



# City Council Meeting and Workshop

## March 16, 2015

### Agenda

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

- A. General Planning and Permitting Project Update – Eric Cousens (30 minutes)
- B. Norway Savings Bank Arena update – Tim Holden (45 minutes)
- C. Bonds – Jill Eastman (15 minutes)

*After each workshop item is presented, the public will be given an opportunity to comment.*

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

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

#### Pledge of Allegiance

- I. Consent Items** – All items listed with an asterisk (\*) are considered as routine and will be approved in one motion. There will be no separate discussion of these items unless a Councilor or citizen so requests. If requested, the item will be removed from the consent agenda and considered in the order it appears on the agenda.

- 1. Order 22-03162015**  
Appointing the Registration Appeals Board members.

- II. Minutes**
- March 2, 2015 Regular Council Meeting

- III. Communications, Presentations and Recognitions**
- Lewiston Auburn Economic Growth Council – John Holden, LAEGC President

- V. Open Session** – Members of the public are invited to speak to the Council about any issue directly related to City business which is *not on this agenda*. Time limit for open sessions, by ordinance, is 45 minutes.

#### VI. Unfinished Business

- 1. Order 19-03022015**  
Appointing Board and Committee members.  
*Council may enter into executive session, pursuant to 1 M.R.S.A. §405(6)(A).*

- 2. Order 21-03022015**  
Authorizing the reallocation of bonds in the amount of \$350,000 for the repurposing of Ingersoll Arena. Second reading. *Council may enter into executive Session regarding a real estate matter, pursuant to 1 M.R.S.A. §405(6) (C).*

# Auburn City Council Meeting & Workshop

March 16, 2015

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## VII. New Business

### 3. Order 23-03162015

Authorizing the funding for the Downtown Transportation Center (DATC) related design and construction costs.

## VIII. Executive Session

- Discussion regarding a real estate matter, pursuant to 1 M.R.S.A. Section 405(6) (C).
- Discussion regarding labor negotiations, pursuant to 1 M.R.S.A. Section 405(6) (D).
- Discussion regarding economic development, pursuant to 1 M.R.S.A. Section 405(6) (C).

## IX. Reports\*

### Mayor's Report

### City Councilors' Reports

### City Manager Report

### Finance Director, Jill Eastman – February 2015 Monthly Finance Report

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

## XI. Adjournment

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

- A. Discussion of personnel issues
- B. Discussion or consideration by a school board of suspension or expulsion
- C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency
- D. Labor contracts
- E. Contemplated litigation
- F. Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute;
- G. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes; consultation between a body or agency and any entity that provides examination services to that body or agency regarding the content of an examination; and review of examinations with the person examined; and
- H. Consultations between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.



## City Council Information Sheet

City of Auburn

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**Council Workshop Date:** March 16, 2015

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

**Subject:** General Planning and Permitting Project Update

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**Information:** This item is intended to provide a general update to the Council and the public on current efforts that Planning and Permitting Staff has been working on. Topics include the Agriculture and Resource Protection District Study, New Auburn Greenway RFPs, Barker Mill multi-use trail grant and an upcoming grant opportunity that staff would like the Council to consider.

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**Pro's & Con's:** Vary based on each topic to be discussed.

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**Financial:** Trying to bring outside financial resources to accomplish Auburn's goals.

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**Action Requested at this Meeting:** Express any support or concerns as staff moves forward.

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**Previous Meetings and History:** Each topic has been discussed at previous meetings but this is a general update.

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**Attachments:**

1. Summary Memorandum from City Planner, Doug Greene.
2. Copy of award notice for the Barker Mill Extension Recreational Trails Grant.
3. Copy of Elmina B. Sewall Foundation grant application submitted on January 15, 2015
4. Homepage information on the J. M. Kaplan Fund "Innovation Prize", due on April 30, 2015.

# City of Auburn, Maine

*"Maine's City of Opportunity"*

## Office of Planning and Development

To: Mayor LaBonte and Auburn City Council

From: Douglas M. Greene, AICP, RLA; City Planner

Date: March 12, 2015

RE: Update on City Planning Projects

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The Office of Planning and Development would like to provide project updates to the City Council on the Redevelopment of New Auburn and the Agriculture and Resource Protection District Study. We are pleased to report the following:

### **1. New Auburn Redevelopment-**

- a. The New Auburn Village Center has been adopted as an amendment to the 2010 Comprehensive Plan by the City Council.
- b. The Council approved \$250,000 for the design and construction documents for the planned "Riverway" Road.
- c. As result, a revised RFP is being prepared that will combine the design and construction documents for both the "Riverway" and New Auburn Greenway.
- d. Early stage communications are taking place with developers, property and business owners to discuss redevelopment opportunities in New Auburn.
- e. The City just learned the Recreational Trails Grant for the Barker Mill Trail Extension was awarded \$34,189 from the Bureau of Parks and Land. An agreement must be executed with the State prior to any construction activity, but every effort will be made complete construction prior to the end of 2015.
- f. \$ ,,,,,, in TIP funding was applied to AVCOG for the Mill and Broad Street intersection.

### **2. Agriculture and Resource Protection District Study-**

- a. At its November 24<sup>th</sup> work session, the City Council requested Staff to explore additional sources of funding and technical assistance to help with the Ag. Study.
- b. Consequently, a meeting was held on December 16<sup>th</sup> with Stephanie Gilbert, of the State Office of Agriculture, Conservation and Forestry to explain our situation and to seek additional support. As a result of that meeting, Ms. Gilbert has brought in representatives from the American Farmland Trust and the Maine Farmland Trust to help Auburn in the Study.
- c. A grant opportunity with the Elmina B. Sewall Foundation was identified to help support the Ag Study. An application was prepared and submitted on January 15<sup>th</sup> seeking for the following:

- Mapping and Data- \$7,500
  - Meeting Facilitation- \$30,000
  - Land Use and Policy Expertise- \$30,000
- For a total grant request of \$67,500

This grant does not require a local match. The application is attached with this memo.

- d. Discussions are underway with Information Technology to begin a Rural Area Land Use Inventory. This process will involve comparing State Land Use Aerial Mapping (Land Cover) with the City's 2013 aerial maps in the rural areas of Auburn.
- e. A meeting is scheduled for March 23<sup>rd</sup> to meet with Stephanie Gilbert, a district representative from the American Farmland Trust and the Maine Farmland Trust. In an email, Stephanie Gilbert said, "My objective is to help you connect with both organizations and for all of us to put our heads together to help shape the process, workshop topics, and identify the key research needed for those."
- f. Another grant opportunity is available. The J.M. Kaplan Fund is accepting applications for a "J. M. K. Innovation Prize" which is due on April 30<sup>th</sup>. Winning applications will receive funding of \$50,000 for 3 years plus \$25,000 for technical assistance or project expenses. Our goal is apply for a new, innovative position with the city that would 1.) Assist farmers, foresters and mineral extractors in our Agricultural District in developing and marketing their products, 2.) Coordinate with our downtown, Lewiston and the region in setting up ways to market agricultural, forest and mineral products, 3.) Promote ways to increase locally grown food to underserved seniors or low-income residents, 4.) Assist in connecting local immigrants interested in farming to landowners and 5. Advocate these activities with local, regional and state agencies.

The Staff appreciates the opportunity to update the Council and City on our activity and is excited about the future benefits these projects can bring to Auburn.



STATE OF MAINE  
DEPARTMENT OF AGRICULTURE, CONSERVATION & FORESTRY  
MAINE CONSERVATION CORPS  
124 STATE HOUSE STATION  
AUGUSTA, MAINE 04333-0124

PAUL R. LEPAGE  
GOVERNOR

WALTER E. WHITCOMB  
COMMISSIONER

3/10/2015

Douglas Greene  
City of Auburn  
60 Court Street  
Auburn, ME 4210

Dear Douglas,

I want to thank you for submitting an application for this current round of Recreational Trail Program funding. The Maine Trails Advisory Committee (MTAC) reviewed, scored and discussed each application thoroughly. As is always the case, there were many more applications this year than there was funding available. I'm very happy to inform you that your application for the Barker Mill Greenway was selected by MTAC for funding at the \$34,189.60 level.

While this initial notice of award is cause for celebration I need to advise you that there is still much work to be done before you have a signed project agreement in hand. The State has to accept the RTP funds from Federal Highway. Then we have to get the proposed projects set up within the State's systems and also within Federal Highway. I am working to get this done as rapidly as possible.

Going by the dates on previous years' agreements, it seems likely that you should see something in May. This agreement will run through December 31, 2016, giving you two full construction seasons in which to complete your project. I want to emphasize now however that no work can begin on this project until you have a fully executed project agreement.

If you have any questions about the current status of your project do not hesitate to contact me. My phone number is below and my email is [doug.beck@maine.gov](mailto:doug.beck@maine.gov). I look forward to working with you on the successful and timely completion of your project.

Sincerely,

*Doug*

Douglas S. Beck  
Outdoor Recreation Supervisor  
Grants & Community Recreation  
Bureau of Parks & Lands

# Elmina B. Sewall

## FOUNDATION

[Contact Us](#) | [Return to Foundation Website](#) | [Exit](#)[Page 1](#) [Page 2](#) [Page 3](#) [Page 4](#) [Page 5](#) [Page 6](#) [Attachments](#) [Review My Application](#)

You can review the information you've provided so far and make necessary modifications here. If you're satisfied with the contents of the application, click Submit to forward your application for consideration. If you're not ready to submit your application yet, click Save & Finish Later.

### Integration of Environment and Human Well-being Grant Application | [E-mail Draft](#)

\* *Required before final submission*

#### Application Instructions for Integration of Environment and Human Well-being Grants.

Please review the following instructions for using our online application before you begin.

1. If you wish to view the application form in its entirety before filling it out, you may do so online by using the page guides located at the top of the screen. You may also select the 'Printer Friendly Version' button at the top of this page to print out a copy or view a copy of the narrative questions from our website. Please note that the printed version will not show the drop down options and the attachments page.
2. To begin the application process, select the 'Next' button at the bottom of this page.
3. To save your changes and finish at a later time, select the 'Save & Finish Later' button at the bottom of any page. It is recommended that you frequently select this button to save your work as you are filling out the application.
4. Questions marked with a red asteric require an answer prior to submission
5. **Do not use your browser's BACK key to navigate. You will lose any unsaved data.**
6. To return to a saved application, select the 'My Account' link from the Sewall Foundation website. You will need the email address and password of your organization's account to re-enter the saved application.
7. The 'check' symbol by the upper right corner of text boxes indicates a spell-check feature is available.
8. To review your work use the 'Review My Application' link at the top of any page.
9. You may share a copy of your draft application with others in your organization by selecting the 'Email Draft' link at the top of any page.
10. When you are ready to submit your online application to the Foundation, select the 'Review' button on the 'Attachments' page. You will have a final chance to review and amend your work and then YOU MUST select the 'Submit' button at the bottom of the page to complete the submission process. An email confirming your submission, including a copy of the completed application, will be automatically sent to the email address associated with this account.

#### Organization Information

\* *Required before final submission*

Please provide organization and contact information for the applicant organization here. Applicants using a fiscal sponsor will be asked to provide information about the sponsoring organization on a separate page.

\* Organization Name

City of Auburn Maine

\* Mailing Address

60 Court Street  
Auburn, Maine 04210

\* City

Auburn

\* State

ME

\* Zip Code

04210

\* Organization Phone

Enter digits only. Do not enter spaces or symbols (i.e. 2078653810).

2073336601

Website Address

www.auburnmaine.gov

\* Current Year Organization Operating Budget

(in whole dollars)

\$37,867,950

\* Organization Background

Please provide a brief description of organization's history including key accomplishments, mission and current programs. Limit your response to no more than 150 words.

The City of Auburn, incorporated in 1868, is a major urban area (Pop. 23,055) in central Maine. In the past, Auburn was famous for its Shoe Making and shares the Androscoggin River and Great Falls with its sister city of Lewiston. More recently, the City has become a multi-modal transportation hub and is taking progressive steps to revitalize its downtown. Since prior to 1960 the city strict agricultural zoning to prevent sprawl, limit tax impacts to Agricultural land and to preserve open space. ✓

Word count 83 of 150

Organization Update

If your organization has previously applied for funding from the Elmina B. Sewall Foundation, please describe any SIGNIFICANT changes to leadership, mission and programming since the time of your last application. Limit your response to no more than 125 words.

This will be the first application to the Elmina B. Sewall Foundation by the City of Auburn. ✓

Word count 17 of 125

Active Grant Update

If your organization has a current grant from the Elmina B. Sewall Foundation please provide a brief update on the funded work including indication of any deviations from the proposal. Limit your response to no more than 125 words.

N/A ✓

Word count 1 of 125

- \* Board Members  
How many people currently serve on your Board of Directors?  
7
- \* Full-time Employees  
How many full-time employees does your organization have?  
238
- \* Part-time Employees  
How many part-time employees does your organization have?  
41

**Contact Information**

\* Required before final submission

**Organization Primary Contact**

Executive Director or head of organization

* Prefix Mr.	* First Name Howard	* Last Name Kroll	Suffix <None>
* Title City Manager			
* E-mail hkroll@auburnmaine.gov			
* Office Phone Enter digits only. Do not enter spaces or symbols (i.e. 2078653810). 2073336601			
Extension 1221			

**Proposal Contact Person**

Communication regarding this proposal will be directed to this person

Check here if same as Organization Primary Contact

* Prefix Mr.	* First Name Douglas	* Last Name Greene	Suffix <None>
* Title City Planner			
* E-mail dgreene@auburnmaine.gov			
Office Address Please provide mailing address for your office if different from organization. 60 Court St. Auburn, ME 04210			
Office City			

Auburn

Office State

ME

Office Postal Code

04210

\* Office Phone

*Enter digits only. Do not enter spaces or symbols (i.e. 2078653810).*

2073336601

Extension

1156

### Fiscal Sponsor Information

\* Required before final submission

Fiscal Sponsor *If your organization is using a fiscal sponsor please provide the organization name, Federal Tax ID Number, mailing address and name and phone number of the Executive Director or head of organization.**Please note that the Elmina B. Sewall Foundation considers the fiscal sponsor to be the grantee. The fiscal sponsor is responsible for the outcomes and administrative and legal requirements associated with any grants awarded as a result of this application. The fiscal sponsor retains oversight and responsibility for the project and any funds awarded.*

City of Auburn

Federal Tax ID Number- 01-6000018

City Manager Howard Kroll

60 Court Street

Auburn, ME 04210

### Proposal Summary

\* Required before final submission

\* Request Amount

*(in whole dollars)*

\$67,500

\* Project/Proposal Title

*Please provide a brief title.*

A Study of Auburn's Agricultural and Resource Protection Distri

\* Type of Support

*Which type(s) of support are you seeking?*
 Capital
  Operating
  Project / program

\* Project Budget

*Provide total project expense in whole dollars. For operating support, please provide organization operating expense for year funds are sought.*

\$118,000

\* Geographic Area Served

*You may select up to three.*

- Maine  
 Maine-Androscoggin Cty  
 Maine-Aroostook Cty  
 Maine-Cumberland Cty  
 Maine-Franklin Cty

- Maine-Hancock Cty
- Maine-Kennebec Cty
- Maine-Knox Cty
- Maine-Lincoln Cty
- Maine-Oxford Cty
- Maine-Penobscot Cty
- Maine-Piscataquis Cty
- Maine-Sagadahoc Cty
- Maine-Somerset Cty
- Maine-Waldo Cty
- Maine-Washington Cty
- Maine-York Cty
- New England
- National
- Other

## Proposal Narrative

\* Required before final submission

The following questions pertain to the work you seek financial support for:

\* Brief Summary

Imagine you are riding in an elevator with a potential donor and have limited time to describe the **WORK YOU SEEK FUNDS FOR**, the desired impact and why they should support it. What would you say? Limit your response to no more than 100 words.

Auburn is planning a study of its 20,000 acre Agricultural and Resource Protection (AG/RP) District. The zoning regulations in this area has prevented residential development in this area for over 50 years. Today, these regulations need to be reconsidered due to unintended barriers to agriculture and forest resources. We realize the need for additional assistance for: meeting facilitation and communications with the numerous stakeholders, and professional expertise on agricultural, timber and resource extraction policies and land use valuation. The study will create policies and regulations that benefit the environment, promote agriculture, natural resources and downtown for the next 50 years. ✓

Word count 100 of 100

\* Outcomes Statement

What specific outcomes do you seek to achieve as a result of this grant? Please note both short-term and long-term outputs and outcomes. Limit your response to no more than 150 words.

**Outputs** tend to refer to what we do. They are the direct products of quantification of project activities. They include, for example, the pounds of produce grown, the number of technical assistance hours provided, the acres of land conserved.

**Outcomes** refer to the difference made, generally over time, as a result of specific activities. In individuals, outcomes indicate a measurable change in knowledge, attitudes, or behaviors. Outcomes that we seek in the Healthy People Healthy Places Program refer to changes in the well-being of individuals, communities, and the environment that can be attributed to the proposed scope of work.

The outputs will be: 1. a detailed inventory of mapping and data of existing land uses and natural conditions, 2. a survey of rural property owners, 3. a series of public meetings and workshops to present study information and receive citizen input, 4. detailed evaluation and report on potential policies and regulations that will promote Agriculture, Forestry and Resource Extraction and consider impacts of land use valuation, and 5. Final recommendations and implementation plan. The outcomes will be an increased environmental protection of rural land, appropriate land for future development will be reserved, and increase in access to local agricultural goods among all income levels, an increase involvement by farmers in rural issues, farmland opportunities for immigrant farmers, an increase in the number of farms, better utilization of natural resources and a revitalized downtown and increased revenues of rural land owners and the creation of a rural land board. ✓

Word count 150 of 150

\* Proposed Activities

Describe in more detail your proposed activities, how they align with the outputs and outcomes described above and why they are important. Please consider the Healthy People Healthy Places integrated strategies as you define your activities. Limit your response to no more than 300 words.

The Study will involve the following activities: 1. Inventory and analysis: City staff and a mapping/data consultant will gather data on the 20,000 acres of AG/RP land. This result of this activity will allow careful evaluation of land use, soils and natural conditions that specify areas for appropriate Agricultural, Forestry, Mineral Extraction and housing 2. Public and Stakeholder Involvement: public education and outreach through the city website, public meetings and workshops, the creation of partnerships of stakeholder groups, state agencies, state and local non-profits, farmers and citizens. A successful AG/RP Study will need strong public support, involvement and partnerships to be able to successfully implement the plan recommendations. 3. Public meetings and workshops will help educate all the citizens of Auburn on the importance of protecting and promoting our AG/RP district, promote local foods and healthy diets, protection our land and water resources and encourage new relationships between farmers, foresters, health care community, farmers markets, restaurants, grocers, schools and citizens using food and natural resources as a common, connecting theme. 4. The decision making process will determine the final policies, marketing strategies and/or regulations will be an opportunity to utilize and implement strategies to meet the goals and strategies of the Sewall Foundation's Healthy People, Healthy Places program. It will also be an opportunity to collaborate with the Maine Department of Agriculture, Conservation and Forestry, Maine Farmland Trust, Grow LA/Five2Farm program and Cultivating Community. The study

Word count 300 of 300

\* Complementary Efforts

*To what extent does this work complement other efforts in your region or field of interest? Who else is involved in this work with you? Limit your response to 125 words.*

The AG/RP Study complements my job as City Planner in the Department of Planning and Development. The City of Auburn is a 50/50 mix of developed and rural land and the Study will provide an opportunity to help prevent sprawl, keep the cost of services down for the city create a baseline of data and in general, strengthen Smart Growth principles in Auburn. From the City of Auburn, the City Planner, Planning Director, the Departments of Information Technology, Economic Development, Assessment and the City Planning Board will be involved. We also are getting assistance from Cultivating Community (a non-profit supporting Agriculture), Maine Farmland Trust and the Maine Department of Agriculture, Conservation and Forestry. We have a growing list of interested farmers, citizens and realtors.

Word count 124 of 125

\* Alignment with Foundation's Interests

*How does your proposed work align with the Foundation's values and Healthy People Healthy Places interrelated strategies? Limit your response to no more than 150 words.*

This proposed work (the study of our 20,000 acre Ag District) will support both the people and the environment of Auburn and the region. The State of Maine has seen a resurgence in farming but the current regulations and policies in our rural area has hindered its economic potential. The study will use the Healthy People Healthy Places Strategies as foundational part of the Study's work plan. We the final recommendations and implementation plan will meet most, if not all of the strategies. The goal of the plan is to create a thriving Agricultural and Forestry district that will support the well being of people by protecting our soils, water and natural environment, provide better access to locally grown foods, help farmers and foresters increase production and revenues. The study will be inclusive of all the citizens of Auburn, regardless of income levels, nationality or age.

Word count 147 of 150

\* Capacity

*Please describe your organization's capacity to carry out the proposed work. Limit your response to 100 words.*

The City of Auburn currently has the capacity to provide a project manager (City Planner) who will oversee the Study and coordinate outside consulting help. An Administrative Assistant will help with drafts and minutes, a GIS specialist (IT Department) will oversee mapping, the Deputy Director of Planning and Development and the Economic Development Specialist will help with Downtown coordination and the City Assessor will help with property values. The Study has the support of the Mayor and City Council who are willing to devote funding to help with the Study. The City Planning Board will lead a Study Committee.

Word count 99 of 100

\* Additional Needs

*Please tell us why you feel it is important to strengthen connections between people and the environment and what help you may need, beyond funds requested in this proposal, to do so effectively within your organization. Limit response to no more than 200 words.*

The purpose of applying for this grant is provide us with the additional resources to hire the best meeting facilitation to engage the variety of stakeholders and expert professional help in Agricultural and Forestry policies and Land Valuation. However, beyond the funds requested for these important tasks, the underlying goal of revitalizing our Agricultural and Forestry base is not just about farming and forestry. The ultimate success of the plan will rest on our ability to involve, educate and inspire the people of Auburn to not only support farmers and foresters, but to incorporate the bounty of the Agricultural District into our lives. We want the study to explore ways for people in our downtown and suburban areas to use local agricultural and forestry products, to bring agriculture into the schools, revitalize downtown Auburn with a Farmer's Market that supplies not only fresh, health produce, but creates an social setting for arts, music and community events. We are in discussion with the State's Department of Agriculture, Forestry and Conservation and the Maine Farmland Trust to find additional support and resources and to share their knowledge and experience in what other areas of Maine are doing to promote agriculture and forestry. ✓

Word count 200 of 200

\* Sustainability

*How do you anticipate the proposed work continuing beyond the term of the grant sought? Limit your response to no more than 150 words.*

One of the most important parts of a study or plan is a strong implementation strategy. That will be a major criteria for any consultant hired or for the staff's work plan. With that in mind, the implemented recommendations will create the conditions needed for a sustainable, long term plan for the Agricultural and Resource Protection zone. The agricultural and resource protection area will remain a low impact on city services and not only will the current low development rate (under 300 homes in the entire 20,000 acre area) remain, should the plan's goal be achieved, the farm and timber operations and markets will be strengthened for a long time. It is anticipated that some kind of rural/open space commission may be formed to administrate and oversee the resultant agricultural and forestry plan. The study will also permanently change the eating habits and agricultural perception of the citizens of Auburn. ✓

Word count 150 of 150

\* Challenge

*In considering the proposed work, what do you view as your greatest challenge? Limit your response to 125 words.*

The greatest challenge of creating a successful plan will be public support. The plan will need to be accepted by farmers and developers alike, will need to be a plan that honors property owner rights while balancing the limitations on development while promoting a new, re-invented farm and forestry economy. Changes to the 50 plus year old zoning regulations have been hotly debated roughly every 10 years since its inception. It is an emotional, economic and deeply ingrained part of the City of Auburn. This study is expected to raise high levels of interest and possible conflict of opinions from farmers, realtors, suburbanites and downtowners. Having a skilled facilitator to effectively engage the many stakeholders is one of the most important components of the study. ✓

Word count 125 of 125

\* Measures of Impact

*How will you measure your progress toward meeting your stated outputs and outcomes? Limit your response to no more than 125 words.*

One of the primary activities of the early stages of the study will be a thorough inventory and analysis of the land's capacity and limitations, the use of the land, the valuations of the land and an in-depth survey of Ag land owners, grocery stores and restaurants. The survey will capture the current attitudes of land owners regarding their use or leasing of their land, their future plans, also what amounts of local foods are being sold in grocery stores or prepared in restaurants. All this data will create a baseline that will be used to measure the impacts and success of the Agricultural and Resource Protection area study on farm productivity and the changes in the utilization of local agricultural and timber products. ✓

Word count 124 of 125

\* Timeline:

*Over how many months will the proposed work take place? Awarded grants may span 12 - 36 months.*

18

\* Population Served

*Please describe the population to be served and the extent to which they are engaged in the proposed work. Limit your response to no more than 125 words.*

The Study will primarily serve the land owners in the agricultural and resource protection area, whether they be farmers, or residents. They will all be sent invitations to complete surveys, attend information and stakeholder meetings. The general public will also be invited to do the same. The entire process will be presented on the city's website as well. Representatives from the rural and downtown area will serve on a Steering Committee that will help guide the process and play an important role in shaping the final strategies, regulations and policies. Not only will affected property owners in the rural area be directly involved, but also lower income residents, immigrant populations, the City Planning Board, the City Council, the School Board, realtors and local businesses.



Word count 124 of 125

**Additional Information**

*Is there anything that you haven't already told us that you would like us to know? If there are resources or documents you wish for us to be aware of, please reference them here. Limit your response to no more than 125 words.*

It is difficult to quantify and describe the size and scale of the rural area of Auburn. It is a remarkably large and undeveloped area of land with a long history of agricultural and forestry production. The City realizes, as does the State's Department of Agriculture, Forestry and Conservation, that we have an opportunity to create a model for the rest of the state on how encourage rural resources and utilize it to revitalize our downtown, including Lewiston. A great deal of planning has been done over the last year (See Attachments) in preparation of starting the plan, which has given us insight on what additional help we need. We appreciate the opportunity to work with the Sewall Foundation in reaching our goal.



Word count 123 of 125

**Attachments**

**Uploaded Files**

Title	File Name	Uploaded	Size
Project/Proposal Budget	<a href="#">Ag Study Budget 1-15-15.xlsx</a>	01/15/2015 10:46:11 AM	10 KB
Financial Statements	<a href="#">final adopted budget fy15.pdf</a>	01/15/2015 10:47:11 AM	1,715 KB
Financial Statements	<a href="#">12 31 14 Expense Report.pdf</a>	01/15/2015 10:47:40 AM	551 KB
Financial Statements	<a href="#">12.31.14 Revenues Report.pdf</a>	01/15/2015 10:48:02 AM	412 KB
Map 1	<a href="#">AG Related Industry Map.pdf</a>	01/15/2015 03:20:36 PM	499 KB
Map 2	<a href="#">AG Related Natural Resources Map.pdf</a>	01/15/2015 03:24:00 PM	143 KB
Total size of uploaded files			3,330 KB
Available			1,790 KB

# Elmina B. Sewall

## FOUNDATION

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### Attachments

[Printer Friendly Version](#)[E-mail Draft](#)

To complete your application, please upload the following items as attachments:

**Project/Proposal Budget** - Provide a total project budget, including major expense categories and sources of revenue (in hand, pledged, and sought). Please be explicit in listing revenue sources (e.g. Private donors, \$1000; Foundation X, \$500; Foundation Y, \$3000.) For operating support requests, please provide operating budget, including income and expense, for year funds are sought. Please separate revenues by source (public, private, foundation, earned, endowment, other). If you seek multi-year support, please break budget down by year. *REQUIRED*

**Financial Statements** - Provide a copy of your organization's financial statements (Balance Sheets and Statements of Activities/Profit & Loss Statements) for the most recently completed fiscal year shown in comparison to the previous year. Audited or reviewed copies are preferred whenever possible. Please do not submit IRS Form 990. *REQUIRED*

**Fiscal Sponsor Agreement** - If you are using a fiscal sponsor you must attach a copy of the agreement between your organization and the fiscal sponsor that outlines the understanding and responsibilities of both parties. The agreement must be signed by the Executive Director or Board Chair of both organizations.

**Map 1** - A maximum of two maps may be included for relevant projects. Maps must be in pdf, jpeg, or jpg format. If you encounter formatting or size problems, please contact the Foundation.

**Map 2** - A maximum of two maps may be included for relevant projects. Maps must be in pdf, jpeg, or jpg format. If you encounter formatting or size problems, please contact the Foundation.

The Foundation cannot accept submissions of materials beyond those listed above. **Please do not send any additional attachments.**

#### To upload attachments:

1. Select the attachment type you wish to attach from the drop down menu
2. Select the 'Browse' button and navigate to the desired file and select 'Open'
3. Select the 'Upload' button
4. Repeat steps 1-3 for each attachment type

#### Upload

The maximum size for all attachments combined is 5 MB. Please note that files with certain extensions (such as ".exe", ".com", ".vbs", or ".bat") cannot be uploaded.

Title: **Project/Proposal Budget (Required)**

File Name:  No file selected.

City of Auburn  
Agricultural District Study Budget

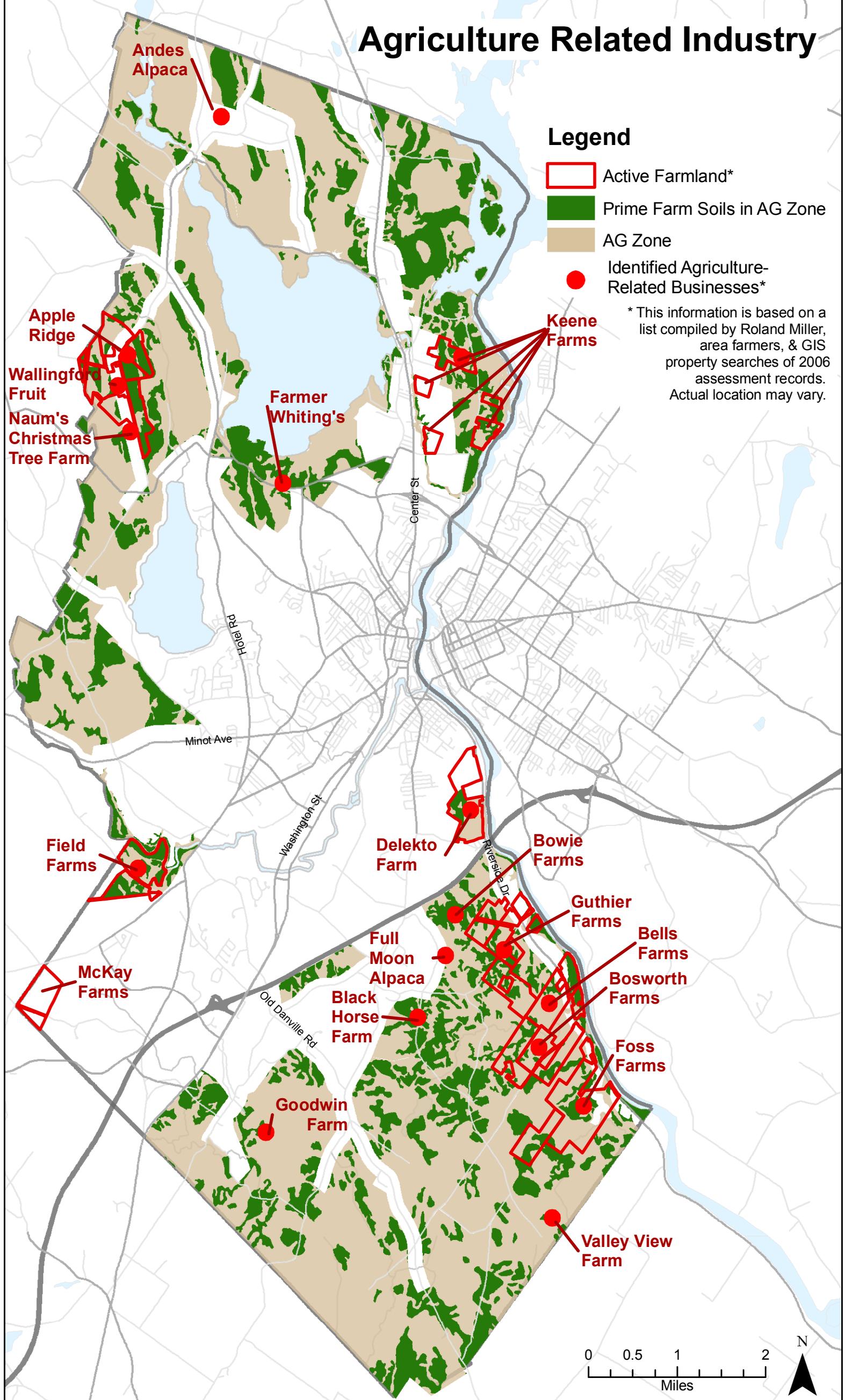
Expense Categories	Cost
<b>I. City Expenses</b>	
Public Notices and Mailings	\$1,000.00
Staff Time	\$20,000.00
Mapping Data and Printing	\$5,000.00
<b>Total City Expenses</b>	<b>\$26,000.00</b>
<b>II. Outside Professional Services</b>	
<b>(Requested Funds for Consultant Work)</b>	
A. Mapping and Data Assistance	\$7,500.00
B. Meeting Facilitation	\$30,000.00
C. Land Use and Ag Policy Expertise	\$30,000.00
<b>REQUEST for FUNDING from SEWALL FOUNDATION</b>	<b>\$67,500.00</b>
<b>III. State Assistance Sought</b>	<b>\$25,000.00</b>
(From ME Dept. of Ag, Forestry and Conserv)	
<b>Total Ag Study Budget</b>	<b>\$118,000.00</b>

# Agriculture Related Industry

## Legend

-  Active Farmland\*
-  Prime Farm Soils in AG Zone
-  AG Zone
-  Identified Agriculture-Related Businesses\*

\* This information is based on a list compiled by Roland Miller, area farmers, & GIS property searches of 2006 assessment records. Actual location may vary.



