Council of Lewiston-Auburn ● United States Department of Agriculture ● Farmer and community ambassadors ● Bates College
Needed resources and possible sources	<ul style="list-style-type: none"> ● People, time and knowledge ● Funding for events: \$5,000 - \$10,000 ● Outreach material, translation and interpretation, mailings ● Cooperative Development Institute Cultivating Community have funding ● Bates College student outreach

Action 4.4: Create sustainable land access for subsistence farmers and gardeners who seek to grow food for their families and community.

What this is and why it is important	There are close to ten community gardens across Lewiston-Auburn supporting approximately 200 households in growing food. The majority of these gardens occur on land that has not been definitely secured and rely on renewing arrangements every few years with a range of municipalities and organizations. Similarly, there are community members, particularly from the Somali-Bantu community, who are currently or seeking to subsistence farm but do not have secure, reliable access to land. Subsistence farming and gardening can help people escape the hectic lifestyle of the city, learn about where food comes from, support cultural preservation and create a connection to home. In terms of health, land access for farming can increase food security, access to healthy food, connection with others, and exercise. It is important that pathways to setting aside, securing and preserving land specifically for the activities of farming and gardening be pursued.
Measures of success	<ul style="list-style-type: none"> • Strategies to create sustainable access to land are assessed • Potential sites that can be purchased, gifted or leased long term are identified • Opportunities to secure land is pursued • Land, ideally close to the urban core of Lewiston-Auburn, is secured • Number of households gardening and/or subsistence farming increases
Timeframe	<ul style="list-style-type: none"> • Currently happening • Land secured by 2022
Lead	<ul style="list-style-type: none"> • Somali Bantu Community Association • Sherie Blumenthal, St. Mary's Nutrition Center
Supporting cast	<ul style="list-style-type: none"> • Cultivating Community • Land in Common Community Land Trust • Androscoggin Land Trust • Good Food Council of Lewiston-Auburn • Francis Eanes, Bates College/Good Food Council of Lewiston-Auburn
Needed resources and possible sources	<ul style="list-style-type: none"> • Flexible funding for rent, tilling and land prep, equipment, and support staff • Farmer funds • University of Maine Cooperative Extension Master Gardeners • Volunteers

IMPLEMENTATION AND NEXT STEPS

The steering committee held three calls in the weeks following the workshop to share progress updates, review the community action plan for clarity and accuracy, and discuss outreach strategies for maintaining momentum and stakeholder engagement in the process. Announcements and activities since the workshop include:

- Kirsten Walters submitted a couple of grants on behalf of St. Mary's Nutrition Center that highlight elements of the action plan.
- City of Auburn's work to change their Ag Zone. The City Council passed changes to the Ag Zone, including the establishment of an Agricultural Committee charged with supporting food and Agriculture in the city. This committee represents an opportunity, audience, and potential partner for aspects of this plan, particularly actions related to farmland.
- Maine Farmland Trust launched a formal collaborative to find farmland for the Somali Bantu farmer community. New Roots is planning out their work around land purchase.
- Good Shepard Food Bank has some funding available through the Community Based Strategies to End Hunger, a pool of \$30,000 to address root causes of hunger. GSFB released a request for proposals to several communities, including Lewiston, which would be a good opportunity for collaboration for several of the strategies in the action plan.
- St. Mary's Nutrition Center won a grant from the Quimby Foundation. This \$24,000 general operating request seeks to expand equitable food access efforts for people of low-income with a focus on families and immigrants/refugees. Priority strategies will result in expanded garden access, increased awareness and utilization of local food access.
- Good Shepard Food Bank is part of a team that won a grant to develop vegetable freezing capability. This potentially adds processing capacity and channels into the region.
- Maine Network of Community Food Councils is working on knitting together local food networks up to a state network.
- Steering committee members reached out to various farmers to review the draft action plan.
- Jesse Tannebaum, Farmer, followed up with local legislators about food sovereignty; and
- Kathy Shaw, owner of Valley View Farm and the 4 Season Farm Market (Mill Street, New Auburn) announced that she intended to close the market at the end of 2019, but hopes there will be a future market or a farm stand in the same or another location (e.g. on farm).

APPENDICES

- Appendix A – Workshop Exercise Results
- Appendix B – Workshop Sign-in Sheets
- Appendix C – Workshop Photo Album
- Appendix D – Community Data Profile
- Appendix E – Funding Resources
- Appendix F – References

Appendix A:

Workshop Exercise Results

The community meeting on October 22nd kicked off with two group exercises to capture the essence of how workshop participants feel about the Lewiston-Auburn community and local food. Before the group exercises, the facilitator asked each workshop participant to introduce themselves and in one to two words describe what brought them here today. Below are the responses captured as each person read their response to the rest of the room.

Why I am Here:

- St. Mary's Nutrition Center
- To build a better community
- To be with community
- To reduce food insecurity
- To help make food accessible
- To minimize food waste
- To explore new market opportunities
- To learn and to listen
- Because food and farming are important assets of Lewiston-Auburn to be protected
- To represent the farming community
- To help improve community health and nutrition
- To make L-A a food destination
- To build bridges for more collaboration
- I work here and I have a love of food
- I work in the community
- Hope
- To learn about the community and to support the community
- To see how the community can grow and to support the food program
- To be a part of this beautiful community and part of this gathering
- I love this community
- To make interconnections
- To hear new opportunities
- To be good neighbors
- To learn more about what I can do to help
- To have access to food
- For good food!

Headlines from the Future

The technical assistance team led a visioning and values group exercise during the October 22nd community meeting, which asked participants to write an aspirational headline from the future. The headline would appear on the front page of the local newspaper in 3-5 years and answer the questions: *What's happened? What is the impact? What made it possible?*

- "Lewiston Auburn schools purchase 40% local food! Student interest, farm partnerships, and dynamic menus cultivate adventurous eaters and thriving farmers!"
- "Fall Harvest Festival Attracts Thousands"
 - Impact:
 - Money into L/A
 - Better reputation/pride
 - Highlighting diversity/common interests
 - What made it happen:
 - Co-planning with non-profits, farms, and businesses

- Youth planning!
 - Successful farms fueled by community support and government investment
- “L/A’s Thriving Food Economy Serves as Model for the Rest of the Country”
 - Investment
 - Leadership
 - Community working together
- “More restaurants buying local food”
 - Impact: Local farms sell more; Local economy is stimulated
 - How? Major branding; More businesses using Forager
- “Kennedy Park & Good Food Bus expanded “
 - Impact: more people get fresh food; farmers sell more produce; more low income customers get access to doubling EBT & WIC
- “Local resident opens state’s largest public market offering local food from 75% local farmers in 30 mile area and greatest diversity of offerings”
- “Population grows by 5,000 new residents with new housing to support them”
- “Lewiston hospitals and nursing homes serve 100% local food”
- “Former summer youth gardener (at the St Mary’s Nutrition Center) adds to food business district in downtown L/A”
- “All food grown in the area is being used and not wasted.”
 - Farmers, schools, food pantries, soup kitchens all cooperating to use and get food to all people. The impact is no waste; very little food insecurity; healthier population
- “Lewiston is Maine’s #1 foodie destination says Food & Wine Magazine. “
 - Impact: job creation; opportunities for all who live, work, and play here
 - What made it possible? Combined, focused efforts
- “Grand Opening of Marché L/A Draws Throngs.”
 - New marketplace of local food vendors, makers, food trucks, etc. opens in old mill.
 - New place to sell/buy, connect, launch business, incubate coops, build community.
 - Local Food HUB
- “Lewiston-Auburn ranked among top places nationally to grow and sell food locally.”
 - Food Sovereignty Act breaks barriers to allow for production and value-added goods without restrictions from licensing.
 - Demand from local food businesses and retailers helps.
 - Revitalization of downtown spaces draws investment and increases economic opportunity
- “Lewiston Public Schools increase use of locally-sourced foods”
 - Impact: Healthier foods; benefits to local economy
 - Made Possible By: Improved coordination between local food groups and LPS
- “L-A is a booming agricultural center in Maine, rivalling Unity and Norway. Food security has increased. There is a diverse vibrant community that is growing. The clear vision shared by community leaders, businesses, and residents made it happen. “

- “Lewiston-Auburn becomes hub of Maine Agriculture through a community driven effort, bringing a whole new energy to the local economy.”
- “Immigrant/Refugee Farmers providing 50% of produce to grocery stores and institutions in Lewiston/Auburn as part of boom in immigrant-owned businesses.”
- “L/A sets new mark for cooperative farmland ownership.”
 - Impact: More land owned and farmed cooperatively than anywhere else; more young/ new/ beginning/ immigrant/ refugee/ veteran farmers growing food for themselves and markets than at any time.
- “Lewiston-Auburn schools drive youth resurgence in farming/food production.”
- “Lewiston-Auburn unifies as one municipality. Eliminates excess spending. Opens affordable new developments. Offers local funding to mom & pop businesses and New Mainers, creating 2,000 new jobs focused on local development.”
- “New commercial kitchen opens downtown. Impact: Fledgling businesses thrive. Seed money kick-started it, happening in multi-use space.”
- “Lewiston-Auburn economic development chose to support food businesses as a major pillar of their strategy.”
- “L-A is Maine’s official come-back kid”
 - Transformation Plan actions in full swing.
 - Local farms increasing
 - Mill buildings filled up
 - More local food and farm businesses
 - School gardens and institutions buying
- “Five new refugee-owned farms in Lewiston-Auburn”
 - What happened – Farmers who wanted to start farming got the resources to make it happen
 - Impact – Good food, economic security/ food security increased for New Mainers; Lewiston-Auburn becoming a food hub in Maine
 - What made it possible – Options: Part of a green New Deal to fund local sustainable agriculture and promote racial justice; funded by USDA to support immigrant refugee farmers and farmers of color (who were historically discriminated against by USDA); a community land trust allowed farmers to have long term access to the land; Maine government develops Sharia compliant loan option to support New Americans who want to open businesses; community fundraising
- “Lewiston-Auburn: A Model of Inclusive Flourishing”
 - By all measures – housing, food, education, employment, healthcare, household income, arts & culture, environmental sustainability – L/A has transformed into Maine’s premier place to live and work.
 - Built on a racially inclusive and integrated planning and implementation process, L/A has seen dramatic improvements in quality of life while maintaining a robust commitment to diversity and equity.

- “Lewiston-Auburn Feeds the Community and the State Through Cooperation & Inclusion”
 - Farms increase
 - Infrastructure Grows for Processing and Aggregation
 - Food security and access increases
 - Ownership Expands
 - Cooperation & Collaboration were key
- “Farm growth surrounding Lewiston-Auburn supports thriving community connection and health through cooperation”
 - Farmers supported: immigrant farmers, young farmers, subsistence farmers, CSAs, cooperative farms
 - These farms supply local stores and restaurants
 - How: grants, donations to community groups tied to food access, farming, and land trusts, due to thriving markets connections
- “Lewiston looks within to lead shift to DGI investment in community and education model.”
 - Environmental and sustainable focus of development improved quality of life and desirability of region.
 - Created new educational and artistic partnerships and increased current resident ownership.
 - Strengthened our city and lifted up opportunity and perception.
 - Repeated demonstrated success
 - Created an avenue for traditional investment vehicles and entrepreneurs in concert with the community
- “Lewiston school lunches completely local”
 - All school lunches are prepared using local ingredients (barring oils and spices)
 - Children eating more balanced and wholesome meals
 - Local farmers seeing more food put to use
 - Made possible through school and agriculture partnerships.
- “Lewiston-Auburn Community Kitchen Powers Small Business Boom”
- “LA opens indoor year-round market.”
 - Regional destination enlivens downtown day and night.
 - Lisbon Street shopfronts are full and businesses have wider hours
 - Greater access to market share fuels a wide range of businesses and b. models
 - Wide partnership web
 - Private investment
 - Leveraging grants for façade and building rehab
 - Development of local currency
- “Value-Added Food Processing Plant Opens in Former Bates Mill”
 - Impact:
 - 75 new jobs – with projection of an additional 50 job potential

- Allows local farmers to have local production facility
 - Brings new business opportunities
 - Local business-institutions and City planners working toward and common goal
- “Lewiston racists give in, stop being racist.”
- “Food processing plant opens in Bates Mill – Employs 500”
 - Impact – Local foods process for easy ___ by institutions, schools, daycares; Increased tax base; Employment
 - Made possible by: Plan detailing potential investors, corporate consumers, start up funding from private and government
 - Need Help With: Ideas from similar communities w/ similar assets; Ways to
- “Celebrate the 1st Anniversary of the Isukan Restaurant!”
 - Supported by all community members
 - Helped to expand farm to supply
 - Buying from other farms
- “Isukan welcomes its next generation to support both the farm and the new restaurant.”
 - Liveable wage & sales to support it
 - Building community by sharing the work
- “Organic Food Taking Place”
 - More farms can be open in next coming years “Lewiston and Auburn”
 - Impact: Healthy community, healthy country
 - What made it happen: Connection between the community “L/A” and love for food.
- “Youth run farm (WOW)!!!”
 - An international farm ran by youth from Lewiston and Auburn.
 - It’s reducing poverty/hunger because of cheaper prices
 - Youth empowerment
 - #spreadtheword

Our Community Needs...

The technical assistance team led a second exercise during the October 22nd community meeting, which asked participants to complete the sentence *Our community needs...*

- MORE LAND!
- More local farms in L-A
- More farmers and trade-skilled workers
- Change-makers and innovators
- A land broker between aging land-owners and younger land seekers
- Money, donations, and fundraising to buy more land for farming
- Help to learn how to sell more crops

- Business planning and best practices to scale up agriculture
- Expansion with instruction into animal crops
- Cross-cultural community building and healing around food
- Value added commercial kitchens
- Promotion and awareness-building of farms, food businesses, and agritourism
- A full-time coordinator position focused on strategic partnerships and project management for local food
- To overcome zoning challenges and allow neighborhood businesses, farm-stands, and family farming uses
- Collaboration amongst anchor institutions to leverage purchasing power and investment dollars

Mapping Exercise

On the morning of day two, October 23rd, the workshop conducted a mapping exercise designed to get ideas generated pre-action planning. Participants were asked to place a dot by category, number that dot and label it on a legend. Four maps on the following pages show the results of the exercise, followed by the legend. The dot categories by color were as follows:

RED: Needs immediate help or attention, quick fixes

BLUE: Opportunities around infrastructure and food access

YELLOW: Opportunities around food integration with city planning and economic development strategies

GREEN: Opportunities around land to grow food

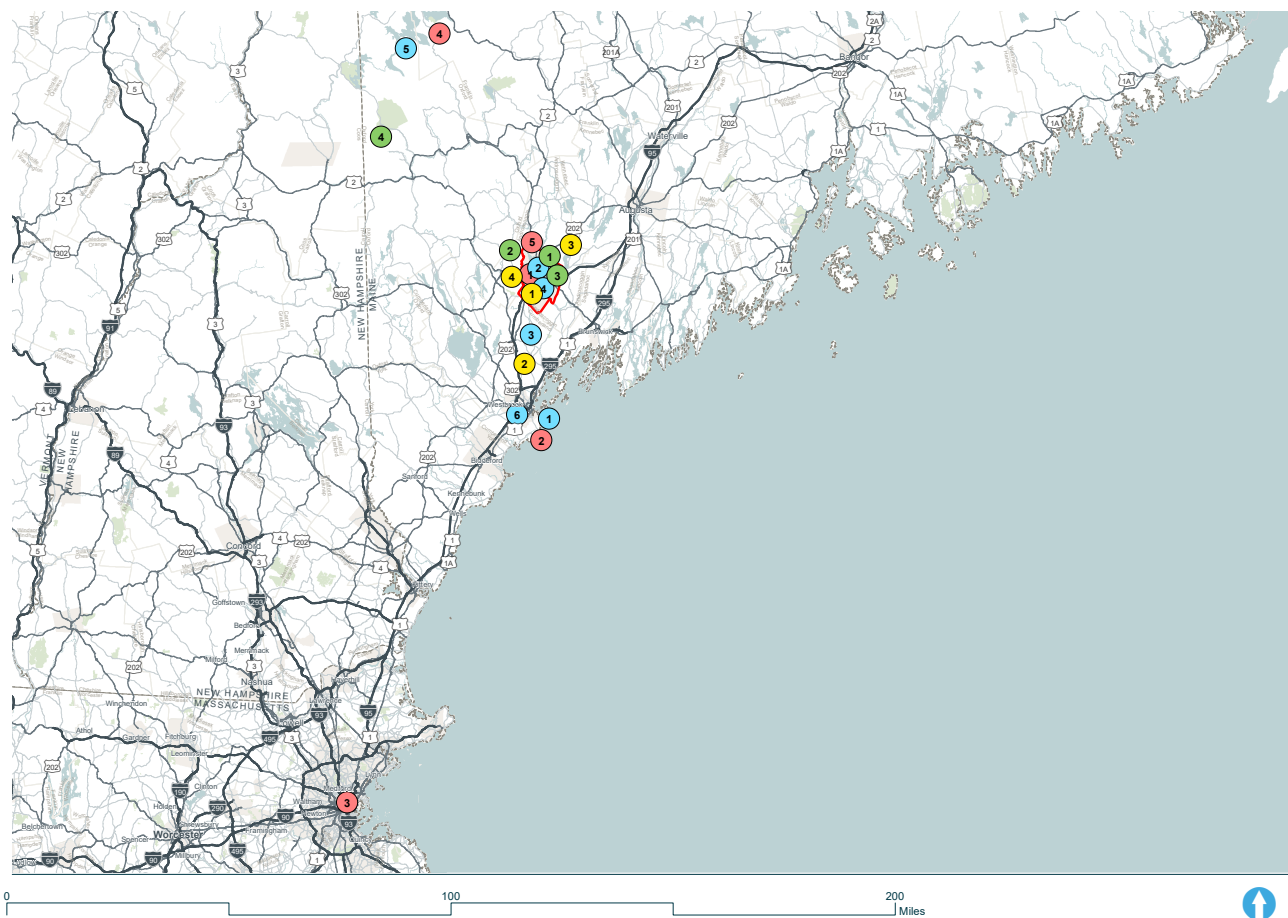
Dot Comment Key (Regional)

Dot Comment

- | | |
|----------|--|
| 1 | Matchmaking for age-ing or departing farmers to those who desire to grow |
| 2 | Connect immigrant farmers + cultural foods to cultural business + cultural food market |
| 3 | Connect immigrant farmers + cultural foods to cultural business + cultural food market |
| 4 | Connect immigrant farmers + cultural foods to cultural business + cultural food market |
| 5 | Expand Agri-tourism & create more supports for farms (marketing) |
| 1 | MITC + Ocean gateway - food & EU shipping, international part |
| 2 | GOOD SHE. Food Bank Storage |
| 3 | Pinelands Farms - creamery, value add |
| 4 | Intermodal Rail - Air - Ground transport |
| 5 | Opportunity to connect food + aquaculture food product to Canada |
| 6 | Opportunity to connect food + aquaculture food product to Canada |
| 1 | Ag land in L-A |

- 2 Regional Ag land beyond LA borders
- 3 Include Agri-tourism in our asset inventory
- 4 Parks should be used to grow food, green = parks
- 1 Rail - commuter planning efforts
- 2 Incubator of livestock business - opportunity to expand business to market
- 3 Auburn Ag zone planning - opportunity: policy to support combined Ag production & growing
- 4 Include Agri-tourism in policy + zoning

LOCAL FOODS, LOCAL PLACES | LEWISTON-AUBURN, ME (REGION)

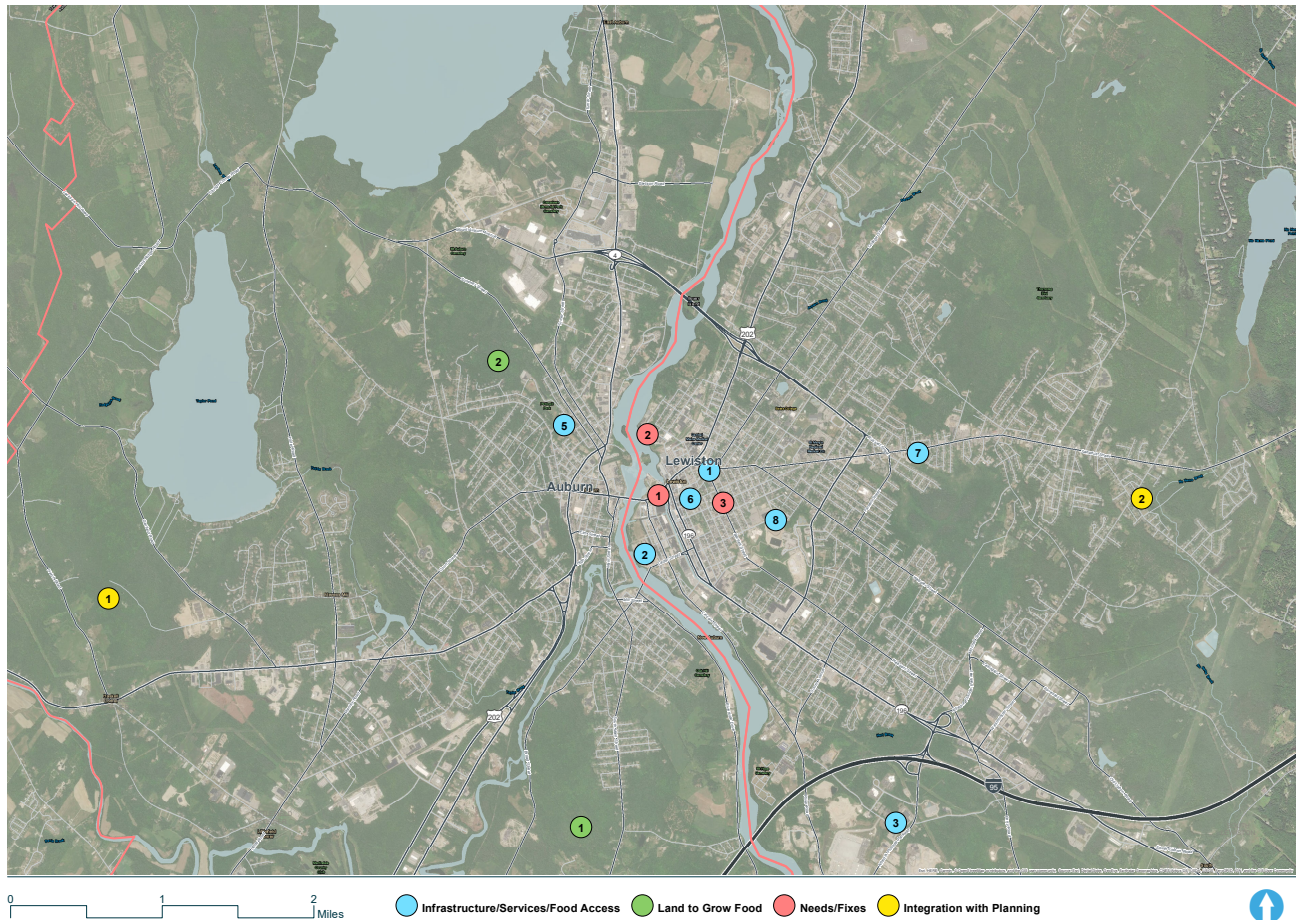


Dot Comment Key (City)

Dot Comment

- 1 Mill Space / Commercial Kitchen Opportunity
- 2 Composting
- 3 Cooking classes, more knowledgeable of how to prepare food/produce
- 1 Food hub + future storage, distribution
- 2 Permanent location for Lewiston Farmer's Market combined with smaller food related business
- 3 Food processing facility (future)
- 4 Food processing facility (future)
- 5 Commercial Kitchens (Nutrition center + PALS center) exist
- 6 Commercial Kitchens (Nutrition center + PALS center) exist
- 7 Need for affordable store
- 8 Healthy snacks and local food at sports concessions
- 1 Auburn Ag. Zone
- 2 Public Canal- e.g. Pettengill Park area Auburn
- 1 Mount Apatite Park - 325 acres of land underutilized
- 2 Small scale ag. zone (less than 1 acre) - look at Somerville ag ordinance, used to have farm stand

LOCAL FOODS, LOCAL PLACES | LEWISTON-AUBURN, ME (CITY)

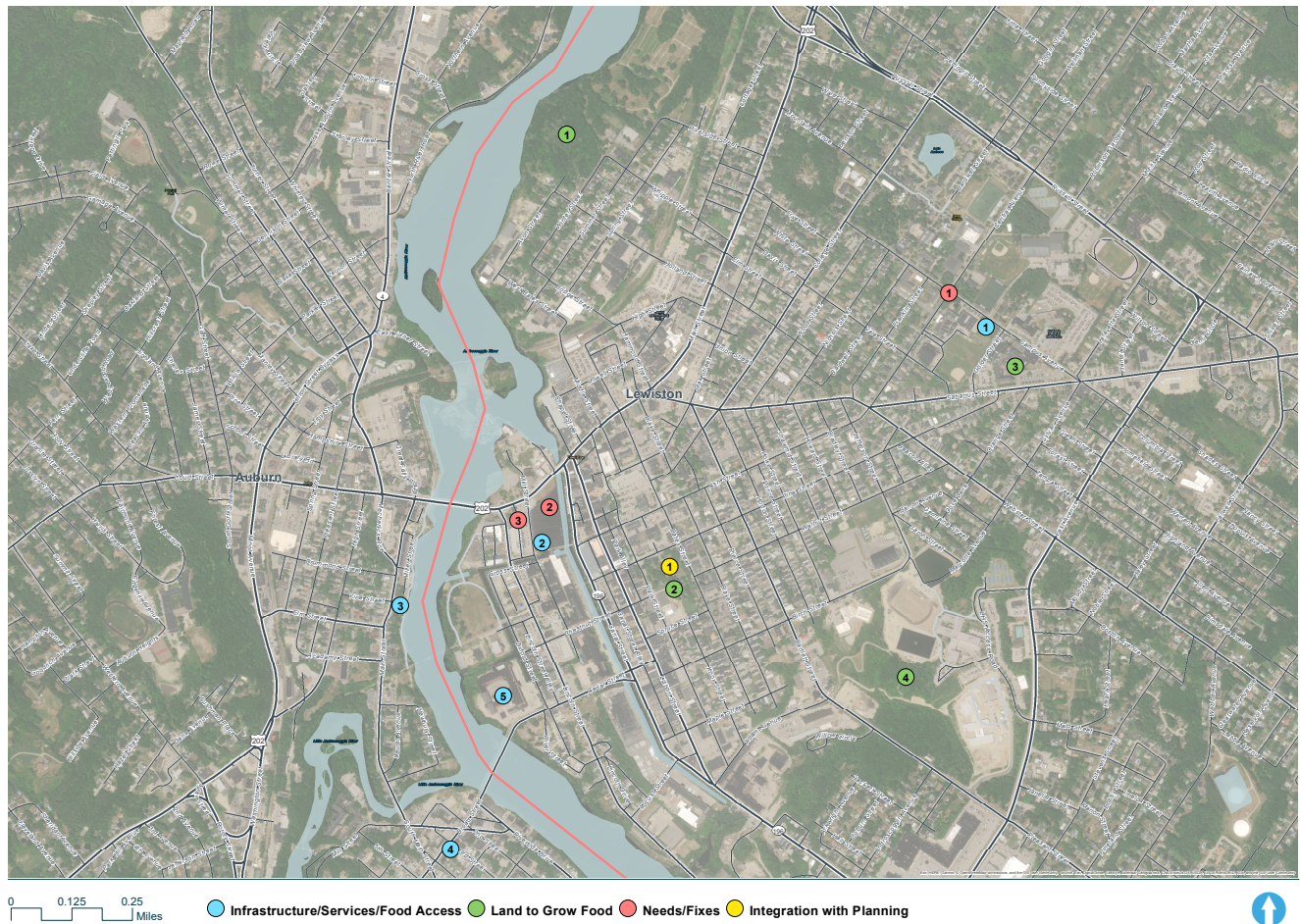


Dot Comment Key (Neighborhood 1)

Dot Comment

- 1** Busy area - pay attention for travel & walking
- 2** Commercial kitchen
- 3** Perm designed farmer's market
- 1** Food store or farmer's market - potential for future
- 2** Food processing / commercial kitchen - potential for future
- 3** Auburn FM (existing)
- 4** 4 season farmer's market (existing)
- 5** New mill development with commercial and industrial uses for production, grow, processing
- 1** Farmable?
- 2** Small garden plots or public food forest
- 3** Expansion of school gardens
- 4** Build greenhouse to grow food for high schoolers

LOCAL FOODS, LOCAL PLACES | LEWISTON-AUBURN, ME (NEIGHBORHOOD)

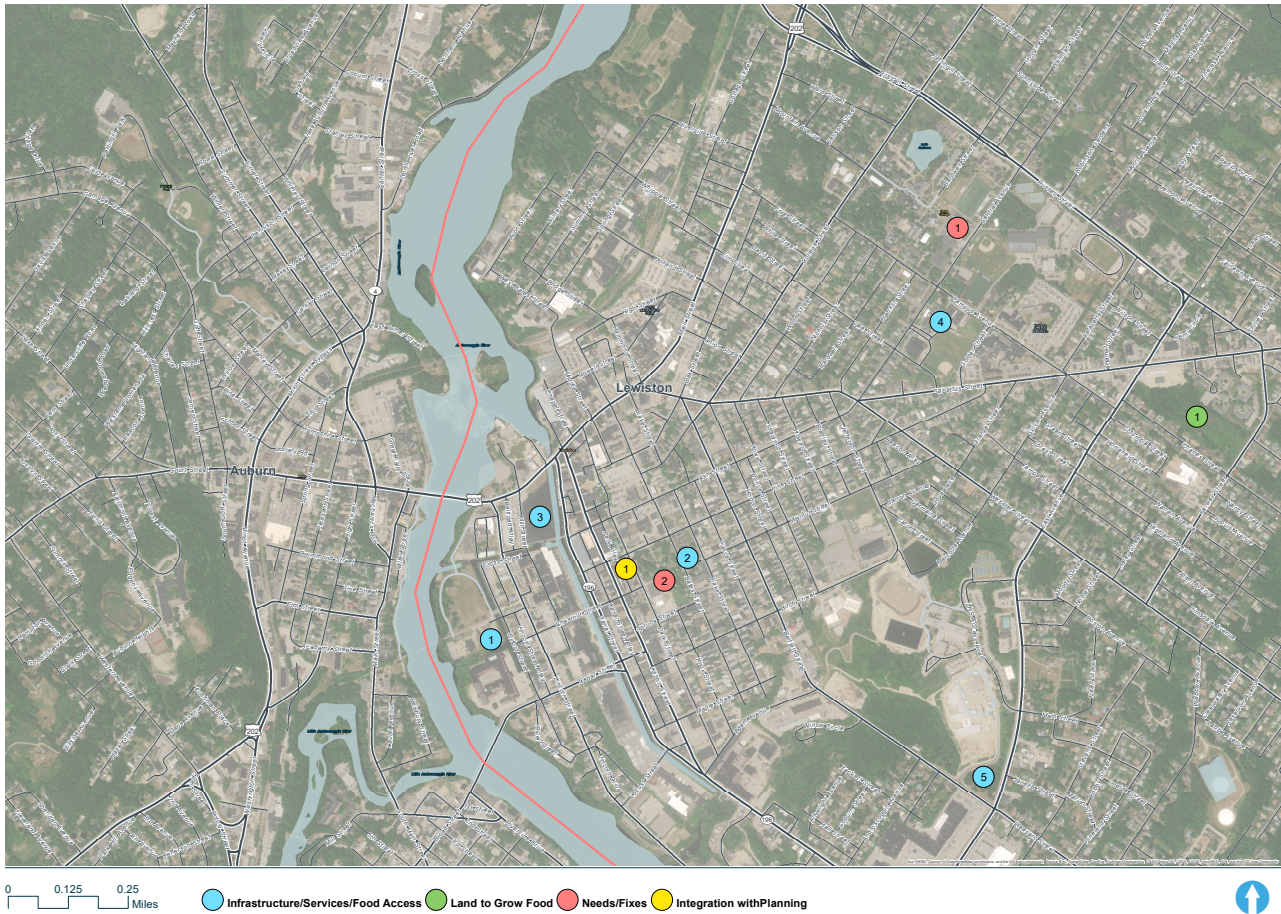


Dot Comment Key (Neighborhood 2)

Dot Comment

- 1** Matchmaking for age-ing or departing farmers to those who desire to grow
- 2** Connect immigrant farmers + cultural foods to cultural business + cultural food market
- 1** Connect immigrant farmers + cultural foods to cultural business + cultural food market
- 2** Connect immigrant farmers + cultural foods to cultural business + cultural food market
- 3** Expand Agri-tourism & create more supports for farms (marketing)
- 4** MITC + Ocean gateway - food & EU shipping, international part
- 5** Good Shepherd Food Bank Storage
- 1** Pinelands Farms - creamery, value added products
- 1** Intermodal Rail - Air - Ground transport

LOCAL FOODS, LOCAL PLACES | LEWISTON-AUBURN, ME (NEIGHBORHOOD)



Food System Diagramming

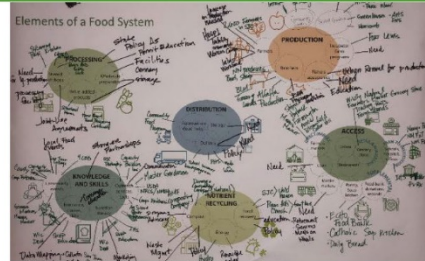
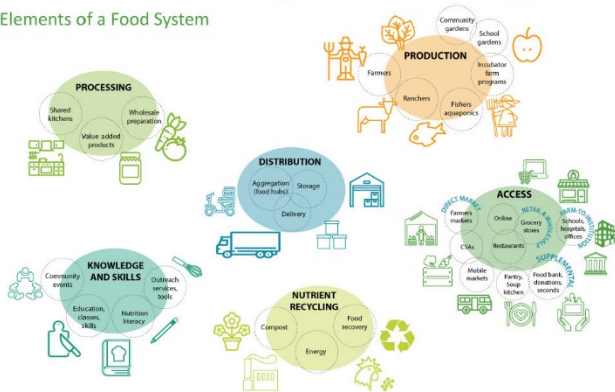
On the morning of day two, October 23rd, the workshop conducted a food system diagramming exercise. The instructions slide for the exercise is below, followed by the results.

Diagram Your Local Food System

Black marker – Things you have now

Blue marker – Things that are missing

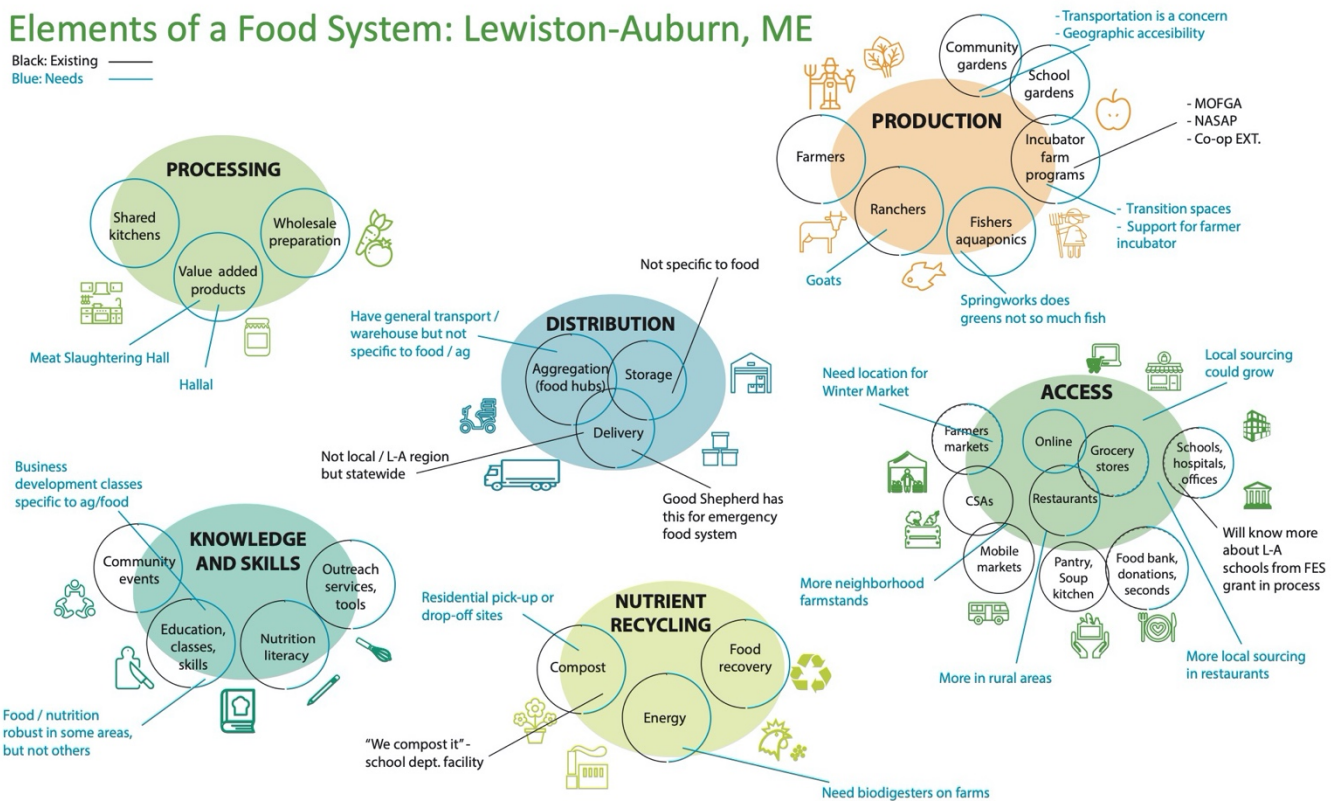
Elements of a Food System



Purpose: An idea generation and discussion tool, pre-action planning. Can illuminate strengths, gaps, needs, and who-is-doing-what in the community.

Elements of a Food System: Lewiston-Auburn, ME

Black: Existing
Blue: Needs



Offers and Asks

A desired outcome of the Local Foods, Local Places technical assistance is to build connections within a community. In a final exercise of the workshop, participants were asked to describe one way in which they will work towards the goals and actions to advance the action plan (e.g. with their time, capacity, skills, networks, and other resources). The full list of statements is below.

Name	I will...with....
Jessica Woiderski	I will contact Forager within 100 days and work with them and Sandy Alles (Cultivating Community) to get more farms and businesses in Lewiston-Auburn using Forager, within six months.
Kyra Bleicher	<p>I would like to support goal leader Jesse (for two items under Goal #2). These projects relate to passing the food sovereignty act in Lewiston and passing/working toward an urban agriculture ordinance. I would like to participate in further conversation with others in the community around these topics.</p> <p>I am a member of local community land trust "Land in Common" and would like to support/see this group aid in the achievement of the land transfer/land justice item under Goal #4.</p> <p>I will work with the NC on further work related to the action plan (perhaps) as an AmeriCorps member.</p>

LOCAL FOODS, LOCAL PLACES COMMUNITY ACTION PLAN

Lewiston-Auburn, Maine

Name	I will...with....
Anna Tracht	I will work with New American farmers to tell their stories as part of the L/A local food brand.
Erin Guag	I can open a conversation between Central Maine Healthcare Sodexo and Forager App about increasing local food purchasing.
Dina Jackson	I will ensure local agriculture is properly represented in our regional Comprehensive Economic Development Strategy. I am willing to provide input/feedback to the brand identity discussion.
Julia Harper	I will, with the Good Food Council of LA, work to incorporate the LFLP action plan into GFCLA goal and priorities. Specifically, we want to continue equitable land access work with SBCA and other stakeholders, and continue to work with city staff and policy makers to enhance local policies and programs to support a sustainable food system.
Mohamed Maalin	I will like to get new equipments to grow more food with variety selections. I would like to involve in New Roots and SBCA.
Batula Ismail	I will like to work with Cultivating Community to partner with us, in order to grow and expand our farm land and access different farm market, CSA.
Isnino Ibrahim	I would like to be part of commercial kitchen. I would like to be involved in Isuken Co-Op.
Abdirashid Osman	I want to be involved in increase access to land. I would like to involve with SBCA.
Muhidin Libah	I would like to involve in access to equitable land. I want to involve with SBCA.
Omar	I will work with CDI New American become more self sufficient.
Kirsten Walter	I will help connect dots between the LFLP Action Plan, Healthy Neighborhoods transformation plan and Good Shepard's community driven strategies... crosswalk actions, determine synergies, etc. I will commit Nutrition Center staff time and capacity to support city comprehensive plan enegagement. I will continue to seek funding for the Good Food Council as a natural lead for several of these actions.
Misty Parker	I will help leverage city resources to advance economic development goals in the action plan. I will share the LFLP goals with CDBG consolidating committee to incorporate in consolidated plan.
Francis Eanes	I will provide research support (focus groups, surveys, background research of technical reports and academic literature) to any and all parts of the action plan. I will do this with students in my capstone environmental studies course (taught every semester); other faculty at Bates; connecting students through internships and their senior thesis projects; Good Food Council of LA; St. Mary's Nutrition Center; and my role in Healthy Neighborhoods.
Jonah Fertig-Burd	I will meet with SBCA New Roots about land purchasing and work to raise funds; convene Land Access Group; connect with others about commercial shared kitchen; and reach out to Bonnie and others about land funds.

LOCAL FOODS, LOCAL PLACES COMMUNITY ACTION PLAN

Lewiston-Auburn, Maine

Name	I will...with....
Habibo Hassan	I would like to be involved in commercial kitchen group. I would like to be with Isuken.
Sherie Blumenthal	I will help with research development of commercial kitchen; permanent home of farmers market and (if possible) local food branding.
Ghali Farah	I would like to be part of Kitchen Action Plan and I would like to be working with Isuken and Nutrition Center.
Isabel Ganga & Helena Golai	We plan to create a kitchen program for elementary schools, with health food. We would create a strategy involving other groups, that way spreading farming vision around LA elementary schools.
Marcel Gagne	I want to see Community Credit Union become a neighborhood anchor!
Sophia Gamache	I will look for more opportunities to support agriculture in my community in any way that I can.
Katie Boss	I want to support the steering committee and overall LFLP process (overarching action plan created today). I want to help with implementing Goal 2, and am specifically interested in the comprehensive plan strategy. I will continue to seek funds to support the Good Food Council to expand and grow. Encourage people to serve on Auburn Council and committees. Support the creation of a robust agriculture committee in Auburn.
Scott Bensot	I will work with my municipal and regional colleges to develop and implement an economic growth strategy to support agricultural production, processing and distribution (Goal #2). I will engage the LA Metro Chamber board in supporting the Action Plan.
Brett Sawyer	I will lay the groundwork for developing an Economic Growth Strategy to support agricultural production, processing and distribution in Auburn (and Lewiston). I will work with Lewiston staff, LA Metro Chamber, and AVCOG to develop this plan.
Jesse Tanneubaum	I will continue to work on the passage of the Maine Food Sovereignty Act on a local level while also working with the GFCLA, David Heuiger, Misty Parker, and the Lewiston City Council to pass a citywide small scale agriculture zone in the City of Lewiston.
Catherine Proulx	I would like to be involved or work with Jesse Tanneubaum and his group of people to implement and support Goal 2 plan. I will help in any way needed to support these efforts. I want to make sure that food from local farms gets to people. I will help get a permanent home for the farmers market.
John Foster	Follow up on questions from several participants during workshop. Identify LFLP communities with branding campaigns.
Laurens Lawrence	Will continue partnering with Lewiston organizations and community to help them achieve goals of healthy sustainable food production, consumption, and business.
Molly Myers	I will work with Lewiston Middle School students to consider their role and contribution in various actions and to support their work.
Ben Daley	I will work with Lewiston Farmers Market steering committee to find a new good location for an indoor/outdoor permanent farmers market location with the new contacts/information we talked about in Group 1.

LOCAL FOODS, LOCAL PLACES COMMUNITY ACTION PLAN
Lewiston-Auburn, Maine

Name	I will...with....
Bridgette Bartlett	I will connect back in with Kristin Cloutier and Alissa Roman about what's holding back composting from happening in the schools.
Michelle DeBlois	I will work with Molly Myers and Alissa Roman to help create a kitchen at Lewiston Middle School. Students – supply workforce grant writing.
Josh Nagine	I will be part of a team that researches and creates a local food brand for LA and also a permanent home for Lewiston farmers market.
Gerald Walsh	I will be part of a team that researches and develops a commercial kitchen.

Appendix B:

Workshop Participants and Contact List

Workshop Participant List and Contact Information

Below is a table cataloging workshop participation on 10/22/2019 (Day 1) and 10/23/2019 (Day 2).

Day 1	Day 2	Full Name	Affiliation/Organization	Email
x		Jabril Abdi	New Roots Cooperative Farm	Newrootscooperativefarm@gmail.com
	x	Mohamed Abukar	New Roots Cooperative Farm	Newrootscooperativefarm@gmail.com
x		Ron Adams	Maine Farm & Sea Cooperative	chefradams@gmail.com
	x	Seynab Ali	New Roots Cooperative Farm	Newrootscooperativefarm@gmail.com
x		Ashley Bahlkow	Somali Bantu Community Association	bahlkow.a@gmail.com
x	x	Bridgette Bartlett	St. Mary's Nutrition Center	bbartlett@stmarysmaine.com
x		Artur Bastos	Immigrant Resource Center	arturbastos@gmail.com
	x	Scott Benson	Lewiston-Auburn Metro Chamber of Commerce - LAEGC	scott@lametrochamber.com
	x	Ava Blachette	Lewiston Middle School	
x	x	Kyra Bleicher	St. Mary's Nutrition Center	kyraalyce@gmail.com
	x	Nahlia Bolduc	Lewiston Middle School	
x		Aicham Bontogo	St. Mary's Nutrition Center	
x	x	Katie Boss	Healthy Androscoggin	bosska@cmhc.org
	x	Sam Boss	Bates College	Aboss@bates.edu
x		Kelsey Brown	U.S. Housing and Urban Development	kelsey.d.brown@hud.gov
x		Onijah Burns	St. Mary's Nutrition Center	oniyahburns32@gmail.com
x	x	Matt Chotkowski	USDA Food Nutrition Service	matthew.chotkowski@usda.gov
x	x	Kristen Cloutier	City of Lewiston	kcloutier@lewistonmaine.gov
x		Jessica Cooper	Cultivating Community	jessica@cultivatingcommunity.org
	x	Jessica Woiderski	Cultivating Community	jessica@cultivatingcommunity.org
x		Sam Costa	Auburn Schools	samueldacosta9250@gmail.com
x	x	Shanna Cox	Lewiston-Auburn Metro Chamber of Commerce	shanna@lametrochamber.com
x		Margaret Craven	Maine House of Representatives	margaret.m.craven@gmail.com
x		Siiri Cressey	Lots To Gardens	wyld_womyn@yahoo.com

Local Foods, Local Places Technical Assistance Program
Lewiston-Auburn, Maine

Day 1	Day 2	Full Name	Affiliation/Organization	Email
	x	Phil Crowell	City of Auburn	pcrowell@auburnmaine.gov
x	x	Denis D'Auteuil	City of Lewiston	ddauteuil@lewistonmaine.gov
	x	Yusuf Dakane	Lewiston Middle School	
	x	Ben Daley	Chirp Creek Farm	chirpcreekfarm@gmail.com
x	x	Michelle DeBlois	Lewiston Middle School	mdeblois@lewistonpublicschools.org
	x	Audrey Donahue	Lewiston Middle School	
	x	Matt Duff	Androscoggin Valley Soil and Water Conservation District	
x		Rebecca Dugan	St. Mary's Nutrition Center	rdugan@stmarysmaine.com
x	x	Francis Eanes	Bates College	feanes@bates.edu
x		John Engler	High Sail Cannabis	jengler7@gmail.com
x	x	Nutrition Center Fall Gardeners	St. Mary's Nutrition Center	ehuberweiss@stmarysmaine.com
x		Ghali Farah	Isuken Coop	Isukencoop@gmail.com
x	x	Jonah Fertig-Burd	Cooperative Development Institute	jfertig-burd@cdi.coop
x	x	John Foster	U.S. Environmental Protection Agency	foster.john@epa.gov
	x	Marcel Gagne	Cooperative Development Institute	mgagne@cdi.org
x	x	Sophia Gamache	Lewiston Farmers Market and Master Gardener Volunteer	Gamache.sophia@gmail.com
	x	Skylar Gaudette	Lewiston Middle School	
x		Edmund Gay	Franco-center	gaypare@aol.com
	x	Elaina Gendron	Lewiston Middle School	
	x	Stephanie Gilbert	Maine Department of Agriculture, Conservation and Forestry	stephanie.gilbert@maine.gov
x	x	Erin Guay	Healthy Androscoggin	guayer@cmhc.org
	x	James Hanna	Cumberland County Food Security council	jhanna@ccfoodsecurity.org
x	x	Julia Harper	Good Food Council of Lewiston-Auburn	goodfood4LA@gmail.com
x	x	Omar Hassan	Cooperative Development Institute	Ohassan@cdi.coop
	x	Asli Hassan	Cultivating Community	asli@cultivatingcommunity.org

Day 1	Day 2	Full Name	Affiliation/Organization	Email
x		Kathy Helming	Good Shepherd Food Bank of Maine	khelming@gsfb.org
x		Eliza Huber-Weiss	St. Mary's Nutrition Center	ehuberweiss@stmarysmaine.com
x		Habiba Hussein	Isuken Coop	Isukencoop@gmail.com
x	x	Khadija Hussein	Cultivating Community	khadija.hussein18@gmail.com
x	x	Fatuma Hussien	Immigrant Resource Center	fhussein@uswofmaine.org
x	x	Isnino Ibrahim	Isuken Coop	Isukencoop@gmail.com
	x	Batula Ismail	New Roots Cooperative Farm	Newrootscooperativefarm@gmail.com
	x	Dina Jackson	Androscoggin Valley Council of Governments	djackson@avcog.org
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x		Luke Jensen	Lewiston Public Schools	lukedylanjensen@gmail.com
x		Shespya Jesus	St. Mary's Nutrition Center	
	x	Joseph Langley	Lewiston Middle School	
	x	Craig Lapine	Cultivating Community	craig@cultivatingcommunity.org
x	x	Laurens Lawrence	Elmina B Sewall Foundation	llawrence@sewallfoundation.org
	x	Hugo Lopes	Lewiston Middle School	
x		Odiuo Mariano	St. Mary's Nutrition Center	
x		Heidi McCarthy	City of Lewiston	hmccarthy@lewistonmaine.gov
x		Aliya Mohamed	Bright Future	aamohamed07@yahoo.com
x		Amir Moussa	St. Mary's Nutrition Center	
	x	Hussein Muktar	Cultivating Community	hussein@cultivatingcommunity.org
x		Halimo Mursai	St. Mary's Nutrition Center	
	x	Molly Myers	Lewiston Middle School	Mmyers@lewistonschools.org
x		Joshua Nagine	Lewiston Farmers Market	joshuanagine@gmail.com
x	x	Jeff Newell	Androscoggin Gleaners	jeffnewell9@gmail.com
	x	Missy North-Drain	Healthy Androscoggin and Lewiston Resident	northme@cmhc.org
x		Shelley Norton	Androscoggin Valley Council of Governments	snorton@avcog.org
x		Wais Noussa	Immigrant Resource Center of Maine	wais@uswofmaine.org

Day 1	Day 2	Full Name	Affiliation/Organization	Email
x		Abdi Osman	Isuken Coop	Isukencoop@gmail.com
x	x	Misty Parker	City of Lewiston	mparker@lewistonmaine.gov
x	x	Camille Parrish	Bates College	cparrish@bates.edu
x		Jules Patry	Davincis	jules@davinciseatery.com
x		Robin Pelkey	St. Mary's Clinical Nutrition	rpelkey@covh.org
x		Chris Pierce	Davinci's	chris@davinciseatery.com
x		John Pinkham	St. Mary's Nutrition Center	
x	x	Adam Platz	Baxter Brewing Company	adam@baxterbrewing.com
x	x	Catherine Proulx	Good Food Bus	Cfirefighter36@aol.com
x		Darby Ray	Bates College & L/A Arts	dray3@bates.edu
	x	Laura Reading	Developers Collaborative	reading.lauraj@gmail.com
x		Craig Saddlemire	Raise Op Housing Co-Op	raiseop207@gmail.com
x		Jesse Saffeir	Bates College	jsaffeir@bates.edu
	x	Brett Sawyer	City of Auburn, Maine	bsawyer@auburnmaine.gov
	x	Rebecca Schoen	Healthy Androscoggin, Androscoggin Gleaners	schoenre@cmhc.org
x		Christine Schwartz	Bates College	cshwart@bates.edu
	x	Carol Segal	Mount Apatite Farm	cookincarol@roadrunner.com
x		Kathy Shaw	4 Season Farm Market and Valley View Farm	kath@valleyviewfarmme.com
	x	Rebecca Swanson Conrad	RSC Consulting	rebeccaswansonconrad@gmail.com
x	x	Jesse Tannenbaum	Eli's Homestead LLC.	elishomestead@outlook.com
	x	Anna Tracht	Cultivating Community	fsf@cultivatingcommunity.org
	x	Alyssa Tremblay	Lewiston Middle School	
	x	Emily Trider	Lewiston Middle School	
x		Eliza Waasa	St. Mary's Nutrition Center	
x		Stephanie Wade	Bates College	swade@bates.edu
	x	Wais Waiss	IRC	
	x	Daniel Wallace	Coastal Enterprises Inc.	Daniel.Wallace@ceimaine.org

Day 1	Day 2	Full Name	Affiliation/Organization	Email
x		Gerald Walsh	Knead	kneadmaine@gmail.com
x	x	Kirsten Walter	St. Mary's Nutrition Center	kwalter@stmarysmaine.com
	x	Jacariya Wright	Lewiston Middle School	
x		Khadija Noorow	St. Mary's Nutrition Center	khadija.noorow52@gmail.com
	x	Osman	Cultivating Community	
	x	Isnino	Cultivating Community	
	x	Karina	Immigrant Resource Center of Maine	karinabrancocroz@gmail.com
	x	Mumina Isse	St. Mary's Nutrition Center	
	x	Boucharro Yassin	St. Mary's Nutrition Center	
	x	Issak		

Workshop Contact List

Name	Organization	Email
Technical Assistance Consultants		
Holly Fowler	Northbound Ventures	holly@northboundventures.com
Jessica Dimmick	EPR PC	j.dimmick@epr-pc.com

Federal and State Agency Partners		
John Foster	EPA HQ Office of Community Revitalization	foster.john@epa.gov
Christine Beling	EPA Region 1 (Boston)	beling.christine@epa.gov
Matt Chotkowski	USDA Food and Nutrition Service Northeast Region, School Nutrition Programs (Boston)	matthew.chotkowski@usda.gov
Kelsey Brown	U.S. Department of Housing & Urban Development - Bangor Field Office	kelsey.d.brown@hud.gov
Kara Norman	U.S. Department of Housing & Urban Development - New England Regional Office (Boston)	kara.e.norman@hud.gov
Jessica Sheeran	U.S. Department of Health and Human Services, HRSA - Region 1 Office	jessica.sheeran@hhs.gov

Local Steering Committee		
Sherie Blumenthal	St. Mary's Nutrition Center	sblumenthal@stmarysmaine.com
Kristin Walters	St. Mary's Nutrition Center	kwalters@stmarysmaine.com
Deb Burd	Covenant Health	dmbreader@gmail.com
Francis Eanes	Healthy Neighborhoods	feanes@bates.edu
Jonah Fertig-Burd	Cooperative Development Institute/Maine Farm and Sea Cooperative/Celebration Tree Farm	jfertig-burd@cdi.coop
Sam Boss	Community-Engaged Learning and Research Program	aboss@bates.edu
Shanna Cox	Lewiston-Auburn Metro Chamber of Commerce	shanna@lametrochamber.com
Jim Hanna	Somali Bantu Community Association/Cumberland Food Security Council	jhanna@ccfoodsecurity.org
Omar Hassan	Cooperative Development Institute/New Roots Cooperative Farm	ohassan@cdi.coop
Misty Parker	City of Lewiston/Healthy Neighborhoods	mparker@lewistonmaine.gov
Julia Harper	Good Food Council of Lewiston-Auburn	goodfoodforla@gmail.com

Several community members joined the post-workshop calls to provide valuable insights on the action plan tables.		
Cathy Proulx	Grace Lutheran Church, St. Mary's Nutrition Center, and The Root Cellar	cfirefighter36@aol.com
Jesse Tannenbaum	Eli's Homestead LLC	elishomestead@outlook.com
Alisa Roman	Lewiston Public Schools	aroman@lewistonpublicschools.org
Josh Nagine	Lewiston Farmers Market	joshuanagine@gmail.com
Rebecca Schoen	Healthy Androscoggin	schoenre@cmhc.org
Shelley Norton	Androscoggin Valley Council of Governments	snorton@avcog.org
Kyra Bleicher	St. Mary's Nutrition Center	kyraalyce@gmail.com
Lynne Holland	University of Maine Cooperative Extension	lynne.holland@maine.edu
Bridgette Bartlett	St. Mary's Nutrition Center	bbartlett@stmarysmaine.com

Appendix C:

Workshop Photo Album



Figure 1 – St. Mary's Nutrition Center is a hub for health and food services in the community.



Figure 2 – The community garden at St. Mary's Nutrition Center features raised beds, a reading spot, and a meditation path.



Figure 3 – Composting is practiced in the community garden at St. Mary's Nutrition Center.



Figure 4 – St. Mary's Nutrition Center promotes the Good Food Bus and discounts available for fresh food.



Figure 5 – St. Mary's Nutrition Center hosted a pre-community tour group lunch for the steering committee, technical assistance team, and federal partners.



Figure 6 – Kirsten Walter, Executive Director of St. Mary's Nutrition Center, explains the evolution of the community garden.



Figure 7 – The community tour visits the New Roots Cooperative Farm, an enterprise of four refugee families.



Figure 8 – Several new hoop houses on the farm were built with the assistance of USDA Natural Resources Conservation Service funds.



Figure 9 – A New Roots Cooperative Farm member stands amidst the dry corn stalks in fall.



Figure 10 – Colorful purple Brussel sprouts grow at New Roots Cooperative Farm.



Figure 11 – The 4 Season Farm Market is located in New Auburn and operated by a local farmer, Kathy Shaw.



Figure 12 – A selection of locally grown fresh vegetables is for sale inside the 4 Season Farm Market.



Figure 13 – In addition to SNAP and WIC, the market also accepts discount coupons for Maine's senior population.



Figure 14 – The market offers a wide selection of ingredients and value-added products from other local farms and producers.



Figure 15 – The community tour walks from Auburn to downtown Lewiston via a bridge spanning the Androscoggin River.



Figure 16 – One of the many former mills in Lewiston-Auburn slated for redevelopment.



Figure 17 – E. Claire & Pastries is one of several food businesses helping to revitalize the Bates Mill Complex.



Figure 18 – A mural in downtown Lewiston celebrates the diversity of the community.



Figure 19 – Storefronts along Lisbon Street, the main commercial corridor in downtown Lewiston.



Figure 20 – Kennedy Park is a large greenspace in the center of Lewiston.



Figure 13 – The tour visits and shops at the farmers market in Kennedy Park hosted by Cultivating Community.



Figure 14 – The Good Food Bus mobile market sells fresh produce and local products.



Figure 23 – A full house inside the Agora Grand for Day 1 of the Local Foods, Local Places workshop.



Figure 24 – On Day 2 of the workshop, participants identify key assets and opportunities on maps and food network diagrams.



Figure 25 – Workshop participants begin the action planning process with an individual brainstorm.



Figure 26 – Lunch on Day 2 featured fare produced by local farms and food businesses.



Figure 27 – Participants discuss with one another as they prioritize actions for each community goal.



Figure 158 – Participants capture details of each action to support a goal in a large grid at small group tables.



Figure 29 – Actions spur conversation among workshop participants.



Figure 30 – Day 2 concludes with a presentation of actions selected and highlights of conversations at each goal table.

Appendix D:

Community Data Profile

This appendix provides some key data for the cities of Lewiston and Auburn. The Environmental Protection Agency's EJSCREEN: Environmental Justice Screening and Mapping Tool, <https://www.epa.gov/ejscreen>, provides demographic and environmental data. The reports from EJ Screen were generated on the two cities, shown in Figure 1 below. A second set of reports from the Healthy Food Access Portal, Research Your Community web portal, <http://www.healthyfoodaccess.org/access-101/research-your-community>, provides demographic, workforce, food environment, and health indicator data for the cities.

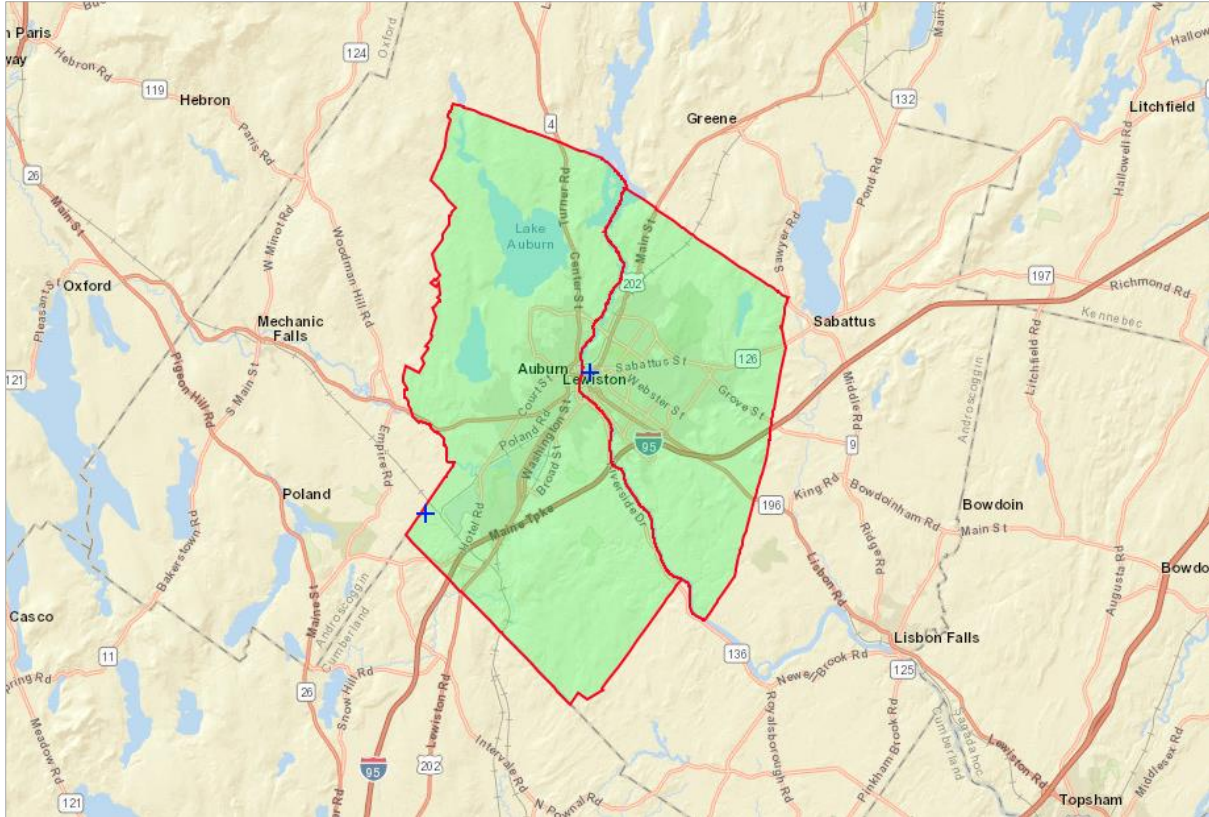


Figure 1 – Cities of Lewiston (right) and Auburn (left).
Source: EPA EJSCREEN mapping tool.