# AGRICULTURE AND RESOURCE PROTECTION DISTRICT

## Legend

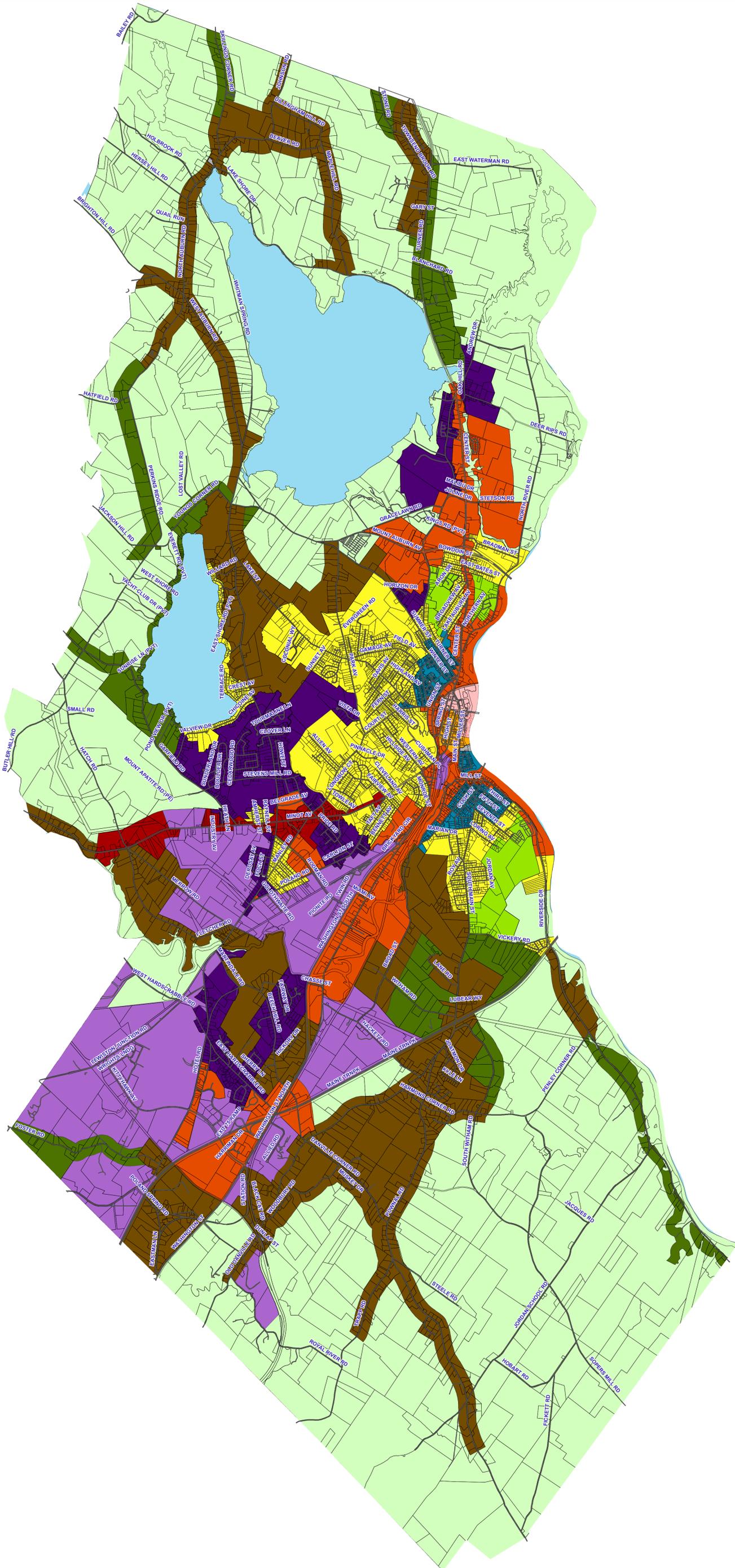
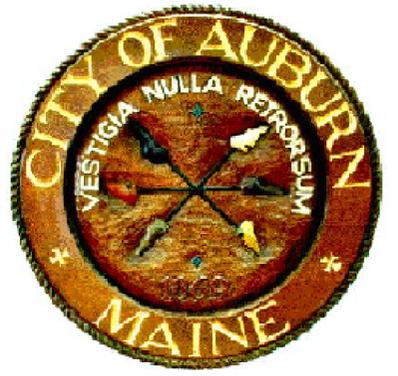
-  Floodplain
-  Wetlands
-  Undeveloped blocks 50- 200 acres
-  Undeveloped blocks 200+ acres
-  Deer Wintering Areas
-  Conservation Lands
-  Proposed Shoreland Zone (250')
-  Proposed Stream Protection District (75')
-  Proposed Shoreland Zone Wetlands
-  AG Zone

-  Bald Eagle Habitat
-  Musk Turtle Habitat
-  Upland Sandpiper Habitat
-  Broad Beech Fern



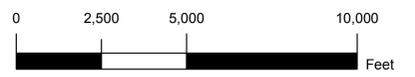
# Auburn, Maine Zoning Map

## Revised April 2009



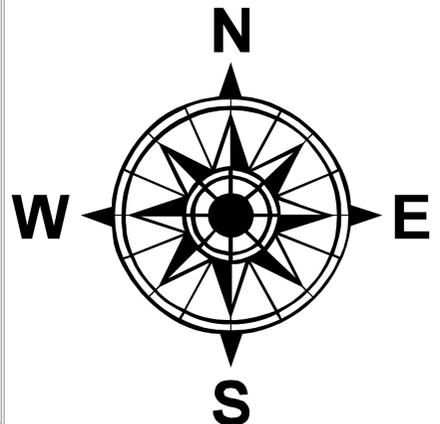
### Legend

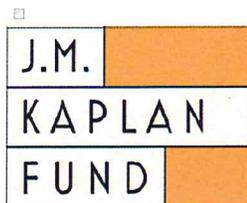
- PARCEL LINES
- Auburn Zoning**
- AGRICULTURE AND RESOURCE PROTECTION
- CENTRAL BUSINESS I
- CENTRAL BUSINESS II
- CENTRAL BUSINESS III
- DOWNTOWN ENTERPRISE
- GENERAL BUSINESS
- GENERAL BUSINESS II
- INDUSTRIAL
- LAKE AUBURN
- LOW DENSITY COUNTRY RESIDENTIAL
- MULTI-FAMILY SUBURBAN
- MULTI-FAMILY URBAN
- NEIGHBORHOOD BUSINESS
- RURAL RESIDENTIAL
- SUBURBAN RESIDENTIAL
- TAYLOR POND
- URBAN RESIDENTIAL



1 inch = 2,500 feet

**DISCLAIMER**  
 The City of Auburn offers no warranties or guarantees as to the accuracy or fitness of purpose of this data. Use at your own risk.





[Apply now for the J.M.K. Innovation Prize!](#)



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## The J.M.K. Innovation Prize

### Welcome!

The J.M.K. Innovation [PRIZE](#) is an exciting new initiative of the J.M. Kaplan Fund, a New York-based family foundation. In 2015 up to ten Prizes will be awarded to U.S.-based individuals or teams addressing our country's most pressing needs through social sector innovation. The Prize will provide up to three years of [SUPPORT](#) at \$50,000 per year, as well as a \$25,000 "[BANK](#)" of funds available for technical assistance or targeted project expenses, making a total [AWARD](#) of up to \$175,000. Specifically, the Prize seeks to support inter-disciplinary innovation in the fields of cultural heritage, human rights, the built environment, and the natural environment. The Prize is particularly designed for high-risk, early stage ideas being piloted or prototyped by dynamic visionaries.

### The Creation of the J.M.K. Innovation Prize

For three generations, the J.M. Kaplan Fund has provided catalytic funding for projects in their early stages of development. Whether a pilot project, a new organization, or a nascent initiative, work supported by the Fund has involved a certain level of measured risk that ultimately led to large-scale, transformative results. The new J.M.K. Innovation Prize will further this legacy, providing funding to visionary social entrepreneurs throughout the United States who are championing emerging social sector innovations.

### Differentiation from Other Innovation Programs

The burgeoning field of social innovation has become a recognized area in philanthropy. The demand for funding of this type, however, has increased so rapidly that many worthwhile ideas fail to find backing from established funders. **The J.M.K. Innovation Prize will fill a gap in this marketplace, not only by providing critical capital to the social innovation field, but also by taking risks on projects that may be seen by others as underdeveloped or too small.**

Another difference is that the J.M.K. Innovation **PRIZE** will build on the Fund's longstanding areas of grantmaking interest while remaining flexible enough to allow for fresh and unexpected thinking. Prize recipients will ideally innovate across at least two of the Fund's four traditional disciplinary boundaries:

- Cultural Heritage (e.g., historic preservation, archaeology, architecture, arts & culture)
- Human Rights (e.g., immigration, homelessness, incarceration, public health, **EDUCATION**)
- Built Environment (e.g., parks, open space, public space, waterfront revitalization, transportation)
- Natural Environment (e.g., oceans, conservation, land use, climate change, alternative energy)

**Criteria for Selection**

The J.M.K. Innovation Prize will be awarded to projects or ideas that: represent a game-changing answer to a clearly identified need; demonstrate an interdisciplinary or hybridized approach, ideally involving at least two of the four areas of interest to the Fund; demonstrate the potential to develop an actionable pilot or prototype with Prize funding; show scalable impact or impact beyond the initial pilot or prototype; and hold out the promise to benefit multiple individuals, communities or sectors through a clearly articulated theory of change.

**Our 2015 Timeline**

Interested individuals or teams may apply for the J.M.K. Innovation Prize from January 15 through April 30, 2015. A short application will be made accessible via this website starting on January 15. A sub-set of applicants will be invited to submit a second, longer application for the Prize in late spring. A review of these second round applications will take place throughout the summer, with finalists being flown to New York City in the fall to present their ideas to the trustees of the J.M. Kaplan Fund. The Prize's awardees will be publicly announced in November 2015.

**Award Details**

Awardees are eligible to receive \$50,000 per year for three years, as well as a \$25,000 "**BANK**" of funds available for technical assistance or targeted project expenses. Accordingly, the total prize award amount will total up to \$175,000 per prize recipient over the three year period. **These funds are intended to allow recipients to focus their attention on their social impact idea.** Awardees will also receive ongoing, dedicated **SUPPORT** from the J.M. Kaplan Fund, including networking opportunities at in-person convenings.

**Apply Now!**

You may access the online round one application for the J.M.K. Innovation Prize from January 15 through April 30, 2015 by [clicking here](#). We are using the grant management software program Foundant Technologies for this process; the creation of a Foundant account is necessary to view the round one application itself.

**Additional Information**

For convenience, you may [download this one-page document](#) containing the information presented on this webpage. For any additional information, please contact: [JMKInnovationPrize@JMKFund.org](mailto:JMKInnovationPrize@JMKFund.org).

**Fill out the form below to subscribe for email updates about the Prize:**

First Name

Last Name

Affiliation

Email

**Our Program Areas**

- [City Life](#)
- [Environment](#)
- [Historic Preservation](#)
- [The J.M.K. Innovation Prize](#)
- [Migration](#)

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	SOLD FOR: \$15.31 SAVINGS: 95%	SOLD FOR: \$38.17 SAVINGS: 96%	SOLD FOR: \$12.77 SAVINGS: 94%	

Ad by DealsFinderPro | Close

Please note our temporary address:  
120 East 23rd Street, 5th Floor



## City Council Information Sheet

City of Auburn

---

**Council Workshop Date:** Monday March 16, 2015

**Author:** Tim Holden

**Subject:** Norway Savings Bank Arena update

---

**Information:** We are providing the Council with an update on measures taken to try and close the budget shortfall, improve public offerings, sponsorships, and report the economic impact on Auburn businesses from tournaments hosted by Norway Savings Bank Arena. Includes slide presentation.

---

### **Pro's & Con's:**

**Pro's:** Public offerings provide something for everyone and promote an active lifestyle. Implementing in house programming provides potential revenue above and beyond ice costs. Increasing sponsorships assists in closing the budget shortfall and tournament impact brings out-of-area spending to the Auburn businesses, hotels, and restaurants.

**Con's:** Reasonable expectations place program development at 2-5 years to reach potential.

---

**Financial:** Update presents active approach to closing budget shortfall through increased offerings during shoulder season.

---

**Action Requested at this Meeting:** None

---

**Previous Meetings and History:** On Monday December 15, 2014 we provided a comprehensive business plan for the Norway Savings Bank Arena. This included our scheduling philosophy as well as our thoughts on programming.

---

### **Attachments:**

Attached are slides providing information and projections on Sponsorship, Programming, Tournaments, and Economic Impact.

# Council Presentation

Maillot's Best SAUSAGE  
www.CancerCenter.com  
MoreInstar  
SOAPSTONE  
It's Your Health. It's Your Choice.  
SymQuest  
ST. MARY'S CENTER FOR ORTHOPAEDICS  
13 Grosvenor Road, Auburn • 332-4710  
Tim Hutton's CAFE & BAKE SHOP  
Cafe  
ESM  
GENERAC  
GLADU ROOFING  
PONTAINE  
KINETA  
ST. MARY'S WOMEN'S HEALTH ASSOCIATES  
777-4393  
Use Do Gutters Right The First Time!  
Patti Gagne (207) 783-4202

Acadia Contractors, LLC  
INSPIRE HEALTH CARE  
205 BRADY BLVD, AUBURN, MAINE  
DeBois Electric, Inc.  
ELECTRICAL CONTRACTORS  
401 W. MAIN ST., AUBURN, MAINE  
It's Your Health. It's Your Choice.  
ST. LAURENT & SONS  
EXCAVATION, INC.  
Hebron Academy  
200 W. MAIN ST., AUBURN, MAINE  
ST. LAURENT & SONS  
EXCAVATION, INC.  
GIPERS  
ST. LAURENT & SONS  
EXCAVATION, INC.

NORWAY SAVINGS BANK ARENA  
AUBURN, MAINE

**HEBERT**  
CONSTRUCTION

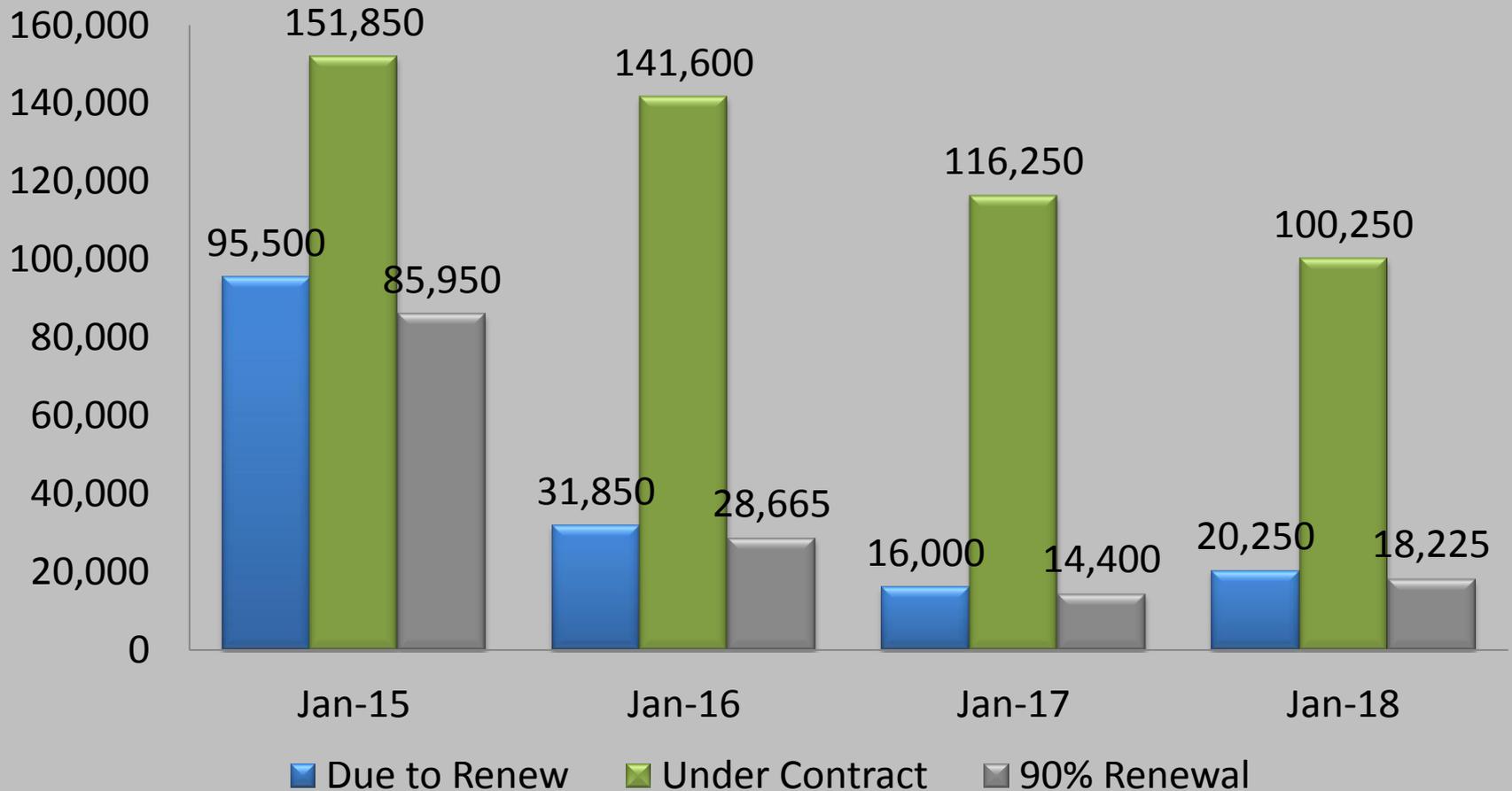
**SKELTON  
TAINTOR  
& ABBOTT**  
ATTORNEYS AT LAW

PLEASE WATCH FOR  
FLYING PUCKS & STICKS

# Gap Control Plan

- Balanced Scheduling
- Increase Sponsorship Revenue
- Promote and Grow Programming
- Boost Economic Impact by Hosting Tournaments
- Address Community Needs with Public Offerings
- Bring in Figure Skating Group to Strengthen Year Round Usage
- Introduced Ice Rate Increase of \$10.00 an Hour. Will Take Affect July 1<sup>st</sup>, 2015.

# Sponsorships



\*Goal of \$230,000 - \$240,000 for 2016 Sponsorships

# Programming Projections

	1/3 ENROLLMENT		2/3 ENROLLMENT		FULL ENROLLMENT	
	Fixed Expenses	Income	Fixed Expenses	Income	Fixed Expenses	Income
<b>POSITIONAL CAMP ~ FORWARDS</b>						
Ages 9-13	\$ 1,100.00	\$ 1,925.00	\$ 1,600.00	\$ 3,850.00	\$ 2,100.00	\$ 5,500.00
Ages 14-20	\$ 1,100.00	\$ 1,925.00	\$ 1,600.00	\$ 3,850.00	\$ 2,100.00	\$ 5,500.00
<b>POSITIONAL CAMP ~ DEFENSEMEN</b>						
Ages 9-13	\$ 1,100.00	\$ 1,925.00	\$ 1,600.00	\$ 3,850.00	\$ 2,100.00	\$ 5,500.00
Ages 14-20	\$ 1,100.00	\$ 1,925.00	\$ 1,600.00	\$ 3,850.00	\$ 2,100.00	\$ 5,500.00
<b>CHECKING DEVELOPMENT</b>	\$ 600.00	\$ 900.00	\$ 800.00	\$ 1,700.00	\$ 1,000.00	\$ 2,500.00
<b>SHOOTING &amp; PASSING</b>	\$ 600.00	\$ 900.00	\$ 800.00	\$ 1,700.00	\$ 1,000.00	\$ 2,500.00
<b>YOUTH TRAINING CAMP (week 1)</b>	\$ 4,800.00	\$ 5,000.00	\$ 4,800.00	\$ 9,900.00	\$ 4,800.00	\$ 15,000.00
<b>YOUTH TRAINING CAMP (week 2)</b>	\$ 4,800.00	\$ 5,000.00	\$ 4,800.00	\$ 9,900.00	\$ 4,800.00	\$ 15,000.00
<b>TOTALS</b>	<b>\$ 15,200.00</b>	<b>\$ 19,500.00</b>	<b>\$ 17,600.00</b>	<b>\$ 38,600.00</b>	<b>\$ 20,000.00</b>	<b>\$ 57,000.00</b>

	1/3 ENROLLMENT		2/3 ENROLLMENT		FULL ENROLLMENT	
	Fixed Expenses	Income	Fixed Expenses	Income	Fixed Expenses	Income
<b>LEARN to SKATE PROGRAM (6 week session) 8 Sessions Per Year</b>	\$ 6,720.00	\$ 20,130.00	\$ 13,440.00	\$ 40,260.00	\$ 22,400.00	\$ 61,000.00
<b>3 vs 3 PROGRAM</b>	\$ 4,500.00	\$ 4,700.00	\$ 5,850.00	\$ 9,300.00	\$ 7,200.00	\$ 14,400.00
<b>TOTALS</b>	<b>\$ 11,220.00</b>	<b>\$ 24,830.00</b>	<b>\$ 19,290.00</b>	<b>\$ 49,560.00</b>	<b>\$ 29,600.00</b>	<b>\$ 75,400.00</b>

# Tournaments & Local Impact

## 5 New Tournaments

- 4 Tournaments Hosted Teams from Canada & The New England Region
- 220 Total Hours Rented for Tournaments

## Secured Maine Class “A” & Class “B” Senior All-Star Game As Host Facility

- Arena Donated 6 Hours of Ice to benefit the Barbara Bush Children’s Hospital
- Brings Top Senior High School Players & Fans to City of Auburn

## Tournament Economic Impact

- Increased Business in Restaurants, Retail Shops, & Hotels During Tournament Season
- Economic Development Working on Gauging Actual Impact



## City Council Information Sheet

City of Auburn

---

**Council Workshop or Meeting Date:** 3-16-2015

**Author:** Jill Eastman, Finance Director

**Subject:** Bond History and Rescinding Prior Bond Order

---

**Information:** Staff was asked to prepare a history of all bonds authorized and issued since 2004. Also, I asked bond counsel to prepare a draft order to rescind the \$5,000,000 bond authorized in 2004 for Great Falls Parking Garage.

---

**Advantages:**

**Disadvantages:**

---

**City Budgetary Impacts:** N/A

---

**Staff Recommended Action:** Discussion only

---

**Previous Meetings and History:**

---

**Attachments:**

Bond History

Original Bond Order for Great Falls Parking Garage

Draft Order

HISTORY OF AUTHORIZED GENERAL OBLIGATION BONDS  
2004 THROUGH 2014

Authorization		Issue		Purpose	Current Status
Date	Amount	Date	Amount		
3/1/2004	\$ 5,000,000			Great Falls Parking Garage	Not Issued
7/26/2004	\$ 12,025,000	9/12/2004	\$ 11,950,000	Refund 1994 MMWAC Debt	Debt Paid in full Nov 2014
7/26/2004	\$ 4,681,000	10/30/2005	\$ 4,680,000	Annual CIP FY 05	Debt will be paid in full 9/1/15
8/2/2004	\$ 635,000	10/30/2005	\$ 635,000	Park Ave School Project (Local)	Park Ave Bonds refunded in 2012 will be paid off in 2025. Current balance \$5,810,000
8/2/2004	\$ 9,646,000	10/3/2005	\$ 9,646,000	Park Ave School Project (State)	
4/2/2005	\$ 3,000,000	10/30/2006	\$ 3,000,000	Auburn Industrial Park	Maturity Date 9/1/26
8/7/2006	\$ 5,000,000	10/30/2006	\$ 5,000,000	Annual CIP FY 06	Maturity Date 9/1/16
8/7/2006	\$ 5,000,000	10/30/2006	\$ 5,000,000	Mall Area Road Improvements	Maturity Date 9/1/21
7/9/2007	\$ 6,000,000	11/30/2007	\$ 6,000,000	Annual CIP FY 08	Maturity Date 9/1/17
6/2/2008	\$ 6,430,000	10/30/2008	\$ 6,430,000	Annual CIP FY 09	Maturity Date 9/1/18
6/15/2009	\$ 6,500,000	10/29/2009	\$ 5,500,000	Annual CIP FY 10	Maturity Date 3/2/20
		1/14/2010	\$ 1,000,000	School QZAB-reauthorized	Maturity Date 1/14/20
8/2/2010	\$ 7,900,000	11/1/2010	\$ 7,900,000	Annual CIP FY 11	Maturity Date 9/1/2
8/15/2011	\$ 4,500,000	11/1/2011	\$ 4,500,000	Annual CIP FY 12	Maturity Date 9/1/21
6/18/2012	\$ 5,600,000	9/1/2012	\$ 5,600,000	Annual CIP FY 13	Maturity Date 9/1/22
5/13/2013	\$ 5,800,000	11/1/2013	\$ 5,625,000	Annual CIP FY 14	Received premium on bonds to cover \$175,000 not issued
9/8/2014	\$ 7,200,000	10/30/2014	\$ 6,800,000	Annual CIP FY 15	Received \$498,875 premium on bonds to cover \$400,000 not bonded

# City of Auburn

CITY COUNCIL, AUBURN, MAINE

Date: February 23, 2004

TITLE: ORDER - AUTHORIZING THE ISSUANCE AND SALE OF UP TO \$5,000,000 GENERAL OBLIGATION BONDS OF THE CITY OF AUBURN TO FUND CONSTRUCTION OF A PARKING GARAGE IN GREAT FALLS PLAZA.

Be It Ordered by the Auburn City Council,

That under and pursuant to the provisions of Title 30-A, Sections 5723 and 5772, as amended, and the Charter of the City of Auburn, Maine, a public project consisting of the design and construction of a municipal parking garage in Great Falls Plaza in Auburn, Maine, to be known as the Great Falls Parking Garage, along with acquisition of necessary property interests and public improvements associated with the municipal Parking Garage, including but not limited to roads and roadway improvements, sidewalks and utilities, as presented to this meeting of the City Council, is hereby approved; and

That a sum not to exceed \$5,000,000 is hereby appropriated to provide for the cost of this public project; and

To fund said appropriation, the Treasurer and the Finance Director of the City of Auburn are hereby authorized to issue, at one time or from time to time, general obligation securities of the City of Auburn, Maine, including temporary notes in anticipation of the sale thereof, in an aggregate principal amount not to exceed \$5,000,000 and the discretion to fix the date(s), maturity(ies), denomination(s), interest rate(s), place(s) of payment, call(s) for redemption, form(s), and other details of said securities, including execution and delivery of said securities against payment therefor, and to provide for the sale thereof, is hereby delegated to the Treasurer and the Finance Director of the City of Auburn; and

That public notice has been given as required by Article VII, Section 8 of the Auburn City Charter by posting copies on February 9, 2004 of a Notice of Proposed Sale of Bonds at the Androscoggin County Building and the Auburn City Building, being two public places in the City of Auburn and by publishing the same on February 9, 2004 in the Lewiston Sun-Journal, a daily newspaper published in Androscoggin County. The Auburn City Council held a public hearing on the proposed bond issuance on February 23, 2004.

The bonds shall be issued as authorized and shall be signed by the City Treasurer and the Finance Director. A tax levy is hereby provided for each fiscal year to meet the annual installments of principal and interest as may accrue in each respective year.

The bonds issued hereunder may be subject to call for redemption on such terms as may be determined by the City Treasurer and the Finance Director.

In order to finance, temporarily, the municipal parking garage project described herein, the City Treasurer and the Finance Director are authorized to expend up to \$5,000,000 from available funds or from proceeds of Bond Anticipation Notes (BANs) that would be reimbursed from bond proceeds. This order is a declaration of official intent pursuant to Treas. Reg. § 1.150-2 and shall be kept available for public inspection during reasonable business hours at the office of the City Clerk.

Motion for acceptance of 1st reading: Joseph DeFilipp  
Vote: 5 Yeas with Councilors Gerry and Mennealy voting Nay

Seconded by: Marcel Bilodeau

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

Seconded by:

Vote:

Motion to dispense with further reading, for acceptance of second reading and final passage:

Richard Livingston

Seconded by: Marcel Bilodeau

Vote: 5 Yeas with Councilors Gerry and Mennealy voting Nay

Action by Council: PASSED

Date: March 1, 2004

ATTEST:



CITY CLERK

Tizz E.H. Crowley, Ward One  
Robert P. Hayes, Ward Two  
Mary J.K. Lafontaine, Ward Three  
Adam R. Lee, Ward Four



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

Jonathan P. LaBonté, Mayor

**Order # XX-03\_\_2015**

**TITLE: ORDER – Rescinding Prior Bond Order.**

WHEREAS, on March 1, 2004, the City of Auburn adopted an Order (the “Prior Order”) authorizing and approving issuance of the City’s bonds in an aggregate principal amount not to exceed \$5,000,000 (the “Bonds”), to finance the design and construction of a municipal parking garage in Great Falls Plaza (the “Great Falls Parking Garage Project”); and

WHEREAS, the City Council has determined that it will not proceed with the Great Falls Parking Garage Project; and

WHEREAS, the City Council therefore desires to rescind the Prior Order and to cancel and rescind the authorization for the Bonds;

NOW, THEREFORE, by the City Council of the City of Auburn, be it hereby ORDERED THAT the authorization to issue the Bonds be and hereby is cancelled and that the Prior Order be and hereby is rescinded in full and shall be of no further force or effect.



## City Council Information Sheet

City of Auburn

**Council Workshop or Meeting Date:** 3-16-2015

**Order** 22-03162015

**Author:** Sue Clements-Dallaire

**Subject:** Appointment of the Registration Appeals Board Members

---

**Information:**

In a city or town that has a population of 5,000 or more, if a person is aggrieved by the decision of the registrar of voters to cancel that person's registration in the central voter registration system or to reject that person's voter registration application, that person may appeal in writing to the registration appeals board.

The members of the board are nominated by the municipal committees of the major political parties who are then appointed by the Municipal Officers. Each member shall serve a term of 3 years. The chair of the board is nominated by the municipal clerk and shall serve a 4 year term. The term of the current chair will expire in 2016.

The Republican party has nominated Georgia Chomas as full member with Ginger Smith as the alternate. The Democratic party has nominated Robert Cavanagh as full member with Gina Meleragno as alternate.

---

**Advantages:** Appointing these individuals will fill the vacant seats on this board and will fulfill the State Law requirement.

**Disadvantages:** I do not see any apparent disadvantages in making these appointments.

---

**City Budgetary Impacts:** None

---

**Staff Recommended Action:** Recommend passage.

---

**Previous Meetings and History:** Previous appointments were made 2/21/2012.

---

**Attachments:**

Title 21-A Section 103

Order 22-03162015

## Maine Revised Statutes

---

§102

Title 21-A:

§104

▼ [§103 PDF](#)

▼ [§103 MS-WORD](#)

▼ [STATUTE SEARCH](#)

↖ [CH. 3 CONTENTS](#)

↖ [TITLE 21-A](#)

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↖ [MAINE LAW](#)

↖ [REVISOR'S OFFICE](#)

↖ [MAINE LEGISLATURE](#)

### ELECTIONS

#### Chapter 3: VOTER REGISTRATION

#### Subchapter 1: REGISTRAR OF VOTERS HEADING: PL 1997, C. 436, §12 (AMD)

#### §103. Registration appeals board

In a city or town that has a population of 5,000 or more, if a person is aggrieved by the decision of the registrar of voters to cancel that person's registration in the central voter registration system or to reject that person's voter registration application, that person may appeal in writing to the registration appeals board. [2005, c. 453, §9 (AMD).]

**1. Population of 5,000 or over.** The registration appeals board consists of 3 members who must be appointed as follows: The municipal committee of each of the major political parties shall nominate one member, who must be enrolled in the party of the municipal committee that nominates the member, and the municipal officers shall appoint the persons nominated by the municipal committees and the 3rd member must be nominated by the clerk of the municipality and appointed by the municipal officers. The clerk of the municipality may give the municipal committees of the political parties a list of qualifications necessary for a person to fulfill the duties of the registration appeals board, and the municipal committees shall take those qualifications into consideration when nominating members to the board. The 2 members of the board nominated by the municipal committees of the major political parties may be members of the municipal committee nominating them and of the county or state committees of the political party that nominates them and may be members of a state or county delegation to a political convention. When a municipal committee nominates a member to the registration appeals board, it shall also nominate an alternate board member, who serves if the member nominated by the municipal committee is or becomes unable to serve. The municipal clerk may not serve as a member or alternate member of the registration appeals board.

[ 1997, c. 436, §19 (AMD) .]

**2. Population of 4,000 to 5,000.**

[ 1999, c. 426, §4 (RP) .]

**3. Term of office.** Each member nominated by the municipal committees of the major political parties and appointed to the board shall serve for 3 years and until the member's successor is appointed and sworn. The member nominated by the clerk of the municipality

and appointed to the board shall serve for 4 years and until that member's successor is appointed and sworn.

[ 1995, c. 459, §8 (AMD) .]

**4. Chairman of the board.** The member nominated by the clerk of the municipality is chairman of the board.

[ 1985, c. 161, §6 (NEW) .]

**5. Vacancy.** When there is a vacancy on the board, the alternate board member nominated by the municipal committee of the political party of the former incumbent shall serve. If an alternate is not available, the municipal officers shall appoint a qualified person nominated by the municipal committee of the party of the former incumbent to fill the vacancy. If the vacancy is in the office of the chair of the board, the municipal officers shall appoint a qualified person nominated by the clerk of the municipality to fill the vacancy. Vacancies must be filled for the remainder of the term of office.

[ 1991, c. 466, §2 (AMD) .]

**6. Appeal hearing.** Upon receipt of a complaint by a person aggrieved by the decision of the registrar, the chair of the registration appeals board shall immediately fix a time and place for the board to meet for a prompt hearing. The voter must be given written notice of the hearing at least 20 days in advance and must have the opportunity to testify and to present witnesses and other evidence at the hearing. The hearing is de novo. After hearing, the board may affirm, modify or reverse the decision of the registrar of voters. The board shall issue the decision to the voter in writing and shall provide information on how the voter may appeal the decision. The aggrieved person may appeal the decision of the board to the Superior Court in accordance with Rule 80B of the Rules of Civil Procedure.

[ 2009, c. 253, §9 (AMD) .]

**7. Actions of the registration appeals board.** A registration appeals board may only act by unanimous or majority action.

[ 1995, c. 459, §10 (RPR) .]

**8. Removal from office.** A member of the board may be removed from office at any time during the member's term by the appointing authority if the appropriate nominating authority nominates a replacement. Any replacement member shall serve out the remainder of the replaced member's term.

[ 1995, c. 459, §11 (AMD) .]

#### SECTION HISTORY

1985, c. 161, §6 (NEW). 1985, c. 614, §4 (AMD). 1991, c. 466, §§2,3 (AMD). 1991, c. 862, §§1,2 (AMD). 1995, c. 56, §§1,2 (AMD). 1995, c. 56, §3 (AFF). 1995, c. 459, §§4-11 (AMD). 1997, c. 436, §19 (AMD). 1999, c. 426, §§4,5 (AMD). 2005, c. 453, §9 (AMD). 2007, c. 455, §4 (AMD). 2009, c. 253, §9 (AMD).

- ☒ [§103 PDF](#)
- ☒ [§103 MS-WORD](#)

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- ☒ [STATUTE SEARCH](#)

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Tizz E. H. Crowley, Ward One  
Robert Hayes, Ward Two  
Mary Lafontaine, Ward Three  
Adam R. Lee, Ward Four



Leroy Walker, Ward Five  
Belinda Gerry, At Large  
David Young, At Large

Jonathan P. LaBonte, Mayor

**IN CITY COUNCIL**

**ORDER 22-03162015**

ORDERED, that the following individuals are hereby appointed to the Registration Appeals Board:

NAME	POSITION	TERM EXPIRATION
Robert Cavanagh	Democratic Member	3/01/2018
Gina Melaragno	Democratic Alternate	3/01/2018
Georgia Chomas	Republican Member	3/01/2018
Ginger Leigh Smith	Republican Alternate	3/01/2018

**IN COUNCIL REGULAR MEETING MARCH 2, 2015 VOL. 34 PAGE 108**

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

The Mayor asked that Council take item 3 out of order to address first on the agenda. There were no objections from Council.

Motion was made by Councilor LaFontaine and seconded by Councilor Walker to enter into executive session to review and discuss an examination conducted by the City for licensing purposes pursuant to 1 M.R.S. § 405 (6) (G). Passage 7-0, 7:10 PM.

Council was declared temporarily out of executive session at 8:02 PM and will resume the executive session at approximately 8:30 PM.

**I. Consent Items - None**

**II. Minutes**

- February 9, 2015 Regular Council Meeting
- February 17, 2015 Regular Council Meeting

Motion was made by Councilor LaFontaine and seconded by Councilor Hayes to accept the minutes of February 9, 2015 and February 17, 2015 as presented. Passage 6-0-1 (Councilor Lee abstained).

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

**IV. Open Session**

- Dan Herrick, 470 Hatch Road on tax acquired properties, the Agricultural Resource Protection Zone, Emergency Management Service transport issue.
- Clem Clements, 28 First Street, Lewiston with positive comments on the Norway Savings Bank Arena and the tournaments that are taking place.

**V. Unfinished Business**

**1. Ordinance 10-02172015**

Adopting additional language to the Code of Ordinances Chapter 14, Article IX - Mass Gatherings, under section 14-251 (e) (22). Second reading.

Motion by Councilor Crowley seconded by Councilor Hayes to table this to the end of this meeting. Passage 4-3 (Councilors Hayes, LaFontaine, and Lee opposed).

**2. Order 15-02172015**

Approve funding \$12,691 to LA Arts.

Motion was made by Councilor Gerry and seconded by Councilor Crowley to table this item to end of meeting. Passage 6-1 (Councilor Lee opposed).

V. New Business

3. Order 18-03022015

Approve consolidating to one voting place for the June 9, 2015 election (pending a statewide election on the same date). Public hearing.

Motion was made by Councilor Lee and seconded by Councilor LaFontaine for passage of Order 18-03022015 as presented.

Public hearing – no one from the public spoke.

Passage 4-3 (Councilors Crowley, Walker, and Gerry opposed).

4. Order 19-03022015

Appointing Board and Committee members.

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

Motion was made by Councilor Crowley and seconded by Councilor LaFontaine to postpone this item to the March 16, 2015 Council meeting. Passage 7-0.

5. Order 20-03022015

Authorizing the agreement to share health officer services with Lisbon.

Motion was made by Councilor LaFontaine and seconded by Councilor Crowley to authorize the agreement to share health officer services with Lisbon.

Public comment – no one from the public spoke.

Passage 6-1 (Councilor Walker opposed).

6. Order 21-03022015

Authorizing the reallocation of bonds in the amount of \$350,000 for the repurposing of Ingersoll Arena. Public hearing and first reading. *Council may enter into executive Session regarding a real estate matter, pursuant to 1 M.R.S.A. §405(6)(C).*

Motion was made by Councilor Crowley and seconded by Councilor Walker to authorize the reallocation of bonds in the amount of \$350,000 for the repurposing of Ingersoll Arena.

Motion was made by Councilor LaFontaine and seconded by Councilor Hayes to enter into executive session pursuant to 1 MRSA Sec. 405 (6) (C). Passage 5-2 (Councilors Walker and Crowley opposed), 8:22 PM.

Council was declared out of executive session at 8:29 PM.

Public hearing - no one from the public spoke.

Passage of order 21-03022015 as presented, 7-0. A roll call vote was taken.

**IN COUNCIL REGULAR MEETING MARCH 2, 2015 VOL. 34 PAGE 110**

Motion was made by Councilor LaFontaine and seconded by Councilor Lee to resume the earlier executive session to review and discuss an examination conducted by the City for licensing purposes pursuant to 1 M.R.S. § 405 (6) (G). Passage 7-0, 8:31 PM.

Council was declared out of executive session at 9:02 PM.

**7. Order 17-03022015**

Potential suspension or revocation of combined massage establishment/massage therapist license of Chinese Massage and Body Work, Inc.

Motion was made by Councilor LaFontaine and seconded by Councilor Crowley to revoke the massage establishment license issued to Chinese Massage and Body Work, Inc. Passage 6-0-1 (Councilor Walker abstained).

**VIII. Executive Session - Discussion regarding labor negotiations (Fire), pursuant to 1 M.R.S.A. Section 405(6)(D).**

Motion was made by Councilor LaFontaine and seconded by Councilor Hayes to enter into executive session regarding labor negotiations (Fire), pursuant to 1 M.R.S.A. Section 405(6)(D). Passage 6-1 (Councilor Crowley opposed), time 9:08 PM.

Council was declared out of executive session at 9:15 PM.

**Reports\***

**Mayor's Report** – no report

**City Councilors' Reports**

**Councilor Walker** - submitted a written report which has been placed on file

**Councilor Gerry** – reported that she was unable to attend the Auburn Housing Authority meeting last week as she was sick

**Councilor Crowley** – reported on the Auburn Sewerage District (also submitted a written copy which has been placed on file), discussed their budget, hydrant maintenance, ASD Trustee Jeff Preble's term has expired and he will not be re-applying, CSO Master plan 5 year update, RFQ for team building and leadership development, Sewer tip of the month – flooding basements, Auburn Water District Report (also submitted a written copy which has been placed on file), Water District budget, slow flowing water lines to prevent freezing, mortgage on the Brackett House, FOAA fees, purchase of trucks, Recreation and Special Events Advisory Board, business plan repurposing Ingersoll Arena, the mission statement of the board, special events under recreation or economic and community development, Ward 1 report, thanked Alfreda Fournier for photos, working with Chris Langis (School Committee) regarding communications, dates to watch, Dinny Sullivan Day - A Salute to Neighborhood Businesses.

**Councilor Young** – no report

**Councilor Hayes** – no report

**Councilor LaFontaine** – no report

Councilor Lee – no report

City Manager's Report – no report

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

**Ordinance 10-02172015**

Adopting additional language to the Code of Ordinances Chapter 14, Article IX - Mass Gatherings, under section 14-251 (e) (22). Second reading. This item was tabled earlier on in the meeting.

Motion was made by Councilor LaFontaine and seconded by Councilor Lee to adopt additional language to the Code of Ordinances Chapter 14, Article IX - Mass Gatherings, under section 14-251 (e) (22) as presented.

Public hearing - no one from the public spoke.

Passage 6-1 (Councilor Crowley opposed).

**Order 15-02172015**

Approve funding \$12,691 to LA Arts. This item was tabled earlier on in the meeting.

Motion was made by Councilor LaFontaine and seconded by Councilor Lee to approve funding \$12,691 to LA Arts.

Motion was made by Councilor LaFontaine and seconded by Councilor Gerry to enter into executive session regarding a personnel matter, pursuant to 1 M.R.S.A. Section 405(6)(D). Passage 4-3 (Councilors Crowley, Walker, and Hayes opposed), 9:35 PM. Council was declared out of executive session at 9:44 PM.

Motion to approve funding \$12,691 to LA Arts failed 3-4 (Councilors Crowley, Hayes, Walker, and Gerry opposed).

**X. Adjournment** – Motion was made by Councilor LaFontaine and seconded by Councilor Walker to adjourn. All were in favor and the meeting adjourned at 9:59 PM.

A True Copy.

ATTEST Susan Clements Dallaire  
Susan Clements-Dallaire, City Clerk

**The LA Growth Strategy, 2015  
A Framework for Organizing  
Presented by Lewiston Auburn Economic Growth Strategy**

**Revised  
February 15, 2015**

*It must be an engaging and inspirational process and document  
It must be community driven  
LAEGC is organizing the Strategy but, We are all Doing the Strategy*

**Collaboration:** the action of working with someone to produce or create something.

**Coordination:** organization of the different elements of a complex body or activity so as to enable them to work together effectively.

**Catalyst:** a person or thing that precipitates an event.

**This is a working “framework” for how the Strategy may be organized and developed  
Need Board Input**

List of Collaborators (Groups)

Collaborations with business owners large and small inherit in the Strategy

Chamber	Auburn ED (other)	Museum LA	Current Mag	Bates	Grow LA	ABDC
AVCOG	Lewiston ED (other)	Pioltage	USMLA	CMMC	Future Forum LA	LDC
LARC	AL Airport	Bates Mill (others)	YPLAA	Future Forum	Kaplan U	Career Center (DOL)
ME & CO	DECD	CEI	CCI	NTI	More and others....	More and others....

**All dates and locations tentative**

<b>Intro Meeting Where &amp; Who We Are</b>	Update Benchmarks & Future Forum; Economic Profile Location(s)?: Auburn Library?; Bates Mill <b>March 30-April 2</b>
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Strategy Attribute	Three Themes to the Growth Strategy		
	Place (physical)	People	Business
Community Engagement Meeting Dates (tentative range). Two meetings for each theme	<b>May 19-22 (in tandem with Grow Maine II)</b>	<b>April 28-30 or March (with USMLA?)</b>	<b>April 21-23</b>

<b>Strategy Attribute</b>	<b>Three Themes to the Growth Strategy</b>		
	<b>Place (physical)</b>	<b>People</b>	<b>Business</b>
Locations for Community Engagements	St Louis Church	USMLAC	Airport
Small Groups	Small “focus group” meetings on each theme preceding or in between each		
Review and Status Sharing what we learned Moving on to Tactics and Assignments	In collaboration with USMLAC and UM System As part of USMLAC Community Engagement Report and Planning <span style="color: red;">May11-29</span>		
Assets ( <b>examples only here</b> )	Rail Highway Airport Fiber Built environment; downtowns River	Diversity Youth Bates USMLA CMCC	Existing; expanding Attracting new Entrepreneurial Place CMMC St Mary’s USMLAC Bates CMCC Biz Mix (list) from ED Profile Natural Gas
Issues to Work On ( <b>examples only here</b> )	Energy Natural Gas? Alternatives? Walkability, Public Corridors Gateways Housing	Training post 12 Education (pk-12)	

Strategy Attribute	Three Themes to the Growth Strategy		
	Place (physical)	People	Business
Opportunities & Projects (examples only here)	<ol style="list-style-type: none"> <li>1. Power Gen</li> <li>2. Mill Buildings</li> <li>3. Museum LA</li> <li>4. St Louis Church</li> <li>5. Housing investment incentives</li> </ol>	<ol style="list-style-type: none"> <li>1. Coordinated system of education and training</li> <li>2. Marketing               <ol style="list-style-type: none"> <li>a. Web, social medial</li> <li>b. Target markets (along with Business)</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1. Marketing               <ol style="list-style-type: none"> <li>a. Web, social media</li> <li>b. Target markets</li> <li>c. Entrepreneurs</li> <li>d. Expanding biz</li> </ol> </li> <li>2. Shared Workspaces</li> <li>3. Buy Local</li> <li>4. Business Expansion and Retention. Use along with Chamber monthly reports on new members, dropped members</li> </ol>
Assignments (organizations) Tactics to Do the Work	LAEGC—Scope of Services Chamber City ED LA Arts AVCOG Etc.	LAEGC—Scope of Services Chamber City ED LA Arts AVCOG Etc.	LAEGC—Scope of Services Chamber City ED LA Arts AVCOG Etc.
Projects (with deliverables)			
Timeframe			
<b>Strategy Itself</b> Online, web, social media Opportunities for continued enhancement, reporting, data Living Document: “on line” evolution, reporting July 1 onward...			



## City Council Information Sheet

City of Auburn

**Council Workshop or Meeting Date:** 3-16-2015

**Order** 19-03022015

**Author:** Sue Clements-Dallaire

**Subject:** Appointment of Board and Committee Members

**Information:** On January 14, 2015 we began the application process to fill vacancies on several boards and committees of the city. The deadline for applications to be submitted was February 13, 2015 and the committee met on February 18, 2015. Because the copies of all applications were not submitted to the Council one week in advance of the Appointment Committee meeting, rather than review applications and make their nominations, the committee opted to bring all applications to Council for their review and make the appointments.

*The Committee would like to enter into Executive Session to review the applications and to discuss appointments, pursuant to 1 M.R.S.A. Sec. 405 (A).*

**Advantages:** It will fill the vacant positions.

**Disadvantages:** Most are reappointments and while not really a disadvantage, there are few new applicants to consider, giving others an opportunity to serve.

**City Budgetary Impacts:** None

**Staff Recommended Action:** Recommend making appointments to fill the vacancies.

**Previous Meetings and History:** Was postponed at the 3/2/2015 Council meeting.

**Attachments:**

List of vacancies

Applications

Order 19-03022015

- Board of Assessment Review (5 vacancies – 2 full members, both with term expirations of 10/01/2019 and 3 alternate members with term expirations of 10/1/2015, 10/01/2016, and 10/1/2017)
- Cable TV Advisory Board (5 vacancies – 1 with a term expiration of 1/1/2016 and 4 with term expirations of 1/1/2017)
- Ethics Panel (1 vacancy with a term expiration of 1/1/2018)
- Planning Board (2 vacancies, both full members with term expirations of 1/1/2018)
- Recreation and Special Events Advisory Board (4 vacancies – 3 full members and 1 alternate member, all with term expirations of 1/1/2017)
- Sewer District (2 vacancies, both with term expirations of 3/1/2019)
- Water District (1 vacancy with a term expiration of 3/1/2019)
- Zoning Board of Appeals (3 vacancies with term expirations of 10/1/2018)

Pls fax to sdallaire.



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

FEB 18 2015

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: 2/18/15  
Last name: FatNeau de First name: Susan Middle initial: M.  
Residence address: 94 Western Ave Ward: 3  
City: Auburn State: ME Zip code: 04210  
Home phone: — Work phone: — Cell phone: 386-299-9133  
Email address: lily0619@aol.com  
Current occupation: retired  
Previous occupation (if retired or no longer working): Non Profit Executive Director  
Educational and/or experience (or attach your resume): \_\_\_\_\_

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"/> Ethics Panel               | <input type="checkbox"/> L/A Transit Committee                                   |
| <input type="checkbox"/> Planning Board             | <input checked="" type="checkbox"/> Recreation and Special Events Advisory 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  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). Comm. Intent to follow through on long-term purposes and to ensure re-election options for our aging population.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). See above. I am a native of Auburn. I love my city and want it to be the best it can be for all.

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

Dates served (if known)? — years

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

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

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

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

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

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

Signature: Susan Dallaire Date: 2/18/2015

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

FOR OFFICE USE ONLY  
DATE APPLICATION RECEIVED: 2/18/15  
APPOINTMENT DATE: \_\_\_\_\_  
TERM EXPIRATION DATE: \_\_\_\_\_  
OATH DATE: \_\_\_\_\_

## RESUMÉ

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

**SUMMARY:** 30 + years of experience in non-profit leadership with an emphasis on the following areas of expertise:

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

### **EMPLOYMENT HISTORY:**

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

**Position: Executive Director**

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

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

**Position: Executive Director**

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

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

**Position: Executive Director**

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

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

**Position: Financial Development Director**

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

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

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

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

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

**Position: Executive Director**

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

**EDUCATION:**

Chamberlain School, Boston, Massachusetts. Graduated 1968

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

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

## **SUPPLEMENTARY EDUCATION AND EXPERIENCE**

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

- Board Member, The Box Project, a national nonprofit organization
- Board Member, Maine Association of Nonprofits, State of Maine
- Board Member, Child Abuse and Neglect Council, Lewiston, Maine
- Board Member and Past President, Sexual Assault Crisis Center, Lewiston, Maine
- Board Member and Vice President for Fundraising, Daytona Beach Symphony Guild
- Consultant for Volusia County Home Builders Association non-profit "Builder's Care"
- Member of the Maine Coalition for the Homeless
- Member and Past President, Maine Coalition for Family Crisis Services, State of Maine
- Chair, Maine Coalition for Family Crisis Services Legislative Committee
- Board Development Trainer for Nonprofit Boards of Directors
- Member since 1989 and Past President (two terms) of Rotary Clubs in Maine and Florida
- Mentor for Florida's Take Stock in Children Program
- Mentor for young man living in a violent home to support his dream to sing opera.
- Board Member, Daytona Beach Symphony Guild
- Volusia/Flagler United Way Allocations Panel Chair

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

Personnel Management/Legal Compliance/Labor Laws/Best Practices  
Risk Management and Workplace Safety  
Grant Writing  
Fund Distribution  
Capacity Building  
Critical Challenges and Opportunities in Building Stronger Communities  
Balancing our Resources in a Changing Economy  
Organizational Development of Community Based Nonprofits  
Nonprofit Administration  
Budgeting and Financial Management  
Identifying and Cultivating the Major Donor  
Legal Responsibilities of Nonprofits  
Board Governance

**Board & Committee Appointment Application**

**City of Auburn**

We're so happy that you've decided to volunteer for our community! The giving of your time is commendable and very much appreciated. Without people like you coming forward our community would not be as strong, as vibrant, or as great as it is – thank you so much! Please complete the form below and return it to the City Clerk's office. Again, on behalf of all of us at the City of Auburn, I hope your volunteer experience is rewarding, and thank you for being an outstanding citizen!

Application for:  New Appointment  Reappointment (Initial Date Appointed: 1-14)

Name: Dana Staples Ward: 5 Years as an Auburn Resident: 14

Mailing Address: 32 Greenfield Drive Auburn ME 04210

Physical Address: 32 Greenfield Drive

Phone: 207 240 1671 Email: dana.staples@gmail.com

Describe your education and/or experience or attach a resume:

MS, USM, Computer Science, 2005  
BS, Rensselaer Polytechnic Institute, Computer Science, 2001  
High School, ELHS, 1997

Which board or committee would you like to serve on? (One per application)

Recreation and Special Events Advisory Board

Why do you want to serve (please limit to 150 words or less. Please attach).

see attached

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

see attached

The following are the current committees and boards in Auburn:

- 911 Committee
- Airport Board
- Assessment Review Board
- Auburn Housing Authority
- Auburn Water District
- Auburn Sewer District
- Community Development Loan Committee
- Ethics Panel
- L/A Cable TV Advisory Board
- L/A Community Forest Board
- L/A Transit Committee
- Planning Board\*
- Parks & Recreation Advisory Committee
- Zoning Board of Appeals

Incomplete applications and those which list more than one committee will not be considered. Applications are valid for a period of six months. 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.

Application **City of Auburn**

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

Signature:  Date: 1-12-15

\*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.

<b>Susan Clements-Dallaire, City Clerk</b>	<b>sdallaire@ci.auburn.me.us</b>	<b>333-6600</b>
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Dana Staples, Parks & Recreation Advisory Board Appointment Application

**Why do you want to serve (please limit to 150 words or less. Please attach).**

I would like to serve as a member of the Parks & Recreation Advisory Committee because I would like to volunteer for the city of Auburn. Auburn's parks and recreation opportunities are an important part of my life. I view the Parks & Recreation Advisory Committee as an opportunity for me to not only volunteer for my city, but also to work on something that I am passionate about. If given the opportunity to serve, I will bring my dependability, passion, and knowledge to the committee.

**What do you hope to accomplish (please limit to 150 words or less. Please attach).**

I would like to continue to be a part of the Ingersoll repurposing project. As a member of the board last year I believe that we made some good progress on this project, but we aren't done yet and I'd hate to leave the board with this project unfinished.

I would also like to work towards getting more citizens of Auburn interested in recreation. I think that Auburn does a fine job of including children in recreation opportunities, but I believe that more adults would be inclined to participate in recreation if more opportunities were available to them.



1/26/15

# 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: 1/20/15  
Last name: Feldman First name: Lane Middle initial: I  
Residence address: 13 Brookley Place Ward: 3  
City: Auburn State: Maine Zip code: 0420  
Home phone: 786-3855 Work phone: \_\_\_\_\_ Cell phone: 240-9260  
Email address: lane.feldman@gmail.com  
Current occupation: Androscoggin County Sheriff / Sergeant  
Previous occupation (if retired or no longer working): n/a  
Educational and/or experience (or attach your resume): \_\_\_\_\_

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

- |   |   |
|---|---|
| <input type="checkbox"/> 9-1-1 Committee                    | <input type="checkbox"/> Airport Board                                |
| <input type="checkbox"/> Auburn Housing Authority           | <input type="checkbox"/> Audit & Procurement Committee                |
| <input type="checkbox"/> Board of Assessment Review         | <input type="checkbox"/> Cable TV Advisory Board                      |
| <input type="checkbox"/> CDBG Loan Committee                | <input type="checkbox"/> Community Forest Board                       |
| <input type="checkbox"/> Ethics Panel                       | <input type="checkbox"/> L/A Transit Committee                        |
| <input type="checkbox"/> Planning Board                     | <input type="checkbox"/> Recreation and Special Events Advisory Board |
| <input type="checkbox"/> Sewer District                     | <input type="checkbox"/> Water District                               |
| <input checked="" type="checkbox"/> Zoning Board of Appeals |   |

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

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). I have served my community in many different capacities over the last 20 yrs and would like to continue too.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). I just want to continue to learn in my current appointment.

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

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

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

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

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

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

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

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

Signature: [Handwritten Signature] Date: 1/26/15

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

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 01/26/2015  
APPOINTMENT DATE: \_\_\_\_\_  
TERM EXPIRATION DATE: \_\_\_\_\_  
OATH DATE: \_\_\_\_\_



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

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

Date: 1-18-15

Last name: Sowagere First name: Kenneth Middle initial: A

Residence address: 483 West Auburn Road Ward: 1

City: Auburn State: ME Zip code: 04210

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell phone: 754 6367

Email address: TRAPPER483@AOL.COM

Current occupation: Builder

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

Educational and/or experience (or attach your resume): \_\_\_\_\_

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

9-1-1 Committee

Airport Board

Auburn Housing Authority

Audit & Procurement Committee

Board of Assessment Review

Cable TV Advisory Board

CDBG Loan Committee

Community Forest Board

Ethics Panel

L/A Transit Committee

Planning Board

Recreation and Special Events Advisory Board

Sewer District

Water District

Zoning Board of Appeals

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

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

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

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

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

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

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

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

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: Kenneth S. Sorenson Date: 1-18-15

Please submit your application to;

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

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 01/22/15  
APPOINTMENT DATE: \_\_\_\_\_  
TERM EXPIRATION DATE: \_\_\_\_\_  
OATH DATE: \_\_\_\_\_

DEC 18 2014



### CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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

Date: 12/18/14

Last name: Philbrick First name: Daniel Middle initial: K.

Residence address: 4 Fairview Ct. Ward: 3

City: Auburn State: ME. Zip code: 04210

Home phone: 207-783-8570 Work phone: 207-753-6575 Cell phone: 207-232-5721

Email address: daniel.philbrick@gmail.com

Current occupation: Director of Communications USM - Lewiston

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

Educational and/or experience (or attach your resume): See 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
- Ethics Panel
- Planning Board
- Sewer District
- Zoning Board of Appeals
- Airport Board
- Audit & Procurement Committee
- Cable TV Advisory Board
- Community Forest Board
- L/A Transit Committee
- Recreation and Special Events Advisory Board
- Water District

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

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). I have enjoyed serving on the Planning Board and overseeing new development for our city. I would like to continue using the knowledge that I have received by serving and applying it to another 3 years.  
What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). Helping to put in place form-based code. Also, working more to apply the City's Comp. plan to move forward with new development.

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

Dates served (if known)? STARTED 8/12

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

Dates served (if known)? 97-12

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: [Handwritten Signature] Date: 12/18/14

Please submit your application to;

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

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

**Daniel K. Philbrick**  
**4 Fairview Court, Auburn, ME 04210**  
**207-783-8570 (home) 207-232-5721 (cell)**  
**daniel.philbrick@gmail.com**

### **Professional Summary**

Forward thinking Marketing and Communications Professional with over 20 years of experience in higher education. Extensive experience in strategic marketing, planning and brand management, public relations, media planning, direct marketing and vendor management. Accomplished expert working with lean budgets while still providing effective marketing and social media plans. Team builder and effective communicator with experience in developing cohesive structures and processes.

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#### SKILLS PROFILE

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- Excellent organizational and communication skills
- Demonstrated leadership skills
- Ability to multi-task and problem solve
- Proven teamwork record
- Outstanding technology and multimedia skills

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#### EMPLOYMENT HISTORY

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##### **Director of Communications**

9/2010 - present

*University of Southern Maine, Lewiston-Auburn College, Lewiston, ME.*

- Responsible for creating, implementing and managing marketing and communications plan for the Lewiston campus, including managing budget.
- Responsible for managing the College's website and all College program sites, including special sites (Art Gallery, Franco Collection).
- Responsible for all public relations for USM's Lewiston campus.
- Oversee Franco-American Collection and supervise its coordinator.
- Work collaboratively with other directors to create programming and special events for the campus.
- Work with USM Marketing Department to manage USM brand and messaging.

##### **Director of Marketing, Information and Web Services**

7/2007 - 8/2010

*University of Southern Maine, Lewiston-Auburn College, Lewiston, ME.*

- Responsible for purchasing and managing all ad buys for the campus.
- Responsible for the College's website, including managing online email lists and surveys.
- Responsible for writing and distributing news releases and feature stories.
- Worked collaboratively with the Associate Dean of Community Outreach to establish marketing and branding plans.

**Media and Technology Specialist/Web Publisher**

6/2001 - 6/2007

*University of Southern Maine, Lewiston-Auburn College, Lewiston, ME.*

- Worked collaboratively with Assistant Dean of Student Services with marketing and information initiatives.
- Maintained, updated and managed the campus website.
- Provided technical support for Student Services Department including software training and database management.
- Served as campus photographer.

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**EDUCATION**

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**Master of Arts, Leadership Studies**

May 2010

*University of Southern Maine***Bachelor of Arts, History with minor concentration in Political Science**

May 1991

*University of Southern Maine*

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**OTHER SKILLS**

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Proficient in Adobe Creative Suite products, including Photoshop and Dreamweaver. Proficient with HTML and CSS. Proficient with MS Word, MS PowerPoint, MS Excel, Facebook, Twitter, email marketing systems, survey software, Google Drive, and additional social media channels such as LinkedIn and Instagram. Proficient with University of Maine software systems, including MaineStreet.

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**AFFILIATIONS**

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- Member of Maine Public Relations Council
- Board Member of Androscoggin Historical Society
- Member of City of Auburn Planning Board

**References**

Betty D. Robinson  
Professor Emeritus  
Leadership and Organizational Studies  
University of Southern Maine  
51 Westminster Street  
Lewiston, ME 04240  
207-753-6550  
brobinso@usm.maine.edu

Roger Philippon  
Dean, Planning and Public Affairs  
Central Maine Community College  
1250 Turner Street  
Auburn, ME 04210  
207-755-5357  
rphilippon@cmcc.edu

Robert Caswell  
Executive Director of Public Affairs (retired)  
University of Southern Maine  
15 Tapley Drive  
Gorham, ME 04038  
207-839-2026  
bcaswell52@gmail.com



DEC 19 2014

## CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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

Date: 12/19/14  
Last name: Cyr First name: Evan Middle initial: G  
Residence address: 245 Broad St Ward: 5  
City: Auburn State: Maine Zip code: 04210  
Home phone: N/A Work phone: 743-8528 Cell phone: 991-1159  
Email address: egcyr@hotmail.com  
Current occupation: Teacher

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

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

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"/> Ethics Panel               | <input type="checkbox"/> L/A Transit Committee                        |
| <input checked="" type="checkbox"/> Planning Board  | <input type="checkbox"/> Recreation and Special Events Advisory 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). Please see attached documents

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

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

Dates served (if known)? 4/11/12 - current

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

Dates served (if known)? N/A

How did you learn of this vacancy? Expiration of my current term

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: Evan D. Goy Date: 12/19/15

Please submit your application to;

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

FOR OFFICE USE ONLY

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

**City of Auburn  
Board & Committee  
Appointment Application**

**Attached Questions and Answers**

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

I have a strong belief that our communities are improved and made strong through the active civic involvement of everyday citizens. It is important that individuals involve themselves in government at all levels in order to help effect positive change for future generations.

As a member of the Auburn Planning Board I feel that I have both set a positive example for my children and for others, and have lived up to my personal beliefs about the necessity and efficacy of civic involvement. I also enjoy being involved and learning about my community and hometown. To that end, I hope to continue to help shape a bright future for my neighbors, my children and for all those who call Auburn home.

**What do you hope to accomplish?**

Two broad goals that I would like to accomplish are first setting a positive example of civic involvement for my children and neighbors and second promoting the positive growth of Auburn for current and future generations. I am specifically interested in being involved with the Agriculture and Resource Protection Zone study that is currently in the works. It will represent a very important and long overdue look at some of Auburn's most valuable resources. I am also excited to see the City looking at form based code and would like to be a part of its implementation.

# Evan G. Cyr

245 Broad St  
Auburn, ME 04210

Phone: (207) 991-1159  
Email: evancyr@gmail.com

## Education

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<b>BA Anthropology</b>	University of Maine	2004	Orono, ME
<b>MA Secondary Education, Physical Sciences</b>	University of Maine	2005	Orono, ME

## Professional Experience

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<b>Physical Sciences Instructor</b> <i>Auburn School Department (2007-Present)</i> <i>Bath School Department (2005-2007)</i>	2005-Present
<b>Adjunct Mathematics Faculty</b> <i>Andover College</i>	
<b>Property Management and Maintenance</b> <i>Mark Hunter Properties LLC</i>	
<b>Student Academic Advisor</b> <i>University of Maine, S-Cubed Program</i>	

## Professional Affiliations

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<b>Associate Member – Central Maine Physics Alliance</b>	2006 – 2012
<b>BRVC – Vocational Advisory Board Member</b>	2005 – 2010

## Professional Certifications & Training

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<b>Secondary Education: Physical Science 350 Endorsement (State of Maine)</b>
<b>Reinventing Schools Coalition (RISC) Trainings</b> Awareness Training w/Doug Finn and John Caesar Content Design and Delivery w/Kim Hanisch and John Caesar Instructional Design and Delivery w/Kim Hanisch
<b>Complex Reasoning w/Bea McGarvey and Deborah Pickering</b>
<b>Complex Reasoning: Train the Trainer w/Deborah Pickering</b>

## Civic Experience & Trainings

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<b>Planning Board Member (Full)</b>	2012 – Present
MMA – Planning Board Basic Training Session	2012

## Professional References

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<b>Shelly Mogul</b> <i>Curriculum Director</i> Auburn School Department 60 Court Street Auburn, ME 04210 (207) 784-6431 ext. 1205	<b>James H. Miller III</b> <i>Principal</i> Edward Little High School 77 Harris Street Auburn, ME 04210 (207) 333-6652 ext. 2713	<b>Kimberly Finnerty</b> <i>Physical Science Teacher</i> Edward Little High School 77 Harris Street Auburn, ME 04210 (207) 333-6652 ext. 2914
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JAN 22 2015

## 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: 1/16/2015

Last name: Morrison First name: Charles Middle initial: A

Residence address: 46 Lake St. Ward: 2

City: Auburn State: ME Zip code: 04210

Home phone: 783 7862 Work phone: 783-2249 Cell phone: 754 2537

Email address: cmorrison@androscoffincounty.com

Current occupation: CEO - Andro Chamber

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

Educational and/or experience (or attach your resume): BA Carleton College MPA Univ. of Michigan

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 checked="" type="checkbox"/> Cable TV Advisory Board           |
| <input type="checkbox"/> CDBG Loan Committee        | <input type="checkbox"/> Community Forest Board                       |
| <input type="checkbox"/> Ethics Panel               | <input type="checkbox"/> L/A Transit Committee                        |
| <input type="checkbox"/> Planning Board             | <input type="checkbox"/> Recreation and Special Events Advisory 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  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). Continue The imp. role that local access cable plays in L/A

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

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

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

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

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

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

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

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

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

Signature: [Handwritten Signature] Date: 1/16/2015

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

FOR OFFICE USE ONLY  
DATE APPLICATION RECEIVED: 01/22/15  
APPOINTMENT DATE: \_\_\_\_\_  
TERM EXPIRATION DATE: \_\_\_\_\_  
OATH DATE: \_\_\_\_\_



JAN 20 2015

# CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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

Date: 11/9/15

Last name: CHAPMAN First name: Preston Middle initial: T

Residence address: 4 MARIAN DRIVE Ward: 5

City: AUBURN State: ME Zip code: 04210

Home phone: 784-2424 Work phone: \_\_\_\_\_ Cell phone: 212-3219

Email address: PACHAPPIE@ROADRUNNER.COM

Current occupation: SALES / INSPECTION / Teaching

Previous occupation (if retired or no longer working): RETIRED - DEP. CHIEF AUBURN FIRE DEPT.

Educational and/or experience (or attach your resume): ASSOCIATE DEGREE FIRE SCIENCE

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

- |   |   |
|---|---|
| <input type="checkbox"/> 9-1-1 Committee            | <input type="checkbox"/> Airport Board                                |
| <input type="checkbox"/> Auburn Housing Authority   | <input type="checkbox"/> Audit & Procurement Committee                |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Cable TV Advisory Board                      |
| <input type="checkbox"/> CDBG Loan Committee        | <input type="checkbox"/> Community Forest Board                       |
| <input type="checkbox"/> Ethics Panel               | <input type="checkbox"/> L/A Transit Committee                        |
| <input type="checkbox"/> Planning Board             | <input type="checkbox"/> Recreation and Special Events Advisory Board |
| <input type="checkbox"/> Sewer District             | <input checked="" type="checkbox"/> Water District                    |
| <input type="checkbox"/> Zoning Board of Appeals    |   |

Is this application for a \_\_\_ new appointment or  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). COMMUNITY SERVICE

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). CONTINUED PROTECTION OF OUR WATER SUPPLY.