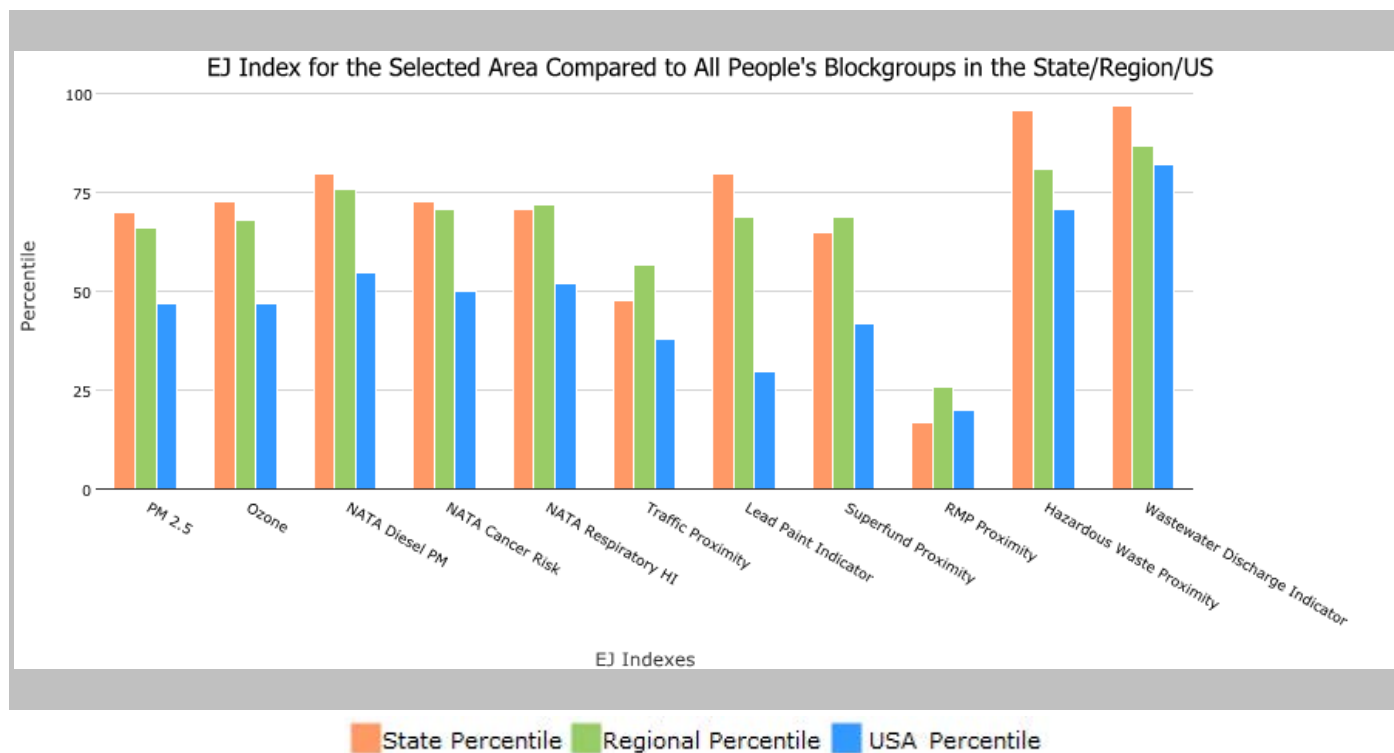
EJSCREEN Report (Version 2018)

City: Lewiston, MAINE, EPA Region 1

Approximate Population: 36,277

Input Area (sq. miles): 35.53

Selected Variables	State Percentile	EPA Region Percentile	USA Percentile
EJ Indexes			
EJ Index for PM2.5	70	66	47
EJ Index for Ozone	73	68	47
EJ Index for NATA* Diesel PM	80	76	55
EJ Index for NATA* Air Toxics Cancer Risk	73	71	50
EJ Index for NATA* Respiratory Hazard Index	71	72	52
EJ Index for Traffic Proximity and Volume	48	57	38
EJ Index for Lead Paint Indicator	80	69	30
EJ Index for Superfund Proximity	65	69	42
EJ Index for RMP Proximity	17	26	20
EJ Index for Hazardous Waste Proximity	96	81	71
EJ Index for Wastewater Discharge Indicator	97	87	82



This report shows the values for environmental and demographic indicators and EJSCREEN indexes. It shows environmental and demographic raw data (e.g., the estimated concentration of ozone in the air), and also shows what percentile each raw data value represents. These percentiles provide perspective on how the selected block group or buffer area compares to the entire state, EPA region, or nation. For example, if a given location is at the 95th percentile nationwide, this means that only 5 percent of the US population has a higher block group value than the average person in the location being analyzed. The years for which the data are available, and the methods used, vary across these indicators. Important caveats and uncertainties apply to this screening-level information, so it is essential to understand the limitations on appropriate interpretations and applications of these indicators. Please see EJSCREEN documentation for discussion of these issues before using reports.

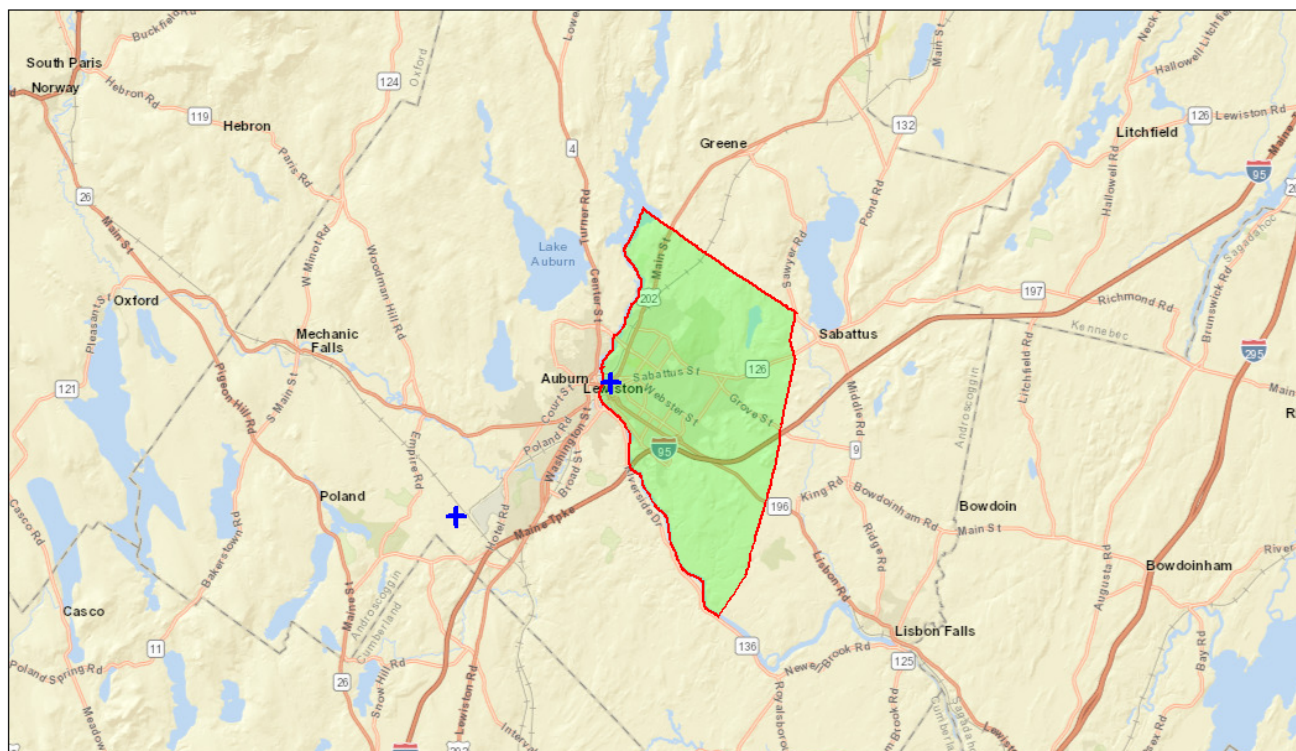
EJSCREEN Report (Version 2018)



City: Lewiston, MAINE, EPA Region 1

Approximate Population: 36,277

Input Area (sq. miles): 35.53



May 13, 2019

Known Geography

1:288,895

0 2.5 5 10 mi
0 4 8 16 km

Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community

Sites reporting to EPA

Superfund NPL	0
Hazardous Waste Treatment, Storage, and Disposal Facilities (TSDF)	2

EJSCREEN Report (Version 2018)

City: Lewiston, MAINE, EPA Region 1

Approximate Population: 36,277

Input Area (sq. miles): 35.53

Selected Variables	Value	State Avg.	%ile in State	EPA Region Avg.	%ile in EPA Region	USA Avg.	%ile in USA
Environmental Indicators							
Particulate Matter (PM 2.5 in $\mu\text{g}/\text{m}^3$)	7.33	6.91	78	7.37	46	9.53	13
Ozone (ppb)	33.8	34	52	39.6	4	42.5	7
NATA* Diesel PM ($\mu\text{g}/\text{m}^3$)	0.531	0.379	83	0.713	<50th	0.938	<50th
NATA* Cancer Risk (lifetime risk per million)	32	23	88	33	<50th	40	<50th
NATA* Respiratory Hazard Index	1.5	0.88	88	1.5	50-60th	1.8	<50th
Traffic Proximity and Volume (daily traffic count/distance to road)	270	85	91	320	74	600	67
Lead Paint Indicator (% Pre-1960 Housing)	0.58	0.37	83	0.45	65	0.29	81
Superfund Proximity (site count/km distance)	0.036	0.062	56	0.14	24	0.12	40
RMP Proximity (facility count/km distance)	0.93	0.35	87	0.56	79	0.72	75
Hazardous Waste Proximity (facility count/km distance)	1.7	0.58	89	2.5	64	4.3	74
Wastewater Discharge Indicator (toxicity-weighted concentration/m distance)	0.0016	0.11	80	0.11	70	30	70
Demographic Indicators							
Demographic Index	29%	19%	87	24%	72	36%	48
Minority Population	13%	6%	90	23%	50	38%	28
Low Income Population	44%	33%	76	25%	82	34%	70
Linguistically Isolated Population	3%	1%	89	4%	63	4%	62
Population With Less Than High School Education	14%	8%	86	10%	76	13%	62
Population Under 5 years of age	6%	5%	71	5%	65	6%	53
Population over 64 years of age	17%	18%	50	16%	63	14%	69

* The National-Scale Air Toxics Assessment (NATA) is EPA's ongoing, comprehensive evaluation of air toxics in the United States. EPA developed the NATA to prioritize air toxics, emission sources, and locations of interest for further study. It is important to remember that NATA provides broad estimates of health risks over geographic areas of the country, not definitive risks to specific individuals or locations. More information on the NATA analysis can be found at: <https://www.epa.gov/national-air-toxics-assessment>.

For additional information, see: www.epa.gov/environmentaljustice

EJSCREEN is a screening tool for pre-decisional use only. It can help identify areas that may warrant additional consideration, analysis, or outreach. It does not provide a basis for decision-making, but it may help identify potential areas of EJ concern. Users should keep in mind that screening tools are subject to substantial uncertainty in their demographic and environmental data, particularly when looking at small geographic areas. Important caveats and uncertainties apply to this screening-level information, so it is essential to understand the limitations on appropriate interpretations and applications of these indicators. Please see EJSCREEN documentation for discussion of these issues before using reports. This screening tool does not provide data on every environmental impact and demographic factor that may be relevant to a particular location. EJSCREEN outputs should be supplemented with additional information and local knowledge before taking any action to address potential EJ concerns.

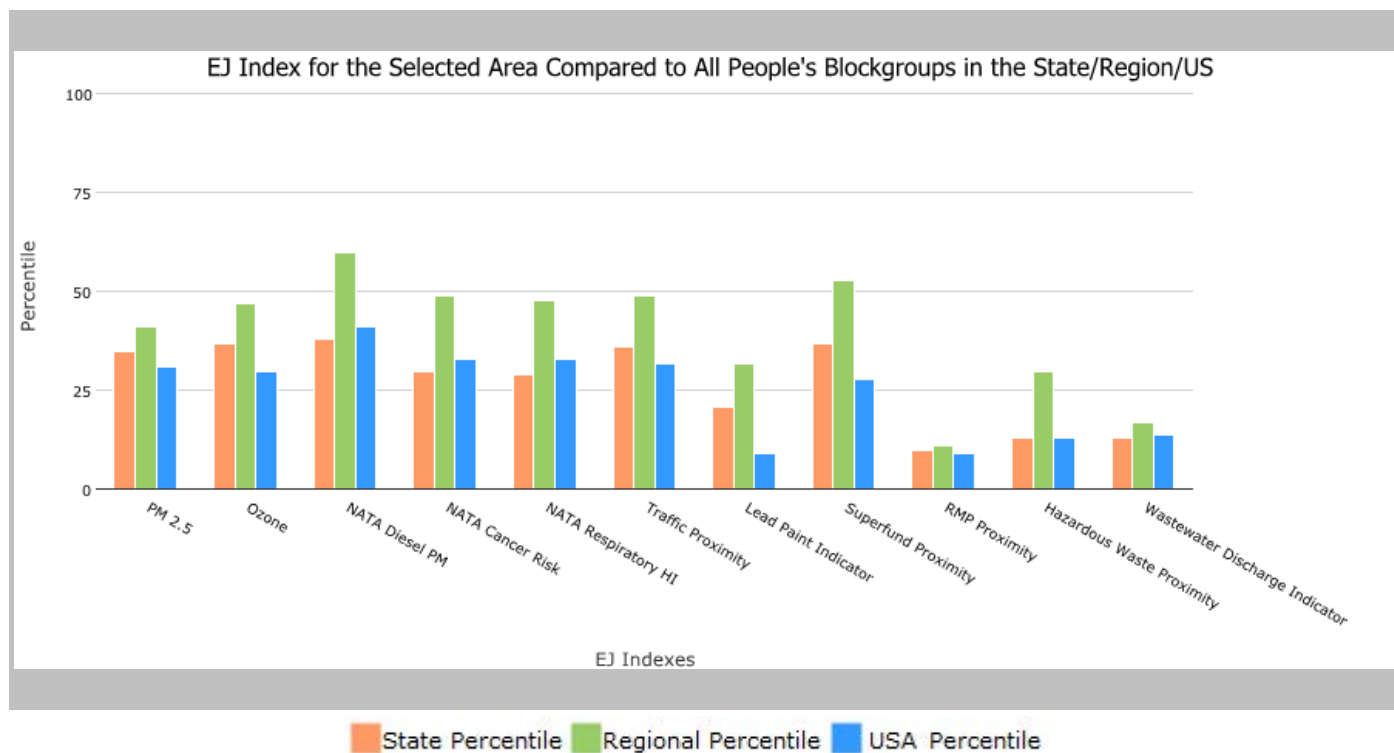
EJSCREEN Report (Version 2018)

City: Auburn, MAINE, EPA Region 1

Approximate Population: 22,943

Input Area (sq. miles): 65.74

Selected Variables	State Percentile	EPA Region Percentile	USA Percentile
EJ Indexes			
EJ Index for PM2.5	35	41	31
EJ Index for Ozone	37	47	30
EJ Index for NATA* Diesel PM	38	60	41
EJ Index for NATA* Air Toxics Cancer Risk	30	49	33
EJ Index for NATA* Respiratory Hazard Index	29	48	33
EJ Index for Traffic Proximity and Volume	36	49	32
EJ Index for Lead Paint Indicator	21	32	9
EJ Index for Superfund Proximity	37	53	28
EJ Index for RMP Proximity	10	11	9
EJ Index for Hazardous Waste Proximity	13	30	13
EJ Index for Wastewater Discharge Indicator	13	17	14



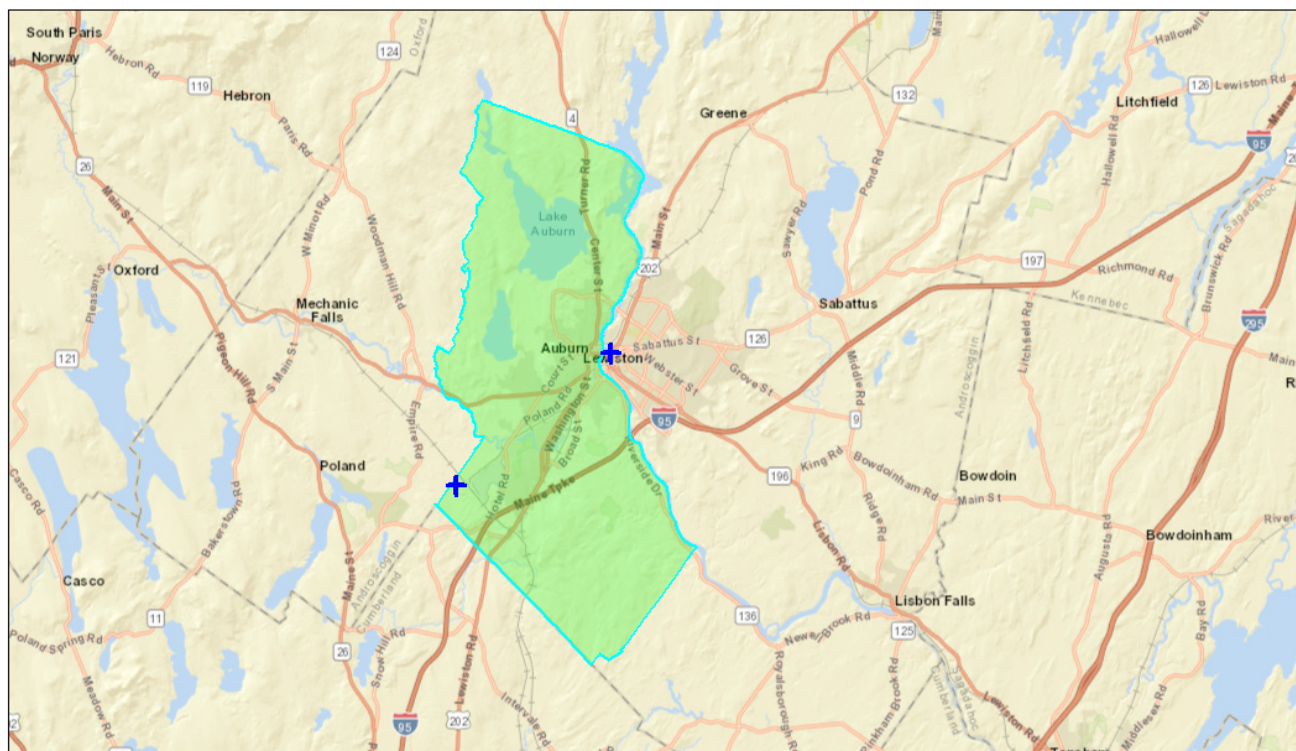
This report shows the values for environmental and demographic indicators and EJSCREEN indexes. It shows environmental and demographic raw data (e.g., the estimated concentration of ozone in the air), and also shows what percentile each raw data value represents. These percentiles provide perspective on how the selected block group or buffer area compares to the entire state, EPA region, or nation. For example, if a given location is at the 95th percentile nationwide, this means that only 5 percent of the US population has a higher block group value than the average person in the location being analyzed. The years for which the data are available, and the methods used, vary across these indicators. Important caveats and uncertainties apply to this screening-level information, so it is essential to understand the limitations on appropriate interpretations and applications of these indicators. Please see EJSCREEN documentation for discussion of these issues before using reports.

EJSCREEN Report (Version 2018)

City: Auburn, MAINE, EPA Region 1

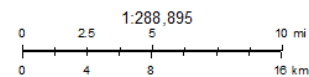
Approximate Population: 22,943

Input Area (sq. miles): 65.74



May 13, 2019

Known Geography



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community

Sites reporting to EPA

Superfund NPL	0
Hazardous Waste Treatment, Storage, and Disposal Facilities (TSDF)	2

EJSCREEN Report (Version 2018)

City: Auburn, MAINE, EPA Region 1

Approximate Population: 22,943

Input Area (sq. miles): 65.74

Selected Variables	Value	State Avg.	%ile in State	EPA Region Avg.	%ile in EPA Region	USA Avg.	%ile in USA
Environmental Indicators							
Particulate Matter (PM 2.5 in $\mu\text{g}/\text{m}^3$)	7.26	6.91	71	7.37	41	9.53	12
Ozone (ppb)	33.7	34	50	39.6	4	42.5	7
NATA* Diesel PM ($\mu\text{g}/\text{m}^3$)	0.437	0.379	81	0.713	<50th	0.938	<50th
NATA* Cancer Risk (lifetime risk per million)	29	23	85	33	<50th	40	<50th
NATA* Respiratory Hazard Index	1.3	0.88	84	1.5	<50th	1.8	<50th
Traffic Proximity and Volume (daily traffic count/distance to road)	270	85	91	320	74	600	67
Lead Paint Indicator (% Pre-1960 Housing)	0.58	0.37	83	0.45	65	0.29	81
Superfund Proximity (site count/km distance)	0.035	0.062	54	0.14	23	0.12	38
RMP Proximity (facility count/km distance)	0.94	0.35	87	0.56	79	0.72	75
Hazardous Waste Proximity (facility count/km distance)	1.3	0.58	83	2.5	57	4.3	68
Wastewater Discharge Indicator (toxicity-weighted concentration/m distance)	0.0074	0.11	87	0.11	83	30	79
Demographic Indicators							
Demographic Index	22%	19%	65	24%	61	36%	35
Minority Population	9%	6%	80	23%	39	38%	21
Low Income Population	35%	33%	57	25%	73	34%	56
Linguistically Isolated Population	2%	1%	86	4%	58	4%	57
Population With Less Than High School Education	10%	8%	69	10%	65	13%	50
Population Under 5 years of age	6%	5%	69	5%	63	6%	51
Population over 64 years of age	16%	18%	42	16%	56	14%	63

* The National-Scale Air Toxics Assessment (NATA) is EPA's ongoing, comprehensive evaluation of air toxics in the United States. EPA developed the NATA to prioritize air toxics, emission sources, and locations of interest for further study. It is important to remember that NATA provides broad estimates of health risks over geographic areas of the country, not definitive risks to specific individuals or locations. More information on the NATA analysis can be found at: <https://www.epa.gov/national-air-toxics-assessment>.

For additional information, see: www.epa.gov/environmentaljustice

EJSCREEN is a screening tool for pre-decisional use only. It can help identify areas that may warrant additional consideration, analysis, or outreach. It does not provide a basis for decision-making, but it may help identify potential areas of EJ concern. Users should keep in mind that screening tools are subject to substantial uncertainty in their demographic and environmental data, particularly when looking at small geographic areas. Important caveats and uncertainties apply to this screening-level information, so it is essential to understand the limitations on appropriate interpretations and applications of these indicators. Please see EJSCREEN documentation for discussion of these issues before using reports. This screening tool does not provide data on every environmental impact and demographic factor that may be relevant to a particular location. EJSCREEN outputs should be supplemented with additional information and local knowledge before taking any action to address potential EJ concerns.

Location: City: Lewiston city
 Ring (buffer): 0-mile radius
 Description:

Summary of ACS Estimates		2012 - 2016	
Population			36,277
Population Density (per sq. mile)			1,062
Minority Population			4,790
% Minority			13%
Households			15,772
Housing Units			17,099
Housing Units Built Before 1950			7,793
Per Capita Income			22,111
Land Area (sq. miles) (Source: SF1)			34.15
% Land Area			96%
Water Area (sq. miles) (Source: SF1)			1.39
% Water Area			4%

	2012 - 2016 ACS Estimates	Percent	MOE (±)
Population by Race			
Total	36,277	100%	596
Population Reporting One Race	34,046	94%	1,012
White	32,030	88%	580
Black	1,542	4%	208
American Indian	65	0%	52
Asian	324	1%	128
Pacific Islander	0	0%	10
Some Other Race	85	0%	34
Population Reporting Two or More Races	2,231	6%	224
Total Hispanic Population	1,036	3%	185
Total Non-Hispanic Population	35,241		
White Alone	31,487	87%	592
Black Alone	1,370	4%	203
American Indian Alone	65	0%	52
Non-Hispanic Asian Alone	324	1%	128
Pacific Islander Alone	0	0%	10
Other Race Alone	22	0%	32
Two or More Races Alone	1,973	5%	224
Population by Sex			
Male	17,192	47%	350
Female	19,085	53%	400
Population by Age			
Age 0-4	2,209	6%	166
Age 0-17	7,179	20%	223
Age 18+	29,098	80%	399
Age 65+	6,245	17%	162

Data Note: Detail may not sum to totals due to rounding. Hispanic population can be of any race.
 N/A means not available. Source: U.S. Census Bureau, American Community Survey (ACS) 2012 - 2016 .

Location: City: Lewiston city
Ring (buffer): 0-mile radius
Description:

	2012 - 2016 ACS Estimates	Percent	MOE (±)
Population 25+ by Educational Attainment			
Total	24,623	100%	347
Less than 9th Grade	1,530	6%	107
9th - 12th Grade, No Diploma	1,819	7%	99
High School Graduate	9,100	37%	183
Some College, No Degree	7,756	31%	231
Associate Degree	2,385	10%	158
Bachelor's Degree or more	4,418	18%	161
Population Age 5+ Years by Ability to Speak English			
Total	34,068	100%	573
Speak only English	27,673	81%	442
Non-English at Home ¹⁺²⁺³⁺⁴	6,395	19%	200
¹ Speak English "very well"	4,901	14%	186
² Speak English "well"	970	3%	93
³ Speak English "not well"	364	1%	63
⁴ Speak English "not at all"	160	0%	33
³⁺⁴ Speak English "less than well"	524	2%	67
²⁺³⁺⁴ Speak English "less than very well"	1,494	4%	104
Linguistically Isolated Households*			
Total	446	100%	69
Speak Spanish	22	5%	32
Speak Other Indo-European Languages	328	74%	48
Speak Asian-Pacific Island Languages	41	9%	52
Speak Other Languages	55	12%	21
Households by Household Income			
Household Income Base	15,772	100%	230
< \$15,000	3,111	20%	156
\$15,000 - \$25,000	2,250	14%	145
\$25,000 - \$50,000	4,327	27%	165
\$50,000 - \$75,000	2,813	18%	155
\$75,000 +	3,271	21%	133
Occupied Housing Units by Tenure			
Total	15,772	100%	230
Owner Occupied	7,764	49%	168
Renter Occupied	8,008	51%	218
Employed Population Age 16+ Years			
Total	29,549	100%	523
In Labor Force	18,518	63%	505
Civilian Unemployed in Labor Force	1,214	4%	90
Not In Labor Force	11,031	37%	276

Data Note: Detail may not sum to totals due to rounding. Hispanic population can be of any race.

N/A means not available. Source: U.S. Census Bureau, American Community Survey (ACS)

*Households in which no one 14 and over speaks English "very well" or speaks English only.

Location: City: Lewiston city
Ring (buffer): 0-mile radius
Description:

	2012 - 2016 ACS Estimates	Percent	MOE (±)
Population by Language Spoken at Home*			
Total (persons age 5 and above)	34,068	100%	573
English	N/A	N/A	N/A
Spanish	N/A	N/A	N/A
French	N/A	N/A	N/A
French Creole	N/A	N/A	N/A
Italian	N/A	N/A	N/A
Portuguese	N/A	N/A	N/A
German	N/A	N/A	N/A
Yiddish	N/A	N/A	N/A
Other West Germanic	N/A	N/A	N/A
Scandinavian	N/A	N/A	N/A
Greek	N/A	N/A	N/A
Russian	N/A	N/A	N/A
Polish	N/A	N/A	N/A
Serbo-Croatian	N/A	N/A	N/A
Other Slavic	N/A	N/A	N/A
Armenian	N/A	N/A	N/A
Persian	N/A	N/A	N/A
Gujarathi	N/A	N/A	N/A
Hindi	N/A	N/A	N/A
Urdu	N/A	N/A	N/A
Other Indic	N/A	N/A	N/A
Other Indo-European	N/A	N/A	N/A
Chinese	N/A	N/A	N/A
Japanese	N/A	N/A	N/A
Korean	N/A	N/A	N/A
Mon-Khmer, Cambodian	N/A	N/A	N/A
Hmong	N/A	N/A	N/A
Thai	N/A	N/A	N/A
Laotian	N/A	N/A	N/A
Vietnamese	N/A	N/A	N/A
Other Asian	N/A	N/A	N/A
Tagalog	N/A	N/A	N/A
Other Pacific Island	N/A	N/A	N/A
Navajo	N/A	N/A	N/A
Other Native American	N/A	N/A	N/A
Hungarian	N/A	N/A	N/A
Arabic	N/A	N/A	N/A
Hebrew	N/A	N/A	N/A
African	N/A	N/A	N/A
Other and non-specified	N/A	N/A	N/A
Total Non-English	N/A	N/A	N/A

Data Note: Detail may not sum to totals due to rounding. Hispanic population can be of any race.

N/A means not available. Source: U.S. Census Bureau, American Community Survey (ACS) 2012 - 2016.

*Population by Language Spoken at Home is available at the census tract summary level and up.

Location: City: Auburn city
Ring (buffer): 0-mile radius
Description:

Summary of ACS Estimates		2012 - 2016	
Population		22,943	
Population Density (per sq. mile)		387	
Minority Population		2,124	
% Minority		9%	
Households		9,774	
Housing Units		10,707	
Housing Units Built Before 1950		5,193	
Per Capita Income		24,826	
Land Area (sq. miles) (Source: SF1)		59.33	
% Land Area		90%	
Water Area (sq. miles) (Source: SF1)		6.41	
% Water Area		10%	

	2012 - 2016 ACS Estimates	Percent	MOE (±)
Population by Race			
Total	22,943	100%	467
Population Reporting One Race	21,653	94%	831
White	20,952	91%	464
Black	226	1%	122
American Indian	42	0%	26
Asian	353	2%	126
Pacific Islander	2	0%	10
Some Other Race	78	0%	83
Population Reporting Two or More Races	1,290	6%	113
Total Hispanic Population	332	1%	83
Total Non-Hispanic Population	22,611		
White Alone	20,819	91%	464
Black Alone	204	1%	122
American Indian Alone	42	0%	26
Non-Hispanic Asian Alone	347	2%	126
Pacific Islander Alone	2	0%	10
Other Race Alone	0	0%	10
Two or More Races Alone	1,197	5%	113
Population by Sex			
Male	11,089	48%	285
Female	11,854	52%	253
Population by Age			
Age 0-4	1,354	6%	131
Age 0-17	5,221	23%	228
Age 18+	17,722	77%	339
Age 65+	3,640	16%	143

Data Note: Detail may not sum to totals due to rounding. Hispanic population can be of any race.
N/A means not available. Source: U.S. Census Bureau, American Community Survey (ACS) 2012 - 2016 .

Location: City: Auburn city
Ring (buffer): 0-mile radius
Description:

	2012 - 2016 ACS Estimates	Percent	MOE (±)
Population 25+ by Educational Attainment			
Total	15,756	100%	292
Less than 9th Grade	557	4%	61
9th - 12th Grade, No Diploma	1,012	6%	66
High School Graduate	5,477	35%	179
Some College, No Degree	4,585	29%	202
Associate Degree	1,549	10%	131
Bachelor's Degree or more	4,125	26%	202
Population Age 5+ Years by Ability to Speak English			
Total	21,589	100%	422
Speak only English	19,353	90%	362
Non-English at Home ¹⁺²⁺³⁺⁴	2,236	10%	127
¹ Speak English "very well"	1,583	7%	110
² Speak English "well"	484	2%	78
³ Speak English "not well"	153	1%	75
⁴ Speak English "not at all"	16	0%	16
³⁺⁴ Speak English "less than well"	169	1%	75
²⁺³⁺⁴ Speak English "less than very well"	653	3%	81
Linguistically Isolated Households*			
Total	213	100%	54
Speak Spanish	27	13%	28
Speak Other Indo-European Languages	138	65%	53
Speak Asian-Pacific Island Languages	47	22%	34
Speak Other Languages	1	0%	10
Households by Household Income			
Household Income Base	9,774	100%	161
< \$15,000	1,263	13%	77
\$15,000 - \$25,000	1,361	14%	105
\$25,000 - \$50,000	2,478	25%	104
\$50,000 - \$75,000	1,661	17%	116
\$75,000 +	3,011	31%	170
Occupied Housing Units by Tenure			
Total	9,774	100%	161
Owner Occupied	5,402	55%	117
Renter Occupied	4,372	45%	129
Employed Population Age 16+ Years			
Total	18,425	100%	328
In Labor Force	12,129	66%	301
Civilian Unemployed in Labor Force	663	4%	79
Not In Labor Force	6,296	34%	174

Data Note: Detail may not sum to totals due to rounding. Hispanic population can be of any race.

N/A means not available. Source: U.S. Census Bureau, American Community Survey (ACS)

*Households in which no one 14 and over speaks English "very well" or speaks English only.

Location: City: Auburn city
Ring (buffer): 0-mile radius
Description:

	2012 - 2016 ACS Estimates	Percent	MOE (±)
Population by Language Spoken at Home*			
Total (persons age 5 and above)	21,589	100%	422
English	N/A	N/A	N/A
Spanish	N/A	N/A	N/A
French	N/A	N/A	N/A
French Creole	N/A	N/A	N/A
Italian	N/A	N/A	N/A
Portuguese	N/A	N/A	N/A
German	N/A	N/A	N/A
Yiddish	N/A	N/A	N/A
Other West Germanic	N/A	N/A	N/A
Scandinavian	N/A	N/A	N/A
Greek	N/A	N/A	N/A
Russian	N/A	N/A	N/A
Polish	N/A	N/A	N/A
Serbo-Croatian	N/A	N/A	N/A
Other Slavic	N/A	N/A	N/A
Armenian	N/A	N/A	N/A
Persian	N/A	N/A	N/A
Gujarathi	N/A	N/A	N/A
Hindi	N/A	N/A	N/A
Urdu	N/A	N/A	N/A
Other Indic	N/A	N/A	N/A
Other Indo-European	N/A	N/A	N/A
Chinese	N/A	N/A	N/A
Japanese	N/A	N/A	N/A
Korean	N/A	N/A	N/A
Mon-Khmer, Cambodian	N/A	N/A	N/A
Hmong	N/A	N/A	N/A
Thai	N/A	N/A	N/A
Laotian	N/A	N/A	N/A
Vietnamese	N/A	N/A	N/A
Other Asian	N/A	N/A	N/A
Tagalog	N/A	N/A	N/A
Other Pacific Island	N/A	N/A	N/A
Navajo	N/A	N/A	N/A
Other Native American	N/A	N/A	N/A
Hungarian	N/A	N/A	N/A
Arabic	N/A	N/A	N/A
Hebrew	N/A	N/A	N/A
African	N/A	N/A	N/A
Other and non-specified	N/A	N/A	N/A
Total Non-English	N/A	N/A	N/A

Data Note: Detail may not sum to totals due to rounding. Hispanic population can be of any race.

N/A means not available. Source: U.S. Census Bureau, American Community Survey (ACS) 2012 - 2016.

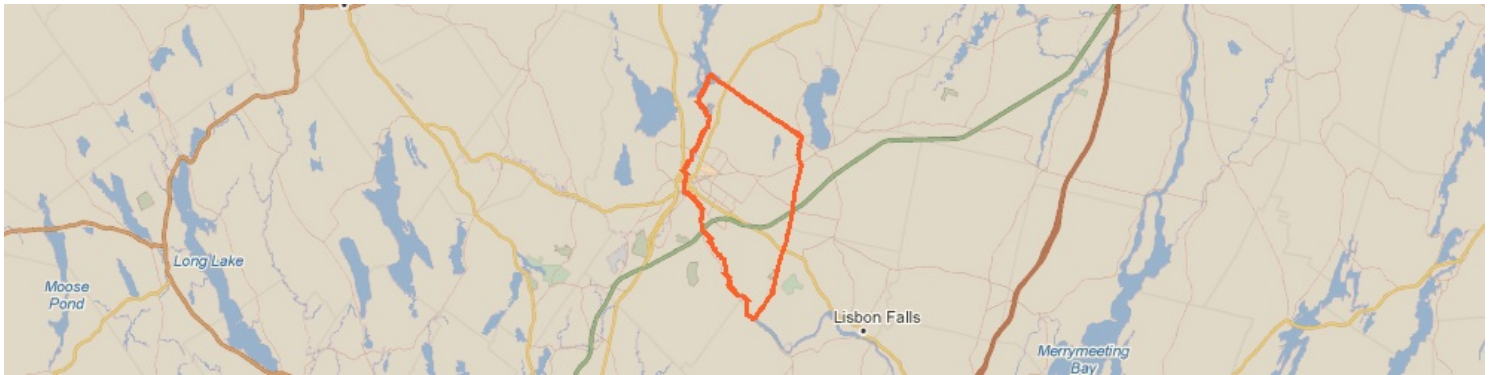
*Population by Language Spoken at Home is available at the census tract summary level and up.

Healthy Food Access Portal

Research Your Community

Report for Lewiston, ME

This report provides information about the population living within the city and their food environment.



Demographics

Accessing healthy food is a challenge for some Americans - particularly those living in low-income neighborhoods and communities of color. Research has shown that, if a person is Black, Hispanic or living in a low-income block group they are more likely to live in an area with limited access to a full service supermarket.

Current estimates show that the area has steadily grown since 2000 and the total population is 36,211 people. According to 2013-2017 American Community Survey (ACS) data, the population of a minority race was 13.46% and 2.56% were of Hispanic ethnicity. In terms of age, 18.97% were children under age 18, while 17.44% were over age 65.

Demographics in Lewiston, ME

Lewiston	2000	2010	2013-2017
Total Population	35,690	36,592	36,211
Pct. Hispanic	1.0%	2.0%	2.6%
Pct. Minority	5.1%	14.5%	13.5%
Pct. < 18 Years	20.6%	22.1%	19.0%
Pct. 65 or Older	17.8%	15.5%	17.4%

Median Household Income

	Lewiston	Maine
Median Household Income (2013-2017)	\$39,890	\$53,024

Source: Census 2000, Census 2010, Census ACS 2013-2017

Workforce and Unemployment

Some communities look to improve access to food for existing residents by meeting both the demands from the daytime population (workforce) and the residential population. The table at right shows the number of people in the workforce that are employed within the

Local Employment in Lewiston

	Resident	Employed
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area and the number of people who reside in the area who are part of the workforce. This data tells us that 23,695 people work in Lewiston, while 14,320 workers reside in Lewiston according to the Local Employer-Household Dynamics data. Increasing the number of healthy food retailers can lead to jobs and may be a force of revitalizing economically distressed communities.

Total Workers (2015)

14,320
Resident

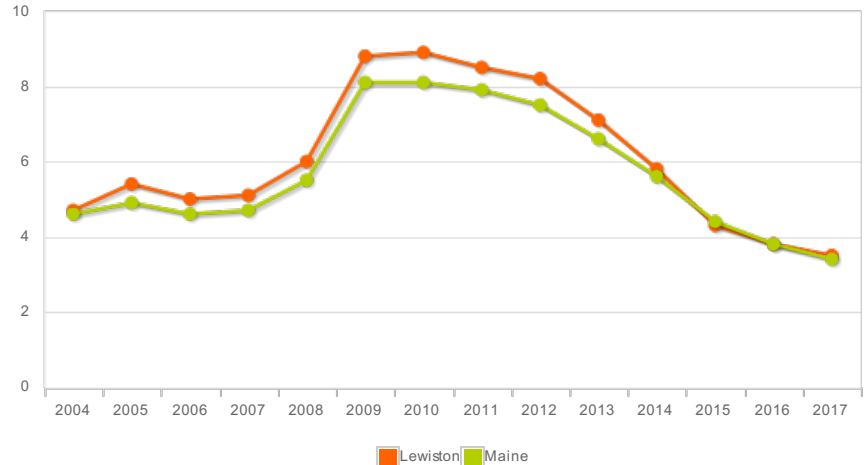
23,695
Employed

Source: Bureau of Labor Statistics, Local Employment-Household Dynamics

Lewiston's unemployment rate is 3.5%, compared to the statewide unemployment rate of 3.4%. The Supplemental Nutrition Assistance Program (SNAP) is the largest domestic hunger safety net program (according to the USDA). It serves many low-income people, including those who are currently unemployed.

Within Androscoggin County, 25.18% of people received SNAP benefits in 2011, amounting to \$42,087,000 in benefits to program participants.

Annual Unemployment



Source: Bureau of Labor Statistics, Local Employment-Household Dynamics

Food Environment

Determining if a community is underserved by healthy food retailers can be a complicated process that includes a variety of factors including population density, car ownership rates, and the quality and location of supermarkets, grocery stores and farmers markets. Researchers have produced many studies and online tools to help communities to identify areas with limited access to supermarkets and sources of healthy food. Methods and measures vary but two studies and national online data tools are Reinvestment Fund's [Limited Supermarket Access \(LSA\) Study](#) and the U.S. Department of Agriculture (USDA) [Food Access Research Atlas](#). These studies seek to provide guidance on how to understand whether a new supermarket, an expansion of an existing store, or a farmer's market is the appropriate strategy to pursue.

In 2016, there were 3 full service supermarkets located in Lewiston. There are 9 Limited Service stores located within the study area, and 3 farmers' markets. SNAP benefits are accepted at 62 participating stores, farmer's markets, social service agencies or other non retail providers in this community.

According to the USDA, 5 of 9 census tracts in Lewiston are Low-Income, Low-Access tracts. ([Show/hide list of USDA Low-Income, Low-Access Tracts](#))

Based on Reinvestment Fund's 2018 analysis, there is 1 LSA area within Lewiston. 10,351 people live in this LSA area and are considered to have limited access to a supermarket. The estimated leakage for this area is \$14,082,000; this represents the amount that residents spend at stores located outside of the LSA. Please see the [PolicyMap Data Directory](#) for Reinvestment Fund's methodology.

Food Retailers in Lewiston

Full Service Supermarkets	3
Limited Service Stores	9
SNAP Retailers	62
Farmers' Markets	3
Fast-food and Takeout Restaurants	N/A

Source: USDA ERS Food Access, Census County Business Patterns, USDA Agricultural Marketing Service, Reinvestment Fund Study of Low Supermarket Access

Limited Supermarket Access in Lewiston

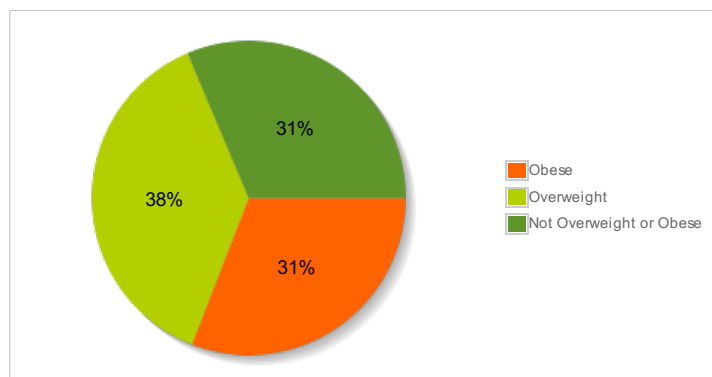
Population within LSA	10,351
Total Grocery Leakage	\$14,082,000

Source: Reinvestment Fund Study of Low Supermarket Access.

Health

The Centers for Disease Control (CDC) provides survey data about the health of the residents within an area. The chart at right displays the Body Mass Index (BMI) classification for adults in Lewiston. It reports that 37.73% of the population is considered overweight and 30.9% is considered obese.

BMI Classification in 2013, Lewiston

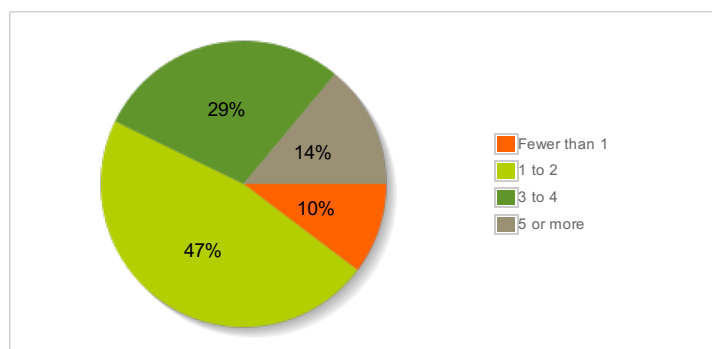


Source: CDC Behavioral Risk Factor Surveillance System 2013, ACS 2009-2013

Fruit and Vegetable Consumption

According to the CDC, fruits and vegetables are critical to promoting good health. Most adults need to increase the amount of fruits and vegetables they currently eat to get the amount that's recommended every day. The CDC reports that the recommended level of consumption depends upon an individual's age, weight and current level of physical activity. Visit ChooseMyPlate.gov for specifics on how many servings to eat. Of the adult residents in Lewiston, 86% reported eating fewer than 5 fruits and vegetables per day, and 14% report eating five or more per day.

Number of Fruits/Vegetables Consumed per day in 2013, Lewiston



Source: CDC Behavioral Risk Factor Surveillance System 2013, ACS 2009-2013

Federal Programs & Investments

Areas within Lewiston may be targeted for economic development or community development activities. By working within these areas, community development entities or commercial operators may be able to seek grants or loans to finance intervention strategies that address the community's lack of food access. Some certified Community Development Financial Institutions (CDFIs) operate specific programs designed to finance food retailers that choose to locate in an area that otherwise lacks healthy food access. The New Markets Tax Credit (NMTC) Program is another federal incentive structure that can provide financing to large commercial developments in eligible areas.

Community Development Block Grant (CDBG) eligible block groups are places that the Department of Housing and Urban Development (HUD) has designated for targeted resources. Within this target area, there are 12 CDBG eligible block groups and 6 NMTC eligible tracts. There are 8 CDFIs working to improve distressed areas of the state. (See list of certified CDFIs in Maine)

Federal Program and Investment Dollars in Lewiston, ME

New Markets Tax Credit Investments (QLICI) 2012-2016	\$10,200,004
CDFI Loans/Investments 2007-2016	\$10,879,140

Source: CDFI Fund, HUD

Healthy Food Access Portal

Research Your Community

Report for Auburn, ME

This report provides information about the population living within the city and their food environment.



Demographics

Accessing healthy food is a challenge for some Americans - particularly those living in low-income neighborhoods and communities of color. Research has shown that, if a person is Black, Hispanic or living in a low-income block group they are more likely to live in an area with limited access to a full service supermarket.

Current estimates show that the area has declined since 2000 and the total population is 22,941 people. According to 2013-2017 American Community Survey (ACS) data, the population of a minority race was 9.56% and 1.54% were of Hispanic ethnicity. In terms of age, 22.85% were children under age 18, while 16.71% were over age 65.

Demographics in Auburn, ME

Auburn	2000	2010	2013-2017
Total Population	23,203	23,055	22,941
Pct. Hispanic	0.8%	1.5%	1.5%
Pct. Minority	3.6%	7.2%	9.6%
Pct. < 18 Years	23.0%	22.1%	22.9%
Pct. 65 or Older	17.1%	15.3%	16.7%

Median Household Income

	Auburn	Maine
Median Household Income (2013-2017)	\$48,363	\$53,024

Source: Census 2000, Census 2010, Census ACS 2013-2017

Workforce and Unemployment

Some communities look to improve access to food for existing residents by meeting both the demands from the daytime population (workforce) and the residential population. The table at right shows the number of people in the workforce that are employed within the

Local Employment in Auburn

Resident	Employed
----------	----------

area and the number of people who reside in the area who are part of the workforce. This data tells us that 16,497 people work in Auburn, while 10,486 workers reside in Auburn according to the Local Employer-Household Dynamics data. Increasing the number of healthy food retailers can lead to jobs and may be a force of revitalizing economically distressed communities.

Total Workers (2015)

10,486
Resident

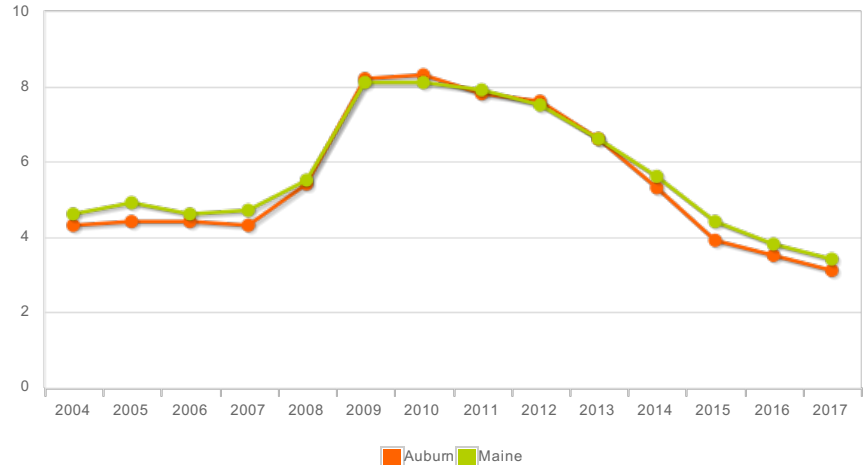
16,497
Employed

Source: Bureau of Labor Statistics, Local Employment-Household Dynamics

Auburn's unemployment rate is 3.1%, compared to the statewide unemployment rate of 3.4%. The Supplemental Nutrition Assistance Program (SNAP) is the largest domestic hunger safety net program (according to the USDA). It serves many low-income people, including those who are currently unemployed.

Within Androscoggin County, 25.18% of people received SNAP benefits in 2011, amounting to \$42,087,000 in benefits to program participants.

Annual Unemployment



Source: Bureau of Labor Statistics, Local Employment-Household Dynamics

Food Environment

Determining if a community is underserved by healthy food retailers can be a complicated process that includes a variety of factors including population density, car ownership rates, and the quality and location of supermarkets, grocery stores and farmers markets. Researchers have produced many studies and online tools to help communities to identify areas with limited access to supermarkets and sources of healthy food. Methods and measures vary but two studies and national online data tools are Reinvestment Fund's **Limited Supermarket Access (LSA) Study** and the U.S. Department of Agriculture (USDA) **Food Access Research Atlas**. These studies seek to provide guidance on how to understand whether a new supermarket, an expansion of an existing store, or a farmer's market is the appropriate strategy to pursue.

In 2016, there were 3 full service supermarkets located in Auburn. There are 7 Limited Service stores located within the study area, and 1 farmers' markets. SNAP benefits are accepted at 32 participating stores, farmer's markets, social service agencies or other non retail providers in this community.

According to the USDA, 0 of 8 census tracts in Auburn are Low-Income, Low-Access.

Based on Reinvestment Fund's 2014 analysis, there are 0 LSA areas within Auburn.

Food Retailers in Auburn

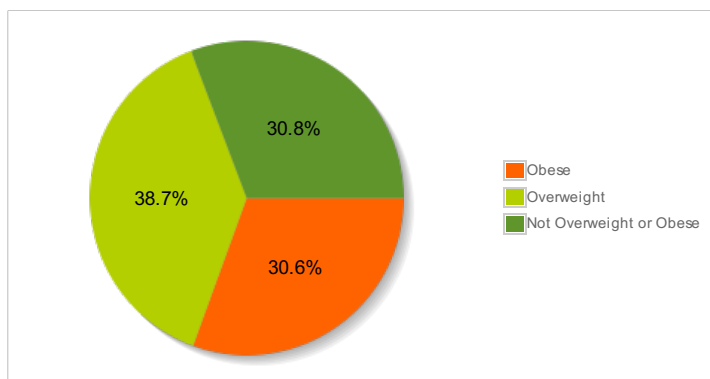
Full Service Supermarkets	3
Limited Service Stores	7
SNAP Retailers	32
Farmers' Markets	1
Fast-food and Takeout Restaurants	N/A

Source: USDA ERS Food Access, Census County Business Patterns, USDA Agricultural Marketing Service, Reinvestment Fund Study of Low Supermarket Access

Health

The Centers for Disease Control (CDC) provides survey data about the health of the residents within an area. The chart at right displays the Body Mass Index (BMI) classification for adults in Auburn. It reports that 38.68% of the population is considered overweight and 30.55% is considered obese.

BMI Classification in 2013, Auburn

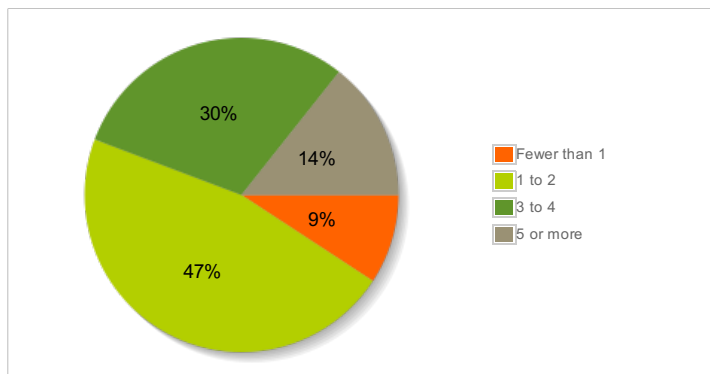


Source: CDC Behavioral Risk Factor Surveillance System 2013, ACS 2009-2013

Fruit and Vegetable Consumption

According to the CDC, fruits and vegetables are critical to promoting good health. Most adults need to increase the amount of fruits and vegetables they currently eat to get the amount that's recommended every day. The CDC reports that the recommended level of consumption depends upon an individual's age, weight and current level of physical activity. Visit ChooseMyPlate.gov for specifics on how many servings to eat. Of the adult residents in Auburn, 86% reported eating fewer than 5 fruits and vegetables per day, and 14% report eating five or more per day.

Number of Fruits/Vegetables Consumed per day in 2013, Auburn



Source: CDC Behavioral Risk Factor Surveillance System 2013, ACS 2009-2013

Federal Programs & Investments

Areas within Auburn may be targeted for economic development or community development activities. By working within these areas, community development entities or commercial operators may be able to seek grants or loans to finance intervention strategies that address the community's lack of food access. Some certified Community Development Financial Institutions (CDFIs) operate specific programs designed to finance food retailers that choose to locate in an area that otherwise lacks healthy food access. The New Markets Tax Credit (NMTC) Program is another federal incentive structure that can provide financing to large commercial developments in eligible areas.

Community Development Block Grant (CDBG) eligible block groups are places that the Department of Housing and Urban Development (HUD) has designated for targeted resources. Within this target area, there are 6 CDBG eligible block groups and 3 NMTC eligible tracts. There are 8 CDFIs working to improve distressed areas of the state. [\(See list of certified CDFIs in Maine\)](#)

Federal Program and Investment Dollars in Auburn, ME

New Markets Tax Credit Investments (QLICI) 2012-2016	\$0
CDFI Loans/Investments 2007-2016	\$1,886,144

Source: CDFI Fund, HUD

Appendix E: Funding

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Cities and towns can strengthen their local food systems through a variety of federal, state, local, and philanthropic projects and programs. USDA and other federal agencies help support local food systems by working with producers, engaging with communities, financing local processing and distribution, or helping retailers develop local food connections. Below are some of the resources available.

USDA Agricultural Marketing Service

Farmers Market Promotion Program

The program aims to increase domestic consumption of and access to locally and regionally produced agricultural products, and to develop new market opportunities for farm and ranch operations serving local markets. This program can support the development, improvement, and expansion of farmers markets, agritourism activities, and other direct producer-to-consumer market opportunities. Grant awards range from \$50,000 to \$250,000 for capacity-building projects and \$250,000 to \$500,000 for community development, training, and technical assistance projects. The program requires cost sharing or matching 25 percent of the grant.

- <https://www.ams.usda.gov/services/grants/fmpp>

Local Food Promotion Program

The program offers grant funds with a 25 percent match to support the development and expansion of local and regional food business enterprises to increase domestic consumption of, and access to, locally and regionally produced agricultural products, and to develop new market opportunities for farm and ranch operations serving local markets. Planning grants fund the planning stages of establishing or expanding a local and regional food business enterprise. Activities can include but are not limited to market research, feasibility studies, and business planning. Implementation grants help establish, improve, or expand local and regional food business enterprises. Activities can include but are not limited to training and technical assistance for the business enterprise and/or for producers working with the business enterprise; outreach and marketing to buyers and consumers; and non-construction infrastructure improvements to business enterprise facilities or information technology systems.

- <https://www.ams.usda.gov/services/grants/lfpp>

Organic Certification Cost Share Programs

Two Organic Certification Cost Share Programs help certified organic operations defray the costs associated with organic certification. Organic operations can be reimbursed for 75 percent of their certification costs up to \$750.

- <https://www.ams.usda.gov/services/grants/occsp>

USDA Programs in the Local Food Supply Chain

The Agricultural Marketing Service created a fact sheet to help identify which USDA grants and programs apply to you depending on your place in the local and regional food system.

- <https://www.ams.usda.gov/sites/default/files/media/FoodSupplyChainFactSheet.pdf>

USDA Rural Development

Community Facilities Direct Loan and Grant Program

This program provides funding to develop essential community facilities in rural areas with no more than 20,000 residents. Funds can be used to purchase, construct, and/or improve local food system facilities such as community gardens, food pantries, community kitchens, food banks, food hubs, and greenhouses. The program offers grants of up to 75 percent of eligible project costs, low-interest loans, and loan guarantees.

- <http://www.rd.usda.gov/programs-services/community-facilities-direct-loan-grant-program>

Economic Impact Initiative Grant Program

Funding for essential community facilities is also available through this program for communities with extreme unemployment and severe economic depression.

- <http://www.rd.usda.gov/programs-services/economic-impact-initiative-grants>

Rural Business Development Grants

These grants fund technical assistance, training, and other activities leading to the development or expansion of small businesses in rural areas with no more than 50,000 residents. Generally, grants range from \$10,000 up to \$500,000 and do not require cost sharing. The program can support activities such as training and technical assistance; acquisition or development of land; construction or renovation of buildings, equipment, roads, and utilities; capitalization of revolving loan funds; rural transportation improvements; feasibility studies and business plans; and rural business incubators.

- <http://www.rd.usda.gov/programs-services/rural-business-development-grants>

Rural Microentrepreneur Assistance Program

This micro-loan program can fund agriculture production activities. Potential loan recipients would need to find out if there is an existing loan fund in their geographic area, or an experienced lending organization could apply to Rural Development to start a loan fund.

- <https://www.rd.usda.gov/programs-services/rural-microentrepreneur-assistance-program>

Value-Added Producer Grants

These grants help agricultural producers with the processing and marketing of value-added products. The program aims to generate new products, create and expand marketing opportunities, and increase producer income. Planning grants of up to \$75,000 can be used for activities such as conducting feasibility studies and developing business plans for processing and marketing a value-added product. Working capital grants of up to \$250,000 can be used for processing costs, marketing and advertising expenses, and some inventory and salary expenses. The grants require matching funds of 50 percent of total project costs.

- <http://www.rd.usda.gov/programs-services/value-added-producer-grants>

USDA National Institute of Food and Agriculture

Beginning Farmer and Rancher Development Program

This program provides grants to collaborative partnerships of public or private entities for education, mentoring, and technical assistance initiatives for beginning farmers or ranchers.

- <https://nifa.usda.gov/program/beginning-farmer-and-rancher-development-program-bfrdp>

Community Food Projects Competitive Grant Program

This program helps private nonprofit entities fight food insecurity by funding community food projects that help promote the self-sufficiency of low-income communities. Community food projects are designed to increase food security in communities by bringing the whole food system together to assess strengths, establish linkages, and create systems that improve the self-reliance of community members over their food needs. Preferred projects develop linkages between two or more sectors of the food system, support the development of entrepreneurial projects, develop innovative linkages between the for-profit and nonprofit food sectors, encourage long-term planning activities, and build long-term capacity of communities to address the food and agricultural problems of communities. Grants range from \$10,000 to \$400,000 and require a dollar-for-dollar match in resources.

- <https://nifa.usda.gov/program/community-food-projects-competitive-grant-program-cfpcgp>

Food Insecurity Nutrition Incentive Grant Program

This program supports projects to increase the purchase of fruits and vegetables among low-income consumers participating in the Supplemental Nutrition Assistance Program by providing incentives at the point of purchase. It funds pilot projects at up to \$100,000 over one year; multi-year, community-based projects at up to \$500,000 over no more than four years; and multi-year, large-scale projects of more than \$500,000 over no more than four years. USDA gives priority to projects that provide locally or regionally produced fruits and vegetables.

- <https://nifa.usda.gov/program/food-insecurity-nutrition-incentive-fini-grant-program>

USDA Natural Resources Conservation Service

Environmental Quality Incentives Program

The program provides financial and technical assistance to agricultural producers to plan and implement conservation practices that improve soil, water, plant, animal, air, and related natural resources on agricultural land. Producers are eligible for payments totaling up to \$450,000 for completed high tunnel systems that can extend the growing season for high-value crops in an environmentally safe manner. The program can also provide up to \$20,000 per year for organic producers and those transitioning to organic to address natural resource concerns and meet requirements for the National Organic Program.

- <http://www.nrcs.usda.gov/wps/portal/nrcs/main/national/programs/financial/eqip/>

USDA Farm Service Agency

Farm Storage Facility Loan Program

This program provides low-interest financing so producers can build or upgrade permanent facilities to store commodities. Eligible facilities include cold storage facilities for fruits, vegetables, dairy, and meat products. Producers may borrow up to \$500,000.

- <http://www.fsa.usda.gov/programs-and-services/price-support/facility-loans/farm-storage/index>

Microloan Program

The Microloan Program helps finance small, beginning, niche, and non-traditional farm operations; farms participating in direct marketing and sales such as farmers markets; and farms using hydroponic, aquaponic, organic, and vertical growing methods. Eligible uses of funds include to make a down payment on a farm; build, repair, or improve farm buildings; purchase hoop houses, tools, and equipment; gain GAP (Good Agricultural Practices), GHP (Good Handling Practices), and organic certification; and market and distribute agricultural products. The maximum loan amount is \$50,000.

- <http://www.fsa.usda.gov/programs-and-services/farm-loan-programs/microloans/index>

USDA Food and Nutrition Service

Farm to School Grant Program

These grants support farm-to-school programs that improve access to local foods in schools.

- Implementation grants of \$50,000 to \$100,000 help state and local agencies, schools, or school districts scale or further develop existing farm-to-school initiatives.
- Planning grants of \$20,000 to \$50,000 help schools or school districts just getting started on farm-to-school activities organize and structure their efforts for maximum impact by embedding known best practices into early design considerations.
- Training grants of \$20,000 to \$50,000 help state and local agencies, Indian tribal organizations, agricultural producers, and nonprofit entities support trainings that strengthen farm-to-school supply chains or provide technical assistance in local procurement, food safety, culinary education, and/or integration of an agriculture-based curriculum.

- <http://www.fns.usda.gov/farmentoschool/farm-school-grant-program>

Senior Farmers' Market Nutrition Program

This program, similar to the WIC Farmers' Market Nutrition Program, awards grants to state agencies and Indian Tribal organizations to provide low-income seniors with coupons for fruits and vegetables at farmers markets. The state agencies provide nutrition education to participants and authorize farmers markets to accept the benefits. For a list of state program contacts, visit:

- <http://www.fns.usda.gov/sfmnp/sfmnp-contacts>

Supplemental Nutrition Assistance Program (SNAP)

SNAP offers nutrition assistance to low-income individuals and families. Benefits can be used to purchase many of the foods sold at farmers markets, including fruits and vegetables, dairy products, breads and cereals, and meat and poultry. The Food and Nutrition Service works with state agencies, nutrition educators, and neighborhood and faith-based organizations to help that those eligible for nutrition assistance access benefits. The Food and Nutrition Service also has resources for farmers markets and retailers interested in accepting SNAP benefits.

- <http://www.fns.usda.gov/snap/supplemental-nutrition-assistance-program-snap>

USDA Grants and Loans that Support Farm to School Activities

The Office of Community Food Systems created a 2018 fact sheet listing USDA funding available to assist farms, schools, and every link in between in feeding kids healthy local meals; teaching them about food, farming and nutrition; and supporting local agricultural economies.