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

Dates served (if known)? 3/96 to 3/2015

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

Dates served (if known)? ?

How did you learn of this vacancy? ADVISED MY COMMISSION EXPIRES 3/2015

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

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

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

Signature: [Signature] Date: 1-17-15

Please submit your application to;

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

FOR OFFICE USE ONLY

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



# CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

FEB 12 2015

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: 2/11/15

Last name: Shardlow First name: Elizabeth Middle initial: FC

Residence address: 598 Minot Avenue Ward: 4

City: Auburn State: Maine Zip code: 04210

Home phone: 441-4533 Work phone: 353-6310 Cell phone: 441-4533

Email address: shardlows@yahoo.com

Current occupation: Office Manager

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

Educational and/or experience (or attach your resume): Public Safety, Communications/EMS

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
- Airport Board
- Auburn Housing Authority
- Audit & Procurement Committee
- Board of Assessment Review
- Cable TV Advisory Board
- CDBG Loan Committee
- Community Forest Board
- Ethics Panel
- L/A Transit Committee
- Planning Board
- Recreation and Special Events Advisory Board
- Sewer District
- Water District
- Zoning Board of Appeals

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

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). I have enjoyed serving on the ZBA and would love to continue serving. I enjoy being a part of local public service!

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). I hope to serve fellow residence with care, compassion, and balanced, logical decision making.

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

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

Have you previously served on a City or Community Board or Committee? If so, which one(s)? not prior to my current term.

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

How did you learn of this vacancy? N/A - re-appointment application.

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!

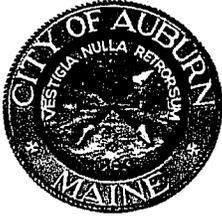
I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: [Handwritten Signature] Date: 2/11/2015

Please submit your application to;

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

FOR OFFICE USE ONLY	
DATE APPLICATION RECEIVED:	_____
APPOINTMENT DATE:	_____
TERM EXPIRATION DATE:	_____
OATH DATE:	_____



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

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

Date: 2/9/2014

Last name: Degrossallias First name: Edward Middle initial: H.

Residence address: 121 Hatch Rd Ward: W-3

City: Auburn State: Maine Zip code: 04210-8961

Home phone: 777-3125 Work phone: N/A Cell phone: 740-0113

Email address: esd@roadrunner.com

Current occupation: Retired

Previous occupation (if retired or no longer working): U.S. Navy, Ray's Hamburger, U.S. Postal Service

Educational and/or experience (or attach your resume): H.S.; Col 2yn.

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 checked="" type="checkbox"/> Cable TV Advisory Board           |
| <input type="checkbox"/> CDBG Loan Committee        | <input type="checkbox"/> Community Forest Board                       |
| <input type="checkbox"/> Ethics Panel               | <input type="checkbox"/> L/A Transit Committee                        |
| <input type="checkbox"/> Planning Board             | <input type="checkbox"/> Recreation and Special Events Advisory 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). Provide service to our citizens and community.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). Continue to provide cable services of G Falls TV to the community

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? Cable Advisory Committee, Chair; Voter Registration Board of Appeals

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

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

Dates served (if known)? ? ?

How did you learn of this vacancy? Previous service on the Board

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

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

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

Signature: [Handwritten Signature] Date: 2-9-2014

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

DATE APPLICATION RECEIVED: <u>FEB 12 2015</u>	FOR OFFICE USE ONLY
APPOINTMENT DATE: _____	<u>UR</u>
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: Feb. 11, 2015

Last name: Cavanagh First name: Robert Middle initial: G.

Residence address: 127 Field Ave. Ward: 1

City: Auburn State: ME Zip code: 04210-4522

Home phone: 783-1032 Work phone: None Cell phone: None

Email address: <bobfrommainecentral@yahoo.com>

Current occupation: retired

Previous occupation (if retired or no longer working): Teacher, Maine Dept. of Human Services

Educational and/or experience (or attach your resume): 1967 ELHS graduate  
University of Maine at Farmington: 1967-1971: BS Degree

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

9-1-1 Committee

Airport Board

Auburn Housing Authority

Audit & Procurement Committee

Board of Assessment Review

Cable TV Advisory Board

CDBG Loan Committee

Community Forest Board

Ethics Panel

L/A Transit Committee

Planning Board

Recreation and Special Events Advisory Board

Sewer District

Water District

Zoning Board of Appeals

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

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). As a life-long resident of the City of Auburn, I have always been interested in the operations of the Auburn Sewer District and Auburn Water District. Upon retirement, →

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). I plan to continue being fully-involved in decision-making regarding all operations, functions, and policies of the Sewer District. I will be participating →

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

Dates served (if known)? Sewer District: Sep, 2006 to current  
Water District: Apr, 2009 to current

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? Auburn Sewer District Trustee 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: Robert Cavanagh Date: Feb. 12, 2015

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

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 2-13-15  
APPOINTMENT DATE: \_\_\_\_\_  
TERM EXPIRATION DATE: \_\_\_\_\_  
OATH DATE: \_\_\_\_\_

'Why I want to serve' continued:

I was able to attend the monthly 4pm Trustee Meetings and learn about the operations and functions of the Sewer District. I wish to continue as a Trustee, making decisions regarding these operations and functions along with the other Trustees. I have a keen interest in the monthly district expenditures.

'What do I hope to accomplish?' continued:

in two Trustee committees: Purchasing Policy and Compensation (Wages and Benefits). I am a fiscal watchdog in overseeing monthly expenditures. I will continue to work to approve annual budgets with modest rate increases every few years, while looking-out for the best interests of Sewer District customers and treating all District employees fairly; and continuously keeping sewer rates as low as possible.



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

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Date: 2/13/15

Last name: Gray First name: STANWOOD Middle initial: J.

Residence address: 1200 Sopers Mill Rd. Ward: 5

City: Auburn State: ME Zip code: 04210

Home phone: - Work phone: - Cell phone: 207-615-6957

Email address: joe@valleyviewfarmme.com

Current occupation: farmer

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

Educational and/or experience (or attach your resume): \_\_\_\_\_

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

- |   |   |
|---|---|
| <input type="checkbox"/> 9-1-1 Committee            | <input type="checkbox"/> Airport Board                                |
| <input type="checkbox"/> Auburn Housing Authority   | <input checked="" type="checkbox"/> Audit & Procurement Committee     |
| <input type="checkbox"/> Board of Assessment Review | <input checked="" type="checkbox"/> Cable TV Advisory Board           |
| <input type="checkbox"/> CDBG Loan Committee        | <input type="checkbox"/> Community Forest Board                       |
| <input type="checkbox"/> Ethics Panel               | <input type="checkbox"/> L/A Transit Committee                        |
| <input type="checkbox"/> Planning Board             | <input type="checkbox"/> Recreation and Special Events Advisory 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  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 see Great Falls better serve our community.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). I hope to persuade the board & management to work to improve service and be more responsive to our community needs.

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

Dates served (if known)? last 2 meetings

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? e alerts

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: Stanwood J Gray Date: 2/13/15

Please submit your application to;

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

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 02-13-15  
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: February 8, 2015

Last name: BILODEAU First name: DAN (Daniel) Middle initial: L.

Residence address: 207 N. Auburn Road Ward: 1

City: Auburn State: Maine Zip code: 04210

Home phone: 782-5962 Work phone: 650-2398 Cell phone: 650-2398

Email address: anotherdanbilodeau@gmail.com

Current occupation: Pilot, United Airlines ; trail groomer/builder

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

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

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

9-1-1 Committee

Airport Board

Auburn Housing Authority

Audit & Procurement Committee

Board of Assessment Review

Cable TV Advisory Board

CDBG Loan Committee

Community Forest Board

Ethics Panel

L/A Transit Committee

Planning Board

Recreation and Special Events Advisory Board

Sewer District

Water District

Zoning Board of Appeals

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

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). The City of Auburn created the Auburn Water District yet the AWD makes daily decisions without fully considering City concerns. I want to help change that.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). Great Attendance; implementation of transparent gov. policies; proper appointments to the LAWPC; I will represent Auburn citizens & tax-payer concerns! LAKE Auburn is my passion and it can be shared & cared for.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? YES, but not officially. LA Community Forest Board - Volunteer.

Dates served (if known)? As a former Planning Board member I was an ex-officio Mayor Appointee member of the LACFB since 2012.

Have you previously served on a City or Community Board or Committee? If so, which one(s)? YES Planning Board; Community Forest Board; Winterfest Comm.

Dates served (if known)? 2011-2014 Planboard / 2012-2014 LACFB / WF 2010-P

How did you learn of this vacancy? City Website email & AWD 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:  Date: Feb 10, 2015  
DAN Bilodeau

Please submit your application to;

Susan Clements-Dallaire, City Clerk  
60 Court Street, Auburn, ME 04210  
sdallaire@auburnmaine.gov  
207-333-6601, extension 1126

	FOR OFFICE USE ONLY
DATE APPLICATION RECEIVED:	FEB 12 2015 <u>LR</u>
APPOINTMENT DATE:	_____
TERM EXPIRATION DATE:	_____
OATH DATE:	_____

**RESUME: Daniel L. Bilodeau**

207 N. Auburn Road PO Box 1493

Auburn, Maine 04211-1493

207 650-2398 cell; 207 782-5962 home

E-mail: anotherdanbilodeau@gmail.com

**EDUCATION**

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

Bachelor of Science Degree in Aeronautical Science, April 1989

Embry-Riddle Aeronautical University, Daytona Beach, Florida

FAA Aircraft Dispatch Training Program, April 1989

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

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

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

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

Enrolled in Embry-Riddle College of Independent Studies: Master's of Aeronautical Science

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

United Airlines, November 1997, Houston/Newark: DC-10-10/30 Flight Engineer Certificate; Houston, January 1998

B-737 Flight Officer/ Type Rating; Houston, June 1999

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

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

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

**CERTIFICATES/RATINGS**

Airline Transport Pilot Airplane: multi-engine and single-engine land; Type Ratings:CE-500:B-737 ;B-777

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

FAA Dispatcher Certificate; Flight Engineer; Turbojet powered

Advanced and instrument ground instructor, current medical-no restrictions

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

**FLIGHT TIME**

Total Time - 17,600	Pilot-in-Command - 8,800	Flight Instructor - 3,238
Multi-Engine -15,030	Turbojet -13,600	Turboprop - 6,410
Flight Engineer - 1000	Instrument - 1,890	Second-in-command - 8,826

## EXPERIENCE/Work History

*First Officer.* IRO& Captain relief, Boeing 777-200, Middle East ; Asia, Mediterranean, Europe, India  
*Global, polar routes, 207 minute ETOPS, CPDLC, ADS equipped.*

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## PERSONAL DATA & Interests

Born: May 28, 1966, Lewiston, Maine

Marital Status: Married, two children in Auburn schools.

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

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

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

Auburn Planning Board member & Lewiston/Auburn Community Forest Board (LACFB) 2011 to 2014

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

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

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

Auburn Flag Project, member and donor support team.

Lake Auburn Watershed Protection Commission/AWD meeting attendee since 2006

Certified in Basic and Advance Erosion Control Practices

Certified Onsite Subsurface Wastewater Disposal System Installer

**Susan Clements-Dallaire**

---

**From:** Tizz Crowley [tizzcrowley@yahoo.com]  
**Sent:** Wednesday, February 11, 2015 11:32 PM  
**To:** Susan Clements-Dallaire  
**Subject:** Crowley- volunteer application for the Auburn Sewerage District 2015.02.11  
**Attachments:** Auburn Sewerage District Crowley Resume last updated 2015.02.10 for sewerage.doc; Auburn Sewerage District Crowley application form 2015.02.11.docx; Auburn Sewerage District Crowley attachment 2015.02.11.docx

Hi Sue:

Here is my application form and attachments for a position on the Auburn Sewerage District Board of Trustees.

Since I serve on the Appointment Committee I will be removing myself from any conversation or recommendations for these openings.

Please let me know if you need anything else.

Thanks,  
Tizz

# Board & Committee Appointment Application

# City of Auburn

We're so happy that you've decided to volunteer for our community! The giving of your time is commendable and very much appreciated. Without people like you coming forward our community would not be as strong, as vibrant, or as great as it is – thank you so much! Please complete the form below and return it to the City Clerk's office. Again, on behalf of all of us at the City of Auburn, I hope your volunteer experience is rewarding, and thank you for being an outstanding citizen!

This is an application for:  New Appointment  Reappointment

Name: Tizz E. H Crowley Ward: 1 Years as an Auburn Resident: 19 yrs

Mailing Address: 35 University Street Auburn, Maine 04210

Physical Address: same as above

Phone: (207) 783-1468 Email: tizzcrowley@yahoo.com

Describe your education and/or experience or attach a resume:

**see attached resume- experience with State and Federal regulations, customer service, and financial reporting- all necessary skills for a Sewerage District Trustee. I have served as the Mayor's Representative for 3 years, so have experience in the particular field.**

Which board or committee would you like to serve on? *(One per application)*

**Auburn Sewerage District Board of Trustees**

Why do you want to serve (please limit to 150 words or less. Please attach). **See attached**

What do you hope to accomplish (please limit to 150 words or less. Please attach). **See attached**

The following are the current committees and boards in Auburn:

- 911 Committee
- Airport Board
- Assessment Review Board
- Auburn Housing Authority
- Auburn Water District
- Auburn Sewer District
- Community Development Loan Committee
- Ethics Panel
- L/A Cable TV Advisory Board
- L/A Community Forest Board
- L/A Transit Committee
- Planning Board\*
- Recreation Advisory Committee
- Zoning Board of Appeals

Incomplete applications and those which list more than one committee will not be considered. Applications are valid for a period of six months. 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.

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

Signature: \_\_\_\_\_ Tizz E. H. Crowley \_\_\_\_\_ Date: February 10, 2015 \_

\*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.

**Susan Clements-Dallaire, City Clerk** [sdallaire@ci.auburn.me.us](mailto:sdallaire@ci.auburn.me.us)

**333-6600**

**TIZZ E.H. CROWLEY, CMPE**  
**35 University Street Auburn, Maine 04210**  
**(207) 783-1468**

EMAIL: [TizzCrowley@yahoo.com](mailto:TizzCrowley@yahoo.com)

Work Experience:

Enjoyed my work as a physician coder for a small, hospital-based physician practice.

Duties and responsibilities included:

- coding medical and surgical services for family practice, obstetrics/gynecology, hospitalists, pulmonary, oncology, internal medicine, and pediatrics
- chart audits for coding and documentation compliance
- special projects including "lost charges" searches, pricing and reimbursement concerns

Very successful in uncovering missing revenue generated by unbilled services

- education and training for providers regarding billing, documentation and compliance
- trained other staff in charge entry and basic coding for family practice and pediatrics
- designing charge forms for capture of services
- assisted billing staff with patient and insurance questions.

I received a 'Citation for Excellence' for work with patient statements generation.

Worked in an integrated delivery system for a single specialty provider based practice.

Duties and responsibilities included:

- the profitability, productivity, and efficiency of the practice. In the last completed fiscal year, our practice contributed 14.99% above the budgeted contribution to margin.  
We were understaffed by at least one FTE provider for the entire year.
- participated in the team of managers for the 160+ provider multi-specialty practice
- represented the largest provider group in the Women=s Health Service Line
- designed and implemented three open house events for the community during the annual Women=s Health fairs. We provided education information, massage, facial services, and henna hand painting, as well as, a AMothers and Children of the World@ art display.
- developed, directed, implemented, and participated in National Midwives Week celebrations where there were daily activities promoting midwifery services and the midwife providers. These were the first ever held in the institution.

Held the highest non-physician executive position in a single specialty organization. Duties and responsibilities included:

- develop and monitor practice policy working as a voting member of the Board of Directors
- serve as liaison between the practice and physicians, staff members, businesses, and community
- initiate and maintain relationships with managed care organizations, referring physicians, and ancillary providers
- develop and direct all managed care activities for the practice including contract negotiations and claims administration
- broad responsibilities for all administrative functions including daily operations of multiple sites, finance, managed care contracting, development of fee schedules, physician compensation and recruitment, analysis of reimbursement rates, oversee coding activities, human resources, medical and business information systems, assessment of provider performance; facilities management including building maintenance and housekeeping, business services, patient accounting
- develop financial policies and oversees their implementation.
- monitor a variety of financial activities, including budgeting, analysis, accounting, billing, payer contracting, and collections
- obtain funds for capital development including construction, renovations, and equipment acquisitions

- responsible for the overall operation of the practice as well as activities that relate to the future growth of the practice (strategic planning and marketing).
- develop, implement, and coordinate policies relating to all aspects of personnel administration including recruitment, salary and benefits administration, labor law compliance and employee relations.
- interpretation of state and federal regulations that relate to health care industry or the practice.
- responsible for adhering to all regulatory, credentialing, and licensing requirements, monitoring compliance activities.

Prior Employment:

**Coder Physician Services-** *responsible for all coding and charge entry of physician services including family practice (5 providers), obstetrics/gynecology (2-4 providers), internal medicine (1 provider) pediatrics (3 providers), pulmonary (2 providers), oncology (2 providers) and (1) hospitalist.*

2007-2009 Parkview Adventist Medical Center  
Physician Practices  
Brunswick, Maine

**Practice Manager-** *responsible for 29 staff - 4 physicians, 4 midwives, 1 nurse practitioner, clinical/clerical staff.*  
2004-2007 Central Maine Obstetrics & Gynecology  
Lewiston, Maine 04240

**Administrator- Chief Executive Officer** *responsible for all non-medical aspects of the practice.*

1985- 2005 Bangor Ear, Nose, and Throat Professional Association  
Bangor, Maine

Continue to handle any remaining business of the practice since the closure.

**Administrator- Chief Administrative Officer** *responsible for all non-medical aspects of the practice.*

1983-1985 Maxwell, Roediger, & Knowland, MDPA  
Portland, Maine

**Administrator- Chief Executive Officer** *responsible for all non-medical aspects.*

1977-1983 Kennebec Radiology Professional Association  
Augusta, Maine

**Principal- Management Consultant** *to a variety of medical specialties including radiology, internal medicine, rheumatology, urology, emergency medicine, orthopaedics, and physical therapy.*

1980 – 2005 Hampden, Maine

**Medical Industry Marketing Representative-** *vertical industry representative for healthcare including small hospitals and physician offices*

1973- 1977 International Business Machines  
Portland, Maine

Degree Earned: Baccalaureate University of Maine at Portland-Gorham

Political Science major

Medical Group Management Association Activities: Life Member

1978-1983, 1991-1994 New Hampshire MGMA: Member

1979-1991 Maine Medical Practice Management Association: Charter Member, President (2 terms)

1979-present American College of Medical Practice Executives: Certification 1980 Life Member

1988-2004 **Otolaryngology Administration Assembly:** President (two terms)  
 1989-1992 **Eastern Section MGMA:** Officer/ Committee Work  
 1989-1992 **MGMA Membership and Credentials Committee:** Chair 1991-1992  
 1991-2004 **Otolaryngology Administration Assembly of New England:** Education Chair (1991-1996)  
 2004-2009 **Obstetrics & Gynecology Assembly:** member

Other Health Related Organizations:

1978-1983 **Radiology Business Managers Association:**  
 1985-2005 **Association of Otolaryngology Administrators:** National Conference Committees; Speaker  
 1991-1995 **Professional Association of Health Care Office Managers:** Member  
 1993-1994 **American Academy of Otolaryngology- Head & Neck Surgery, Inc. Practice Expense Study Group**

Civic & Other Public Services:

1973-1976 Board of Directors: **University of Southern Maine Alumni Association**  
 1985-1991 Board of Directors: **Breast Diagnostic Center**  
 1985-present **St. Joseph Hospital Auxiliary: Life Member-** served on the Board of Directors  
 1986-1989 Board of Directors: **Opera League of Maine**  
 1986-present **Kennebec Girl Scouts Council:** Life Member / Task Force Chair  
 1991-2001 **Greater Bangor Chamber of Commerce:** Member /Committee Work  
 1992-1993 **Hampden Academy Project Graduation**  
 1987-1989 **Hampden Congregational Junior High Youth Group**  
 1988-1992 **Bangor Chapter Order of DeMolay Parents Club**  
 1994-present **Eastern Maine Medical Center Auxiliary:** Life Member  
 1995-1996 **American Field Service** Host Family /Former Returnee  
 2006, 2007 **Bennett Breast Care Center** Fashion Show- model  
 2007 Public Service Announcements for **Buddy to Buddy** Campaign  
 2011-present Auburn City Councilor Ward 1  
 2012-present Woman's Literary Union- By Laws Committee and Special Events Committee

Personal Interests: Theater, music, live performances, and all that Maine has to offer.

References Available Upon Request

Tizz E. H. Crowley Auburn Sewerage District attachment:

**Why do you want to serve?**

I'd like to serve on the Sewer Board because I have enjoyed representing the Mayor and wish to continue in my own position. I would continue providing sewer tips each month that will educate the public. I think I can contribute to the work of the Board as I bring some skills and experience not fully represented in the Board- HR administration, marketing and office management.

The Sewer Board is very customer serve focused which is a core value for me. The District strives to be a good employer and I believe I can make a contribution to this goal. I know that investment in infrastructure is important and I feel I've been listened to and would like to continue to support this need.

**What do you hope to accomplish?**

Besides representing the residents of Auburn and making sure their interests and needs are heard, I hope to provide information and education to the public that maintain a good sewer system so resources- money, staff, time can be focused on updating the pipes. If we can meet the goal of a mile a pipe a year, it will still take us over 100 years to complete the system.

I also want to assist the District in creating policies and procedures to improve service and be a good and fair employer.

In my career I've been responsible for compliance for a variety of State and Federal regulations. I believe the skills and experience are transferrable to the types of regulation requirements faced by the District regarding major pollutants, water treatment facilities and other toxic issues.

Tizz E. H. Crowley, Ward One  
 Robert Hayes, Ward Two  
 Mary Lafontaine, Ward Three  
 Adam R. Lee, Ward Four



Leroy Walker, Ward Five  
 Belinda Gerry, At Large  
 David Young, At Large

Jonathan P. LaBonte, Mayor

**IN CITY COUNCIL**

**ORDER 19-03022015**

ORDERED, that the City Council hereby makes the follow board and committee appointments with term expirations as noted:

Board or Committee	Term Expiration Date	Name of Person Appointed or Reappointed
Cable TV Advisory Board	1/1/2017	
Cable TV Advisory Board	1/1/2017	
Cable TV Advisory Board	1/1/2017	
Cable TV Advisory Board	1/1/2016	
Planning Board	1/1/2018	
Planning Board	1/1/2018	
Recreation and Special Events Advisory Board	1/1/2017	
Recreation and Special Events Advisory Board	1/1/2017	
Recreation and Special Events Advisory Board	1/1/2017	
Recreation and Special Events Advisory Board	1/1/2017 (alternate)	
Auburn Sewerage District	3/1/2019	
Auburn Sewerage District	3/1/2019	
Auburn Water District	3/1/2019	
Zoning Board of Appeals	10/1/2018	
Zoning Board of Appeals	10/1/2018	
Zoning Board of Appeals	10/1/2018	



## City Council Information Sheet

City of Auburn

**Council Workshop or Meeting Date:** 3-16-2015

**Order** 21-03022015

**Author:** Jill Eastman, Finance Director

**Subject:** Bond Reallocation for Ingersoll Repurposing

**Information:** Staff has recommended that the City Council authorize the reallocation of \$350,000 of bond proceeds originally bonded for the purchase of street lights, to be used for the repurposing of the Ingersoll Arena.

**Advantages:**

- (1) Allows the City to move forward with the project in one phase which will be more efficient, less expensive and will allow construction to be completed before peak season begins.
- (2) The City will not have to bond another \$350,000, since the street light project will not be able to be completed within the allowed time frame, we will need to reallocate the entire \$750,000.

**Disadvantages:**

- (1) The previously bonded funds could be used for other capital needs.
- (2) The City would have to renegotiate with the low bidder or put the RFP out again and either of these could end up costing the City more money.
- (3) The City will to continue to incur expenses at Ingersoll with no potential to generate revenue.
- (4) The facility with no use will deteriorate over time.

**City Budgetary Impacts:** The debt service on these bonds is already in the City's current budget, so no extra budgetary costs would be associated with this reallocation. It will actually reduce the General Fund debt service budget when Ingersoll takes over the payments.

**Staff Recommended Action:** Approve the Bond Reallocation

**Previous Meetings and History:** Workshop 2/17/15, passage of first reading on 3/2/2015.

**Attachments:**

Order 21-03022015

Tizz E.H. Crowley, Ward One  
Robert P. Hayes, Ward Two  
Mary J.K. Lafontaine, Ward Three  
Adam R. Lee, Ward Four



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

Jonathan P. LaBonté, Mayor

## Order 21-03022015

### **TITLE: ORDER - Reallocating Unspent Proceeds from the City's 2013 General Obligation Bonds.**

WHEREAS, on November 21, 2013, the City of Auburn issued its 2013 General Obligation Bonds in the aggregate principal amount of \$5,625,000 (the "2013 Bonds") pursuant to City Council Order No. 69-08192013 (adopted September 3, 2013) (the "2013 Bond Order"), \$750,000 of the proceeds of which was authorized to be used to finance the acquisition of municipal street lights (referred to as the "Street Light Project"); and

WHEREAS, on October 30, 2014, the City of Auburn issued its 2014 General Obligation Bonds in the aggregate principal amount of \$6,800,000 (the "2014 Bonds") pursuant to City Council Order No. 61-07072014 (adopted September 8, 2014) (the "2014 Bond Order"), \$250,000 of the proceeds of which was authorized to be used to finance the repurposing of Ingersoll Arena (referred to as the "Ingersoll Project"); and

WHEREAS, there remain unspent proceeds of the 2013 Bonds borrowed for the Street Light Project, \$350,000 of which excess proceeds the City Council desires to reappropriate and reallocate to be used for the Ingersoll Project;

NOW, THEREFORE, by the City Council of the City of Auburn, be it hereby ORDERED:

THAT the excess proceeds of the 2013 Bonds, in the amount of \$350,000 be and hereby are appropriated from the amount borrowed as part of the 2013 Bonds for the Street Light Project to finance a portion of the costs of the Ingersoll Project, as more specifically described in the 2014 Order.

THAT the City's Finance Director / Treasurer be, and hereby is, authorized and empowered in the name and on behalf of the City, to do or cause to be done all such acts and things, and to execute and deliver, all such financing documents, certificates, and other documents as may be necessary or advisable, with the advice of counsel for the City, to carry out the provisions of this Order, as may be necessary or desirable.

*A Public Notice describing the repurposing of the 2013 Bond proceeds borrowed for the Street Light Project to the Ingersoll Project was published on or before February 16, 2015, in the Lewiston Sun-Journal, a daily newspaper published in the City of Auburn and in Androscoggin County.*

Tizz E.H. Crowley, Ward One  
Robert P. Hayes, Ward Two  
Mary J.K. Lafontaine, Ward Three  
Adam R. Lee, Ward Four



Jonathan P. LaBonté, Mayor

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

*A public hearing was held on March 2, 2015.*



## City Council Information Sheet

City of Auburn

**Council Workshop or Meeting Date:** March 16, 2015

**Order** 23-03162015

**Author:** Doug Greene, City Planner

**Subject:** Downtown Auburn Transportation Center (DATC) Update

**Information:** In order to facilitate the construction of the DATC with the planned public parking garage, the underlying foundation or footer for the parking garage needs to be constructed under the foundation/footer of the DATC. This information was presented to the City Council on March 2<sup>nd</sup>, to which the Council asked the staff to investigate increasing the size of the footers to allow either a larger parking garage or a parking garage with a mixture of office and/or retail space. A meeting with Platz Associates revealed that increasing the height or adding office or retail use would increase the load bearing capacity up to 25%. Adding 25% to the estimate presented on March 2<sup>nd</sup> would increase the amount requested from \$46,000 up to \$57,500.

**Advantages:** Approving the funding for the design and construction of the footers for the planned Great Falls Parking Garage in conjunction with the construction of the Downtown Auburn Transportation Center will be a significant step in starting the redevelopment of the Great Falls Plaza. Approving the funding now will allow the Parking Garage footers to be in place when the construction of the DATC needs to begin and to stay on what is a very tight timeline. The City's commitment to the Parking Garage can ultimately and dramatically raise the value of the Great Falls Plaza area from its current status as surface parking to the planned center of downtown. The future intensity and value of the Great Falls Plaza will depend on the parking that the Parking Garage will supply.

**Disadvantages:** The supplemental funding requested was previously included in the earlier DATC proposals but was removed by Council in December at the request of DOT. The funding for this initial phase of the planned Public Parking Garage is requested to come from TIF funds.

**City Budgetary Impacts:** The total amount requested for the design and construction of the Public Parking Garage in the direct vicinity of the approved Downtown Auburn Transportation Center will be up to \$57,500.

**Staff Recommended Action:** Approve the order for funding for up \$57,500 for the design and construction of footers.

### **Previous Meetings and History:**

December 1, 2014- The City Council approved the new location of the DATC to the Great Falls Plaza and approved the local funding of \$150,000.

March 2, 2015- Staff presents request for funding of footers for the proposed city owned parking garage in the Great Falls Plaza.

### **Attachments:**

1. Spreadsheet for the Great Falls Plaza Area comparing the valuation of existing developed and surface parking areas.
2. Order to allocate \$57,500 for the design and construction of footers in conjunction with the Downtown Transportation Center.

## Existing Great Falls Property Values

ParcelID	Loc	Owner1	Total Value	Total Ac.	Ave. Value per Ac
241-008	GREAT FALLS PLZ	GFP DEVELOPMENT CO LLC	\$1,170,500	2.67	\$424,094
241-009-000-000	GREAT FALLS PLZ	AUBURN CITY OF	\$1,085,400	8.25	\$131,564
		<b>GREAT FALLS PARKING LOT TOTALS</b>	<b>\$2,255,900</b>	<b>10.92</b>	<b>\$206,584</b>
241-009-001	14 GREAT FALLS PLZ	RIVERWATCH LLC	\$13,562,000	1.49	\$9,102,013
241-010	20 GREAT FALLS PLZ	AUBURN HOUSING AUTHORITY	\$5,682,600	1.4	\$4,059,000
241-011	10 GREAT FALLS PLZ	MID MAINE MUTUAL SAVINGS BANK	\$1,541,700	0.78	\$1,976,538
241-012	GREAT FALLS PLZ	TIM CORPORATION	\$0	0.9	
241-012-000-007	2 GREAT FALLS PLZ	TIM CORPORATION THE	\$820,600	0	
241-012-000-011	2 GREAT FALLS PLZ	TIM CORPORATION	\$291,800	0	
241-012-000-012	2 GREAT FALLS PLZ	TIM CORPORATION	\$301,900	0	
241-012-000-013	2 GREAT FALLS PLZ	TIM CORPORATION	\$24,300	0	
241-012-000-021	2 GREAT FALLS PLZ	MOODY WAYNE A	\$483,400	0	
241-012-000-023	2 GREAT FALLS PLZ	TIM CORPORATION	\$246,500	0	
241-012-000-024	2 GREAT FALLS PLZ	MOODY WAYNE A	\$279,200	0	
241-012-000-032	2 GREAT FALLS PLZ	THE TIM CORPORATION	\$246,500	0	
241-012-000-033	2 GREAT FALLS PLZ	TIM CORPORATION	\$279,200	0	
241-012-000-042	2 GREAT FALLS PLZ	RSN AUBURN REALTY LLC	\$508,400	0	
241-012-000-051	2 GREAT FALLS PLZ	HIGHRISE PROPERTIES INC	\$834,500	0	
241-012-000-061	2 GREAT FALLS PLZ	HIGHRISE PROPERTIES INC	\$431,200	0	
241-012-000-062	2 GREAT FALLS PLZ	TIM CORPORATION	\$431,200	0	
241-012-000-099	2 GREAT FALLS PLZ	LEWISTON CELLTEL CO PARTNERSHI	\$25,000	0	
241-012-000-311	2 GREAT FALLS PLZ	TIM CORPORATION THE	\$279,200	0	
241-012-000-312	2 GREAT FALLS PLZ	CAIN PAUL R	\$279,200	0	
241-012-000-412	2 GREAT FALLS PLZ	KMA REAL ESTATE VENTURES LLC	\$535,500	0	
		Total for 2 Great Falls Plz	\$6,297,600	0.90	\$6,997,333
241-013	1 GREAT FALLS PLZ	AUBURN REALTY MANAGEMENT INC	\$1,975,500	0.51	\$3,873,529
241-014	31 COURT ST	COURT STREET PROPERTY LLC	\$0	0.61	
241-014-000-001	31 COURT ST	NORWAY SAVINGS BANK	\$342,000	0	
241-014-000-002	31 COURT ST	COURT STREET PROPERTY LLC	\$223,800	0	
241-014-000-003	31 COURT ST	COURT STREET PROPERTY LLC	\$221,000	0	
241-014-000-004	31 COURT ST	COURT STREET PROPERTY LLC	\$612,200	0	
		Total for 31 Court St.	\$1,399,000		\$2,293,443
		<b>GREAT FALLS DEVELOPED PROPERTIES TOTALS</b>	<b>\$30,458,400</b>	<b>6.59</b>	<b>\$4,621,911</b>

Tizz E. H. Crowley, Ward One  
Robert Hayes, Ward Two  
Mary Lafontaine, Ward Three  
Adam R. Lee, Ward Four



Leroy Walker, Ward Five  
Belinda Gerry, At Large  
David Young, At Large

Jonathan P. LaBonte, Mayor

## **IN CITY COUNCIL**

### **ORDER 23-03162015**

ORDERED, that the Auburn City Council authorize the Acting City Manager to expend an amount up to \$57,500 for the design and construction of footings in conjunction with the construction of the Transportation Center in Great Falls Plaza. These funds will come from TIF revenue.



## City Council Information Sheet

City of Auburn

**Council Meeting Date:** 3-16-2015

**Subject:** Executive Session

**Information:** Discussion regarding a real estate matter, 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 Council Information Sheet

City of Auburn

**Council Meeting Date:** 3-16-2015

**Subject:** Executive Session

**Information:** Discussion regarding labor negotiations, pursuant to 1 M.R.S.A. Section 405(6)(D).

**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:

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- (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 Council Information Sheet

City of Auburn

**Council Meeting Date:** 03-16-2015

**Subject:** Executive Session

**Information:** Discussion regarding economic development, pursuant to 1 M.R.S.A. Section 405(6)(C).

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

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

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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.