- <https://www.fns.usda.gov/farmtoschool/grantsandloans>

WIC Farmers' Market Nutrition Program

The program is associated with the Special Supplemental Nutrition Program for Women, Infants and Children, popularly known as WIC. It awards grants to state agencies and Indian Tribal organizations to provide coupons for fresh, unprepared, locally grown fruits and vegetables to WIC participants for use at farmers markets. The state agencies provide nutrition education to participants and authorize farmers markets to accept the benefits. For a list of state program contacts, visit:

- <http://www.fns.usda.gov/fmnp/fmnp-contacts>

U.S. Environmental Protection Agency

Brownfields Area-Wide Planning Program

This program provides grants to develop an area-wide plan for assessing, cleaning up, and reusing brownfield sites. Plans focus on a specific project area, such as a neighborhood, downtown district, commercial corridor, old industrial corridor, waterfront, or city block affected by a single large or multiple brownfield sites.

- <https://www.epa.gov/brownfields/types-brownfields-grant-funding#tab-5>

Brownfields Assessment Grants

Assessment grants provide funding to inventory, characterize, assess, and conduct planning and community involvement related to sites potentially contaminated by hazardous substances, pollutants, contaminants, or petroleum. The maximum grant amount is \$350,000.

- <https://www.epa.gov/brownfields/types-brownfields-grant-funding>

Brownfields Cleanup Grants

Cleanup grants provide funding to carry out cleanup activities at sites contaminated by hazardous substances, pollutants, contaminants, or petroleum. The maximum grant amount is \$200,000 per site.

Awardees must contribute 20 percent of the amount of funding provided by EPA, although waivers of this requirement are available. An applicant must own the site for which it is requesting funding at time of application.

- <https://www.epa.gov/brownfields/types-brownfields-grant-funding>

Environmental Justice Collaborative Problem-Solving Cooperative Agreement Program

This program provides financial assistance to organizations for projects that address local environmental and/or public health issues in their communities using EPA's Environmental Justice Collaborative Problem-Solving Model. The program helps recipients build collaborative partnerships to help them understand and address environmental and public health concerns in their communities.

- <https://www.epa.gov/environmental-justice/environmental-justice-collaborative-problem-solving-cooperative-agreement-0>

Environmental Justice Small Grants

This grant program supports and empowers communities working on solutions to local environmental and public health issues. The program is designed to help communities understand and address exposure to multiple environmental harms and risks and funds projects up to \$30,000. Previously funded projects include Educating South Florida's Residents on Hydroponic Urban Gardening; Promoting Sustainable Agriculture and Healthy Food Production in Athens, Georgia; Creating Safe Soil for Healthy Gardening; and Promoting Urban Agriculture and Food Sustainability in Brooklyn, New York.

- <https://www.epa.gov/environmentaljustice/environmental-justice-small-grants-program>

Targeted Brownfields Assessments

This program helps states, tribes, and municipalities minimize the uncertainties of contamination often associated with brownfields. This program supplements other efforts under the Brownfields Program to promote the cleanup and redevelopment of brownfields. Services include site assessments, cleanup options and cost estimates, and community outreach. Services are for an average of \$100,000. The sites for this program are selected locally, once a year. Applicants should currently have redevelopment plans for the contaminated property.

- <https://www.epa.gov/brownfields/targeted-brownfields-assessments-tba>

Technical Assistance to Brownfields Communities Program

This program funds three organizations who—with their extensive team of subgrantees, contractors, partners, and other network contacts—provide technical assistance to communities and other stakeholders. The program helps communities tackle the challenge of assessing, cleaning up, and preparing brownfield sites for redevelopment, especially underserved, rural, small and otherwise distressed communities.

- <https://www.epa.gov/brownfields/epas-technical-assistance-brownfields-tab-communities-program-providing-technical>

Urban Waters Small Grants

This grant program helps protect and restore urban waters, improve water quality, and support community revitalization and other local priorities. Projects address local water quality issues related to urban runoff pollution, provide additional community benefits, actively engage underserved communities, and foster partnerships. The grants are competed and awarded every two years, with individual award amounts of up to \$60,000.

- <https://www.epa.gov/urbanwaters/urban-waters-small-grants>

U.S. Department of Housing and Urban Development

Community Development Block Grants (CDBG) Entitlement

This program provides funding to help entitled metropolitan cities and urban counties meet their housing and community development needs. This program provides annual grants on a formula basis to entitled communities to carry out a wide range of community development activities directed toward neighborhood revitalization, economic development, and improved community facilities and services.

- <https://www.hudexchange.info/programs/cdbg-entitlement/>

CDBG Non-Entitlement Communities Program for States and Small Cities

This program provides funding to help states and units of local government in non-entitled areas meet their housing and community development needs. The program provides grants to carry out a wide range of community development activities directed toward neighborhood revitalization, economic development, and improved community facilities and services. All CDBG activities must meet at least one of the following national objectives: benefit low- and moderate-income persons, aid in the prevention or elimination of slums and blight, or meet certain urgent community development needs. No less than 70 percent of the funds must be used for activities that benefit low- and moderate-income persons over a period specified by the state, not to exceed 3 years.

- <https://www.hudexchange.info/programs/cdbg-state/>

CDBG §108 Loan Guarantee Program

This program provides loan guarantee assistance for community and economic development. Section 108 is the loan guarantee provision of the Community Development Block Grant (CDBG) program. Under this section, HUD offers communities a source of financing for certain community development activities, such as housing rehabilitation, economic development, and large-scale physical development projects. Loans may be for terms up to 20 years.

- <https://www.hudexchange.info/programs/section-108/>

Programs of HUD

This 2017 document provides a complete listing of all HUD programs including major mortgage, grants, assistance, and regulatory programs.

- <https://www.hud.gov/hudprograms>

U.S. Small Business Administration

Guaranteed Loans

Loans guaranteed by the Small Business Administration range from \$500 to \$5.5 million and can be used for most business purposes, including long-term fixed assets and operating capital. Businesses must be for-profit, do business in the United States, have invested equity, and have exhausted financing options. Even those with bad credit may qualify for startup funding.

- <https://www.sba.gov/funding-programs/loans>

Microloan Program

The Microloan program provides loans up to \$50,000 to help small businesses start up and expand. The average microloan is about \$13,000. The Small Business Administration provides funds to specially designated intermediary lenders, which are nonprofit community-based organizations with experience in lending as well as management and technical assistance. These intermediaries administer the Microloan program for eligible borrowers.

- <https://www.sba.gov/partners/lenders/microloan-program/list-lenders>

Local Assistance

District Offices offer counseling, training, and business development to help you start and grow your business. Regional Offices support local district offices and promote economic development growth and competitiveness within their geographic area. The Small Business Administration also works with a number of local partners to counsel, mentor, and train small businesses. SCORE volunteer business counselors, advisors, and mentors offer individual free to low-cost counseling. Small Business Development Centers provide counseling and training to help small businesses start, grow, and expand small businesses, while Women's Business Centers focus specifically on women.

- <https://www.sba.gov/local-assistance>

Others

National Endowment for the Arts Our Town Grant Program

Our Town supports creative placemaking projects that integrate arts and culture into community revitalization work—placing arts at the table with land use, transportation, economic development, education, housing, infrastructure, and public safety strategies. Projects require a partnership between a nonprofit organization and a local government entity, with one of the partners being a cultural organization. Matching grants range from \$25,000 to \$200,000. In 2016, the American Dance Institute and the village of Catskill, New York, received an Our Town grant to renovate a former lumberyard and associated buildings into a permanent home for the institute's artist residency, which will include a

theater, artist housing, and an open interior courtyard for performances, visual arts displays, and the local farmers market.

- <https://www.arts.gov/grants-organizations/our-town/introduction>

Racial and Ethnic Approaches to Community Health (REACH)

REACH is a national program administered by the Centers for Disease Control and Prevention to reduce racial and ethnic health disparities. Through REACH, recipients plan and carry out local, culturally appropriate programs to address a wide range of health issues among African Americans, American Indians, Hispanics/Latinos, Asian Americans, Alaska Natives, and Pacific Islanders. REACH gives funds to state and local health departments, tribes, universities, and community-based organizations. Recipients use these funds to build strong partnerships to guide and support the program's work. Along with funding, CDC provides expert support to REACH recipients.

- <https://www.cdc.gov/nccdphp/dnpao/state-local-programs/reach/index.htm>

Surface Transportation Block Grant Program Transportation Alternative Set Aside

This program provides set-aside funding for programs and projects defined as transportation alternatives (including on- and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation and enhanced mobility, community improvement activities such as historic preservation and vegetation management, and environmental mitigation related to stormwater and habitat connectivity); recreational trail projects; safe routes to school projects; and projects for planning, designing, or constructing boulevards and other roadways largely in the right-of-way of former divided highways. Funds are allocated to state departments of transportation, which select projects through a competitive process. Local governments, school districts, and nonprofit organizations responsible for the administration of local transportation safety programs are among the entities eligible to apply for funding.

- http://www.fhwa.dot.gov/environment/transportation_alternatives/guidance/guidance_2016.cfm

Private Grant Funding

While funding programs of individual foundations can change from year to year, these resources are good starting points to look for philanthropic and other private support:

AARP Community Challenge Program

AARP provides small grants for quick-action projects to improve housing, transportation, public space, smart cities and other community elements.

- <https://www.aarp.org/livable-communities/about/info-2017/aarp-community-challenge-submission-instructions.html>

Aetna Foundation

The Aetna Foundation funds community groups that are advancing healthy eating and active living in homes, schools, and neighborhoods. A major part of this effort is connecting people of limited means with fresh fruits and vegetables through community gardens, urban farms, and farmers markets.

- <https://www.aetna-foundation.org/grants-partnerships/health-eating-living.html>

American Community Gardening Association

The American Community Gardening Association offers a list of grant opportunities for community gardens and other related projects.

- <https://communitygarden.org/resources/funding-opportunities/>

America Walks Community Challenge Program

The America Walks Community Challenge grant program works to provide support to the growing network of advocates, organizations, and agencies using innovative, engaging, and inclusive programs and projects to create places where all community members have safe, accessible, equitable, and enjoyable places to walk and be physically active.

- <https://americawalks.org/community-change-grants/>

Farmers Market Coalition

The Farmers Market Coalition website includes funding resources for farmers markets and other community food projects.

- <https://farmersmarketcoalition.org/education/funding-opportunities/>

Healthy Food Access Portal

The Healthy Food Access portal was created by PolicyLink, The Food Trust, and Reinvestment Fund to better support communities seeking to launch healthy food retail projects. The portal has a funding section including grants, loans, and incentives suited for healthy food projects.

- <http://www.healthyfoodaccess.org/funding>

Kids Gardening

Kids Gardening provides their own grant programs and maintains a list of additional grant opportunities that support school and youth garden programs.

- <https://kidsgardening.org/grant-opportunities/>

Kresge Foundation

Kresge Foundation's Developing Healthy Places focus area offers programs and grants to promote health equity among people in low-income neighborhoods and foster improved health for entire communities. In 2015, Kresge offered planning grants under the initiative "Fresh, Local & Equitable: Food as a Creative Platform for Neighborhood Revitalization," which "seeks to help create a sense of

place in communities where culinary ventures are integrated into community life, creating synergies that exceed the sum of their parts.”

- <https://kresge.org/grant/build-healthy-places-network>

Robert Wood Johnson Foundation

The Robert Wood Johnson Foundation supports research and programs to help build a national culture of health. Projects that link local foods assets such as community gardens and farmers markets with recreation and alternative transportation projects that seek to improve access to healthy foods could fit with the foundation’s giving. The foundation has programs that help to transform local environments in ways that remove health barriers and make it easier for people to lead healthier lives.

- <http://www.rwjf.org/en/our-focus-areas/topics/built-environment-and-health.html>

The foundation also has programs to increase the ability to provide more free fresh produce in low-income communities, raise public awareness about food insecurity, and encourage healthier eating.

- <http://www.rwjf.org/en/library/collections/healthy-food-access.html>

Walmart Community Grant Program

The Walmart Foundation provides community grants of \$500 to \$5,000 to nonprofits, government entities, educational institutions, and faith-based organizations for projects that benefit the service area of a Walmart facility (Walmart Store, Sam's Club, or Logistics Facility). Funding areas include hunger relief and healthy eating, health and human service, quality of life, education, community and economic development, diversity and inclusion, public safety, and environmental sustainability.

- <http://giving.walmart.com/walmart-foundation/community-grant-program>

W.K Kellogg Foundation

The W.K. Kellogg Foundation helps communities transform school food systems, improve community access to good food, and create environments for active living. The foundation accepts grant applications from organizations and institutions throughout the year.

- <https://wrm.wkkf.org/uWebRequestManager/UI/Application.aspx?tid=24bf1841-48f7-4971-b7a7-96bd78992f62&LanguageID=0>

Appendix F: References

Additional resources available are grouped into the following categories:

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I. Bicycle and Pedestrian Connectivity

Case Studies in Delivering Safe, Comfortable and Connected Pedestrian and Bicycle Networks

This 2015 Federal Highway Administration document provides an overview of pedestrian and bicycle network principles and highlights examples from communities across the country.

- https://www.fhwa.dot.gov/environment/bicycle_pedestrian/publications/network_report/

Design Guidance

The National Center for Bicycling & Walking compiled resources that provide design guidance for bicycling and pedestrian facilities.

- <http://www.bikewalk.org/thepractice.php>

Guidebook for Developing Pedestrian and Bicycle Performance Measures

This 2016 Federal Highway Administration document helps communities develop performance measures that can fully integrate pedestrian and bicycle planning in ongoing performance management activities.

- http://www.fhwa.dot.gov/environment/bicycle_pedestrian/publications/performance_measures_guidebook

Resources for Implementing Built Environment Recommendations to Increase Physical Activity

The Centers for Disease Control and Prevention has created a 2017 compilation of real world examples, a 2018 Implementation Resource Guide, and a 2018 Visual Guide to help communities implement recommendations for built environment approaches that combine one or more interventions to improve transportation systems (activity-friendly routes) with one or more land use and community design interventions (everyday destinations) to increase physical activity.

- <https://www.cdc.gov/physicalactivity/community-strategies/beactive/index.html>

Safety Demonstration Projects: Case Studies From Orlando, FL, Lexington, KY, And South Bend, IN

The National Complete Streets Coalition helped three cities build skills in safer street design, creative placemaking, and community engagement, and then put those skills into practice. This 2018 report includes case studies of local demonstration projects in Orlando, Florida; Lexington, Kentucky; and South Bend, Indiana where communities transformed their streets, intersections, and neighborhoods into slower, safer places for people.

- <https://smartgrowthamerica.org/resources/safety-demonstration-projects-case-studies-from-orlando-fl-lexington-ky-and-south-bend-in/?fbclid=IwAR0qTdwv8j1H1NUiC9LLg-j7m0K3ozRSKFeBOQkPj3t9GDHcxY0Y6JRbi9c>

Small Town and Rural Multimodal Networks

This 2016 Federal Highway Administration document helps small towns and rural communities support safe, accessible, comfortable, and active travel for people of all ages and abilities. It provides a bridge between existing guidance on bicycle and pedestrian design and rural practice, encourages innovation in the development of safe and appealing networks for bicycling and walking, and shows examples of project implementation.

- https://www.fhwa.dot.gov/environment/bicycle_pedestrian/publications/small_towns/fhwahep17024_lg.pdf

II. Community Gardens

Cultivating Community Gardens

The Local Government Commission created a fact sheet on the role of local government in supporting community gardens, including case studies, best management practices, resources, and tools for policy-makers.

- <https://www.lgc.org/community-gardens/>

Elder-Accessible Gardening: A Community Building Option for Brownfields Redevelopment

This 2011 EPA document provides a tip sheet for starting a community garden accessible to people of all age groups and physical activity levels. It includes guidance on starting a garden on a brownfield property.

- <https://www.epa.gov/brownfields/brownfields-elder-accessible-gardening>

Garden Organizer Toolkit

The Vermont Community Garden Network provides tools to help organizers, managers, coordinators, and supporters of community-based gardens, including resources for starting, organizing, and learning in community-based gardens.

- <http://vcgn.org/garden-organizer-toolkit/>

III. Community Kitchens

The Shared Kitchen Toolkit: A Practical Guide to Planning, Launching, and Managing a Shared-Use Commercial Kitchen

The Food Corridor, Fruition Planning and Management, and Purdue Extension Services co-created this 2018 toolkit that delivers guidance on feasibility and planning for new kitchen projects, as well as management practices for the day-to-day operations of shared-use kitchens. It also provides an overview of emerging kitchen models and highlights opportunities for kitchens to expand their community impact and enhance financial sustainability.

- <http://www.thefoodcorridor.com/announcing-the-shared-kitchen-toolkit/>

Commercial Kitchen Guide

The Minnesota Institute for Sustainable Agriculture published a guide that provides information on policies and regulations for those looking to open or operate in a community commercial kitchen.

- <http://www.misa.umn.edu/publications/commercialkitchenguide>

Culinary Incubator Map

CulinaryIncubator.com is a nonprofit website to help small food businesses locate commercial kitchens. It includes an interactive map with descriptions of commercial kitchens across the United States.

- <http://www.culinaryincubator.com/maps.php>

IV. Farm to School

Farm to School Resources

The National Farm to School Network has compiled resources for communities working to bring local food sourcing, school gardens, and food and agriculture education into schools and early care and education settings.

- <http://www.farmtoschool.org/resources>

The USDA Farm to School Planning Toolkit

The USDA Food and Nutrition Service created a guide of questions to consider and helpful resources to reference when starting or growing a farm-to-school program. It is designed for use by schools, school districts, and community partners.

- <https://www.fns.usda.gov/sites/default/files/f2s/F2S-Planning-Kit.pdf>

Farm to Child Nutrition Programs Planning Guide

The USDA Office of Community Food Systems created a guide that directs you through questions to consider when starting or growing a farm to school, farm to child care, for farm to summer program. It includes guiding questions, a planning template, and a sample of a completed planning guide.

- <https://www.fns.usda.gov/farmentoschool/farm-school-resources>

V. Farmers Markets

Creating a Farmers Market Living Lab: Lessons Learned in Growing a Farmers Market

This booklet from the Historic Lewes Farmers Market is the result of asking the question: What can we do to increase sales and attendance at our market? It is a summary of lessons learned.

- <https://www.historiclewesfarmersmarket.org/living-lab-report/>

Local and Regional Market News

USDA Market News works with state departments of agriculture and local and regional food systems to provide prices, volume, and other information on agricultural commodities sold at local and regional markets throughout the United States.

- <https://www.ams.usda.gov/market-news/local-regional-food>

Market Makeover: 25 Best Practices for Farmers' Markets

This report from the Appalachian Sustainable Agriculture Project provides guidance for making market improvements and dealing with common issues in the areas of management, regulations, risk management, food safety, improving vendor sales, and marketing.

- <http://asapconnections.org/downloads/market-makeover-25-best-practices-for-farmers-markets.pdf>

National Farmers Market Directory

The USDA Agricultural Marketing Service maintains a directory of information about farmers markets, including locations, directions, operating times, product offerings, and accepted forms of payment.

- <https://www.ams.usda.gov/local-food-directories/farmersmarkets>

National Farmers Market Managers Survey

Nearly 1,400 farmers market managers responded to this national survey that the USDA Agricultural Marketing Service conducted in 2014.

- <https://www.ams.usda.gov/file/2014-farmers-market-managers-survey-summary-report-final-july-24-2015pdf>

Supplemental Nutrition Assistance Program (SNAP) at Farmers Markets: A How-To Handbook

This 2010 report from the USDA Agricultural Marketing Service, USDA Food and Nutrition Service, and Project for Public Spaces, Inc. describes how to accept SNAP benefits at farmers markets, including

what equipment is required, how to install electronic benefit transfer (EBT) systems, and how to make SNAP EBT succeed at farmers markets.

- <https://www.ams.usda.gov/sites/default/files/media/SNAPat%20Farmers%20Markets%20Handbook.pdf>

Sharing the Harvest: A Guide to Bridging the Divide between Farmers Markets and Low-Income Shoppers

This 2012 report from the Appalachian Sustainable Agriculture Project provides tips and tools to improve the accessibility of local markets and increase consumption of healthy local produce.

- <http://asapconnections.org/downloads/asap-farmers-market-access-guide.pdf>

Understanding the Link Between Farmers' Market Size and Management Organization

This 2007 report by the Oregon State University Extension Service examines common management tools and structures for farmers markets of different sizes to guide strategic planning and resource allocation for new markets and for established markets confronting growth or other significant changes.

- <https://catalog.extension.oregonstate.edu/sr1082>

VI. Food Co-ops

Capital Campaign Workbook

The Food Co-op Initiative's 2016 workbook helps consumer-owned food co-ops design and implement successful capital campaigns that effectively engage their owners and meet their capital needs.

- <http://www.foodcoopinitiative.coop/sites/default/files/Capital%20Campaign%20Workbook%20Food%20Co-op%20Initiative%20March%202016.pdf>

The FCI Guide to Starting a Food Co-op

This 2017 updated guide from the Food Co-op Initiative provides organizers, board members, and development centers with an introduction to starting a food co-op and an overview of the basic steps and procedures.

- <https://www.fci.coop/sites/default/files/Startup%20guide-02.2017.pdf>

How to Start a Food Co-op Manual

The Cooperative Grocers' Information Network created a guide in 2010 that provides an overview of the basic steps and procedures for starting a food co-op.

- <http://www.cooperativegrocer.coop/library/start-a-food-coop>

Publications for Cooperatives

USDA Rural Development provides publications, reports, and educational materials for cooperatives, including Cooperative Information Reports that provide descriptive information about the cooperative

form of business and various cooperative topics, Research Reports, and Service Reports that include USDA's annual compilation of farm cooperative statistics.

- <https://www.rd.usda.gov/publications/publications-cooperatives>

VII. Food Hubs

Findings of the 2017 National Food Hub Survey

This document by the Michigan State University Center for Regional Food Systems in cooperation with the Wallace Center at Winrock International details the scope and scale of food hub activities, their challenges, and their regional influence based on a survey of more than 100 food hubs across the country.

- <https://www.canr.msu.edu/resources/2017-food-hub-survey>

Moving Food Along the Value Chain: Innovations in Regional Food Distribution

This 2012 report from the USDA Agricultural Marketing Service shares lessons learned and best practices from eight producer networks and their partners distributing locally or regionally grown food to retail and food service customers.

- <https://www.ams.usda.gov/sites/default/files/media/Moving%20Food%20Along%20the%20Value%20Chain%20Innovations%20in%20Regional%20Food%20Distribution.pdf>

Regional Food Hub Resource Guide

This 2012 report from the USDA Agricultural Marketing Service examines the role of food hubs in regional food systems and compiles information on the resources available to support them.

- <https://www.ams.usda.gov/sites/default/files/media/Regional%20Food%20Hub%20Resource%20Guide.pdf>

Running a Food Hub series

USDA Rural Development developed a technical report series in partnership with Virginia Foundation for Agriculture, Innovation and Rural Sustainability and Matson Consulting that offers new and existing food hubs information on how to plan for success, address challenges, and achieve viability.

- Vol 1 – Lessons Learned from the Field (2015)
https://www.rd.usda.gov/files/SR_77_Running_A_Food_Hub_Vol_1.pdf
- Vol 2 – A Business Operations Guide (2015)
https://www.rd.usda.gov/files/SR_77_Running_A_Food_Hub_Vol_2.pdf
- Vol 3 – Assessing Financial Viability (2016)
<https://www.rd.usda.gov/files/publications/SR%2077%20FoodHubs%20Vol3.pdf>
- Vol 4 – Learning from Food Hub Closures (2017)
https://www.rd.usda.gov/files/publications/SR77_FoodHubs_Vol4_0.pdf

VIII. Food Waste

Excess Food Opportunities Map

EPA created the Excess Food Opportunities Map, a national, interactive map that identifies more than 500,000 potential generators of excess food and estimated generation quantities, as well as over 4,000 potential recipients of excess food. The map can help users identify potential sources of food for rescue; potential feedstocks for compost and anaerobic digestion; potential infrastructure gaps for managing excess food; and, alternatives to sending food to landfill. This resource is intended to give users the tools to understand the potential magnitude of excess food in their communities and help make connections between generators and recipients such that more food is diverted from landfills and put toward beneficial uses.

- <https://www.epa.gov/sustainable-management-food/excess-food-opportunities-map?fbclid=IwAR1rCQWWKbR6yYZqxnE-fRRWNyWarqvKtoRbP7m1AKGeinRFGJm7uuAdMns>

Food Recovery Challenge

As part of EPA's Food Recovery Challenge, organizations pledge to improve their sustainable food management practices and report their results. Food Recovery Challenge participants and endorsers include groups such as grocers, educational institutions, restaurants, faith organizations, sports and entertainment venues, and hospitality businesses. Participants can reduce their environmental footprint, help their community, receive recognition, and get free technical assistance.

- <https://www.epa.gov/sustainable-management-food/food-recovery-challenge-frc>

Tools for Preventing and Diverting Wasted Food

EPA offers a variety of wasted-food assessment tools to suit a food service establishment's specific circumstances. Several of the tools are described below.

- <https://www.epa.gov/sustainable-management-food/tools-preventing-and-diverting-wasted-food>

A Guide to Conducting and Analyzing a Food Waste Assessment

Retail, food service, and other food management establishments can use EPA's 2014 guidebook to learn how to take a "snapshot in time" of their wasted food by either manually sorting through materials in a garbage sample or visually observing and estimating waste.

- <https://www.epa.gov/sustainable-management-food/tools-preventing-and-diverting-wasted-food#assessguide>

Toolkit for Reducing Wasted Food and Packaging

This 2014 toolkit is designed to help food service establishments and commercial kitchens save money by reducing wasted food and packaging with suggested strategies, templates, and case studies. It includes a tool to track the daily amount, type of, and reason for wasted food and packaging. Users enter information into a spreadsheet, which automatically creates graphs and data summaries to help

identify patterns of waste generation. Based on these patterns, a business can make strategic changes to its operation to maximize waste reductions and cost savings.

- <https://www.epa.gov/sustainable-management-food/tools-preventing-and-diverting-wasted-food#packaging>

IX. Healthy Living

Community Health Online Resource Center

The Centers for Disease Control and Prevention created this database of webinars, model policies, toolkits, guides, fact sheets, and other practical materials to help implement changes to prevent disease and promote healthy living. Content areas include healthy and safe physical environments and healthy eating.

- <https://www.cdc.gov/nccdphp/dch/online-resource/>

Making the Business Case for Prevention Video Series

This series from the Centers for Disease Control and Prevention shows how healthy living initiatives can help businesses increase profits, bring in more customers, and build goodwill. The series includes videos about healthy food programs, city planning, and community partnerships.

- <https://www.cdc.gov/nccdphp/dnpao/multimedia/videos.html>

SNAP-Ed Evaluation Framework and Interpretative Guide

The USDA Food and Nutrition Service created this 2016 guide to measure the success of SNAP-Ed programs. It provides information on evidence-based obesity prevention interventions and policy, systems, and environmental change interventions. It also provides information on outcome indicators' background and context, outcome measures, surveys and data collection tools, and more.

- <https://snaped.fns.usda.gov/evaluation/evaluation-framework-and-interpretive-guide>

X. Smart Growth and Placemaking

The Built Environment: An Assessment Tool and Manual

The Centers for Disease Control and Prevention's 2015 assessment tool helps communities measure the core features and qualities of the built environment that affect health, including walkability, bikeability, and access to grocery stores, convenience stores, and farmers markets.

- <https://www.cdc.gov/nccdphp/dch/built-environment-assessment/>

Creative Placemaking on Vacant Properties: Lessons Learned from Four Cities

This Center for Community Progress 2018 report offers practical guidance for communities curious about how to leverage the power of creative placemaking to transform vacant properties. It includes a creative placemaking primer and key takeaways based on work conducted over the course of two

years. It also explores emerging practices in four communities: Kalamazoo, Michigan; Wilkinsburg, Pennsylvania; Newburgh, New York; and Macon, Georgia.

- http://action.communityprogress.net/p/salsa/web/common/public/signup?signup_page_KEY=11388&fbclid=IwAR3Xx0Md0abEeLOVNfIHJbSdgCKliwV9h0C5qelc7ydsxiPRne1bQp4GsJ0

Growing Food Connections

This website from the American Planning Association provides planning and policy briefs and other resources to help increase food security in vulnerable areas, strengthen the sustainability and economic resilience of urban and rural communities, and support farms engaged in local and regional food systems that use sustainable practices.

- <https://www.planning.org/research/foodconnections/>

Smart Growth

EPA's smart growth website provides publications, tools, and other information on a range of development and conservation strategies that help protect our health and natural environment and make our communities more attractive, economically stronger, and more diverse.

- <https://www.epa.gov/smartgrowth>

XI. Urban Agriculture

Aquaponics Business Plan User Guide

This 2016 EPA document is modeled after the Urban Farm Business Plan Handbook (see below) and provides an outline and guidance for the development of a business plan for an aquaponic farm.

- <https://www.epa.gov/land-revitalization/aquaponics-business-plan-user-guide>

Brownfields and Community Supported Agriculture

EPA's Brownfields program provides information on community supported and urban agriculture projects on brownfield properties.

- <https://www.epa.gov/brownfields/brownfields-and-community-supported-agriculture>

Brownfields and Urban Agriculture: Interim Guidelines for Safe Gardening Practices

This EPA document is a condensation of the input of 60 experts from academia, state, and local government, and the nonprofit sector who gathered in Chicago on October 21 and 22, 2010 to outline the range of issues which need to be addressed in order to safely grow food on former brownfields sites.

- <https://www.epa.gov/brownfields/brownfields-and-urban-agriculture-interim-guidelines-safe-gardening-practices>

How Does Your Garden Grow? Brownfields Redevelopment and Local Agriculture

This 2009 EPA document provides some insight on how best grow safe food during brownfields redevelopment.

- <https://www.epa.gov/brownfields/how-does-your-garden-grow-brownfields-redevelopment-and-local-agriculture>

Industrial Properties Renewed Through Agriculture: Reusing Land to Support Agriculture and Food Systems

This 2010 EPA document discusses reusing industrial brownfields that might serve a wide variety of agriculture-related reuses, including important public health considerations as well as environmental and planning and zoning considerations.

- <https://www.epa.gov/brownfields/brownfields-industrial-properties-renewed-through-agriculture>

Steps to Create a Community Garden or Expand Urban Agriculture

EPA's Brownfields Program offers information on how to create a community garden or expand urban agriculture, particularly in areas that might be at risk from potential contaminants.

- <https://www.epa.gov/brownfields/steps-create-community-garden-or-expand-urban-agriculture>

Urban Agriculture Toolkit

This 2016 toolkit from USDA lays out the common operational elements that most urban farmers must consider as they start or grow their operations. It also contains a section on resources for developing indoor growing operations, such as aquaponic facilities. For each element, the toolkit identifies technical and financial resources from federal, state, and local partners.

- <https://www.usda.gov/sites/default/files/documents/urban-agriculture-toolkit.pdf>

Urban Farm Business Plan Handbook

This 2011 document from EPA, the U.S. Department of Housing and Urban Development, and the U.S. Department of Transportation provides guidance for developing a business plan for the startup and operation of nonprofit and for-profit urban farms.

- <https://www.epa.gov/brownfields/urban-farm-business-plan-handbook>

The associated Urban Farm Business Plan Worksheets provide a framework in which to compile and organize the information needed to draft a business plan.

- <https://www.epa.gov/brownfields/urban-farm-business-plan-worksheets>

XII. General

Communities for Healthy Food: The Toolkit – A Practical Guide for Integrating Healthy Food Access and Social Justice into Community Development

This 2018 toolkit from LISC NYC helps community organizations use healthy food access strategies and food justice principles to enhance their community development efforts. The toolkit presents a flexible and comprehensive approach to planning, designing, and implementing a portfolio of programs to ensure low-income communities and communities of color have access to healthier food options, a voice in the food movement, and economic opportunities.

- http://www.lisc.org/media/filer_public/bd/63/bd6327a3-8841-45b0-9eba-1b9fa3f90ce6/lisc_nyc_communities_for_healthy_food_toolkit_march_2018.pdf?fbclid=IwAR3njWOP1Nz3eHGBQ8wKuehF5z7NvH1XVnWAClbWQ6LcEM7Pn2gmtIkEro

The Economics of Local Food Systems: A Toolkit to Guide Community Discussions, Assessments and Choices

This 2016 toolkit produced by the USDA Agriculture Marketing Service helps guide and enhance the capacity of local organizations to make more deliberate and credible measurements of local and regional economic activity and other ancillary benefits.

- <https://www.rd.usda.gov/files/ILAMSToolkit.pdf>

The Economics of Local Food: An Emerging Community of Practice

Colorado State University hosts a website aimed to help communities understand agriculture and food enterprise viability, market dynamics, and other key socio-economics metrics of local and regional food systems.

- <https://localfoodeconomics.com/>

Farmland Access Legal Toolkit

The Center for Agriculture and Food Systems at Vermont Law School created this online resource to help farmers and landowners affordably access, transfer, and conserve farmland. The toolkit explains legal arrangements that provide farmers more affordable and equitable farmland access and help landowners balance earning income for retirement with making their land affordable to the next generation of farmers.

- <https://farmlandaccess.org/?fbclid=IwAR12aAoLz84nRya9R-vdPBjFg9pjSHKQzyMsZuk0BlCcmRab5K6eFPrk8A>

Food Value Chains: Creating Shared Value to Enhance Marketing Success

This 2014 report by the USDA Agricultural Marketing Service provides guidance on how food value chains are initiated and structured, how they function, and the benefits they provide to participants.

- <https://www.ams.usda.gov/services/local-regional/food-value-chain>

Good Agricultural Practices (GAP) & Good Handling Practices (GHP) Auditing and Accreditation Programs

The USDA Agricultural Marketing Service provides voluntary audit and accreditation programs that let producers and suppliers of agricultural products assure customers of their ability to provide consistent quality products or services. The programs are paid through hourly user fees.

- <https://www.ams.usda.gov/services/auditing/gap-ghp>

Harvesting Opportunity: The Power of Regional Food System Investments to Transform Communities

The Federal Reserve Bank of St. Louis, the Board of Governors of the Federal Reserve System, and the U.S. Department of Agriculture's agencies of Rural Development and the Agricultural Marketing Service published a 2017 book that focuses on regional food systems as a means for enhancing economic opportunity. It explores recent findings; highlights models for collaboration between policymakers, practitioners, and the financial community; and discusses research, policy, and resource gaps that, if addressed, might contribute to the success of regional food systems strategies.

- <https://www.stlouisfed.org/community-development/publications/harvesting-opportunity>

Local Food Compass Map

The USDA Agricultural Marketing Service hosts the Local Food Compass Map to provide a quick way for farmers, ranchers, market managers, consumers, and others to learn more about local and regional food projects in their communities and across the United States. The searchable map can be filtered and selected by state or tailored regions to see farmers markets, food hubs, and assets like meat processors and farm to school programs. The map also includes local food projects and programs funded through USDA and other federal agencies.

- www.ams.usda.gov/local-food-sector/compass-map

Local Food Directories

USDA's voluntary Local Food Directories help producers and customers locate farmers markets, on-farm markets, CSAs, and food hubs across the country. These listings can help potential vendors, partners, and customers find local food market opportunities.

- www.ams.usda.gov/services/local-regional/food-directories

Local Food Research & Development

The USDA Agriculture Marketing Service produces research-based publications on a range of local food market channels to help producers, market managers, planners, and others better understand the impact of these outlets on local economic development, food access, and farm profitability.

- <https://www.ams.usda.gov/services/local-regional>

Measuring Rural Wealth Creation: A Guide for Regional Development Organizations

This 2016 document by the National Association of Development Organizations introduces concepts of measuring progress in rural wealth creation for regional development organizations that are involved in a range of community and economic development within their regions. The guide includes

information on developing a measurement plan, measuring multiple forms of community capital beyond jobs, measuring inclusiveness and local ownership of assets, and more strategies and tips for measuring and communicating progress.

- <https://www.nado.org/measuring-rural-wealth-creation-a-guide-for-regional-development-organizations/>

National Good Food Network - Webinar Archive

The Wallace Center Winrock International supports the National Good Food Network, which offers monthly interactive webinars to learn and connect with on-the-ground practitioners and experts. Topic areas include: aggregation/distribution; business/finance; certification; farm to school; farming; food hubs; food safety; funding; infrastructure; metrics/evaluation; policy; processing/value add; retail/foodservice; social justice/food access; training/education; value chains; food hubs; food safety; research.

- <http://ngfn.org/resources/ngfn-cluster-calls/ngfn-cluster-calls>

Pesticide Environmental Stewardship Program

EPA's Pesticide Environmental Stewardship Program is a voluntary membership program that promotes the adoption of innovative, alternative pest control practices such as integrated pest management. It publicly recognizes members who have demonstrated their commitment to environmental stewardship and made progress in reducing pesticide risk. Members can receive technical support for transitioning to lower-risk pest management practices and developing integrated pest management strategies.

- <https://www.epa.gov/pesp>

Wholesale Markets and Facility Design

The USDA Wholesale Markets and Facility Design Team provides technical assistance on the construction or remodeling of wholesale markets, farmers markets, public markets, and food hubs.

- <https://www.ams.usda.gov/services/local-regional/facility-design>

Green Infrastructure

Green infrastructure is a cost-effective, resilient approach to managing wet weather impacts that provides many community benefits. Learn more about green infrastructure elements that can be woven into a community, from small-scale elements integrated into sites to larger scale elements spanning entire watersheds.

- <https://www.epa.gov/green-infrastructure/what-green-infrastructure>
- [Downspout Disconnection](#)
- [Rainwater Harvesting](#)
- [Rain Gardens](#)
- [Planter Boxes](#)
- [Bioswales](#)
- [Permeable Pavements](#)
- [Green Streets and Alleys](#)
- [Green Parking](#)
- [Green Roofs](#)
- [Urban Tree Canopy](#)
- [Land Conservation](#)



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: May 18, 2020

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

Subject: LAWPCA Compost Facility Proposed Amendments to Project Agreements and Planning Board Approvals

Information: The LAWPCA Compost Facility at 230 Penley Corner Road has been operating since 1993 and is an important part of affordable and responsible treatment of municipal sewerage within Auburn and Lewiston. Over time technology and regulatory changes have required the facility to adapt to remain efficient and effective. The staff at the compost facility worked through a pilot project with Maine DEP between September 2019- January 2020 evaluating how the facility may be operated and will require amendments to the current City Agreements and the Planning Board Approvals. The overall operations have been a great example of partnering with Lewiston to provide efficient services at reduced costs. The facility and LAWPCA have proven to be responsive and have operated the facility without negative impact to the community. The anerobic digester at the Lewiston LAWPCA Treatment Facility has reduced the volume of waste requiring composting and has reduced the odor potential substantially while generating electricity to offset costs. Volume and permitted materials will be reduced as part of an effort to provide essential composting needs and eliminate an odor mitigation system that has impacted groundwater at the facility. They will also discontinue accepting waste from other sewerage treatment facilities.

Many elements of the existing City agreements with LAWPCA have been satisfied or are no longer relevant. Planning Board Approvals are in need of modification for operation without the approved odor mitigation system, while still meeting odor standards at the property lines. As LAWPCA awaits the final draft of DEP license amendments we would like to check in with the Council to go over the plans and agreements to ensure consistency between the two City documents or possibly merge them into a single document for convenience going forward.

City Budgetary Impacts: None.

Staff Recommended Action: Discussion and direction on whether the Council would like a separate agreement going forward or if all requirements can be included in the Planning Board Approval going forward.

Previous Meetings and History: None recently.

City Manager Comments:

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

I concur with the recommendation. Signature:

Attachments: Existing Planning Board Approval, Existing City Agreement and Summary of current status of items in the agreement.

CITY OF AUBURN PLANNING BOARD

APPLICATION OF THE LEWISTON-AUBURN WATER POLLUTION CONTROL AUTHORITY FOR SITE PLAN APPROVAL AND SPECIAL EXCEPTIONS PERMIT TO CONSTRUCT A MUNICIPAL WASTE WATER SLUDGE COMPOSTING FACILITY.

The Planning Board approves the application of the Lewiston-Auburn Water Pollution Control Authority (“LAWPCA” or “Applicant”) for a Special Exceptions Approval and Site Plan Review under the Auburn Zoning Ordinance. After review of the LAWPCA Application, and after notice and hearing as required under the Ordinance, the Planning Board makes the following findings of fact and conclusions of law in support of its decision.

PROCEDURAL HISTORY

On February 10, 1992 LAWPCA submitted a complete written application for Site Plan Approval and a Special Exception Permit to construct a Municipal Waste Water Sludge Composting Facility on Penley Corner Road in Auburn. After appropriate notice, the Planning Board held a public hearing on the application on March 10, and continued the proceeding for additional public hearings, Board deliberations, and decision on the following dates: March 12, March 23, and April 2, 1992.

SPECIAL EXCEPTION APPROVAL

The proposed Penley Corner Road location for the sludge composting facility lies wholly within an area designated by the Auburn Zoning Ordinance as an “Agriculture and Resource Protection District.” Article 3.31 of the Auburn Zoning Ordinance provides that permitted uses within this zone include farms, plant and tree nurseries, greenhouses, the handling, storage and sale of agricultural products grown on the premises, livestock operations and wayside stands. Special Exception uses approved for the zone include sawmills, veterinary hospitals, handling, storage and sale of agricultural services, municipal sanitary landfills, wholesale nurseries, and municipal waste water sewerage sludge composting facilities.

The Planning Board has reviewed the LAWPCA application, public hearing testimony and exhibits, as well as the February 27, 1992 Planning Board Report Submitted by Planning Board Staff and independent consultants, E.A. Environmental/EMCOM, Inc. Based upon this review, the Board finds that the proposed sludge composting facility will be in harmony with the expressed intent of the Zoning Ordinance and with the major purposes of the Auburn Master Development Plan as required by Chapter 29, Article 7.2 of the Auburn Zoning Ordinance. The Board finds further pursuant to Article 7.2 that the proposed use will substantially serve the public convenience and welfare of all Auburn residents, and will not involve dangers to health or safety.

The Board makes the following findings concerning the prerequisite conditions for Special Exception approval set forth in Article 7.2.B.1.a through g of the Zoning Ordinance:

a. The proposed sludge composting facility fulfills the specific requirements set forth in the Zoning Ordinance for the “Processing and Storage of Compost and Bulking Agents” from the Municipal Waste Water Sewerage Sludge Facility, set forth in Section 3.31.B.2.1. The Board finds specifically that the proposed use fulfills the three criteria for such compost facilities:

1. The site plan shows that all compost and amendment materials will be stored inside or under a roof. In addition, the Operations Plan (LAWPCA application Exhibit 18) states that there will be no outdoor storage.
2. All plans presented to the Planning Board are in full compliance with all applicable federal, state and local ordinances. No federal permits are required for operation of the facility. However, federal and state regulations will govern use of the compost product. Applicant is seeking the necessary state Site Location of Development permit. The local ordinance provisions are satisfied by the project as conditioned in this decision.
3. Applicant has submitted an End-Use Plan to the Board which satisfies the requirements of the Ordinance. Applicant also will be required to submit updated End-Use Plans consistent with the experience at the facility pursuant to Article IX of the Siting of Composting Facility Agreement (“Agreement”) between the City of Auburn and LAWPCA.

b. The Board finds that the proposed composting facility will neither create nor aggravate a traffic hazard, a fire hazard or any other safety hazard.

The applicant has submitted a Traffic Impact Analysis which indicates the current traffic levels on Route 136 and the Penley Corner Road will not be further aggravated by the development of this facility. Nevertheless, under the Agreement, LAWPCA has agreed to specific off-site improvements which will improve the functioning of the roadway and intersection as compared to pre-project conditions.

At this time, the facility has not been designed to include an automatic fire suppression system or fire hydrant protection. Applicant will be required to provide for adequate well water supply or water storage capacity to meet Building Code requirements for fire suppression. A special condition has been added to address this requirement.

No other safety hazards have been identified.

c. The Board finds that the Special Exception sought will not block or hamper the Master Development plan pattern of highway circulation or of planned major public or semi-public land acquisition. Neither the City of Auburn nor any quasi-public local entity has expressed any intention of acquiring land on or in the immediate vicinity of this parcel. The City is also unaware of any plans to extend or create new highways within the proposed development area.

d. The Board finds that the Special Exception proposed use will not alter the essential characteristics of the neighborhood and will not tend to depreciate the value of property adjoining and neighboring the property under application.

The composting facility is proposed to be located in the Agriculture and Resource Protection District of Auburn. This District is classified as a Resource District rather than a Residential District, reflecting the City's goal of maintaining its agricultural base to the maximum extent possible. To that end, no new residences are allowed in this District except those associated with substantial on-site agricultural or forest-based activities. This minimizes the potential for future residential use conflicts for the proposed sludge facility.

The proposed compost facility will consume only a small portion of the active agricultural land on the Gauthier Farm. Pursuant to the Agreement between Mr. Gauthier and the applicant, Mr. Gauthier is obligated to continue agricultural use of the property as part of his life tenancy. In the event he decides to discontinue active agricultural use. Thus, the project will preserve the essential agriculture characteristics of the neighborhood.

Based upon a report generated by the City of Auburn's tax assessor, set forth in the Planning Board Report dated March 6, 1992, and testimony offered at the public hearing, the Planning Board finds that the proposed project will not tend to depreciate the value of the property adjoining and neighboring the property under application.

First, the Board finds that as conditioned in this decision, the proposed project will have no unreasonable net effect on the assessed value of adjoining or neighboring property. The tax assessor for the City of Auburn has confirmed that experience in other communities indicates that market prices are not affected in the long-term by this type of facility. He also indicated that there is no discernible difference between any short-term property value impacts that might be associated with such a sludge composting facility from those associated with a full-scale farming operation (permitted use) or sawmill (special exception use) in this agricultural zone .

Second, the Board finds that, as conditioned in this decision, the proposed sludge composting facility will not have any unique or distinctive characteristics that would cause any greater short or long-term property devaluation than another municipal waste water sewerage sludge facility, or with other permitted or special exception uses allowed within the District. This project would not have any greater impact on property values due to odor, noise, or traffic than permitted farm activities on the same site, which could include sludge or manure spreading on croplands, composting, sale of produce at wayside stands, or even large-scale livestock operations, such as poultry or hog farms. The project would not have any greater property value

impact than any other special exception use approved for the zone, including sawmills or municipal landfills.

e. Reasonable provisions have been made for the criteria listed in Article 7.2.B.1.e, including adequate lot area, drainage, road access, parking, landscaping, building separation, and sewerage disposal.

The plan is deficient in a minor area involving driveway layout for fire safety as noted in the Fire Department's comments. To remedy this deficiency, a special condition will require that the driveway be extended to include a gravel road to the westerly corner of the facility, consistent with Fire Department recommendations.

A special condition has also been added to assure that an adequate water supply for both composting operations and fire suppression. Exhibit 9, Water Supply, of LAWPCA's State Site Location of Development permit application, states that peak water usage is expected to be 20 gallons per minute during the weekly plant washdown. Testimony at the public hearing indicated that LAWPCA might face higher water demands if significant quantities of water had to be used in operation of the biofilter. LAWPCA indicated at the hearing that additional private wells on the property could handle the demand, but that a special storage tank might be installed for fire suppression water supplies. A special condition has been included to assure that fire suppression and operational water supplies are adequate.

f. The standards imposed are, in all cases, at least as stringent as those elsewhere imposed by the Auburn Building Code and by the provisions of this Chapter.

As indicated previously, special conditions have been imposed to assure that an automatic fire suppression system will be installed, supplied by an adequate water source, to meet the Building Code requirements.

The Board notes that the proposed use complies with the Environmental Compliance Standards of Chapter 29, Article 5.6 of the Ordinance, specifically the noise and odor provisions.

The Board finds that the Agricultural and Resource Protection District is properly considered a “light industrial/industrial zone” for purposes of determining the maximum permitted sound level under Ordinance Articles 5.6.C.3 and .4. This category is the most compatible with the goals and purposes of the Agriculture and Resource Protection District, assuring that there will be sufficient latitude to allow new farming activities and compatible special exception uses to be developed within the District. LAWPCA’s application makes clear that the 70 dBA noise limit, as modified by the intermittent noise provisions of 5.6.C.4, will be met by the proposed facility.

The Board finds that the proposed project, as conditioned by this decision, and as limited by Article IX of the Agreement, will not have any significant or unreasonable odor impact on adjoining properties. A reasonable reading of Article 5.6.E, consistent with the goals and objectives of the

Ordinance, leads to the conclusion that a new non-residential use must not have a significant or unreasonable impact on surrounding properties, even though some odors may from time to time be detectable at property lines. A stricter reading of these Ordinance provisions could halt new farm or other non-residential development altogether in the City, a result certainly not intended by the City Council in creating the ordinance standard. The Board's reading is consistent with the odor control provisions of the Site Location of Development Act regulations (Department of Environmental Protection Regulations Chapter 373.4), the standards which the Council sought to satisfy in order to gain DEP approval as a delegated municipal approval authority under 38 M.R.S.A. §489-A when the Ordinance Article 5.6 provisions were adopted.

Therefore, properly read, the Board finds that the provisions of Article 5.6.E are satisfied by the strict special conditions concerning odor imposed upon the project.

g. The central City Services which will be required for the project are presently available or can be made available without disrupting the City's Master Development Plan. Provided that applicant supplies an acceptable alternative means of water supply for fire suppression, all essential City services required for the project are presently available to the site.

In sum, the Planning Board finds that all criteria for approval of a Special Exception as set forth in Article 3.31.B.2 and 7.2.B.1.a – g have been satisfied.

SITE PLAN APPROVAL

The Planning Board finds that LAWPCA also has satisfied all Site Plan Review criteria set forth in Article 7.1. The applicant has submitted the necessary Site Plan review application and supporting documents required under 7.1.D.1 and 2. Applicant has demonstrated that the proposed project will constitute a suitable development and will not result in detriment to the City, neighborhood or the environment, as required by Articles 7.1.A and 7.1.D.5. The Board finds further that none of the reasons for denial of an application listed in 7.1.D.5.a – i are applicable. The Board finds that the proposed project, as conditioned, fulfills all the objectives set forth in 7.1.B.1 – 4, as detailed further by the specific factual findings in the Special Exception Use section above.

1. Protection of adjacent areas against detrimental uses on the site

A. Surface water drainage

The applicant has made provisions for the containment of surface water runoff by the establishment of a detention pond. This detention pond has been sized in accordance with Chapter 32 of the Auburn Ordinance and is determined to be adequate to contain surface water runoff.

B. Buffers against artificial and reflected light

The facility is proposed for location on 10 acres in the middle of a 116 acre site. All outdoor lighting is proposed to be directed down so that light and glare are not shed outside

of the project site. The use of outdoor lighting will only be during hours of operation and, therefore, are designed not to be a detriment or nuisance to adjacent properties.

C. Sight

This site is located on the backside of a knoll located in the middle of the property. Locating the facility in this way and the further buffering of the building by the construction of a bio-filter on the street side will tend to reduce any visual impact. The applicant has submitted a landscape plan which shows the introduction of trees and other vegetation which will offer additional site buffering.

D. Sound

The applicant has provided a noise study that indicates that there will be minimal increased noise levels from the proposed facility. The only equipment that will be used outside is a front-end loader, for periods totaling only about one and one-half hours per day. This type of equipment is used currently in the surrounding farm areas.

E. Dust

There will not be any significant increase in dust levels due to the project, given the paved road and gravel area design, and prohibition against on-site amendment reduction.

F. Vibration

There will not be any significant vibration associated with the operation of the facility.

G. Preservation of Light and Air

This criterion is applied when structures are being built in a very dense pattern, in order to assure that healthful conditions exist between buildings (i.e. setbacks). This is not a concern at this 116 acre project site.

2. Vehicular and pedestrian movement

The applicant has submitted a site plan which has been reviewed by both the Police and Fire Departments. Neither Department has stated any major concerns with the project. A minor concern regarding the access for fire vehicles will be addressed through a special condition in this decision. Off-site considerations are limited to the impact of the additional traffic on Penley Corner Road and Riverside Drive, and, as indicated previously, applicant has agreed to off-site improvements through its Agreement with the City of Auburn that will actually improve current road conditions.

3. Waste disposal

The solid waste generated at this facility will be taken care of by three methods of disposal: (1) All general office wastes that are generated at the facility will be disposed of in a manner consistent with other businesses by utilizing the Mid Maine Waste Action Corporation's facility on Goldthwaite Road; (2) Any debris that cannot be handled at the MMWAC facility will be disposed of in the City of Auburn landfill located on Gracelawn Road or at another licensed landfill; (3) Any residual waste water created at the facility is proposed to be stored in a holding tank located on the site. The holding tank

will be periodically pumped and the waters taken to the LAWPCA facility for proper treatment. Domestic sanitary waste water will be treated on site utilizing a subsurface waste water disposal system.

4. Protection of the environment features on the site and in adjacent areas

The applicant has taken steps to protect all environmental features on the site. This includes the identification and buffering of wetlands from development; the development and design of a detention pond to adequately collect all surface runoff waters as a result of the development; and the commitment to the continuance of farming activities on the site. Noting that the facility is proposed to be located in the middle of a 116 acre site, there are no environmental features on adjacent lands that are likely to be impacted.

Based upon these findings of fact and conclusions of law, the Planning Board approves the LAWPCA application for approval of Special Exception Use of the Penley Road site as a Municipal Waste Water Sewerage Sludge Facility under Article 3.31.B.2, and also approves the Site Plan under Article 7.1 and 7.2, subject to the following special conditions:

SPECIAL CONDITIONS

A. On or before May 1, 1992, LAWPCA shall submit letters to the Planning Board the City of Auburn and MMWAC to show that both the landfill and the

incineration plant have the capacity to accept any non-composting waste generated at the sludge composting facility. If the landfill and the incineration plant do not have the capacity to accept any non-composting waste generated at the sludge composting facility, LAWPCA shall submit letters from alternative disposal facilities stating that such disposal capacity is available.

B. On or before July 1, 1992, LAWPCA shall submit to the Planning Board for its review and approval, with or without conditions, a plan demonstrating that an adequate water supply can be obtained for the operation and maintenance of the sludge composting facility, as well as the fire suppression systems required by the Building Code. Approval of this plan by the Planning Board shall be required before any building permit may be issued to the facility.

C. LAWPCA shall design the facility in a manner consistent with the preliminary Plan of Operation submitted to the Planning Board in the Site Plan Review Application. At least 60 days prior to commencement of operations, LAWPCA shall submit to the Planning Board, for its review and approval, with or without conditions, a final Plan of Operation meeting all

criteria of Article VIII, Section 1 of the Siting of Sludge Composting Facility Agreement between LAWPCA and the City of Auburn dated February, 1992. The

sludge composting facility shall be operated as described in the Plan of Operation approved by the Planning Board.

D. At least 60 days prior to commencement of operations, LAWPCA shall submit to the Planning Board for its review and approval, with or without conditions, a final Marketing and Distribution Plan that includes provisions for seasonal storage of compost off the Gauthier Farm site, such that no compost will be stored outside the curing building. A minimum of six months off-site storage for compost shall be provided in the Plan for the period of November through April.

E. LAWPCA shall deactivate the sludge composting facility in accordance with the End Use Plan dated March 13, 1992.

F. LAWPCA shall conduct any emergency backup procedures at the facility in accordance with the Emergency Backup Disposal Plan submitted to the Planning Board in this application.

G. LAWPCA shall be responsible for the construction of all off-site improvements as outlined in Article VIII of the Agreement between LAWPCA and the City of Auburn.

H. Prior to any construction of the sludge composting facility, LAWPCA shall design the driveway at the sludge composting facility to include a gravel driveway to the westerly-most corner of the curing building. Said driveway shall be approved by the Auburn Fire Chief.

I. Prior to any construction of the sludge composting facility, LAWPCA shall submit design details to the Planning Board for its review and approval, with or without

condition, for the detention pond's emergency spillway and an explanation as to how the sedimentation trap will function during the construction period.

J. LAWPCA shall ensure that the design of the curing building provides for 40 days detention time at a maximum depth of eight feet. These are design requirements only, and shall not control actual operations. The curing building shall be equipped with an aeration system to provide negative aeration for all curing compost, consistent with the requirements of Article IX of the Agreement. Exhaust from the aeration system shall be treated in the biolfilter.

K. Prior to commencement of operations, LAWPCA shall install a "Stop" sign at the intersection of the sludge composting facility access road and Penley's Corner Road.

L. No amendment preparation (e.g. size reduction or metal separation) shall take place at the sludge composting facility. All amendment material at the sludge composting facility, including rejected materials, shall be stored inside the building.

M. The granting of this approval is dependent upon and limited to compliance with the proposals, plans and oral statements as submitted by or on behalf of LAWPCA to the Auburn City Council and the Auburn Planning Board.

N. LAWPCA shall comply with the Agreement and all applicable federal, state, and local laws and requirements, including, but not limited to, licenses, permits, authorizations, conditions, agreements, and orders prior to or during construction and operation.

O. If either construction of the sludge composting facility is not completed or operation of the sludge composting facility has not begun within five years from the date approval is granted by the Planning Board, the board may reexamine its approval and impose additional terms or conditions or prescribe other necessary corrective action to respond to changes in circumstances which may have occurred during the five-year period.

P. LAWPCA shall pay the reasonable costs incurred by the City of Auburn or its Planning Board not to exceed \$15,000 to retain a consultant of its choice to advise the City or Board during the review, design, and construction of the proposed bio-filter and associated air handling system.

Q. All trucks carrying sludge, amendment, or end product to and from the facility shall be covered and adequately sealed at all times traveling through the City of Auburn.

R. LAWPCA shall ensure that an odor control system is installed at the Facility which meets the following performance standards. The facility shall operate in compliance with the following performance standards at all times:

1. LAWPCA shall ensure that odor intensity measured at any dwelling or any public road shall not be more than 1.0 unit higher than background levels if the odor is characteristic of sludge, compost or the composting process and attributable to the composting operation. Odor intensity shall be measured on the butanol scale in accordance with ASTM E 544.

2. The odor control system discharge shall have an odor concentration not exceeding 100 units at ED50 as determined in accordance with ASTM E 679. All air spaces where sludge or non-finished compost is stored, processed, transported or otherwise handled shall be considered air streams required to undergo odor control treatment. Air spaces where bulking agents are stored, processed, transported or otherwise handled, may be required to undergo odor control treatment.

Before the facility is constructed, LAWPCA will ensure that an independent air emissions study is conducted at the site to establish baseline odor levels and to develop odor dispersion modeling. Background odor intensities shall be measured by the butanol scale at two time periods: at the time of spring sludge spreading when background odor intensity is highest; and at mid-winter when odor intensity is minimum. During both time periods, odor intensity shall be measured during conditions of low atmospheric dispersion.

Prior to the Commencement Date of Operations, a period of full scale operations, not to exceed sixty days, shall be conducted at the Facility to ensure that ED50 maximum value of

100 is achieved under normal operating procedures through use of the odor control system. LAWPCA must demonstrate to the Planning Board, through testing, that the ED50 maximum value of 100 is, and will continue to be, attained when the odor control system is functioning. The Commencement Date of Operations shall not occur until the Planning Board, after reviewing the demonstration made by LAWPCA, has approved operation of the odor control system, which approval shall not be unreasonably withheld.

After the Commencement Date of Operations, the odor control system discharge shall be monitored annually during the month of July using an odor panel (ASTM E 679). Additional tests using either odor units at the point of discharge (ASTM # 679) or odor intensity at any dwelling or public road (ASTM E 544) may be requested at other times by the City Manager, or a City Councilor provided that the sum of all additional tests shall not exceed 12 per year, to ascertain whether the odor levels

as specified in this Article, have been achieved. The City Manager or City Councilor shall not unreasonably request additional odor monitoring.

All studies, tests and monitoring required by this Article shall be conducted by independent laboratories agreed upon by LAWPCA and the City Manager. LAWPCA shall submit the results of any studies and testing required under this Article to the City Manager and the City Council. If the standards for odor control referred to in this Article are violated, LAWPCA will have 72 hours to comply and if unable to do so, will shut

down operations and cease bringing amendments to the site until such time as it can comply. If the facility must shut down more than 3 times in any 12 month period, it will remain shut down until such time as it can comply. If the facility must shut down more than 3 times in any 12 month period, it will remain shut down until such time as LAWPCA demonstrates, to the satisfaction of the City Council, that continued operation of the Facility will not violate such odor control standards. In the event that the facility must be shut down due to odors, or for some other reason under agreement between the City of Auburn and LAWPCA, LAWPCA shall have 7 days to complete removal of compost material and sludge unless an alternative schedule is agreed upon by the City Manager and LAWPCA in order to minimize odor impacts.

S. LAWPCA shall create a special board to advise LAWPCA with respect to noise, odor or any other operational issues of concern, as need requires. This board

shall consist of at least two members from the neighborhood, two members from the Planning Board, and one City Councilor.

T. All road improvements along the Penley Corner Road shall be undertaken in such a way so as minimize disturbance of the property identified as the “Old School House”, now the Charest residence.

DATED: APRIL 3, 1992

Robert Hayes, Chairman

Auburn Planning Board

Review of the Status of the "Siting of Sludge Composting Facility"

Between LAWPCA and the City of Auburn

First, I will note that the agreement was dated February 26, 1992 which is just over a year before the facility started up operation on March 10, 1993. As such it was a forward-looking document and dealt with construction issues perhaps even more than operational issues. This document is intended to discuss what has been completed, and thus is no longer needed in any agreement or permit going forward and what items are ongoing and should be thought about for inclusion in a permit, planning board approval or similar "mechanism".

The first article – Definitions, was useful at the time, but probably can be greatly reduced in size if needed at all.

The second article, "Presentations, Warranties and Covenants, similarly is likely either not needed at all, or could be greatly scaled back.

The third article "Performance Under this Agreement not to Interfere with Bonding or Tax-Exempt Status of Bonds", is clearly no longer needed as the facility has not only been constructed, but the loan which financed the facility has been paid in full.

The fourth article, "Term of the Agreement" would seem to be moot if all of the needed actions are to be incorporated into a new document from the City/Planning Board.

The fifth article, "Transfer of Operations", should be included in any new approval/permit.

The sixth article, "City Expenses in the Approval Process", is no longer needed.

The seventh article, "Condition of this Agreement" is moot.

The eighth article, "Site Plan Review Process" first speaks to compliance with Planning Board requirements, which is a given. The next section deals with infrastructure improvements that have already been completed and therefore no longer needed. The remainder of this article speaks to expansion of the facility and how LAWPCA is required to be approved by the Planning Board, and that LAWPCA agrees to finance any added off-site improvements lawfully imposed by the Planning Board. This probably does not need to be explicitly stated, but could be easily included in a Planning Board approval if determined to be necessary.

The eighth article goes on to describe things that the Planning needs to approve, a plan of operations, a marketing and distribution plan, an end use plan, emergency backup disposal plan, and bulking agent evaluations. While most of these issues have been resolved in the course of operating the facility over the last 25 years, I am sure LAWPCA would abide by any of the provisions the Planning Board determines are still needed. It should be noted that these same items are already listed and addressed in the planning board agreement.

Article nine, 'Odor Control- This exact language already exists in the planning board agreement, but it should be noted that LAWPCA is committed to being a good neighbor and not to allow objectional odors off site. WE can work through any odor control concerns or issues cooperatively with the Planning

Board and of course will need to request drastic modification of this section in any agreement to reflect the DEP's allowance for us to operate without odor control.

Article ten "Operation of the Facility" This article is essentially common sense, saying we will operate in compliance and notify the City Manager of problems, etc. This goes without saying, and LAWPCA will abide by all requirements included in a Planning Board approval.

Article eleven "Insurance and Indemnification" Similar to the above, LAWPCA is insured and will indemnify the City as regards all operations at the facility – enough said, I think.

Articles twelve through twenty two- These are essentially standard terms such as non-discrimination severability, notice, etc that can easily be rolled into a Planning Board approval if they are not already there and as needed.