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

LEWISTON/AUBURN 9-1-1 COMMITTEE  
MINUTES

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Date: Thursday, February 19, 2015  
Time: 0800  
Location: LEWISTON/AUBURN 9-1-1, 552 Minot Avenue Auburn, Maine 04210

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1. ROLL CALL:

- A. Present: Chief Paul LeClair, Chief Frank Roma, Chief Phil Crowell, Chief Michael Bussiere, Patricia Mador, Esq., Dr. Tammie Willoughby, Councilor Leroy Walker
- B. Staff: Director Phyllis Gamache, Systems Manger Drew McKinley, Secretary Kristal Goff
- C. Absent: Finance Director Heather Hunter, Councilor Donald D' Auteuil

2. OPEN SESSION:

- A. Meeting called to order at 8:00 a.m. —
  - i. Motion made by Councilor Walker to accept minutes from January 30, 2015.
  - ii. Seconded by Chief Crowell.
  - iii. Motion passed.

B. Director's update

*Personnel —*

- 1. Kyle Jandreau has passed his background investigation and his start date will March 12, 2015. He will be filling the vacant TC4 Supervisor position.

*ASO Back-up PSAP*

- 1. The state is looking to lighten the call load for MSP-Gray and has looked to LA 911 as the back-up PSAP in the event ASO dispatch is overloaded or down.

- 2. Sheriff Samson is on board to have LA 911 as their primary back-up.

- 3. This will be a mutual aid service requiring no system upgrades.

- 4. LA 911's back up PSAP will remain MSP- Gray.

iii. *Phone System Issues —*

- 1. It has recently been discovered there is an issue with the 911 phone system in the schools.

- 2. Some 911 calls from the Auburn schools are going to the switchboard operator at Auburn City Hall.

- 3. ANI/ALI information in the VOIP phones aren't updated which raises some concerns locating a person who needs help.

- a. There was recently a call placed from the Norway Savings Bank Arena that displayed Ingersoll Area as the address of the emergency in the ANI/ALI data.

- i. These inaccuracies are due to phones being unplugged and/or moved to other locations without IT making appropriate ANI/ALI updates for the user.

4. A new project to identify and fix these issues ASAP is in progress.

C. Financial Report –

- i. Currently expenditures should be at 63% and the Center is at 55%, coming in under budget.
- ii. Motion made by Councilor Walker to accept the financial report.
  - 1. Seconded by Chief Roma.
  - 2. Motion passes.

D. System's Manager Update –

- i. **911 Calls**
  - 1. Last meeting it was asked how many 911 calls are received for the town of Poland and how many EMD calls are taken from Lewiston residents.
    - a. 600 total 911 calls/year for Poland
    - b. 5,000 EMD calls/year for Lewiston.
- ii. **Motorola Billing**
  - 1. Each department has a certain number of radios and each department's usage determines how many blocks we pay for.
  - 2. Moving forward, Systems Manager McKinley needs each department to provide the number of radios they're using (bought/disposed of) to accurately bill each year.
  - 3. Currently the Center is covering a majority of the Motorola bill.

iii. **Strafford County Sheriff's Department**

Systems Manager McKinley is hosting representatives from Strafford Co. Sheriff's Dept. They are looking to see how our operations go from an IMC standpoint to better improve their own operations, as well as our virtualized software and back up environment.

E. Budget Discussion –

- i. *End of FY14 the fund balance was at 240k*
- ii. *Prioritized purchases based on request from last meeting:*
  - 1. Phone upgrade – \$12,000
  - 2. UPS (Battery) – \$8,000
  - 3. Digitizer – \$8,500
  - 4. HVAC – \$21,000
  - 5. Remote support – \$5,800
  - 6. Data recovery – \$7,000
  - 7. Thin client – \$2,100
- iii. Motion made by Ms. Mador, Esq. to accept prioritized list.
  - 1. Seconded by Chief Roma.
  - 2. Motion passed.

F. Next Committee meeting to be scheduled after negotiations.

G. Motion to adjourn made by Chief Crowell at 0833.

- i. Seconded by Chief LeClair.
- ii. Motion passed.



**Draft - Minutes of the February 17, 2015  
Executive Committee Meeting**

The Executive Committee of the Mid-Maine Waste Action Corp. met on Tuesday, February 17, 2015, at 11:38 AM, at MMWAC's offices in Auburn.

**1. Roll Call**

President Landry called the meeting to order. Members present were: Curtis Lunt, Eda Tripp, Bradley Plante and Leroy Walker, as well as staff Joseph Kazar and John King.

**2. Minutes**

Mr. Walker made a motion, seconded by Mr. Plante, and approved 5/0 to accept the minutes of the January 20, 2015 Executive Committee meeting.

**3. Monthly Activity Reports**

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

**4. Operations**

Mr. King, Process Engineer/Manager reported on the initial results of a trial being conducted with ReEnergy of Lewiston. Wood waste, suitable as biomass fuel after processing at ReEnergy, is separated at MMWAC from other CDD/Bulky waste and trucked to Lewiston for processing. ReEnergy, in turn, is shipping combustible processing residue to MMWAC as a supplemental winter fuel. The arrangement has been cost effective. MMWAC is not equipped to use the unprocessed wood as fuel due to size limitations in the trash feed system.

**5. Updates**

Staff provided the following updates:

- 127<sup>th</sup> Legislature: Legislation will be introduced to seek equitable Renewable Energy Credits for WTE's. Mr. Kazar noted that MMWAC strongly supported this in concept in a past session. Also, PERC is working on a bill that would involve net metering to reduce municipal electrical costs based on their use of WTE. Also, a bill that would have exempted CDD process residue from the State's \$2/ton CDD landfill fee was killed in committee.

- Public Education: The Committee endorsed advertising for a part time Public Education staffer as provided for in the budget.
- Governor's budget proposal to tax non-profits: MMWAC should not be impacted as it applies to private non-profits. In addition, MMWAC has a payment in lieu of taxes agreement with the City of Auburn.
- Union contract: Mr. Kazar recommended the Committee enter Executive Session to discuss the negotiations. Ms. Tripp made a motion, seconded by Mr. Walker, and approved 5/0 to enter Executive Session at 1:27 PM to discuss contract negotiations. President Landry declared the Committee in Public Session at 1:29 PM.
- Strategic Planning: Members of the Committee noted that this has been a topic at virtually every meeting. It was agreed that, staff time permitting, it may be of some value to create a summary document of these matters. It was also noted that this is a constantly changing plan.
- The neighboring grain mill has ceased operations. Staff will seek to learn of the owner's future plans.
- A Notice of Claim has been filed for damage sustained to a contractor's truck at the MMWAC site.

There being no further business Mr. Plante made a motion, seconded by Mr. Walker, and approved 5/0 to adjourn at 2:00 PM.

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

**Tuesday, March 17, 2015; 11:30 AM**

Mid-Maine Waste Action Corporation  
Conference Room  
110 Goldthwaite Rd., Auburn

**Draft Agenda**

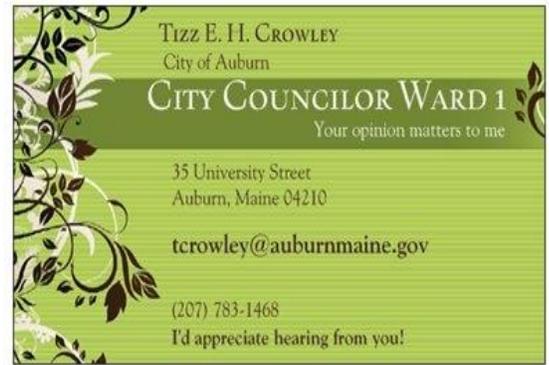
- 1. Roll Call**
  - There are five (5) members of the Committee and three (3) members constitute a quorum.
- 2. Minutes**
  - Consider approval of the February 17, 2015 minutes
- 3. Monthly Activity Reports**
  - Consider approval of the February 2015 Monthly Activity Report
- 4. Personnel**
  - Union Contract status
- 5. Legislative**
  - 127<sup>th</sup> Legislature, Solid Waste bills
- 6. FY16 Budget**
  - Discuss the FY16 Staff Draft Budget
- 7. Updates**
  - Other

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

## Auburn Ward 1 Report for Meeting Tuesday 2015.02.17

**TO:** Residents of Auburn and the Auburn City Council  
**FROM:** Tizz E. H. Crowley- Auburn City Council Ward 1

I usually write my ward report over the weekend, but this week I have a lot to share, so thought I'd create a prelude to my regular report.



**FOAA and related items:** There's been a lot in the newspaper, on Facebook and radio regarding my request for information. The public's right to information about government activities lies at the heart of a democratic government. The Maine Freedom of Access Act ("FOAA") grants the people of this state a broad right of access to public records while protecting legitimate governmental interests and the privacy rights of individual citizens. The act also ensures the accountability of the government to the citizens of the state by requiring public access to the meetings of public bodies. Transparency and open decision-making are fundamental principles of the Maine Freedom of Access Act, and they are essential to ensuring continued trust and confidence in our government.

It has been reported that I submitted such a request for information related to LA Arts and the City of Auburn. I did not. I've attached a copy of my reply sent to an Auburn resident regarding this matter. I do not use social media to conduct official city business. It is important to remember City Councilors are residents of Auburn and we do not give up any of our resident rights and privileges.

- Attachment 01 Ward report 2015.03.16 CROWLEY REPLY TO RESIDENT REGARDING FOAA
- Attachment 02 Ward report 2015.03.16 CROWLEY request for LA Arts information to prep for meeting 2015.02.26
- Attachment 03 Ward report 2015.03.16 CROWLEY email 2015.03.04 requesting email threads to and from LA Arts
- Attachment 04 Ward report 2015.03.16 CROWLEY email thread LaFontaine-Crowley 2014.12.08 indicated she'd received my personal information
- Attachment 05 Ward report 2015.03.16 CROWLEY-FOAA Request Crowley Resident Mayor emails 2013-2015 sent 2015.02.14
- Attachment 06 Ward report 2015.03.16 CROWLEY LA Arts MOU administrativetasksFY15budget resolve StrategicPlan3 MAR15
- Attachment 07 Ward report 2015.03.16 CROWLEY SJ Article 2015.03.04 Mayor LaBonte-FOAA- Crowley

**Norway Savings Bank Arena:** I was very disappointed to read the letter to the Council from Mr. Holden, Arena General Manager. Since I am not sure what will be in our agenda packet I thought I'd share a few documents I've collected, including Mr. Holden's employment agreement. I will respond to his letter at or after the meeting when he updates the community.

Attachment 08 Ward report 2015.03.16 CROWLEY - information NSBA and job description

**Visiting Hours-** My next visiting hours will be this coming **Tuesday, March 17<sup>th</sup>** from 1:30pm-3:30pm. Please stop in and celebrate St. Patrick's Day with me... I'll have a gift for you. Evening hours will be **Thursday, March 26<sup>th</sup>** from 5pm-7pm. Visiting hours are always held at the Auburn Public Library.

Attachment 09 Ward report 2015.03.16 CROWLEY –invitation to Dinny Sullivan- large print

### **Dates to watch-**

**Saturday, March 14<sup>th</sup>** - I know our celebration will be over by our meeting time on Monday. I wanted to include, in meeting materials, the invitation to **Salute to Dinny Sullivan – Hats Off to Neighborhood Businesses Day**. Many residents read the agenda packet when posted and this information will serve as a reminder.

**Sunday, March 22<sup>nd</sup>** - is **World Water Day**. Water is one of the most valuable resources that we often take for granted. Many battles already exist surrounding the right to clean water, and scientists keep making dire predictions as to when the world may run out of water. While the latter fact may be debatable for the near future, the fact is that millions of people do not have regular access to clean drinking water worldwide. This has subsequently led to the spread of waterborne illnesses, malnutrition and even death. To recognize such issues, the United Nations established World Water Day in 1993 on March 22nd.

The purpose of the various annual themes is to focus on an important aspect of water in communities worldwide to increase awareness. For example, increasing education about the health impacts of unclean water may promote action among societies so people can find ways to obtain better water. While such issues are important year-round, the United Nations hopes to reach as many people as possible during each World Water Day and to equip individuals with knowledge that can last a lifetime.

While World Water Day is not considered a public holiday, much of the celebrations conducted for World Water Day encourage the public to see available water resources. My suggestion- enjoy a ride around Lake Auburn and enjoy the views.

**Sunday, March 22<sup>nd</sup>** – is also **Maine Maple Sunday**. Be sure to check out our Auburn maple syrup operations- there will be a number of Open Houses.

**Monday, March 23<sup>rd</sup>** - The Maine Department of Transportation (MaineDOT) is looking to "Talk Transportation" and seeks public input regarding any and all types of transportation issues during a series of 40 regional public meetings throughout the State. Input from the meetings will help MaineDOT understand the needs of the public and various stakeholders to help the Department formulate its Long-Range Transportation Needs Assessment.

The Long-Range Transportation Needs Assessment will document anticipated transportation system needs for 20 years, with particular emphasis on the next 10 years. Public input is an important part of this long-range planning process. The meetings will allow MaineDOT the opportunity to inform the public about its activities and programs while obtaining information regarding any immediate concerns or needs from the participants.

Please attend one or more of the following meetings in the AVCOG Region  
(NOTE: There will be two separate meetings at this location location)  
Androscoggin Valley Council of Governments (AVCOG), 125 Manley Road  
2:00 PM to 4:00 PM, and 6:00 PM to 8:00 PM

**Tuesday, March 31<sup>st</sup>** - LAEGC seeks community input and engagement in the preparation of the Strategy. Citizens and business owners are encouraged to attend at the Auburn Public 4:30-5:45 PM.

The Strategy will help chart how we continue to work with all community organizations to grow a sustainable and diverse economy for LA. **John Holden, President of LAEGC**, will introduce the plans for organizing and seeking community input on the three themes of the Strategy.

1. People—our most valued asset; improving workforce, encouraging entrepreneurship...
2. Place—what sets LA apart from other places all competing for increased economic activity.
3. Business—how do we build upon the existing foundation of our economy...

The LA Future Forum White Papers on “who we are” will be presented as our Vision Statements for the Strategy—help us confirm and craft our Vision.

Follow-up sessions regarding the above themes will be held around LA.

Visit [www.economicgrowth.org](http://www.economicgrowth.org) and review previous Statements regarding the goals of this Strategy:

<http://economicgrowth.org/2015/01/a-brief-introductory-message-to-la-maine/>

<http://economicgrowth.org/2015/01/a-message-to-lewiston-council/>

<http://economicgrowth.org/2015/01/a-message-to-auburn-council/>

**Sunday- April 5<sup>th</sup>** is Easter. The exact origins of this religious feast day’s name are unknown. Some sources claim the word **Easter** is derived from Eostre, a Teutonic goddess of spring and fertility. Other accounts trace Easter to the Latin term hebdomada alba, or white week, an ancient reference to Easter week and the white clothing donned by people who were baptized during that time. Through a translation error, the term later appeared as esostarum in Old High German, which eventually became Easter in English. In Spanish, Easter is known as Pascua; in French, Paques. These words are derived from the Greek and Latin Pascha or Pasch,

for Passover. Jesus' crucifixion and resurrection occurred after he went to Jerusalem to celebrate Passover (or Pesach in Hebrew), the Jewish festival commemorating the ancient Israelites' exodus from slavery in Egypt. Pascha eventually came to mean Easter.

In addition to Easter's religious significance, it also has a commercial side, as evidenced by the mounds of jelly beans and marshmallow chicks that appear in stores each spring. As with Christmas, over the centuries various folk customs and pagan traditions, including Easter eggs, bunnies, baskets and candy, have become a standard part of this holy holiday. (Source: [www.history.com](http://www.history.com))

Want a suggestion on how to spend your day Easter Sunday in an Irish tradition?

- Rise with the sun and dance in celebration.
- Butchers conduct a mock funeral in honor of a dead herring. This symbolizes the end of Lenten abstinence. A "herring procession" then marches to the local church. (Some also traditionally whip the herring as part of this odd rite. People were generally sick and tired of eating herring by the end of Lent.)
- Take down the "spoilin meith na hInide," a small piece of meat pinned up on the wall during Lent, and burn it to give a pleasant smell to the inside of the house.
- Boil and paint eggs, have rolling contests and egg hunt for children. (The idea of a rabbit laying colored eggs, which lead to the popular "Easter bunny" image, originated in Germany.)
- Conduct a "cludog," where children gather eggs and roast them on a special device or contraption on the farm. Shells are saved and placed around the bottom of a May bush.
- Celebrate with a "cake dance," a contest where the best dancer wins a cake.
- Close out Easter celebration with a bonfire where all gather round to celebrate.

**HAPPY EASTER ONE AND ALL!**

## CROWLEY REPLY TO RESIDENT REGARDING FOAA AND OTHER QUESTIONS 2015.03.05

Good evening M\_\_\_\_\_:

I'm glad you found the rest of the article on line. I've attached a copy I downloaded.

Several members of the Council were given a copy of a Memorandum of Understanding between the City and LA Arts. They kept referring to it and the Mayor said it was part of an agenda packet for a meeting I'd missed- he repeated this several times. We were finally given the MOU in the Executive Session when I continued to complain I had never seen it. I had requested all documents, including bills, relating to LA Arts to be sent to me before Monday's meeting. I put in the request on Thursday of the prior week when the agenda packet was distributed. I got several documents but there was no Memorandum of Understanding. I had also reviewed all agenda packets for the last two months to capture anything related to LA Arts. No MOU- none in any supplemental agenda packet.

In addition, based on conversations in the Executive Session- I believed there had been meetings and conversations between members of the Council and LA Arts that were not disclosed. In the public sessions of prior meetings, the LA Arts Executive Director had been very disparaging about City Staff. If he was correct- LA Arts deserved some payment, not all asked for, and the money should come out of the Economic Development dept expense line for "Consultants" and not out of the budget line item the Council had approved for programs (activities like concerts, shows, etc IN AUBURN). Both the City Manager and the City Finance Director recommended any payment come out the Economic Development Dept consultant fee line item. So I asked for emails to/from LA Arts from the Economic Development Staff and other City people.

I did not submit a FOAA request for this LA Arts information. I sent it as a regular request for information to the City Manager from a City Councilor. All of us do this all the time. As I always do before I request a lot of information, I asked the City Manager if he wanted me to submit a formal FOAA document. As always, he said no. I've attached the email I sent.

Now I did send a FOAA request as an AUBURN RESIDENT on February 14<sup>th</sup> asking for certain emails. In my formal request, using a formal FOAA form, I agreed to pay up to \$100 without additional notice of costs. Based on the State accepted rate of \$15/hr; I knew my \$100 would cover the project. I've attached a copy of the FOAA form. A City Councilor does not give up any rights of a resident when elected. We've had to have that clarified by City attorney after members of the Council and the former manager insisted Councilors gave up certain rights of being and speaking as a resident. I always document which "voice" I'm using when I request anything.

You may wonder why I asked for the Mayor's emails to these specific people. It is because I found out, from an reprimand email to me from Councilor LaFontaine, that she had been given a copy of a "request it" form I submitted using the City website. I did submit as A COUNCILOR. All communication with the City is considered a public record but how did she get mine, why wasn't this provided to all Councilors, why haven't I ever received copies of any request forms submitted by other Council members? I believe a staff member, who had access to all this information, shared it with the Mayor. I filed a formal complaint with the City as I think this was a breach by an employee and could be personally or politically motivated. The City investigated and found the employee had done as expected. The employee received a formal reprimand in the personnel file. I told the City I was satisfied with this action, if the incident was a "one-time thing"- the one Councilor LaFontaine had received. I believe the behavior had been repeated many times and so put in the FOAA to see the email threads. If the incident was a single occasion, I consider the matter closed. If emails prove the behavior happened a number of times and over a period of time; I expect a stronger disciplinary result. Personnel is the authority of the City Manager and is a confidential matter so I would not disclose the employee's name. This experience, however, leads me to not trust without seeing the email threads.

By the way, the emails regarding LA Arts that I have from the Economic Development Staff paints a very different picture than the one presented by LA Arts or Auburn elected officials.

I also believe the Executive Session we went into regarding LA Arts, under the Personnel exception for Executive Session, was not correct and not permitted under law. All I can do is vote not to go into Executive session which I did. I still go

into the session, even when I've opposed the action, because residents should not lose out on any discussion or action taken because the Councilor stayed out.

No, I resigned from the County Budget Committee back on September. I spoke with the Mayor before I took such action to see if he had any reasons why I should remain. He did not. The City does not have a Budget Committee- I believe it should. The City has an Audit Committee. I resigned from that at the same time because I could not accept the decision that their meetings would not be posted, no agendas would be prepared, no minutes or recordings would be kept- so how would the public to be informed of this committee and its decisions? The Mayor/Council have taken no action on filling my empty seat since the fall resignations. You may also be thinking of the Finance Committee which was created by vote of the Council in October 2014. No steps have been taken to fill the open seats on the Finance Committee and no meetings have been called for this committee. I raise this issue every time applications for volunteers to serve on Boards/Committees are announced.

I can't speak knowledgeably about the statues. The Council has never authorized such a project. I was surprised to read the details in the LA Arts materials- first time I'd heard of two plans- and I'm opposed to each because I see little return for the City of Auburn. I strongly supports Arts & Culture and would urge Auburn to use our own City's committee to plan and implement an Arts and Culture plan for Auburn.

My, this reply is long, but your note was thoughtful and deserved the answers to your questions.

I greatly value the opinion, suggestions and ideas from residents. I encourage you to continue to write. I ask you to think about including your own Councilor and both at Large Councilors. We all serve all residents of Auburn, but I believe I am accountable to those in Ward 1 who elected me.

Thank you for the note. I hope I've provided all you need. These, including this email, are public records; you can share or do whatever you'd like with the information.

*Tizz*

**Tizz E. H. Crowley**  
**Auburn City Councilor Ward 1**  
[tcrowley@auburnmaine.gov](mailto:tcrowley@auburnmaine.gov)

Please be advised that email communications sent to or received from City employees are subject to the Freedom of Access Act and may become part of public record or shared with the media.



**From:** M \_\_\_\_\_  
**Sent:** Thursday, March 05, 2015 9:59 AM  
**To:** Tizz Crowley; Leroy Walker  
**Subject:** Article

Good Morning,

I was reading the article regarding the FOAA request in the Sun Journal get to the end of the last paragraph and it tell us to go to page PB ? So we search the paper for the rest of the story. ?

I go online and find the story.

I want to know why the information that you requested was not given to you?

You are on the Budget committee are you not?

I am not to pleased that the L/A arts is a valued part of this city. That price was pretty steep. For that amount of money the statue of Edward Little could have been restored to it's original beauty.

It also stated that there was a bill for \$17,000 as well .

Why does the City of Auburn need all these series of statues to downtown areas in L/A?

I gave our hard earned money to save the bells, it was not a great deal of money but for those on a retired income it matters. I also am on the ELHS Class of 55 class reunion committee, and on our website I asked my classmates for donations for the EL statue.

I am very perturbed that our Mayor , Ms Lafontaine, Deschene have not been forthcoming with their communications.

I am sure that what I have written means very little to the city, but if there are enough of us, some of the foolish spending in the city needs to cease, and get back to the basics on keeping the city in the black..

I hate to see our tax money being wasted.

So Tizz good hunting.

M\_\_\_\_\_ Street,  
\_\_\_\_\_ Street,  
Auburn

## Tizz Crowley

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**From:** Tizz Crowley  
**Sent:** Thursday, February 26, 2015 3:22 PM  
**To:** Howard Kroll  
**Cc:** Jonathan LaBonte; Jill Eastman  
**Subject:** when we discuss LA Arts, I'd like to have already reviewed some documents

Good afternoon:

I know there are two sides to every story, so before we discuss LA Arts, I'd appreciate it if the Council could be sent the following documents:

- Copies of any invoices sent by LA Arts to the City (any department) for billable work. I'd liked to see when bills were received.
- Copies of email threads between staff and LA Arts regarding any item or task LA Arts billed for.
- If there are any other documents/materials provided by LA Arts beyond the one provided in our agenda packet last meeting- I'm interested in reading them.

LA Arts reported to the Council that their organization provided substantial billable services over the last 8 months. I know I was surprised to see several of the notations- the St. Louis Bells as an example. I did not see any LA Arts activities during the raising of funds done by LA Arts, and I know many community groups did lots of work without compensation. I also believe LA Arts indicated the organization made a donation to the Bells fund. How much was this donation? It should not be a reimbursed expense.

Based on the poor handling of this business matter, I would be very reluctant to engage LA Arts in any future endeavor without a written agreement with very specific requirements for authorization of services and tracking/billing/payment of services. LA Arts is a business and needs to run as such if it is to survive.

On a future agenda, the Council should discuss the Arts and Culture interests and plans for Auburn. I believe we need an arts agency. This is not the function of LA Arts to Auburn. I am strongly interested in supporting the local Arts Council- as they did as asked- bring the various organizations together so the City can deal with one entity. LA Arts may take credit for bringing the new Council together- but it is the Arts Council I'd like to work with- particularly since a number of Auburn organizations are represented.

Thanks,

*Tizz*

**Tizz E. H. Crowley**  
**Auburn City Councilor Ward 1**  
[tcrowley@auburnmaine.gov](mailto:tcrowley@auburnmaine.gov)

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## Tizz Crowley

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**From:** Tizz Crowley  
**Sent:** Tuesday, March 03, 2015 12:40 AM  
**To:** Howard Kroll  
**Subject:** all email threads to and from @LAArts.org

Hi:

I know I've asked for other emails which were not available for our meeting tonight. So I'd like to clarify my request.

I would like all emails **TO** any person with @LAArts.org as part of the address. I would also like all emails **FROM** any person with @LAArts.org as part of the address.

I'd like all from January 2014 through the day given to me. If this request is too time consuming we can breakdown the request by Auburn email addresses. In order of importance:

- TO/FROM Clint
- TO/FROM Alan
- TO/FROM Mayor
- TO/FROM Councilor LaFontaine
- TO/FROM any other paid staff
- TO/FROM all others including Councilors.

I don't need paper copies. I deliver a thumb drive. If they are not all coming in one file, please send me the first three groups as soon as they are available.

Thanks,

Tizz

Tizz E.H. Crowley  
Auburn City Councilor Ward 1

## Tizz Crowley

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**From:** Mary Lafontaine  
**Sent:** Monday, December 08, 2014 6:59 AM  
**To:** Tizz Crowley  
**Subject:** RE: Request It - Tizz (3) REPLY

I understand that...I guess I'm thinking about the bigger picture regardless of where questions are asked/information requested.

It seems that some of your requests are on the side of micro managing...or at the very least noting that staff are not doing their jobs.

I think they could all be doing their jobs better if we let them have the time to do so.

We should be holding the City Manager accountable and not interfering with his managing the staff.

M

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**From:** Tizz Crowley  
**Sent:** Friday, December 05, 2014 10:28 AM  
**To:** Mary Lafontaine  
**Cc:** Howard Kroll  
**Subject:** RE: Request It - Tizz (3) REPLY

Please make up your (the rest of the Council). We were recommended to use the request it feature in lieu of emails. I have used this function instead of emails after we received the instructions.

While I would not have agreed to use this method for the Council, I actually find it most helpful. There is documentation of the request, the staff seems to respond on a timely basis, and it's easy to share the replies with the resident who asks.

The value of the request is not for others to determine- I believe this is our work. I've used the agenda form request and been ignored. We are in trouble with the Norway arena. We have staff lying ("It was never intended to make money") in public. We have a sloppy and difficult system to computer system so data and information cannot be collected by me or others. In three years there has been do movement to improve the ability to do the work ourselves, so reluctantly I have to ask.

I'm happy to chat more. I'd also like to know how your being informed about my requests? As long as all members of the Council are treated in a fair and consistent manner, I have no problems with all my work being shared.

Thanks for reaching out. I appreciate your honesty and effort even when we have to agree to disagree.

Tizz

Tizz E.H. Crowley  
Auburn City Councilor Ward 1

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**From:** Mary Lafontaine  
**Sent:** Friday, December 05, 2014 9:51 AM  
**To:** Tizz Crowley  
**Subject:** FW: Request It - Tizz (3)

**Tizz, I have seen some of the Request It items...I'm concerned that you are doing the requests through this process.**

**I would like to think we 1) could have more trust in our staff to respond to questions that are appropriate requests and 2) that we would make only appropriate requests based on our scope of work.**

Doing so will allow staff to actually have time to do the work they are paid and responsible to do and not spend inordinate amounts of time responding to requests that don't add value to the work that we should be doing.

Would love to chat more, if you want.

Mary

**Title**

**Category** Other

**Name**

**Email Address** [tcrowley@auburnmaine.gov](mailto:tcrowley@auburnmaine.gov)

**Phone Number**

**Address**

**Submitted** 12/3/2014

**Description** Looking for information. Norway Saving Arena financial information provided during the decision processes to date. I cannot find in a search on the city website the information I'm looking for. I would like a copy of EVERY financial forecast prepared and provided on the dual sheet ice arena. I know there there were at least three spreadsheets provided in executive session. I believe Councilors received one spreadsheet (the first one) that had a five year forecast, the next had only one or three years forecast. Another showed a net income of over \$200K in the first year, another showed three scenarios- \$50K loss to a \$220K plus profit. I would like to see any documents that the staff prepared which shows the "arena was never intended to make money"- as Mr. Roland Miller stated when he asked for the return of tax payments to the arena owner. I believe this was the first time the Council and the public was told this by expected outcome. I know the arena is on the schedule for our next meeting so need this information before the agenda packet is completed so I might include materials in my ward report. Thank you. Tizz- city councilor

## FREEDOM OF INFORMATION REQUEST

**DATE:** February 14, 2015

**TO:** Howard Kroll  
Interim City Manager and the Freedom of Information Officer in Auburn  
60 Court Street  
Auburn, Maine 04210

**FROM:** Tizz E. H. Crowley  
Auburn Resident  
35 University Street  
Auburn, Maine 04210

**RE:** Freedom of Information request for:

### The records I am seeking are:

All emails sent from [JLabonte@auburnmaine.gov](mailto:JLabonte@auburnmaine.gov) to either Mary LaFontaine or Adam Lee. If it is easy to exclude emails sent to either of these individuals that were also copied to me, please omit them. If it is easier and quicker to just select all- that's fine.

I am also requesting all email or Facebook communications from the Mayor to these individuals, regardless of email address used, that is city business or relates to city business.

**Date:** December 2013 through date the request is completed in 2015

**Title(s):** unknown

I do not want to delay getting the information, so if there is a charge for this request, I agree to pay up to \$100 and will deliver payment immediately.

Please provide these emails in electronic form. I do not need paper. If you cannot forward the emails, I will provide a "thumb" drive for downloaded copies.

  
\_\_\_\_\_  
Signature Tizz E. H. Crowley

  
\_\_\_\_\_  
Date

L/A Arts & City of Auburn 2014-15

Administrative Tasks:

Timeline: 2014

June:

- Initial correspondence & meeting with City Manager - told MOU would be drawn up
  - Meetings CLT
  - Meeting Kesvin Bunker
- Meeting & Development of basic itinerary and strategic planning sculpture project

July:

- Arts and Humanities Festival meeting and planning session
  - Board meeting, CLT - Great Falls
- Research and planning - Humanities Festival artists

August:

- Edward Little restoration meeting - City Hall
  - Ongoing New Tree Grid work

September:

- Meeting - Mayor
- Correspondence with City Manager and Finance staff

October:

- Sculpture projects meeting
  - Strategic planning and proposal writing
- Meeting city - alleyway and sculpture restoration/bells
- Correspondence with City Manager and Finance staff

November:

- Promotion of St. Louis Bells - social media
- Contribution from L/A Arts to endeavor
  - New kiosk creation - Chamber
- Meeting city - sculpture restoration/bells
- Correspondence with Economic Development and Finance staff

→ Winter Fest  
→ Art Festival on Riverfront  
→ Other festivals

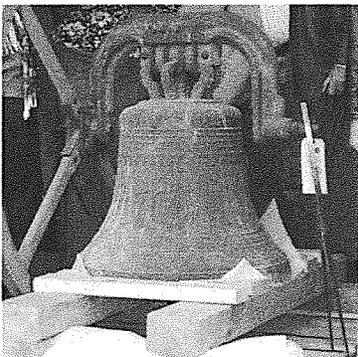
\$8500  
For The  
Items Above

L/A Arts  
**PUBLIC ART SCULPTURE PROJECT**  
**STRATEGIC PLAN:**

The L/A Arts & Municipalities of Lewiston/Auburn *New Tree Grid* public sculpture project facilitates the installation of major historically restored and new contemporary public art sculptures in a series of pieces along an artwalk connecting the Twin Cities of Lewiston/Auburn ME. The initiative seeks to recapture the history of Lewiston and Auburn as the first public art sculpture cities in the state, when in the 19th century renowned local artist Franklin Simmons created the first two such pieces. (Soldiers' Monument (1866–68), Kennedy Park, Lewiston. Edward T. Little (bronze, 1875–77), Edward Little High School, Auburn). When completed (over the course of the next five years), the Artwalk work will capture and celebrate the area's rich heritage and culture, and further the revitalization of the Maine's second largest city.

For first phase (July 2014-June 2015), a sculpture will be installed on a vacant lot in downtown Lewiston, created by L/A native and nationally recognized visual artist Charlie Hewitt. Simultaneously, restorative projects for the Edward T. Little Statue in Auburn, and Soldiers monument in Lewiston will begin. This portion of the initiative will finalize with the St. Louis Foundry Bells (Christoph-Paccard Foundry, 1915) being given a redesigned installation along this Artwalk.

The St. Louis Bells, recently purchased by the city of Auburn, will be redesigned through a public contest of prospective concepts from local artists and the public at large. The pieces will be restored and installed on the Auburn Riverwalk, the timeframe for which is the fall of 2015. For this project, a full evaluation implementation, and two public symposia bringing together the artists and leaders of this proposal with direct engagement with the public will be held before and after the installation.



St. Louis Foundry Bells (Christoph-Paccard Foundry, 1915)

For the historical statues, an evaluative assessment of the cost of their restoration has been completed by local artisan Bruce Lane. The promotion around these pieces will define the historical significance of them, in particular couple the Soldier's Monument with the 150th anniversary of the Civil War. In addition, a current initiative by the city of Lewiston and the Kennedy Park Bandstand Restoration Committee to remake the historical bandstand gazebo will complement the continuing revitalization of the downtown.