In closing my review of the City Council Agreement indicates that we should have no problem incorporating any needed items into whatever mechanism the City intends to use, and LAWPCA is more than willing to work with the City to provide service and to operate in a manner that is beneficial to the City and does not impact any residents negatively.

City of Auburn

City Council, Auburn Maine
Date.....February 26, 1992

TITLE: RESOLVE – AUTHORIZING MAYOR TO SIGN AGREEMENT WITH LEWISTON-
AUBURN WATER POLLUTION CONTROL AUTHORITY RE: SITING OF SLUDGE
COMPOSTING FACILITY

~~Ordered~~
Be it ~~Ordained~~ by the Auburn City Council, That
Resolved

Mayor Richard L. Trafton is authorized to
sign on behalf of the City of Auburn an
Agreement with the Lewiston-Auburn
Water Pollution Control Authority for the
siting of a Sludge Composting Facility. A
copy of the agreement is attached to and
hereby made a part of this resolve.

Presented by:Councilman from Ward

Motion for 1st Reading:
Vote:

Seconded by:

Motion for acceptance of 1st reading
Vote:

Seconded by:

Motion to waive provisions of the charter calling for first and second readings on two separate
dates.

Vote:

Seconded by:

Motion for 2nd reading:
Vote:

Seconded by:

~~Motion to dispense with further reading for acceptance of 2nd reading and for final passage.~~

Robert L. Thorpe

Seconded by Joseph Theriault

Vote: 6 Yeas, No Nays.

Action by City Council: Passed

Date Feb 26, 1992

Attest: Mary Lou Magno [signature]

CITY CLERK

SITING OF SLUDGE COMPOSITING FACILITY

This AGREEMENT, dated as of February 26, 1992, is entered into in the State of Maine by and between the city of Auburn, a municipality and body corporate, existing under the laws of the State of Maine (hereinafter referred to as the “City”) and Lewiston-Auburn Water Pollution Control Authority, a Maine non-profit, quasi-municipal corporation (hereinafter referred to as “LAWPCA”).

WHEREAS, municipalities are required by Maine law to provide facilities for the safe and efficient disposal of certain solid waste generated within the municipalities; and

WHEREAS, LAWPCA is authorized to construct, operate and maintain facilities to receive, treat and dispose of the waste water discharged by the sewage systems of the City of Lewiston and the Auburn Sewerage District; and

WHEREAS, LAWPCA intends to construct, operate and maintain a sludge composting facility to meet the sludge disposal needs of the City of Lewiston and the Auburn Sewerage District; and

WHEREAS, a suitable site for such a project is located in the City of Auburn; and

WHEREAS, the parties wish to enter into an agreement specifying the terms of the use of the site and the obligations of each party to the other relating thereto;

NOW THEREFORE, in consideration of the mutual covenants and obligations set forth in this Agreement, the parties agree as follows:

ARTICLE I – DEFINITIONS

As used in this Agreement, the following terms shall have the following meanings:

- A. Acceptable Sludge means LAWPCA wastewater treatment plant sludge that:
- (1) is characterized as a non-hazardous waste under applicable state and federal laws;
 - (2) qualifies as either a Type I or a Type II sludge under Chapter 567 of the Maine Department of Environmental Protection (“DEP”) Ruled for Land Application of Sludge and Residuals
 - (3) contains less than 27 parts per trillion (ppt) of 2,3,7,8- tetrachlorodibenzo-p-dioxin (TCDD) equivalents (as defined in Chapter 567, Part D) or such lower concentrations of TCDD equivalents as may be established in the future by the DEP or the Environmental Protection Agency (“EPA”) to exempt sludges containing dioxin from dioxin-specified land application or composting criteria; and
 - (4) does not exceed any pollutant concentration limits applicable to municipal wastewater treatment plant sludge used in composting,

distribution or marketing that are adopted by final rule by the EPA.

B. Agreement means this agreement, including any appendices incorporated herein and as it may be amended from time to time.

C. ASTM means the American Society of Testing Materials.

D. Bulking Agent means material which is added to sludge to facilitate aeration, to increase the solids content of the mixture, to balance carbon to nitrogen ratios or to otherwise enhance the composting of sludge.

E. Commencement Date of Operations means such date as LAWPCA in its sole discretion determines that it will begin to compost sludge at the facility as specified in a written notice sent by LAWPCA to the City.

F. ED₅₀ – ED₅₀ denotes effective dose at the 50% level as determined by dynamic forced choice olfactometer test as described in ASTM E-679.

G. Emergency Backup Disposal Plan means the plan for the disposal of sludge in the event the facility cannot be operated.

H. End Use Plan means the plan for use of the real property on which the sludge composting facility is sited after termination of composting operations at the facility.

I. Environmental Performance Standards means standards adopted by the City in order for the City to become a DEP local review authority and which establishes environmental standards

including, but not limited to, smoke, noise, vibration, odors, air pollution, and electrical disturbance or interference.

J. Facility means the sludge composting area and facility (consisting of all land, buildings, equipment, installations and the like) owned or operated or to be owned or operated by LAWPCA and ancillary activities at the so-called Penley's Corner site, in order to compost sludge, store composted sludge or market the composted sludge.

K. Project means the acquisition, site development, improvement, construction, reconstruction or installation of equipment and furnishings in connection with the facility, and/or the site, and any ancillary site development, construction, installation, operation, use, repair, maintenance, equipping or furnishing in connection with, or necessary or useful to the development of a waste composting facility.

L. Site means the property upon which the facility is to be located.

M. Sludge means the semi-solid or liquid residual generated from the LAWPCA Treatment Plant on Lincoln Street, Lewiston, Maine.

ARTICLE II – REPRESENTATIONS, WARRANTIES AND COVENANTS

A. LAWPCA warrants and represents to the City the following:

- (1) It is a quasi-municipal, non-profit corporation

duly organized and validly existing under the laws of the State of Maine in good standing, and authorized to do business under the laws of the State of Maine, and it has full power and authority to execute, enter into and perform this Agreement in accordance with its terms.

(2) The execution and delivery of this Agreement has been duly authorized by all appropriate actions of LAWPCA and its Board of Directors, and this Agreement constitutes the legal, valid and binding obligation of LAWPCA enforceable in accordance with its terms (except as enforceability may be limited by applicable bankruptcy or similar laws affecting creditors' rights, and by application of equitable principles if equitable remedies are sought).

(3) The execution, delivery and performance of this Agreement will not violate any provision of law, any final order of any court or other agency of government, LAWPCA's bylaws or recording certificate, or any indenture, material agreement or other instrument to which LAWPCA is now a party or by which it or any of its properties or assets is bound, or be in conflict with, result in a breach of or constitute a default (with due notice or the passage of time or both) under any such indenture agreement or other instrument, or result in the creation or imposition of any lien, charge or encumbrance of any nature whatsoever upon any of the properties or assets of LAWPCA.

B. The City warrants and represents to LAWPCA the following:

(1) It is a municipality duly organized and validly existing under the laws of the State of Maine and it has full power and authority to execute, enter into and perform this Agreement in accordance with its terms.

(2) The execution and delivery of this Agreement has been duly authorized by all appropriate actions of its governing body and this Agreement has been executed and delivered by an authorized officer of the City and this Agreement constitutes the legal, valid and binding obligation of the City enforceable upon it in accordance with its terms (except as enforceability may be limited by applicable bankruptcy or similar laws affecting creditors' rights, and by application of equitable principles if equitable remedies are sought).

(3) The execution, delivery and performance of this Agreement will not violate any provision of law, any final order of any court or other agency of government, the City's charter, ordinances or laws, or any indenture, material agreement or other instrument to which the City is now a party or by which it or any of its properties or assets is bound or be in conflict with, result in a breach of or constitute a default (with due notice or the passage of time or both) under any such indenture, agreement or other instrument, or result in

the creation or imposition of any lien, charge or encumbrance of any nature whatsoever upon any of the properties or assets of the City.

ARTICLE III – PERFORMANCE UNDER THIS AGREEMENT NOT TO INTERFERE WITH
BONDING OR TAX EXEMPT STATUS OF BONDS

It is agreed by the parties that the terms of this Agreement or the performance required under the terms of this Agreement are not to prevent, add additional requirements for or affect in any way the issuance of bonds for the construction, operation or acquisition of the Facility.

If any term of this Agreement or the performance under the terms of this Agreement affects or alters in any way the bonding process or the tax exempt status of any tax exempt bonds for federal tax purposes, then that term or performance is to be invalid and the parties are bound in good faith to renegotiate and agree upon a term having similar benefit as nearly as is reasonable to the party which is benefitted under the invalid term and a cost or limitation as nearly as is reasonable to the party which is paying or limited under the invalid term.

If the parties cannot reach agreement on a new term to replace any invalid term, then a valid term shall be established in accordance with the procedures in Article XXI.

ARTICLE IV – TERM OF THE AGREEMENT

The term of the Agreement will commence upon execution and shall continue for twenty years ending on the last day of the month which occurs the twentieth anniversary of the Commencement Date of Operations. Provided LAWPCA is not in default under this Agreement and is in full compliance with applicable local, state and federal laws, it shall have an option to renew this Agreement, and the terms hereof, for successive terms of five years, which option may be exercised by LAWPCA after giving the City written notice thereof at least six months prior to the end of the current term. At the termination of this Agreement, LAWPCA shall close the facility in accordance with all applicable local, state and federal laws and implement the End Use Plan, as required under this Agreement.

These time periods shall apply only to the operations of the Facility as a LAWPCA Sludge composting Facility and not the work necessary for closing and de-activating the Facility in accordance with the End Use Plan and applicable federal, state and local laws.

ARTICLE V – TRANSFER OF OPERATIONS

LAWPCA shall not subcontract the operation of the Facility, or otherwise transfer responsibility for operating the Facility, without obtaining the consent of the Auburn City Council, which consent will not be unreasonably withheld. If

LAWPCA desires to transfer operating responsibilities for the Facility, such transfer shall be subject to the Auburn City Council finding, prior to the transfer, that the proposed operator has adequate financial capacity to ensure the Facility will be operated in full compliance with this Agreement and to secure the payment of any cost or damage arising out of noncompliance. Such financial assurance may but is not required to include, without limitation and subject to the approval of the Auburn City Council, a performance bond, letter of credit or other form of liquid, third-party credit enhancement.

Approval by the Auburn City Council for the transfer shall also be conditioned upon the conclusion of a separate agreement between the City and LAWPCA regarding financial assurance, including but not limited to: (1) the amount and type of financial assurance mechanism; (2) the City's rights to receive payment under the mechanism; (3) actions by the private contractor which trigger the City's right to recover under the mechanism; and, (4) the period of time for which approval of the transfer is granted by the Auburn City Council.

Notwithstanding the transfer of operating responsibilities, LAWPCA acknowledges that it retains responsibility for operation of the Facility and for full compliance with this Agreement.

ARTICLE VI – CITY EXPENSES IN THE APPROVAL PROCESS

In addition to local application and permitting fees, LAWPCA will be responsible for expenses (“expenses”), including, but not limited to, reasonable legal and engineering costs, incurred relative to the initial review process by the Auburn Planning Board for the Project up to \$15,000.00. The initial site review process shall be deemed complete upon the granting of site approval for the Project by the Auburn Planning Board.

Expenses, up to the aggregate amount of \$15,000.00, shall be paid by LAWPCA to the City within thirty days following submission of documentation for the expenses to LAWPCA by the City.

ARTICLE VII – CONDITION OF THIS AGREEMENT

If for any reason LAWPCA fails to obtain any of the permits, approvals or financing necessary to build and operate the Facility as contemplated herein, or if, prior to the delivery of any Sludge to the Facility, LAWPCA elects to abandon the Project, then this Agreement may be terminated by either party. Upon termination of the Agreement, neither party shall have any obligation to the other under the terms of this Agreement, except that LAWPCA shall be responsible for those expenses, as specified in Article VI, incurred by the City. If the Project is

abandoned after the delivery of any Sludge to the Facility, or otherwise terminated after the
Commencement

Date of Operations, LAWPCA shall be responsible for properly closing the Facility, implementing the End Use Plan, and any payments due under the Agreement.

ARTICLE VIII – SITE PLAN REVIEW PROCESS

The Project will be subject to the City’s zoning restrictions and site plan/special exception review process (“review process”).

LAWPCA will comply with all lawful requirements of the City Planning Board to correct any off-Site deficiencies, including off-Site transportation improvements, the need for which either directly or indirectly results from the construction or operation of the Facility. Without limiting the generality of the foregoing, if requested by the Planning Board, LAWPCA agrees to construct the following off-Site public improvements: (1) intersection improvement at Broad Street on Route 136; (2) deceleration lane on Route 136 at Penley’s Corner Road; (3) sight-distance improvement on Route 136 at Penley’s Corner Road; and, (4) reconstruction/rehabilitation to Penley’s Corner Road. LAWPCA agrees to pay for all costs associated with the design, permitting, Site acquisition, rights-of-way, and off-Site improvements as lawfully required.

Any expansion, extension or enlargement of the Facility, or of the Site or of the Project will be subject to Planning Board review as required under the City Zoning Ordinance. LAWPCA agrees to undertake and finance any further off-Site

improvements, necessitated by any expansion, extension or enlargement, lawfully imposed by the Planning Board as a condition of approval.

(1) Plan of Operation

LAWPCA shall develop, at its expense, a plan of operation for the Facility. The Planning Board may condition approval of the Facility upon the submission by LAWPCA of a plan of operation, for approval by the Planning Board, within sixty days prior to the Commencement Date of Operations. Implementation of the plan of operation may also be a condition of site approval.

The plan of operation shall address, but not be limited to, the following: (1) as set forth in Article IX, installation, operation and maintenance of the odor control system, and the required studies, testing and monitoring procedures; (2) hours of operation for the composting Facility and the location of compost distribution; (3) a preventive maintenance schedule; (4) the use of Bulking Agents; (5) redundancy or backup systems for key mechanical components of the Facility; (6) implementation of the Emergency Backup Disposal Plan as set forth in Article VIII

section 4 of this Agreement; and, (7) to the extent necessary to ensure the quality of the Sludge for composting, procedures to ensure that only Acceptable Sludge, is composted at the Facility.

(2) Marketing and Distribution Plan

LAWPCA shall develop at its expense, an initial marketing and distribution plan for the Facility which must be submitted to the Planning Board and approved as part of the site review process; implementation of the plan, as initially submitted and as updated annually, may be a condition of site approval. The initial plan shall be updated annually during the first five years of operation following the Commencement Date of Operations and every three years thereafter. The updated plans shall be submitted to the Auburn City Manager for review and approval before implementation. Approval of the updated plans by the Auburn City Manager shall not be unreasonably withheld.

The plan shall include, but not be limited to, a description of: (1) potential public, private, local, and regional uses and markets for composted Sludge; (2) potential revenues; (3) liability issues; (4) expected composted Sludge quality and further processing requirements, and (5) potential sales of composted material to residents of the cities of Auburn and Lewiston.

(3) End Use Plan

LAWPCA shall develop, at its expense, an End Use Plan for the Facility and Site. The Planning Board may condition approval of the Facility upon the submission of an initial End Use Plan, for approval by the Planning Board, by LAWPCA within ten (10) years of the Commencement Date of Operations, or within two (2) years prior Facility de-activation if such

de-activation occurs during the first ten years of operation. Implementation of the End Use Plan may also be a condition of site approval.

The End Use Plan shall be revised each five year period of operation following submission of the initial End Use Plan, and within two (2) years of planned Facility de-activation, and submitted to the Planning Board for approval.

The End Use Plan shall include, but not be limited to, the following: (1) LAWPCA's intended use of the Facility and Site; (2) demolition and disposal plans, as appropriate; and (3) short-term and long-term environmental monitoring and Site restoration, as appropriate.

LAWPCA agrees to make a good faith effort to give the City two years' notice of the end of operations at the Site. The End Use Plan will be implemented promptly upon termination of operation of the Facility. LAWPCA is responsible for the expense of closing the Facility under the then-applicable ordinances, laws, rules and regulations.

(4) Emergency Backup Disposal Plan

LAWPCA shall develop, at its expense, an Emergency Backup Disposal Plan for the Facility which must be submitted to the Planning Board and approved as part of the site plan review process; implementation of the plan may be a condition of site approval. The backup disposal plan shall consider, but not be limited to, the following conditions: (1) short-term Facility

shutdown; (2) long-term Facility shutdown due to major equipment failure or repair; and (3) short-term or long-term Facility shutdown due to (a) process control or environmental licensing non-compliance issues (b) processing or other handling of sludge which is not acceptable sludge or (c) long-term Facility shut down as the result of changes in federal and state rules and regulations pertaining to Sludge and composted Sludge quality. The Emergency Backup Disposal Plan shall be structured so as to provide an alternative method for Sludge disposal if operations must be suspended at the Facility for any reason.

(5) Bulking Agent Evaluations

LAWPCA agrees to undertake a study, at its expense, of the potential cost savings to LAWPCA and the cities of Auburn and Lewiston from using yard and leaf wastes, and any other regionally available materials, as all or a portion of the bulking agents in the sludge composting process. An initial study will be completed by LAWPCA within 30 days of execution of this Agreement. The results of the initial study must be submitted to the Planning Board during the review process.

Factors to consider in the study shall include, but not be limited to, the following: (1) costs for the collection, transportation, storage and processing of the materials; (2) quality and compostability characteristics of the materials; (3) seasonal peaking factors; (4) cost-avoidance factors for

LAWPCA and the cities of Auburn and Lewiston; and, (5) additional impacts on traffic, Site development costs, and possible off-Site improvements.

Further, LAWPCA agrees to evaluate, at its expense and when reasonably requested by the City Manager, other regionally available materials for possible use as Bulking Agents. Such evaluation conducted by LAWPCA shall be completed within a reasonable time and shall address, at a minimum, those issues identified above for inclusion in the initial Bulking Agent study. The results of any additional evaluations shall be submitted to the City Manager within one month of completion of the evaluation.

ARTICLE IX – ODOR CONTROL

LAWPCA shall ensure that an odor control system is installed at the Facility; installation, operation, and maintenance of such an odor control system may be a condition of site approval. The following odor control performance standards shall apply:

- A. LAWPCA shall ensure that odor intensity measured at any dwelling or any public road shall not be more than 1.0 unit higher than background levels if the odor is characteristic of sludge, compost, or the composting process and attributable to the composting operation. Odor intensity shall be measured on the butanol scale in accordance with ASTM E 544.

B. The odor control system discharge shall have an odor concentration not exceeding 100 units at ED₅₀ as determined in accordance with ASTM E 679. All air spaces where sludge or non-finished compost is stored, processed, transported, or otherwise handled shall be considered air streams required to undergo odor control treatment. Air spaces where bulking agents are stored, processed, transported, or otherwise handled, may be required to undergo odor control treatment.

Before the facility is constructed, LAWPCA will ensure that an independent air emissions study is conducted at the site to establish baseline odor levels and to develop odor dispersion modeling. Background odor intensities shall be measured by the butanol scale at two time periods: at the time of spring sludge spreading when background odor intensity is highest; and at mid-winter when odor intensity is minimum. During both time periods, odor intensity shall be measured during conditions of low atmospheric dispersion.

Prior to the Commencement Date of Operations, a period of full scale operations, not to exceed sixty days, shall be conducted at the Facility to ensure that an ED₅₀ maximum value of 100 is achieved under normal operating procedures through use of the odor control system. LAWPCA must demonstrate to the Planning Board, through testing, that the ED₅₀ maximum value of 100 is, and will continue to be, attained when the odor control

system is functioning. The Commencement Date of Operations shall not occur until the Planning Board, after reviewing the demonstration make by LAWPCA, has approved operation of the odor control system, which approval shall not be unreasonably withheld.

After the Commencement Date of Operations, the odor control system discharge shall be monitored annually during the month of July for three years using an odor panel (ASTM E 679). Additional tests using either odor units at the point of discharge (ASTM E 679) or odor intensity at any dwelling or public road (ASTM E 544) may be requested at other times by the City Manager, provided that the sum of all additional tests shall not exceed 12 per year, to ascertain whether the odor levels, as specified in this Article, have been achieved. Thereafter, odor monitoring as described above shall be conducted as requested by the City Manager, not to exceed 12 per year. The City Manager shall not unreasonably request additional odor monitoring.

All studies, tests and monitoring required by this Article shall be conducted by independent laboratories agreed upon by LAWPCA and the City Manager. LAWPCA shall submit the results of any studies and testing required under this Article to the City Manager. If the standards for odor control referred to in this Article are violated, the City Council shall have the right to suspend operation of the Facility until such time as LAWPCA demonstrates, to the

satisfaction of the City Council, that continued operation of the Facility will not violate such odor control standards. The City Manager, upon instructions from the City Council, shall

provide written notice to LAWPCA that operation of the Facility must cease. Upon receiving such written notice, LAWPCA agrees to suspend operation of the Facility.

ARTICLE X – OPERATION OF FACILITY

LAWPCA agrees to accept septage, for eventual composting at the Facility, only from municipalities currently having their septage treated at the Lincoln Street Treatment Plant through written Agreement which municipalities are listed on Exhibit A hereto annexed. LAWPCA agrees that only Acceptable Sludge produced from the Lincoln Street Treatment Plant will be composted at the Facility.

LAWPCA agrees to notify the City Manager when it becomes aware that one of the industrial users of the LAWPCA Treatment Plant has violated the specified pretreatment standards as set forth in 40 C.F.R. Part 403. LAWPCA agrees to take appropriate enforcement action, as authorized by 40 C.F.R. Part 403, to correct violations of the applicable pretreatment standards.

LAWPCA further agrees to notify the City Manager when it becomes aware that it has violated any provision of its state or federal waste discharge license.

Bulking Agents to be used in the composting process may include any regionally available materials which do not unreasonably adversely affect the quality of the compost or the economics of the operation. LAWPCA agrees, in accordance with the study and evaluations required under Article VIII section 5 of this Agreement, to work with the City, in utilizing yard and leaf waste, and any other regionally available materials, as all or a portion of the Bulking Agents required for the Sludge composting Facility operation.

LAWPCA agrees that the Facility shall be operated in compliance with all state and federal laws and regulations and local ordinances, including the Environmental Performance Standards adopted by the City, and will not become a private or public nuisance as a result of noise, odor, fumes or otherwise. LAWPCA also agrees that the Facility shall be operated in such a manner that it will not violate any state, federal, or local health standard.

LAWPCA agrees that the Facility will be maintained in good repair including provision for an adequate reserve of any and all spare and replacement parts such that the Facility will be operated in accordance with the Agreement. The City shall have the right to enter the Site at reasonable times for the purpose of assuring that LAWPCA is complying with the terms of this Agreement.

ARTICLE XI – INSURANCE AND INDEMNIFICATION

A. LAWPCA shall provide, at its own expense, motor vehicle liability insurance, to insure the motor vehicles used

by LAWPCA in conjunction with the Facility, and comprehensive general liability insurance, exclusive of so-called pollution insurance, with limits of not less than Three Hundred Thousand Dollars (\$300,000) for each occurrence and Six Hundred Thousand Dollars (\$600,000) general aggregate. Such insurance shall provide that coverage shall not be cancelled without thirty (30) days prior written notice to the City and LAWPCA and LAWPCA shall obtain appropriate endorsements to assure that LAWPCA's liability under its indemnity in Article XI paragraph B

is covered under the motor vehicle and general liability policies. On the date the Agreement is executed, LAWPCA shall forward a copy of the general liability and motor vehicle policies, with appropriate endorsements, to the City Manager.

B. LAWPCA shall defend, indemnify and hold harmless the City and its respective officials, agents and employees (the “City employees”) from and against all losses, costs, damages and expenses (including reasonable attorneys’ fees) incurred by the City or the City employees arising out of any claim, action, demand or liability threatened or asserted against the City or the City employees relating in any way to the Facility including, without limitation, the design, construction, maintenance or operation of the Facility or the transportation of the Sludge, the Bulking Agents or the composted material. LAWPCA specifically agrees to defend and indemnify the City and the City employees from any claims brought against them by

employees of LAWPCA or employees of any subcontractor of LAWPCA for injuries allegedly suffered during the course of their employment. Provided, nevertheless, that to the extent such injury is caused by any willful or negligent act or omission by the City, LAWPCA shall have a right of contribution against the City.

ARTICLE XII – BINDING EFFECT

This Agreement shall be binding upon and inure to the benefit of the parties to this Agreement and their respective successors and assigns.

ARTICLE XIII – OTHER DOCUMENTS

Each party promises and agrees to execute and deliver any instruments and to perform any acts which may be necessary or reasonably required in order to give full effect to this Agreement.

ARTICLE XIV – CAPTIONS AND HEADINGS HEREIN

The captions and headings in this Agreement are for ease of reference and do not constitute a part of this Agreement.

ARTICLE XV – SEVERABILITY

In the event any covenant, condition or provision of this Agreement is held to be invalid or unenforceable by a final judgment of a court of competent jurisdiction, or by any other tribunal, board, or other entity, the decision of which is binding upon the parties and which becomes final, such invalidity or unenforceability shall in no way affect any of the other covenants, conditions or provisions of this Agreement.

ARTICLE XVI – APPLICABLE LAW

The laws of the State of Maine shall govern the validity, interpretation, construction and performance of this Agreement.

ARTICLE XVII – AMENDMENT OF AGREEMENT

No amendment to this Agreement may be made unless it is in writing and signed by both parties.

ARTICLE XVIII – NONDISCRIMINATION

The parties agree that the terms of this Agreement will be performed in a manner which allows equal opportunity and which shall not discriminate on the basis of age, race, religion, color, creed, sex, sexual preference, disability, financial status or national origin: (a) in the persons served or in the manner of service; or (b) in the hiring, assignment, promotion, salary determination or other conditions of employment.

ARTICLE XIX – NOTICE

All notices required or permitted to be given or furnished under this Agreement by either party to the other shall be in writing and shall be deemed sufficiently given and served upon the other party if hand delivered or sent postage prepaid, addressed as follows: if to the City: City Manager, 45 Spring Street, Auburn, Maine 04210; if to LAWPCA: Director, 535 Lincoln Street, Lewiston, Maine 04240.

Said notice shall be deemed given when mailed. By notice given in conformity with this article, each party shall have the right, from time to time, to designate a different person or address to whom or to which notice shall be given.

ARTICLE XX – SURVIVAL OF TERMS

No performance or duty required or allowed by the terms of this Agreement shall be merged in the duty or performance of another term.

ARTICLE XXI – ARBITRATION

Any dispute arising under this Agreement shall be resolved by arbitration in accordance with the rules of the American Arbitration Association. The arbitration proceeding shall be held

in Auburn, Maine and each party shall pay its own costs of the proceeding plus one half the costs and charges of the arbitrators.

ARTICLE XXII – ENTIRE AGREEMENT

This Agreement sets forth the entire understanding of the parties with respect to the subject matter hereof and supersedes all prior understandings and Agreements between the parties, and may be altered or amended only by a writing signed by the parties.

City of Auburn

Mayor

Lewiston-Auburn Water
Pollution Control Authority

Clayton Richardson
Engineer/Director

WPPJEB/88

EXHIBIT A

February 14, 1992

The towns listed below are permitted to send domestic septic and holding tank wastes for treatment to the Lewiston-Auburn Water Pollution Control Authority:

Albany

Auburn

Bowdoin

Bridgton

Buckfield

Durham

Gray

Greene

Greenwood

Harrison

Hebron

Leeds
Lewiston
Lisbon
Livermore
Mason
Mechanic Falls
Milton Plantation
Minot
New Gloucester
Norway
Otisfield
Oxford
Poland
Pownal
Sabattus
Turner
Wales
Waterford
West Paris
Woodstock



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: May 18, 2020

Author: Zachary Lenhert

Subject: 2020-2024 Community Development Consolidated Plan and PY2020 Annual Action Plan

Information: Attached is the Community Development Program 5-year consolidated Plan and Annual Action Plan for PY2020. The Consolidated Plan's community needs and goals have been based on the Auburn Strategic Plan adopted last year.

The proposed budget for Community Development Block Grant is \$909,447 and the HOME Investment Partnerships Program budget total \$737,367. These budgets will implement the first year of strategies and outcomes for the 2020-2024 Consolidated Plan.

City Budgetary Impacts: The salaries in this budget include funding Economic and Community Development staff. Projects that are eligible and undertaken with HUD funds reduces the impact on the general fund.

Staff Recommended Action: Review proposed Consolidated Plan and Annual Action Plan and offer comments.

Previous Meetings and History: March 2, 2020 Council Workshop – Goals were adopted

City Manager Comments:

I concur with the recommendation. Signature:

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

Attachments: 2020-2024 Consolidated Plan Draft
PY2020 Annual Action Plan and Budget

City of Auburn, Maine

2020-2024 Consolidated Plan DRAFT

I. Overview

This is the 2020-2024 Consolidated Plan for the City of Auburn and City of Lewiston Community Development Block Grant (CDBG) Programs and HOME Investment Partnerships (HOME) Program. Each City administers its own CDBG program, and Auburn administers the HOME program for both cities (an arrangement referred to as a consortium).

The mission of the CDBG and HOME programs in Auburn is to make the city a better place to live.

The City of Auburn receives roughly \$550,000 dollars per year from the Community Development Block Grant (CDBG) program, and the HOME consortium receives about \$490,000 dollars a year, split with the City of Lewiston, from the HOME program. In addition, there are funds that come into these programs each year from the repayment of loans made in prior years, or from funds otherwise reprogrammed. The City of Auburn CDBG program has emphasized providing loans rather than grants in past years. As a result of following this practice over many years, Auburn now benefits from a steady flow of payments, even in years when federal allocations are cut. This year, for example, the total of CDBG and HOME funds available through program income are expected to be around \$300,000.

The national purpose of the CDBG program is "... the development of viable urban communities, by providing decent housing and a suitable living environment, and expanding economic opportunities principally for persons of low and moderate income." The national purpose of the HOME program is "to create affordable housing for low-income households."

CDBG funds are targeted to areas of the community in which there is a high proportion of low and moderate income people and to housing throughout the jurisdiction that serves the target population. The uses of the funds are limited to housing improvements, elimination of blight, infrastructure improvements, job creation, and social services. So long as the national test is met, there is considerable flexibility in the use of the funds, although social service spending has a cap of 15% of available program funds.

While \$1 million may seem a lot of money, it goes quickly when spent on construction projects, such as housing, lead abatements, roads and sidewalks. For this reason, the strategic plan identifies supporting activities that the City Council in Auburn could take in the coming five years to complement and leverage CDBG spending. The leverage need not be money; city code and policy changes can also have a beneficial impact on housing conditions in Auburn.

The City of Auburn's consolidated plan has FOUR high priority goals that align with the recently adopted Strategic plan:

- 1. Provide Safe and Affordable Housing:** Increase, maintain, and improve the supply of safe, lead-free, and affordable housing for individuals and families with extremely low to moderate incomes.
 - a. Growth 5 – Housing: Efficiently utilize current housing stock and sustainable targeted residential development that supports and attracts growth, residents and workforce.
- 2. Promote Economic Opportunities:** Create economic opportunities for individuals and families with low to moderate incomes.
 - a. Quality 1 – Employment Opportunities: Attract quality businesses by creating an environment where business can succeed. Collaborate with existing partners to ensure and foster a sustainable and satisfying lifestyle.
 - b. Quality 2 – Education: Continue to improve access to training programs designed to address workforce gaps; provide diverse, well-rounded education by partnering with available resources and businesses. Protect funding and support for educators, facilities, and accessibility.
- 3. Improve Public Infrastructure and Facilities and Eliminate Blight:** Preserve and improve public facilities and infrastructure that serve low to moderate-income neighborhoods or special needs residents and prevent or eliminate blight.
 - a. Growth 1 – Recreation/Natural Resources: Create, support and market an accessible, connected, and diverse network of recreation and natural resources that provides both destinations and pathways for residents and visitors.
 - b. Growth 2 – Downtown & Business Park: Develop clear identities for Auburn's downtown and industrial park that considers scale, connectivity, use (including mixed) and integrity to maximize their appeal.
 - c. Growth 4 – Directed Public Infrastructure: Invest in and maintain the infrastructure necessary to provide a sustainable, safe and livable environment.
 - d. Quality 3 – Community Connections: Support all residents by fostering a sense of unity while honoring diversity & coordinating community resources and assets to provide wraparound support to all residents.
 - e. Quality 5 – Entertainment/Cultural Opportunities & Historic Preservation: Recognize the value of historic, cultural, and artistic assets and activities in enriching people's lives and promoting community life. Support the development of future opportunities in culture and the arts.

- 4. Provide Essential Services:** Provide essential public services to improve quality of life for individuals and families with low-moderate incomes, including presumed benefit populations of abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS and migrant farm workers.
- a. Growth 3 – Education: Develop education strategies for all stages of life that are dynamic, innovative, and collaborative to develop a foundation for economic and personal development.
 - b. Quality 1 – Employment Opportunities: Attract quality businesses by creating an environment where business can succeed. Collaborate with existing partners to ensure and foster a sustainable and satisfying lifestyle.
 - c. Quality 2 – Education: Continue to improve access to training programs designed to address workforce gaps; provide diverse, well-rounded education by partnering with available resources and businesses. Protect funding and support for educators, facilities, and accessibility.
 - d. Quality 3 – Community Connections: Support all residents by fostering a sense of unity while honoring diversity and coordinating community resources and assets to provide wraparound support to all residents.
 - e. Quality 5 – Entertainment/Cultural Opportunities & Historic Preservation: Recognize the value of historic, cultural, and artistic assets and activities in enriching people’s lives and promoting community life. Support the development of future opportunities in culture and the arts.

II. Citizen Participation

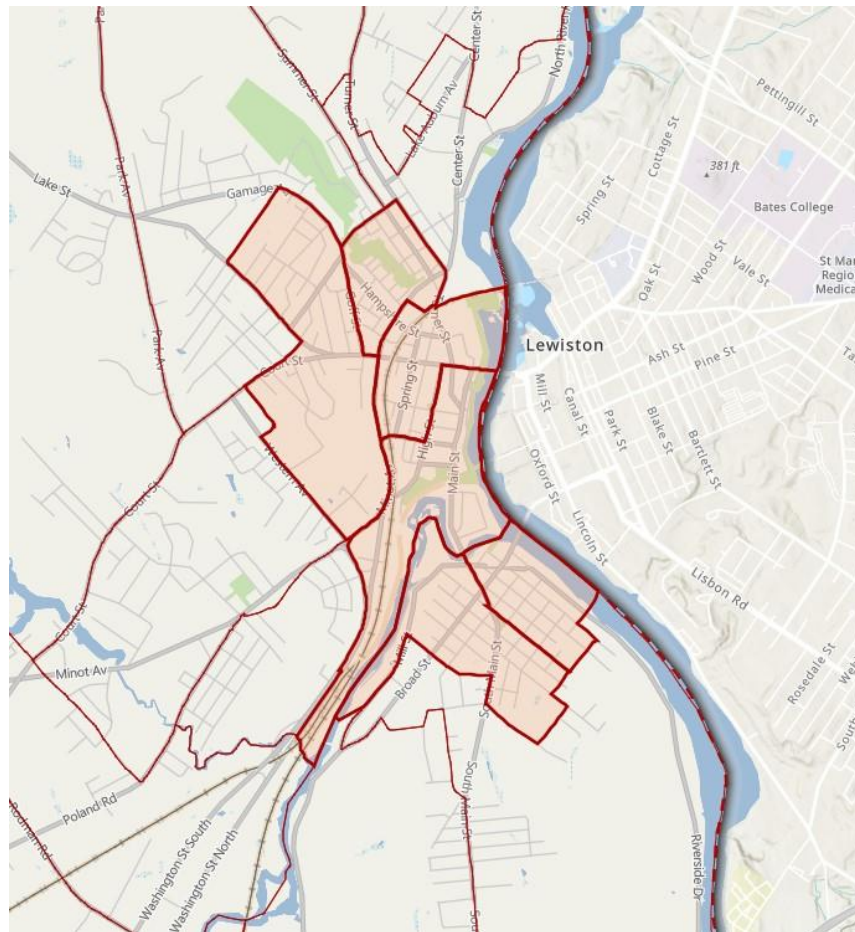
The purpose of the Citizen’s Advisory Committee is to assist in developing the Consolidated Plan and to monitor progress on achieving the goals and objectives of the plan. The committee will be made of up to 6 Auburn residents and 1 City Councilor, total of 7 members. Members include Auburn residents with interests and backgrounds in understanding the needs of low-income persons and special needs populations, human services, affordable housing, real estate development, and program management.

The Citizen’s Advisory Committee met six times between February and May of 2020 for the development of the Consolidated Plan. The recently completed Auburn Strategic Plan was created through an extensive public input process which was used to guide the CAC in development of the Consolidated Plan. The Economic and Community Development Department also surveyed local service providers, major employers, and other representatives of community agencies in conjunction with Lewiston.

The CAC had two meetings in February in which they reviewed the CDBG and HOME programs, elected a Chairperson, and developed the goals of the Plan. In March, the CAC scored presentations from public service grant applicants and began review of the budget. The CAC approved the Consolidated Plan and Annual Action Plan budget in its meeting on May 5, 2020.

III. Geographic Priorities

Census tracts and blocks: 010100-1, 010100-2, 010300-1, 010300-2, 010500-1, 010500-2



The primarily low- to moderate- income census blocks are in the City of Auburn's downtown urban core. The City seeks to coordinate investment in the area between multiple initiatives; the New Auburn Downtown plan, multiple TIFs, traffic and rail studies, and complete street plans are all aimed at the area. These census blocks are where the City plans to invest public infrastructure funds targeted to the low- to moderate- income populations that reside there. Priorities include walkability activities, parks and gardens, and other infrastructure that improves the quality of life of the residents.

IV. Priority Needs

1	Priority Need Name	Provide Safe and Affordable Housing
	Priority Level	High
	Population	Extremely Low; Low; Moderate; Large Families; Families with Children; Elderly; Public Housing Residents; Chronic Homelessness; Individuals; Mentally Ill; Chronic Substance Abuse; Veterans; Victims of Domestic Violence; Unaccompanied Youth; Elderly; Frail Elderly; Persons with Mental Disabilities; Persons with Physical Disabilities; Persons with Developmental Disabilities; Persons with Alcohol or Other Addictions; Persons with HIV/AIDS and their Families
	Geographic Areas Affected	Entire jurisdiction
	Associated Goals	Provide Safe and Affordable Housing
	Description	Increase, maintain, and improve the supply of safe, lead-free, and affordable housing for individuals and families with extremely low to moderate incomes.
	Basis for Relative Priority	The most common housing problem facing low to moderate income households in Auburn and Lewiston is cost burden. These families are also likely to experience housing problems such as lead paint.

2	Priority Need Name	Promote Economic Opportunities
	Priority Level	High
	Population	Extremely Low; Low; Moderate; Large Families; Families with Children; Elderly; Public Housing Residents; Chronic Homelessness; Individuals; Mentally Ill; Chronic Substance Abuse; Veterans; Victims of Domestic Violence; Unaccompanied Youth; Elderly; Frail Elderly; Persons with Mental Disabilities; Persons with Physical Disabilities; Persons with Developmental Disabilities; Persons with Alcohol or Other Addictions; Persons with HIV/AIDS and their Families

	Geographic Areas Affected	Entire jurisdiction
	Associated Goals	Promote Economic Opportunities
	Description	Create economic opportunities for individuals and families with low to moderate incomes
	Basis for Relative Priority	The most common housing problem facing low to moderate income households in Auburn and Lewiston is cost burden. More economic opportunities will allow households to earn a livable wage.

3	Priority Need Name	Improve Public Infrastructure and Facilities and Eliminate Blight
	Priority Level	High
	Population	Extremely Low; Low; Moderate; Large Families; Families with Children; Elderly; Public Housing Residents; Chronic Homelessness; Individuals; Mentally Ill; Chronic Substance Abuse; Veterans; Victims of Domestic Violence; Unaccompanied Youth; Elderly; Frail Elderly; Persons with Mental Disabilities; Persons with Physical Disabilities; Persons with Developmental Disabilities; Persons with Alcohol or Other Addictions; Persons with HIV/AIDS and their Families
	Geographic Areas Affected	Entire jurisdiction
	Associated Goals	Improve Public Infrastructure and Facilities and Eliminate Blight
	Description	Preserve and improve public facilities and infrastructure that serve low to moderate-income neighborhoods or special needs residents and prevent or eliminate blight.
	Basis for Relative Priority	The City of Auburn Strategic Plan identified investments in public infrastructure as “necessary to provide a sustainable, safe and livable environment.”

4	Priority Need Name	Provide Essential Services
	Priority Level	High

	Population	Extremely Low; Low; Moderate; Large Families; Families with Children; Elderly; Public Housing Residents; Chronic Homelessness; Individuals; Mentally Ill; Chronic Substance Abuse; Veterans; Victims of Domestic Violence; Unaccompanied Youth; Elderly; Frail Elderly; Persons with Mental Disabilities; Persons with Physical Disabilities; Persons with Developmental Disabilities; Persons with Alcohol or Other Addictions; Persons with HIV/AIDS and their Families
	Geographic Areas Affected	Entire jurisdiction
	Associated Goals	Provide Essential Services
	Description	Provide essential public services to improve quality of life for individuals and families with low-moderate incomes, including presumed benefit populations of abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS and migrant farm workers.
	Basis for Relative Priority	The City of Auburn Strategic Plan identified multiple essential services that foster sustainable living environments

V. Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	Public-federal	Acquisition; Admin and Planning; Economic Development; Housing; Public Improvements; Public Services	\$569,447	\$200,000	\$140,000	\$909,447	\$2,277,600	Funds will be used to provide safe affordable housing, promote economic opportunities, invest in public infrastructure and remove blight, and provide essential services.
HOME	Public-federal	Acquisition; Homebuyer assistance; Homeowner rehab; Multifamily rental-new construction; Multifamily rental-rehab; New construction for ownership; TBRA	\$491,476	\$80,000	\$390,000	\$961,476	\$1,966,000	Funds will be used to provide safe affordable housing.

Federal funds will be leveraged with additional resources in multiple ways. CDBG and HOME funds are often matched with Federal and State Lead Grant program funds for housing rehab. Housing rehabilitation projects also require an owner match.

Local TIF funds are leveraged with CDBG to provide public infrastructure such as walkability projects.

HOME funds may be leveraged with LIHTC and TIFs to develop affordable housing when feasible.

Undeveloped tax acquired lots may be identified for uses that address the needs of the plan as arises. The City of Auburn has tax acquired the Saint Louis Church building and is seeking uses and preservation that may include CDBG funds.

The Parks and Recreation Department controls many properties used to address the needs of the plan. The many parks and green spaces in the low-mod areas, the Senior Center, and the PAL Center. The Community Gardens are also operated on publicly owned land.

VI. Institutional Delivery Structure

Responsible Entity	Responsible Entity Type	Role	Geographic Area Served
City of Auburn Community Development	Government	Economic Development Ownership Planning Rental neighborhood improvements public facilities public services	Jurisdiction
City of Lewiston Economic and Community Development	Government	Economic Development Ownership Planning Rental neighborhood improvements public facilities public services	Jurisdiction
Auburn Housing Authority	PHA	Public housing Rental	Region

The cities of Auburn-Lewiston community leaders and residents are interested in implementing Consolidated Plan programs that are not obstructed by internal or external institutional challenges; committed to identifying gaps and barriers within the delivery system; and working together to create a plan to solve them. The City of Auburn's Department of Economic and Community Development (ECD) is the lead agency for the implementation of the Community

Development Block Grant including: research, coordination, compilation of the Five-Year Consolidated Plan, annual Action Plans, the Consolidated Annual Performance and Evaluation Report (CAPER), and compliance review of CDBG-funded projects. ECD is also the lead agency of the Auburn-Lewiston Consortium in charge of administering and monitoring HOME funds.

Private, non-profit and faith-based organizations within the jurisdiction work collaboratively in the areas of housing, homeless services, food security, education, employment, job training, community service and economic development. Strong committed partners and effective programs within the institutional delivery system develop and undertake critically needed community development activities targeted to homeless persons, the elderly, illiterate, and other presumed benefit populations

Many of the institutions that administer these programs have experienced a significant loss off institutional knowledge the past five years. This loss of knowledge, combined with changing federal regulations, requires that these institutions review and publish administrative processes and guidelines.

Availability of services targeted to homeless persons and persons with HIV and mainstream services

Homelessness Prevention Services	Available in the Community	Targeted to Homeless	Targeted to People with HIV
Homelessness Prevention Services			
Counseling/Advocacy	X		
Legal Assistance	X		
Mortgage Assistance	X		
Rental Assistance	X		
Utilities Assistance	X		
Street Outreach Services			
Law Enforcement	X		
Mobile Clinics			
Other Street Outreach Services			
Supportive Services			
Alcohol & Drug Abuse	X		
Child Care	X		
Education	X	X	
Employment and Employment Training	X	X	
Healthcare	X		
HIV/AIDS			
Life Skills	X	X	
Mental Health Counseling	X		
Transportation	X		

Other			
Other			

The Lewiston Auburn Alliance for Services to the Homeless (LAASH) is a diverse group of local homeless advocacy agencies that works to improve access to services and housing for persons who are homeless or at risk, shares information and strengthens cooperation among local agencies and homeless providers, identifies gaps in services, increases public awareness about homeless issues, and seeks funding to service the homeless and at-risk.

LAASH identified difficulty locating assistance and navigating services (including for health, mental health, employment, and housing) as a problem for homeless persons, particularly for families and domestic violence survivors. A general population shelter that participates in HMIS was also identified as a need in the community

Homeless service providers describe the challenge of keeping people housed, and the need for case management to help with jobs, budgets and basic needs. For persons without a mental health or disability diagnosis, supportive services can be difficult to access unless there is a crisis.

LAASH and its member groups are committed to raising awareness of homelessness and the need for more resources. The gaps in service will be difficult to address without strong community buy-in. CDBG Public Service grants are available to agencies that provide essential services.

VII. Goals Summary

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Provide Safe and Affordable Housing	2020	2024	Affordable Housing Homeless	City Wide	Provide Safe and Affordable Housing	CDBG: HOME:	Rental units rehabilitated:100 Household Housing Units Homeowner Housing Rehabilitated:50 Household Housing Units Rental units constructed: 0 Tenant-based rental assistance/Rapid rehousing:125
2	Improve Public Infrastructure and Facilities and Eliminate Blight	2020	2024	Non-Housing Community Development	Low/Mod Census Blocks	Improve Public Infrastructure and Facilities and Eliminate Blight	CDBG:	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit:4000 Persons Assisted
3	Promote Economic Opportunities	2020	2024	Non-Housing Community Development	City Wide	Promote Economic Opportunities	CDBG:	Jobs created/retained: 10 Businesses assisted: 10
4	Provide Essential Services	2020	2024	Non-Housing Community Development	City Wide	Provide Essential Services	CDBG:	Public service activities other than low/moderate-income housing benefit: 1200

Goal Descriptions

1	Goal Name	Provide Safe and Affordable Housing
	Goal Description	<p>Increase, maintain, and improve the supply of safe, lead-free, and affordable housing for individuals and families with extremely low to moderate incomes.</p> <p>Auburn Strategic Plan:</p> <p>Growth 5 – Housing: Efficiently utilize current housing stock and sustainable targeted residential development that supports and attracts growth, residents and workforce.</p>
2	Goal Name	Improve Public Infrastructure and Facilities and Eliminate Blight
	Goal Description	<p>Preserve and improve public facilities and infrastructure that serve low to moderate-income neighborhoods or special needs residents and prevent or eliminate blight.</p> <p>Auburn Strategic Plan:</p> <p>Growth 1 – Recreation/Natural Resources: Create, support and market an accessible, connected, and diverse network of recreation and natural resources that provides both destinations and pathways for residents and visitors.</p> <p>Growth 2 – Downtown & Business Park: Develop clear identities for Auburn’s downtown and industrial park that considers scale, connectivity, use (including mixed) and integrity to maximize their appeal.</p> <p>Growth 4 – Directed Public Infrastructure: Invest in and maintain the infrastructure necessary to provide a sustainable, safe and livable environment.</p> <p>Quality 3 – Community Connections: Support all residents by fostering a sense of unity while honoring diversity & coordinating community resources and assets to provide wraparound support to all residents.</p> <p>Quality 5 – Entertainment/Cultural Opportunities & Historic Preservation: Recognize the value of historic, cultural, and artistic</p>

		assets and activities in enriching people's lives and promoting community life. Support the development of future opportunities in culture and the arts.
3	Goal Name	Promote Economic Opportunities
	Goal Description	<p>Create economic opportunities for individuals and families with low to moderate incomes.</p> <p>Auburn Strategic Plan:</p> <p>Quality 1 – Employment Opportunities: Attract quality businesses by creating an environment where business can succeed. Collaborate with existing partners to ensure and foster a sustainable and satisfying lifestyle.</p> <p>Quality 2 – Education: Continue to improve access to training programs designed to address workforce gaps; provide diverse, well-rounded education by partnering with available resources and businesses. Protect funding and support for educators, facilities, and accessibility.</p>
4	Goal Name	Provide Essential Services
	Goal Description	<p>Provide essential public services to improve quality of life for individuals and families with low-moderate incomes, including presumed benefit populations of abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS and migrant farm workers.</p> <p>Auburn Strategic Plan:</p> <p>Growth 3 – Education: Develop education strategies for all stages of life that are dynamic, innovative, and collaborative to develop a foundation for economic and personal development.</p> <p>Quality 1 – Employment Opportunities: Attract quality businesses by creating an environment where business can succeed. Collaborate with existing partners to ensure and foster a sustainable and satisfying lifestyle.</p>

		<p>Quality 2 – Education: Continue to improve access to training programs designed to address workforce gaps; provide diverse, well-rounded education by partnering with available resources and businesses. Protect funding and support for educators, facilities, and accessibility.</p> <p>Quality 3 – Community Connections: Support all residents by fostering a sense of unity while honoring diversity and coordinating community resources and assets to provide wraparound support to all residents.</p> <p>Quality 5 – Entertainment/Cultural Opportunities & Historic Preservation: Recognize the value of historic, cultural, and artistic assets and activities in enriching people’s lives and promoting community life. Support the development of future opportunities in culture and the arts.</p>
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Estimate of the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.315(b)(2)

Auburn Rental Housing assistance:	100 units
Extremely Low Income:	44%/44 units
Very Low Income:	49%/49 units
Low-Moderate Income:	7%/7 units
Auburn Homeownership assistance:	50 units
Extremely Low Income:	0%/0 units
Very Low Income:	25%/13 units
Low-Moderate Income:	75%/37 units

VIII. Lead-based Paint Hazards

Due to older than average housing stock and lack maintenance, Auburn and Lewiston has one of the highest childhood lead poisoning rates in the State of Maine. While Auburn and Lewiston have historically shared a federal lead-paint grant, this year only census blocks in Lewiston qualified for another grant. Lewiston will continue to utilize its lead paint grant to reduce lead paint hazards. Auburn plans on utilizing State of Maine Housing lead funds and pursuing its own lead paint grants with the assistance of Healthy Androscoggin.

CDBG/HOME strategy

1. Provide grants, deferred loans, and low-interest loans for the rehabilitation of owner and rental housing that is occupied by low and moderate income households
2. Provide matching funds to implement federal grants to reduce childhood lead poisoning
3. Make funds available in the form of grants or loans to develop new affordable housing units.
4. Provide Community Development staff support to the Lewiston-Auburn Lead Triage Subcommittee
5. Continue to work with community partners and non-profits that address childhood lead poisoning and lead-paint based hazards.

In 2016, the Maine Department of Health and Human Services updated its prior identification of high-risk areas for childhood lead poisoning. This was done by analyzing the distribution of children with blood lead levels of 5 µg/dL and above among Maine towns, using data covering the years 2010-2014 for children less than three years of age (i.e., the children most at risk for childhood lead poisoning). Based on this new analysis, the Department selected the five municipalities or contiguous municipalities with the greatest number of children with lead poisoning as high-risk areas. This updated analysis showed that Lewiston/Auburn, Portland, Biddeford, Bangor, and Augusta are the top high-risk areas.

Lewiston has adopted the federal lead paint safe rules into its local ordinances allowing local code enforcement to respond to lead paint hazards. Both Auburn and Lewiston require that all rehabilitation activities follow lead safe rules and verify contractors are certified.

IX. Anti-Poverty

Poverty remains a problem for Auburn. Nearly 50% of children under the age of 18 and living in the Auburn target area is growing up under poverty.

CDBG/HOME strategy

1. Focus on helping young people growing up in poverty to get the personal and educational skills needed to live a healthy and productive adult life.
 - a. Expand programming for at-risk teenagers that helps them learn work skills, graduate from high school
 - b. Create youth apprenticeship opportunities with local businesses
2. Support low-income adults to successfully provide for themselves and their families through education and development of employment skills including mentoring, work readiness, and job training programs.

The Citizen's Committee reviewed the public service survey, many of whom expressed concern that a large generation of young people was growing up without skills, without adult supports, and without the tools to succeed in the modern economy.

The Committee recognized that this a much larger problem than the Auburn CDBG program can solve. Still they felt that any social services funds that are provided through the program should address the issue of intergenerational poverty by focusing on children, and particularly those that work with the whole family.

X. Monitoring

The City of Auburn Community Development Department will be responsible for monitoring housing and community development projects and ensuring long-term compliance with program requirements. Progress toward achieving the Consolidated Plan's five-year objectives will be reviewed during the preparation of each annual Action Plan and each annual Consolidated Annual Performance and Evaluation Report (CAPER).

COMMUNITY DEVELOPMENT: Monitoring is conducted by Community Development staff and consists of 1) desk monitoring and 2) on-site monitoring. All sub-grants are awarded through a sub-recipient agreement which stipulates requirements of the grant. A monthly/quarterly reporting system is designed to reduce the risk of funding an ineligible activity or having inadequate documentation. With each invoice, sub-recipients are required to submit reports of accomplishments and demographic data on beneficiaries. Sub-recipients are also required to submit time sheets when the grant pays for the cost of employees' salaries. These documents are reviewed prior to payment of invoices. The City will conduct on-site monitoring of half the CDBG sub-recipients in the odd years and half in the even years. For a one-time grant or a first-year grant, the sub-recipient will be monitored prior to the end of the first year. On-site monitoring consists primarily of determining project eligibility and income determinations.

HOME INVESTMENT PARTNERSHIPS PROGRAM: Monitoring of the HOME program consists of desk monitoring of files, occupancy monitoring of the Auburn and Lewiston Homebuyer projects, and general monitoring of Auburn and Lewiston rental projects.

Homebuyer and Homeowner: Project files for Auburn are monitored by the Director when setting up the activity in IDIS.

Homebuyer: Both Auburn and Lewiston homebuyer files are monitored for occupancy every other year. A letter is sent to each homeowner asking that the property financed with HOME funds was being used as their principal residence. Homebuyer monitoring will be repeated in FY2021.

Rental Monitoring: Monitoring of rental projects is on a 2-year cycle with City of Lewiston in the odd years (2015) and City of Auburn in the even years (2016). The Lewiston projects are Maple Street Housing, Bates Street Elderly Housing, Birth Hill Elderly Housing, 81 Ash Street Associates, Blake Street Housing, and The Lofts. The Auburn Projects are Vincent Square Apartments, Webster School Apartments, Franklin School Apartments, 62 Spring Street, 477 Minot Avenue, and 48 Hampshire Street.

Affirmative Marketing: Community Development staff reviews the Affirmative Marketing Plans for rental development projects with 5 or more HOME units. This is done primarily through desk monitoring by having the rental property manager submit list of tenants/demographics, notices of posted vacancies, and an assessment of their efforts, their affirmative marketing plan is updated every 5 years.

FFY 2020
DRAFT ACTION PLAN and BUDGET
COMMUNITY DEVELOPMENT BLOCK GRANT/HOME PROGRAM

The City of Auburn is preparing to submit its 2020 Action Plan with request of funding to the U. S. Department of Housing and Urban Development (HUD). The Action Plan describes the first-year budget and proposed activities for the Community Development Block Grant and HOME Investment Partnerships Programs to carry out the goals and objectives of the 2020-2024 Consolidated Plan.

This Draft 2020 Action Plan process provides for a 5-day comment period. All comments received by the public will be included in the package that is submitted to the City Council. Oral or written comments may be submitted to Zachary Lenhart, Community Development, 60 Court Street, Auburn, ME 04210, tel. 333-6601 ext. 1336, e-mail zlenhart@auburnmaine.gov Comments may also be made during the public comment period to be held on June 1 during the City Council meeting.

2020-2024 CONSOLIDATED PLAN

The proposed 2020-2024 Consolidated Plan identifies many of the community's issues, establishes priorities, and describes how Community Development resources will address these needs. This Consolidated Plan sets forth goals, objectives, and performance benchmarks for measuring progress, and establishes a framework for assessing the programs and projects Auburn will make available for revitalization.

GOALS OF THE 2020-2024 CONSOLIDATED PLAN

These are what the Auburn Community Development program intends to work towards and the measurable outcomes that will be accomplished in this five-year period:

- Goal 1: Provide Safe and Affordable Housing
 - 100 rental units rehabilitated
 - 50 homeowner units rehabilitated
 - 125 households assisted with Tenant-based rental assistance
- Goal 2: Improve Public Facilities and Eliminate Blight
 - 4000 persons affected by improvements and elimination of blight
- Goal 3: Promote Economic Opportunities
 - 10 low-mod microenterprises assisted
 - 10 low-mod jobs created/retained
- Goal 4: Provide essential services
 - 384 persons & 77 households provided with essential services.

2020 FUNDING

Funding for the Community Development Program is primarily from two sources, Community Development Block Grant and HOME Investment Partnerships Program funds. These are entitlement grants which means the City will receive these each year.

Community Development Block Grant Funds: The proposed budget for PY2020 is \$909,447 from the following sources of Community Development funds:

PY2020 Community Development Grant:	\$569,447
Anticipated Program Income:	\$200,000
Carry Over Funds:	\$140,000

Auburn HOME Funds: The proposed budget for FFY2019 is \$737,367 from the following sources of HOME funds:

Auburn portion of PY2020 HOME Grant:	\$257,367
Anticipated Program Income:	\$90,000
Carry Over Funds:	\$390,000

AUBURN COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Source of Funds: U. S. Department of Housing and Urban Development

Program Objective: Development of Viable Urban Communities

- Provide decent housing
- Suitable living environment
- Expand economic opportunities

Eligible Activities

- Acquisition
- Relocation
- Demolition
- Public improvements
- Rehabilitation—commercial and residential
- Public services
- Homeownership assistance
- Lead-based paint reduction
- Fair housing activities
- Planning

70% of expenditures must benefit low-income households

FFY2019 COMMUNITY DEVELOPMENT BUDGET DESCRIPTIONS

STRATEGY: SUPPORT FAIR HOUSING AND INCREASE HOUSING CHOICE

Hold landlord-tenant presentations to disseminate information to landlords and tenants about the rights and responsibilities of each party and the means for assistance in the event of a problem.

1. Fair Housing

Proposed Budget: \$2,000

Description: A requirement of the Community Development Program is that it affirmatively further fair housing principles throughout the community. Auburn will use this resource to disseminate pertinent information to tenants and landlords.

Anticipated Outputs: Landlord-tenant presentation.

STRATEGY: PROVIDE SAFE AFFORDABLE HOUSING

- *Provide grants, deferred loans, and low-interest loans for the rehabilitation of owner and rental housing that is occupied by low and moderate-income households;*
- *Provide matching funds to available lead grants grant to reduce childhood lead poisoning;*
- *Provide Community Development staff support to the Lewiston-Auburn Lead Subcommittee to assist with implementation of the 5-Year Strategic Action Plan for the Reduction of Childhood Lead Poisoning in the Cities of Auburn and Lewiston.*
- *Provide financial assistance to encourage exterior as well as health and safety improvements.*

2. Rehabilitation Loan Program

Proposed Budget: \$400,000

Project Delivery Costs: \$70,000

Description: Funds will be used to provide loans under the Rehabilitation Loan Program to upgrade residential buildings, increase curb appeal, address code violations, weatherize homes, and to provide a loan match to the Lead Hazard Reduction Grant. The Rehabilitation Program helps to maintain and upgrade the quality of housing and assists low-income property owners and investors to address housing problems. The program also helps to increase or stabilize the tax base, provides an economic stimulus for contractors and suppliers, eliminates lead hazards, and prevents properties from becoming blighting influences in the more densely populated neighborhoods.

The Project delivery costs covers staff salaries, benefits, supplies and equipment to implement the program. This does not count against the Administrative Cap.

Anticipated Outputs: 35 rental units rehabilitated

3. Lead Testing and Clearance

Proposed Budget: \$5,000

Description: Funds will be used to cover the cost of performing lead clearances in buildings that have been rehabilitated with federal funds. These funds will be used only for projects where there are no Lead Grant funds involved. One of the requirements imposed by Title X is that a property that is rehabilitated with federal funds must be lead safe that is documented through a clearance test. These funds pay for the contractor to take samples and have the sample analyzed by a certified lab.

Anticipated Outputs: 15 lead tests

4. Safe Voices

Request: \$12,000

Proposed Budget: \$10,000

Project Description: Funds will be used to pay the shelter worker salaries to provide services to families experiencing domestic violence and homelessness to develop skills for self-sufficiency. The shelter serves women and children who are victims of domestic violence. The shelter is open 24 hours, 365 days each year with day and evening staff. Their clients are usually forced to leave behind most of their possessions and many lose their jobs when they come to the shelter. The ongoing case management services and connections to community resources help them to increase their income and non-cash benefits for overall housing stability which helps to prevent the reoccurrence of homelessness. The shelter advocate will assist the

family by developing self-sufficiency skills, connect them with resources such as work ready training and job skills.

Anticipated Output: 75 Auburn residents

5. Tedford Housing

Request: \$7,000

Proposed Budget: \$7,000

Description: Funds will be used to pay for case management services for a supportive housing project in Auburn. Tedford Housing operates a permanent supportive housing for formerly homeless single adults. Services will help these individuals to improve quality of life and remain living independently. Without these services, many formerly homeless families fail to maintain housing. Tenants tend to have been homeless two or more times for an extended period. They typically have a disability and have frequent physical health challenges. Each person will be evaluated and have a plan of care. Additionally, the plan will identify opportunities to move towards a volunteering activity, academic courses or training.

Anticipated Output: 7 formerly chronically homeless persons

STRATEGY: PROMOTE ECONOMIC OPPORTUNITIES

Assist small businesses to start up, succeed and grow through

- *Loans to support job creation for low-income people anywhere in the City.*

6. Economic Development Programs

Proposed Budget: \$100,000

Small Business Job Creation: Funds will be used to provide forgivable loans to expanding small businesses or to business start-ups that require gap funding and meet the public benefit requirements. Funds can be used for working capital, equipment or inventory purchase, or building improvements. The program will require that applicants create jobs in the community, primarily benefiting low- and moderate-income persons.

Anticipated Outputs: 3 jobs created

Microenterprise assistance: Funds will be used to provide forgivable loans to microenterprises owned by eligible low/mod income household. Funds can be used for working capital, equipment or inventory purchase, or building improvements up to \$2k.

Anticipated Outputs: 1 business assisted

STRATEGY: IMPROVE PUBLIC INFRASTRUCTURE AND FACILITIES AND ELIMINATE BLIGHT

- *Enhance physical infrastructure that serves eligible populations.*
- *Improve walkability in the downtown;*
- *Remove blighted unsafe structures*

7. Boys and Girls Club

Proposed Budget: \$100,000

Description: The City of Auburn maintains a lease with the Boys and Girls Club for the use of the building at 43 Second Street. The City is responsible for repair of major building systems including the roof. The current roof system is at the end of its lifespan and needs to be replaced.

The project qualifies because much of the population served by the Boys and Girls Club meets eligibility requirements.

Anticipated Output: 1 new roof

8. New Auburn raised crosswalk

Proposed Budget: \$45,000

Description: CDBG funds will be used to install a raised crosswalk outside of the Boys and Girls Club. This area becomes dangerous when children are leaving the building and parents are picking up their children. A raised crosswalk will slow down traffic and make the area safer for pedestrians.

Anticipated Output: 1 raised crosswalk

9. Neighborhood Challenge Grants

Proposed Budget: \$15,000

Description: Funds will be used in increments of \$1,000 up to \$10,000 to provide funding for projects that will enhance neighborhoods. Increased safety, beautification and improved parks are the goals. The budget amount of \$15,000 will be awarded to applicants for projects of \$1,000 or more up to \$10,000. City staff will assist the applicants with the development of the projects.

Anticipated Output: dependent on the applications received

STRATEGY: PROVIDE ESSENTIAL SERVICES

Focus on helping young people growing up in poverty to get the personal and educational skills needed to live a healthy and productive adult life.

Support low-income adults to successfully provide for themselves and their families through education and development of employment skills including mentoring, work readiness, and job training.

10. Androscoggin Head Start and Child Care

Promise Early Education Extended Care Program

Request: \$10,000

Proposed Budget: \$8,000

Project Description: Funds would provide social services for families enrolled in head start at Webster School and other sites. Services are available to economically disadvantaged children whose parents are working or in job training. These services assist families in meeting their basic needs, provide parent training, provide information and referrals, develop a strategy to maintain or attain economic independence, and provide crisis intervention. These services facilitate families' efforts to maintain or obtain financial independence from assistance and help children achieve school readiness.

Anticipated Output: 45 Auburn families

11. Literacy Volunteers of America/Androscoggin

Literacy Services for Adults & Families

Request: \$8,992

Proposed Budget: \$8,000

Project Description: Funds will be used to help recruit, train and support volunteers to provide tutoring to illiterate adults and families. The Adult Literacy Program provides one-on-one tutoring for reading, writing, and basic math for adults and families in Androscoggin County who are at the lowest two literacy levels. They also offer one-on-one tutoring for English speakers of other languages. The focus is to help adults with low literacy skills and immigrants gain critical reading, writing, and math skills that will help with employability. 90% of their students' primary goal is to obtain a job, pass a job-related test, or participate in career training.

Anticipated Output: 95 Auburn residents

12. Auburn Police Department

Work with Me

Request: \$88,622

Proposed Budget: \$45,000

Description: Auburn Police Department will work collaboratively with Auburn School Department, Central Maine Community College, and Community Concepts, Inc. Bridges Out of Poverty initiatives to provide case management for at-risk youth ages 15-19. Funds will be used to cover the program coordinator's salary, student intern and PAL summer intern stipends, and College Mentor Stipends.

Anticipated Output: 45 Auburn youth

13. Auburn Recreation Department

Recreation Scholarships

Request: \$50,000

Proposed Budget: \$12,000

Description: Support families who are involved in education or working by providing summer day care for their children. Funds will pay for grants to 30 children. Funds will pay for scholarships, approximately \$500 per child.

Anticipated Output: 24 Scholarships

14. St. Mary's Nutrition Center – Community Garden Coordinator

Request: \$11,640

Proposed Budget: \$10,000

Description: Funds will be used to support a garden coordinator and a neighborhood garden champion for the Webster Street and the Newbury Street gardens for the season beginning in April 2021. Community gardens encourage people to improve their health, stretch their food dollars, learn about growing vegetables, and provide a place where neighbors can meet to engage in a positive way. The garden coordinator will be supervised by St. Mary's Nutrition Center which will be considered an in-kind match. This allocation will count towards the Public Service Cap in the 2020 budget

Anticipated Output: 70 households supported

15. Community Youth Services

Request: \$20,000

Proposed Budget: \$10,000

Description: Funds will be used to lease a larger space for the Community Youth Services program at the YMCA. Community Youth Services addresses issues of at-risk youth through job

training, financial literacy training, and mentoring. CYS works with the Auburn School Department to provide alternative suspension programs.

Anticipated Output: 100 at-risk youth served.

CDBG ADMINISTRATION

16. Program Administration

Proposed Budget: \$122,000

Project Description: Funds will be used for salaries and benefits for staff, goods and services, and office supplies needed to carry out administration of the CDBG program.

HOME INVESTMENT PARTNERSHIPS PROGRAM

Source of Funds: U. S. Department of Housing and Urban Development

Objective: Housing

- Expand supply of decent, safe, sanitary, and affordable housing
- Strengthen public-private partnerships
- Development of rental housing

Eligible Activities

- Rehabilitation of owner-occupied housing
- Rental housing development
- Homebuyer assistance
- Tenant-based rental assistance

**100% of these funds must be spent on housing activities
that benefit low-income households**

PY2020 BUDGET DESCRIPTIONS

STRATEGY: PROVIDE SAFE AFFORDABLE HOUSING

- *Financial help for down payments and financial counseling for low-moderate income renter households seeking to purchase a first home in Auburn;*
- *Provide grants, deferred loans, and low-interest loans for the rehabilitation of owner and rental housing that is occupied by low and moderate-income households;*
- *Support homeless people first with housing, then with services to help them provide for themselves and their families through work readiness training and job skill development.*
- *Provide staff support to Lewiston-Auburn Alliance for Services to the Homeless (LAASH) to improve access to services and housing for persons who are homeless or at risk.*
- *As a first step towards helping the homeless or at-risk households re-integrate into the community provide a City-sponsored Security Deposit Program as well as other “housing first” approaches.*

1. Homebuyer Assistance

Proposed Budget: \$30,000

Project Description: Funds will be used to provide a 5 to 1 grant for down payment assistance and an interest-free amortized loan to make home purchase affordable for income eligible applicants.

Anticipated Output: 3 households assisted to purchase a home

2. Homeowner Rehabilitation

Proposed Budget: \$464,867

Project Delivery Costs: \$33,000

Project Description: Funds will be used to provide interest-free amortized loans, forgivable loans, and grants for housing improvements of owner-occupied income-eligible households.

Anticipated outcome: 10 homeowner households assisted with whole house improvements

4. Tenant Based Rental Assistance/Security Deposit Program - Auburn Housing

Proposed Budget: \$40,000

Project Description: Funds will be used to provide interest-free loans to pay the security deposit for income eligible households who are homeless or at risk of homeless and will receive a housing voucher from Auburn Housing Authority.

Anticipated Outcome: 40 households

5. Tenant Based Rental Assistance/Security Deposit Program

Proposed Budget: \$50,000

Project Description: Funds will be used to provide interest-free loans to pay the security deposit for income eligible households who are homeless or at risk of homeless that are not receiving a voucher from Auburn Housing.

Anticipated Outcome: 50 households

6. Tenant Based Rental Assistance/Staying Home Rental Assistance Program

Proposed Budget: \$80,000

Project Description: Funds will be used to provide rental subsidies to income qualified renters who have been identified by the Auburn School Department at risk of homelessness due to housing affordability issues. Tenants will contribute a fixed percent of their income towards the rent. The subsidy payment will not exceed 12 months. Participants will be encouraged to apply for the Section 8 Voucher Program and participate in the Bridges Out of Poverty Program.

Anticipated Outcome: 8 households

Anticipated Outcome: 4 HOME units

HOME ADMINISTRATION

7. Program Administration

Proposed Budget: \$39,500

Project Description: Funds will be used for salaries and benefits for staff, goods and services, and office supplies needed to carry out administration of the HOME program.



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: May 18, 2020

Author: Sue Clements-Dallaire

Subject: City Manager's Final Proposed for FY2021 Budget Update

Information: The City Manager will be providing an update on his final proposed FY21 Budget with additional reductions.

City Budgetary Impacts: There is no budgetary impact at this time.

Staff Recommended Action: Receive the City Manager's FY21 final proposed budget.

Previous Meetings and History: Proposed budget was presented on 4-6-2020. Department presentations were made during the 4/9/2020, 4/13/2020, 4/16/2020, 4/23/2020, 4/27/2020, 5/4/2020, and 5/11/2020.

City Manager Comments:

I concur with the recommendation. Signature:

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

Attachments:



City of Auburn, Maine

Office of the City Manager

www.auburnmaine.gov | 60 Court Street

Auburn, Maine 04210

207.333.6601

TO; Mayor and Councilors

FR: Peter J. Crichton, City Manager

RE: FY21 Final Proposed Budget (Freeze and Elimination of Six Vacant Positions)

DT: May 17, 2020

I certainly do not need to emphasize the point that this is a challenging budget! You all know that. The fiscal impact from the pandemic on the proposed FY21 Budget is real.

When I first began working on the draft budget with the Assistant City Manager Phil Crowell and our senior management team, I did so with few worries about the coronavirus and the pandemic that has challenged us in so many different ways. As the pandemic has evolved, it has become increasingly an issue of concern. So much so that I have sought out more information and data.

What I have learned has not been encouraging. Quite the opposite! I have learned that my colleagues in large, medium, and small communities throughout Maine have reduced their municipal revenue sharing anywhere from 15% to over 50% -- depending on how conservative their projections were to begin with. Phil and I have worked closely on the preparation of this budget and agree that there should be a reduction in non-tax revenues for municipal revenue sharing as well as the excise tax on vehicles.

My senior management team including the Assistant City Manager Phil Crowell, Finance Director Jill Eastman, Chris Mumau, and I have been reviewing all possible options. Enclosed below are six vacant positions that have been frozen and should be eliminated to adjust for the revenue reduction.

FIRE DEPARTMENT

One (1) Firefighter Vacancy and One (1) Firefighter retiring in July with savings of \$146,756.

Not filling and eliminating two firefighter positions would require more overtime to maintain the minimum staffing levels and the current level of response. On average each vacancy incurs overtime costs of \$1,000/week for an estimated \$104,000 in overtime costs for a net savings of \$42,756.



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POLICE DEPARTMENT

One (1) Police Officer with savings of \$72,318.

Not having this position will hamper the City's Traffic Division Unit and the goal of a more walkable downtown.

PUBLIC WORKS DEPARTMENT

Two (2) Equipment Operators for a savings of \$137,868 and One (1) Mechanic for a savings of \$75,558 for a total savings of \$213,426.

As a result of these staff reductions, you can expect a change in the level of service that Public Works typically provides.

**CITY OF AUBURN
FY 2021 EXPENDITURES
COMPARISON FY20 AND FY21 BUDGETS**

	COUNCIL ADOPTED BUDGET FY 19-20	DEPARTMENT PROPOSED BUDGET FY 20-21	MANAGER PROPOSED BUDGET FY 20-21	\$ Change	% Change
City Expenses					
Operating Expenses	30,061,555	31,896,929	30,769,645	708,090	2.36%
Debt Service/TIF	10,384,493	10,627,538	10,627,538	243,045	2.34%
Total City Expenses	40,446,048	42,524,467	41,397,183	951,135	2.35%
School Expenses					
Operating Expenses	44,594,669	46,089,477	45,918,693	1,324,024	2.97%
Debt Service	742,768	682,367	682,367	(60,401)	-8.13%
Total School Expenses	45,337,437	46,771,844	46,601,060	1,263,623	2.79%
Intergovernmental					
Intergovernmental	1,926,442	2,147,199	1,905,442	(21,000)	-1.09%
County Tax	2,482,721	2,631,685	2,629,938	147,217	5.93%
Total Intergovernmental	4,409,163	4,778,884	4,535,380	126,217	2.86%
Total Expenses	90,192,648	94,075,195	92,533,623	2,340,975	2.60%
Less: Non-Tax Revenues					
City	16,271,974	15,742,813	17,223,109	951,135	5.85%
School	27,440,176	27,934,489	28,703,799	1,263,623	4.61%
Intergovernmental	0	0	126,217	126,217	
Total Non-Tax Revenues	43,712,150	43,677,302	46,053,125	2,214,758	5.07%
Tax Levy					
City	24,174,074	26,781,654	24,174,074	0	0.00%
School	17,897,261	18,837,355	17,897,261	0	0.00%
Intergovernmental Overlay	4,409,163	4,778,884	4,409,163	0	0.00%
Total Tax Levy	46,480,498	50,397,893	46,480,498	0	0.00%
Total Assessed Value	1,957,006,058	1,957,006,058	1,957,006,058		
Tax Rate					
City	12.35	13.69	12.35	0.00	0.00%
School	9.15	9.63	9.15	0.00	0.00%
Intergovernmental	2.25	2.44	2.25	0.00	0.00%
Total	23.75	25.75	23.75	0.00	0.00%

**CITY OF AUBURN
FY 2021 REVENUES
COMPARISON FY20 AND FY21 BUDGETS**

CLASSIFICATION	ACTUAL REVENUE FY 18-19	COUNCIL ADOPTED BUDGET FY 19-20	FINANCE PROPOSED BUDGET FY 20-21	MANAGER PROPOSED BUDGET FY 20-21	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
<u>General Government</u>						
Homestead Exemption Reimbursement	1,331,328	1,250,000	1,300,000	1,420,000	170,000	13.60%
Personal Property Reimbursement	2,583,737	2,725,000	2,400,000	3,100,000	375,000	0.00%
Tree Growth Reimbursement	11,185	10,000	10,000	10,000	-	0.00%
Veterans Reimbursement	18,534	18,000	18,000	18,000	-	0.00%
In Lieu of Taxes	75,147	90,000	75,000	75,000	(15,000)	-16.67%
Excise Tax-Vehicles	4,202,060	3,875,000	4,150,000	4,077,861	202,861	5.24%
Excise Tax-Boats	14,352	15,000	15,000	15,000	-	0.00%
Excise Tax-Aircraft	6,201	20,000	20,000	20,000	-	0.00%
State Revenue Sharing	1,747,207	2,389,669	2,589,669	2,708,312	318,643	13.33%
Other State Aid	3,759	4,000	4,000	4,000	-	0.00%
Penalties & Interest	147,438	150,000	150,000	150,000	-	0.00%
Investment Income	79,076	70,000	80,000	80,000	10,000	14.29%
Transfer in from TIF	1,000,000	1,117,818	1,117,818	1,117,818	-	0.00%
Transfer in from Recreation Special Revenue	-	36,416	36,416	36,416	-	0.00%
Transfer in from PAL Center	-	25,000	25,000	25,000	-	0.00%
Transfer in from School Dept (Electrician)	-	18,000	-	-	(18,000)	-100.00%
NSBA Revenue	-	413,865	200,000	367,509	(46,356)	-11.20%
Ingersoll Revenue	-	27,730	-	-	(27,730)	-100.00%
LATC Carryforward				150,000	150,000	0.00%
Transfer in from Capital Projects (IT)	-	45,000	-	-	(45,000)	-100.00%
Increase in Fees	-	-	-	90,000	90,000	0.00%
Rental Income (Intermodal)	25,890	35,000	35,000	35,000	-	0.00%
Sale of Property	50,776	20,000	20,000	25,000	5,000	25.00%
Tax Sharing Revenue	182,594	165,000	165,000	165,000	-	0.00%
Cable Television Franchise	164,982	133,000	110,000	110,000	(23,000)	-17.29%
Cable Television Franchise - City of Lewiston	75,923	63,384	63,384	63,384	-	0.00%
MMWAC Host Fees	225,739	225,000	230,000	230,000	5,000	2.22%
Utility Reimbursement	22,352	20,000	20,000	20,000	-	0.00%

Unclassified	45	10,000	10,000	10,000	-	0.00%
Fund Balance Contribution	-	527,500	250,000	527,500	-	0.00%
Total General Government	11,968,325	13,499,382	13,094,287	14,650,800	1,151,418	8.53%

City Clerk

Hunting/Fishing/Dogs	3,681	2,000	2,000	2,000	-	0.00%
Neutered Animals	1,721	3,000	3,000	3,000	-	0.00%
Voter Reg List	55	100	100	100	-	0.00%
Clerk/Sale of Copies	57	100	100	100	-	0.00%
City Clerk Notary	1,215	1,500	1,500	1,500	-	0.00%
Banner Hanging Fee	2,250	3,000	-	-	(3,000)	-100.00%
Garage Sale Permits	3,690	3,200	3,200	3,200	-	0.00%
Commercial License	60,970	157,000	157,000	157,000	-	0.00%
Taxi License	1,790	4,000	4,000	4,000	-	0.00%
Marriage License	5,832	5,000	5,000	5,000	-	0.00%
Birth/Death/Marriage Cert	24,733	25,000	25,000	25,000	-	0.00%
Permits - Burial	2,674	7,000	3,500	3,500	(3,500)	-50.00%
Fines-Dog	4,548	3,000	3,000	3,000	-	0.00%
Total City Clerk	113,216	213,900	207,400	207,400	(6,500)	-3.04%

Finance

Reg - Vehicles	63,841	60,000	60,000	110,000	50,000	83.33%
Total Finance	63,841	60,000	60,000	110,000	50,000	83.33%

Community Services-ICT

GIS/Data & Maps	-	20	20	20	-	0.00%
Total Community Services-ICT	-	20	20	20	-	0.00%

Assessing

Maps & Copies	-	20	20	20	-	0.00%
Total Assessing	-	20	20	20	-	0.00%

Health & Social Services

GA Reimbursement	59,473	94,122	90,656	90,656	(3,466)	-3.68%
Total Health & Social Services	59,473	94,122	90,656	90,656	(3,466)	-3.68%

Planning & Permitting

Maps & Copies	313	500	500	500	-	0.00%
Departmental Reviews	11,060	16,000	16,000	16,000	-	0.00%
Fire Alarm Inspections	27,800	29,000	29,000	29,000	-	0.00%

Citation Ordinance	4,564	2,000	2,000	2,000	-	0.00%
Advertising Costs	2,700	5,000	5,000	5,000	-	0.00%
Permits - Building	167,027	190,000	110,000	110,000	(80,000)	-42.11%
CDBG Reimbursement for Services	10,250	214,430	214,430	214,430	-	0.00%
Permits - Electrical	37,944	20,000	20,000	20,000	-	0.00%
Permits - Plumbing	22,345	12,000	12,000	12,000	-	0.00%
Permits - Sign	4,749	5,000	5,000	5,000	-	0.00%
Total Planning & Permitting	288,752	493,930	413,930	413,930	(80,000)	-16.20%

Public Works-Engineering

Fees - Inspection	21,790	10,000	10,000	10,000	-	0.00%
Fees - Drive Opening	305	200	200	200	-	0.00%
Fees - Bid Documents	-	1,000	1,000	1,000	-	0.00%
Permits - Fill	850	1,000	1,000	1,000	-	0.00%
Permits - Street Opening	19,818	30,000	30,000	30,000	-	0.00%
Total Community Services-Engineering	42,763	42,200	42,200	42,200	-	0.00%

Fire Department

Copies of Reports	309	200	200	200	-	0.00%
EMS Transport	1,083,449	1,200,000	1,200,000	1,200,000	-	0.00%
Salvage Calls	-	100	100	100	-	0.00%
Permits - Oil Burner	184	800	800	800	-	0.00%
Total Fire Department	1,083,942	1,201,100	1,201,100	1,201,100	-	0.00%

Police Department

Accident & Police	11,189	11,000	11,000	11,000	-	0.00%
Court	8,536	10,000	2,000	2,000	(8,000)	-80.00%
Photos & Tapes	971	800	800	800	-	0.00%
False Alarms	9,270	12,500	8,500	8,500	(4,000)	-32.00%
Veh Rel/Non Driver	2,255	2,000	2,000	2,000	-	0.00%
Veh Rel/Driver Licence	7,475	9,000	7,000	7,000	(2,000)	-22.22%
MDEA Reimbursement	172,582	170,000	150,000	150,000	(20,000)	-11.76%
Permits - Firearms	2,248	2,000	1,900	1,900	(100)	-5.00%
Fines - Parking Violations	61,046	50,000	50,000	50,000	-	0.00%
Total Police Department	275,572	267,300	233,200	233,200	(34,100)	-12.76%

Public Works

State/Local Road Assistance	403,684	400,000	400,000	400,000	-	0.00%
Total Public Works	403,684	400,000	400,000	400,000	-	0.00%

Total Municipal	14,299,568	16,271,974	15,742,813	17,349,326	1,077,352	6.62%
School Department						
Reg Secondary Tuition	165,026	165,026	115,466	115,466	(49,560)	-30.03%
SOS Tuition	38,499	50,000	50,000	50,000	-	0.00%
Adult Ed Tuition	38,845	93,300	93,300	93,300	-	0.00%
State Subsidy for Education	23,838,240	25,249,723	25,637,180	25,637,180	387,457	1.53%
Debt Service Reimbursement	624,159	601,933	579,894	579,894	(22,039)	-3.66%
Special Ed/Mainecare	148,044	140,692	140,000	140,000	(692)	-0.49%
State Agency Clients	114,474	50,000	50,000	50,000	-	0.00%
State Aid for Adult Education	94,206	94,206	98,649	98,649	4,443	4.72%
Miscellaneous	126,174	68,000	120,000	120,000	52,000	76.47%
Daycare Rent		50,000	50,000	50,000	-	0.00%
Fund Balance		877,296	1,000,000	1,769,310	892,014	0.00%
Total School	25,187,667	27,440,176	27,934,489	28,703,799	1,263,623	4.61%
Total Non-Property Tax Revenue - Municipal	14,299,568	16,271,974	15,742,813	17,199,326	927,352	5.70%
Total Non-Property Tax Revenue - School	25,187,667	27,440,176	27,934,489	28,703,799	1,263,623	4.61%
Total Non-Property Tax Revenue - Intergovernmental	-	-	-	150,000	-	
Total Non-Property Tax Revenue	39,487,235	43,712,150	43,677,302	46,053,125	2,340,975	5.36%
Total Proposed Budget - Municipal		40,446,048	42,524,467	41,397,183	951,135	2.35%
Total Proposed Budget - School		45,337,437	46,771,844	46,601,060	1,263,623	2.79%
Total Proposed Budget - Intergovernmental		4,409,163	4,778,884	4,535,380	126,217	2.86%
Total Proposed Budget		90,192,648	94,075,195	92,533,623	2,340,975	2.60%
Total Property Tax Dollars Needed - Municipal		24,174,074	26,781,654	24,174,074	-	0.00%
Total Property Tax Dollars Needed - School		17,897,261	18,837,355	17,897,261	-	0.00%
Total Property Tax Dollars Needed - Intergovernmental		4,409,163	4,778,884	4,409,163	-	0.00%
Total Property Tax Dollars Needed		46,480,498	50,397,893	46,480,498	-	0.00%

**CITY OF AUBURN
FY 2021 EXPENDITURES
COMPARISON FY20 AND FY21 BUDGETS**

CLASSIFICATION	COUNCIL ADOPTED BUDGET FY 19-20	DEPARTMENT PROPOSED BUDGET FY 20-21	MANAGER PROPOSED BUDGET FY 20-21	Increase (Decrease) from Prior Year Budget	Percentage of Increase (Decrease)
<u>Administration</u>					
City Clerk	207,139	217,846	216,946	9,807	4.73%
City Manager	582,119	827,545	776,095	193,976	33.32%
Finance	734,597	827,849	751,849	17,252	2.35%
Human Resources	153,182	157,057	157,057	3,875	2.53%
IT	713,729	656,260	609,260	(104,469)	-14.64%
Mayor & Council	123,137	124,030	99,000	(24,137)	-19.60%
Total Administration	2,513,903	2,810,587	2,610,207	96,304	3.83%
<u>Community Services</u>					
Health & Social Services					
Administration	76,911	78,407	78,407	1,496	1.95%
Assistance	134,460	120,875	120,875	(13,585)	-10.10%
Economic and Community Development	1,333,724	1,353,966	1,339,047	5,323	0.40%
Recreation	448,575	538,474	520,474	71,899	16.03%
Public Library	1,006,217	1,031,533	1,031,533	25,316	2.52%
Total Community Services	2,999,887	3,123,255	3,090,336	90,449	3.02%
<u>Fiscal Services</u>					
Debt Service	7,334,690	7,577,735	7,577,735	243,045	3.31%
Emergency Reserve	445,802	461,230	461,230	15,428	3.46%
Facilities	667,128	667,494	667,494	366	0.05%
Transfer to TIF	3,049,803	3,049,803	3,049,803	0	0.00%
Fringe Benefits	6,797,826	7,040,486	6,840,635	42,809	0.63%
Workers' Compensation	637,910	676,910	641,910	4,000	0.63%
Total Fiscal Services	18,933,159	19,473,658	19,238,807	305,648	1.61%
<u>Public Safety</u>					
Fire & EMS Transport	5,211,262	5,389,101	5,302,131	90,869	1.74%
Police	4,275,323	4,660,488	4,332,339	57,016	1.33%

Total Public Safety	9,486,585	10,049,589	9,634,470	147,885	1.56%
Public Services					
Public Works	4,836,798	5,223,344	4,979,329	142,531	2.95%
Solid Waste	1,030,500	1,038,818	1,051,318	20,818	2.02%
Water & Sewer	645,216	805,216	792,716	147,500	22.86%
Total Public Works	6,512,514	7,067,378	6,823,363	310,849	4.77%
Total Municipal	40,446,048	42,524,467	41,397,183	951,135	2.35%
Intergovernmental Programs					
County Taxes	2,482,721	2,631,685	2,629,938	147,217	5.93%
Tax Sharing	270,000	270,000	260,000	(10,000)	-3.70%
LA Arts - Arts in the Park	0	10,000	10,000	10,000	0.00%
Auburn-Lewiston Municipal Airport	191,000	181,000	170,000	(21,000)	-10.99%
Lew-Aub Transit Committee	331,138	529,209	331,138	0	0.00%
Lew-Aub 911 Communications Center	1,134,304	1,156,990	1,134,304	0	0.00%
Total Intergovernmental Programs	4,409,163	4,778,884	4,535,380	126,217	2.86%
Grand Total Municipal	44,855,211	47,303,351	45,932,563	1,077,352	2.40%
Education Operation	44,594,669	46,089,477	45,918,693	1,324,024	2.97%
Education Debt Service	742,768	682,367	682,367	(60,401)	-8.13%
Total School	45,337,437	46,771,844	46,601,060	1,263,623	2.79%
Total Budget	90,192,648	94,075,195	92,533,623	2,340,975	2.60%
Non-Property Tax Revenue					
Municipal	16,271,974	15,742,813	17,223,109	951,135	5.85%
Education	27,440,176	27,934,489	28,703,799	1,263,623	4.61%
Intergovernmental	0	0	126,217	126,217	
Total	43,712,150	43,677,302	46,053,125	2,340,975	5.36%

Property Tax Dollars Needed

Municipal	24,174,074	26,781,654	24,174,074	0	0.00%
Education	17,897,261	18,837,355	17,897,261	0	0.00%
Intergovernmental	4,409,163	4,778,884	4,409,163	0	0.00%
Total	46,480,498	50,397,893	46,480,498	0	0.00%

Property Tax Rate	23.75	25.75	23.75	-	0.00%
Based on Assessed Values of :	1,957,006,058	1,957,006,058	1,957,006,058		

Property Tax Rate					
Municipal Tax Rate	\$12.35	\$13.69	\$12.35	\$0.00	0.00%
Education Tax Rate	\$9.15	\$9.63	\$9.15	\$0.00	0.00%
Intergovernmental Tax Rate	\$2.25	\$2.44	\$2.25	\$0.00	0.00%
	\$23.75	\$25.75	\$23.75	\$0.00	0.00%

City of Auburn

Master List

Fiscal Year 2021
Proposed 3.30.2020

Account Title	FY 2019 Actual	FY 2020 Approved	FY 2021 Dept. Request	FY 2021 Manager Proposed	FY 2021 Council Adopted	Increase/ Decrease	%
Mayor and Council							
Regular Salaries	16,600	16,600	16,600	16,600	0	0	0.0%
PS -General	36,561	54,150	54,150	54,150	0	0	0.0%
Special Events	25,000	25,000	25,000	0	0	(25,000)	-100.0%
Office Supplies	1,099	500	550	550	0	50	10.0%
Travel-Mileage	547	500	500	3,700	0	3,200	640.0%
Dues & Subscriptions	27,402	26,387	27,230	24,000	0	(2,387)	-9.0%
TOTAL	107,209	123,137	124,030	99,000	-	(24,137)	-19.6%

City Manager

Regular Salaries	344,382	451,862	642,088	587,088	0	135,226	29.9%
PS - General	18,587	8,800	8,000	33,500	0	24,700	280.7%
PS-Legal Services	87,963	80,000	90,000	90,000	0	10,000	12.5%
PS-Community Outreach	0	0	43,000	18,000	0	18,000	
Office Supplies	3,528	3,000	4,500	4,500	0	1,500	50%
Comm - Telephone	1,540	1,680	1,680	1,680	0	0	0%
Special Events	12,944	12,500	12,500	12,500	0	0	0%
Training & Tuition	6,117	12,200	12,200	15,200	0	3,000	25%
Travel-Mileage	6,700	7,400	7,400	7,450	0	50	1%
Dues & Subscriptions	4,279	4,677	6,177	6,177	0	1,500	32%
TOTAL	486,040	582,119	827,545	776,095	-	193,976	33.3%

City Clerk

Regular Salaries	143,822	142,814	154,835	154,835	0	12,021	8%
OT- Regular	1,875	1,000	1,500	1,500	0	500	50%
Office Supplies	977	1,725	1,725	1,725	0	0	0%
Other Sup - Voter	3,292	6,036	5,500	5,500	0	(536)	-9%

City of Auburn

Master List

Fiscal Year 2021
Proposed 3.30.2020

Account Title	FY 2019 Actual	FY 2020 Approved	FY 2021 Dept. Request	FY 2021 Manager Proposed	FY 2021 Council Adopted	Increase/ Decrease	%
Repairs - Equipment	0	300	300	300	0	0	0%
Training & Tuition	774	900	1,910	1,010	0	110	12%
Advertising	803	1,000	1,000	1,000	0	0	0%
Professional Services	2,062	5,000	5,000	5,000	0	0	0%
Travel-Mileage	909	2,500	950	950	0	(1,550)	-62%
Dues & Subscriptions	654	604	650	650	0	46	8%
Wardens & Ward Clerks	17,224	32,260	28,186	28,186	0	(4,074)	-13%
Voting Machines	4,702	11,000	10,290	10,290	0	(710)	-6%
Election Equipment	0	0	6,000	6,000	0	6,000	0%
Record Restoration	1,222	2,000	0	0	0	(2,000)	-100%
TOTAL	178,316	207,139	217,846	216,946	-	9,807	4.7%

Finance Department

Regular Salaries	661,997	677,797	769,999	694,999	-	17,202	3%
Longevity Bonus	500	1,400	-	-	-	(1,400)	-100%
PS - General	28,893	37,500	38,500	38,500	-	1,000	3%
Reports, Printing, & Binding	2,284	2,500	2,500	2,500	-	0	0%
Office Supplies	5,023	5,500	5,500	5,500	-	0	0%
Training & Tuition	3,455	4,650	4,650	4,650	-	0	0%
Dues & Subscriptions	1,779	2,500	2,750	2,750	-	250	10%
PS - Recording Fee	-	300	300	300	-	0	0%
MV Sup - Gas & Oil	103	300	500	500	-	200	67%
Advertising	264	300	300	300	-	0	0%
Travel-Mileage	295	750	750	750	-	0	0%
Telephone	-	600	600	600	-	0	0%
Repairs - Vehicles	257	500	1,500	500	-	0	0%
TOTAL	704,850	734,597	827,849	751,849	-	17,252	2.3%

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Human Resources							
Regular Salaries	135,251	135,252	137,957	137,957	0	2,705	2%
Other Sup-Operating	172	1,200	1,200	1,200	0	0	0%
PS-Professional Development	0	2,000	2,000	2,000	0	0	0%
PS - Emp Assist Program	0	850	1,000	1,000	0	150	18%
PS - Drug Testing & Physicals	2,968	3,630	4,200	4,200	0	570	16%
PS - Testing	787	1,700	1,700	1,700	0	0	0%
Office Supplies	766	350	500	500	0	150	43%
Training & Tuition	1,761	3,000	3,000	3,000	0	0	0%
Advertising	2,200	3,000	3,000	3,000	0	0	0%
Travel-Mileage	0	100	100	100	0	0	0%
Travel-Seminar Costs	0	1,500	1,800	1,800	0	300	20%
Dues & Subscriptions	363	600	600	600	0	0	0%
TOTAL	144,268	153,182	157,057	157,057	-	3,875	2.5%

Information Technology

Regular Salaries	284,493	294,329	233,173	186,173	0	(108,156)	-37%
Longevity Bonus	0	300	300	300	0	0	0%
PS - General	13,266	14,000	14,000	9,000	0	(5,000)	-36%
Other Sup - Operating	2,231	2,000	2,000	2,000	0	0	0%
Computer Hardware	12,756	16,000	18,000	18,000	0	2,000	13%
Repairs - Equipment	2,289	1,500	1,500	1,500	0	0	0%
Training & Tuition	4,425	5,800	6,000	6,000	0	200	3%
Travel-Mileage	441	400	400	400	0	0	0%
Travel-Seminar Costs	475	5,700	6,000	6,000	0	300	5%
Computer Software	2,353	10,000	8,000	13,000	0	3,000	30%

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Software Licensing	187,495	318,700	321,887	321,887	0	3,187	1%
Comm - Network	26,253	45,000	45,000	45,000	0	0	0%
TOTAL	536,477	713,729	656,260	609,260	-	(104,469)	-14.6%

Health & Social Services--Administration

Regular Salaries	74,431	74,661	76,147	76,147	0	1,486	2%
Office Supplies	204	300	300	300	0	0	0%
Other Sup-Operating	230	800	750	750	0	(50)	-6%
Training & Tuition	278	300	350	350	0	50	17%
Travel-Mileage	42	250	250	250	0	0	0%
Travel-Seminar Costs	548	540	550	550	0	10	2%
Dues & Subscriptions	60	60	60	60	0	0	0%
TOTAL	75,793	76,911	78,407	78,407	-	1,496	1.9%

Health & Social Services--Assistance

PA - Electrical	2,319	6,000	4,000	4,000	0	(2,000)	-33%
PA - Medical	657	5,500	3,500	3,500	0	(2,000)	-36%
PA - Burial	1,431	4,710	5,125	5,125	0	415	9%
PA - Fuel	315	1,000	1,000	1,000	0	0	0%
PA - Provisions	3,115	6,000	6,000	6,000	0	0	0%
PA - Rent	68,111	110,000	100,000	100,000	0	(10,000)	-9%
PA - Other	995	1,250	1,250	1,250	0	0	0%
TOTAL	76,943	134,460	120,875	120,875	-	(13,585)	-10.1%

Economic and Community Development

Regular Salaries	658,360	921,264	962,440	962,440	0	41,176	4%
Longevity Bonus	0	1,000	400	400	0	(600)	-60%

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Uniform Allowance	927	1,000	1,400	1,400	0	400	40%
OT - Regular	12,067	17,770	25,000	25,000	0	7,230	41%
PS - General	68,880	85,840	82,840	69,840	0	(16,000)	-19%
Office Supplies	1,197	1,600	1,600	1,600	0	0	0%
Other Sup - Operating	2,243	2,200	3,200	3,200	0	1,000	45%
Other Sup - Safety Equipmen	2,825	3,000	2,000	2,000	0	(1,000)	-33%
MV Sup - Tires/Tube/Chain	65	900	900	900	0	0	0%
MV Sup - Gas & Oil	3,062	3,463	3,500	3,500	0	37	1%
Comm - Telephone	7,360	4,347	4,347	4,347	0	0	0%
Utilities - Electricity	286,079	163,960	166,819	145,000	0	(18,960)	-12%
Utilities - Bottled Gas	1,895	0				0	0%
Repairs - Vehicles	2,523	3,700	3,700	3,700	0	0	0%
Repairs - Equipment	8,378	5,500	5,500	5,500	0	0	0%
Repairs - Street Lights	5,374	7,000	18,000	18,000	0	11,000	157%
Repairs - Traffic Signal Maint	6,377	10,000	30,000	20,000	0	10,000	100%
Training & Tuition	2,228	4,135	4,135	4,135	0	0	0%
Advertising	2,495	3,360	3,500	3,500	0	140	4%
Travel-Mileage	1,365	1,200	1,200	1,200	0	0	0%
Travel-Seminar Costs	1,307	1,600	1,600	1,600	0	0	0%
Dues & Subscriptions	28,890	31,885	31,885	32,385	0	500	2%
Capital Operating	4,179	59,000	0	29,400	0	(29,600)	-50%
TOTAL	1,108,076	1,333,724	1,353,966	1,339,047	-	5,323	0.4%

Recreation

Regular Salaries	269,248	238,191	267,559	267,559	0	29,368	12%
Sal-Rec Part-Time	39,271	27,000	37,000	32,000	0	5,000	19%
Longevity Bonus	0	300	0	0	0	(300)	-100%

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OT-Regular	801	2,276	3,500	2,500	0	224	10%
Uniform Allowance	0	0	400	400	0	400	0%
PS - General	9,328	22,662	15,000	15,000	0	(7,662)	-34%
Medical Supplies	303	300	450	450	0	150	50%
Office Supplies	3,796	3,500	4,500	4,500	0	1,000	29%
Other Sup-Janitorial	3,769	4,000	6,000	6,000	0	2,000	50%
Other Sup-Operating	7,312	5,000	10,000	10,000	0	5,000	100%
Other Sup - Maintenance	6,744	2,350	6,800	6,800	0	4,450	189%
MV Sup-Tires/Tube/Chain	0	500	750	750	0	250	50%
MV Sup-Gas & Oil	240	1,125	1,125	1,125	0	0	0%
Utilities - Water/Sewer	10,713	15,000	17,800	17,800	0	2,800	19%
Comm - Telephone	2,052	3,190	3,940	3,940	0	750	24%
Utilities - Electricity	12,412	15,590	16,250	16,250	0	660	4%
Utilities - Natural Gas	23,114	34,976	36,500	36,500	0	1,524	4%
Repairs - Buildings	17,303	9,350	16,500	12,000	0	2,650	28%
Repairs - Vehicles	972	1,000	2,500	2,500	0	1,500	150%
Repairs - Equipment	344	1,000	1,000	1,000	0	0	0%
Repairs - Maintenance Contr	2,426	2,915	3,350	3,350	0	435	15%
Training & Tuition	3,835	2,500	3,000	3,000	0	500	20%
Comm - Postage	91	350	350	350	0	0	0%
Travel-Mileage	146	500	500	500	0	0	0%
Dues & Subscriptions	1,746	2,000	3,200	3,200	0	1,200	60%
Community Programs	38,497	53,000	80,500	73,000	0	20,000	38%
TOTAL	454,463	448,575	538,474	520,474	-	71,899	16.0%
Public Library							
Public Library	998,189	1,006,217	1,031,533	1,031,533	0	25,316	3%

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TOTAL	998,189	1,006,217	1,031,533	1,031,533	-	25,316	2.5%

Debt Service

Principal	5,701,344	6,261,310	6,166,003	6,166,003		(95,307)	-2%
Interest	1,007,693	1,073,380	1,411,732	1,411,732		338,352	32%
TOTAL	6,709,037	7,334,690	7,577,735	7,577,735	-	243,045	3.3%

Facilities

Regular Salaries	17,624	22,961	23,898	23,898	0	937	4%
Advertising	211	250	250	250	0	0	0%
PS - General	106,561	106,776	105,048	105,048	0	(1,728)	-2%
Repairs - Buildings	6,968	10,500	10,500	10,500	0	0	0%
Repairs - Equipment	970	3,000	3,000	3,000	0	0	0%
Travel - Mileage Reimburse	439	750	750	750	0	0	0%
Other Sup-Operating	10,856	11,200	11,200	11,200	0	0	0%
Tax Acquired Property Exp	4,041	2,500	1,500	1,500	0	(1,000)	-40%
Comm - Telephone	4,280	4,500	4,500	4,500	0	0	0%
Utilities - Water/Sewer	3,474	3,950	4,267	4,267	0	317	8%
Utilities - Natural Gas	36,447	37,158	38,273	38,273	0	1,115	3%
Utilities - Electricity	57,717	75,000	68,000	68,000	0	(7,000)	-9%
Comm - Postage	21,450	33,808	29,808	29,808	0	(4,000)	-12%
Photocopiers	14,248	31,000	31,000	31,000	0	0	0%
Insurance Premiums	261,830	279,275	291,000	291,000	0	11,725	4%
Insurance Deductibles	36,474	24,500	24,500	24,500	0	0	0%
Operating Capital Expenditur	3,014	20,000	20,000	20,000	0	0	0%
TOTAL	586,604	667,128	667,494	667,494	-	366	0.1%

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<i>Workers Compensation</i>						-	
WC Operating Transfer	581,360	637,910	676,910	641,910	0	39,000	6%
TOTAL	581,360	637,910	676,910	641,910	-	4,000	0.6%
<i>Fringe Benefits</i>							
Health Insurance	3,068,021	3,427,258	3,739,955	3,626,788	0	199,530	6%
FICA/Medicare	619,372	690,561	715,681	694,309	0	3,748	1%
MSRS Retirement	1,335,884	1,498,597	1,578,870	1,539,758	0	41,161	3%
ICMA Retirement	380,144	329,410	220,980	220,980	0	(108,430)	-33%
City Pension	41,798	52,000	25,000	25,000	0	(27,000)	-52%
Cafeteria Plan	241,047	220,000	275,000	267,050	0	47,050	21%
RHSP (Fire)	0	145,000	0	0	0	(145,000)	-100%
Health Reimbursement Accoi	202,083	280,000	280,000	264,250	0	(15,750)	-6%
Unemployment	19,708	25,000	25,000	25,000	0	0	0%
Salary Reserves	48,902	130,000	180,000	177,500	0	47,500	37%
TOTAL	5,956,959	6,797,826	7,040,486	6,840,635	-	42,809	0.6%
<i>Emergency Reserve</i>						-	
Emergency Reserve	0	445,802	461,230	461,230	0	15,428	3%
TOTAL	-	445,802	461,230	461,230	-	15,428	3.5%
<i>Fire & EMS Transport</i>							
Regular Salaries	3,634,549	3,797,194	4,007,872	3,872,703	0	75,509	2%
Acting Rank	9,727	8,458	9,000	9,000	0	542	6%
Holiday Pay	150,714	176,860	186,283	186,283	0	9,423	5%
Uniform Allowance	38,298	39,780	39,555	39,555	0	(225)	-1%
Physicals	7,641	3,828	4,000	4,000	0	172	4%

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OSHA Safety Costs	10,418	8,500	10,000	10,000	0	1,500	18%
Protective Clothing	53,883	32,500	32,500	32,500	0	0	0%
OT - Vac Replacement	12,094	10,000	10,500	88,000	0	78,000	780%
OT - Sick Replace LT	49,556	50,000	53,000	50,000	0	0	0%
OT - Sick Replace ST	131,098	130,000	137,500	134,000	0	4,000	3%
OT - Mandatory Training	28,701	25,000	25,000	25,000	0	0	0%
OT - Extra Assignments	67,061	30,000	31,185	31,185	0	1,185	4%
OT - Vacancies/Retirement	124,174	22,050	22,932	22,932	0	882	4%
OT - Work Related Injuries	9,061	15,000	15,750	15,750	0	750	5%
OT - Meetings	3,968	8,925	9,708	9,708	0	783	9%
OT - Funeral Leave	6,136	5,000	5,000	5,000	0	0	0%
OT - Multiple Alarms	9,714	6,000	9,000	9,000	0	3,000	50%
PS - General	95,201	100,000	88,000	88,000	0	(12,000)	-12%
PS - Uniform Cleaning	0	210	210	210	0	0	0%
Office Supplies	4,764	3,800	4,400	4,400	0	600	16%
Other Sup - Fire Prevention	1,859	9,000	9,000	9,000	0	0	0%
Other Sup - Maintenance	9,732	6,865	7,000	7,000	0	135	2%
Other Sup - Fire Training	951	6,000	6,000	6,000	0	0	0%
Other Sup - Small Tools	3,741	17,000	17,700	17,700	0	700	4%
Other Sup - Other	54,895	63,500	65,000	65,000	0	1,500	2%
MV Sup - Tires/Tube/Chain	12,706	8,300	5,500	5,500	0	(2,800)	-34%
MV Sup - Gas & Oil	8,368	9,250	12,800	10,500	0	1,250	14%
Utilities - Water/Sewer	7,202	6,800	7,560	7,560	0	760	11%
Comm - Telephone	5,327	8,385	8,300	8,300	0	(85)	-1%
Utilities - Natural Gas	17,251	20,000	20,000	20,000	0	0	0%
Utilities - Electricity	22,239	33,000	30,000	30,000	0	(3,000)	-9%
Utilities - Bottled Gas	1,024	2,000	1,500	1,500	0	(500)	-25%

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Utilities - Diesel	37,347	28,750	30,000	25,000	0	(3,750)	-13%
Repairs - Buildings	69,407	30,000	30,000	30,000	0	0	0%
Repairs - Vehicles	118,170	89,000	90,500	90,500	0	1,500	2%
Repairs - Equipment	21,848	45,000	45,000	45,000	0	0	0%
Repairs - Radio Equipment	2,420	7,000	7,000	7,000	0	0	0%
Repairs - Maintenance Contr	24,288	26,850	26,850	26,850	0	0	0%
Vehicle Lease/Purchase	120,377	0	0	0	0	0	0%
Training & Tuition	14,595	132,000	86,296	70,795	0	(61,205)	-46%
Comm - Postage	903	750	750	750	0	0	0%
Advertising	0	500	500	500	0	0	0%
Travel-Seminar Costs	768	800	800	800	0	0	0%
Other Program Exp-EMS	607	7,250	5,000	5,000	0	(2,250)	-31%
Printing	1,006	1,000	1,000	1,000	0	0	0%
Public Relations	0	1,000	1,000	1,000	0	0	0%
Communication Equipment	0	4,500	9,000	9,000		4,500	100%
Computer Software/Hardwar	1,558	2,000	2,000	2,000	0	0	0%
Dues & Subscriptions	12,096	11,657	11,650	11,650	0	(7)	0%
SCBA Cyliner Replacement	4,950	10,000	0	0	0	(10,000)	-100%
Capital Reserve (EMS)	70,000	150,000	150,000	150,000	0	0	0%
TOTAL	5,092,393	5,211,262	5,389,101	5,302,131	-	90,869	1.7%

Police

Regular Salaries	3,535,045	3,658,847	3,928,504	3,676,609	0	17,762	0%
Lateral Transfer-APD	0	0	40,000	0	0	0	0%
Holiday Pay	145,241	145,000	161,254	150,000	0	5,000	3%
Longevity Bonus	500	900	0	0	0	(900)	-100%
Educational Incentive	3,915	6,000	7,000	7,000	0	1,000	17%

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Sick Leave Incentive	0	8,000	8,000	5,000	0	(3,000)	-38%
Uniform Allowance	30,956	39,530	39,000	39,000	0	(530)	-1%
Physicals	2,489	1,650	1,200	1,200	0	(450)	-27%
OSHA Safety Costs	0	1,320	1,350	1,350	0	30	2%
Volunteers in Police Service	0	500	500	500	0	0	0%
OT - Regular	75,668	30,000	50,000	48,000	0	18,000	60%
OT - Vac Replacement	33,149	35,300	35,000	35,000	0	(300)	-1%
OT - Sick Replacement	28,653	22,500	33,000	27,000	0	4,500	20%
OT - Mandatory Training	1,597	1,200	1,500	1,500	0	300	25%
OT - Outside Jobs	(29,708)	0	0	0	0	0	0%
OT - Special Events	0	15,020	19,000	19,000	0	3,980	26%
Extra Pay - On Call	14,575	14,300	17,300	17,300	0	3,000	21%
OT - Court	20,705	28,477	26,000	25,000	0	(3,477)	-12%
PS - General	7,364	8,075	8,000	8,000	0	(75)	-1%
PS - Testing	3,550	2,325	1,200	1,200	0	(1,125)	-48%
PS - Animal Control	32,937	36,104	37,000	37,000	0	896	2%
PS - Uniform Cleaning	22,355	22,620	22,880	22,880	0	260	1%
Reports, Printing, & Binding	1,734	3,758	3,700	3,700	0	(58)	-2%
Office Supplies	3,389	3,000	3,000	3,000	0	0	0%
Other Sup - Operating	38,567	27,150	27,150	27,150	0	0	0%
MV Sup - Tires/Tube/Chain	12,325	15,618	16,500	16,500	0	882	6%
MV Sup - Gas & Oil	55,952	51,000	64,500	52,500	0	1,500	3%
Comm - Telephone	18,082	20,016	20,000	20,000	0	(16)	0%
Utilities - Electricity	3,190	0	0	0	0	0	0%
Repairs - Buildings	357	500	500	500	0	0	0%
Repairs - Vehicles	27,809	19,000	21,000	21,000	0	2,000	11%
Repairs - Equipment	3,479	5,750	5,750	5,750	0	0	0%

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Repairs - Maintenance Contr	6,366	3,238	5,000	5,000	0	1,762	54%
Training & Tuition	43,417	35,000	40,000	39,500	0	4,500	13%
Comm - Postage	1,292	1,000	1,200	1,200	0	200	20%
Travel-Seminar Costs	5,450	4,000	6,000	6,000	0	2,000	50%
Dues & Subscriptions	6,576	7,625	7,500	7,500	0	(125)	-2%
Vehicles	1,000	1,000	1,000	500	0	(500)	-50%
TOTAL	4,157,976	4,275,323	4,660,488	4,332,339	-	57,016	1.3%

Public Works

Regular Salaries	2,580,675	2,698,307	2,806,140	2,687,125	0	(11,182)	0%
Longevity Bonus	400	2,000	1,700	1,700	0	(300)	-15%
Educational Incentive	8,200	8,100	8,400	8,400	0	300	4%
Sick Leave Incentive	8,095	9,150	9,150	9,150	0	0	0%
Uniform Allowance	41,942	37,001	37,001	37,001	0	0	0%
Safety Compliance	8,527	9,090	9,090	9,090	0	0	0%
OT - Regular	29,881	36,503	41,368	41,368	0	4,865	13%
OT - Winter Road Maintenan	244,115	200,748	217,129	200,748	0	0	0%
OT - Fleet Services	0	1,000	1,000	1,000	0	0	0%
OT - Sand Removal	0	1,548	1,658	1,658	0	110	7%
PS - General	118,281	181,300	205,300	205,300	0	24,000	13%
PS - Water Quality Monitorin	2,400	22,000	22,000	22,000	0	0	0%
PS - Recording Fee	19	250	250	250	0	0	0%
PS - Snow Removal	8,000	9,000	9,000	9,000	0	0	0%
PS - Tree Removal	681	10,500	11,000	11,000	0	500	5%
PS - Centerline Striping	159,762	180,000	180,000	180,000	0	0	0%
Reports, Printing, & Binding	2,646	3,000	3,000	3,000	0	0	0%
Office Supplies	4,012	3,361	3,360	3,360	0	(1)	0%

City of Auburn

Master List

Fiscal Year 2021
Proposed 3.30.2020

Account Title	FY 2019 Actual	FY 2020 Approved	FY 2021 Dept. Request	FY 2021 Manager Proposed	FY 2021 Council Adopted	Increase/ Decrease	%
Other Sup - Operating	0	2,824	2,824	2,824	0	0	0%
Other Sup - Maintenance	51,048	37,750	47,750	47,750	0	10,000	26%
Other Sup - Parks/Open Spac	26,515	24,200	28,060	28,060	0	3,860	16%
Other Supplies - Welding	16,463	15,000	19,250	19,250	0	4,250	28%
Other Sup - Traffic Paint	0	3,533	3,539	3,539	0	6	0%
Other Sup - Sign Material	27,284	30,685	32,220	32,220	0	1,535	5%
Other Sup - Pre-Mix Asphalt	117,126	115,536	153,425	142,367	0	26,831	23%
Other Sup - Culvert/Basin	34,329	34,522	39,353	39,353	0	4,831	14%
Other Sup - Bridge/Fence	9,153	5,500	5,775	5,775	0	275	5%
Other Sup - Loam/Seed	9,255	10,000	12,734	12,734	0	2,734	27%
Other Sup - Calcium Chloride	7,330	7,971	7,521	7,521	0	(450)	-6%
Other Sup - Road Salt	381,517	244,440	299,250	244,440	0	0	0%
Other Sup - Safety Equipmen	14,922	18,000	20,688	20,688	0	2,688	15%
Other Sup - Small Tools	25,845	26,100	26,100	26,100	0	0	0%
Other Sup - Gravel	88,718	90,500	90,485	90,485	0	(15)	0%
Other Sup - MV Repair	87,728	105,000	131,700	131,700	0	26,700	25%
Other Sup - Equip Repairs	120,742	75,285	75,285	75,285	0	0	0%
MV Sup - Tires/Tube/Chain	48,778	50,000	65,000	65,000	0	15,000	30%
MV Sup - Gas & Oil	232,459	228,000	260,751	228,000	0	0	0%
MV Sup - Plow/Grader Blades	17,116	34,379	34,379	34,379	0	0	0%
MV Sup - Other	20,295	39,350	39,350	39,350	0	0	0%
Utilities - Water/Sewer	8,920	6,390	7,697	7,697	0	1,307	20%
Comm - Telephone	13,199	11,040	12,648	12,648	0	1,608	15%
Utilities - Electricity	16,184	26,400	27,600	27,600	0	1,200	5%
Utilities - Heating Fuel	32,227	34,560	39,072	39,072	0	4,512	13%
Repairs - Buildings	24,973	18,500	19,500	19,500	0	1,000	5%
Repairs - Vehicles	14,377	34,150	47,150	47,150	0	13,000	38%

City of Auburn

Master List

Fiscal Year 2021
Proposed 3.30.2020

Account Title	FY 2019 Actual	FY 2020 Approved	FY 2021 Dept. Request	FY 2021 Manager Proposed	FY 2021 Council Adopted	Increase/ Decrease	%
Repairs - Equipment	16,760	22,300	22,300	22,300	0	0	0%
Repairs - Radio Equipment	382	2,500	2,500	2,500	0	0	0%
Training & Tuition	14,126	17,265	17,265	17,265	0	0	0%
Comm - Postage	245	400	400	400	0	0	0%
Travel-Mileage	512	500	500	500	0	0	0%
Travel-Seminar Costs	24	500	500	500	0	0	0%
Dues & Subscriptions	7,124	6,106	9,430	9,430	0	3,324	54%
Leachate Pumping	39,193	19,754	19,797	19,797	0	43	0%
Crack Sealing	11,806	15,000	15,000	15,000	0	0	0%
Guardrail Replacement	5,370	10,000	20,000	10,000	0	0	0%
TOTAL	4,759,681	4,836,798	5,223,344	4,979,329	-	142,531	2.95%

Water & Sewer

Catch Basin Maintenance Fee	0	12,500	12,500	0	0	(12,500)	-100%
Public Fire Protection Fee	632,716	632,716	792,716	792,716	0	160,000	25%
TOTAL	632,716	645,216	805,216	792,716	-	147,500	22.9%

Tax Sharing

Tax Sharing	232,025	270,000	270,000	260,000	0	(10,000)	-4%
TOTAL	232,025	270,000	270,000	260,000	-	(10,000)	-3.7%

Auburn-Lewiston Airport

Aub-Lew Airport	173,559	191,000	181,000	170,000	-	(21,000)	-11%
TOTAL	173,559	191,000	181,000	170,000	-	(21,000)	-11.0%

LA Transit Authority

Lew-Aub Transit	199,130	331,138	529,209	331,138	-	0	0%
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City of Auburn

Master List

Fiscal Year 2021
Proposed 3.30.2020

Account Title	FY 2019 Actual	FY 2020 Approved	FY 2021 Dept. Request	FY 2021 Manager Proposed	FY 2021 Council Adopted	Increase/ Decrease	%
Auburn Only Transportation	0	0	-	-	-	0	0%
TOTAL	199,130	331,138	529,209	331,138	-	-	0.0%
LA 911							
Lew-Aub 911	1,103,445	1,134,304	1,156,990	1,134,304	0	0	0%
TOTAL	1,103,445	1,134,304	1,156,990	1,134,304	-	-	0.0%
LA Arts - Arts in the Park							
Arts In the Park	0	0	10,000	10,000	0	10,000	0%
TOTAL	-	-	10,000	10,000	-	10,000	0.0%
TOTAL	1,708,159	1,926,442	2,147,199	1,905,442	-	(21,000)	-1.1%
County Tax							
County Tax	2,407,766	2,482,721	2,631,685	2,629,938	0	147,217	6%
TOTAL	2,407,766	2,482,721	2,631,685	2,629,938	-	147,217	5.9%
Solid Waste							
Solid Waste Disposal	540,881	400,000	400,000	400,000	0	0	0%
Solid Waste Collection	513,865	452,000	458,780	471,280	0	19,280	4%
Recycling Disposal	7,169	75,000	75,000	75,000	0	0	0%
Recycling Collection	9,132	102,500	104,038	104,038	0	1,538	2%
Advertising	0	1,000	1,000	1,000	0	0	0%
TOTAL	1,071,047	1,030,500	1,038,818	1,051,318	-	20,818	2.0%

**CAPITAL IMPROVEMENT PLAN
FY 21 BONDS**

Description		TOTAL	Page Detail
Airport	Pickup mounted Foam Generator	\$ 50,000	2
Airport	Reconstruct Airport Parking Apron FBO	\$ 400,000	3
Econ Dev & Planning	Dangerous Building Demolition	\$ 100,000	9
Econ Dev & Planning	Comprehensive Plan Property Acquisition Program	\$ 100,000	10
Econ Dev & Planning	Downtown Vision	\$ 100,000	11
Facilities	Security/Access Control	\$ 100,000	22
Fire	Fire Truck (\$550,000 in FY20)	\$ 100,000	NA
Fire	Fire Hose Replacement	\$ 20,000	35
Fire	Extrication equipment replacement	\$ 50,000	36
IT	Parking Enforcement Software	\$ 30,000	42
IT	Recreation Registration and Website Software	\$ 25,000	63
LATC	Bus Replacement	\$ 50,000	NA
Police	Vehicle Replacement	\$ 212,000	39
Police	Cruiser Camera System Replacement	\$ 130,000	40
Police	Police Motorcycle Purchase	\$ 18,000	43
Engineering	Reconstruction (\$840,000 to be paid by TIF)	\$ 2,140,000	44
Engineering	Reclamation	\$ 1,200,000	45
Engineering	Major Drainage	\$ 500,000	46
Engineering	MDOT Match	\$ 900,000	47
Engineering	Resurfacing	\$ 1,000,000	48
Public Works	Replace 7 yard plow trucks	\$ 215,000	50
Public Works	Replace 12 yard plow trucks	\$ 244,000	51
Public Works	Replace One Ton Trucks	\$ 120,000	53
Public Works	Replace bucket truck	\$ 175,000	56
Public Works	Sidewalk Plow Equipment	\$ 16,000	59
Public Works	Pipe camera	\$ 13,000	61
Public Works	Skid Steer Sweeper Attachment	\$ 9,000	60
Recreation	Union St. Park/Chestnut Park Upgrades	\$ 75,000	64
Recreation	Senior Center Phase III	\$ 75,000	67
Recreation	Pettengill Baseball Field Renovation	\$ 100,000	68
NSB Arena	Mezzanine Furniture	\$ 20,000	
School Department	School Projects	\$ 1,000,000	NA
Administration	Contingency	\$ 23,000	NA
TOTAL BOND CIP		\$ 9,310,000	

FY 21 Unallocated

Description		Unallocated Bond Proceeds	Page Detail
City Clerk	Record Restoration	\$ 20,000	6
Facilities	Public Safety Facility Study	\$ 100,000	NA
Facilities	Assessing Electric Vehicle	\$ 25,000	
Facilities	Festival Plaza Fountain System Removal/Engineering	\$ 25,000	
Facilities	911 Study	\$ 25,000	
Recreation	Programming/Facility Study	\$ 40,000	NA
TOTAL UNALLOCATED CIP		\$ 235,000	

FY 21 Other Funds

Description	Funds	Total	Page Detail
Economic Development	New Auburn Village Center Revitalization	TIF \$ 100,000	8
Economic Development	Downtown Parking/Walkability	TIF \$ 135,000	14
Economic Development	Downtown Parking/Walkability	CDBG \$ 135,000	14
Economic Development	Minot Ave/S Goff St Redevelopment	TIF \$ 125,000	13
Facilities	Roof Boys and Girls Club	CDBG \$ 105,000	21
Fire/EMS	Ambulance Replacement	EMS Capital Reserve \$ 263,000	37
Fire/EMS	Cardiac Monitors	EMS Capital Reserve \$ 30,000	38
Recreation	Programming/Facility Study	Ingersoll Fund Bal \$ 60,000	71
TOTAL OTHER CIP		\$ 953,000	

TOTAL FY 21 CAPITAL IMPROVEMENT PLAN		\$ 10,498,000	
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Mayor Levesque called the meeting to order at 7:00 P.M. The meeting was conducted remotely using "Zoom" due to the Covid-19 pandemic. The meeting was also broadcast as usual on Great Falls TV (cable channel 1302) and on the City of Auburn YouTube channel.

Members of the public were allowed to comment during the public comment session of the meeting, by either "attending" the meeting via Zoom or by submitting remarks via email to: comments@auburnmaine.gov.

Mayor Levesque led the assembly in the salute to the flag. All Councilors were present.

I. Consent Items: None

II. Minutes – April 27, 2020 Regular Council Meeting

Motion was made by Councilor MacLeod and seconded by Councilor Walker to approve the minutes of the April 27, 2020 Regular Council Meeting.

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

III. Communications, Presentations and Recognitions

Covid-19 Update - Phil Crowell, Matt Fifield, and Marc Gosselin

Council Communications:

Mayor Levesque – commented that we've posted the list of farms from the Sun Journal's list and have had over 1,000 views. He also urged people not to go to Mt Appetite at this time. It is very wet and muddy, and bikes are tearing up the trails right now.

Councilor Carrier - nothing at this time.

Councilor MacLeod – nothing at this time.

Councilor Lasagna – reminded people that this was the 100th anniversary of the 19th amendment being signed. She thanked the Mayor for talking about the farms and reminded everyone that the farmers market on Main Street is set to open on Wednesday and Lewiston's is set to open on Sunday. She reminded everyone to remember Community Supported Agriculture (CSA) where you can buy a share and get food delivered monthly. She thanked Peter for his email regarding remaining supportive and respectful of one another.

Councilor Milks – nothing at this time.

Councilor Walker – commented that we still have restaurants and recreation areas in New Auburn that are not open and are not sure if or when they will open adding that they cannot remain closed until July. A lot of businesses are struggling to hang on adding that something has to be done.

Councilor Gerry – nothing at this time.

Councilor Boss – asked if there are there any resources on the recovery page that will be helpful to businesses, adding that there are creative ways to stay profitable and what can we do for those that re not adapting and need to do so in order to stay afloat.

Councilor Carrier – asked about the issue on Riverside Drive, and will it be added to a future workshop as an agenda item.

IV. **Open Session** – No one from the public spoke, however the following email comment was sent via email.

Mayor Levesque:

I am very disappointed by your letter to Governor Mills, which includes the following line:

"I am writing today on behalf of the City of Auburn to urge you to lift the Stay Safe at Home order no later than May 4."

Decisions about how and when to modify Maine's social distancing policies should be made based on the best available data and epidemiological and public health principles, and in consultation with appropriate experts, including public health officials. Your letter doesn't even marginally mention the science or data behind the restrictions or the well-recognized criteria for relaxing restrictions. Instead, you praise Auburn's 'inspired leadership' and base your request on your personal opinion about the city's mood.

Economic issues are important, but data from previous pandemics shows that the most robust economic recoveries occurred in those places where restrictions were started early, were strong, and were not discontinued prematurely. One does not remove one's parachute just because the rate of descent has slowed.

*You are free to express a personal opinion, but as Mayor you are not entitled to claim that your personal opinion represents the City of Auburn. I cannot find any evidence that the City Council directed you to make this request **on behalf of the City**. Although some Auburn residents may feel as you do, my friends, acquaintances, and I most certainly do not. I am appalled that you have taken it upon yourself to speak for us without consulting us.*

*As a physician, a member of a high risk group, and based on my training and experience in preparing for infectious disease outbreaks, I disagree quite strongly with your request - but it would never occur to me to send a letter to Governor Mills advocating my position and claiming it was **on behalf of the City of Auburn or a local medical center**.*

I ask you to publicly state that your letter expressed your PERSONAL request, and was not 'on behalf of the City of Auburn'.