Franklin Simmons Soldiers' Monument (1866–68) - Kennedy Park, Lewiston  
1st piece of public sculpture, State of Maine

For Phase I pieces, the planning process already begun by the partners of the initiative continues with the development of a complete timeline and sculpture implementation plan. This includes the codification of legal parameters for placing art pieces on properties, and outreach to additional local partners regarding fabrication and placement of works. A campaign of project promotion and fundraising will be ongoing. Press releases and postings via social media, print advertisement, and promotional materials will update project progress for the public. In late spring of 2015, planning will take place to finalize and promote the details of the upcoming groundbreaking, and around any necessary final contributions to the project.

### **Phase II: Restoration and Installation**

The strategy of Phase II is to have these four pieces simultaneously installed/renovated in the late summer/early fall of 2015. A joint ribbon cutting ceremony across the rivers will take place and the first Public Sculpture Artwalk map will be created, and supported by online information via city and L/A Arts websites.

### **Placement:**

The placement of Mr. Hewitt's piece is slated for one of the current vacant lots in downtown Lewiston, which was the site of one of a series of devastating arson fires in the spring of 2013. The 25 foot piece will be emblematic of the diverse social fabric of the area, and revitalization of the area in the face of these challenges. The Soldiers Monument will remain in Kennedy Park in downtown Lewiston, and the Edward Little Statue, property of the Auburn Schools, will remain at it's current location at Edward Little High School. The St. Louis Bells will be placed along the current Riverwalk in downtown Auburn.



Edward T. Little (bronze, 1875–77), Edward Little High School, Auburn

### **Future Sculptures: Phase III**

Phase III will begin the late fall of 2015, with a lineup of five current local and regional sculpture artists who will create and/or place pieces along the Sculpture Walk. The walk will begin in Kennedy Park and work down through Lisbon Street, wend it's way through Lewiston's Simard Payne Park, across the river into Bonney Park the Auburn Riverwalk, and conclude at the Great Falls. These five separate pieces will be chosen to represent a juxtaposition between the history of L/A, and the contemporary movements of culture and revitalization that are ongoing in the region. Specific meetings with chosen artists will begin in the beginning of 2015, and layered into a defined proposal of complementary sites and pieces of art. The full realization of this proposal of 9 completed and installed art and heritage pieces is the fall of 2018.

### **Funding:**

L/A Arts has received 12,000 in corporate funding and foundation funding for the New Tree Grid, roughly half the cost of the project. The St. Louis Bells have received full funding for ownership by the city of Auburn, and additional funds will be raised for the redesign and installation. The Edward Little statue restoration is also in the process of receiving full funding. Additional costs for fabrication, placement and maintenance of all sculptures will be defined in a complete budget once additional artists and sculptures are established.

### **Placemaking:**

L/A Arts and New Tree Grid partners believe that this project will inject vibrancy into L/A by enhancing community identity and the aesthetics of the area. The work will further the economic renewal of the downtown districts by boosting tourism, and foster potential investment in the cities. The thousands of summer tourists on their way up the coast will want to stop and see these important works, making the New Tree Grid a regional destination. These vibrant sculptures will speak to the fabric of the community and will be accessible to underserved audiences who do not typically experience high quality works of art. Finally, it will capture and celebrate the area's rich heritage and culture, and further the revitalization of our Twin Cities.

The objectives of the *Tree Grid* include the transformation of community identity and cohesiveness, support for the arts and local artists, and economic and cultural renewal of the

downtown districts. For social and cultural based strategies, L/A Arts and *New Tree Grid* partners believe that this project will build community in moments of interaction at the sculpture, and enhance the value resident's place on their community. It will capitalize on the potential of the vast open lots, and add a surprising visual aesthetic which comments on the neighborhood's distinctiveness. It will also engage people through their participation in the project through multiple public symposia around the work. It will support the work of local artists in the creation and installation of the piece. Economically, the work will further the renewal of the downtown districts by boosting local and regional tourism, and fostering potential investment in the cities.

L/A Arts has recently undergone a strategic planning phase which has resulted in a revised mission and vision for the organization. This new focus seeks to reassert the organization's historical role building cross-sector partnerships to create best practice public art programs, and in support of local arts and cultural institutions. *The New Tree Grid* initiative is born out of such a partnership building effort, bringing together local artists, governments, community organizations, and businesses. This collaborative has developed the initial idea introduced by Mr. Hewitt into a comprehensive project in service to the needs of the Twin Cities. It connects to L/A Arts' mission in also providing model programs that seek to engage and develop the Twin Cities and its residents. The initiative complements the organizations other programs, which work to develop appreciation and education around the arts in all forms. This extensive and permanent exhibition of art will add a dimension of visibility and placemaking to L/A Arts current programming. In addition, whether students participating in its Arts in Education residency work come to view and study the piece, or it is layered into the L/A Arts current Artwalk, it will provide a foundation for direct integration into its other public programs.

### **Personnel & Partners:**

The collaborating organizations for the New Tree Grid sculpture project are the Cities of Lewiston & Auburn, Androscoggin Valley of Governments (AVCOG), Lewiston/Auburn Economic Growth Council (LAEGC), the Androscoggin Valley Chamber of Commerce, Bates College Museum of Art, Senator Susan Collins office, and Community Concepts. Each of the partners has been part of the planning and implementation stages throughout. The city of Lewiston has assisted with site evaluation, research on liability and engineering, has offered up city properties for use in the project in-kind. Local social service agency Community Concepts has given valuable insights into both the history regarding the prospective downtown fire lot properties for the sculpture, and the people affected by the fires. The organization has also assisted with initial local community outreach, including meetings with community-based organization Lewiston UNITES, and planning for public symposia which aim to educate and engage people from the downtown around the work. The city of Auburn, and in particular the mayor's office, have done site evaluations with L/A Arts for the larger project which will extend into Auburn, and begun planning the in-kind reinstallation of two historical pieces, the Edward Little statue, and St. Louis Bells into the New Tree Grid timeline. Bates College Museum of Art, in particular curator Bill Low, has been instrumental in assisting with outreach to community partners, fundraising, and administrative support for the project. Androscoggin Valley of Governments (AVCOG), Lewiston/Auburn Economic Growth Council (LAEGC), have assisted in establishing and implementing evaluation plans around the project, and the strategies behind the New Tree

Grid to ensure the greatest impact on the Twin Cities. Androscoggin Valley Chamber of Commerce has lent its expertise with business and community contacts in helping to gain key partners, and extend the prospects of corporate sponsorships. The main administrators and project leads are government employees from Lewiston (Lincoln Jeffers & Edward Barret, City Manager) and Alan Manoian (Economic Development Specialist) Joshua Vink, current Executive Director of L/A Arts, and Bill Low, board member of L/A Arts, and curator of the Bates College Museum of Art.

**Evaluation:**

Assessment of the impact of the New Tree Grid will be ongoing throughout the project. Post-installation evaluation reports will be made available by the Fall of 2017. These technology and data-driven assessments will measure the project's impact on the local economy and tourism, including pedestrian traffic to the downtown. Local pre and post survey's will focus on the success engaging diverse community members in the proposal, measuring their appreciation for public art, and its impact on the image of the downtowns. The overall project, symposiums, and interviews with residents will also be documented via a local filmmaker, giving a means for people to reflect on the value and meaning of this project on them and their community.

**Outcomes:**

- This project represents an opportunity for the arts to drive the creative economy, contribute to the ongoing revitalization of the cities, and increase potential tourism to the area.
- Support for artistic endeavors which aim to capture the wealth of cultural diversity and history in the twin cities.
- The project is aligned with strategies to engage citizenry in the growth and increased vitality of their city, including making the downtown's more pedestrian friendly, and encourage healthy choices such as getting outdoors and walking.
- Opportunity to directly impact the aesthetics of the downtowns.
- Giving a visual representation to the creative and innovative capital which exists in our communities.
- Partner with LA Arts and their 40 year history of providing quality arts programming to the twin cities.
- Provide a sense of healing and renewal directly to the areas effected by the devastating fires in the spring.
- Augment and integrate strongly into the strategic goals of Lewiston and Auburn including:

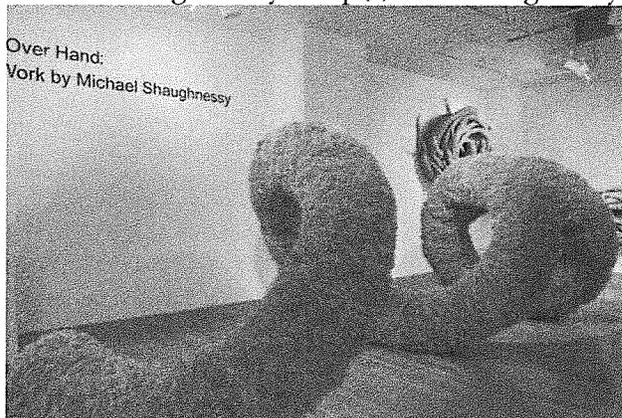
**Current Collaborative Artist - Charlie Hewitt:**

New Tree Grid artist Charlie Hewitt ([www.charliehewitt.com](http://www.charliehewitt.com)) is a native of Lewiston/Auburn, Maine who has received national recognition for his work. Charlie is a painter, printmaker, and sculptor formally based in New York City who moved to Portland, Maine in 2004 to accompany his exhibitions of sculpture and painting at the Farnsworth Museum (Rockland, ME), as well as his print retrospective at the Bates College Museum of Art (Lewiston, ME). Hewitt returned to Maine following a long association with the Vinalhaven Press where he created prints for publisher Pat Nick. Charlie continues to exhibit in New York City as well as at regional venues. His work can be found in the collections of The Metropolitan Museum of Art, The Whitney Museum, The Brooklyn Museum, and the Fogg Art Museum as well as collections residing in Maine that include The Portland Museum of Art, The Farnsworth Art Museum, and the museums at Bowdoin and Colby Colleges. His most recent sculpture project, *Urban Rattle*, is currently installed on the High Line in New York City's Chelsea district. He is represented by Jim Kempner Fine Arts, New York, NY.



**Potential Sculpture Artists:**

Michael Shaughnessy - <http://www.shaughnessyart.com/images.html>



Sam Van Aiken <http://www.samvanaken.com/>



Aaron Stephan <http://aarontstephan.com/home.html>



Jesse Salisbury <http://www.jessesalisbury.com/resume.php>



Pandora Lacasse <https://www.facebook.com/pages/Pandora-LaCasse-Design/200642760028336>



# ARTS & CULTURE

**Amendment 8** - We the Council of the City of Auburn adopt and approve the following items to the Appropriation Resolve:

Amend the FY 2015 Appropriation Resolve to include the following statements: the FY15 budget implements up to a 2% COLA for employees.

The City Manager is authorized to update the 2007 Pay Scales for the City of Auburn by the CPI-U for each year through 2014.

**Amendment 9** - We the Council of the City of Auburn adopt and approve the following item to the Appropriation Resolve:

Amend LA Arts to be Arts and Culture Auburn and reduce the request by \$64 to \$17,000 to be reserved for Arts and Cultural activities/projects specifically in Auburn.

**Amendment 10** - We the Council of the City of Auburn adopt and approve the following items to the Appropriation Resolve:

RESOLVED, that the following be, and hereby is the Annual Budget and Revenue Estimate for the City of Auburn Enterprise Fund – Norway Savings Bank Arena for the fiscal year 2014-2015, which includes the amounts budgeted herein and revenues from all sources beginning July 1, 2014 and ending June 30, 2015.

The Enterprise Fund-Norway Savings Bank Arena estimated amount of non-property tax revenue is \$1,221,935.

The Enterprise Fund-Norway Savings Bank Arena budget is \$1,208,500.

RESOLVED, that the following be, and hereby is the Annual Budget and Revenue Estimate for the City of Auburn Enterprise Fund – Ingersoll Arena for the fiscal year 2014-2015, which includes the amounts budgeted herein beginning July 1, 2014 and ending June 30, 2015.

The Enterprise Fund-Ingersoll Arena budget is \$13,000 for utilities and repairs pending Council action to repurpose the facility. Upon Council Action to repurpose, the Council must pass a supplemental budget.

**Amendment 11** - We the Council of the City of Auburn adopt and approve the following items to the Appropriation Resolve:

Amend LATC (Lewiston Auburn Transit Committee) to decrease budget by \$23,996, and that the \$23,996 be put into an account for Auburn Only Transportation Items.

**Amendment 12** - We the Council of the City of Auburn adopt and approve the following item to the Appropriation Resolve:

Increase the City Managers budget by \$10,000 to be set up in an account to purchase Veteran's markers and flags for the cemeteries.

# Memorandum of Understanding (MOU)

Between the City of Auburn, ME & L/A Arts, Inc.

## Partnership on Public Art Projects & Local Creative Economy Initiatives

On July 31<sup>st</sup> 2014 the City of Auburn's Economic Development Specialist met with the Executive Director of L/A Arts, Inc. to discuss, clarify and agree upon the ongoing working relationship between the municipality and the local arts & cultural affairs organization resulting from the provision of \$20,000 of organizational funding to L/A Arts, Inc. by the City of Auburn.

L/A Arts, Inc. agrees to work continually and collaboratively with the municipality on a number of Auburn-based "creative class" community and economic development projects, programs and initiatives. L/A Arts, Inc. is prepared to provide targeted administrative support; technical expertise; arts community connectivity & contacts; grant-writing partnership; promotional campaigns & coordination; project & public event planning & support; and special project partnership.

A number of local "creative class" projects, programs & initiatives agreed upon at the meeting included:

**Local Visitor Engagement:** The design, fabrication and installation of an L/A Cultural Kiosk at the Hilton Garden Inn, showcasing nineteen (19) local arts & cultural affairs organizations/public venues in the L/A region. This high-quality Kiosk is designed and "built around" the L/A Arts website and offers outstanding connectivity to various participating arts & cultural affairs organizations. L/A Arts will work closely with the Auburn Office of Economic Development to maximize the potential of this Cultural Kiosk in Downtown Auburn and assist in coordinating the design and placement of future Cultural Kiosks in Auburn and the L/A region.

**Enhanced Local Visitor Engagement:** L/A Arts will work collaboratively with the Auburn Office of Economic Development and the Androscoggin County Chamber of Commerce's Regional Image Committee (RIC) in determining the viability and potential of contracting with CTM Media Group of Stamford, CT to install approximately six to eight (6-8) interactive "Ettractions" Digital Information Pedestal Units at selected high-impact public locations in both Auburn and Lewiston. L/A Arts proposes to work collaboratively to layer the nineteen (19) local arts and cultural affairs organizations currently being promoted in the existing L/A Arts Cultural Kiosks into the proposed new "Ettractions" Digital Pedestal Units.

**The Bells of St. Louis Church Heritage Monument:** L/A Arts will work collaboratively with the Auburn Office of Economic Development through the provision of administrative support, technical and design expertise, design professional connectivity, grant-writing consultation, public promotion, and program support for the design, development, and installation of the proposed Bells of St. Louis Church Heritage Monument in the New Auburn Neighborhood.

**Edward Little Statue Restoration Project:** L/A Arts will work collaboratively with the Auburn Office of Economic Development through the provision of administrative support, public art design consultation, heritage restoration expertise, sculpture professional connectivity, grant-writing consultation, public promotion, program support, and ongoing public & tourist interpretive programming/promotion for the proposed world-class restoration and rededication of the 1877 Edward Little Statue by Franklin Simmons.

**New Tree Grid Project:** L/A Arts will work collaboratively with the Auburn Office of Economic Development to advance the economics of "creative place-making" and inter-city public art connectivity through the "New Tree Grid" Project. The "New Tree Grid" Project proposes the preliminary goal of the creation and installation of two major public art sculptures in Lewiston's urban core; and the eventual goal of creating a series of permanent sculptures along a sculptural artwalk between Auburn and Lewiston. Auburn's efforts involved with the proposed Bells of St. Louis Church Heritage Monument and the restoration of the 1877 Edward Little Statue will be woven into the fabric of the emerging "Twin City" Public Sculpture Walk, with future works of Downtown Auburn public art and sculpture integrating into the ongoing collaborative program.

**The 1<sup>st</sup> Annual Downtown Auburn Fine Arts & Humanities Festival:** L/A Arts is currently working collaboratively with the Auburn Office of Economic Development in the planning, development, organizing, coordination and production of the 1<sup>st</sup> Annual Downtown Auburn Fine Arts & Humanities Festival scheduled for May 2015 on Main Street in Downtown Auburn. The "landmark" event will feature local and regional visual artists, dance performance, heritage musical performance, theatrical performance, poetry readings, sculptors, artisans, architectural tours, and local heritage exhibitions. L/A Arts has been in attendance at all event planning meetings, has met with the Economic Development Specialist, has provided Auburn Economic Development with local artist contact lists, has facilitated strategic meetings and connections with local arts leaders, and has demonstrated noteworthy leadership and support for this proposed high-quality "creative class" event in Downtown Auburn.

In closing, the above selected list is representative of the type of high-quality and high-impact "place-making economics" and "creative-class economy" projects, programs and initiatives that the L/A Arts, Inc. and Auburn Office of Economic Development collaboration propose to deliver in sparking renewed urban neighborhood livability, retail & restaurant vitality, financial investment, tourist attraction, and economic growth for Downtown Auburn, New Auburn, and L/A region.

Therefore the undersigned agree to enact and fulfill a project-based partnership relationship for the fiscal year 2014-2015.

\_\_\_\_\_  
Clint Deschene, City Manager  
City of Auburn, ME

  
Judy Vardanis, Board Chair  
L/A Arts, Inc. 10/20/14

*City NOT Signed - Council needs TO APPROVE!*

Tizz E. H. Crowley, Ward One  
Robert Hayes, Ward Two  
Mary Lafontaine, Ward Three  
Adam Lee, Ward Four



Leroy Walker, Ward Five  
Belinda Gerry, At Large  
David Young, At Large

Jonathan LaBonte, Mayor

## IN CITY COUNCIL

### RESOLVE 06-05052014

RESOLVED, that the following be, and hereby is the Annual Appropriation and Revenue Resolve of the City of Auburn for the fiscal year 2014-2015, which includes the amounts appropriated herein and revenues from all sources beginning July 1, 2014 and ending June 30, 2015.

The estimated aggregate amount of non-property tax revenue is \$33,349,006 with a municipal revenue budget of \$11,256,313 and a School Department revenue budget of \$22,092,693.

The aggregate appropriation for the City of Auburn is \$76,126,790, with a municipal budget of \$35,838,587 County budget of \$2,046,880 and a School Department budget of \$38,241,323 which received School Committee approval on April 30, 2014, and school budget approved at the May 19, 2014 Council Meeting pursuant to the School Budget Validation vote on June 10, 2014, in accordance with Maine Revised Statutes, Title 20-A § 1486 and based on the budget submitted to the Auburn City Council on April 7, 2014, by the City Manager, and notification was posted on the City of Auburn website on May 2, 2014 that a public hearing would be held on May 5, 2014 at 7:00 p.m. and said hearing having been held on that date, and as amended by the City Council, the same is hereby appropriated for the fiscal year 2014-2015 beginning July 1, 2014 for the lawful expenditures of the City of Auburn and the County of Androscoggin taxes, and said amounts are declared not to be in excess of the estimated revenue from taxation and sources other than taxation for the fiscal year of 2014-2015.

### COUNCIL AMENDMENTS

On May 19, 2014, the Council passed the following amendments to the Annual Appropriation and Revenue Resolve:

**Amendment 1** - We the Council of the City of Auburn adopt and approve the following items to the City Budget:

Amend the Department of Fire to expand into the program of EMS transport by increasing expenditures by \$635,468 to implement EMS transport and increase revenue by \$987,551 for EMS transport.

**Amendment 2** - We the Council of the City of Auburn adopt and approve the following items to the City Budget:

Amend the Department of Fire by decreasing expenditures by \$73,000 to fire operations;

Amend the Parking Program of the City and Police Budget to initiate greater use of revenues by \$55,000 and institute a non-sworn model for parking enforcement;

Commitments;

11. That \$423,388 be authorized to be expended for All Other Expenditures;
12. That \$37,817,935.00 be appropriated for the total cost of funding public education from Pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act and that \$14,329,818.00 be raised as the municipality's contribution to the total cost of funding public education from Pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act in accordance with the Maine Revised Statutes, Title 20-A, section 15688;

<b>Statutory Recommendation</b>	<b><u>\$15,935,333</u></b>
<b>City Council Adopted</b>	<b><u>\$14,329,818</u></b>

*Explanation: The city's contribution to the total cost of funding public education from Pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act is the amount of money determined by state law to be the minimum amount that a municipality must raise in order to receive the full amount of state dollars.*

13. That \$1,587,224.00 be raised and appropriated for the annual payments on debt service previously approved by the city's legislative body for non-state-funded school construction projects, non-state-funded portions of school construction projects and minor capital projects in addition to the funds appropriated as the local share of the city's contribution to the total cost of funding public education from Pre-kindergarten to grade 12;

*Explanation: Non-state-funded debt service is the amount of money needed for the annual payments on the city's long-term debt for major capital school construction projects and minor capital renovation projects that are not approved for state subsidy. The bonding of this long-term debt was previously approved by the voters or other legislative body.*

14. That \$0.00 be raised and appropriated in additional local funds for school purposes under the Maine Revised Statutes, Title 20-A, section 15690;

*Explanation: The additional local funds are those locally raised funds over and above the municipality's local contributions to the total cost of funding public education from Pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act and local amounts raised for the annual payment on non-state-funded debt service that will help achieve the school department budget for education programs.*

15. That the school committee be authorized to expend \$37,817,935.00 for the fiscal year beginning July 1, 2013 and ending June 30, 2014 from the city's contribution to the total cost of funding public education from Pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act, non-state-funded school construction projects, additional local funds for school purposes under the Maine Revised Statutes, Title 20-A, section 15690, unexpended balances, tuition receipts, fund balances, state subsidy and other receipts for the support of schools;

16. That the City of Auburn appropriate \$380,880.00 for adult education and raise \$189,080.00 as the local share, with authorization to expend any additional incidental or miscellaneous receipts in the interest for the well-being of the adult education program;
17. That the City of Auburn raise and appropriate \$42,508.00 for the services of Community Services-Crossing Guards.
18. That in addition to amount approved in the preceding articles, the school committee be authorized to expend such other sums as may be received from federal or state grants or programs or other sources during the fiscal year for school purposes, provided that such grants, programs or other sources do not require the expenditure of other funds not previously appropriated;

BE IT FURTHER RESOLVED that the City Council deems it necessary to adopt a budget which exceeds the percent increase of the Consumer Price Index Urban as of December 31, 2013, and hereby waives the provisions of Section 2-485 of the City Code of Ordinances.

## Lewiston-Auburn

# Auburn councilor files FOAA requests with city, Mayor LaBonte

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[SCOTT TAYLOR](#), Staff Writer

[Lewiston-Auburn](#) | Wednesday, March 4, 2015 at 2:01 pm

AUBURN — A question of how Mayor Jonathan LaBonte and another city councilor obtained contract information regarding L/A Arts, which City Councilor Tizz Crowley said was not shared with her, convinced Crowley to file a formal Freedom of Access Act request for that document.

Crowley said she filed the request with acting City Manager Howard Kroll just after midnight Tuesday morning, on the heels of the council's vote not to pay an L/A Arts invoice for \$12,691.

"I had asked for copies of any bills," Crowley said. "If L/A Arts is due money, you would think they would have submitted bills. There was one for \$17,000 that did not match any signed contract and was not approved by the finance director. There were no other invoices that I was provided, just that one."

Crowley requested all emails addressed to or from the LAArts.org Internet domain with LaBonte, City Councilor Mary LaFontaine, former City Manager Clinton Deschene, Economic Development Specialist Alan Manoian and any other city councilor or paid city staff member.

"It seems that some people had been in communications with L/A Arts and had not disclosed it," Crowley said.

L/A Arts had asked the Auburn Council to pay \$12,691 for consulting work on raising money to restore a city statue of Edward Little and how to raise money to preserve historic bells removed from New Auburn's St. Louis Church over the past year.

The group also helped develop a strategic plan to bring a series of sculptures to downtown Lewiston and Auburn.

Crowley and Councilors Robert Hayes, Leroy Walker and Belinda Gerry all voted against paying the invoice at the Monday night City Council meeting, defeating the plan to pay L/A Arts.

Crowley said she's willing to pay the arts group a portion of the money, but only as a consultant and not as an arts group.

"I want the money we set aside for arts to go to any arts for programs," she said. "That means concerts or shows or speakers or an activity in Auburn."

Crowley said LaFontaine and LaBonte made reference to a memo of understanding between the city and the arts group that Crowley had requested several times, but had never seen. She filed her freedom of access request Tuesday to find out how other councilors had received it and to see if she had missed other L/A Arts information.

LaFontaine said she had seen the memo but did not recall where. She said she thinks it may have been given to councilors in an executive session on Jan. 26 or Feb. 9 — meetings that Crowley did not attend.

"In my perception, there was nothing to hide or alter or anything going on behind the scenes that would create any suspicion or sense of wrongdoing," LaFontaine said.

LaBonte said he respected Crowley's right to have the information, but said the formal process was not necessary.

"There is no grand conspiracy," he said. "The FOAA laws are FOAA laws and she will get the emails she requested. I'm just not sure it's a constructive way to handle these issues."

But Crowley said she also believes that LaBonte and city staff are keeping tabs on Crowley, or least her requests for information. She said she made a less formal request for financial data on the city's ice rink via the city's website. She received an answer, not from city staff, but from LaFontaine.

"I don't know what's going on, but clearly people are watching my stuff," Crowley said. "I was looking for information I'd requested before and when you are missing documents that people have, I'd like to know why."

Crowley said she filed a FOAA on Feb. 14 to determine how LaFontaine learned about her request for arena financial information.

LaFontaine said she is not checking up on Crowley or any councilor.

"I think we as a council have been trying to make sure our communication is open and we are making the best use of staff time, and that things are being done above board," LaFontaine said. "Are we concentrating on issues that are important — policy and direction for the city? The staff's job is day-to-day operations and if we are asking too much of them they cannot do their jobs effectively."

On Tuesday afternoon, LaBonte, who is employed as director of the Governor's Office of Policy and Management, took his complaint about Crowley's public records request to his personal Facebook page, noting it was his first FOAA request as Auburn's mayor.

He wrote that the request was for communications he and another councilor had with L/A Arts and "I guess we are about to be outed for our engagement with the arts community."

He wrote it was a “sad day” that Crowley felt the need to file the request “over a very modest request for partnership” with the arts group.

The ensuing posts were largely supportive of LaBonte, critical that Crowley didn’t take a more direct approach and just ask for the documents. Others pointed out that FOAA is a standard tool to gain access to public records that had otherwise been denied, and a couple of people expressed support for Crowley’s move after she’d exhausted other routes.

[staylor@sunjournal.com](mailto:staylor@sunjournal.com)



# City of Auburn - Double Surface Ice Arena

Income Statement Historical/Forecasted

Lease Scenario

5 Year Pro Forma

DRAFT

Enterprise Fund

REVENUE	FORECASTED				
	2013	2014	2015	2016	2017
Concession Stand	70,000	70,000	70,000	70,000	70,000
Naming Rights	50,000	50,000	50,000	50,000	50,000
Sign Advertisement	32,000	32,000	32,000	32,000	32,000
Proshop	11,000	11,000	11,000	11,000	11,000
Tournament Revenues	41,200	41,200	41,200	41,200	41,200
Miscellaneous	2,500	2,500	2,500	2,500	2,500
Public Skating	20,218	22,240	24,464	26,910	29,601
Skating Instruction	20,723	22,795	25,075	27,583	30,341
Rental Income					
Growth in 1 year for Rentals	67,500	67,500	67,500	67,500	67,500
Twin City Titans	236,250	240,975	245,794	250,710	255,724
Maine Gladiators	135,000	137,700	140,454	143,263	146,128
ELHS, Leavitt, Poland/GNG, Red Hornets	66,775	66,775	66,775	66,775	66,775
Southern Maine Middle School Hockey	13,500	13,500	13,500	13,500	13,500
Maine Hockey Development	66,150	67,473	68,882	70,198	71,602
LJA Seniors	67,500	67,500	67,500	67,500	67,500
Rousseau's Clinics	31,500	32,130	32,772	33,428	34,096
Power Play	18,000	18,360	18,727	19,101	19,483
Boston Kremes	22,500	22,950	23,409	23,877	24,354
Tuesday Night Men's	11,700	11,934	12,172	12,416	12,664
Monday Night Coed	11,700	11,934	12,172	12,416	12,664
Mike Berube	6,300	6,426	6,554	6,685	6,819
LA Bolts	45,000	45,000	45,000	45,000	45,000
Fons Group	6,250	6,375	6,502	6,632	6,765
Greg Gilbert	5,850	5,967	6,086	6,208	6,332
LJA Edge	9,000	11,250	11,250	11,250	11,250
Townsend Clinic	9,750	9,945	10,143	10,346	10,553
Gardiner Area Youth		11,250	11,250	11,250	11,250
Central Maine Area Youth		11,250	11,250	11,250	11,250
Tribal Men's League		11,250	11,250	11,250	11,250
Midcoast Youth					
Maine Amateur					
Room Rentals	4,800	5,280	5,808	6,388	7,027
Birthday Rentals	12,000	13,200	14,520	15,972	17,569
Special Events	2,400	2,640	2,904	3,194	3,513
Shiny Hockey	12,498	13,747	15,122	16,634	18,298
In-house Clinics	20,000	20,000	20,000	20,000	20,000
<b>TOTAL</b>	<b>1,129,564</b>	<b>1,172,796</b>	<b>1,192,285</b>	<b>1,212,686</b>	<b>1,234,258</b>

Salaries

*Updated  
9-4-12*



# City of Auburn - Double Surface Ice Arena

## Income Statement Historical/Forecasted

### Lease Scenario 5 Year Pro Forma

**DRAFT**

#### Enterprise Fund

Director	65,000	66,300	67,626	68,978	70,358
Facilities Manager	54,112	55,194	56,298	57,424	58,573
Administrative Assistant	31,200	31,824	32,460	33,109	33,771
Maintenance Supervisor	26,000	26,520	27,050	27,591	28,143
Ice Attendant (2)	45,600	46,512	47,442	48,391	49,358
Ice Attendant (2) Part time	10,900	11,118	11,340	11,567	11,798
Skate Guard (2)	1,250	1,250	1,250	1,250	1,250
Skate Instructor (2)	1,550	1,550	1,550	1,550	1,550
OT-Regular	1,979	2,018	2,058	2,100	2,142
Uniforms	1,400	1,428	1,456	1,485	1,515
Health Insurance	89,333	93,794	98,484	103,408	108,578
FICA/Medicare	17,961	18,320	18,687	19,060	19,442
Retirement	14,087	14,369	14,656	14,949	15,248
Catereria plan	5,700	5,700	5,700	5,700	5,700
Advertising	20,000	20,000	20,000	20,000	20,000
CPA Consultation Services	2,100	2,100	2,100	2,100	2,100
Marketing Consultation Services					
Equipment Inspection	2,095	2,157	2,222	2,289	2,357
Repairs - building	8,464	8,464	8,464	8,464	8,464
Repairs - equipment	22,256	22,256	22,256	22,256	22,256
Repairs - maintenance contracts	2,824	2,824	2,824	2,824	2,824
Training and tuition	1,000	1,000	1,000	1,000	1,000
Travel - mileage reimbursement	1,500	1,500	1,500	1,500	1,500
Travel - seminar costs	750	750	750	750	750
Dues and subscriptions	150	150	150	150	150
Insurance premiums	7,500	7,725	7,956	8,195	8,441
Supplies	7,950	8,109	8,271	8,436	8,605
Postage					
Phone & Internet	1,666	1,699	1,733	1,767	1,803
Utilities - water & sewer	5,082	5,183	5,287	5,393	5,501
Utilities - electricity	129,650	132,243	134,887	137,585	140,337
Utilities - bottled gas	27,127	27,669	28,222	28,787	29,363
CIP	15,000	15,000	15,000	15,000	15,000
<b>DEBT SERVICE - 8.5 Million @ 4.5% - 30 Years</b>	<b>509,000</b>	<b>509,000</b>	<b>509,000</b>	<b>509,000</b>	<b>509,000</b>
<b>PROPERTY TAXES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>REVENUE IN EXCESS OF EXPENDITURES</b>	<b>1,130,186</b>	<b>1,143,726</b>	<b>1,157,679</b>	<b>1,172,058</b>	<b>1,186,877</b>
(BEFORE DEPRECIATION)	-622	29,070	34,606	40,628	47,381

# City of Auburn, Maine

*"Maine's City of Opportunity"*

Parks & Recreation Department

**TO: Jill Eastman, Finance Director**  
**FROM: Ravi Sharma, Parks & Recreation Director**  
**DATE: 5/29/13**  
**SUBJECT: Arena Merger Year Budget 2013-2014**

Jill,

The draft arena budget presented covers the time period of July 1, 2013 through June 30, 2014, which is the merger, or transition year. The assumption made is that Ingersoll Arena will continue to operate until December 31, 2013, at which time operation at Ingersoll will cease and the Auburn Ice Arena will be in full operation. This budget covers the final 6 months for Ingersoll Arena and the first 6 months of operation for the Auburn Ice Arena.

Due to the extreme amount of variables in the transition year which include, but are not limited to: construction schedule, ice rental contracts and advertising contracts, the draft budget is the best estimation of revenues and expenses at this time. When a manager is hired for the Auburn Ice Arena, a priority of this position will be review and revision of the draft budget figures on an ongoing, monthly basis.

**From:** Clint Deschene  
**Sent:** Sunday, January 27, 2013 2:53 PM  
**To:** Denis D'Auteuil; Ravi Sharma; Howard Kroll  
**Subject:** Arena

We should go over this tomorrow so that I can explain. I worked on it from a projection basis and was able to justify some savings so it is better than I hoped but still \$300,000 per year loss.

2013.01.27 Email Clint to staff - \$300,000 lost 2013 Jan update to Oct 2012 budget attached

Oct 2012 -  
Updated 2013. Jan

Auburn Lewiston Dual Surface Ice Arena							
FISCAL YEAR ENDING June 30, 2014							
Draft: October 2012							
INCOME:		Ingersoll (2012)	A/L Dual Surface	Jan 2013 update	Merger Year	1 sheet until January 1st	
Ice Time	Hours	\$ 349,043.00					
Twin City Titans	1,050		\$ 236,250.00	236,250.00	\$ 108,000.00	weekday 1 sheet	
Gladiators	600		\$ 135,000.00	135,000.00	\$ 86,400.00	weekend 1 sheet	
Maine Develop.	294		\$ 66,150.00	66,150.00	\$ 204,000.00	Weekday after jan	
L/A Seniors	300		\$ 67,500.00	67,500.00	\$ 81,600.00	Weekend after january	
Rouesseau's	100		\$ 22,500.00	31,500.00			
Power Play	80		\$ 18,000.00	18,000.00			
Boston Kremes	100		\$ 22,500.00	22,500.00			
Tuesday Night Mens	52		\$ 11,700.00	11,700.00			
Monday Night Co-ed	52		\$ 11,700.00	11,700.00			
Mike Berube	36		\$ 6,300.00	6,300.00			
Bolts	40		\$ 9,000.00	45,000.00			
Fons Group	30		\$ 6,250.00	6,250.00			
Greg Gilbert	26		\$ 5,850.00	5,850.00			
L/A Edge	-		\$ -	9,000.00			
Townsend Clinic	50		\$ 9,750.00	9,750.00			
Gardiner Area Youth							
Central Maine Area Youth							
Tribal Men's League							
Midcoast Youth							
Maine Amateur							
High Schools							
ELHS Practice	41		\$ 9,225.00	27,675.00			
Leavitt Practice	41		\$ 9,225.00	33,750.00			
Poland/GNG Practice	35		\$ 7,875.00	18,000.00			
Red Hornets Practice	35		\$ 7,875.00			w ELHS	
ELHS Games	9		\$ 2,025.00				
Leavitt Games	9		\$ 2,025.00				
Poland /GNG Games	9		\$ 2,025.00				
Red Hornets Games	8		\$ 1,800.00			w ELHS	
Growth In Year One for rentals	St. Doms		\$ 67,500.00	67,500.00			
Concession Stand		\$ 33,105.92	\$ 70,000.00	35,000.00	\$ 17,500.00		
Proshop		\$ 7,673.79	\$ 11,000.00	12,000.00	\$ 8,000.00		
Sign Advertisement		\$ 2,478.00	\$ 32,000.00	90,500.00	\$ 75,000.00		
Tournament Revenues		\$ -	\$ 41,200.00	41,200.00	\$ 16,480.00		
Miscellaneous		\$ 1,332.55	\$ 2,500.00	2,500.00	\$ 1,500.00		
Public Skating		\$ 13,478.86	\$ 20,218.29	27,000.00	\$ 20,000.00		
Skating Instruction		\$ 13,815.69	\$ 20,723.54	27,000.00	\$ 20,000.00		
Room Rentals		\$ -	\$ 4,800.00	4,800.00	\$ 2,400.00		
Birthday Parties		\$ -	\$ 12,000.00	12,000.00	\$ 6,000.00		
Special Events		\$ -	\$ 2,400.00	2,400.00	\$ 1,200.00		
Shinny Hockey		\$ 12,498.00	\$ 12,498.00	12,498.00	\$ 6,249.00		
In-house Clinics		\$ -	\$ 20,000.00	20,000.00	\$ 10,000.00		
Credit Enhancement TIF		\$ -	\$ 40,000.00	40,000.00	\$ -		
Naming		\$ -	\$ 50,000.00	25,000.00	\$ 25,000.00		
<b>TOTAL INCOME</b>		\$ 433,425.81	\$ 1,077,364.83	\$ 1,181,273.00	\$ 689,329.00		
<b>EXPENSES:</b>							
Lease		\$ -	\$ 589,783.00	570,000.00	\$ 380,000.00		
Taxes		\$ -	\$ 156,320.00	156,320.00	\$ -		
Payroll	Director / Marketing	\$ 92,632.67	\$ 65,000.00	68,000.00	\$ 58,000.00		
	Operations and Facilities		\$ 54,112.50	54,112.00	\$ 54,112.00		
	Admin. Assist		\$ 31,200.00	31,200.00	\$ 31,200.00		
	Maintenance Supervisor		\$ 26,000.00	0.00	\$ -		
	Ice Attendant (2)		\$ 45,600.00	45,600.00	\$ 45,600.00		
	Part-time Ice (2)	\$ 15,380.37	\$ 10,900.00	0.00	\$ -		
	Overtime	\$ 1,388.10	\$ 1,979.00	2,000.00	\$ 2,000.00		
Uniforms		\$ 694.84	\$ 1,400.00	1,400.00	\$ 1,400.00		
Health Insurance		\$ 25,923.82	\$ 89,328.00	74,440.00	\$ 74,440.00		
Fica/Med		\$ 8,196.59	\$ 17,961.55	15,369.77	\$ 14,604.77		
Retirement		\$ 885.43	\$ 14,087.49	12,054.72	\$ 11,454.72		

Ingersoll  
2012

A/L Dual  
surface

2013 Update

major  
year

Cafeteria Plan		\$ -	\$ 5,700.00	5,700.00		5,700.00
Marketing Consultant		\$ -		24,000.00		\$ 24,000.00
CPA services		\$ 11,584.02	\$ 2,100.00	2,100.00		\$ 2,100.00
Advertising			\$ 20,000.00	20,000.00		\$ 10,000.00
Equipment Inspection			\$ 2,095.00	2,095.00		\$ 1,000.00
Repairs-Building		\$ 20,600.55	\$ 8,464.00	8,464.00		\$ 4,000.00
Repairs-Equip.		\$ 7,789.44	\$ 22,256.00	22,256.00		\$ 11,100.00
Repairs-Maintenance Contract		\$ 310.50	\$ 2,824.00	2,824.00		\$ 1,400.00
Training and Tuition		\$ 220.02	\$ 1,000.00	1,000.00		\$ -
Travel		\$ 261.50	\$ 1,500.00	1,500.00		\$ -
Dues		\$ 118.00	\$ 150.00	150.00		\$ -
Insurance		\$ 1,200.00	\$ 7,500.00	10,561.00	mma	\$ 10,561.00
Supplies-		\$ 17,196.89	\$ 7,950.00	17,500.00		\$ 17,500.00
Postage		\$ -	\$ -	-		
Phone and Internet		\$ 2,003.66	\$ 1,666.00	1,666.00		\$ 1,666.00
Water and Sewer		\$ 1,531.19	\$ 5,082.00	5,082.00	?	\$ 5,082.00
Electricity		\$ 95,710.22	\$ 129,650.00	162,950.00	no parkir	\$ 130,360.00
Gas		\$ 22,106.75	\$ 27,127.00	61,486.00		\$ 49,188.80
CIP		\$ 19,143.00	\$ 15,000.00	15,000.00		\$ 12,000.00
Debt Service Ingersoll		\$ 94,759.38	\$ -	\$ 94,759.38		\$ 94,759.38
Contingency Expenses						
<b>TOTAL PROGRAM EXPENSES</b>		<b>\$ 439,636.94</b>	<b>\$ 1,363,735.54</b>	<b>\$ 1,489,589.87</b>		<b>\$ 1,053,228.67</b>
<b>NET INCOME</b>		<b>\$ (6,211.13)</b>	<b>\$ (286,370.71)</b>	<b>\$ (308,316.87)</b>		<b>\$ (363,899.67)</b>
YTD Income / -Loss						
Savings Option	1% reduction of interest (5 years)		\$ 85,000.00			
Utilities	Manage one surface for 4-6 months less		?			
Savings Option	Year City opts to purchase		\$150,000 to \$200,000			
Profit Increase	Concerts		?			
Profit Increase	More Ice Rentals		?			
Profit Increase	Increased Public Skate		\$10,000 to \$20,000			
Reorganized TIF			\$0 to \$150,000			
Increased Tax Value			\$38,000	per year		
3 to 9	1 sheet 12 mths, 1 sheet 8 mths	\$ 585,000.00				
12 hours weekend	1 sheet 12 mths, 1 sheet 8 mths	\$ 468,000.00				
		\$ 1,053,000.00				

**From:** Susan Clements-Dallaire

**Sent:** Wednesday, January 30, 2013 6:25 PM

**To:** Belinda Gerry; Bob Hayes; David Young; Jonathan LaBonte; Joshua Shea; Leroy Walker; Mary Lafontaine; Tizz Crowley

**Cc:** Clint Deschene; Howard Kroll

**Subject:** Documents for the 1-31-2013 Special Meeting

Hello,

Attached are the budget documents for the 1-31-2013 Special Meeting. I will provide you with hard copies at the meeting.

Sue

*Sue Clements-Dallaire*

Sue Clements-Dallaire

City Clerk

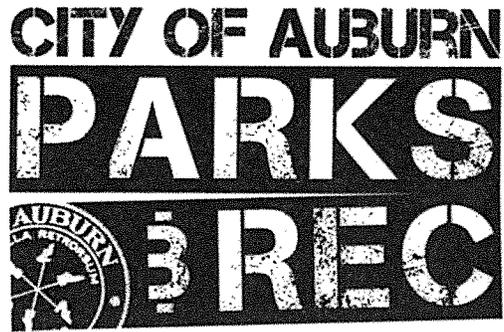
60 Court Street

Auburn, ME 04210

207-333-6601, Extension 1126

[sdallaire@auburnmaine.gov](mailto:sdallaire@auburnmaine.gov)





- \* Vending and Arcade revenues

**Expense Changes:**

- \*Revised lease amount
- \*Revised property taxes
- \*Director (payroll deduction) - Profit incentive
- \*Repair to Equipment/Building (deducted from line item) should be minimal expense because of new equipment and building
- \* Supplies – includes concession expenses
- \*Postage (added)
- \* Phone and Internet (added to line item) – Wi-Fi
- \*Water & Sewer (added to line item)- 5x greater than Ingersoll expenses
- \* Part Time Salary - Concessions



Advertising			\$ 20,000.00		15,000.00
Equipment Inspection			\$ 2,095.00		2,100.00
Repairs-Building			\$ 8,464.00		8,484.00
Repairs-Equip.	\$ 7,789.44	\$ 22,256.00			15,000.00
Repairs-Maintenance Contract	\$ 310.50	\$ 2,824.00			3,000.00
Training and Tuition	\$ 220.02	\$ 1,000.00			1,000.00
Travel	\$ 261.50	\$ 1,500.00			1,000.00
Dues	\$ 118.00	\$ 150.00			150.00
Insurance	\$ 1,200.00	\$ 10,561.00			10,561.00
Supplies	\$ 17,196.89	\$ 17,500.00			42,800.00
Postage					
Phone and Internet	\$ 2,003.88	\$ 1,686.00			100.00
Water and Sewer	\$ 5,531.19	\$ 5,082.00			2,500.00
Electricity	\$ 95,710.22	\$ 162,950.00			7,700.00
Gas	\$ 1,106.00	\$ 61,486.00			162,950.00
CIP	\$ 16,183.00	\$ 13,800.00			61,486.00
Debt Service Impairall	\$ 94,759.38	\$ 94,759.38			15,000.00
Contingency Expenses					94,759.38
<b>TOTAL PROGRAM EXPENSES</b>		<b>\$ 439,638.94</b>	<b>\$ 1,489,590.44</b>		<b>\$ 1,512,677.72</b>
<b>NET INCOME</b>		<b>\$ (6,211.13)</b>	<b>\$ (308,317.44)</b>		<b>\$ (57,485.72)</b>
YTD Income / -Loss					

# SMALL RINK

## DECEMBER 2013

DEC		Public Skate	FIGUR E SKATE	Titans Youth	Adults Pick-up	Figure Skate	Shinny	Middle School	L-A Seniors	ELHS	St Doms	ST DOMS GIRLS	LVHS 8:45-9:45	
SAT 1	5:45-6:45	7:00-8:00	8:15-9:15	9:30-10:30	10:45-11:45	12:00-1:00	1:15-2:15	2:30-3:30	3:45-4:45	5:00-6:00	Public Skate 6:00-8:00		8:45-9:45	10:00-11:00
SUN 2	5:45-6:45	7:00-8:00	8:15-9:15	9:30-10:30	10:45-11:45	12:00-1:00		2:00-4:00	4:10-5:10	5:20-6:20	6:30-7:30	7:40-8:40	8:50-9:50	10:00-11:00
MON 3	5:45-6:45	7:00-8:00	8:15-9:15	9:30-10:30	10:45-11:45	12:00-1:00	1:15-2:15	2:30-3:30	3:45-4:45	5:00-6:00	6:15-7:15	7:30-8:30	8:45-9:45	10:00-11:00
TUE 4	5:45-6:45	7:00-8:00	8:15-9:15	9:30-10:30	10:45-11:45	12:00-1:00	1:15-2:15	2:30-3:30	3:45-4:45	5:00-6:00	6:15-7:15	7:30-8:30	8:45-9:45	10:00-11:00
WED 5	5:45-6:45	7:00-8:00	8:15-9:15	9:30-10:30	10:45-11:45	PUBLIC SKATE 12:00-2:00		2:45-4:00	4:20-5:20	5:30-6:30	6:40-7:40	7:50-8:50	8:45-9:45	10:00-11:00
THU 6	5:45-6:45	7:00-8:00	8:15-9:15	9:30-10:30	10:45-11:45	12:00-1:00	1:15-2:15	2:30-3:30	3:45-4:45	5:00-6:00	6:15-7:15	7:30-8:30	8:45-9:45	10:00-11:00
FRI 7	5:45-6:45	7:00-8:00	8:15-9:15	9:30-10:30	10:45-11:45	12:00-1:00	1:15-2:15	2:30-3:30	3:45-4:45	5:00-6:00	6:15-7:15	7:30-8:30	8:45-9:45	10:00-11:00
SAT 8	5:45-6:45	7:00-8:00	8:15-9:15	9:30-10:30	10:45-11:45	12:00-1:00	1:15-2:15	2:30-3:30	3:45-4:45	5:00-6:00	6:15-7:15	7:30-8:30	8:45-9:45	10:00-11:00
SUN 9	5:45-6:45	7:00-8:00	8:15-9:15	9:30-10:30	10:45-11:45	12:00-1:00		2:00-4:00	4:10-5:30	5:00-6:00	6:15-7:15	7:30-8:30	8:45-9:45	10:00-11:00
MON 10	5:45-6:45	7:00-8:00	8:15-9:15	9:30-10:30	10:45-11:45	12:00-1:00	1:15-2:15	2:30-3:30	3:45-4:45	5:00-6:00	6:15-7:15	7:30-8:30	8:45-9:45	10:00-11:00
TUE 11	5:45-6:45	7:00-8:00	8:15-9:15	9:30-10:30	10:45-11:45	12:00-1:00	1:15-2:15	2:30-3:30	3:45-4:45	5:00-6:00	6:15-7:15	7:30-8:30	8:45-9:45	10:00-11:00
WED 12	5:45-6:45	7:00-8:00	8:15-9:15	9:30-10:30	10:45-11:45	12:00-1:00	1:15-2:15	2:30-3:30	3:45-4:45	5:00-6:00	6:15-7:15	7:30-8:30	8:45-9:45	10:00-11:00
THU 13	5:45-6:45	7:00-8:00	8:15-9:15	9:30-10:30	10:45-11:45	12:00-1:00	1:15-2:15	2:30-3:30	3:45-4:45	5:00-6:00	6:15-7:15	7:30-8:30	8:45-9:45	10:00-11:00
FRI 14	5:45-6:45	7:00-8:00	8:15-9:15	9:30-10:30	10:45-11:45	12:00-1:00	1:15-2:15	2:30-3:30	3:45-4:45	5:00-6:00	6:15-7:15	7:30-8:30	8:45-9:45	10:00-11:00



# LARGE RINK DECEMBER 2013

DEC	ST DOMS	Public Skate	FIGUR E SKATE	Titans	Adults Pick-up	Learn to Skate	Shinny	Hebron	L-A Semors	Red Hornet S	LVHS	ELHS	PGNG	HS Game Time
SAT 1	5:45-6:45	7:00-8:00	8:15-9:15	9:30-10:30	10:45-11:45	12:00-1:00	1:15-2:15	2:30-3:30	3:45-4:45	5:00-6:00	6:15-7:15	7:30-8:30	8:45-9:45	10:00-11:00
SUN 2	5:45-6:45	7:00-8:00	8:15-9:15	9:30-10:30	10:45-11:45	12:00-1:00	PUBLIC SKATE 2:00-4:00		4:10-5:10	5:20-6:20	6:30-7:30	7:40-8:40	8:50-9:50	10:00-11:00
MON 3	5:45-6:45	7:00-8:00	8:15-9:15	9:30-10:30	10:45-11:45	12:00-1:00	1:15-2:15	2:30-3:30	3:45-4:45	5:00-6:00	6:15-7:15	7:30-8:30	8:45-9:45	10:00-11:00
TUE 4	5:45-6:45	7:00-8:00	8:15-9:15	9:30-10:30	10:45-11:45	12:00-1:00	1:15-2:15	2:30-3:30	3:45-4:45	5:00-6:00	6:15-7:15	7:30-8:30	8:45-9:45	10:00-11:00
WED 5	5:45-6:45	7:00-8:00	8:15-9:15	9:30-10:30	10:45-11:45	12:00-2:00		2:45-4:00	4:20-5:20	5:30-6:30	6:40-7:40	7:50-8:50	8:45-9:45	10:00-11:00
THU 6	5:45-6:45	7:00-8:00	8:15-9:15	9:30-10:30	10:45-11:45	12:00-1:00	1:15-2:15	2:30-3:30	3:45-4:45	5:00-6:00	6:15-7:15	7:30-8:30	8:45-9:45	10:00-11:00
FRI 7	5:45-6:45	7:00-8:00	8:15-9:15	9:30-10:30	10:45-11:45	12:00-1:00	1:15-2:15	2:30-3:30	3:45-4:45	5:00-6:00	6:15-7:15	7:30-8:30	8:45-9:45	10:00-11:00
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SUN 9	5:45-6:45	7:00-8:00	8:15-9:15	9:30-10:30	10:45-11:45	12:00-1:00	2:00-4:00		4:10-5:30	5:00-6:00	6:15-7:15	7:30-8:30	8:45-9:45	10:00-11:00
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TUE 11	5:45-6:45	7:00-8:00	8:15-9:15	9:30-10:30	10:45-11:45	12:00-1:00	1:15-2:15	2:30-3:30	3:45-4:45	5:00-6:00	6:15-7:15	7:30-8:30	8:45-9:45	10:00-11:00
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THU 13	5:45-6:45	7:00-8:00	8:15-9:15	9:30-10:30	10:45-11:45	12:00-1:00	1:15-2:15	2:30-3:30	3:45-4:45	5:00-6:00	6:15-7:15	7:30-8:30	8:45-9:45	10:00-11:00
FRI 14	5:45-6:45	7:00-8:00	8:15-9:15	9:30-10:30	10:45-11:45	12:00-1:00	1:15-2:15	2:30-3:30	3:45-4:45	5:00-6:00	6:15-7:15	7:30-8:30	8:45-9:45	10:00-11:00





# City of Auburn Ingersoll

Fiscal Year 2014  
Proposed 3.18.2013

## Projected Revenues and Expenses for FY14 INGERSOLL ARENA AND DUAL SURFACE

*Actual expenses may vary according to changing circumstances*

	Ingersoll Budgeted <i>FY14</i>	Dual Surface Budgeted <i>FY14</i>	Dept. Request
Total Revenues	\$ 58,550.00	\$ 1,124,700.00	\$ 1,183,250
Total Expenses	\$ 250,510.90	\$ 921,070.00	\$ 1,171,581
Profit (Loss)	\$ (191,960.90)	\$ 203,630.00	\$ 11,669
		\$ 11,669.10	

Debt Service	<i>Maturity</i>	<i>Issued Amount</i>	<i>Interest</i>	Dept. Request
Sold 10/30/08	09/01/18	\$ 700,000	\$ 19,163	\$ 89,163
Sold 10/29/09		\$ 45,000	\$ 1,097	\$ 5,597
		\$ 745,000	\$ 20,260	\$ 94,760

	Budgeted <i>FY14</i>	Dual Surface Budgeted <i>FY14</i>	Dept. Projection
<b>Ingersoll Arena Revenue Summary</b>			
<u>Revenues</u>			
Concession	\$ 5,000	\$ 70,000.00	\$ 75,000
Sign Advertisements	\$ -	\$ 225,000.00	\$ 225,000
Ice Rental Income	\$ 45,000	\$ 787,500.00	\$ 832,500
Public Skate	\$ 2,000	\$ 10,500.00	\$ 12,500
Skating Instruction	\$ 2,500	\$ 7,500.00	\$ 10,000
Shinny Hockey	\$ 1,500	\$ 12,500.00	\$ 14,000
Pro Shop	\$ 2,300	\$ 7,200.00	\$ 9,500
Programs		\$ 4,500.00	\$ 4,500
Investment Income	\$ 250	\$ -	\$ 250
	\$ 58,550.00	\$ 1,124,700.00	\$ 1,183,250
		\$ 1,183,250.00	

**Line Item Narrative**

**Projected Revenues and Expenses:** The Ingersoll and the Dual Surface Ice Arena operate as an Enterprise Account so therefore is self-supporting and funded by its own revenue generation. Calculations and conservative Projections based upon current rental agreements, requested ice time, internal and external programming and activities. Expansion of seasonal use and other programming is not included at this time. Expenses are on a very conservative projection with staffing needed to run the facility at peak capacity throughout the season.



# City of Auburn Ingersoll

Fiscal Year 2014  
Proposed 3.18.2013

## Line Items

Ingersoll Arena	Projected Ingersoll	Projected Auburn Ice Arena	1,171,581
Ingersoll Arena Expense Summary	<u>FY14</u>	<u>FY14</u>	Dept. Request
<u>Expenses</u>			
Regular Salaries		\$ 195,672.00	\$ 195,672
Part-time Salaries	\$ 3,500.00	\$ 92,959.00	\$ 96,459
Temporary Assistance		\$ -	\$ -
Overtime Salaries		\$ 7,176.00	\$ 7,176
Uniform Allowance		\$ 2,500.00	\$ 2,500
Health Insurance		\$ 77,996.00	\$ 77,996
FICA/Medicare		\$ 15,518.00	\$ 15,518
ICMA Retirement		\$ 13,185.00	\$ 13,185
Cafeteria Plan		\$ 4,525.00	\$ 4,525
Advertising		\$ 10,000.00	\$ 10,000
Professional Services		\$ 2,500.00	\$ 2,500
Repairs - Buildings		\$ 2,500.00	\$ 2,500
Repairs - Vehicles		\$ 1,000.00	\$ 1,000
Repairs - Equipment		\$ 5,000.00	\$ 5,000
Repairs - Maintenance Contracts		\$ 2,824.00	\$ 2,824
Training & Tuition		\$ 2,500.00	\$ 2,500
Travel - Mileage Reimbursement		\$ 1,500.00	\$ 1,500
Travel - Seminar Costs		\$ -	\$ -
Subscriptions & Dues	\$ 75.00	\$ 2,850.00	\$ 2,925
Insurance Premiums	\$ 1,800.00	\$ 7,500.00	\$ 9,300
Office Supplies	\$ -	\$ 1,500.00	\$ 1,500
Other Supplies - Operating	\$ 1,000.00	\$ 6,250.00	\$ 7,250
Other Supplies - Safety	\$ -	\$ 250.00	\$ 250
Other Supplies - Concessions	\$ 2,250.00	\$ 22,750.00	\$ 25,000
Other Supplies - Pro Shop	\$ -	\$ -	\$ -
Other Supplies - Programs	\$ -	\$ 500.00	\$ 500
Communications - Telephone	\$ 500.00	\$ 2,500.00	\$ 3,000
Utilities - Water & Sewer	\$ 2,297.00	\$ 12,000.00	\$ 14,297
Utilities - Electricity	\$ 34,000.00	\$ 156,000.00	\$ 190,000
Utilities - Natural Gas	\$ 7,500.00	\$ 46,115.00	\$ 53,615
Propane & Bottled Gas	\$ 3,500.00	\$ 9,000.00	\$ 12,500
Security Monitoring	\$ -	\$ 1,500.00	\$ 1,500
Depreciation Expense	\$ 99,328.90	\$ 200,000.00	\$ 299,329
Debt Service Principle and Interest	\$ 94,760.00	\$ -	\$ 94,760
Rent Payment	\$ -	\$ -	\$ -
Capital - General	\$ -	\$ -	\$ -
Capital Blg Improv.	\$ -	\$ -	\$ -
Capital - Small Tools	\$ -	\$ -	\$ -
Machinery and Equipment	\$ -	\$ 15,000.00	\$ 15,000



Transfer Out

# City of Auburn Ingersoll

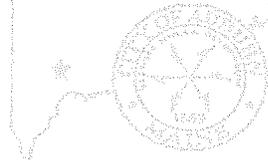
Fiscal Year 2014  
Proposed 3.18.2013

\$	-	\$	-	\$	-
				\$	-
				\$	-
<u>\$</u>	<u>250,510.90</u>	\$	921,070.00	\$	1,171,581
		\$	1,171,580.90		

# City of Auburn, Maine

*"Maine's City of Opportunity"*

## Parks & Recreation Department



**TO: Jill Eastman, Finance Director**  
**FROM: Ravi Sharma, Parks & Recreation Director**  
**DATE: 5/29/13**  
**SUBJECT: Arena Merger Year Budget 2013-2014**

Jill,

The draft arena budget presented covers the time period of July 1, 2013 through June 30, 2014, which is the merger, or transition year. The assumption made is that Ingersoll Arena will continue to operate until December 31, 2013, at which time operation at Ingersoll will cease and the Auburn Ice Arena will be in full operation. This budget covers the final 6 months for Ingersoll Arena and the first 6 months of operation for the Auburn Ice Arena.

Due to the extreme amount of variables in the transition year which include, but are not limited to: construction schedule, ice rental contracts and advertising contracts, the draft budget is the best estimation of revenues and expenses at this time. When a manager is hired for the Auburn Ice Arena, a priority of this position will be review and revision of the draft budget figures on an ongoing, monthly basis.

## Tizz Crowley

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**From:** Howard Kroll  
**Sent:** Friday, December 19, 2014 12:06 PM  
**To:** Tizz Crowley; 'Tizz Crowley'; Leroy Walker; 'Leroy Walker'  
**Subject:** FW: Packet for Council Workshop  
**Attachments:** CONSTRUCTION OVERVIEW (90 days).docx; Council Workshop Info Sheet Arena 9-16-2013.docx; Events Planning Memo.docx; FY14 Transitional Budget.xlsx

*Couldnt put  
these today*

Howard Kroll  
Acting City Manager  
City of Auburn  
60 Court St  
Auburn, ME 04210  
207-333-6601 ext. 1221

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**From:** Joshua Macdonald  
**Sent:** Wednesday, September 11, 2013 10:24 AM  
**To:** Susan Clements-Dallaire; Clint Deschene; Howard Kroll; Karen Veilleux  
**Subject:** FW: Packet for Council Workshop

Sue,

Here is my packet information for the Council Agenda for 9-16.

Please feel free to ask any questions prior to submitting to Council

Josh

## **CONSTRUCTION OVERVIEW (90 days)**

### ***SEPTEMBER Week 1***

Start Warm Floor placement on Rink 2 (Sept 4<sup>th</sup>)

Drywall finishing in Rink 2

### ***SEPTEMBER Week 2***

Pour Concrete Slab for Rink 1 (wet set anchors for boards) Sept 12<sup>th</sup>

### ***SEPTEMBER Week 3***

Electrical/Telcomm and Data in of Locker Rooms and Mezzanine

Final Paint and Touch up of walls and block in Rink 1

Start Cold Floor placement on Rink 2

### ***SEPTEMBER Week 4***

Front Entry buildout

Exterior Doors and Windows are Installed

### ***OCTOBER Week 1***

Install Boards and Glass in Rink 1

Install Bleachers Rink 1 and Rink 2

Finalized building envelope and doors

Fine Grade Rink 2

Install Security System

### ***OCTOBER Week 2***

Pressure Test Chillers Rink 1

Turn on Chillers Rink 1

Stairwells For Mezzanine level erected and concrete poured

Finalize Mezzanine buildout and office spaces

### ***OCTOBER Week 3***

Paint and build Ice Rink 1 (Test Ice)

Finalize Transitional Plan for Boards and Glass movement from Ingersoll to New Arena

### ***OCTOBER Week 4***

Test Run for Rink 1 (build and maintain ice)

### ***NOVEMBER***

Obtain Temporary Occupancy (meeting Life Safety and Fire Marshall requirements)

Pressure Test for Rink 2

Shut down Ingersoll Arena ice plant

Transition boards and glass from Ingersoll to new Arena

***MID NOVEMBER:***

Develop punch list for completion

Build Ice Rink 2

***LATE NOVEMBER:***

Finalize punch list

***EARLY DECEMBER:***

Final Occupancy Permit Issued, Punch list adjusted

Beginning of Ceremonial High School Games, Banner Ceremonies, special events.

# City Council Workshop Information Sheet

City of Auburn



**Council Workshop Date:** September 16<sup>th</sup>, 2013

**Item** Ice Arena Update

**Author:** Joshua MacDonald, Ice Arena General Manager

Item(s) checked below represent the subject matter related to this workshop item.

Comprehensive Plan    Work Plan    Budget    Ordinance/Charter    Other Business\*    Council Goals\*\*

\*\*If Council Goals please specify type:    Safety    Economic Development    Citizen Engagement

**Subject:** Council Update on progress of Ice Arena

## Information:

The purpose of this session is to provide the Council with an update as to progress and milestones of the construction and planning process for the Dual Surface Ice Arena being built on Turner Street, Auburn. Staff has been hard at work coordinating final design changes with the Contractor and Developer for maximizing operational procedures and functionality for its use of the facility.

Staff has worked to develop a draft departmental Mission statement and Vision/Purpose statement for which will be the backbone for the development of future Operational Procedures, (standard operational procedures, safety and emergency operational procedures)

Construction is well underway; timelines and procedures are in place for the opening of the new facility. Staff in conjunction with the General Contractor are developing the transitional process and scheduling for the decommissioning of Ingersoll Arena as an ice arena as to not affect the overall operation of ice rentals within the community. Our resident partners/tenants have been very cooperative and understanding of the timelines and adjustments necessary for the transition and opening.

Staff has worked closely with its partners on ice availability, schedules, rental agreements and programming commitments for the transitional year as it moves forward for FY14 budget understanding. The transitional year budget has been refined to coordinate the operation of Ingersoll Arena as an ice facility from July 1, 2013 until decommissioned after opening the new facility. Understanding the commitments, utilities, and staffing needs for appropriately assessing the needs of both facilities has been a challenge as the opening date for the facility has been a moving target. The transitional year budget (draft) has been developed for FY14, based upon calculations from earlier assumptions (Utility requirements), staffing needs, rental agreements, scheduled ice times and advertisement revenues.

As we move forward with scheduling Arena events and ice rentals, staff is coordinating with partners on special events, ceremonies and recognition events for "A Season to Remember". Many local area high schools, youth programs, and businesses are being contacted to coordinate games, events and ceremonial activities around the opening of the new facility. We are actively seeking local, state and regional events to promote the opening of this new facility.

\*Agenda items are not limited to these categories.

**City Council  
Workshop Information Sheet**

**City of Auburn**

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**Financial:** Proposed (updated) Transitional Year Budget

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**Action Requested at this Meeting:** none

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**Previous Meetings and History:**

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**Attachments:**

Departmental Mission-Vision Statement  
Construction Timeline/Transitional Plan (September-December)  
Transitional Year Budget Plan (Ingersoll and Dual Surface Arena)  
Events Planning Memo

*\*Agenda items are not limited to these categories.*

**Mission:**

The “Auburn Ice Arena” is designed to serve the region through opportunities for skating activities. The Arena shall provide exceptional, year round, affordable ice skating opportunities in a safe, healthy, community based skating environment. We shall provide for a comfortable, well designed, skating and events center that serves as a community gathering place: focused primarily on ice related recreational activities and its viewership.

**Vision/Purpose:**

**“Serving Our Community Thru Skating “**

In the spirit of community; through teamwork, safety, and sportsmanship, We shall seek a high quality level of programming and facilities to teach and support the sports of ice hockey, figure skating and other ice related activities for people of all ages.

The Arena shall provide safe, stable and reliable recreational skating opportunities to area residents, with regularly scheduled recreational skating, shinny hockey and “stick & puck” time that is open to all.

In addition to its commitment to the community, the arena shall support multiple local user groups including the Twin City Titans Youth Hockey Association, Maine Gladiators Youth Hockey, Edward Little High School Hockey, St. Dominics Academy Hockey, Poland-Gray/New Gloucester High School Hockey, Leavitt Area High School Hockey, Southern Maine Middle School Hockey League, City of Auburn Parks and Recreation programs, and multiple other local, regional and national user groups. Auburn Ice Arena shall operate as a year round facility. Ice time and programming shall be scheduled to maximize the directive of the mission statement and provide a balance among the many regional skating interests. The Arena shall strive to be the premier ice surfaces in the state and New England.

**From:** Joshua Macdonald  
**Sent:** Tuesday, December 03, 2013 3:58 PM  
**To:** Clint Deschene; Roland Miller; Jill Eastman  
**Cc:** Susan Clements-Dallaire; Howard Kroll; Ravi Sharma  
**Subject:** RE: Ice Arena and TIF's

Clint,

Here is a copy of the updated transitional year budget. I made a few adjustments on the revenue and expense side to reflect decisions that have changed from the initial budget, and also updated revenue projections for advertising based on current numbers. The major change is in the revenues received from the concessions and the human resource expenses that were built into the budget for staffing the concessions. The net change has about the same effect on the bottom line.

I have also attached a memo regarding the implications of tax payments on the Enterprise, in short, it will adjust the rent payment by approximately 30% with an increase of \$12,884.84 additional each month.

I have started a new pro-forma based upon the adjustments to the budgets, staffing and rental projections but is quite intensive and not yet close to complete. I am basing the data upon the initial pro-forma derived from Ravi Sharma in September 2012,. But many of the numbers have changed, and as we work towards budgets for FY15 and beyond, I have been using actual expenses as they arrive (utility bills, revenue) and it is difficult to assess beyond Ravi's projections without more concrete information that is only slowly coming in as we start to operate.

I do not have the Pro-Forma electronically as it is on the internet in PDF, I am hoping that Ravi could send along a digital copy, but here is the link to the site from which I found it...