I am very, very unhappy about this.

Peter Elias, MD, 564 Lake Street

V. Unfinished Business - None

VI. New Business

1. Order 49-05042020

Adopting the amendments to the Citizen Participation Plan as recommended by the Citizen's Advisory Committee. Public comment and vote.

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

Public comment – no one from the public spoke.

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

2. Order 50-05042020

Adopting the amendments to the Annual Action Plan as recommended by the Citizen's Advisory Committee. Public comment and vote.

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

Public comment - no one from public spoke.

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

3. Order 51-05042020

Scheduling the School Budget Validation Referendum Election to be held on July 14, 2020 to coincide with the State Election.

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

Public comment – no one from the public spoke.

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

4. Order 52-05042020

Approving a second, non-binding advisory question to be included on the School Budget Validation Referendum Ballot as proposed by the School Department.

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

Public comment – no one from the public spoke.

Motion failed 0-7. A roll call vote was taken.

VII. Reports

- **Mayor Levesque** – nothing to report

- **Councilor Gerry** – reported that she attended a zoom seminar last week put on by MMA and she found it very informative
- **Councilor Walker** – nothing to report
- **Councilor Milks** – reported that there is a Citizen's Advisory Committee meeting scheduled tomorrow at 12:30 via zoom
- **Councilor Lasagna** – reported that the School Building Committee meeting tomorrow at 6:30 PM via Zoom, the Recycling Committee will meet Thursday morning at 7:30 AM via Zoom.
- **Councilor MacLeod** – nothing to report, but he did ask for clarification about committees and when they will start to meet.
- **Councilor Carrier** – reported that the Airport Board has not had a meeting but did get a report that the construction on the runway is progressing, the next School Committee meeting is scheduled for Wednesday, and the Appointment Committee will meet next week.
- **Councilor Boss** – reported that the Library has had a voluntary return to work for staff. A date has not been set when they will be open to the public. All borrowed materials that have been taken out are due back on June 1st. She also provided an update on the Court Street Study. They met last week and will be holding a virtual community meeting on 5/21.
- **City Manager Report** – reported that staff has been busy, he is looking forward to the School Building Committee meeting scheduled for tomorrow, he talked about boards and committees resuming their meetings, he would like to talk to the Mayor about this and would also like to reach out to chairs to see if there is a need to meet at this time. There will be an update on the Court Street study at the May 18th Council meeting.

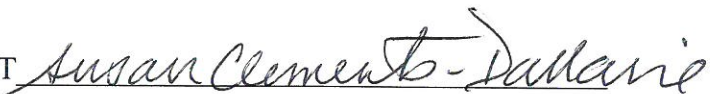
VIII. Executive Session

Economic Development, pursuant to 1 M.R.S.A. Sec. 405(6)(C).

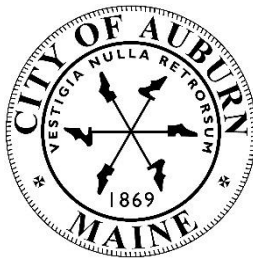
Motion was made by Councilor Milks and seconded by Councilor Carrier to enter into executive session.

Passage 7-0, time 8:26 PM. A roll call vote was taken. The remote meeting adjourned.

A TRUE COPY

ATTEST 

Susan Clements-Dallaire, City Clerk



Mayoral Proclamation for Mental Health Month

Whereas, mental health is part of overall health; and

Whereas, one in five adults experiences a mental health problem in any given year; and

Whereas, the COVID-19 pandemic has increased the number of people experiencing feelings of anxiety and depression; and

Whereas, Maine's youth have the highest rate of diagnosed anxiety in the nation and the country's third highest rate of diagnosed depression among children aged 3 – 17; and

Whereas, we lose a young adult in Maine to suicide every 10 days, an adult every 36 hours, and 48 Maine veterans each year die by suicide; and

Whereas, early identification and treatment can make a difference in the successful navigation of mental illness and recovery; and

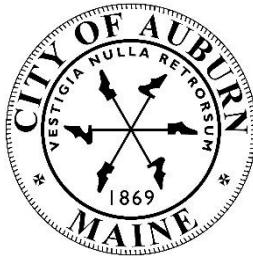
Whereas, we come together with every citizen and community in our state to help end the silence and stigma that for too long has made people feel isolated, alone and discouraged people from getting help; and

Whereas, through public education and working together to raise awareness, we can help improve the lives of individuals and families affected by mental illness.

NOW THEREFORE BE IT RESOLVED, I, Mayor Jason Levesque, do hereby proclaim May as Mental Health Month in the City of Auburn, to shine a light on mental illness and the need for long-term improvements in our mental health care system and increased access to care for all so no one feels alone.

IN WITNESS WHEREOF, I have
hereunto set my hand and caused the
Seal of the City of Auburn, Maine
to be fixed this 18th day of May 2020

Jason Levesque, Mayor



PROCLAMATION MAINE ARBOR WEEK

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and this holiday called Arbor Day was first observed with the planting of a million trees in Nebraska; and

WHEREAS, May 17th to May 23rd, 2020 is Maine Arbor Week; and

WHEREAS, trees can reduce the erosion of our precious topsoil, cut heating and cooling cost, moderate the temperature, clean the air, provide life-giving oxygen and provide habitat for wildlife; and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and beautify our community; and

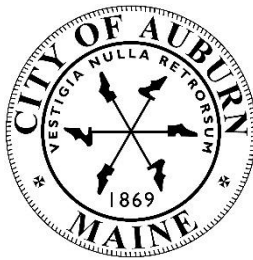
WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal.

NOW THEREFORE I, Jason Levesque, Mayor of the City of Auburn, by virtue of the authority vested in me, do hereby proclaim May 17th to May 23rd, 2020 as the celebration of Maine Arbor Week in the City of Auburn, and I urge all citizens to celebrate Maine Arbor Week and support efforts to protect our trees and woodlands.

Further, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

IN WITNESS WHEREOF, I have
hereunto set my hand and caused the
Seal of the City of Auburn, Maine
to be fixed this 18th day of May 2020

Jason Levesque, Mayor



Proclamation
Centennial Commemoration of the
19th Amendment to the
United States Constitution

WHEREAS, the first gathering devoted to women's rights in the United States was held in Seneca Falls, New York in 1848 citing the unfairness of depriving women of the right to vote and marking the beginning of the woman suffrage movement in America; and

WHEREAS, women suffragists fought for more than 70 years for a single constitutional amendment granting women the right to vote; and

WHEREAS, the House of Representatives voted to pass the amendment on May 21, 1919, followed by the Senate on June 4, 1919; and

WHEREAS, on August 18, 1920, Tennessee became the 36th state to ratify the amendment, giving it the two-thirds majority of state ratification necessary to make it the law of the land; and

WHEREAS, the official ratification took on place on August 26, 1920 when U.S. Secretary of State Bainbridge Colby certified the approval of the Tennessee state legislature enfranchising millions of women in America; and

WHEREAS, the 100th anniversary of the ratification of the 19th amendment is a historical milestone to be celebrated and to reflect on the decades of hard work and struggle by women's rights activists across the United States guaranteeing American women the right to vote and to fully participate in our democracy; and

NOW THEREFORE I, Jason Levesque, Mayor of the City of Auburn, by virtue of the authority vested in me, celebrate this important milestone by proclaiming the calendar year of 2020 to be the 19th Amendment Centennial Commemoration in the City of Auburn.

IN WITNESS WHEREOF, I have
hereunto set my hand and caused the
Seal of the City of Auburn, Maine
to be fixed this 18th day of May 2020

Jason Levesque, Mayor



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: May 18, 2020

Author: Sue Clements-Dallaire, City Clerk

Subject: Covid-19, Transitioning and Recovery Update

Information: Phil Crowell, Matt Fifield, and Marc Gosselin will update the City Council on the Covid-19 pandemic, transitioning and recovery.

City Budgetary Impacts: N/A

Staff Recommended Action: Update and discussion

Previous Meetings and History: Staff has been providing regular updates

City Manager Comments:

I concur with the recommendation. Signature:

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

Attachments:



**City of Auburn
City Council Information Sheet**

Meeting Date: May 18, 2020

Order: 53-05182020

Author: Derek Boulanger, Facilities Manager/ Purchasing Agent

Subject: Solar Net Energy Billing Credits Agreement

Information: The City has recently entered into a Net Energy Billing Credits Agreement with Eagle Creek Renewable Energy for the purchase of all 2,618,000 kWh of electricity produced by this hydro facility annually. Although the production from this facility will meet more than half the City's needs, additional offsite solar options are available to cover a portion of the City's remaining electricity requirements and provide additional savings.

The City's current electricity supplier Maine Power Options (MPO) offered the City an option to purchase 600,000 kWh of solar energy for a fixed rate of \$.071/kwh. The projected savings in year one are \$33,960.00. (Summary attached)

On April 6th, the MPO proposal and relevant information were provided to the Mayor and City Council, staff received direction to proceed with negotiations with Maine Power Options and Cenergy. Attached is the draft agreement as a result of the negotiations.

If approved, the combination of the hydro and solar agreements would mean approximately 70% of the City's current electricity needs would be produced by local clean renewable energy sources.

City Budgetary Impacts: Reduction in Electricity Costs.

Staff Recommended Action: Enter into a Net Energy Billing Credits Agreement with MPO and Cenergy.

Previous Meetings and History: February 5, 2020

Executive Session Meeting Date: April 6, 2020

City Manager Comments:

I concur with the recommendation. Signature:

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

Attachments:

NEBCA Draft Agreement

NEBCA Council Order

Estimated Savings Summary



NET ENERGY BILLING CREDITS AGREEMENT

This Net Energy Billing Credits Agreement (“**Agreement**”) is entered into as of _____, 2020 (the “**Effective Date**”) and is by and between [BAP POWER CORP (DBA CENERGY), _____] (“**Seller**”), and [City of Auburn], a Maine [corporation] (“**Buyer**”).¹ In this Agreement, Seller and Buyer are sometimes referred to individually as a “**Party**” and collectively as the “**Parties**.”

RECITALS

WHEREAS, Seller is in the business of financing, developing, owning, operating and maintaining solar electric generation facilities;

WHEREAS, Seller proposes to finance, install, own, operate and maintain the Distributed Generation Resource as defined in Article 1 of this Agreement (the “**Distributed Generation Resource**”);

WHEREAS, the Distributed Generation Resource is expected to qualify for and participate in Net Energy Billing pursuant 35-A M.R.S.A. § 3209-B, and the Net Energy Billing Regulations, as defined in Article 1 of this Agreement, promulgated by the Maine Public Utilities Commission (“**MPUC**”) thereunder, and will, therefore, generate monetary Net Energy Billing Credits for each kilowatt hour of electricity generated by the Distributed Generation Resource; and

WHEREAS, Seller desires to sell and deliver to Buyer, and Buyer desires to purchase and receive from Seller, the Net Energy Billing Credits generated by the Distributed Generation Resource, which is located in Maine and qualifies as an “Eligible Facility” based on the renewable character and size of its generation, pursuant to the Net Energy Billing Regulations during the Term; subject to the terms and conditions, and at the prices, set forth in this Agreement; and

WHEREAS, this Agreement is intended by the Parties to set forth Buyer’s “Financial Interest” in such “Eligible Facility” pursuant to the Net Energy Billing Regulations.

NOW, THEREFORE, in consideration of the foregoing recitals, the mutual premises, representations, warranties, covenants, conditions herein contained, and the Exhibits attached hereto, Seller and Buyer agree as follows.

ARTICLE I DEFINITIONS

When used in this Agreement, the following terms shall have the meanings given below, unless a different meaning is expressed or clearly indicated by the context. Words defined in this

¹ Note to Draft (“NTD”): Parties to confirm Buyer and Seller entities.

Article 1 which are capitalized shall be given their common and ordinary meanings when they appear without capitalization in the text. Words not defined herein shall be given their common and ordinary meanings.

“Applicable Legal Requirements” means any present and future law, act, rule, requirement, order, by-law, ordinance, regulation, judgment, decree, or injunction, including without limitation the Net Energy Billing Regulations, in each case of or by any Governmental Authority, ordinary or extraordinary, foreseen or unforeseen, and all licenses, permits, and other governmental consents, which may at any time be applicable to a Party’s rights and obligations hereunder, including, without limitation, the construction, operation, and ownership of the Distributed Generation Resource, as well as the selling and purchasing of Net Energy Billing Credits therefrom.

“Business Day” means a day on which Federal Reserve member banks in Boston are open for business; and a Business Day shall open at 8:00 a.m. and close at 5:00 p.m. Eastern Prevailing Time.

“Commercial Operations Date” means the later of (i) the date on which the Distributed Generation Resource commences generation of Energy on a commercial basis, and (ii) the date that interconnection to the local electrical distribution system has been authorized and is functioning with the LDC.

“Confidential Information” means all oral and written information exchanged between the Parties which contains proprietary business or confidential information of a Party and is clearly marked, or designated if oral, as “confidential” by such Party. The Parties agree that the provisions (but not the existence) of this Agreement constitute Confidential Information. The following exceptions, however, do not constitute Confidential Information for purposes of this Agreement: (a) information that is or becomes generally available to the public other than as a result of a disclosure by either Party in violation of this Agreement; (b) information that was already known by the receiving Party on a non-confidential basis prior to this Agreement; (c) information that becomes available to receiving Party on a non-confidential basis from a source other than the disclosing Party if such source was not subject to any prohibition against disclosing the information to such Party; (d) information a Party is required to disclose in connection with any administrative or regulatory approval or filing process in connection with the conduct of its business or in accordance with any statute or regulations; (e) information disclosed as part of a public proceeding or meeting of the Buyer’s governing or legislative body that is held in order to authorize the Buyer to enter into this Agreement; (f) information disclosed pursuant to any applicable law, rule or regulation requiring such disclosure, or as compelled by legal process including, but not limited to the Maine Freedom of Access Act, any “public records” or “freedom of information” request or pursuant to the order or requirement of a court, administrative agency, or other Governmental Authority; and (g) information that is disclosed by the receiving Party with the prior written permission of the disclosing Party.

“Distributed Generation Resource” means the solar (PV) power electrical generation facility, to be constructed, owned, operated and maintained by Seller, with specifications for an aggregate nameplate capacity of approximately _____ MW (DC), which qualifies for Net Energy Billing as an “Eligible Facility” in accordance with the Net Energy Billing Regulations, together with all appurtenant facilities required to interconnect such Distributed Generation

Resource to the local electric distribution system, all to be located in _____, Maine, as described in Exhibit D, attached hereto.

“Energy” means the amount of electricity either used or generated over a period of time, expressed in terms of kilowatt hour (“kWh”) or megawatt hour (“MWh”).

“Environmental Attributes” means any and all credits, benefits, emissions reductions, offsets, and allowances, howsoever entitled, attributable to the Distributed Generation Resource, the production of electrical energy from the Distributed Generation Resource and its displacement of conventional energy generation, including (1) any avoided emissions of pollutants to the air, soil or water such as sulfur oxides (SO_x), nitrogen oxides (NO_x), carbon monoxide (CO) and other pollutants; (2) any avoided emissions of carbon dioxide (CO₂), methane (CH₄), nitrous oxide, hydrofluorocarbons, perfluorocarbons, sulfur hexafluoride and other greenhouse gases (GHGs) that have been determined by the United Nations Intergovernmental Panel on Climate Change, or otherwise by law, to contribute to the actual or potential threat of altering the Earth’s climate by trapping heat in the atmosphere; and (3) the reporting rights related to these avoided emissions, such as Green Tag Reporting Rights and Renewable Energy Certificates (RECs) issued by the NEPOOL GIS. Green Tag Reporting Rights are the right of a party to report the ownership of accumulated Green Tags in compliance with federal or state law, if applicable, and to a federal or state agency or any other party, and include Green Tag Reporting Rights accruing under Section 1605(b) of The Energy Policy Act of 1992 and any present or future federal, state, or local law, regulation or bill, and international or foreign emissions trading program. Environmental Attributes do not include Tax Attributes. Without limiting the generality of the foregoing, Environmental Attributes include carbon trading credits, renewable energy credits or certificates, emissions reduction credits, investment credits, emissions allowances, green tags, tradeable renewable credits and Green-e® products.

“Force Majeure” means any cause not within the reasonable control of the affected Party which precludes that Party from carrying out, in whole or in part, its obligations under this Agreement, including, but not limited to, Acts of God; hurricanes or tornados; fires; epidemics; landslides; earthquakes; floods; other natural catastrophes; strikes; lock-outs or other industrial disturbances; acts of public enemies; acts, failures to act or orders of any kind of any Governmental Authority acting in its regulatory or judicial capacity; insurrections; military action; war, whether or not it is declared; sabotage; riots; civil disturbances or explosions. A Party may not assert an event of *Force Majeure* to excuse it from performing due to any governmental act, failure to act, or order, where it was reasonably within such Party’s power to prevent such act, failure to act, or order. Economic hardship of either Party; general economic or energy market conditions; or acts, failures to act, or orders of any Governmental Authority related to the Net Energy Billing Regulations, Governmental Charges or federal, state or local taxes shall not constitute an event of *Force Majeure*.

“Governmental Authority” means any national, state or local government, independent system operator, regional transmission owner or operator, any political subdivision thereof or any other governmental, judicial, regulatory, public or statutory instrumentality, authority, body, agency, department, bureau, or entity.

“Governmental Charges” means all applicable federal, state and local taxes (other than taxes based on income or net worth, but including, without limitation, sales, use, gross receipts or similar taxes), governmental charges, emission allowance costs, duties, tariffs, levies, licenses,

fees, permits, assessments, adders or surcharges (including public purposes charges and low income bill payment assistance charges), imposed or authorized by a Governmental Authority, LDC, or other similar entity, on or with respect to the Net Energy Billing Credits.

“Interconnection Agreement” shall mean the Interconnection Service Agreement(s) entered into with the LDC, which authorizes the interconnection of the Distributed Generation Resource with the LDC’s distribution system in accordance with Applicable Legal Requirements and which specifies (directly or by reference to the “Commercial or Institutional Customer Allocation to the Commercial or Institutional Customer of Shared Financial Interest Customers Tariff Rate Agreement” or similar agreement between the LDC and the Seller (the “Tariff Rate Agreement”) filed by Seller under the Tariff) the manner in which Net Energy Billing Credits shall be allocated to Buyer’s customer accounts.

“Interest Rate” means 200 basis points above the prime rate as published in the Wall Street Journal; provided, however, that the interest shall not exceed the maximum rate permitted by law.

“LDC” means the local electric distribution company.

“Lender” means the entity or person(s) providing financing to Seller in connection with the Distributed Generation Resource.

“MPUC” shall have the meaning set forth in the recitals of this Agreement.

“NEPOOL” means the New England Power Pool and any successor.

“NEPOOL GIS” means the New England Power Pool Generation Information System, which includes a generation information database and certificate system, operated by NEPOOL, its designee or successor entity, that accounts for the generation attributes of electricity generated within New England.

“NEPOOL GIS Certificate” means an electronic record produced by the NEPOOL GIS that identifies the relevant generation attributes of each MWh accounted for in the NEPOOL GIS.

“NEPOOL GIS Operating Rules” means the NEPOOL GIS Operating Rules, effective January 1, 2020, as may be amended from time to time.

“Net Energy Billing” shall have the meaning set forth in 35-A M.R.S.A. § 3209-B(1)(D) and as set forth in Chapter 313 of the MPUC customer net energy billing rules, 65-407 C.M.R. ch. 313.

“Net Energy Billing Credits” means those monetary bill credits as set forth in 35-A M.R.S.A. § 3209-B(5) and as set forth in Chapter 313 of the MPUC customer net energy rules, 65-407 C.M.R. ch. 313, § 3(K)(1). For the avoidance of doubt, Net Energy Billing Credits shall exclude any Tax Attributes and Environmental Attributes.

“Net Energy Billing Regulations” are the Maine net energy billing statute 35-A M.R.S.A. § 3209-B and the MPUC customer net energy billing rules, 65-407 C.M.R. ch. 313.

“Performance Guarantee” means that Seller guarantees to Buyer that the Distributed Generation Resource will deliver production at 90% of the expected annual Energy production level, as set forth in Exhibit A.

“Renewable Energy Certificate” or **“REC”** means a certificate, credit, allowance, green tag, or other transferable indicia, howsoever entitled, created by an applicable program or certification authority indicating generation of a particular quantity of Energy, or product associated with the generation of a megawatt hour (MWh) from a renewable energy source by a renewable energy project, and excluding, for the avoidance of doubt, any Tax Attributes and the Net Energy Billing Credits.

“Tariff” means the LDC’s applicable tariff(s) for interconnection of the Distributed Generation Resource and any Net Energy Billing services to be administered by the LDC, including without limitation application of the “Tariff Rate” under the Net Energy Billing Regulations, as approved by the MPUC, together with any subsequent amendments and approvals thereto.

“Tax Attributes” means the investment tax credits (including any grants or payments in lieu thereof) and any tax deductions or other benefits under the Internal Revenue Code or applicable federal, state, or local law available as a result of the ownership and operation of the Distributed Generation Resource or the output generated by the Distributed Generation Resource (including, without limitation, tax credits (including any grants or payments in lieu thereof) and accelerated and/or bonus depreciation); and for the avoidance of doubt, Tax Attributes shall exclude any Net Energy Billing Credits and Environmental Attributes.

ARTICLE II TERM

2.1 **Term.** The term of this Agreement (the **“Term”**) shall commence on the Effective Date and shall end at the earlier of (i) 11:59 PM on the day preceding the twentieth (20th) anniversary of the Commercial Operations Date (the **“Termination Date”**), or (ii) such date as of which this Agreement may be earlier terminated pursuant to the provisions hereof.

2.2 **Early Termination by Buyer.** The Buyer may terminate this Agreement without penalty or any liability (a) prior to the Commercial Operations Date if the Distributed Generation Resource has not achieved commercial operation within twelve (12) months of the Effective Date except that the 12-month time period shall be extended day-for-day for the duration of any period of Force Majeure established by the Seller in accordance with Section 8.2; or (b) after the Commercial Operations Date if the Distributed Generation Resource generates less than fifty percent (50%) of its expected Net Energy Billing Credits over any period of twelve (12) consecutive months other than for reasons attributable to Force Majeure. For avoidance of doubt, for this Section 2.2, the expected Energy shall be as set forth in Exhibit C, attached hereto. In the case of termination pursuant to this Section 2.2, the Buyer shall give the Seller thirty (30) days prior written notice, and this Agreement shall terminate without further liability of the Seller to the Buyer and of the Buyer to the Seller, provided that the Buyer and Seller shall not be released from any payment or other obligations arising under this Agreement prior to such termination, including under Section 3.5.

ARTICLE III FACILITY OWNERSHIP AND OPERATION

3.1 Title. Title to the Distributed Generation Resource and all generation capacity credits and Tax Attributes produced or associated with the Distributed Generation Resource shall be with the Seller. If Buyer elects the Combined Rate in Exhibit B, title to the Percentage of Environmental Attributes produced or associated with the Distributed Generation Resource shall be transferred to the Buyer as set forth in Section 6.1.

3.2 Notice of Commercial Operations Date. Subject to the provisions of this Agreement, Seller shall promptly notify Buyer in writing when the Distributed Generation Resource has achieved the Commercial Operations Date.

3.3 Seller's Operation of Facilities. Seller shall install, operate and maintain the Distributed Generation Resource in material accordance with all Applicable Legal Requirements, all applicable equipment manufacturers' guidelines and recommendations, and pursuant to widely accepted industry practice and shall maintain such documents and records necessary to confirm Seller's installation, operation and maintenance of the Distributed Generation Resource in material accordance with such standards.

3.4 Seller's Obligation To Maintain Facilities; Insurance. Seller shall maintain the Distributed Generation Resource and the individual components thereof in good working order at all times during the Term of this Agreement, subject to reasonable time allowed for construction, maintenance, repair and event(s) of Force Majeure. Seller shall carry insurance coverage in an amount reasonably expected to repair or replace the Distributed Generation Resource if damaged, or in an amount as required by a Lender, at Seller's discretion. For the duration of the Agreement, Seller shall carry all insurance required by Applicable Legal Requirements and Commercial General Liability Insurance, including coverage by an endorsement or otherwise for Seller's defense and indemnification obligations under the Agreement, with per occurrence limits of not less than one million dollars (\$1,000,000).

3.5 Seller's Performance Guarantee. Seller shall be responsible for operation and maintenance of the Distributed Generation Resource. Seller guarantees that the Distributed Generation Resource will meet the Performance Guarantee, as defined in Article 1. Commencing on the second anniversary of the Commercial Operations Date, if on that date and on each successive twenty-four (24) month period thereafter, the actual MWh (AC) generated by the Distributed Generation Resource over the prior 24-month period is *less* than the Performance Guarantee over that same 24-month period, then Seller will pay Buyer an amount equal to the difference between the Performance Guarantee and the actual MWh (AC) multiplied by the Guaranteed Energy Price per MWh (AC) (defined hereinbelow) for that same 24-month period. Seller will make that payment within thirty (30) days after the end of the relevant twenty-four (24) month period. The "Guaranteed Energy Price per MWh (AC)" means the \$/MWh Price elected by the Buyer in Exhibit B.

ARTICLE IV PURCHASE AND SALE OF NET ENERGY BILLING CREDITS

4.1 Sale and Purchase of Net Energy Billing Credits. Commencing on the Commercial Operations Date, on a monthly basis Seller agrees to sell to Buyer, and Buyer agrees to purchase and accept all of Seller's right, title and interest to ____ % (the "**Percentage**") of the Net Energy Billing Credits generated by the Distributed Generation Resource, free and clear of all claims, liens, security interests and encumbrances of any kind, nature and description.

4.2 Allocation. To facilitate delivery of the Net Energy Billing Credits purchased and sold pursuant to Section 4.1, Seller shall request (through completion of the applicable Tariff Rate Agreement) that the LDC allocate the quantity of Net Energy Billing Credits specified in Section 4.1 to Buyer's customer account(s), as further set forth in Exhibit A, "Buyer's Designation of Customer Accounts," attached hereto and incorporated herein. Buyer may in its sole discretion modify the list of accounts in Exhibit A, provided that the Percentage, as set forth in Section 4.1, does not change. Buyer must notify Seller in writing of any change to Exhibit A, "Buyer's Designation of Customer Accounts". Upon receipt of Buyer's written notice, Seller must provide written notice to the LDC of the revised customer account designations within 10 business days and according to Section 5.2. Buyer understands that the Net Energy Billing Credits received by Buyer for a particular month will be reflected on Buyer's billing statement from the LDC as a monetary credit amount and not as an electricity quantity; and that such monetary credit will be reflected on Buyer's monthly invoice according to the LDC's billing cycle, which may be after the Energy attributable to such Net Energy Billing Credits is generated by the Distributed Generation Resource and delivered to the LDC.

4.3 Payment. The payment that Buyer shall make to Seller for the Percentage of Net Energy Billing Credits (the "**Payment**") shall be determined by multiplying the Price per MWh set forth in Exhibit B by the Percentage of MWhs generated and delivered to the LDC by the Distributed Generation Resource, as measured by the LDC, that are included in the LDC's calculation of the Net Energy Billing Credits allocated to Buyer's customer account(s) in accordance with the Net Energy Billing Regulations for each month of the Term.

4.4 Buyer's Purchase Contingent on Allocation of Credits by LDC. The Parties acknowledge and agree that Buyer's agreement to purchase Net Energy Billing Credits from Seller is contingent upon and subject to the LDC's agreement to allocate the corresponding Net Energy Billing Credits to Buyer's customer account(s) with the LDC, as set forth in Section 4.2 herein and in accordance with the Net Energy Billing Regulations. During the Term of this Agreement, if for any reason the LDC refuses to allocate a portion or all of the Buyer's Percentage of Net Energy Billing Credits to Buyer's customer accounts associated with any Energy delivered by the Distributed Generation Resource to the LDC, Buyer shall have no obligation to purchase such corresponding Net Energy Billing Credits, and Seller shall promptly refund to Buyer any Payment made by Buyer for such Net Energy Billing Credits which the LDC refused to credit to Buyer's customer account(s).

4.5 Title To Net Energy Billing Credits. Title to the Net Energy Billing Credits, including the right to receive such Net Energy Billing Credits once allocated by the LDC, will pass from Seller to Buyer upon allocation to Buyer's customer account(s) by the LDC.

4.6 Non-Exclusive Agreement. Notwithstanding anything in this Agreement to the contrary, the Parties acknowledge and agree that (a) Buyer's agreement to purchase Net Energy Billing Credits from Seller is not exclusive. Buyer shall have the right and ability to enter into agreements with other parties to purchase additional Net Energy Billing Credits and/or

Environmental Attributes, subject to all Applicable Legal Requirements, and (b) Seller's agreement to sell Net Energy Billing Credits to Buyer is not exclusive, and Seller shall have the right and ability to enter into agreements with other parties to sell additional Net Energy Billing Credits and/or Environmental Attributes, subject to all Applicable Legal Requirements..

4.7 Governmental Charges.

a. Seller is responsible for any Governmental Charges currently attributable to the sale of Net Energy Billing Credits to Buyer under this Agreement, irrespective of whether imposed before, upon or after the allocation and delivery of such Net Energy Billing Credits to Buyer. Other than the Payment set forth in Section 4.3, Buyer shall not be responsible for any taxes, Government Charges, costs, duties, tariffs, licenses, fees, permits, assessments, adders or surcharges, imposed or authorized by a Governmental Authority, LDC, or similar entity, that are associated with the Distributed Generation Resource, including but not limited to any charges or costs associated with metering the generation from the Distributed Generation Resource or settling such generation in the ISO-NE wholesale markets.

b. The Parties shall use reasonable efforts to administer this Agreement and implement its provisions so as to minimize Governmental Charges, to the extent permitted by law. In the event any of the sales of Net Energy Billing Credits hereunder are to be exempted from or not subject to one or more Governmental Charges, the Party claiming such exemption shall, upon a Party's written request therefore, provide the requesting Party with all necessary documentation to evidence such exemption or exclusion in a timely manner. If any sales or other tax is applicable to this Agreement in the future, Seller shall cooperate with Buyer to ensure that Buyer receives the full benefit of Buyer's tax exempt status.

ARTICLE V PAYMENT

5.1 During each monthly LDC billing cycle, Seller shall provide Buyer with an invoice for Payment in accordance with Section 4.3 attributable to the Net Energy Billing Credits allocated to Buyer's designated account(s) during the prior monthly LDC billing cycle (the "**Invoice**"). The Invoice shall be based on the actual Net Energy Billing Credits that appear in the Buyer's LDC bill(s) for the designated account(s). Buyer shall either promptly provide its monthly LDC bill to Seller, or, shall allow Seller to access Buyer's monthly bill directly with the LDC, at Buyer's discretion. Subject to the provisions of Section 4.4, Buyer shall pay all invoiced amounts owed to Seller by a mutually agreeable method. Any undisputed Payment not made to Seller within thirty (30) days of the Buyer's receipt of a proper Invoice shall bear interest from the date on which such Payment was required to have been made through and including the date such Payment is actually received by Seller. Such interest shall accrue at a rate equal to the Interest Rate.

5.2 Records and Audits. Each Party shall keep, for a period of not less than six (6) years after the expiration or termination of any transaction, records sufficient to permit verification of the accuracy of billing statements, Invoices, charges, Environmental Attributes registrations and transfers (if Buyer elects the Combined Rate in Exhibit B), computations and payments for such transaction. During such period each Party may, at its sole cost and expense, and upon reasonable notice to the other Party, examine the other Party's records pertaining to such transactions during the other Party's normal business hours. Seller shall, at Buyer's request, such request to not occur more than annually, provide documentation itemized by month of the amount of total electricity

generated by the Distributed Generation Resource and/or the calculation of the Net Energy Billing Credits and, if Buyer elects the Combined Rate in Exhibit B, accountings of Environmental Attributes (including registrations and transfers).

5.3 Dispute. If a Party, in good faith, disputes an amount owed or paid as provided in this Agreement, the disputing Party shall immediately notify the other Party of the basis for the dispute and the obligated Party shall pay the undisputed portion of such Invoice no later than the due date. Upon resolution of the dispute, any required payment shall be made within seven (7) Business Days of such resolution along with the interest accrued at the Interest Rate, from and including the due date through and including the date such payment is actually received by Seller. Any overpayments shall be returned by the receiving Party upon request or deducted from subsequent payments at the option of the overpaying Party with interest accrued at the Interest Rate from the date payment was made to the date payment is returned by the overpaying Party. The Parties shall only be entitled to dispute an amount owed or paid within twenty-four (24) calendar months from the date of issuance of such Invoice. If the Parties are unable to resolve a payment dispute under this Section 5.3, the Parties shall follow the procedure set forth in Section 12.5.

ARTICLE VI OBLIGATIONS OF THE PARTIES

6.1 Net Energy Billing.

a. Each Party's obligations under this Agreement are subject to the Distributed Generation Resource qualifying for Net Energy Billing pursuant to the Net Energy Billing Regulations. If, within twelve (12) months from the Effective Date, the Distributed Generation Resource does not so qualify, this Agreement shall terminate without further liability of the Seller to the Buyer and of the Buyer to Seller, provided that Buyer and Seller shall not be released from any payment or other obligations arising under this Agreement prior to such termination.

b. Subject to the provisions of this Agreement, each Party agrees to take all reasonable measures with respect to which it has legal capacity to facilitate and expedite the review of all approvals necessary for the Distributed Generation Resource to become eligible for and to participate in Net Energy Billing and, if Buyer elects the Combined Rate in Exhibit B, issuance, qualification, certification, registration and delivery of RECs from the Distributed Generation Resource to the Buyer within the NEPOOL GIS. Seller shall apply for and procure the issuance, registration and certification of RECs and any other Environmental Attributes for all MWh generated and delivered to the grid by the Distributed Generation Resource under the NEPOOL GIS Operating Rules. Seller shall transfer the Percentage of Environmental Attributes to Buyer within thirty (30) days of Seller obtaining right, title or interest to the Environmental Attribute(s) under NEPOOL GIS Operating Rules and such Environmental Attributes becoming available for a transfer in the NEPOOL GIS. If Seller fails to effect such transfer within the thirty (30) day window, then after providing Seller with ten (10) days written notice and an opportunity to cure, Buyer may commercially purchase RECs and any other Environmental Attributes reasonably equivalent to those that Seller failed to deliver, and Seller shall be liable for Buyer's costs and fees, including attorney's fees, associated with such purchase. Buyer may offset costs and fees incurred in accordance with this subsection against any Payment to Seller.

c. So long as any such amendment will materially benefit a Party without material detriment to the other Party and is otherwise permitted by law, the Parties commit to each other in good faith to make commercially reasonable efforts to fully cooperate and assist each other to amend this Agreement to conform to any rule(s) or regulation(s) regarding Net Energy Billing and ensure that the Distributed Generation Resource is eligible for Net Energy Billing and, as applicable, REC issuance under the NEPOOL GIS Operating Rules.

d. Upon implementation by the MPUC or other Governmental Authority of any rule or regulation that may affect any provision of this Agreement, in particular any rule or regulation regarding the provision of or eligibility for Net Energy Billing, the Parties shall negotiate in good faith to amend this Agreement to conform to such rule(s) and/or regulation(s) to the greatest extent possible, and shall use best efforts to conform such amendment to the original intent of this Agreement and to do so in a timely fashion.

e. Net Energy Billing Covenants. Notwithstanding any other provision of this Agreement, the Parties shall work cooperatively and in good faith to meet all net energy billing requirements under Applicable Legal Requirements and any applicable LDC requirements related thereto, including applicable interconnection and metering requirements, and including but not limited to the following obligations:

i. Seller Obligations. The Parties further agree that (A) Seller shall transmit one hundred percent (100%) of the Energy generated by the Distributed Generation Resource to the LDC pursuant to the terms of all applicable interconnection and net energy billing agreement(s) with the LDC, and (B) Seller shall instruct the LDC to allocate the Percentage of Net Energy Billing Credits for such Energy to Buyer (or Buyer's designee) at the customer accounts identified on Exhibit A.

ii. Buyer Obligations. To the extent required by the LDC and requested by Seller, Buyer shall (A) promptly execute any and all documents necessary to designate Buyer as a customer of record for the LDC meter in connection with the Distributed Generation Resource and otherwise establish Buyer as a customer for purposes of the Net Energy Billing Regulations. Seller shall use commercially reasonable efforts to assist Buyer in this process or, alternatively, establish such account in Seller's name and transfer it to Buyer, and (B) designate its relevant accounts with the LDC to receive Net Energy Billing Credits generated by the Distributed Generation Resource, such accounts identified on Exhibit A hereto.

iii. Reports. Prior to the Commercial Operations Date, Buyer shall take all reasonable actions necessary to allow Seller to access, for the Term, Buyer's monthly bills and invoices received from the LDC with respect to the calculation and allocation of any Net Energy Billing Credits. To the extent such bills and invoices are available from the LDC via an electronic platform, Buyer may satisfy its obligations under this Section by granting Seller access to such online information.

iv. Accrual of Net Energy Billing Credits. Buyer covenants to take no action or refuse to take any action, as the case may be, that results in non-accrual of Buyer's Percentage of Net Energy Billing Credits.

6.2 Seller's Obligations.

a. Seller shall maintain accurate operating and other records and all other data for the purposes of proper administration of this Agreement, including such records as may be required of Seller (and in the form required) by any Governmental Authority or the LDC in accordance with Applicable Legal Requirements.

b. Seller shall file with the LDC in a timely manner the initial Tariff Rate Agreement and any modifications to that Tariff Rate Agreement or any subsequent Tariff Rate Agreement as directed by Buyer in accordance with this Agreement and Applicable Legal Requirements.

c. Seller shall perform its obligations under this Agreement in full compliance with the Applicable Legal Requirements.

6.3 Buyer's Obligations.

d. Buyer shall perform its obligations under this Agreement in full compliance with the Applicable Legal Requirements.

e. Buyer shall reasonably cooperate with Seller so that Seller can meet its obligations under this Agreement, which cooperation shall include, but not be limited to, timely providing (or to the extent possible, reasonably facilitating that the LDC timely provides) to Seller full and complete information regarding the value of any Net Energy Billing Credits that have been allocated to Buyer's customer account(s) by the LDC.

**ARTICLE VII
REPRESENTATIONS AND WARRANTIES; ACKNOWLEDGEMENTS; BUYER'S
COVENANTS**

7.1 Representations and Warranties. As of the Effective Date, each Party represents and warrants to the other Party as follows.

a. The Party is duly organized, validly existing, and in good standing under the laws of its jurisdiction of formation; and authorized to conduct business as contemplated hereunder within the State of Maine.

b. The Party has full legal capacity to enter into and perform this Agreement.

c. The execution, delivery and performance of the Agreement and the consummation of the transactions hereunder have been duly authorized, and each person executing the Agreement on behalf of the Party has full authority to do so and to fully bind the Party.

d. The execution and delivery of this Agreement and the performance of the obligations hereunder will not violate any Applicable Legal Requirement, any order of any court or other agency of government, or any provision of any agreement or other instrument to which the Party is bound.

e. There is no litigation, arbitration, administrative proceeding, or bankruptcy proceeding pending or being contemplated by the Party, or to the Party's knowledge, threatened against the Party, that would materially and adversely affect the validity or enforceability of this Agreement or the Party's ability to carry out the Party's obligations hereunder.

7.2 Forward Contract; Bankruptcy Code. Seller asserts that this Agreement and the transactions contemplated hereunder are a "forward contract" within the meaning of the United States Bankruptcy Code, and that Seller is a "forward contract merchant" within the meaning of the United States Bankruptcy Code. The Seller further assert that Seller is not a "utility" as such term is used in Section 366 of the United States Bankruptcy Code, and Buyer agrees to waive and not to assert the applicability of the provisions of Section 366 in any bankruptcy proceeding wherein Buyer is a debtor.

ARTICLE VIII TERMINATION/DEFAULT/REMEDIES

8.1 Events of Default. The following shall each constitute an Event of Default by a Party.

a. The Party fails to make any material payment due under this Agreement within thirty (30) days after such payment is due unless the specific amount of the payment not made is being disputed and such failure continues for a period of five (5) business days after receipt of written notice of such nonpayment.

b. The Party fails to perform or comply with any material covenant or agreement set forth in this Agreement and such failure continues for a period of thirty (30) days after receipt of written notice thereof from another Party; provided, however, if the defaulting Party proceeds with due diligence during such thirty (30) day period to cure such breach and is unable by reason of the nature of the work involved using commercially reasonable efforts to cure the same within the said thirty (30) days, the defaulting Party's time to do so shall be extended by the time reasonably necessary to cure the same, provided that such extended cure period shall be no longer than ninety (90) days and further provided that the cure periods in this section shall not apply to and do not constitute a waiver of the early termination provision in Section 2.2 of this Agreement.

c. Fraud or intentional misrepresentation by the Party with respect to any of the covenants or agreements or representations or warranties of this Agreement.

d. The Party: (i) is dissolved (other than pursuant to a consolidation, amalgamation or merger); (ii) becomes insolvent or is unable to pay its debts or fails (or admits in writing its inability) generally to pay its debts as they become due; (iii) except for assignments made pursuant to Section 10.1 (regarding financing), makes a general assignment, arrangement or composition with or for the benefit of its creditors; (iv) has instituted against it a proceeding seeking a judgment of insolvency or bankruptcy or any other relief under any bankruptcy or insolvency law or other similar law affecting creditor's rights, or a petition is presented for its winding-up, reorganization or liquidation, which proceeding or petition is not dismissed, stayed or vacated within twenty (20) Business Days thereafter; (v) commences a voluntary proceeding seeking a judgment of insolvency or bankruptcy or any other relief under any bankruptcy or insolvency law or other similar law affecting creditors' rights; (vi) seeks or consents to the appointment of an administrator, provisional liquidator, conservator, receiver, trustee, custodian or other similar official for it or for all or substantially all of its assets; (vii) except for exercise of possession through assignments made pursuant to Section 10.1 (regarding financing), has a

secured party take possession of all or substantially all of its assets, the Distributed Generation Resource, or has a distress, execution, attachment, sequestration or other legal process levied, enforced or sued on or against all or substantially all of its assets; (viii) causes or is subject to any event with respect to it which, under the applicable laws of any jurisdiction, has an analogous effect to any of the events specified in clauses (i) to (vii) inclusive; or (ix) takes any action in furtherance of, or indicating its consent to, approval of, or acquiescence in, any of the foregoing acts.

8.2 Force Majeure. Except as specifically provided herein, if by reason of *Force Majeure* a Party is unable to carry out, either in whole or in part, any of its obligations herein contained, such Party shall not be deemed to be in default during the continuation of such inability, provided that: (i) the non-performing Party, as soon as reasonably practicable but in no event longer than two (2) weeks after the occurrence of the *Force Majeure* event, gives the other Party written notice describing the particulars of the occurrence and the anticipated period and extent of delay or interruption of such Party's performance hereunder; (ii) the suspension of performance be of no greater scope and of no longer duration than is required by the *Force Majeure* event; (iii) no obligations of the Party which were to be performed prior to the occurrence causing the suspension of performance shall be excused as a result of the occurrence; and (iv) the non-performing Party shall use commercially reasonable efforts to remedy with all reasonable dispatch the cause or causes preventing it from carrying out its obligations.

8.3 Termination for Default.

a. Upon the occurrence of an Event of Default, a non-defaulting Party at any time thereafter may give written notice to the defaulting Party specifying such Event of Default and such notice may state that this Agreement and the Term shall expire and terminate on a date specified in such notice, which shall be at least five (5) Business Days after the giving of such notice, and upon any termination date specified in such notice, this Agreement shall terminate as though such date were the date originally set forth herein for the termination hereof.

b. In the event this Agreement is terminated as a result of an Event of Default; (i) Seller shall have no further obligation to deliver, and Buyer shall have no further obligation to purchase, any Net Energy Billing Credits from Seller, provided, however, that Buyer shall pay Seller for any Net Energy Billing Credits generated by Seller that have or may continue to be allocated to Buyer by the LDC; and (ii) Seller shall notify the LDC immediately to stop any future allocation of Net Energy Billing Credits to Buyer, and shall promptly provide a copy of such notification to Buyer.

ARTICLE IX REMEDIES AND LIMITATION OF LIABILITY

9.1 Remedies. Subject to the limitations set forth in this Agreement, each Party reserves and shall have all rights and remedies available to it at law or in equity with respect to the performance or non-performance of the other Party hereto under this Agreement. Each Party agrees that it has a duty to mitigate damages that it may incur as a result of a Party's non-performance under this Agreement.

9.2 Limitation of Liability. WITH THE EXCEPTION OF THE SELLER'S OBLIGATIONS SET FORTH IN THE FOLLOWING SECTION 9.3, NO PARTY SHALL BE LIABLE TO THE OTHER PARTY FOR ANY INDIRECT OR PUNITIVE DAMAGES OF ANY CHARACTER, RESULTING FROM, ARISING OUT OF, IN CONNECTION WITH OR IN ANY WAY INCIDENT TO ANY ACT OR OMISSION OF ANY OF THE PARTIES RELATED TO THE PROVISIONS OF THIS AGREEMENT, IRRESPECTIVE OF WHETHER CLAIMS OR ACTIONS FOR SUCH DAMAGES ARE BASED UPON CONTRACT, WARRANTY, NEGLIGENCE (EXCEPT GROSS NEGLIGENCE), STRICT LIABILITY OR ANY OTHER THEORY AT LAW OR EQUITY.

9.3 Indemnification.

a. . Notwithstanding anything to the contrary in Section 9.2, Buyer shall not be responsible or liable for any personal injury or property damage caused by or occurring upon the Distributed Generation Resource, its site, or any individual component thereof. Seller shall defend, indemnify and hold harmless Buyer, its officers, directors, agents, and employees from and against any and all claims, demands, liens, lawsuits, judgments or actions of any nature that may be brought on account of the construction, installation, operation, maintenance, repair or replacement of the Distributed Generation Resource or any component thereof.

b. THIS DEFENSE AND INDEMNIFICATION OBLIGATION IS INTENDED TO WAIVE AS BETWEEN THE PARTIES ANY EXCLUSIVITY-OF-REMEDY DEFENSE OR EMPLOYER IMMUNITY PROVISIONS THAT MAY OTHERWISE BE AVAILABLE TO SELLER UNDER WORKERS' COMPENSATION OR SIMILAR LAWS.

c. The Parties acknowledge that the Buyer is a political subdivision of the State of Maine to which the Maine Tort Claims Act applies. Nothing in the Agreement is intended to or shall operate in any practical effect to waive any defense, immunity, limitation of liability, or other protection available to the Buyer or their respective officers, agents and employees, pursuant to applicable law, including the Maine Tort Claims Act. Furthermore, nothing in this Agreement is intended to create or shall have the effect of creating a greater liability on the Buyer's part to Seller for third party claims than the Buyer has or would have for claims brought by such third party directly against the Buyer in accordance with the provisions of the Maine Tort Claims Act.

9.4 Waivers.

a. No Implied Waivers – Remedies Cumulative. No covenant or term under this Agreement shall be deemed to have been waived by a Party, unless such waiver shall be in writing and signed by the Party against whom it is to be enforced or such Party's duly authorized agent. Consent or approval of a Party to any act or matter must be in writing, shall apply only with respect to the particular act or matter in which such consent or approval is given, and shall not relieve any other Party from the obligation wherever required under this Agreement to obtain consent or approval for any other act or matter. The failure of a Party to insist upon the strict performance of any one of the covenants or terms of this Agreement or to exercise any right, remedy or election herein contained or permitted by law shall not constitute or be construed as a waiver or relinquishment for the future of such covenant or term, right, remedy or election, but the

same shall continue and remain in full force and effect. Any right or remedy of a Party herein specified or any other right or remedy that a Party may have at law, in equity or otherwise upon breach of any covenant or terms herein contained shall be a distinct, separate and cumulative right or remedy and no one of them, whether exercised or not, shall be deemed to be in exclusion of any other.

b. Acceptance of Payment. Neither receipt nor acceptance by a Party of any payment due herein, nor payment of same by a Party, shall be deemed to be a waiver of any default under the covenants or terms of this Agreement, or of any right or defense that a Party may be entitled to exercise hereunder.

ARTICLE X ASSIGNMENT

10.1 Prior Written Consent; Permitted Assignments. No Party shall assign or in any manner transfer this Agreement or any part thereof without the prior written consent of the other Parties, which consent may not be unreasonably conditioned, withheld or delayed, except that Seller is permitted to make, and no prior written consent shall be required in connection with, any direct or collateral assignment made by Seller in connection with the development or financing of the Distributed Generation Resource.

10.2 Collateral Assignment; Financing Provisions.

a. Financing Arrangements. Seller may mortgage, pledge, grant security interests, assign, or otherwise encumber its interests in this Agreement to any persons providing financing for the Distributed Generation Resource. Buyer acknowledges that in connection with such transactions Seller may secure Seller's obligations by, among other collateral, an assignment of this Agreement and a first priority security interest in the Distributed Generation Resource. In order to facilitate such necessary sale, conveyance, or financing, and with respect to any lender or lessor, as applicable, Buyer agrees as follows:

i. Consent to Collateral Assignment. Buyer hereby consents to both the sale of the Distributed Generation Resource to a Lender and the collateral assignment for the financing of the Seller's right, title and interest in and to this Agreement, provided that the Lender (or its assignee) is of equivalent or greater creditworthiness than the Seller, and the Lender (or its assignee) agrees to assume all of Seller's rights under this Agreement in the event that the Lender exercises its remedies such that the Distributed Generation Resource is sold to the Lender.

ii. Rights of Lender. Notwithstanding any contrary term of this Agreement:

(A) Step-In Rights. The Lender, as owner of the Distributed Generation Resource, or as collateral assignee of this Agreement, shall be entitled to exercise, in the place and stead of Seller, any and all rights and remedies of Seller under this Agreement in accordance with the terms of this Agreement. The Lender shall also be entitled to exercise all rights and remedies of owners or secured parties,

respectively, generally with respect to this Agreement and the Distributed Generation Resource;

(B) Opportunity to Cure Default. The Lender shall have the right, but not the obligation, to pay all sums due under this Agreement and to perform any other act, duty or obligation required of Seller thereunder or cause to be cured any default of Seller thereunder in the time and manner provided by the terms of this Agreement. Nothing herein requires the Lender to cure any default of Seller under this Agreement or (unless the Lender has succeeded to Seller's interests under this Agreement) to perform any act, duty or obligation of Seller under this Agreement, but Buyer hereby gives it the option to do so;

(C) Exercise of Remedies. Upon the exercise of remedies, including any sale of the Distributed Generation Resource by the Lender, whether by judicial proceeding or under any power of sale contained therein, or any conveyance from Seller to the Lender (or any assignee of the Lender as defined below) in lieu thereof, the Lender shall give notice to Buyer of the transferee or assignee of this Agreement. Except as set forth in Article 8 (Termination/Default/Remedies), any such exercise of remedies shall not constitute a default under this Agreement; and

(D) Cure of Bankruptcy Rejection. Upon any rejection or other termination of this Agreement pursuant to any process undertaken with respect to Seller under the United States Bankruptcy Code, at the request of Lender made within ninety (90) days of such termination or rejection, Buyer may, in Buyer's complete discretion, elect to enter into a new agreement with Lender or its assignee having substantially the same terms and conditions as this Agreement.

iii. Right to Cure.

(A) Cure Period. Buyer will not exercise any right to terminate or suspend this Agreement unless it shall have given the Lender prior written notice of its intent to terminate or suspend this Agreement, as required by this Agreement, specifying the condition giving rise to such right, and the Lender shall not have caused to be cured the condition giving rise to the right of termination or suspension within thirty (30) days after such notice or (if longer) the periods provided for in this Agreement; provided that if the Seller's default reasonably cannot be cured by the Lender within such period and the Lender commences and continuously pursues cure of such default within such period, such period for cure will be extended for a reasonable period of time under the circumstances, such period not to exceed an additional ninety (90) days. The Parties' respective obligations will otherwise remain in effect during any cure period. In the event that Lender does not effectuate cure within the time periods specified herein, Buyer shall not be obligated to accept later cure of any default hereunder, but may, at any time after expiration of such periods, exercise any termination rights available under this Agreement.

(B) Continuation of Agreement. If the Lender or its assignee (including any purchaser or transferee), pursuant to an exercise of remedies by the Lender,

shall acquire title to or control of Seller's assets and shall, within the time periods described in Section 10.2(a)(iii)(A), cure all material defaults under this Agreement existing as of the date of such change in title or control in the manner required by this Agreement, and which are capable of cure by a third person or entity, then the Lender or its assignee shall no longer be in default under this Agreement, and provided that after such change in title or control Buyer shall continue to receive all the Net Energy Billing Credits due to it as set forth in this Agreement, this Agreement shall continue in full force and effect as a direct contract between the Lender or its assignee, as Seller, and Buyer, provided that Buyer shall not be obligated to pay any sums to any assignee of Lender until Buyer has received written notice from such assignee that it has succeeded to such interest.

(b) Lender a Third Party Beneficiary. Buyer agrees and acknowledges that Lender is a third party beneficiary of the provisions of this Section 10.2.

(c) Entry to Consent to Assignment. Buyer agrees, at Seller's sole cost and expense, to (i) execute any consents to assignment, acknowledgements or estoppel certificates and (ii) provide such opinions of counsel concerning Buyer's legal status and authority, each as may be reasonably requested by Seller and/or Lender in connection with the financing or sale of the Distributed Generation Resource, pursuant to this Section 10.2, and which do not change or alter any material term of this Agreement.

ARTICLE XI AMENDMENT FOR FINANCING

11.1 Obligation to Modify the Agreement for Financing. If a Lender requires this Agreement to be modified, or if the Seller, in good faith, requires the Agreement to be modified in order to finance, develop or operate the Distributed Generation Resource, and in each case the modifications are reasonable and do not materially impact the terms of this Agreement, the Parties shall enter into negotiations to amend this Agreement to materially conform to such requirements and to the original intent of this Agreement in a timely manner. To the extent the Buyer incurs costs or fees, including attorneys' fees, as a result of its efforts to accommodate a modification to the Agreement under this Section, the Seller shall be liable to the Buyer for such reasonable costs and fees. If the Parties, negotiating in good faith, cannot agree on such amendments, or if a Seller determines in good faith that the Agreement cannot be amended to allow the Distributed Generation Resource to be financed, developed or operated in a commercially reasonable manner, then . the terminating Party shall give the other Party thirty (30) days prior written notice and this Agreement shall terminate without further liability of Seller to Buyer and of Buyer to Seller, provided that the Buyer and Seller shall not be released from any payment or other obligations arising under this Agreement prior to such termination.

ARTICLE XII MISCELLANEOUS

12.1 Notices. All notices and other formal communications which a Party may give to the other under or in connection with this Agreement shall be in writing (except where expressly provided for otherwise), shall be effective upon receipt, and shall be sent by any of the following methods:

hand delivery; reputable overnight courier; certified mail, return receipt requested, and shall be sent to the following addresses

:

If to Seller:

If to Buyer:

With a copy to:

Maine Power Options

Any Party may change its address and contact person for the purposes of this Section by giving notice thereof in the manner required herein.

12.2 Confidentiality. Except as provided in this Section 12.2, no Party shall publish, disclose, or otherwise divulge Confidential Information to any person at any time during or after the term of this Agreement, without the other Party's prior express written consent.

c. Each Party shall permit knowledge of and access to Confidential Information only to those of its affiliates, attorneys, accountants, representatives, officers, directors, agents and employees who have a need to know related to this Agreement.

d. If required by any law, statute, ordinance, decision, rule or regulation or pursuant to any order issued by a court, governmental agency or authority having jurisdiction over a Party, that Party may release or disclose Confidential Information, or a portion thereof, as required by applicable law, statute, ordinance, decision, order, rule or regulation, and a Party may disclose Confidential Information to accountants in connection with audits.

12.3 Severability. If any article, section, phrase or portion of this Agreement is, for any reason, held or adjudged to be invalid, illegal or unenforceable by any court of competent jurisdiction, such article, section, phrase, or portion so adjudged will be deemed separate, severable and independent and the remainder of this Agreement will be and remain in full force and effect and will not be invalidated or rendered illegal or unenforceable or otherwise affected by such adjudication, provided the basic purpose of this Agreement and the benefits to the Parties are not substantially impaired, and provided further, however, that the Parties shall enter into negotiations concerning the terms affected by such decisions for the purpose of achieving conformity with requirements of any Applicable Legal Requirements and the intent of the Parties.

12.4 Governing Law. This Agreement and the rights and duties of the Parties hereunder shall be governed by and shall be construed, enforced and performed in accordance with the laws of the State of Maine without regard to principles of conflicts of law. If, due to any change in Applicable Legal Requirements or the interpretation thereof by any court of law or other governing body having jurisdiction subsequent to the Effective Date, performance of any provision of this Agreement or any transaction contemplated hereby shall become impracticable or impossible, the Parties hereto shall use their best efforts to find and employ an alternative means to achieve the same or substantially the same result as that contemplated by such provision.

12.5 Dispute Resolution. Unless otherwise expressly provided for in this Agreement, the dispute resolution procedures of this Section 12.5 shall be the exclusive mechanism to resolve disputes arising under this Agreement. Any dispute that arises under or with respect to this Agreement that cannot be resolved shall in the first instance be the subject of formal negotiations between respective executive officers of each Party. The dispute shall be considered to have arisen when one Party sends the other Party a written notice of dispute. The period for formal negotiations shall be fourteen (14) days from receipt of the written notice of dispute unless such time period is modified by written agreement of the Parties.

In the event that the Parties cannot timely resolve a dispute, by informal negotiations, the sole venue for judicial enforcement shall be the Superior Court of Maine. Each Party hereby consents to the jurisdiction of such courts, and to service of process in the State of Maine in respect of actions, suits or proceedings arising out of or in connection with this Agreement or the transactions contemplated by this Agreement.

e. Notwithstanding the foregoing, injunctive relief from such court may be sought without resorting to a form of alternative dispute resolution to prevent irreparable harm that would be caused by a breach of this Agreement.

12.6 Entire Agreement. This Agreement, together with its exhibits, contains the entire agreement between the Parties with respect to the subject matter hereof, and supersedes all other understandings or agreements, both written and oral, between the Parties relating to the subject matter hereof.

12.7 Press Releases. The Parties shall coordinate and cooperate with each other when making public announcements related to the execution and existence of this Agreement, or the sale or purchase of Net Energy Billing Credits. No Party shall use the name, trade name, service mark, or trademark of the other in any promotional or advertising material without the prior written consent of the other Party, provided that such consent by Buyer may require the Parties to execute a separate trademark licensing agreement.

12.8 No Joint Venture. Each Party will perform all obligations under this Agreement as an independent contractor. Nothing herein contained shall be deemed to constitute any Party a partner, agent or legal representative of the other Party or to create a joint venture, partnership, agency or any relationship between the Parties. The obligations of each Party hereunder are individual and neither collective nor joint in nature.

12.9 Amendments; Binding Effect. This Agreement may not be amended, changed, modified, or altered unless such amendment, change, modification, or alteration is in writing and signed by all of the Parties to this Agreement or its respective successor in interest. This Agreement inures to the benefit of and is binding upon the Parties and each of their respective successors and permitted assigns.

12.10 Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original and all of which shall constitute one and the same agreement. The Parties hereby agree signatures transmitted electronically, including in .pdf format, shall be legal and binding and shall have the same full force and effect as if an original of this Agreement had been delivered and hereby waive any defenses to the enforcement of the terms of this Agreement based on the foregoing forms of signature.

12.11 Further Assurances. From time to time and at any time at and after the execution of this Agreement, each Party shall execute, acknowledge and deliver such documents and assurances, reasonably requested by the other and shall take any other action consistent with the terms of the Agreement that may be reasonably requested by the other for the purpose of effecting or confirming any of the transactions contemplated by this Agreement. No Party shall unreasonably withhold, condition or delay its compliance with any reasonable request made pursuant to this Section.

12.12 Good Faith. All rights, duties and obligations established by this Agreement shall be exercised in good faith and in a commercially reasonable manner.

12.13 Survival. The provisions of Section 3.5 (Performance Guarantee), Sections 4.1 (Title), 4.5 (Title to Net Energy billing Credits) 5.1 (Payment), 5.3 (Dispute), 8.3 (Termination for Default),

9.1(Remedies), 9.2 (Limitation of Liability), 9.3 (Indemnification), 9.4 (Waivers), and Article 12 (Miscellaneous), shall survive the expiration or earlier termination of this Agreement. The provisions of Sections 5.2 (Records and Audits) and 12.2 (Confidentiality) shall survive the expiration or earlier termination of this Agreement for a period of six (6) years.

12.14 No Third-Party Beneficiaries. This Agreement is intended solely for the benefit of the Parties hereto. Except as expressly set forth in this Agreement, nothing in this Agreement shall be construed to create any duty to or standard of care with reference to, or any liability to, or any benefit for, any person not a Party to this Agreement, except that this Section 12.14 shall not limit the rights of a Lender pursuant to Section 10.2.

12.15 Nonappropriation of Funds.

a. The payment obligations of Buyer under this Agreement shall constitute a current expense of Buyer. Any non-substitution, notification, time limitation, or other provision in the Agreement restricting or limiting Buyer's right to terminate the Agreement upon a Nonappropriation Event (defined in Section 12.15.b, below) shall be enforceable only to the extent that such restriction or limitation is permitted by applicable law and would not cause Buyer's obligation to make payments under the Agreement to be deemed or construed as a debt of Buyer in contravention of any constitutional, statutory or other legal requirement governing the creation of indebtedness by Buyer. Nothing in this Agreement shall be deemed a pledge of general tax revenues, funds or monies of Buyer. Notwithstanding anything contained in the Agreement to the contrary, if a Nonappropriation Event occurs, the Agreement shall automatically terminate on the last day of the fiscal period for which appropriations were received, without penalty or expense to Buyer of any kind whatsoever, except as to the payments or portions thereof for which funds have been appropriated and budgeted. Seller may, immediately upon becoming aware of a Nonappropriation Event or upon Buyer's failure to make a payment under the Agreement as a result of a Nonappropriation Event, re-subscribe, sell, transfer, assign and convey to any third party the Net Energy Billing Credits comprising the Buyer's Percentage and any and all Environmental Attributes associated therewith without penalty or expense to Seller so long as any such re-subscription, sale, transfer, assignment, or conveyance has an effective date as of the automatic termination date, and Buyer hereby agrees to reasonably cooperate with Seller to effectuate and evidence the termination of the Agreement and any other contract or agreement contemplated therein. All obligations of Buyer and Seller accruing prior to such automatic termination date will survive any such termination.

b. "Nonappropriation Event" means the failure of the legislative body of the Buyer to appropriate funds for the payment of Buyer's obligations under the Agreement.

c. Buyer's Additional Covenant. Buyer hereby covenants that the Buyer will do all things lawfully within its power to appropriate, obtain and maintain funds from which the Buyer's payment obligations under the Agreement may be made, including making provision for such payment obligations in each proposed annual budget of the Buyer submitted for approval in accordance with applicable law and procedures. Buyer shall notify the Seller of any failure of the Buyer to appropriate or otherwise obtain funds from which the Buyer's payment obligations are to be made as soon as reasonably practical upon the Buyer becoming aware of any such failure.

[Signature page to follow.]

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date.

BUYER

By:_____

Name: _____

Title: _____

SELLER

By:_____

Name:_____

Title:_____

List of Exhibits to Agreement

Exhibit A – Buyer’s Designation of Customer Accounts

Exhibit B – Price

Exhibit C – Projected Monthly and Annual Energy

Exhibit D – Distributed Generation Resource description

EXHIBIT A

BUYER'S DESIGNATION OF CUSTOMER ACCOUNTS

Buyer may in its sole discretion provide written notice to Seller to modify the list of accounts, providing that the Percentage as set forth in Section 4.1 does not change. Within ten (10) business days of Seller's receipt of such notification, Seller shall notify the LDC of such change and file modified schedules as required.

Buyer Percentage Allocation of Solar Facility Annual Production:	CMP Account #s
5.94%	35016855104
	35011444946
	35012276495
	35015288075
	35015119379
	35015536812
	35017130572
	30011190839
	35015242163
	35013236944
	35012135451

EXHIBIT B

PRICE

Buyer elects:

[Buyer is instructed to check one box:]

- ☐ The Combined Rate
☒ The Energy Only Rate

Year	The Combined Rate :With Environmental Attributes (RECs)	The Energy Only Rate:Without Environmental Attributes (RECs)
	\$/kwh	\$/kwh
1	\$0.091	\$0.071
1	\$0.091	\$0.071
2	\$0.091	\$0.071
3	\$0.091	\$0.071
4	\$0.091	\$0.071
5	\$0.091	\$0.071
6	\$0.091	\$0.071
7	\$0.091	\$0.071
8	\$0.091	\$0.071
9	\$0.091	\$0.071
10	\$0.091	\$0.071
11	\$0.091	\$0.071
12	\$0.091	\$0.071
13	\$0.091	\$0.071
14	\$0.091	\$0.071
15	\$0.091	\$0.071
16	\$0.091	\$0.071
17	\$0.091	\$0.071
18	\$0.091	\$0.071
19	\$0.091	\$0.071
20	\$0.091	\$0.071

EXHIBIT C

PROJECTED MONTHLY AND ANNUAL ENERGY

Monthly Energy	Percentage of Annual Energy		Year	Annual Production
January	4.70%		1	602595
February	6.43%		2	584517
March	8.42%		3	580426
April	10.02%		4	576363
May	11.70%		5	572328
June	10.31%		6	568322
July	12.68%		7	564344
August	11.94%		8	560393
September	9.48%		9	556470
October	6.66%		10	552575
November	3.93%		11	548707
December	3.72%		12	544866
			13	541052
			14	537265
			15	533504
			16	529769
			17	526061
			18	522379
			19	518722
			20	515091

Exhibit D

DISTRIBUTED GENERATION RESOURCE DESCRIPTION

Project Size	6.79 MW DC/ 4.98 MW AC
Service Territory	Central Maine Power
Service Load Zone	Maine
Project Coordinates	43.498591, -70.813807
Town	Shapleigh, ME
Expected Generation (Year 1)	10,216 MWH

Maine Power Options Estimated Savings Summary

5/13/2020

Annual output derate = 0.5%

Contracted Amount 600,000 kWh annually

Assumed all-in energy cost = \$0.11/kWh

Assumed 20 year energy credit = \$0.1276 *

		PPA Rate: \$.071/kWh Fixed
Total kWh's:		600,000
Year 1 Savings:		\$ 33,960.00
20 Year Savings:		\$ 647,885.62
Year 1 Total Savings:		\$ 33,960.00
20 Year Total Savings:		\$ 647,885.62

* \$0.1276 Energy Credit rate for 2020 Medium General Service Accounts is subject to change annually as defined by the PUC.

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



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

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 53-05182020

WHEREAS, pursuant to Title 35-A, Section 3209-B, a commercial and institutional utility customer, such as a municipality, with a financial interest in a renewable energy generation facility may participate in net energy billing and thereby receive, for electricity delivered on the customer's behalf to the electric grid from the renewable energy generation facilities, utility bill credits based on a tariff rate set by the Maine Public Utilities Commission ("Net Energy Billing Credits"); and

WHEREAS, the City of Auburn (the "City"), after considering the speculative nature of purchasing electric energy from a renewable energy generation facility on a long-term basis and the variables that can affect electricity costs and the value of Net Energy Billing Credits (including the risk of electricity rate fluctuations, increases or decreases to the output of the renewable energy generation facility, and changes to the City's electricity usage), desires enter into a long-term agreement to purchase Net Energy Billing Credits generated by a solar distributed generation facility to be located in Shapleigh, Maine (the "Solar Facility"), in order to, among other things, achieve anticipated electric energy cost savings arising from its purchase of Net Energy Billing Credits and provide long-term predictability with respect to its electric energy costs.

NOW, THEREFORE, BE IT ORDERED, as follows:

1. That the City Manager is authorized to execute and deliver to BAP Power Corp (d/b/a/ Cenergy), or its designee, a net energy billing credits agreement in the name and on behalf of the City to purchase 5.94% of the Net Energy Billing Credits generated by the Solar Facility, at a total purchase price not to exceed \$0.071 per kilowatt hour, for a term of 20 years, on such terms not inconsistent herewith as the City Manager may approve (the "NEBCA"); and
2. That the City Manager is authorized to execute and deliver on behalf of the City such other contracts, documents, and certificates as may, in the City Manager's judgment, be necessary or convenient to effect the transactions authorized by this Order and qualify the City to participate in net energy billing, including without limitation any documents required to establish net energy billing pursuant to Title 35-A M.R.S. section 3209-B and Chapter 313 of the Maine Public Utilities Commission's rules and any amendments to the City's existing electricity supply agreements; and
3. That if the City Manager or any other officer or official of the City is for any reason unavailable to, as applicable, approve, execute, or attest the NEBCA, net energy billing documents, amendments to the electricity supply agreements, or any related documents, the person acting in any such capacity, whether as interim, successor, assistant, deputy, or otherwise, is authorized to act for such officer or official with the same force and effect as if such officer or official had performed such act; and
4. That the City Clerk file an attested copy of this Order with the minutes of this meeting.

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



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

Jason J. Levesque, Mayor

A true copy, as adopted by a majority of the Auburn City Council, attest:

Susan Clements-Dallaire
City Clerk

CITY CLERK'S CERTIFICATION

To the extent that the May 18, 2020, City Council meeting was conducted through telephonic, video, electronic, or other similar means of remote participation, I certify that:

- A. Notice of the Council meeting was given in accordance with 1 M.R.S. § 406, and the notice included the method by which the public may attend in accordance with paragraph C; and
- B. Each member of the Council who participated in the meeting was able to hear and speak to all the other members during the meeting and members of the public attending the meeting in the location identified in the notice given pursuant to paragraph A were able to hear all members participating at other locations; and
- C. The Council determined that participation by the public is through telephonic, video, electronic, or other similar means of remote participation; and
- D. The Council's vote on this Order was taken by roll call as follows:

Council Member	PARTICIPATION			VOTE		
	Physically Present	Attending Remotely	Not Attending	YES	NO	ABSTAIN
Holly C. Lasagna, Ward One						
Timothy B. MacLeod, Ward Two						
Stephen G. Milks, Ward Three						
Brian S. Carrier, Ward Four						
Leroy G. Walker, Ward Five						
Belinda A. Gerry, At Large						
Katherine E. Boss, At Large						

Dated: _____, 2020

Susan Clements-Dallaire, City Clerk



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: May 18, 2020

Ordinance: 04-05182020 and 05-05182020

Author: Megan Norwood, City Planner II

Subject: Planning Board Recommended Language on Amending Chapter 60, Article IV, Division 2, Sec. 60-145(b) to add #18 as a Special Exception: Ground-Mounted and Dual-Use Solar Energy Generating Systems greater than one acre as defined in Sec. 60-1425, subject to conditions.

Information: The City Council recently approved a Solar Energy Generating Systems ordinance allowing the use as a Special Exception in the Industrial District with applicable standards. After receiving inquiries from solar developers looking at properties in the Agriculture and Resource Protection District (Ag-Zone), the City Council asked the Planning Board to amend the ordinance to also allow, as a Special Exception, large-scale solar arrays in the Ag-Zone. The Planning Board made a favorable recommendation to the City Council at their May 12, 2020 meeting on the proposed ordinance amendment.

City Budgetary Impacts: None.

Staff Recommended Action: Staff recommends the City Council approve the Planning Boards recommended ordinances changes (see attached recommendation from the Planning Board).

Previous Meetings and History:

- February 11, 2020 Planning Board Meeting – Ordinance Discussion
- March 10, 2020 Planning Board Meeting – Review of Draft Standards, Schedule Meeting with Conservation Commission
- March 30, 2020 Conservation Commission Meeting (Zoom) – Discuss Draft Standards
- March 31, 2020 Planning Board Meeting (Zoom) – Discuss Conservation Commission Recommendations
- April 14, 2020 Planning Board Meeting – Review of Draft Ordinance with Listed Recommendations
- May 12, 2020 Planning Board Public Hearing and Formal Recommendation to City Council on the Adoption of the proposed Ordinance Amendments.

City Manager Comments:

I concur with the recommendation. Signature:

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

Attachments: Planning Board Recommendation, Chapter 60, Article IV, Division 2, Sec. 60-145(b) Ordinance Amendment, Chapter 60, Article XVIII Ordinance Amendment.



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PLANNING BOARD REPORT to the CITY COUNCIL

To: Mayor Levesque and Honorable Members of the Auburn City Council
From: Auburn Planning Board
Re: Planning Board Recommended Language on Amending Chapter 60, Article IV, Division 2, Sec. 60-145(b) to add #18 as a Special Exception: Ground-Mounted and Dual-Use Solar Energy Generating Systems greater than one acre as defined in Sec. 60-1425, subject to conditions.
Date: May 12, 2020

- A. **PUBLIC HEARING AND DELIBERATION** – The City Council recently approved a Solar Energy Generating Systems ordinance allowing the use as a Special Exception in the Industrial District with applicable standards. After receiving inquiries from solar developers looking at properties in the Agriculture and Resource Protection District (Ag-Zone), the City Council asked the Planning Board to amend the ordinance to also allow, as a Special Exception, large-scale solar arrays in the Ag-Zone.

The Planning Board held the first meeting to discuss the ordinance on February 11, 2020. At the February meeting, Staff presented examples of Performance Standards commonly used for solar projects on agricultural lands in other communities and gathered a list of the types of standards the Planning Board finds to be most applicable for the City. Staff provided the first draft of the ordinance amendment at the March 10, 2020 meeting. The Planning Board reviewed and scheduled a joint meeting with the Conservation Commission to provide comments and recommendations the draft standards. Due to the recent situation with COVID, a joint meeting was not possible so the Conservation Commission met separately with Staff and the Planning Board Chair on March 30, 2020 to offer recommendations on the proposed ordinance amendment. The Planning Board met on March 31, 2020 to review comments and recommendations made by the Conservation Commission. On April 14, 2020, the Planning Board reviewed the second draft of the ordinance amendment incorporating comments by the Conservation Commission and scheduled a Public Hearing for May. On May 12, 2020, the Planning Board held a Public Hearing and had a lengthy discussion about the final draft of the ordinance amendment and ultimately voted to make a favorable recommendation to the City Council on its adoption.

- B. **PLANNING BOARD RECOMMENDATIONS** – As the City Council is already aware; the recently adopted Solar Energy Generation Systems Ordinance (Chapter 60, Article XVIII) regulates large-scale “commercial” solar projects that are not accessory to a home/business on the subject property. Special Exception review by the Planning Board under proposed Sec. 60-145(b) is triggered when a project encompasses one-acre or more in surface area as defined as *“the total airspace over the ground, footprint of accessways and any appurtenant structures associated with the ‘Solar Energy Generating System.’”* The Planning Board added nine conditions for Special Exception review of Solar Energy Generating Systems in the Ag-Zone.

The Planning Board recommends the City Council adopt the proposed ordinance amendment as attached. The proposed amendment does leave some flexibility for the Planning Board to review projects on a case-by-case basis and make decisions on prime soils and forested areas based on the sites under review. Below are some highlights of the proposed ordinance amendment:

- All of the proposed standards in the recently adopted Solar Energy Generating Systems Ordinance (Chapter 60, Article XVIII) would apply in the Agriculture and Resource Protection District in the proposed ordinance amendment. However, the Agriculture and Resource Protection District being very different from the Industrial District would have to meet eight additional conditions for projects to be permitted.
- The setback requirements for Solar Energy Generating Systems are proposed to be the same as the setback requirements for buildings in the Agriculture and Resource Protection Zoning District.
- The Lot Coverage of proposed Solar Energy Generating Systems in the Agriculture and Resource Protection District would not be able to exceed 30%. Lot Coverage is calculated using the paved, mounting block, or otherwise impervious areas of sites on which ground mounted solar energy systems are installed. Photovoltaic cells, panels, arrays, and inverters are not considered impervious areas for the purposes of lot coverage calculations as long as the ground beneath the panels is compacted and remains vegetated in accordance with the standards in Chapter 500 (Maine Stormwater Rules).
- The proposed amendment includes a provision for the Planning Board to look at solar projects in relation to other solar projects approved in the Ag-Zone and make a determination that the projects will not materially alter the stability of the overall land use pattern of the Ag-Zone. In making this determination, the Planning Board will also request an opinion from the Ag-Committee and the Conservation Commission.
- The proposed amendment also includes a provision for Solar Energy Generating Systems to consider the location of existing grid infrastructure. It is assumed that grid infrastructure is readily available in the Industrial District, however, not in the Ag-Zone. The Planning Board wanted to include a provision in the ordinance to ensure proposals limit the need to extend amenities for optimal efficiency.
- The Planning Board included standards in the proposed ordinance to allow the clearing of forestland and/or the use of prime farmland for solar projects under certain conditions:
 - Protection of property and abutting properties from soil erosion or loss;
 - A decommissioning plan to convert the parcel back into prime farmland or forestland (determined by the Planning Board sitting at the time of project decommissioning);
 - Survey of critical wildlife and IF&W recommendation if essential habitat is found;
 - Vegetative Cover Plan demonstrating, where feasible, the replanting of forested areas disturbed during construction and preservation of prime soils throughout the life of the project.
- The proposed amendment requires the least productive agricultural soils be considered first for solar development unless it can be demonstrated that non-prime farmland is not reasonable available on the property.
- The proposed amendment includes provisions to ensure the Solar Energy Generating Systems are appropriately located so as not to disturb soils in the Ag-Zone.
- Lastly, the proposed amendment includes additions to the Operations and Maintenance Plan already required for the Industrial District that are specific to solar projects in the Ag-Zone, such as prioritizing the ability to co-mingle agriculture and energy generation and a plan to provide habitat for native plants and animals and native pollinators.

OVERALL RECOMMENDATIONS:

The Planning Board recommends the City Council adopt the proposed ordinance changes:

- (1) Amend the Zoning Ordinance, Chapter 60, Article XVIII (Solar Energy Generating Systems) to add the following (see attached ordinance amendment):
 - a. Under Sec. 60-1428(a) add Agriculture and Resource Protection District
 - b. Under Sec. 60-1428(b) add Agriculture and Resource Protection District
 - c. Under Sec. 60-1430(I)(1) amend the ordinance to add the following yard requirements:



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1. *Rear*. There shall be behind every structure associated with a Solar Energy Generating System a rear yard having a minimum depth of 50 feet or 20 percent of the average depth of the lot, whichever is less.
 2. *Side*. There shall be a distance of 5 feet between any structure associated with a Solar Energy Generating System and the side property line, plus the side yard setback shall be increased one foot for every three feet or part thereof increased in street frontage over 60 feet to a maximum of 35 feet for side yard setback.
 3. *Front*. There shall be in front of every structure associated with a Solar Energy Generating System a front yard having a minimum depth of 35 feet or 15 percent of the average depth of the lot whichever is less. No front yard need be any deeper than the average depth of front yards on the lots next thereto on either side. A vacant lot or a lot occupied by a building with a front yard more than 35 feet shall be considered as having a front yard of 35 feet.
- d. Under Sec. 60-1430(II) to add "in accordance with the standards applicable to vegetation established in Chapter 500, Appendix A(6) Permanent Stabilization."
 - e. Under Sec. 60-1431(a)(2) amend the language to change shall to may revoke any approvals.
 - f. Under Sec. 60-1431(a)(2)(a) amend the language to change 12-months to 24-months for the revocation of City approvals.
- (2) Amend the Zoning Ordinance to Add #16 under Chapter 60, Article IV, Division 2, Sec. 60-145(a) Permitted Uses in the Agriculture and Resource Protection District: Ground-Mounted and Dual-Use Solar Energy Generating Systems less than one acre in total land area as defined in Sec. 60-1425.
- (3) Amend the Zoning Ordinance to Add #18 under Chapter 60, Article IV, Division 2, Sec. 60-145(b) Special Exception Uses in the Agriculture and Resource Protection District: Ground-Mounted and Dual-Use Solar Energy Generating Systems greater than one acre in total land area as defined in Sec. 60-1425, subject to the following conditions:
- a. Must comply with the provisions of Article XVIII under this chapter;
 - b. Setbacks, including appurtenant structures and parking areas, shall be subject to the following yard requirements:
 1. *Rear*. There shall be behind every structure associated with a Solar Energy Generating System a rear yard having a minimum depth of 25 feet.
 2. *Side*. There shall be a minimum distance of 15 feet between any structure associated with a Solar Energy Generating System and the side property line.
 3. *Front*. There shall be in front of every structure associated with a Solar Energy Generating System a front yard having a minimum depth of 25 feet or 25 percent of the average depth of the lot whichever is less.
 - c. Lot coverage shall not exceed 30%, as defined under Sec. 60-1430(a)(II).
 - d. *Total Land Area*. When reviewing applications for Solar Energy Generating Systems in the Agriculture and Resource Protection District, the Planning Board shall consider other lands within the Agriculture and Resource Protection District where Solar Energy Generating Systems have been constructed or received Planning Board approvals and must find that the proposed Solar Energy Generating System will not materially alter the stability of the overall land use pattern of the Agriculture and Resource Protection District. In making this determination, the Planning Board shall consider the overall effect of existing and potential Solar Energy Generating Systems and if it will be more difficult for existing farms in the area to continue operation due to

diminished opportunities to expand, purchase or lease farmland, acquire water rights, or diminish the number of tracts or acreage in farm use in a manner that will destabilize the overall character of the surrounding area. The Planning Board shall request an assessment of the proposed project based on Sec. 60-145(b)(18)(d) by the Agriculture Committee and, if located in the Resource Protection District, the Conservation Commission and carefully consider their recommendations.

- e. All applications shall consider the location of existing grid infrastructure and plan to limit the need to extend the amenities for optimal efficiency.
- f. If a Solar Energy Generating System is proposed on forestland in the Agriculture and Resource Protection District, on a parcel adjacent to prime farmland or land currently used for farming, clearing of forestland or the use of prime farmland may be permitted under the following conditions:
 - 1. The presence of the Solar Energy Generating System will not result in unnecessary soil erosion or loss that could limit agricultural productivity on the subject property or abutting properties.
 - 2. A decommissioning plan is provided at the time of application that includes a process and timeline for the conversion of the parcel into prime farmland or forestland, as determined by the Planning Board at the time of decommissioning. The cost of conversion shall be included in the Financial Surety in accordance with Sec. 60-1431(3).
 - 3. A survey of critical wildlife habitat is provided at the time of application, if a project is located in an area determined to be essential habitat, as defined by the Maine Department of Inland Fisheries and Wildlife, an IF&W recommendation shall be secured before a Planning Board ruling.
 - 4. A Vegetative Cover Plan is provided that demonstrates, where feasible, the replanting of forested areas disturbed during construction and preservation of prime soils throughout the life of the project.
- g. *Prime Soils.* All Solar Energy Generating Systems proposed in the Agriculture and Resource Protection District shall include a soil analysis. Such analysis shall demonstrate if the site proposed for development contains prime farmland as defined by the United States Department of Agriculture (USDA). Least productive agricultural soils shall be considered first for development unless it can be demonstrated to the Planning Board that:
 - a. Non-prime farmland is not reasonably available on the subject property;
- h. All applications for Solar Energy Generating Systems in the Agriculture and Resource Protection District shall be subject to the following provisions:
 - a. Siting of the overall facility and individual panels shall keep with the existing contours of the land, and
 - b. Only pile driven, or ballast block footing shall be used so as to minimize the disturbance of soils during installation, and
 - c. To the extent possible, infrastructure shall not be located on steep slopes, and
 - d. A plan for topsoil maintenance shall be provided at the time of application to the Planning Board.
- i. All Operations and Maintenance Plans shall also include:
 - 1. A plan prioritizing the ability to co-mingle agricultural and energy generation land uses including but not limited to: apiaries, grazing or handpicked crops.
 - 2. A plan that provides habitat for native plants and animals and native pollinators.

Mathieu Duvall
Chair, Auburn Planning Board



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Cc: Mathieu Duvall, Chair Auburn Planning Board
File

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Timothy B. MacLeod, Ward Two
Stephen G. Milks, Ward Three
Brian S. Carrier, Ward Four



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

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDINANCE 04-05182020

Amendment to Chapter 60, Article XVIII: Solar Energy Generating Systems, Secs. 60-1428(a) and 60-1428(b) to add Agriculture and Resource Protection District, Sec. 60-1430(I)(1) to add yard requirements, Sec. 60-1430(II) to add permanent stabilization standards, Sec. 60-1431(a)(2) to change shall to may revoke any approvals and Sec. 60-1431(a)(2)(a) to change 12 months to 24 months for the revocation of City approvals.

Be it Ordained, that the Auburn City Council hereby adopts the proposed amendment to Chapter 60, Article XVIII - Solar Energy Generating Systems (as attached).

Chapter 60, Article XVIII Solar Energy Generating Systems.

Sec. 60-1425. – Definitions

Abandonment: The date at which any part of a Solar Energy Generating System has been out of service for a continuous period of 12 months.

Airport Overlay Zone: The area that lays within a 2 nautical mile radius of the centerline of the nearest runway of the Auburn Lewiston Airport.

Dual-Use Systems: Solar energy systems where photo-voltaic panels are attached to structures or buildings without any impact on the primary use (E.g. photo-voltaic panels on structures cantilevered over parked cars or benches; solar panels located on a piece of infrastructure such as a sign or light).

Ground mounted Solar Energy Generating System (also known as free-standing solar energy systems): A solar energy system that is structurally mounted to the ground. The panels may be stationary or revolving and of any size.

Operations and Maintenance Plan: A plan outlining the operations and maintenance of a solar energy system, to include safety measures and procedures for maintenance.

Roof Mounted and Building integrated solar energy generating systems: A solar energy system in which solar panels are mounted on top of the roof of a structure either as a flush-mounted system or as modules fixed to frames which can be tilted toward the south at an optimal angle. The definition also includes a solar energy system that is an integral part of a principal or accessory building and include, but are not limited to, photovoltaic or hot water systems that are contained within roofing materials, windows, walls, skylights and awnings.

Solar Access: Space open to the sun and clear of overhangs or shade, including orientation of streets and lots to the sun, so as to permit the use of active and/or passive Solar Energy Generating Systems on individual properties.

Solar Energy Generating System: A complete assembly consisting of one or more solar collectors and associated mounting hardware or equipment, intended to provide for the

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collection, storage and distribution of solar energy for heating or cooling, electricity generation, or solar/thermal hot water systems, these may be ground-mounted, dual-use, roof-mounted and building-integrated systems.

Surface Area: The total airspace projected over the ground, footprint of accessways and any appurtenant structures associated with the Solar Energy Generating System.

Total height of solar energy system: The total vertical distance as measured from the average elevation of the finished grade adjacent to the fixed base of the support structure, to the highest part of the system.

Total Land Area of the System: The total area of a parcel(s) physically occupied by the Solar Energy Generating System installation.

Total rated capacity: The maximum rated output of electrical power production of the photovoltaic system in watts of Direct Current (DC).

Sec. 60-1426. – Purpose.

The purpose of this section is to allow for the construction and operation of private and public Solar Energy Generating Systems designed to produce energy for use on site or off site, by establishing appropriate standards to ensure safe, effective and efficient use of solar energy systems compatible with surrounding uses.

Sec. 60-1427. – Applicability.

This section shall apply to all Solar Energy Generating Systems except the following:

- a. Solar Energy Generating Systems for municipal use.
- b. Building Integrated and Roof-Mounted Solar Energy Generating Systems, which are permitted by right in all Zoning Districts in accordance with applicable FAA regulations if within the Airport Overlay Zone.
- c. Non-structural maintenance, like-kind repair or reconstruction of equipment, provided that it does not constitute an expansion of a Solar Energy Generating System. For the purposes of this section, expansion of a Solar Energy Generating System means a change in the total land area of the system or its associated equipment.
- d. Ground-Mounted Solar Energy Generating Systems intended to satisfy the electricity needs of the principal use of the lot provided the Owner or Operator completes FAA requirements if within the Airport Overlay Zone.

Sec. 60-1428. – Administrative Procedures.

- (a) The installation of ground-mounted and dual-use Solar Energy Generating Systems or devices occupying greater than 1 acre in total land area shall be permitted by special exception in the Industrial District and Agriculture and Resource Protection District after approval by the Planning Board in accordance with the provisions of Division 3 of Article XVI of this chapter as well as the supplemental provisions described in these regulations.
- (b) Unless subject to the provisions of subsection (a) of this section or listed as an exempt activity in Sec. 60-1427, any other Solar Energy Generating Systems, including the replacement and repair of equipment, physical modifications to an existing and permitted Solar Energy Generating Systems provided they do not alter the total land area of the system and its associated equipment as defined

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under Sec. 60-45(a) shall be permitted by right in the Industrial District and Agriculture and Resource Protection District and subject to review and approval in accordance with Sec. 60-1430(b).

Sec. 60-1429. – Application Requirements.

- (a) *Solar Energy Generating Systems permitted by special exception.* In addition to the submission requirements of site plan review, an application for a Solar Energy Generating System permitted as a special exception shall contain the following information:
- (1) All Solar Energy Generating Systems permitted by Special Exception shall be subject to the Special Exception and Site Plan Review procedures specified in Article XVI, Divisions 2 and 3 of this chapter.
 - (2) A narrative describing the proposed Solar Energy Generating System, including an overview of the project; the project location; the total rated capacity of the solar energy system; dimensions of all components and respective manufacturers; and a description of associated facilities and how the system and associated facilities comply with the standards of this ordinance.
 - (3) An accurate scaled site plan of the subject property showing the planned location of the proposed Solar Energy Generating System and all associated facilities; property lines, adjoining streets and access; topographic contour lines; existing and proposed buildings; fencing; structures; potential shade from nearby trees and structures; vegetation; driveways, parking and curb cuts on the subject property; specifications for all proposed electrical cabling/transmission lines, accessor equipment and landscaping, including the tallest finished height of the solar collectors and name, address, phone number and signature of the project proponent, as well as co-proponents or property owners, if any, the names, contact information and signature of any agents representing the project proponent. The site plan shall show any proposed off-site modifications to provide grid connections, access the installation, or to maintain the proposed solar energy system.
 - (4) Information on any connections to the grid including evidence of meeting the local electric utility's transmission and distribution interconnection requirements (this may be a condition of approval if a copy of the application for interconnection with the electric utility provider is submitted).
 - (5) Documentation that the solar generation equipment has been approved under the UL certification program and that the system complies with all applicable local, state and federal codes/regulations with the standards regarding signal interference. Electrical component and connection information shall be in sufficient detail to allow for a determination that it meets Maine electrical codes.
 - (6) All parcels within a 2 nautical mile radius of the Auburn Lewiston Municipal Airport, as measured based on the runway centerline closest to the location in question, shall submit a Solar Glare Hazard Analysis Tool (SGHAT) report, outlining solar panel glare and ocular impacts, for each point of measurement approved by the Airport Manager at the time of application to the Planning Board.

Sec. 60-1430. – Approval.

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(a) *Solar Energy Generating Systems permitted by special exception.* The planning board is authorized to retain experts at the applicant's expense to evaluate technical information or conduct studies that it finds necessary in order to determine whether these standards will be met. In addition to the criteria in sections 60-1277 and 60-1336, the planning board shall consider the following standards:

I. *Yard requirements.*

- (1) The setbacks for Solar Energy Generating System installations in the Industrial District, including appurtenant structures and parking areas, shall be subject to the following yard requirements:
 - a. Rear. There shall be behind every structure associated with a Solar Energy Generating System a rear yard having a minimum depth of 50 feet or 20 percent of the average depth of the lot, whichever is less.
 - b. Side. There shall be a distance of 5 feet between any structure associated with a Solar Energy Generating System and the side property line, plus the side yard setback shall be increased one foot for every three feet or part thereof increased in street frontage over 60 feet to a maximum of 35 feet for side yard setback.
 - c. Front. There shall be in front of every structure associated with a Solar Energy Generating System a front yard having a minimum depth of 35 feet or 15 percent of the average depth of the lot whichever is less. No front yard need be any deeper than the average depth of front yards on the lots next thereto on either side. A vacant lot or a lot occupied by a building with a front yard more than 35 feet shall be considered as having a front yard of 35 feet.
- (2) All Solar Energy Generating System installations shall be regulated by the dimensional setback regulations, stipulated in Article XII, Division 5, Shoreland Overlay District, or a prescribed in other sections of this ordinance.

II. *Lot Coverage.* The paved, mounting block, or otherwise impervious areas of sites on which ground mounted solar energy systems are installed shall comply with the lot coverage standards as defined in section 60-579(2). For the purposes of this section, photovoltaic cells, panels, arrays, and inverters shall not be considered impervious areas provided the soil underneath the collector is not compacted and remains vegetated in accordance with the standards applicable to vegetation established in Chapter 500, Appendix A(6) Permanent Stabilization.

III. *Height Regulations.* The total height of the Solar Energy Generating System and all appurtenant structures, including but not limited to, equipment shelters, storage facilities, transformers, and substations shall not exceed thirty (30) feet.

IV. *Technical and Safety.* A copy of the As-Built Site Plan for the Solar Energy Generating System shall be provided to the local Fire Prevention Officer. All means of shutting down the Solar Energy Generating System shall be clearly marked.

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- V. *Maintenance.* The Owner or Operator of the Solar Energy Generating System shall maintain the facility in good condition. Proper maintenance of the facility means that it is operating as designed and approved. Maintenance shall include, but not be limited to, painting, structural repairs, repairing damaged panels and integrity of security measures. The Solar Energy Generating System must be properly maintained and kept free from all hazards, including, but not limited to, faulty wiring, loose fastenings, being in an unsafe condition or detrimental to public health, safety or general welfare. Site access shall be maintained to a level acceptable by the local Fire Prevention Officer for emergency response. The owner or operator shall be responsible for the cost of maintaining the Solar Energy Generating System and any access road(s), unless accepted as a public way.
- VI. *Glare.* Solar panels are designed to absorb (not reflect) sunlight and are generally less reflective than other varnished or glass exterior materials. However, solar panel placement should minimize or negate any solar glare impacting nearby properties or roadways, without unduly impacting the functionality or efficiency of the solar energy system. Parcels located within a 2 nautical mile radius of the Auburn Lewiston Municipal Airport, as measured based on the runway centerline closest to the location under application shall comply with Sec. 60-1429(a)(6).
- VII. *Visual Impact.* An Applicant shall make reasonable efforts, as determined by the Planning Board, to minimize visual impacts associated with the installation of a Solar Energy Generating System. The Board shall consider the size, location and topography of the site, the characteristics of the surrounding property and the amount and type of development on said properties in determining the amount and type of screening and buffering that it deems appropriate.
- VIII. *Lighting.* Ground-mounted Solar Energy Generating System lighting shall be consistent with local, state and federal law. Lighting of other parts of the installation, such as appurtenant structures, shall be limited to that required for safety and operational purposes, and shall be reasonably shielded from abutting properties. Where feasible, lighting of the solar energy system shall be directed downward and shall incorporate full cutoff fixtures to reduce light pollution.
- IX. Where possible, in unbuilt areas, Solar Energy Generating System installations shall maintain the permeability of the ground. Clearing of natural vegetation shall be limited to what is necessary for the construction, operation and maintenance of the Solar Energy Generating System or as otherwise prescribed by applicable laws, regulations and bylaws/ordinances
- X. *Operation & Maintenance Plan.* The Owner or Operator shall submit a plan for the operation and maintenance of ground-mounted and dual-use solar energy systems, which shall include measures for maintaining safe access to the installation, stormwater controls, as well as general procedures for operational maintenance of the installation.
- XI. All Solar Energy Generating System installations shall be installed in compliance with the photovoltaic systems standards of the latest edition of the National Fire Protection Association

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(NFPA) 1, Fire Prevention Code. All wiring shall be installed in compliance with the photovoltaic systems standards identified in the latest edition of the National Electrical Code (NFPA 70).

- (b) *Solar Energy Generating Systems permitted by right.* An application for a Solar Energy Generating System permitted by right shall require review and approval by the following departments: Planning, Engineering, Fire, Code Enforcement, Auburn Lewiston Municipal Airport and a representative of Lewiston-Auburn 911 committee.

Sec. 60-1431. – Abandonment or Decommissioning.

- (a) *Abandonment and Removal of Ground Mounted and Dual Use Solar Energy Systems.*

1. The Owner or Operator shall, at their expense, complete the removal of the solar energy system within 6 months of the end of the useful life of the solar energy system or within 6 months of the date of abandonment as defined in Sec. 60-1425. The Owner or Operator shall notify the Economic and Community Development Department by certified mail of the proposed date of discontinued operations and plans for removal. Decommissioning shall consist of:
 - a. Physical removal of all ground-mounted Solar Energy Generating Systems including solar photovoltaic installations, structures, equipment, security barriers and transmission lines from the site.
 - b. Disposal of all solid and hazardous waste in accordance with local, state, and federal waste disposal regulations.
 - c. Stabilization or re-vegetation of the site as necessary to minimize erosion. The Economic and Community Development Department, in conformance with applicable regulations, may allow the Owner or Operator to leave existing landscaping or specifically designated below-grade foundations in place in order to minimize erosion and disruption to vegetation.
2. The City may revoke any approvals and/or pursue removal of the solar energy system at the Owner or Operator's expense in the following circumstances:
 - a. The solar energy system is not installed and functioning within 24-months from the date of approval under this ordinance; or
 - b. The solar energy system is at any time left in an unsafe condition in respect to federal, state or local safety standards (as determined by the City); or
 - c. The solar energy system has not been brought back to a safe condition/operation or removed from the site within the required timeframe; or
 - d. The solar energy system is defective or abandoned and has not been removed from the site within required timeframe.

3. *Financial Surety.* Before the start of construction, the Owner or Operator of a solar energy system shall provide a form of surety, either through escrow account, performance bond or letter of credit from a creditable financial institution, in an amount sufficient to cover the cost of decommissioning in the event the City determines the solar energy system to be abandoned in accordance with Sec. 60-

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1431(a)(2) above. The financial guarantee shall include a provision granting and guaranteeing the City the authority to access the funds and property and perform the decommissioning should the facility be abandoned and the owner or operator fails to meet their obligations to remove the solar energy system. This amount shall be based upon a fully inclusive estimate of the costs associated with removal, prepared by a qualified engineer, and submitted to the Planning Board at the time of application. The amount shall include a mechanism for calculating increasing removal costs due to inflation.

4. If the Owner or Operator of the Solar Energy Generating System fails to remove the installation in accordance with requirements of this section within 6 months of abandonment of the end of the useful life or date of abandonment, the City retains the right to use the performance guarantee and all other available means to cause an abandoned, hazardous or decommissioned Solar Energy Generating System to be removed.

Sec. 60-1432. – Appeals.

- (a) An appeal from a decision of the planning board on a Solar Energy Generating System permitted by special exception shall be in accordance with the provisions of Division 5 of Article XVI of this chapter.
- (b) An appeal from a decision of the staff review committee on a Solar Energy Generating System permitted by right shall be to the board of appeals. The board of appeals is authorized to retain experts at the applicant's expense to evaluate technical information or conduct studies that the board of appeals determines may be necessary in order to render a decision on the appeal.

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



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

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDINANCE 05-05182020

Amendment to Chapter 60, Article IV, Division 2: Agriculture and Resource Protection District, Sec. 60-145(a) to add #16 and Sec. 60-145(b) to add #18

Be it Ordained, that the Auburn City Council hereby adopts the proposed amendment to Chapter 60, Article IV, Division 2. – Agriculture and Resource Protection District, Section 60-145(a) and Section 60-145(b) (as attached).

Chapter 60, Article IV, Division 2, Agriculture and Resource Protection District,
Sec. 60-145. – Use Regulations.

(a) *Permitted uses.* The following uses are permitted:

- (1) One-family detached dwellings, including manufactured housing subject to all the design standards, except the siting requirements of section 60-173, as set forth in article XII of this chapter, accessory to farming operations subject to the following restrictions:
 - a. No certificate of occupancy shall be issued for any such farm residence until the barns, livestock pens, silos, or other such buildings or structures which are to be erected in connection with the proposed agricultural use as shown on the plans and specifications presented to the municipal officer charged with enforcement are substantially completed.
 - b. In no case shall any farm residence constructed under the provisions of this section after the effective date of the amended ordinance from which this section is derived continue to be occupied as a residence if the principal agricultural use has been abandoned or reduced in scope below the minimum requirements as shown on the plans and specifications presented to the municipal officer charged with enforcement.
 - c. Any residence constructed under this article shall not be converted to nonfarm residential use except by permission of the planning board based upon a finding that the abandonment or reduction in such use resulted from causes beyond the control of the applicant and not from any intention to circumvent the requirements of this article.
- (2) Buildings, equipment and machinery accessory to the principal use including, but not limited to: barns silos, storage buildings and farm automobile garages.
- (3) Forest products raised for harvest.
- (4) Field crop farms.
- (5) Row crop farms.
- (6) Orchard farms.
- (7) Truck gardens.

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- (8) Plant and tree nurseries.
- (9) Greenhouses.
- (10) Handling, storage and sale of agriculture produce and processed agricultural products derived from produce grown on the premises.
- (11) Livestock operations including poultry farms, cattle farms, dairy farms, stud farms, hog farms, sheep ranches, other animal farms, including farms for raising fur-bearing animals.
- (12) Wayside stands.
- (13) Two-family dwellings which are created from the conversion of a one-family dwelling structure which was constructed prior to 1900.
- (14) Adult use and medical marijuana cultivation, but not retail sales of any kind.
- (15) Marijuana manufacturing accessory to a licensed cultivation site.
- (16) Ground-Mounted and Dual-Use Solar Energy Generating Systems less than one acre in total land area as defined in Sec. 60-1425.

- (b) *Special exception uses.* The following uses are permitted by special exception after approval by the planning board in accordance with the provisions of division 3 of article XVII of this chapter:
- (1) Sawmills and their customary accessory land uses and buildings incidental to the harvesting of forest products, subject to the following conditions:
 - a. Sawmill and accessory activity shall not be detrimental to the neighborhood or the city by reason of special danger of fire or explosion, pollution of rivers or perennial streams or accumulation of refuse.
 - b. Wood processing operation shall be located no closer than 75 feet from any river or perennial stream, 250 feet from any zoning district boundary or residential dwelling and shall be limited to four persons employed.
 - c. Where natural vegetation is removed, it shall be replaced within six months with other vegetation which will be equally effective in retarding erosion and will preserve natural beauty.
 - (2) Veterinary hospitals, where operated by licensed veterinarians, including offices and facilities for temporarily boarding animals.
 - (3) Handling, storage and sale of agricultural services, equipment, and supplies accessory to the farming use.
 - (4) Bona fide residences required for farm labor. Any residence constructed for farm labor shall not be converted to nonfarm residential use except by permission of the planning board based upon a finding that the abandonment or reduction in such use resulted from causes beyond the control of the applicant and not from any intention to circumvent the requirements of this division. The findings and the conditions upon which such altered use may be continued shall be made a part of the permanent records.

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- (5) Recreational uses of land intended or designed for public use subject to the following conditions:
 - a. No such recreational use shall be expanded or extended so as to occupy additional land area greater than 20 percent of the original area or one acre, whichever is less; or by the construction of a structure or an addition to an existing structure by more than 900 square feet of additional floor space unless the owner or occupant first obtains approval of the planning board in the manner and upon the same terms as approvals of initial recreational uses.
 - b. Any proposed new or expanded recreational use shall be completed on or before the estimated completion date except that the planning board may grant reasonable extension of time where good cause for the failure to complete is shown.
- (6) Any legally nonconforming summer camp or cottage may be rebuilt if destroyed by fire or other casualty, subject to the following conditions:
 - a. Such reconstruction shall comply with all ordinances applicable to new construction. Such reconstruction need not, however, comply with zoning provisions which would otherwise be applicable except for the provisions of article XII of this chapter.
 - b. In cases where no minimum setback is established by division 5 of article XII of this chapter an open yard space of at least ten feet between the building as reconstructed and each of the property lines shall be maintained.
- (7) Rifle, pistol, skeet or trap shooting ranges, public or private.
- (8) Cemeteries, subject to the following conditions:
 - a. At least 20 acres in area.
 - b. Not located in any environmental overlay district or over any known aquifer.
- (9) Municipal sanitary landfills, subject to the following conditions:
 - a. Not located in any environmental overlay district or over any known aquifer.
 - b. Provisions shall be made to avoid surface water and groundwater pollution.
 - c. Provisions shall be made for frequent covering of deposited wastes with earth to counteract vermin, insects, odors, and windblown debris.
- (10) Radio, radar, television and radio telephone transmitting or broadcasting towers, but not studios or offices for such transmitting or broadcasting, provided that:
 - a. Every such tower shall be installed in a location and manner that ensures its safe operation and the safety of the surrounding residents, building occupants, land uses and properties.
 - b. In no case shall such tower be located less than one and one-half times its height from the nearest property line.
- (11) Wholesale nurseries, subject to the following conditions:

Holly C. Lasagna, Ward One
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- a. At least one-half of the area of the lot (up to a maximum of three acres) is in active nursery production in a husband type manner.
- b. The plants and trees propagated, grown and nurtured in the nursery are used as the primary products by the owner/operator of the landscape service.
- (12) Processing and storage of compost and bulking agents from the municipal wastewater sewerage sludge facilities provided that:
 - a. All compost and amendments are to be stored undercover or screened from the public way and abutting property as determined by the planning board.
 - b. All federal, state and local ordinances and laws relating to the processing and storage of waste are complied with.
 - c. An end-use plan must be filed as part of the planning board process.
- (13) Licensed hospice care facility provided that it shall be licensed by the state as a Medicare certificate hospice.
- (14) Slaughterhouse, stockyard, abattoir, dressing plant in compliance with state and federal regulations subject to the following conditions:
 - a. The facility shall not be located within the Lake Auburn Watershed Overlay District, the Watershed of Taylor Pond, the Shoreland Overlay District or the Floodplain Overlay District.
 - b. The proposed use shall not occupy more than 10,000 square feet of building area.
 - c. The number of employees shall be limited to not more than 15.
 - d. Accessory retail sales shall be limited to 10 percent of building area or 1,000 square feet, whichever is smaller.
 - e. Hours of operation shall limited to between 6 a.m. and 8 p.m.
- (15) Compost operations, excluding municipal and industrial waste, to process products such as manure, bedding, animal mortalities, waste feed, produce, forestry by-products, leaves and yard trimmings in compliance with state and federal regulations, subject to the following conditions:
 - a. All compost sites shall be evaluated for suitability by a properly qualified professional, including benchmark water testing prior to approval.
 - b. Provisions shall be made to avoid surface and groundwater pollution.
 - c. Provisions shall be made to counteract vermin, insects and odors.
 - d. Must comply with all applicable state department of environmental protection and state department of agriculture rules and regulations and best management practices.
 - e. Shall not be located within the Lake Auburn Watershed Overlay District.
- (16) Adaptive reuse of structures of community significance.

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- (17) Assembly, sale, research and development, distribution, instruction, training, demonstration or maintenance of recreational or agricultural equipment, including buildings as accessory structures used in the assembly, sale, distribution, instruction, training, demonstration, or maintenance of recreational or agricultural equipment, subject to the following conditions:
- The proposed use is accessory, complementary, or otherwise related to a recreational or agricultural use;
 - The recreational or agricultural use has been in existence for at least five years prior to the date of the application for the special exception; and
 - The recreational or agricultural use is located on the parcel for which the special exception is requested or is adjacent to the property for which the special exception is requested.
- (18) Ground-Mounted and Dual-Use Solar Energy Generating Systems greater than one acre in total land area as defined in Sec. 60-1425, subject to the following conditions:
- Must comply with the provisions of Article XVIII under this chapter;
 - Setbacks, including appurtenant structures and parking areas, shall be subject to the following yard requirements:
 - Rear. There shall be behind every structure associated with a Solar Energy Generating System a rear yard having a minimum depth of 25 feet.
 - Side. There shall be a minimum distance of 15 feet between any structure associated with a Solar Energy Generating System and the side property line.
 - Front. There shall be in front of every structure associated with a Solar Energy Generating System a front yard having a minimum depth of 25 feet or 25 percent of the average depth of the lot whichever is less.
 - Lot coverage shall not exceed 30%, as defined under Sec. 60-1430(a)(II).
 - Total Land Area. When reviewing applications for Solar Energy Generating Systems in the Agriculture and Resource Protection District, the Planning Board shall consider other lands within the Agriculture and Resource Protection District where Solar Energy Generating Systems have been constructed or received Planning Board approvals and must find that the proposed Solar Energy Generating System will not materially alter the stability of the overall land use pattern of the Agriculture and Resource Protection District. In making this determination, the Planning Board shall consider the overall effect of existing and potential Solar Energy Generating Systems and if it will be more difficult for existing farms in the area to continue operation due to diminished opportunities to expand, purchase or lease farmland, acquire water rights, or diminish the number of tracts or acreage in farm use in a manner that will destabilize the overall character of the surrounding area. The Planning Board shall request an assessment of the proposed project based on Sec. 60-145(b)(18)(d) by the Agriculture Committee and, if located in the Resource Protection District, the Conservation Commission and carefully consider their recommendations.
 - All applications shall consider the location of existing grid infrastructure and plan to limit the need to extend the amenities for optimal efficiency.

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- f. If a Solar Energy Generating System is proposed on forestland in the Agriculture and Resource Protection District, on a parcel adjacent to prime farmland or land currently used for farming, clearing of forestland or the use of prime farmland may be permitted under the following conditions:
 - 1. The presence of the Solar Energy Generating System will not result in unnecessary soil erosion or loss that could limit agricultural productivity on the subject property or abutting properties.
 - 2. At the time of decommissioning of any Solar Energy Generating System approved by the Planning Board, the current sitting Planning Board shall review the site and proposed decommissioning plan for the conversion of the parcel into prime farmland or forestland, as applicable under the current ordinance standards.
 - 3. A survey of critical wildlife habitat is provided at the time of application, if a project is located in an area determined to be essential habitat, as defined by the Maine Department of Inland Fisheries and Wildlife, an IF&W recommendation shall be secured before a Planning Board ruling.
 - 4. A Vegetative Cover Plan is provided that demonstrates, where feasible, the replanting of forested areas disturbed during construction and preservation of prime soils throughout the life of the project.
- g. Prime Soils. All Solar Energy Generating Systems proposed in the Agriculture and Resource Protection District shall include a soil analysis. Such analysis shall demonstrate if the site proposed for development contains prime farmland as defined by the United States Department of Agriculture (USDA). Least productive agricultural soils shall be considered first for development unless it can be demonstrated to the Planning Board that:
 - 1. Non-prime farmland is not reasonably available on the subject property;
- h. All applications for Solar Energy Generating Systems in the Agriculture and Resource Protection District shall be subject to the following provisions:
 - 1. Siting of the overall facility and individual panels shall keep with the existing contours of the land, and
 - 2. Only pile driven, or ballast block footing shall be used so as to minimize the disturbance of soils during installation, and
 - 3. To the extent possible, infrastructure shall not be located on steep slopes, and
 - 4. A plan for topsoil maintenance shall be provided at the time of application to the Planning Board.
- i. All Operations and Maintenance Plans shall also include:
 - 1. A plan prioritizing the ability to co-mingle agricultural and energy generation land uses including but not limited to: apiaries, grazing or handpicked crops.
 - 2. A plan that provides habitat for native plants and animals and native pollinators.



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: May 18, 2020

Orders: 54-05182020 through 64-05182020

Author: Sue Clements-Dallaire, City Clerk

Subject: Board and Committee Appointments

The Appointment Committee met on May 13, 2020 to review applications and make their nominations for various boards and committees of the City as follows:

Agricultural Committee – David Bell, term expiration of 4-1-2023, Scott Blanchard, term expiration of 4-1-2022, David Griswold, term expiration of 4-1-2023, Kathy Shaw, term expiration of 4-1-2021, and William Sylvester, term expiration of 4-1-2022.

Auburn Housing Authority – Casey Knight, term expiration of 10-1-2021.

A-L Cable TV Advisory Committee – Keith Ellis, term expiration of 6-1-2021.

Board of Assessment Review – Mary LaFontaine (re-appointment), term expiration of 10-1-2024.

Planning Board – Darren Finnegan, full member, term expiration of 01/01/2023, Stacey LeBlanc, full member, term expiration of 1-1-2023, Dana Staples, associate member, term expiration of 1-1-2023.

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

City Budgetary Impacts: None

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

Previous Meetings and History: The Appointment Committee met on May 13, 2020 to make their recommendations.

City Manager Comments:

I concur with the recommendation. Signature:

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

Attachments:

List of applicants
List of vacancies
Applications
Orders

VACANCIES

Age Friendly Community Committee - 1 vacancy - one with a term expiration of 6/1/2021

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

Agriculture Committee – 7 vacancies, 3 with 4/1/2023 term expirations, 3 with 4/1/2022 term expirations, and 1 with a 4/1/2021 term expiration

Auburn Housing Authority - 1 vacancy with a term expiration of 10/1/2021

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

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

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

City Council Student Representatives – 2 appointments

Planning Board - 3 vacancies - 2 full member positions, and 1 associate position, each with a 1/1/2023 term expiration

Board Committee Applications
May 13, 2020

Board or Committee	Ward	Last Name	First Name	Address
Agriculture Committee				
	5	Bell	David	1552 Riverside Drive
	1	Blanchard	Scott	800 North River Road
	5	Gray	Stanwood	1200 Sopers Mill Road
	2	Griswold	David	199 Gamage Avenue
	N/A	Littlefield	Sarah	79 Richmod Hill Road, Livermore
	5	Melaragno	Michelle	576 Trapp Road
	5	Shaw	Kathy	1200 Sopers Mill Road
	5	Sylvester	William	1128 Riverside Drive
Auburn Housing Authority				
	5	Bisson	Paul	193 Old Danville Road
	2	Knight	Casey	67 Allen Avenue
Board of Assessment Review				
	3	*LaFontaine	Mary	113 Western Avenue
A-L Cable TV Advisory Committee	5	Ellis	Keith	18 Enfield St.
Planning Board				
	4	Finnegan	Darren	209 Hickory Drive
	2	Hayes	Robert	172 Allen Ave.
	3	LeBlanc	Stacey	12 Pinewood Drive
	5	Staples	Dana	32 Greenfield Drive

* Indicates this applicant is seeking re-appointment

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

Susan Clements-Dallaire

From: donotreply@auburnmaine.gov
Sent: Friday, February 28, 2020 9:23 AM
To: Susan Clements-Dallaire
Subject: A New Form Has Been Submitted - Board/Committee Application

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

Date of Application: 02/28/2020

First Name: Sarah

Middle Initial:

Last Name: Littlefield

Residence Address: 79 Richmond Hill Road

Ward: I am not an Auburn resident

City: Livermore

Home Phone: 8023566604

Cell Phone: 8023566604

E-mail Address: Sjanelfield@gmail.com

Current Occupation: Executive Dairy, Maine Dairy Council

Previous Occupation (if retired or no longer working):

Education and/or experience: Degree in dairy science and career dairy farmer

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

OTHER (Ad-Hoc Committees not on the list above):

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

Briefly describe why you want to serve on a board/committee (1,000 character limit): I previously worked 3 years for Chris and Jeanie Lewis of North River Road and I still own cattle that reside at their farm. I currently work on behalf of all Maine's dairy farmers and represent them nationally to tell their story including management practices, product nutrition, and sustainability on a non political level. Previously, I have also been the farm manager at Wolfe's Neck Center for Agriculture & the Environment which has diversified production and an eye toward the future. I believe that while I am not a resident of Auburn I have experience and insight that could provide great value to this committee.

What do you hope to accomplish?: To bring real farm experience to the conversation and provide insight to the committee about what Auburn's farming brings to the city and its community.

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

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

Dates served (if known):

How did you learn of this vacancy?: Chris Lewis, Auburn resident and Sun Journal article

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

Date of Electronic Signature: 2/28/2020

CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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

Date: 2/27/20

Last name: SYLVESTER First name: WILLIAM Middle initial: C

Residence address: 1128 RIVERSIDE DR. Ward: 5

City: AUBURN State: ME. Zip code: 04210

Home phone: 783-8584 Work phone: 376-5155 Cell phone: 376-5155

Email address: wcs.forestry@gmail.com

Current occupation: FORESTER

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

Educational and/or experience (or attach your resume): B.S. FORESTRY

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

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

Page 2 of 2



CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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Date: Feb 24, 2020

Last name: MELARAGNO First name: MICHELLE Middle initial:

Residence address: 576 TRAPP RD Ward: 5

City: AUBURN State: ME Zip code: 04210

Home phone: N/A Work phone: Cell phone: 207-240-1316

Email address: whistleridge@roadrunner.com

Current occupation: Self-Employed (Compassionate Composting) and Practice Manager (Equine Veterinary Service)

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

Educational and/or experience (or attach your resume): 2+ YRS COLLEGE, MULTIPLE ADDITIONAL CERTIFICATE PROGRAMS

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

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

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). _____ I've been interested in this committee from the time it was initially recommended by the Ad Hoc committee. I would like to serve with a group of dedicated individuals to work on preserving and strengthening Agriculture in Auburn, while improving the usefulness of our AG/RP zoned land. I believe changes are necessary in this zone. I feel I can bring ideas and options to the table for discussion about how to best utilize the land – to include agriculture and recreational uses, potential new and innovative uses, and steps toward owners gaining approval to reside on their land. _____

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? ___ I currently serve on the Conservation Commission, which I applied to join when the formation of the Agriculture Committee seemed uncertain. _____

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

How did you learn of this vacancy? Via the last several months of Ad Hoc committees, Planning Board and City Council meetings discussing the AG/RP Zone

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

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

Signature: Michelle Melaragno (electronic signature) Date: Feb. 24, 2020

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

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 2/26/2020
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____

Susan Clements-Dallaire

From: donotreply@auburnmaine.gov
Sent: Wednesday, February 19, 2020 5:20 PM
To: Susan Clements-Dallaire
Subject: A New Form Has Been Submitted - Board/Committee Application

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

Date of Application: 02/19/2020

First Name: Stanwood

Middle Initial: J

Last Name: Gray

Residence Address: 1200 Sopers Mill Rd

Ward: Ward 5

City: Auburn

Home Phone: 207 615 6957

Cell Phone: 207 615 6957

E-mail Address: stanwoodgray@gmail.com

Current Occupation: farmer/builder

Previous Occupation (if retired or no longer working):

Education and/or experience: college

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

OTHER (Ad-Hoc Committees not on the list above):

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

Briefly describe why you want to serve on a board/committee (1,000 character limit): I am a farmer and have the expertise and experience needed to help guide this committee. I have done extensive research on ag issues and land use, especially as it relates to agriculture and forestry.

I am familiar with the history of the ag zone. I was on the original ad hoc committee which studied and offered solutions to issues pertaining to Auburn's ag zone.

What do you hope to accomplish?: I hope to help establish the ag committee and get it pointed in the right direction using fact based research.

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

Have you previously served on a City or Community Board or Committee? If so, which one(s)?: yes, Citizens' Action Committee, City Council, GFTV Committee.

Dates served (if known):

How did you learn of this vacancy?: I attend city council meetings regularly

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

Date of Electronic Signature: 2/19/2020



CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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

Date: Feb 17, 2020
Last name: SHAW First name: KATHY Middle initial: A
Residence address: 1200 Sopers Mill Rd Ward: 5
City: Auburn State: ME Zip code: 04210
Home phone: _____ Work phone: _____ Cell phone: 207-320-1969
Email address: katha@valleyviewfarmme.com
Current occupation: farmer
Previous occupation (if retired or no longer working): _____
Educational and/or experience (or attach your resume): home college

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

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

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

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

Interested in promoting farm, forest & conservation in Auburn - expanding local food base

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

I'd like to create a vibrant farming community to enhance farmers & their ability to make a living from their lands & to feed our local citizens

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

Mayor's Ad Hoc Ag. Committee

Dates served (if known)? Sept 2019

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

Dates served (if known)?

How did you learn of this vacancy?

through my involvement on the Ad Hoc Comm.

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

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

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

Signature: Kathleen Date: 2/17/2020

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

207-333-6601, extension 1126 sdallaire@auburnmaine.gov

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 2/20/2020

APPOINTMENT DATE: _____

TERM EXPIRATION DATE: _____

OATH DATE: _____



CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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

Date: 2/27/2020

Last name: BLANCHARD First name: SCOTT Middle initial: L

Residence address: 800 NORTH RIVER ROAD Ward: 1

City: AUBURN State: ME Zip code: 04210

Home phone: _____ Work phone: _____ Cell phone: 207-212-5748

Email address: SCOTT.BLANCHARD2071@gmail.com

Current occupation: FRONT LINE MANAGER, LIBERTY MUTUAL

Previous occupation (if retired or no longer working): MATHEMATICS TEACHER, AUBURN, ME

Educational and/or experience (or attach your resume): BS MATHEMATICS / COMPUTER SCIENCE EDUCATION

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

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

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

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

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

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

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

Dates served (if known)? _____

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

Dates served (if known)? _____

How did you learn of this vacancy? CITY COUNCIL MEETING

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

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

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

Signature: [Signature] Date: 2/27/2020

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

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 2/28/2020
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____

Briefly describe why you want to serve on this committee:

I would like to contribute to the community through helping to maintain our connection with the great current agricultural resources we have, while helping to foster new opportunities.

What do you hope to accomplish:

Help our community to continue growing, for a prosperous future, by furthering our involvement in all facets of agriculture.

Susan Clements-Dallaire

From: donotreply@auburnmaine.gov
Sent: Friday, February 21, 2020 9:29 AM
To: Susan Clements-Dallaire
Subject: A New Form Has Been Submitted - Board/Committee Application

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

Date of Application: 02/21/2020

First Name: David

Middle Initial: D

Last Name: Griswold

Residence Address: 199 Gamage Avenue

Ward: Ward 2

City: Auburn

Home Phone: 783-4833

Cell Phone: 577-1720

E-mail Address: dave.griswold370@gmail.com

Current Occupation: retired, Maine Licensed Forester #370

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

Education and/or experience: BA Bowdoin, Biology and Government; BS U Maine Forest Management. 40+ years of varied experience as forester in Maine

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

OTHER (Ad-Hoc Committees not on the list above):

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

Briefly describe why you want to serve on a board/committee (1,000 character limit): Fill a need stated by the City Council on February 3 to have a forester serve on the Ag Committee.

What do you hope to accomplish?: Fulfill responsibilities of the position, and lend my knowledge and experience to the discussion.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? I have applied to be reappointed to the Community Forest subcommittee of the Conservation Commission

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

Dates served (if known): S. C. two terms early '90's, second as chair; CFB 2001-2018

How did you learn of this vacancy?: Sun Journal, 2 4 20

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

Date of Electronic Signature: 2 21 2020

Susan Clements-Dallaire

From: David Bell <davidbell@roadrunner.com>
Sent: Monday, March 2, 2020 5:02 PM
To: Susan Clements-Dallaire
Subject: Re: Application for Boards and Committees

Hi Susan

Yes my application it was for the ag commission had trouble signing in Hope this clarifies that thanks for reaching out Dave

Sent from my Verizon 4G LTE Droid

On Mar 2, 2020 9:23 AM, Susan Clements-Dallaire <sdallaire@auburnmaine.gov> wrote:

Good morning, David,

On February 4th, you submitted an application to serve on the Conservation Commission. I just want to clarify if that is accurate or were you applying to serve on the Ag Committee? Currently there are no vacancies on the Conservation Commission.

Thank you,

Sue

Sent from [Mail](#) for Windows 10

Susan Clements-Dallaire

From: donotreply@auburnmaine.gov
Sent: Tuesday, February 4, 2020 7:04 PM
To: Susan Clements-Dallaire
Subject: A New Form Has Been Submitted - Board/Committee Application

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

Date of Application: 02/04/2020

First Name: David

Middle Initial: a

Last Name: bell

Residence Address: 1552 Riverside Dr

Ward: Ward 5

City: Auburn

Home Phone: 2075762079

Cell Phone: 2075762079

E-mail Address: davidbell@roadrunner.com

Current Occupation: Farming

Previous Occupation (if retired or no longer working):

Education and/or experience: 46 years farming

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

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

Briefly describe why you want to serve on a board/committee (1,000 character limit): I feel as though my experience in agriculture in Auburn that I might be able to help shed a little light on the struggles and the good fortunes of farming

What do you hope to accomplish?: Maybe with my experience I could help in finding the right locations on land that might help upcoming farmers utilize the best of there acreage

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

Have you previously served on a City or Community Board or Committee? If so, which one(s)?: The first ad hoc committee

Dates served (if known): 2018

How did you learn of this vacancy?: It's a new committee

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

Date of Electronic Signature: 2-4-2020



CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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

Date: 1-30-20

Last name: Bisson First name: Paul Middle initial: L

Residence address: 193 OLD DANVILLE RD Ward: 5

City: AUBURN State: ME Zip code: 04210

Home phone: 782-1533 Work phone: _____ Cell phone: 976-7521

Email address: paulnbrenda@roadrunner.com

Current occupation: SUB - AUBURN School Dept

Previous occupation (if retired or no longer working): Ed Tech - Auburn School Dept 12 yrs.

Educational and/or experience (or attach your resume): Associate Degrees Accounting Business

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

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

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

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). Recently retired - time to contribute to the community

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). work with others on AHA board to help maintain all the good works they have accomplished through the years.

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

Dates served (if known)? _____

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

Dates served (if known)? _____

How did you learn of this vacancy? ARTHUR WING AHA

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

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

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

Signature: Paul P. Berman Date: 1-30-20

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

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 1/30/2020
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____



CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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

Date: 2/15/2020

Last name: Knigh First name: Casey-Lyn Middle initial: I

Residence address: 67 Allen Ave Ward: 2

City: Auburn State: ME Zip code: 04210

Home phone: _____ Work phone: _____ Cell phone: 207/689-7258

Email address: caseyirisfloyd@gmail.com

Current occupation: Student, Masters in Social Work

Previous occupation (if retired or no longer working): Self employed

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

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

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

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

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). As a student in social work and a resident in Auburn for over 16 years, I have become empowered to take a more active stance in our community.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). As an intern social worker on A3 at St. Mary's, I have referred many patients to Auburn Housing Authority; as a member of this committee I would increase my knowledge and thus ability to assist our less fortunate neighbors.

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

Dates served (if known)? N/A

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

Dates served (if known)? N/A

How did you learn of this vacancy? In looking for ways to increase community connections.

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

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

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

Signature: [Signature] Date: 2/15/2020

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

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 2/20/2020
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____

Casey Knight
67 Allen Ave
Auburn, ME 04210
207/689-7258
caseyirisfloyd@gmail.com

Education:

Masters in Social Work

Sacred Heart University: September 2018 - in progress

Bachelor of Science in Biological Science, Minor: Journalism

University of Alaska Fairbanks: August 1997 – December 2000

Keene State College, Keene NH: August 1995 – May 1997

Certificates and Training:

CAMS for assessing and treating suicidal risk, American Association of Suicidology - Dec. 2019,
3 contact hours

Responding to Developmental Trauma: Treatment and Care - October 2019, 6 contact hours.

Victory Institute: Campaign Training - February 2020

Work Experience:

Inpatient Adult Psych. & Integrative OPC, St. Mary's Regional Hospital Lewiston, ME
Student Intern; Patient intakes, group work, chart notes, referral for services.
August 2019-present

Self-employed
2015-2019

Axis Natural Foods Auburn, ME
Produce manager, customer service, general merchandise ordering.
March 2009– November 2016.

Chiropractor's Assistant Spaulding Chiropractic Clinic, Fairbanks, AK
Administered physiotherapies, made appointments, took X-Rays, charted subjective notes.
November 2000-April 2003

References:

Ellen Pogson, LCSW
St. Mary's Health System
207-777-4440
epogson@stmarysmaine.com

Dr. Manit
Sacred Heart University
207-307-5270
Manitj@sacredheart.edu
Professor and Advisor for MSW

Dr. Reverend Jodi Hayashida
207-783-0461
office@auburnuu.org
Minister at the First Unitarian Universalist Church in Auburn, ME



CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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Date: 1-30-2020

Last name: LaFontaine First name: Mary Middle initial: J

Residence address: 113 Western Ave Ward: _____

City: Auburn State: ME Zip code: 04210

Home phone: _____ Work phone: 207 212 2181 Cell phone: 207 513 2364

Email address: Mary.LaFontaine@yahoo.com

Current occupation: Regional Director MDOL

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

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

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

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

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

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). With my previous exp. on this Board, I have gained knowledge & insight to the work of the Board. I have the following skills that will benefit the Board: listening, problem solving, high level processing skills.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). This position allows the ability to communicate with tax payers and the Assessors office. To bring fairness and understanding to a complex process.

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

Dates served (if known)? Assessment: 2018-2020, Registration 2017-2020

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

In addition to the above, Auburn City Council 2011-2015

Dates served (if known)? Library - 2012 - 2015

How did you learn of this vacancy? School Committee 2013-2015

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

Signature: [Signature] Date: 1-30-2020

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

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 1-30-2020
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____

And I have a high degree of Ethical Decision Making.

Mary Joan Kozicki LaFontaine
207-513-2364 mary.lafontaine@yahoo.com
<https://www.linkedin.com/in/marykozickilafontaine>

Leader | Program Management | Workforce Development | Relationship Management

Strong passion and energy for connecting people, businesses, and organizations and making best fit matches in the marketplace. Committed to connecting businesses to underutilized talent pools. Builds capacity and leads people and organizations to the next steps. A lifelong learner who is positive and encouraging. Key skills: workforce development, communication, networking, public speaking, relationship building, training, capacity building, and big picture thinking.

Accomplishments

Leadership & Workforce Development

- 15+ years' experience working with businesses, training and education providers, and state and local agencies/leadership to accomplish economic and workforce development goals
- Led the CareerCenter (one-stop center) in positive business relationships resulting in business leadership awards from the LA Metro Chamber and the Lewiston Auburn Economic Growth Council
- Manage federal and state employment and training programs that support local businesses by providing them with a skilled, trained workforce with a focus on populations with barriers to employment
- Build and maintain positive relationships with employers, community and educational partners and coordinate service delivery to ensure adequate delivery without duplication

Training Development & Public Speaking

- Developed and Presented "Five Generations in the Workplace" and "Recruitment and Retentions Strategies": numerous trade, industry & HR groups
- Presented "Reemployment Services in One-Stops" at a national USDOL conference
- Created and Presented "Labor Force Realities": Maine HR Convention, MDOL HR Days, local HR and industry groups
- Presented "Economic & Workforce Development Trends" at leadership institutes yearly since 2007
- Created and conducted various trainings: motivation, career decision making, hiring process, career development, job search, and life/work balance
- Developed and teach three courses in a career development series for the University, including internships; taught a master's level career development course at the University of Southern Maine

Human Resources, Talent Acquisition & Retention

- 15+ years' experience recruiting, training and retaining staff at three firms, numbering 12-300+ employees - Managed recruitment that tripled the number of employees at two firms—75 to 225+
- Revised company handbooks to ensure compliance with federal and state laws as well as company policies

Professional Experience

Regional Director-Southern CareerCenters

Maine Department of Labor, Augusta, Maine

Apr 2016 – Current

CareerCenter Manager

Maine Department of Labor, Lewiston, Maine

Aug 2004 – Apr 2016

Adjunct Faculty Member-Career Development Series

University of Southern Maine-undergraduate, Lewiston, Maine

Aug 2010 – Current

University of Southern Maine-graduate, Gorham, Maine

Jan 2011 – May 2011

Training and Education Coordinator

Faithworks, Lewiston, Maine

Jan 2003 – Jul 2004

Human Resource Manager

PowerTel Technologies, Auburn / Allen Edmonds, Lewiston, Maine

Jul 1999 – Dec 2002

Education

Master of Science – Adult Education, 2008

University of Southern Maine, Gorham, Maine

Bachelor of Arts – Studio Arts

University of Wisconsin Stevens Point, Stevens Point, Wisconsin

Publications

"Labor Force Realities—Where Will We Find Our Next Employees?" Guest Blog Writer for KMA, 2015

"Community Resources Grow Applicant Base" JobsinME, 2014

"Rethink Recruiting to Hire the Best People" JobsinME, 2013

"Labor Force Realities: Is Your Business Ready?" HR Times, Autumn 2008

Personal & Career Development

- Dale Carnegie Communication and Leadership Training, 2018; teaching assistant, 2019
- Society for Human Resource Management, Volunteer Leaders' Summit, November 2015-2017
- National Veterans Training Institute, Leadership/Integration for Veterans Services, October 2015
- Maine Human Resources Convention, 2000-2002, 2005-2008, 2010-2012, 2014-2018
- Chick-fil-A Leadercast, 2012, 2013
- Maine Career Development Association, 2011, 2012, 2016
- MDOL Leadership Series, Alpha Class, 2008

Major Presentations & Training Facilitation

- Androscoggin Leadership Development Institute, "Workforce and Economic Trends", 2005 - 2019
- Maine Career Development Association, "The Art of Career Development", 2016
- Central Maine Human Resource Association, Variety of topics, 2008, 2010, 2014-2019
- Maine Women's Network, "Personal Journey", "Gender and Pay Equality" 2010, 2013
- Workforce Innovations National Conference, "Reemployment Programs", 2008

Community Service & Professional Boards

- Maine State Council, SHRM, District Director & Workforce Development Director, 2019 - present
- City of Auburn Board of Assessment Review, 2018-2019
- City of Auburn Registration Appeals Board, 2017-2020
- University of Southern Maine Board of Trustees, 2017-2019
- Lewiston Auburn Economic Growth Council, 2016-present
- Central Maine Human Resource Association, 2000-present
 - President 2017-2019; Vice President 2015-17; Work Readiness Chair 2005-2007 & 2010-2014
- Auburn Business Development Corporation, 2016-2018
- Junior Achievement classroom volunteer, 2014, 2015, 2016, 2017
- LA Metro Chamber of Commerce Board of Directors, 2006-2016
 - President, 2012-2013; Community Job Fair Committee Chair, 2007-2017
- Workforce Development and Education Committee, 2003-present
 - Committee Chair, 2007-2016
- College for ME-Androscoggin Board of Directors, 2005-2017
 - President, 2013-2016
- Central/Western Workforce Development Board, 2006-present
- Auburn City Councilor, Ward 3, 2011-2015
 - Mayor's Appointee to Public Library Board of Trustees, 2012-2015; School Committee, 2013-2015

Awards

2018—Maine HR Leader of the Year, Maine Society for Human Resource Management

2018—Ray Geiger Leadership Award, LA Metro Chamber of Commerce (highest achievement award given)

2017—SHRM Pinnacle Award, led the CMHRA through program design and delivery of "HR Thursdays"

2015—Nominated for Maine Department of Labor Manager of the Year

2012—Ken Additon Small Business Advocate Award, LA Metro Chamber of Commerce

2012—Economic Development Achievement Award, Cities of Lewiston and Auburn

2011—Mentor Award, Young Professionals of Lewiston/Auburn (LA Metro Chamber of Commerce)

Susan Clements-Dallaire

From: donotreply@auburnmaine.gov
Sent: Sunday, April 26, 2020 6:43 PM
To: Susan Clements-Dallaire
Subject: A New Form Has Been Submitted - Board/Committee Application

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

Date of Application: 04/26/2020

First Name: Keith

Middle Initial: A

Last Name: Ellis

Residence Address: 18 Enfield St

Ward: Ward 5

City: Auburn

Home Phone: 2073331844

Cell Phone: 2073331844

E-mail Address: kaellis7@gmail.com

Current Occupation: OSP Engineer

Previous Occupation (if retired or no longer working):

Education and/or experience: BS in Information Technology

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

OTHER (Ad-Hoc Committees not on the list above):

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

Briefly describe why you want to serve on a board/committee (1,000 character limit): I have almost ten years experience in the Telecommunications field as an OSP (Outside Plant) Engineer. I design fiber networks for a Maine based Internet Service Provider. I want to assist the City in making decisions on not only expanding the L/A (Great Falls TV) programming, but also want to start the conversation of a municipal owned fiber network built for Auburn and owned by Auburn. Towns across Maine have done this already and have been hugely successful. Islesboro, Sanford, and Calais/Baileyville are just a few. I understand these franchise agreements bring in cash to the City, but a City owned fiber network that is operated by a local ISP could do the same and bring in possibly more.

What do you hope to accomplish?: My hope is to increase the Great Falls TV product so more citizens have the opportunity to take part during City events, and give that same ability to non-cable TV subscribers. Youtube is a great stepping stone to over-the-top programming, but creating a custom Roku channel could a long way to allowing even more citizen interaction. My last hope is to look at the possibility of starting an Auburn municipal owned fiber broadband network that could replace the aging Cable TV agreements.

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

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

Dates served (if known):

How did you learn of this vacancy?: City of Auburn's Website

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

Date of Electronic Signature: 04/26/2020

Susan Clements-Dallaire

From: donotreply@auburnmaine.gov
Sent: Tuesday, April 21, 2020 7:32 PM
To: Susan Clements-Dallaire
Subject: A New Form Has Been Submitted - Board/Committee Application

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

Date of Application: 4/21/20

First Name: Darren

Middle Initial: C

Last Name: Finnegan

Residence Address: 209 Hickory Dr.

Ward: Ward 4

City: Auburn

Home Phone: 207=689-3100

Cell Phone: 207=689-7615

E-mail Address: dfinnegan71@gmail.com

Current Occupation: Co-Owner/Head Brewer Lost Valley Brewing Co.

Previous Occupation (if retired or no longer working):

Education and/or experience: Some College

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

OTHER (Ad-Hoc Committees not on the list above)::

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

Briefly describe why you want to serve on a board/committee (1,000 character limit): I want to serve on the planning board mostly because I want to be more involved in my community where I live and work. As a business owner here in Auburn, I want to have a more active role in the business community.

What do you hope to accomplish?: I hope to be a part of the economic growth of our city. I want to gain experience and knowledge. That is what I hope to accomplish.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)?: No, I am not.

Have you previously served on a City or Community Board or Committee? If so, which one(s)? No, I have not.

Dates served (if known):

How did you learn of this vacancy?: Councilman Steve Milks

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

Date of Electronic Signature: 4/21/20



CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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

Date: 2/19/20

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

Residence address: 32 Greenfield Drive Ward: 5

City: Auburn State: ME Zip code: 04210

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

Email address: dana.staples@gmail.com

Current occupation: Conversions Manager

Previous occupation (if retired or no longer working):

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

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

☐ 9-1-1 Committee

☐ Auburn Housing Authority

☐ Board of Assessment Review

☐ CDBG Loan Committee

☐ Conservation Commission

☐ Finance Committee

☐ Parks & Recreation Advisory Board

☐ Airport Board

☐ Audit & Procurement Committee

☐ Cable TV Advisory Board

☐ Community Forest Board

☐ Ethics Panel

☐ L/A Transit Committee

☐ Poland-Auburn Economic Development Committee

☐ Sewer District

XXX Planning Board

☐ Water District

☐ Zoning Board of Appeals

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

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

I would like to be a part of administering Auburn's comprehensive plan. Having previously volunteered to be on the Zoning Board of Appeals, I am interested in Auburn's zoning ordinances. I think that I am prepared to step into a seat on the Planning Board and apply the knowledge that I have gained from previous board appointments.

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

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

I am currently serving on the Parks and Recreation Advisory Board as well as the Complete Streets Committee. I understand by joining the Planning Board, I would have to step down from these other boards.

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

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

How did you learn of this vacancy? email

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

Signature: Dana Staples (electronic signature) Date: 2/19/20

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

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 2/19/2020
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____

Experience

Conversions, Tyler Technologies

Conversions Manager 2018-present, Team Lead 2016 – 2018

- Led an effective and productive team, responsible for over \$1,000,000 in annual revenue
- Delivered high quality conversions on time
- Built interdepartmental relationships

Development, Tyler Technologies

Software Engineer 2007 – 2016, Programmer 2005-2007

- Developed unique solutions to complex problems
- Rewrote and refactored complicated procedures
- Partnered with Sales and Support to stabilize our software solution

Development Systems Methodology, Fairchild Semiconductor

Software Engineer 2001 – 2003

- Analyzed and automated complex tasks
- Automated the process of generating monthly reports with data coming from multiple systems

Education

University of Southern Maine – Portland, ME

- MS Computer Science, 2005

Rensselaer Polytechnic Institute – Troy, NY

- BS Computer Science, 2001

Edward Little High School – Auburn, ME

Projects

Maine App Challenge, Lead

- Awarded \$10,000 annually in college scholarships
- Judged submissions to a contest to create mobile apps
- Effectively utilized skills of a diverse team
- Prepared an annual budget

Volunteering

Parks and Recreation Advisory Board, Auburn (chair)

Lewiston/Auburn Complete Streets Committee

Auburn Zoning Board of Appeals

Auburn Strategic Planning Committee



CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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

Date: 2/10/20

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

Residence address: 172 ALLEN AVE Ward: 2

City: AUBURN State: ME Zip code: 04210

Home phone: 207-782-1386 Work phone: _____ Cell phone: 207-232-3903

Email address: JLHAYES1868@yahoo.com

Current occupation: RETIRED

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

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

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

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

CAC

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

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

DESIRE TO STAY INVOLVED AND GAIN EXPERIENCE FROM 13 YEARS ON THE PLANNING BOARD AND 13 YEARS ON THE COUNCIL

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

TO ADVANCE THE CURRENTLY ORSRNTED STRATEGIC PLAN TO PARTICIPATE IN THE REVIEW & UPDATE OF THE CITY'S COMPREHENSIVE PLAN

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

Dates served (if known)? SRR ATTACHED

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

YRS
PLANNING BOARD & CITY COUNCIL

Dates served (if known)? P.B. '77-'90, CC '05-'15 & '18-'19

How did you learn of this vacancy? _____

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

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

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

Signature: [Signature] Date: 2/10/20

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

207-333-6601, extension 1126 sdallaire@auburnmaine.gov

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 2/11/2020
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____

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

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

EDUCATION:

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

PROFESSIONAL EXPERIENCE:

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

COMMUNITY INVOLVEMENT:

- Chamber of Commerce (1975-2015)
- Auburn Planning Board (Member '77-'90, Chairperson '88-'90)
- Lewiston Downtown Development & Management Corp. (Director '80-'87, Chairperson '85-'87)
- Auburn City Council (Ward 2, 2005-2015)
2018-2019

From: donotreply@auburnmaine.gov
To: [Susan Clements-Dallaire](#)
Subject: A New Form Has Been Submitted - Board/Committee Application
Date: Thursday, May 7, 2020 8:39:46 AM

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

Date of Application: 05/07/2020

First Name: Stacey

Middle Initial:

Last Name: LeBlanc

Residence Address: 12 Pinewood Drive

Ward: Ward 3

City: Auburn

Home Phone: 2073120268

Cell Phone: 2073120268

E-mail Address: scleblanc11@gmail.com

Current Occupation: Account Manager

Previous Occupation (if retired or no longer working):

Education and/or experience: College Degree

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

OTHER (Ad-Hoc Committees not on the list above):

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

Briefly describe why you want to serve on a board/committee (1,000 character limit): I have a passion for the sustainable growth and development of Auburn with the intent to grow business and our community in support of our residents and this great city.

What do you hope to accomplish?: To help mindfully grow and develop this city

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

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

Dates served (if known):

How did you learn of this vacancy?:

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

above. By typing your full name below, you are "signing" this electronic application.: Stacey LeBlanc

Date of Electronic Signature: 05072020

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



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

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 54-05182020

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

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



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

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 55-05182020

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

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



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

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 56-05182020

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

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



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

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 57-05182020

ORDERED, that the City Council hereby appoints David Bell as member of the Agricultural Committee with a term expiration of 04/01/2023.

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



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

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 58-05182020

ORDERED, that the City Council hereby appoints Scott Blanchard as member of the Agricultural Committee with a term expiration of 04/01/2022.

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



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

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 59-05182020

ORDERED, that the City Council hereby appoints David Griswold as member of the Agricultural Committee with a term expiration of 04/01/2023.

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



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

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 60-05182020

ORDERED, that the City Council hereby appoints Kathy Shaw as member of the Agricultural Committee with a term expiration of 04/01/2021.

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



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

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 61-05182020

ORDERED, that the City Council hereby appoints William Sylvester as member of the Agricultural Committee with a term expiration of 04/01/2022.

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



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

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 62-05182020

ORDERED, that the City Council hereby re-appoints Mary LaFontaine as member of the Board of Assessment Review with a term expiration of 10/01/2024.

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



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

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 63-05182020

ORDERED, that the City Council hereby appoints Casey Knight as member of the Auburn Housing Authority with a term expiration of 10/01/2021.

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



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

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 64-05182020

ORDERED, that the City Council hereby appoints Keith Ellis as member of the A-L Cable TV Advisory Committee with a term expiration of 06/01/2021.

City of Auburn, Maine

"Maine's City of Opportunity"

Financial Services



TO: Peter Crichton, City Manager

FROM: Jill Eastman, Finance Director

REF: April 2019 Financial Report

DATE: May 18, 2020

The following is a discussion regarding the significant variances found in the City's April 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 tenth month of the current fiscal year. As a guideline for tracking purposes, revenues and expenditures should amount to approximately 83.3% of the annual budget. However, not all costs and revenues are distributed evenly throughout the year; individual line items can vary based upon cyclical activity.

Revenues

Revenues collected through April 30, including the school department were \$77,753,979, or 86.21%, of the budget. The municipal revenues including property taxes were \$57,540,487, or 91.69% of the budget which is less than the same period last year by 1.03%. The accounts listed below are noteworthy.

- A. March 15th the second installment for real estate taxes were due. The current year tax revenue is at 97.56% as compared to 97.12% last year. Courtesy letters were sent out in April for those taxpayers that hadn't paid their taxes. The lien process will begin in May.
- B. Excise tax for the month of April is at 81.68%. This is a \$211,532 decrease from FY 19. Due to the COVID 19 pandemic, people have been given a grace period to register their vehicles. We will collect these excise taxes once the emergency order has been lifted.

Expenditures

City expenditures through April 2020 are \$37,470,022 or 83.54%, of the budget. Noteworthy variances are:

- A. The majority of operating departments are either below or right on target for April. Debt Service for FY 19 has all been paid as of April 30, so this account will end the year with a small surplus that will go to fund balance.

Investments

This section contains an investment schedule as of April 30th. Currently the City's funds are earning an average interest rate of 1.58%.

Respectfully submitted,

A handwritten signature in black ink, reading "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 AND WORKERS COMP FUND
AS of April 2020, March 2020, and June 2019

	UNAUDITED April 30 2020	UNAUDITED March 31 2020	Increase (Decrease)	AUDITED JUNE 30 2019
ASSETS				
CASH	\$ 24,485,009	\$ 25,672,317	\$ (1,187,308)	\$ 13,693,730
RECEIVABLES			-	
ACCOUNTS RECEIVABLES	1,473,690	1,246,395	227,295	1,754,042
TAXES RECEIVABLE-CURRENT	1,943,619	3,392,048	(1,448,429)	1,090,970
DELINQUENT TAXES	879,189	890,923	(11,734)	755,527
TAX LIENS	599,126	631,706	(32,580)	533,503
NET DUE TO/FROM OTHER FUNDS	(315,213)	(1,160,234)	845,021	2,970,731
TOTAL ASSETS	\$ 29,065,419	\$ 30,673,156	\$ (1,607,736)	\$ 20,798,503
LIABILITIES & FUND BALANCES				
ACCOUNTS PAYABLE	\$ (126,437)	\$ (29,634)	\$ (96,803)	\$ (999,236)
PAYROLL LIABILITIES	(767,308)	(411,956)	(355,351)	(988,473)
ACCRUED PAYROLL	542	542	-	(3,484,840)
STATE FEES PAYABLE	(6,025)	(7,111)	1,086	-
ESCROWED AMOUNTS	(27,433)	(25,901)	(1,531)	(25,643)
DEFERRED REVENUE	(3,323,841)	(4,816,514)	1,492,673	(2,165,544)
TOTAL LIABILITIES	\$ (4,250,501)	\$ (5,290,574)	\$ 1,040,074	\$ (7,663,736)
FUND BALANCE - UNASSIGNED/ASSIGNED	\$ (21,779,492)	\$ (22,347,154)	\$ 567,663	\$ (10,099,340)
FUND BALANCE - RESTRICTED	(2,273,457)	(2,273,457)		(2,273,457)
FUND BALANCE - NON SPENDABLE	(761,970)	(761,970)	-	(761,970)
TOTAL FUND BALANCE	\$ (24,814,919)	\$ (25,382,581)	\$ 567,663	\$ (13,134,767)
TOTAL LIABILITIES AND FUND BALANCE	\$ (29,065,419)	\$ (30,673,156)	\$ 1,607,736	\$ (20,798,503)

CITY OF AUBURN, MAINE
REVENUES - GENERAL FUND COMPARATIVE
THROUGH April 30, 2020 VS April 30, 2019

REVENUE SOURCE	FY 2020 BUDGET	ACTUAL REVENUES THRU APR 2020	% OF BUDGET	FY 2019 BUDGET	ACTUAL REVENUES THRU APR 2019	% OF BUDGET	VARIANCE
TAXES							
PROPERTY TAX REVENUE-	\$ 49,295,498	\$ 48,094,902	97.56%	\$ 48,772,945	\$ 47,366,820	97.12%	\$ 728,082
PRIOR YEAR TAX REVENUE	\$ -	\$ 344,657		\$ -	\$ 759,863		\$ (415,206)
HOMESTEAD EXEMPTION REIMBURSEMENT	\$ 1,250,000	\$ 994,116	79.53%	\$ 1,190,000	\$ 997,694	83.84%	\$ (3,578)
EXCISE	\$ 3,910,000	\$ 3,193,523	81.68%	\$ 3,835,000	\$ 3,405,055	88.79%	\$ (211,532)
PENALTIES & INTEREST	\$ 150,000	\$ 118,037	78.69%	\$ 150,000	\$ 120,246	80.16%	\$ (2,209)
TOTAL TAXES	\$ 54,605,498	\$ 52,745,236	96.59%	\$ 53,947,945	\$ 52,649,678	97.59%	\$ 95,558
LICENSES AND PERMITS							
BUSINESS	\$ 169,000	\$ 145,455	86.07%	\$ 62,000	\$ 58,145	93.78%	\$ 87,310
NON-BUSINESS	\$ 409,000	\$ 301,199	73.64%	\$ 355,000	\$ 383,258	107.96%	\$ (82,059)
TOTAL LICENSES	\$ 578,000	\$ 446,654	77.28%	\$ 417,000	\$ 441,403	105.85%	\$ 5,251
INTERGOVERNMENTAL ASSISTANCE							
STATE-LOCAL ROAD ASSISTANCE	\$ 400,000	\$ 417,352	104.34%	\$ 400,000	\$ 403,684	100.92%	\$ 13,668
STATE REVENUE SHARING	\$ 2,389,669	\$ 2,145,536	89.78%	\$ 1,689,669	\$ 1,293,255	76.54%	\$ 852,281
WELFARE REIMBURSEMENT	\$ 94,122	\$ 38,091	40.47%	\$ 103,747	\$ 41,886	40.37%	\$ (3,795)
OTHER STATE AID	\$ 32,000	\$ 14,495	45.30%	\$ 32,000	\$ 14,944	46.70%	\$ (449)
CITY OF LEWISTON	\$ 228,384	\$ -	0.00%	\$ 228,384	\$ -	0.00%	\$ -
TOTAL INTERGOVERNMENTAL ASSISTANCE	\$ 3,144,175	\$ 2,615,474	83.18%	\$ 2,453,800	\$ 1,753,769	71.47%	\$ 861,705
CHARGE FOR SERVICES							
GENERAL GOVERNMENT	\$ 148,440	\$ 110,612	74.52%	\$ 144,440	\$ 134,859	93.37%	\$ (24,247)
PUBLIC SAFETY	\$ 215,600	\$ 119,320	55.34%	\$ 236,277	\$ 164,044	69.43%	\$ (44,724)
EMS TRANSPORT	\$ 1,200,000	\$ 968,308	80.69%	\$ 1,250,000	\$ 849,417	67.95%	\$ 118,891
TOTAL CHARGE FOR SERVICES	\$ 1,564,040	\$ 1,198,240	76.61%	\$ 1,630,717	\$ 1,148,320	70.42%	\$ 49,920
FINES							
PARKING TICKETS & MISC FINES	\$ 55,000	\$ 35,578	64.69%	\$ 70,000	\$ 62,713	89.59%	\$ (27,135)
MISCELLANEOUS							
INVESTMENT INCOME	\$ 70,000	\$ 116,304	166.15%	\$ 32,000	\$ 120,514	376.61%	\$ (4,210)
RENTS	\$ 35,000	\$ 23,058	65.88%	\$ 35,000	\$ 23,083	65.95%	\$ (25)
UNCLASSIFIED	\$ 10,000	\$ 43,392	433.92%	\$ 10,000	\$ 53,878	538.78%	\$ (10,486)
COMMERCIAL SOLID WASTE FEES	\$ -	\$ 48,772		\$ -	\$ 44,289		\$ 4,483
SALE OF PROPERTY	\$ 20,000	\$ 62,919	314.60%	\$ 20,000	\$ 65,542	327.71%	\$ (2,623)
RECREATION PROGRAMS/ARENA							\$ -
MMWAC HOST FEES	\$ 225,000	\$ 191,901	85.29%	\$ 221,000	\$ 188,116	85.12%	\$ 3,785
TRANSFER IN: TIF	\$ 1,117,818	\$ -	0.00%	\$ 1,317,818	\$ -	0.00%	\$ -
TRANSFER IN: Other Funds	\$ 566,011	\$ -	0.00%	\$ 97,718	\$ -	0.00%	\$ -
ENERGY EFFICIENCY							\$ -
CDBG	\$ 214,430	\$ -	0.00%	\$ 214,430	\$ 10,250	4.78%	\$ (10,250)
UTILITY REIMBURSEMENT	\$ 20,000	\$ 12,960	64.80%	\$ 27,500	\$ 16,669	60.61%	\$ (3,709)
CITY FUND BALANCE CONTRIBUTION	\$ 527,500	\$ -	0.00%	\$ 527,500	\$ -	0.00%	\$ -
TOTAL MISCELLANEOUS	\$ 2,805,759	\$ 499,306	17.80%	\$ 2,502,966	\$ 522,341	20.87%	\$ (23,035)
TOTAL GENERAL FUND REVENUES	\$ 62,752,472	\$ 57,540,487	91.69%	\$ 61,022,428	\$ 56,578,224	92.72%	\$ 962,263
SCHOOL REVENUES							
EDUCATION SUBSIDY	\$ 25,851,656	\$ 19,803,455	76.60%	\$ 24,302,914	\$ 20,487,812	84.30%	\$ (684,357)
EDUCATION	\$ 711,224	\$ 410,037	57.65%	\$ 674,191	\$ 521,730	77.39%	\$ (111,693)
SCHOOL FUND BALANCE CONTRIBUTION	\$ 877,296	\$ -	0.00%	\$ 719,417	\$ -	0.00%	\$ -
TOTAL SCHOOL	\$ 27,440,176	\$ 20,213,492	73.66%	\$ 25,696,522	\$ 21,009,542	81.76%	\$ (796,050)
GRAND TOTAL REVENUES	\$ 90,192,648	\$ 77,753,979	86.21%	\$ 86,718,950	\$ 77,587,766	89.47%	\$ 166,213

CITY OF AUBURN, MAINE
EXPENDITURES - GENERAL FUND COMPARATIVE
THROUGH April 30, 2020 VS April 30, 2019

DEPARTMENT	FY 2020 BUDGET	EXP THRU APR 2020	% OF BUDGET	FY 2019 BUDGET	EXP THRU APR 2019	% OF BUDGET	VARIANCE
ADMINISTRATION							
MAYOR AND COUNCIL	\$ 123,137	\$ 89,617	72.78%	\$ 111,610	\$ 89,005	79.75%	\$ 612
CITY MANAGER	\$ 582,119	\$ 472,183	81.11%	\$ 474,086	\$ 390,203	82.31%	\$ 81,980
CITY CLERK	\$ 207,139	\$ 152,745	73.74%	\$ 185,898	\$ 137,185	73.80%	\$ 15,560
FINANCIAL SERVICES	\$ 734,597	\$ 608,274	82.80%	\$ 694,109	\$ 573,070	82.56%	\$ 35,204
HUMAN RESOURCES	\$ 153,182	\$ 121,532	79.34%	\$ 149,953	\$ 116,666	77.80%	\$ 4,866
INFORMATION TECHNOLOGY	\$ 713,729	\$ 672,296	94.19%	\$ 588,403	\$ 438,980	74.61%	\$ 233,316
TOTAL ADMINISTRATION	\$ 2,513,903	\$ 2,116,647	84.20%	\$ 2,204,059	\$ 1,745,109	79.18%	\$ 371,538
COMMUNITY SERVICES							
ECONOMIC & COMMUNITY DEVELOPMENT	\$ 1,333,724	\$ 878,141	65.84%	\$ 1,471,918	\$ 881,485	59.89%	\$ (3,344)
HEALTH & SOCIAL SERVICES	\$ 211,371	\$ 122,902	58.15%	\$ 223,500	\$ 125,497	56.15%	\$ (2,595)
RECREATION & SPORTS TOURISM	\$ 448,575	\$ 457,000	101.88%	\$ 384,630	\$ 353,162	91.82%	\$ 103,838
PUBLIC LIBRARY	\$ 1,006,217	\$ 766,289	76.16%	\$ 998,189	\$ 831,824	83.33%	\$ (65,535)
TOTAL COMMUNITY SERVICES	\$ 2,999,887	\$ 2,224,332	74.15%	\$ 3,078,237	\$ 2,191,968	71.21%	\$ 32,364
FISCAL SERVICES							
DEBT SERVICE	\$ 7,334,690	\$ 6,950,650	94.76%	\$ 6,702,508	\$ 6,687,306	99.77%	\$ 263,344
FACILITIES	\$ 667,128	\$ 573,427	85.95%	\$ 650,641	\$ 502,498	77.23%	\$ 70,929
WORKERS COMPENSATION	\$ 637,910	\$ 637,910	100.00%	\$ 581,360	\$ 581,360	100.00%	\$ 56,550
WAGES & BENEFITS	\$ 6,797,826	\$ 5,237,414	77.05%	\$ 6,471,614	\$ 4,892,252	75.60%	\$ 345,162
EMERGENCY RESERVE (10108062-670000)	\$ 445,802	\$ 37,500	8.41%	\$ 431,003	\$ -	0.00%	\$ 37,500
TOTAL FISCAL SERVICES	\$ 15,883,356	\$ 13,436,901	84.60%	\$ 14,837,126	\$ 12,663,416	85.35%	\$ 773,485
PUBLIC SAFETY							
FIRE DEPARTMENT	\$ 4,515,511	\$ 3,623,129	80.24%	\$ 4,422,256	\$ 3,516,085	79.51%	\$ 107,044
FIRE EMS	\$ 695,751	\$ 545,018	78.34%	\$ 683,181	\$ 563,804	82.53%	\$ (18,786)
POLICE DEPARTMENT	\$ 4,275,323	\$ 3,500,734	81.88%	\$ 4,166,631	\$ 3,294,353	79.07%	\$ 206,381
TOTAL PUBLIC SAFETY	\$ 9,486,585	\$ 7,668,881	80.84%	\$ 9,272,068	\$ 7,374,242	79.53%	\$ 294,639
PUBLIC WORKS							
PUBLIC WORKS DEPARTMENT	\$ 4,836,798	\$ 3,849,642	79.59%	\$ 4,778,668	\$ 3,951,025	82.68%	\$ (101,383)
SOLID WASTE DISPOSAL	\$ 1,030,500	\$ 735,758	71.40%	\$ 988,013	\$ 747,592	75.67%	\$ (11,834)
WATER AND SEWER	\$ 645,216	\$ 669,837	103.82%	\$ 645,216	\$ 632,716	98.06%	\$ 37,121
TOTAL PUBLIC WORKS	\$ 6,512,514	\$ 5,255,237	80.69%	\$ 6,411,897	\$ 5,331,333	83.15%	\$ (76,096)
INTERGOVERNMENTAL PROGRAMS							
AUBURN-LEWISTON AIRPORT	\$ 191,000	\$ 190,181	99.57%	\$ 172,000	\$ 171,759	99.86%	\$ 18,422
E911 COMMUNICATION CENTER	\$ 1,134,304	\$ 840,301	74.08%	\$ 1,123,081	\$ 1,103,445	98.25%	\$ (263,144)
LATC-PUBLIC TRANSIT	\$ 331,138	\$ 331,138	100.00%	\$ 199,130	\$ 199,130	100.00%	\$ 132,008
TAX SHARING	\$ 270,000	\$ 5,398	2.00%	\$ 270,000	\$ 18,800	6.96%	\$ (13,402)
TOTAL INTERGOVERNMENTAL	\$ 1,926,442	\$ 1,367,018	70.96%	\$ 1,764,211	\$ 1,493,134	84.63%	\$ (126,116)
COUNTY TAX	\$ 2,482,721	\$ 2,482,721	100.00%	\$ 2,407,766	\$ 2,407,765	100.00%	\$ 74,956
TIF (10108058-580000)	\$ 3,049,803	\$ 2,918,285	95.69%	\$ 3,049,803	\$ 3,049,803	100.00%	\$ (131,518)
OVERLAY	\$ -	\$ -		\$ -	\$ -		\$ -
TOTAL CITY DEPARTMENTS	\$ 44,855,211	\$ 37,470,022	83.54%	\$ 43,025,167	\$ 36,256,770	84.27%	\$ 1,213,252
EDUCATION DEPARTMENT	\$ 45,337,437	\$ 28,912,255	63.77%	\$ 43,693,783	\$ 30,452,539	69.70%	\$ (1,540,284)
TOTAL GENERAL FUND EXPENDITURES	\$ 90,192,648	\$ 66,382,277	73.60%	\$ 86,718,950	\$ 66,709,309	76.93%	\$ (327,032)

**CITY OF AUBURN, MAINE
INVESTMENT SCHEDULE
AS OF April 30, 2020**

INVESTMENT		FUND	BALANCE April 30, 2020	BALANCE March 31, 2020	INTEREST RATE
ANDROSCOGGIN BANK	449	CAPITAL PROJECTS	\$ 2,310,833.29	\$ 2,308,745.16	1.00%
ANDROSCOGGIN BANK	502	SR-TIF	\$ 1,041,774.59	\$ 1,040,833.22	1.00%
ANDROSCOGGIN BANK	836	GENERAL FUND	\$ 3,559,354.12	\$ 3,370,868.34	1.00%
ANDROSCOGGIN BANK	801	WORKERS COMP	\$ 52,043.24	\$ 51,996.22	1.00%
ANDROSCOGGIN BANK	684	EMS CAPITAL RESERVE	\$ 187,112.61	\$ 186,943.54	1.00%
ANDROSCOGGIN BANK	414	INGERSOLL TURF FACILITY	\$ 224,679.12	\$ 224,476.11	1.00%
ANDROSCOGGIN BANK	0888	ELHS FUNDRAISING	\$ 60,480.30	\$ 60,425.65	1.00%
ANDROSCOGGIN BANK		ELHS CONSTRUCTION BAN	\$ 6,624,026.79	\$ 6,803,310.43	1.00%
ANDROSCOGGIN BANK	0627	ST LOUIS BELLS FUNDRAISING	\$ 15,227.93	\$ 15,214.19	1.00%
NORTHERN CAPITAL	02155	CAPITAL PROJECTS	\$ 750,000.00	\$ 750,000.00	2.30%
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 250,000.00	\$ 250,000.00	2.45%
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 250,000.00	\$ 250,000.00	2.00%
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 500,000.00	\$ 500,000.00	2.15%
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 500,000.00	\$ 500,000.00	2.30%
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 250,000.00	\$ 250,000.00	2.60%
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 1,000,000.00	\$ 1,000,000.00	2.55%
GRAND TOTAL			\$ 17,575,531.99	\$ 17,562,812.86	1.58%

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

	Beginning Balance 04/01/20	April 2020				Write-Offs	Ending Balance 4/30/2020
		New Charges	Payments	Refunds	Adjustments		
Bluecross	\$ 7,724.85	\$ 10,405.80	\$ (3,486.10)		\$ (5,207.24)		\$ 9,437.31
Intercept	\$ 100.00				\$ (100.00)		\$ -
Medicare	\$ 55,991.69	\$ 92,635.80	\$ (35,135.00)		\$ (65,122.32)		\$ 48,370.17
Medicaid	\$ 42,851.11	\$ 37,275.20	\$ (34,626.95)		\$ (12,226.08)		\$ 33,273.28
Other/Commercial	\$ 64,813.74	\$ 12,505.40	\$ (11,742.05)	\$ 463.27	\$ 512.97		\$ 66,553.33
Patient	\$ 124,129.07	\$ 4,865.20	\$ (6,439.41)		\$ 9,954.09	\$ (9,372.77)	\$ 123,136.18
Worker's Comp	\$ -						\$ -
TOTAL	\$ 295,610.46	\$ 157,687.40	\$ (91,429.51)	\$ 463.27	\$ (72,188.58)	\$ (9,372.77)	\$ 280,770.27

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

	July 2019	August 2019	Sept 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	Totals	% of Total
No Insurance Information	\$ 1,557.40										\$ 1,557.40	0.08%
Bluecross	\$ 12,278.80	\$ 9,485.80	\$ 12,189.60	\$ 9,643.20	\$ 6,681.00	\$ 10,465.80	\$ 17,758.40	\$ 6,656.40	\$ 9,019.00	\$ 10,405.80	\$ 104,583.80	5.31%
Intercept			\$ 100.00	\$ 100.00	\$ 100.00			\$ 150.00			\$ 450.00	0.02%
Medicare	\$ 93,753.80	\$ 118,375.60	\$ 96,695.60	\$ 142,587.40	\$ 122,367.40	\$ 108,449.80	\$ 149,651.40	\$ 115,774.20	\$ 111,574.20	\$ 92,635.80	\$ 1,151,865.20	58.47%
Medicaid	\$ 27,506.40	\$ 38,869.20	\$ 31,700.80	\$ 49,219.40	\$ 35,495.20	\$ 45,028.80	\$ 38,051.60	\$ 25,589.40	\$ 42,385.00	\$ 37,275.20	\$ 371,121.00	18.84%
Other/Commercial	\$ 9,365.20	\$ 25,838.20	\$ 9,887.40	\$ 24,683.20	\$ 27,508.20	\$ 26,846.80	\$ 28,492.40	\$ 18,466.20	\$ 20,852.60	\$ 12,505.40	\$ 204,445.60	10.38%
Patient	\$ 10,890.80	\$ 23,643.20	\$ 10,939.60	\$ 16,513.00	\$ 14,572.80	\$ 15,168.60	\$ 13,122.60	\$ 10,122.20	\$ 14,233.60	\$ 4,865.20	\$ 134,071.60	6.81%
Worker's Comp	\$ -			\$ 878.00			\$ 922.80				\$ 1,800.80	0.09%
TOTAL	\$ 155,352.40	\$ 216,212.00	\$ 161,513.00	\$ 243,624.20	\$ 206,724.60	\$ 205,959.80	\$ 247,999.20	\$ 176,758.40	\$ 198,064.40	\$ 157,687.40	\$ 1,969,895.40	100.00%

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

	July 2019	August 2019	Sept 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	Totals	% of Total
No Insurance Information	2	0	0	0	0	0	0				2	0.08%
Bluecross	15	12	15	11	7	13	21	8	11	13	126	5.02%
Intercept	0	0	1	1	1	0	0	1	0	0	4	0.16%
Medicare	117	145	125	186	154	136	187	155	141	116	1462	58.20%
Medicaid	35	49	40	62	47	61	49	33	54	49	479	19.07%
Other/Commercial	13	35	16	32	34	34	36	29	27	18	274	10.91%
Patient	14	28	14	20	17	18	16	12	18	6	163	6.49%
Worker's Comp	0			1		0	1				2	0.08%
TOTAL	196	269	211	313	260	262	310	238	251	202	2512	100.00%

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

	Current		31-60		61-90		91-120		121+ days		Totals	
Bluecross	\$ 8,562.07	91%	\$ 1,109.32	12%	\$ 935.40	10%	\$ -	0%	\$ (1,169.48)	-12%	\$ 9,437.31	3.36%
Intercept	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0.00%
Medicare	\$ 42,114.88	87%	\$ 2,639.60	5%	\$ 1,539.20	3%	\$ 1,792.40	4%	\$ 284.09	1%	\$ 48,370.17	17.23%
Medicaid	\$ 29,020.10	87%	\$ 1,036.05	3%	\$ 1,595.27	5%	\$ 1,385.40	4%	\$ 236.46	1%	\$ 33,273.28	11.85%
Other/Commercial	\$ 18,641.61	28%	\$ 13,733.13	21%	\$ 8,419.38	13%	\$ 8,805.44	13%	\$ 16,953.77	25%	\$ 66,553.33	23.70%
Patient	\$ 32,045.36	26%	\$ 22,126.74	18%	\$ 32,292.08	26%	\$ 16,056.92	13%	\$ 20,615.08	17%	\$ 123,136.18	43.86%
Worker's Comp	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0.00%
TOTAL	\$ 130,384.02		\$ 40,644.84		\$ 44,781.33		\$ 28,040.16		\$ 36,919.92		\$ 280,770.27	
	46%		14%		16%		10%		13%		100%	100.00%

CITY OF AUBURN
SPECIAL REVENUE FUNDS REVENUE AND EXPENDITURES
As of April 30, 2020

	1902	1905	1910	1913	1914	1915	1917	1926	1927	1928	1929	1930	1931	2003		
	Riverwatch	Winter Festival	Community Service	Police Fitness Equipment	Oak Hill Cemeteries	Fire Training Building	Wellness Grant	Healthy Androscoggin	Insurance Reimbursement	Vending	Fire Prevention	211 Fairview	Donations	Byrne JAG		
Fund Balance 7/1/19	\$ 865,812.83	\$ (15,099.19)	\$ 5,425.71	\$ 4,769.53	\$ 31,858.10	\$ (488.84)	\$ 3,306.65	\$ 5,204.05	\$ -	\$ -	\$ 4,791.12	\$ (566,303.71)	\$ 1,310.50	\$ (6,628.43)		
Revenues FY20	\$ 54,382.36		\$ 612.60		\$ 1,100.00	\$ (321.00)	\$ 6,163.00	\$ 1,109.00		\$ 701.00				\$ 10,137.00		
Expenditures FY20	\$ 157,679.00		\$ 182.68			\$ 16,760.95	\$ 6,625.59	\$ 950.68		\$ 764.27				\$ 700.00		
Fund Balance 4/30/2020	\$ 762,516.19	\$ (15,099.19)	\$ 5,855.63	\$ 4,769.53	\$ 32,958.10	\$ (17,570.79)	\$ 2,844.06	\$ 5,362.37	\$ -	\$ (63.27)	\$ 4,791.12	\$ (566,303.71)	\$ 1,310.50	\$ 2,808.57		
	2005	2006	2008	2010	2013	2014	2019	2020	2025	2030	2034	2037	2038			
	MDOT	PEACE	Homeland Security	State Drug Money	OUI Grant	Speed Grant	Law Enforcement Training	CDBG	Community Cords	Parking	Underage Drink	Bulletproof Vests	Community Action Team			
Fund Balance 7/1/19	\$ 126,306.37	\$ 1,550.98	\$ (125,601.70)	\$ 4,003.67	\$ 4,152.83	\$ 2,877.18	\$ (12,461.91)	\$ 2,238,538.46	\$ 35,272.33	\$ (44,238.20)	\$ 960.00	\$ 11,328.80	\$ 180.00			
Revenues FY20	\$ 159,863.27		\$ 77,313.40	\$ 6,306.43	\$ 7,871.01	\$ 9,614.02	\$ 4,033.94	\$ 1,598,617.92	\$ 2,261.61	\$ 131,382.00						
Expenditures FY20	\$ 115.50		\$ 34,615.22	\$ 6,906.32	\$ 10,534.99	\$ 10,601.63	\$ 2,461.28	\$ 1,777,217.23	\$ 723.70	\$ 87,012.38	\$ 550.00	\$ 1,669.01				
Fund Balance 4/30/2020	\$ 286,054.14	\$ 1,550.98	\$ (82,903.52)	\$ 3,403.78	\$ 1,488.85	\$ 1,889.57	\$ (10,889.25)	\$ 2,059,939.15	\$ 36,810.24	\$ 131.42	\$ 410.00	\$ 9,659.79	\$ 180.00			
	2040	2041	2044	2045	2050	2052	2053	2054	2055	2056	2057	2058	2059			
	Great Falls TV	Blanche Stevens	Federal Drug Money	Forest Management	Project Lifesaver	Nature Conservancy	St Louis Bells	EMS Transport Capital Reserve	Work4ME-PAL	Lake Auburn Neighborhood	ASPCA Grant	Barker Mills Greenway	Distracted Driving			
Fund Balance 7/1/19	\$ 20,536.23	\$ 25,775.90	\$ 101,453.23	\$ 4,345.34	\$ 89.35	\$ 975.05	\$ 4,743.92	\$ 73,620.23	\$ (38,086.09)	\$ 125.00	\$ 800.00	\$ (2,597.43)	\$ 3,329.00			
Revenues FY20		\$ 4,030.00	\$ 107,219.71		\$ 100.00		\$ 20,983.65	\$ 151,720.31								
Expenditures FY20		\$ 1,639.91	\$ 35,804.38				\$ 50.00	\$ 38,396.94	\$ 10,867.08				\$ 2,500.00			
Fund Balance 4/30/2020	\$ 20,536.23	\$ 28,165.99	\$ 172,868.56	\$ 4,345.34	\$ 189.35	\$ 975.05	\$ 25,677.57	\$ 186,943.60	\$ (48,953.17)	\$ 125.00	\$ 800.00	\$ (2,597.43)	\$ 829.00			
	2061	2062	2064	2065	2067	2068	2070	2100	2201	2500						
	150th Celebration	Employee Store	MDOT Sopers Mill Culvert	State Bi-Centenial Parade	Hometown Heros Banners	Northern Borders Grant	Leadercast	ELHS Fundraising	EDI Grant	Parks & Recreation						
Fund Balance 7/1/19	\$ 14,761.28	\$ 132.69	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 59,165.65	\$ (1,484,407.18)	\$ 129,724.79						
Revenues FY20	\$ 8,378.70		\$ -	\$ -	\$ 209.00	\$ 210,601.70	\$ -	\$ 1,002,260.00		\$ 252,825.24						
Expenditures FY20	\$ 20,726.17		\$ 23,177.53	\$ 98.00	\$ -	\$ -	\$ 3,500.00			\$ 312,164.81						
Fund Balance 4/30/2020	\$ 2,413.81	\$ 132.69	\$ (23,177.53)	\$ (98.00)	\$ 209.00	\$ 210,601.70	\$ (3,500.00)	\$ 1,061,425.65	\$ (1,484,407.18)	\$ 70,385.22						
	2600	2600	2600	2600	2600	2600	2600	2600	2600	2600	2600	2600	2600	2600	2600	
	Tambrands TIF 4	Tambrands II TIF 6	Mall TIF 9	Downtown TIF 10	Auburn Industrial TIF 12	Auburn Plaza TIF 13	Auburn Plaza II TIF 14	Webster School TIF 16	Slapshot LLC TIF 18	Hartt Transport TIF 19	62 Spring St TIF 20	Minot Ave TIF 21	48 Hampshire St TIF 22	Auburn Memory Care Facility TIF 23	Total Special Revenues	
Fund Balance 7/1/19	\$ 105,531.60	\$ (294,448.66)	\$ 32,500.84	\$ (27,857.63)	\$ (344,883.92)	\$ 240,148.36	\$ (333,846.60)	\$ -	\$ -	\$ (1,711.22)	\$ -	\$ -	\$ -	\$ -	\$ 866,746.86	
Revenues FY20		\$ 221,014.51	\$ 483,324.38	\$ 778,114.13	\$ 175,524.38	\$ 323,375.25	\$ 672,495.50	\$ 30,435.15	\$ 141,464.50	\$ 31,626.45	\$ 54,884.64	\$ 194.75	\$ 5,684.56	\$ 147.27	\$ 6,747,761.34	
Expenditures FY20		\$ 88,405.80		\$ 891,625.77	\$ 219,408.00	\$ 151,986.36	\$ 1,101,919.72	\$ 30,435.16	\$ 70,524.00		\$ 53,763.74		\$ 5,684.56		\$ 5,178,748.36	
Fund Balance 4/30/2020	\$ 105,531.60	\$ (161,839.95)	\$ 515,825.22	\$ (141,369.27)	\$ (388,767.54)	\$ 411,537.25	\$ (763,270.82)	\$ (0.01)	\$ 70,940.50	\$ 29,915.23	\$ 1,120.90	\$ 194.75	\$ -	\$ 147.27	\$ 2,435,759.84	

City of Auburn, Maine

"Maine's City of Opportunity"

Financial Services

To: Peter Crichton, City Manager
From: Jill Eastman, Finance Director
Re: Financial Reports for April 30, 2020

Attached you will find a Statement of Net Assets and a Statement of Activities and budget to actual reports for Ingersoll Turf Facility for revenue and expenditures as of April 30, 2020.

INGERSOLL TURF FACILITY

Statement of Net Assets:

The Statement of Net Assets lists current assets, noncurrent assets, liabilities and net assets as of April 30, 2020.

Current Assets:

As of the end of April 2020 the total current assets of Ingersoll Turf Facility were \$254,629. This consisted of cash and cash equivalents of \$224,476 and an interfund receivable of \$30,153 a decrease from March of \$16,575.

Noncurrent Assets:

Ingersoll's noncurrent assets are the building and equipment that was purchased, less depreciation. The total value of the noncurrent assets as of April 30, 2020 was \$144,984.

Liabilities:

Ingersoll had no accounts payable as of April 30, 2020.

Statement of Activities:

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

The operating revenues for Ingersoll Turf Facility through April 2020 are \$176,675. This revenue comes from the sponsorships, programs, rental income and batting cages.

The operating expenses for Ingersoll Turf Facility through April 2020 were \$106,217. These expenses include personnel costs, supplies, utilities, repairs, capital purchases and maintenance.

As of April 2020, Ingersoll has an operating gain of \$70,458.

As of April 30, 2020, Ingersoll has an increase in net assets of \$72,064.

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

Statement of Net Assets
Ingersoll Turf Facility
April 30, 2020
Business-type Activities - Enterprise Fund

	Apr 30, 2020	Mar 31, 2020	Increase/ (Decrease)
ASSETS			
Current assets:			
Cash and cash equivalents	\$ 224,476	\$ 224,205	\$ 271
Interfund receivables/payables	\$ 30,153	\$ 46,999	(16,846)
Accounts receivable	-	-	-
Total current assets	254,629	271,204	(16,575)
Noncurrent assets:			
Capital assets:			
Buildings	672,279	672,279	-
Equipment	119,673	119,673	-
Land improvements	18,584	18,584	-
Less accumulated depreciation	(665,552)	(665,552)	-
Total noncurrent assets	144,984	144,984	-
Total assets	399,613	416,188	(16,575)
LIABILITIES			
Accounts payable	\$ -	\$ -	-
Interfund payable	\$ -	\$ -	-
Total liabilities	-	-	-
NET ASSETS			
Invested in capital assets	\$ 144,984	\$ 144,984	\$ -
Unrestricted	\$ 254,629	\$ 271,204	\$ (16,575)
Total net assets	\$ 399,613	\$ 416,188	\$ (16,575)

CITY OF AUBURN, MAINE
Statement of Revenues, Expenses and Changes in Net Assets
Ingersoll Turf Facility
Business-type Activities - Enterprise Funds
Statement of Activities
April 30, 2020

	Ingersoll Turf Facility
Operating revenues:	
Charges for services	\$ 176,675
Operating expenses:	
Personnel	63,814
Supplies	20,950
Utilities	15,635
Repairs and maintenance	2,407
Rent	-
Depreciation	-
Capital expenses	-
Other expenses	3,411
Total operating expenses	106,217
Operating gain (loss)	70,458
Nonoperating revenue (expense):	
Interest income	1,606
Interest expense (debt service)	-
Total nonoperating expense	1,606
Gain (Loss) before transfer	72,064
Transfers out	-
Change in net assets	72,064
Total net assets, July 1	327,549
Total net assets, April 30, 2020	\$ 399,613

CITY OF AUBURN, MAINE
REVENUES - INGERSOLL TURF FACILITY
Through April 30, 2020 compared to April 30, 2019

REVENUE SOURCE	FY 2020 BUDGET	ACTUAL REVENUES THRU APR 2020	% OF BUDGET	FY 2019 BUDGET	ACTUAL REVENUES THRU APR 2019	% OF BUDGET
CHARGE FOR SERVICES						
Sponsorship	\$ 25,000	\$ 12,425	49.70%	\$ 20,500	\$ 15,375	75.00%
Batting Cages	\$ 13,000	\$ 14,250	109.62%	\$ 12,240	\$ 18,478	150.96%
Programs	\$ 90,000	\$ 75,055	83.39%	\$ 90,000	\$ 73,094	81.22%
Rental Income	\$ 102,000	\$ 74,945	73.48%	\$ 102,300	\$ 104,728	102.37%
TOTAL CHARGE FOR SERVICES	\$ 230,000	\$ 176,675	76.82%	\$ 225,040	\$ 211,675	94.06%
INTEREST ON INVESTMENTS	\$ -	\$ 1,606		\$ -	\$ 600	
GRAND TOTAL REVENUES	\$ 230,000	\$ 178,281	77.51%	\$ 225,040	\$ 212,275	94.33%

CITY OF AUBURN, MAINE
EXPENDITURES - INGERSOLL TURF FACILITY
Through April 30, 2020 compared to April 30, 2019

DESCRIPTION	ACTUAL				ACTUAL			
	FY 2020 BUDGET	EXPENDITURES THRU APR 2020	% OF BUDGET	FY 2019 BUDGET	EXPENDITURES THRU APR 2019	% OF BUDGET	Difference	
Salaries & Benefits	\$ 149,331	\$ 63,814	42.73%	\$ 120,000	\$ 72,015	60.01%	\$	(8,201)
Purchased Services	\$ 18,160	\$ 5,818	32.04%	\$ 19,460	\$ 7,652	39.32%	\$	(1,834)
Programs	\$ 17,000	\$ 18,476	108.68%	\$ 15,220	\$ 4,047	26.59%	\$	14,429
Supplies	\$ 4,900	\$ 2,474	50.49%	\$ 4,600	\$ 14,283	310.50%	\$	(11,809)
Utilities	\$ 25,100	\$ 15,635	62.29%	\$ 30,920	\$ 18,256	59.04%	\$	(2,621)
Insurance Premiums	\$ -	\$ -		\$ 2,505	\$ -	0.00%	\$	-
Capital Outlay	\$ 11,000	\$ -	0.00%	\$ 30,000	\$ -	0.00%	\$	-
	\$ 225,491	\$ 106,217	47.10%	\$ 222,705	\$ 116,253	52.20%	\$	(10,036)
GRAND TOTAL EXPENDITURES	\$ 225,491	\$ 106,217	47.10%	\$ 222,705	\$ 116,253	52.20%	\$	(10,036)

City of Auburn, Maine

"Maine's City of Opportunity"

Financial Services

To: Peter Crichton, City Manager
From: Jill Eastman, Finance Director
Re: Arena Financial Reports for April 30, 2020



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 April 30, 2020.

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, March 31, 2020.

Current Assets:

As of the end of April 2020 the total current assets of Norway Savings Bank Arena were (\$1,357,457). These consisted of cash and cash equivalents of \$208,363, accounts receivable of \$115,761, and an interfund payable of \$1,681,581.

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 April 30, 2020 was \$293,394.

Liabilities:

Norway Arena had accounts payable of \$6,817 as of April 30, 2020.

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 April 2020 are \$788,415. 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 April 2020 were \$587,040. These expenses include personnel costs, supplies, utilities, repairs, rent, capital purchases and maintenance.

At the end of April 2020, there was an operating gain of \$201,375.

As of April 30, 2020, Norway Arena has a increase in net assets of \$201,375.

CITY OF AUBURN, MAINE
Statement of Net Assets
Norway Savings Bank Arena
April 30, 2020
Business-type Activities - Enterprise Fund

	April 30, 2020	March 31, 2020	Increase/ (Decrease)
ASSETS			
Current assets:			
Cash and cash equivalents	\$ 208,363	\$ 206,440	\$ 1,923
Interfund receivables	\$ (1,681,581)	\$ (1,749,458)	\$ 67,877
Prepaid Rent	\$ -	\$ -	\$ -
Accounts receivable	115,761	208,921	\$ (93,160)
Total current assets	(1,357,457)	(1,334,097)	(23,360)
Noncurrent assets:			
Capital assets:			
Buildings	58,223	58,223	-
Equipment	514,999	514,999	-
Land improvements	-	-	-
Less accumulated depreciation	(279,828)	(279,828)	-
Total noncurrent assets	293,394	293,394	-
Total assets	(1,064,063)	(1,040,703)	(23,360)
LIABILITIES			
Accounts payable	\$ 6,817	\$ 6,817	\$ -
Net OPEB liability	\$ 67,511	\$ 67,511	\$ -
Net pension liability	57,636	57,636	-
Total liabilities	131,964	131,964	-
NET ASSETS			
Invested in capital assets	\$ 293,394	\$ 293,394	\$ -
Unrestricted	\$ (1,489,421)	\$ (1,466,061)	\$ (23,360)
Total net assets	\$ (1,196,027)	\$ (1,172,667)	\$ (23,360)

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
April 30, 2020

	Norway Savings Arena
Operating revenues:	
Charges for services	\$ 788,415
Operating expenses:	
Personnel	251,076
Supplies	78,225
Utilities	186,306
Repairs and maintenance	43,845
Insurance Premium	25,588
Depreciation	
Capital expenses	2,000
Other expenses	
Total operating expenses	587,040
Operating gain (loss)	201,375
Nonoperating revenue (expense):	
Interest income	-
Interest expense (debt service)	
Total nonoperating expense	-
Gain (Loss) before transfer	201,375
Transfers out	-
Change in net assets	201,375
Total net assets, July 1	(1,397,402)
Total net assets, April 30, 2020	\$ (1,196,027)

CITY OF AUBURN, MAINE
REVENUES - NORWAY SAVINGS BANK ARENA
Through April 30, 2020 compared to April 30, 2019

REVENUE SOURCE	FY 2020 BUDGET	ACTUAL REVENUES THRU APR 2020	% OF BUDGET	FY 2019 BUDGET	ACTUAL REVENUES THRU APR 2019	% OF BUDGET	VARIANCE
CHARGE FOR SERVICES							
Concussions	\$ 16,500	\$ 12,000	72.73%	\$ 16,500	\$ 13,500	81.82%	\$ (1,500)
Skate Rentals	\$ 7,500	\$ -	0.00%	\$ 5,000	\$ 1,010	20.20%	\$ (1,010)
Pepsi Vending Machines	\$ 3,000	\$ 513	17.10%	\$ 9,000	\$ 7,092	78.80%	\$ (6,579)
Games Vending Machines	\$ 3,000	\$ 1,561	52.03%	\$ -			\$ 1,561
Vending Food	\$ 3,000	\$ 321	10.70%	\$ -			\$ 321
Sponsorships	\$ 230,000	\$ 181,000	78.70%	\$ 300,000	\$ 162,450	54.15%	\$ 18,550
Pro Shop	\$ 7,000	\$ 4,792	68.46%	\$ 8,500	\$ 6,483	76.26%	\$ (1,691)
Programs	\$ 27,500	\$ -	0.00%	\$ 31,000	\$ -	0.00%	\$ -
Rental Income	\$ 744,000	\$ 567,273	76.25%	\$ 774,000	\$ 658,082	85.02%	\$ (90,809)
Camps/Clinics	\$ 50,000	\$ 6,780	13.56%	\$ 50,000	\$ 12,480	24.96%	\$ (5,700)
Tournaments	\$ 55,000	\$ 14,175	25.77%	\$ 50,000	\$ 21,675	43.35%	\$ (7,500)
TOTAL CHARGE FOR SERVICES	\$ 1,146,500	\$ 788,415	68.77%	\$ 1,244,000	\$ 882,772	70.96%	\$ (94,357)

CITY OF AUBURN, MAINE
EXPENDITURES - NORWAY SAVINGS BANK ARENA
Through April 30, 2020 compared to April 30, 2019

DESCRIPTION	ACTUAL				ACTUAL			
	FY 2020 BUDGET	EXPENDITURES THRU APR 2020	% OF BUDGET	FY 2019 BUDGET	EXPENDITURES THRU APR 2019	% OF BUDGET	VARIANCE	
Salaries & Benefits	\$ 347,736	\$ 251,076	72.20%	\$ 344,000	\$ 305,667	88.86%	\$	(54,591)
Purchased Services	\$ 49,500	\$ 69,433	140.27%	\$ 71,656	\$ 70,857	98.88%	\$	(1,424)
Supplies	\$ 68,150	\$ 78,225	114.78%	\$ 37,100	\$ 55,677	150.07%	\$	22,548
Utilities	\$ 238,000	\$ 186,306	78.28%	\$ 225,150	\$ 213,877	94.99%	\$	(27,571)
Capital Outlay	\$ 15,000	\$ 2,000	13.33%	\$ 103,500	\$ 19,156	18.51%	\$	(17,156)
Rent	\$ -	\$ -		\$ 507,000	\$ 422,070	83.25%	\$	(422,070)
	\$ 718,386	\$ 587,040	81.72%	\$ 1,288,406	\$ 1,087,304	84.39%	\$	(500,264)
GRAND TOTAL EXPENDITURES	\$ 718,386	\$ 587,040	81.72%	\$ 1,288,406	\$ 1,087,304	84.39%	\$	(500,264)



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: May 18, 2020

Subject: Executive Session

Information: Economic Development, pursuant to 1 M.R.S.A. Section 405(6) (C).

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

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

(1) An executive session may be held only if public discussion could be reasonably expected to cause damage to the individual's reputation or the individual's right to privacy would be violated;

(2) Any person charged or investigated must be permitted to be present at an executive session if that person so desires;

(3) Any person charged or investigated may request in writing that the investigation or hearing of charges or complaints against that person be conducted in open session. A request, if made to the agency, must be honored; and

(4) Any person bringing charges, complaints or allegations of misconduct against the individual under discussion must be permitted to be present.

This paragraph does not apply to discussion of a budget or budget proposal;

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

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

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

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

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

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

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

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



City of Auburn City Council Information Sheet

Council Workshop or Meeting Date: May 18, 2020

Subject: Executive Session

Information: To discuss a public-private partnership which the premature disclosure of the information would prejudice the position of the city, pursuant to 1 M.R.S.A. Section 405(6) (C).

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

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

(1) An executive session may be held only if public discussion could be reasonably expected to cause damage to the individual's reputation or the individual's right to privacy would be violated;

(2) Any person charged or investigated must be permitted to be present at an executive session if that person so desires;

(3) Any person charged or investigated may request in writing that the investigation or hearing of charges or complaints against that person be conducted in open session. A request, if made to the agency, must be honored; and

(4) Any person bringing charges, complaints or allegations of misconduct against the individual under discussion must be permitted to be present.

This paragraph does not apply to discussion of a budget or budget proposal;

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

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

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

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

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

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

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

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