[http://www.auburnmaine.gov/CMSContent/Parks\\_Recreation/Rinks/Forecasted Financial Statement - Lease - Community Landscape 10-4-12.pdf](http://www.auburnmaine.gov/CMSContent/Parks_Recreation/Rinks/Forecasted_Financial_Statement_-_Lease_-_Community_Landscape_10-4-12.pdf)

Josh

**From:** Clint Deschene  
**Sent:** Tuesday, December 03, 2013 11:51 AM  
**To:** Roland Miller; Joshua Macdonald; Jill Eastman  
**Cc:** Susan Clements-Dallaire; Howard Kroll; Jonathan LaBonte  
**Subject:** Ice Arena and TIF's

Per Roland we need move on the 16<sup>th</sup> agenda. This is very time sensitive now to our partner in development for bank financing. This will be workshopped and acted upon at the Dec. 16<sup>th</sup> meeting no matter what.

I need the October budget and pro-formas from Josh. Add a one paragraph memo of how the bottom line is impacted if you have to pay the \$150,000 of taxes.

Roland, get Renee to give a new appraisal and show the TIF pieces meaning captured value. Submit a copy of the response to Councilor Crowley again.

Show a copy of the TIF 14 performance and how the arena coming out changes, my gut is it doesn't. Roland, have Jill give you an definition of enterprise and how the revenues can be used.

Thanks,  
Clint

Clinton Deschene  
Auburn City Manager  
(207)333-6601 ext. 1212

Please be advised that email communications sent to or received from City employees are subject to the Freedom of Access Act and may become part of public record or shared with the media.



# City of Auburn Ingersoll

Fiscal Year 2014  
Proposed 3.18.2013

ATTACHED TO McDONALD  
 EMAIL 12-3-13  
 missing memo on  
 tax pymt

**Projected Revenues and Expenses for FY14 INGERSOLL ARENA AND DUAL SURFACE**

*Actual expenses may vary according to changing circumstances*

	Ingersoll Budgeted FY14	Norway Savings Bank Arena Budgeted FY14	Dept. Request
Total Revenues	\$ 58,550.00	\$ 1,099,700.00	\$ 1,158,250
Total Expenses	\$ 250,510.90	\$ 875,070.00	\$ 1,125,581
Profit (Loss)	\$ (191,960.90)	\$ 224,630.00	\$ 32,669
		\$ 32,669.10	

Debt Service	Maturity	Issued Amount	Interest	Dept. Request
Sold 10/30/08	09/01/18	\$ 700,000	\$ 19,163	\$ 89,163
Sold 10/29/09		\$ 45,000	\$ 1,097	\$ 5,597
		\$ 745,000	\$ 20,260	\$ 94,760

Ingersoll Arena Revenue Summary	Budgeted FY14	Dual Surface Budgeted FY14	Dept. Projection
<u>Revenues</u>			
Concession	\$ 5,000	\$ 30,000.00	\$ 35,000
Sign Advertisements	\$ -	\$ 240,000.00	\$ 240,000
Ice Rental Income	\$ 45,000	\$ 787,500.00	\$ 832,500
Public Skate	\$ 2,000	\$ 10,500.00	\$ 12,500
Skating Instruction	\$ 2,500	\$ 7,500.00	\$ 10,000
Shiny Hockey	\$ 1,500	\$ 12,500.00	\$ 14,000
Pro Shop	\$ 2,300	\$ 7,200.00	\$ 9,500
Programs		\$ 4,500.00	\$ 4,500
Investment Income	\$ 250	\$ -	\$ 250
	\$ 58,550.00	\$ 1,099,700.00	\$ 1,158,250
		\$ 1,158,250.00	

**Line Item Narrative**

**Projected Revenues and Expenses:** The Ingersoll and the Dual Surface Ice Arena operate as an Enterprise Account so therefore is self-supporting and funded by its own revenue generation. Calculations and conservative Projections based upon current rental agreements, requested ice time, internal and external programming and activities. Expansion of seasonal use and other programming is not included at this time. Expenses are on a very conservative projection with staffing needed to run the facility at peak capacity throughout the season.



# City of Auburn Ingersoll

Fiscal Year 2014  
Proposed 3.18.2013

**Line Items**

Ingersoll Arena	Projected Ingersoll	Projected Auburn Ice Arena	1,125,581
Ingersoll Arena Expense Summary	<i>FY14</i>	<i>FY14</i>	Dept. Request
<u>Expenses</u>			
Regular Salaries		\$ 195,672.00	\$ 195,672
Part-time Salaries	\$ 3,500.00	\$ 46,959.00	\$ 50,459
Temporary Assistance		\$ -	\$ -
Overtime Salaries		\$ 7,176.00	\$ 7,176
Uniform Allowance		\$ 2,500.00	\$ 2,500
Health Insurance		\$ 77,996.00	\$ 77,996
FICA/Medicare		\$ 15,518.00	\$ 15,518
ICMA Retirement		\$ 13,185.00	\$ 13,185
Cafeteria Plan		\$ 4,525.00	\$ 4,525
Advertising		\$ 10,000.00	\$ 10,000
Professional Services		\$ 2,500.00	\$ 2,500
Repairs - Buildings		\$ 2,500.00	\$ 2,500
Repairs - Vehicles		\$ 1,000.00	\$ 1,000
Repairs - Equipment		\$ 5,000.00	\$ 5,000
Repairs - Maintenance Contracts		\$ 2,824.00	\$ 2,824
Training & Tuition		\$ 2,500.00	\$ 2,500
Travel - Mileage Reimbursement		\$ 1,500.00	\$ 1,500
Travel - Seminar Costs		\$ -	\$ -
Subscriptions & Dues	\$ 75.00	\$ 2,850.00	\$ 2,925
Insurance Premiums	\$ 1,800.00	\$ 7,500.00	\$ 9,300
Office Supplies	\$ -	\$ 1,500.00	\$ 1,500
Other Supplies - Operating	\$ 1,000.00	\$ 6,250.00	\$ 7,250
Other Supplies - Safety	\$ -	\$ 250.00	\$ 250
Other Supplies - Concessions	\$ 2,250.00	\$ 22,750.00	\$ 25,000
Other Supplies - Pro Shop	\$ -	\$ -	\$ -
Other Supplies - Programs	\$ -	\$ 500.00	\$ 500
Communications - Telephone	\$ 500.00	\$ 2,500.00	\$ 3,000
Utilities - Water & Sewer	\$ 2,297.00	\$ 12,000.00	\$ 14,297
Utilities - Electricity	\$ 34,000.00	\$ 156,000.00	\$ 190,000
Utilities - Natural Gas	\$ 7,500.00	\$ 46,115.00	\$ 53,615
Propane & Bottled Gas	\$ 3,500.00	\$ 9,000.00	\$ 12,500
Security Monitoring	\$ -	\$ 1,500.00	\$ 1,500
Depreciation Expense	\$ 99,328.90	\$ 200,000.00	\$ 299,329
Debt Service Principle and Interest	\$ 94,760.00	\$ -	\$ 94,760
Rent Payment	\$ -	\$ -	\$ -
Capital - General	\$ -	\$ -	\$ -
Capital Bldg Improv.	\$ -	\$ -	\$ -
Capital - Small Tools	\$ -	\$ -	\$ -
Machinery and Equipment	\$ -	\$ 15,000.00	\$ 15,000
Transfer Out	\$ -	\$ -	\$ -



# City of Auburn Ingersoll

Fiscal Year 2014  
Proposed 3.18.2013

\$ 250,510.90	\$ 875,070.00	\$ 1,125,581
	\$ 1,125,580.90	

**From:** Joshua Macdonald  
**Sent:** Wednesday, December 11, 2013 4:32 PM  
**To:** Roland Miller; Clint Deschene; Howard Kroll  
**Subject:** 5 year proforma

Roland,

Per our discussion this afternoon, here is a budget proforma that quickly takes FY14 budget and expands at a 2% increase for many of the variable expenses (human resources) and modest increases in a full year of operation of a twin sheet for ice rentals, other programming and the unknown events and opportunities that have not been addressed (concerts, trade shows, events, graduations, gala's, private parties.)

I can continue to take a more indepth look at HR expenses, and operational expenses when I get a bit more time, and copies of actual to make closer projections from.

Thanks again for all of the work that you are doing. Please let me know how I can continue to help.

Josh

Josh MacDonald , General Manager  
NORWAY SAVINGS BANK ARENA  
985 Turner Street  
Auburn, Maine 04210  
(O): 207-333-6688  
(C): 207-404-0563



# City of Auburn Ingersoll

Fiscal Year 2014  
Proposed 3.18.2013

*Attached  
to McDonald  
email 12-11-13*

**Projected Revenues and Expenses for FY14-FY19**

**Actual expenses may vary according to changing circumstances**

	Norway Savings Bank Arena				
	FY14	FY15	FY16	FY17	
<b>Revenues</b>					
Concession	\$ 4,500.00	\$ 39,000.00	\$ 39,000.00	\$ 39,000.00	\$ 39,000.00
Sign Advertisements	\$ 185,000.00	\$ 210,000.00	\$ 210,000.00	\$ 210,000.00	\$ 210,000.00
Naming Rights	\$ 50,000.00	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00
Ice Rental Income	\$ 635,000.00	\$ 950,000.00	\$ 969,000.00	\$ 988,380.00	\$ 988,380.00
Public Skate	\$ 10,500.00	\$ 15,000.00	\$ 20,000.00	\$ 25,000.00	\$ 25,000.00
Skating Instruction	\$ 7,500.00	\$ 8,000.00	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00
Shiny Hockey	\$ 8,000.00	\$ 12,500.00	\$ 13,500.00	\$ 13,500.00	\$ 13,500.00
Pro Shop	\$ 7,200.00	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00
Programs	\$ 4,500.00	\$ 12,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
Investment Income	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Revenue</b>	<b>\$ 912,200.00</b>	<b>\$ 1,335,000.00</b>	<b>\$ 1,363,500.00</b>	<b>\$ 1,387,880.00</b>	<b>\$ 1,387,880.00</b>

**Projected Revenues and Expenses:** Norway Savings Bank Arena operates as an Enterprise Account so therefore is self-supporting and funded. Projections based upon current rental agreements, requested ice time, internal and external programming and activities. Expansion of seasonal expenses are on a very conservative projection with staffing needed to run the facility at peak capacity throughout the season. Staffing, overtime figures and will be monitored and adjusted based upon projected need to maximize revenue. Increases to expenses are based upon Salary increases year. Adjustments to expenses are estimates and balanced on a fixed percentage rate. Revenue Adjustments are based upon 2% increases to ice become available and other tournaments and regional events (tradeshows, concerts etc are booked, revenue projections can increase accordingly.



# City of Auburn Ingersoll

Fiscal Year 2014  
Proposed 3.18.2013

## Line Items

Norway Savings Bank Arena

Projected

	FY14	FY15	FY16	FY17
<b>Expense Summary</b>				
<u>Expenses</u>				
Regular Salaries	\$ 195,672.00	\$ 199,585.44	\$ 203,577.15	\$ 207,648.69
Part-time Salaries	\$ 35,000.00	\$ 30,000.00	\$ 30,600.00	\$ 31,212.00
Temporary Assistance	\$ -	\$ -	\$ -	\$ -
Overtime Salaries	\$ 7,176.00	\$ 5,000.00	\$ 5,100.00	\$ 5,202.00
Uniform Allowance	\$ 2,500.00	\$ 1,000.00	\$ 1,020.00	\$ 1,040.40
Health Insurance	\$ 77,996.00	\$ 81,115.84	\$ 82,738.16	\$ 84,392.92
FICA/Medicare	\$ 15,518.00	\$ 16,138.72	\$ 16,461.49	\$ 16,790.72
ICMA Retirement	\$ 13,185.00	\$ 13,712.40	\$ 13,986.65	\$ 14,266.38
Cafeteria Plan	\$ 4,525.00	\$ 4,525.00	\$ 4,615.50	\$ 4,707.81
Advertising	\$ 8,000.00	\$ 5,000.00	\$ 5,100.00	\$ 5,202.00
Professional Services	\$ 2,500.00	\$ 2,500.00	\$ 2,550.00	\$ 2,601.00
Repairs - Buildings	\$ 2,500.00	\$ 2,500.00	\$ 2,550.00	\$ 2,601.00
Repairs - Vehicles	\$ 1,000.00	\$ 1,000.00	\$ 1,020.00	\$ 1,040.40
Repairs - Equipment	\$ 5,000.00	\$ 3,500.00	\$ 3,570.00	\$ 3,641.40
Repairs - Maintenance Contracts	\$ 2,824.00	\$ 3,000.00	\$ 3,060.00	\$ 3,121.20
Training & Tuition	\$ 2,500.00	\$ -	\$ -	\$ -
Travel - Mileage Reimbursement	\$ 1,500.00	\$ -	\$ -	\$ -
Travel - Seminar Costs	\$ -	\$ -	\$ -	\$ -
Subscriptions & Dues	\$ 2,850.00	\$ 1,500.00	\$ 1,530.00	\$ 1,560.60
Insurance Premiums	\$ 24,000.00	\$ 24,000.00	\$ 24,480.00	\$ 24,969.60
Office Supplies	\$ 2,500.00	\$ 1,200.00	\$ 1,224.00	\$ 1,248.48
Other Supplies - Operating	\$ 6,250.00	\$ 5,000.00	\$ 5,100.00	\$ 5,202.00
Other Supplies - Safety	\$ 250.00	\$ 500.00	\$ 510.00	\$ 520.20
Other Supplies - Concessions	\$ 1,000.00	\$ -	\$ -	\$ -
Other Supplies - Pro Shop	\$ -	\$ -	\$ -	\$ -
Other Supplies - Programs	\$ 500.00	\$ 500.00	\$ 510.00	\$ 520.20
Communications - Telephone	\$ 2,500.00	\$ 1,500.00	\$ 1,530.00	\$ 1,560.60



# City of Auburn Ingersoll

Fiscal Year 2014  
Proposed 3.18.2013

Utilities - Water & Sewer	\$ 12,000.00	\$ 12,000.00	\$ 12,240.00	\$ 12,484.80
Utilities - Electricity	\$ 125,000.00	\$ 135,000.00	\$ 137,700.00	\$ 140,454.00
Utilities - Natural Gas	\$ 46,115.00	\$ 46,115.00	\$ 47,037.30	\$ 47,978.05
Propane & Bottled Gas	\$ 9,000.00	\$ 9,000.00	\$ 9,180.00	\$ 9,363.60
Security Monitoring	\$ 1,500.00	\$ 1,500.00	\$ 1,530.00	\$ 1,560.60
Depreciation/Capital Improvement Expense	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00
Debt Service Principle and Interest	\$ -	\$ -	\$ -	\$ -
Rent Payment	\$ -	\$ 509,000.00	\$ 509,000.00	\$ 509,000.00
Capital - General	\$ -	\$ -	\$ -	\$ -
Capital Bldg Improv.	\$ -	\$ -	\$ -	\$ -
Capital - Small Tools	\$ -	\$ -	\$ -	\$ -
Machinery and Equipment	\$ 15,000.00	\$ 1,500.00	\$ 1,530.00	\$ 1,560.60
Transfer Out	\$ -	\$ -	\$ -	\$ -
	\$ 825,861.00	\$ 1,316,892.40	\$ 1,329,050.25	\$ 1,341,451.25



# City of Auburn Ingersoll

Fiscal Year 2014  
Proposed 3.18.2013

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\$ 53,547.32      \$ 60,808.27

**FY18**

**FY19**

\$ 39,000.00	\$ 39,000.00
\$ 210,000.00	\$ 210,000.00
\$ 80,000.00	\$ 80,000.00
\$ 1,008,147.60	\$ 1,028,310.55
\$ 25,000.00	\$ 25,000.00
\$ 8,500.00	\$ 8,500.00
\$ 13,500.00	\$ 13,500.00
\$ 8,500.00	\$ 8,500.00
\$ 15,000.00	\$ 15,000.00
\$ 1,407,647.60	\$ 1,427,810.55

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ded by its own revenue generation. Calculations and conservative use and other programming is not included at this time. e and selected activities are built around overly conservative es adn human resource expenses increasing at a rate of 2% per rental income only. As activities and other programming

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# City of Auburn Ingersoll

Fiscal Year 2014  
Proposed 3.18.2013

	FY18	FY19
\$	211,801.67	216,037.70
\$	31,836.24	32,472.96
\$	-	-
\$	5,306.04	5,412.16
\$	1,061.21	1,082.43
\$	86,080.78	87,802.39
\$	17,126.54	17,469.07
\$	14,551.71	14,842.74
\$	4,801.97	4,898.01
\$	5,306.04	5,412.16
\$	2,653.02	2,706.08
\$	2,653.02	2,706.08
\$	1,061.21	1,082.43
\$	3,714.23	3,788.51
\$	3,183.62	3,247.30
\$	-	-
\$	-	-
\$	-	-
\$	-	-
\$	1,591.81	1,623.65
\$	25,468.99	25,978.37
\$	1,273.45	1,298.92
\$	5,306.04	5,412.16
\$	530.60	541.22
\$	-	-
\$	-	-
\$	530.60	541.22
\$	1,591.81	1,623.65

3/12/2015 -- 2:00 PM

*Superior Services at an Affordable Cost*



# City of Auburn Ingersoll

Fiscal Year 2014  
Proposed 3.18.2013

\$	12,734.50	\$	12,989.19
\$	143,263.08	\$	146,128.34
\$	48,937.61	\$	49,916.36
\$	9,550.87	\$	9,741.89
\$	1,591.81	\$	1,623.65
\$	200,000.00	\$	200,000.00
\$	-	\$	-
\$	509,000.00	\$	509,000.00
\$	-	\$	-
\$	-	\$	-
\$	-	\$	-
\$	1,591.81	\$	1,623.65
\$	-	\$	-
\$	-	\$	-
\$	1,354,100.28	\$	1,367,002.28

The logo for Norway Savings Bank Arena features a stylized 'N' inside a circle on the left. To its right, the words 'Norway Savings Bank' are stacked vertically in a bold, sans-serif font, followed by 'Arena' in a larger, bold, sans-serif font.

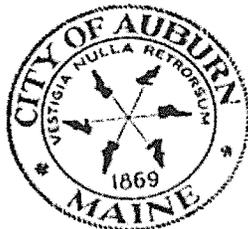
**To:** Clinton Deschene, City Manager  
**From:** Joshua MacDonald, General Manager Norway Savings Bank Arena  
**Subject:** Future Property Tax Payments for Ice Arena  
**Date:** December, 3<sup>rd</sup>, 2013

Payment of Property Taxes, Tax Increment Financing Districts, and adjustments to the Arena Budget have been debated and discussed based upon the generation of Tax revenue from the construction of Norway Savings Bank Arena.

Under the current City valuation of the Arena, (\$7,567,600 at a Tax rate of 20.043 mil) Norway Savings Bank Arena and the Ice Arena Enterprise Account would pay approximately \$154,600 annually in taxes through the triple net lease agreement with SlapShot, LLC.

By making the adjustment to the lease agreement to include a tax payment element, the agreement with Slapshot, LLC will effectively increase the rent paid by the Enterprise by approximately 30% monthly, or an additional \$12,883.84 per month. Monthly rent payments will increase from approximately \$43,068.25 (needing to add and amortize the accrued interest for Dec 15<sup>th</sup> 2013 to June 30<sup>th</sup>, 2014) to \$55,952.09

This increase in rent payment through the triple net lease shall dramatically affect the sensitive operating budget for the overall effective operation of the facility.





# City of Auburn

## Norway Savings Arena Summary

Fiscal Year 2015  
Proposed 1.10.2014

**Projected Revenues and Expenses for FY15**

*Actual expenses may vary according to changing circumstances*

**Norway Savings Bank Arena**

	<i>FY14</i>	<i>FY15</i>	<i>Change</i>	<i>Dept. Request</i>	<i>Manager Proposed</i>
<b>Total Revenues</b>	\$	1,225,935			
<b>Total Expenses</b>	\$	1,208,500			
<b>Profit (Loss)</b>	\$ -	\$ 17,435	\$ 17,435	\$ -	\$ -

Debt Service

	<i>Principal</i>	<i>Interest</i>	<i>Dept. Request</i>	<i>Manager Proposed</i>
			\$ -	
			\$ -	
	\$ -	\$ -	\$ -	\$ -

Ingersoll Arena Revenue Summary

	<i>FY14</i>	<i>FY15</i>	<i>Change</i>	<i>Dept. Request</i>	<i>Manager Proposed</i>
<u>Revenues</u>					
Ice Rental Income	\$	753,260			
Sign Advertisements	\$	237,225			
Programs/Tournaments	\$	172,450			
Subleased Space	\$	38,500			
Events/Facility Rentals	\$	24,500			
	\$ -	\$ 1,225,935	\$ -	\$ -	\$ -

**Line Item Narrative**

Projected Revenues and Expenses:



# City of Auburn

## Norway Savings Arena Summary

Fiscal Year 2015  
Proposed 1.10.2014

Line Items			Last Year	Dept. Request	Manager Request
Norway Savings Bank Arena	Proposed	Projected			
Ingersoll Arena Expense Summary	FY14	FY15	Change	Dept. Request	Manager Proposed
<u>Expenses</u>					
Full Time Employee (Salary and Fringe)	\$ 316,572.00	\$ 277,446.00	\$ (39,126)	\$ 277,446	
Part-time Salaries		\$ 41,000.00	\$ 41,000	\$ 41,000	
Insurance Premiums	\$ 7,500.00	\$ 25,000.00	\$ 17,500	\$ 25,000	
Rent Payment	\$ -	\$ 528,408.00	\$ 528,408	\$ 528,408	
Advertising	\$ 10,000.00	\$ 12,000.00	\$ 2,000	\$ 12,000	
Professional Services	\$ 2,500.00	\$ 3,500.00	\$ 1,000	\$ 3,500	
Utilities-Total		\$ 209,146.00			
Repairs - Buildings	\$ 2,500.00	\$ 5,000.00	\$ 2,500	\$ 5,000	
Repairs -Vehicles	\$ 1,000.00	\$ 1,500.00	\$ 500	\$ 1,500	
Repairs - Equipment	\$ 5,000.00	\$ 7,500.00	\$ 2,500	\$ 7,500	
Repairs - Maintenance Contracts	\$ 2,824.00	\$ 3,500.00	\$ 676	\$ 3,500	
Training & Tuition	\$ 2,500.00	\$ 2,500.00	\$ -	\$ 2,500	
Travel - Mileage Reimbursement	\$ 1,500.00	\$ 1,000.00	\$ (500)	\$ 1,000	
Travel - Seminar Costs	\$ -	\$ -	\$ -	\$ -	
Subscriptions & Dues	\$ 2,850.00	\$ 2,500.00	\$ (350)	\$ 2,500	
Office Supplies	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 1,500	
Other Supplies - Operating	\$ 6,250.00	\$ 5,000.00	\$ (1,250)	\$ 5,000	
Other Supplies - Safety	\$ 250.00	\$ 500.00	\$ 250	\$ 500	
Other Supplies - Concessions	\$ 22,750.00	\$ -	\$ (22,750)	\$ -	
Other Supplies - Pro Shop	\$ -	\$ -	\$ -	\$ -	
Other Supplies - Programs	\$ 500.00	\$ 1,500.00	\$ 1,000	\$ 1,500	
Capital - General	\$ -	\$ 25,000.00	\$ 25,000	\$ 25,000	
Capital Blg Improv.	\$ -	\$ 35,000.00	\$ 35,000	\$ 35,000	
Capital - Small Tools	\$ -	\$ 5,000.00	\$ 5,000	\$ 5,000	
Machinery and Equipment	\$ 15,000.00	\$ 15,000.00	\$ -	\$ 15,000	
	\$ 400,996.00	\$ 1,208,500.00	\$ 598,358.00	\$ 999,354.00	



# City of Auburn

## Norway Savings Arena Ice Revenue

Fiscal Year 2015  
Proposed 1.10.2014

**Projected Revenues and Expenses for FY15**

*Actual expenses may vary according to changing circumstances*

Norway Savings Bank Arena	FY14	FY15	Change	Dept. Request	Manager Proposed
Ice Revenue Detail		\$ 964,210			
<b>Ice Rental Income</b>		<b>\$ 753,260</b>		<b>\$ 753,260</b>	
Youth Hockey		\$ 387,750		\$ 387,750	
High School Teams		\$ 162,150		\$ 162,150	
L/A Seniors-Adult		\$ 67,680		\$ 67,680	
Private Rentals		\$ 32,900		\$ 32,900	
Russeau Clinics		\$ 28,905		\$ 28,905	
Boston Kremes		\$ 22,560		\$ 22,560	
MHD Womens League/rentals		\$ 9,400		\$ 9,400	
Summer Camp Rentals		\$ 11,250		\$ 11,250	
Middle School Hockey League		\$ 10,575		\$ 10,575	
Stride Envy		\$ 6,450		\$ 6,450	
Grahame Townsend		\$ 5,640		\$ 5,640	
Pro Ambitions Sports Camp		\$ 4,000		\$ 4,000	
Youth Activities		\$ 4,000		\$ 4,000	
<b>Programs/Tournaments</b>		<b>\$ 172,450</b>		<b>\$ 172,450</b>	
USA Hockey-Festivals		\$ 7,050		\$ 7,050	
USA Hockey- Regionals		\$ 6,110		\$ 6,110	
Great Falls Shootout		\$ 90,240		\$ 90,240	
Public Skate		\$ 32,500		\$ 32,500	
Shinny/Stick and Puck Hockey		\$ 18,500		\$ 18,500	
Skating Instruction		\$ 11,000		\$ 11,000	
Birthday Parties		\$ 7,050		\$ 7,050	
				\$ -	
<b>Subleased Rental Space</b>		<b>\$ 38,500</b>		<b>\$ 38,500</b>	
Concession/Conference		\$ 30,000		\$ 30,000	
Pro Shop		\$ 8,500		\$ 8,500	
				\$ -	
<b>Events/Facility Rentals</b>		<b>\$ 24,500</b>		<b>\$ 24,500</b>	
Graduation		\$ 7,000		\$ 7,000	
Dance Recital		\$ 3,500		\$ 3,500	
Room Rental		\$ 4,000		\$ 4,000	
Concert/Shows		\$ 10,000		\$ 10,000	
<b>Line Item Narrative</b>				<b>\$ -</b>	

Projected Revenues and Expenses:



# City of Auburn

## Norway Savings Arena Addtl Rev

Fiscal Year 2015  
Proposed 1.10.2014

**Projected Revenues and Expenses for FY15**

*Actual expenses may vary according to changing circumstances*

Norway Savings Bank Arena	FY14	FY15	Change	Dept. Request	Manager Proposed
<b>Norway Savings Bank Arena Revenue Detail</b>					
<u>Advertising Revenue</u>	\$ 174,275	\$ 233,225			
Naming Rights - Norway Savings Bank	\$ 50,000	\$ 80,000			
Concessions License - Pepsi	\$ 10,000	\$ 5,000			
Concessions License -Tim Hortons	\$ 8,000	\$ 10,000			
Corporate Marketing and Ad Space	\$ 106,275	\$ 138,225			

Projected Revenues and Expenses:



# City of Auburn

## Norway Savings Arena HR

Fiscal Year 2015  
Proposed 1.10.2014

**Projected Revenues and Expenses for FY15**

*Actual expenses may vary according to changing circumstances*

**Norway Savings Bank Arena**

Line Items	FY 14	FY 15	Last Year	Dept.	Manager Proposed
<b>Norway Savings Bank Arena</b>	Proposed	Projected	Change		
<b>Human Resource Expenses</b>	<b>\$278,218</b>	<b>\$277,446</b>	<b>(\$772)</b>		
<u>Full Time Salaries: by Position</u>					
General Manager	\$ 61,500	\$ 62,500	\$ 1,000		
Director of Operations	\$ 54,639	\$ 54,639	\$ -		
Administrative	\$ 35,802	\$ 35,802	\$ -		
Maintenance Supervisor	\$ 24,907	\$ 24,907	\$ -		
Olympia Operator	\$ 22,064	\$ 22,064	\$ -		
<u>FICA (6.2%) by Position</u>					
General Manager	\$ 3,813	\$ 3,875	\$ 62		
Director of Operations	\$ 3,388	\$ 3,388	\$ -		
Administrative	\$ 2,220	\$ 2,220	\$ -		
Maintenance Supervisor	\$ 1,544	\$ 1,544	\$ -		
Olympia Operator	\$ 1,368	\$ 1,368	\$ -		
<u>Medicare (1.45%) by Position</u>					
General Manager	\$ 892	\$ 906	\$ 15		
Director of Operations	\$ 792	\$ 792	\$ -		
Administrative	\$ 519	\$ 519	\$ -		
Maintenance Supervisor	\$ 361	\$ 361	\$ -		
Olympia Operator	\$ 320	\$ 320	\$ -		
<u>Health Insurance Coverage by Position (individual selections)</u>					
General Manager (waived)	\$ 3,776	\$ 3,776	\$ -		
Director of Operations	\$ 12,838	\$ 12,838	\$ -		
Administrative	\$ 12,838	\$ 12,838	\$ -		
Maintenance Supervisor	\$ 5,724	\$ 5,724	\$ -		
Olympia Operator	\$ 5,724	\$ 5,724	\$ -		
<u>Cafeteria Plan by Position (individual selections)</u>					
General Manager	\$ 950	\$ 950	\$ -		
Director of Operations	\$ 950	\$ 950	\$ -		
Administrative	\$ 950	\$ 950	\$ -		
Maintenance Supervisor	\$ 950	\$ 950	\$ -		
Olympia Operator	\$ 950	\$ 950	\$ -		
<u>Retirement Plan by Position (individual selections)</u>					
General Manager MPERS 6.50%	\$ 3,998	\$ 4,063	\$ 65		
Director of Operations None 0%	\$ -	\$ -	\$ -		
Administrative 6.00%	\$ 2,148	\$ 2,148	\$ -		
Maintenance Supervisor 6.50%	\$ 1,619	\$ 1,619	\$ -		
Olympia Operator 6.50%	\$ 1,434	\$ 1,434	\$ -		
MSEA Uniform Allowance	\$ 1,050	\$ 1,050	\$ -	\$ 1,050	
Overtime Salaries	\$ 7,176	\$ 5,500	\$ (1,676)	\$ 5,500	
Overtime Benefits 14.15%	\$ 1,015	\$ 778	\$ (237)		



# City of Auburn

## Norway Savings Utilities

Fiscal Year 2015  
Proposed 1.10.2014

**Projected Revenues and Expenses for FY15**

*Actual expenses may vary according to changing circumstances*

Norway Savings Bank Arena	<i>FY14</i>	<i>FY15</i>			
Norway Savings Bank Arena Expense Detail	<i>Proposed</i>	<i>Proposed</i>	<i>Change</i>	Dept. Request	Manager Proposed
<u>Expenses</u>					
Utilities - Water & Sewer	\$ 12,000	\$ 11,750	\$ (250)	\$ 11,750	
Utilities - Electricity	\$ 156,000	\$ 142,200	\$ (13,800)	\$ 142,200	
Utilities - Natural Gas	\$ 46,115	\$ 36,600	\$ (9,515)	\$ 36,600	
Utilites - Propane (AmeriGas)	\$ 9,000	\$ 6,200	\$ (2,800)	\$ 6,200	
Utilities - Security Monitoring	\$ 1,500	\$ 1,500	\$ -	\$ 1,500	
Utilities - Communications		\$ 8,596	\$ 8,596	\$ 8,596	
Utilities - Waste Disposal		\$ 2,300	\$ 2,300	\$ 2,300	



# City of Auburn Norway Savings Utilities

Fiscal Year 2015  
Proposed 1.10.2014



# City of Auburn

## Norway Savings Arena Summary

Fiscal Year 2015  
Proposed 2.18.2014

**Projected Revenues and Expenses for FY15**

*Actual expenses may vary according to changing circumstances*

**Norway Savings Bank Arena**

	<i>FY14</i>	<i>FY15</i>	<i>Change</i>	<b>Dept. Request</b>	<b>Manager Proposed</b>
<b>Total Revenues</b>		\$ 1,221,935			
<b>Total Expenses</b>		\$ 1,208,500			
<b>Profit (Loss)</b>	\$ -	\$ 13,435	\$ 13,435	\$ -	\$ -

Debt Service

	<i>Principal</i>	<i>Interest</i>	<b>Dept. Request</b>	<b>Manager Proposed</b>
			\$ -	
			\$ -	
	\$ -	\$ -	\$ -	\$ -

Ingersoll Arena Revenue Summary

	<i>FY14</i>	<i>FY15</i>	<i>Change</i>	<b>Dept. Request</b>	<b>Manager Proposed</b>
<u>Revenues</u>					
Ice Rental Income		\$ 753,260			
Sign Advertisements		\$ 233,225			
Programs/Tournaments		\$ 172,450			
Subleased Space		\$ 38,500			
Events/Facility Rentals		\$ 24,500			
	\$ -	\$ 1,221,935	\$ -	\$ -	\$ -

**Line Item Narrative**

Projected Revenues and Expenses:



# City of Auburn

## Norway Savings Arena Summary

Fiscal Year 2015  
Proposed 2.18.2014

Line Items	Proposed	Projected	Last Year	Dept. Request	Manager Request
<b>Norway Savings Bank Arena</b>					
Ingersoll Arena Expense Summary	<i>FY14</i>	<i>FY15</i>	<i>Change</i>	Dept. Request	Manager Proposed
<u>Expenses</u>					
Full Time Employee (Salary and Fringe)	\$ 316,572.00	\$ 277,446.00	\$ (39,126)	\$ 277,446	
Part-time Salaries		\$ 41,000.00	\$ 41,000	\$ 41,000	
Insurance Premiums	\$ 7,500.00	\$ 25,000.00	\$ 17,500	\$ 25,000	
Rent Payment	\$ -	\$ 528,408.00	\$ 528,408	\$ 528,408	
Advertising	\$ 10,000.00	\$ 12,000.00	\$ 2,000	\$ 12,000	
Professional Services	\$ 2,500.00	\$ 3,500.00	\$ 1,000	\$ 3,500	
Utilities-Total		\$ 209,146.00			
Repairs - Buildings	\$ 2,500.00	\$ 5,000.00	\$ 2,500	\$ 5,000	
Repairs - Vehicles	\$ 1,000.00	\$ 1,500.00	\$ 500	\$ 1,500	
Repairs - Equipment	\$ 5,000.00	\$ 7,500.00	\$ 2,500	\$ 7,500	
Repairs - Maintenance Contracts	\$ 2,824.00	\$ 3,500.00	\$ 676	\$ 3,500	
Training & Tuition	\$ 2,500.00	\$ 2,500.00	\$ -	\$ 2,500	
Travel - Mileage Reimbursement	\$ 1,500.00	\$ 1,000.00	\$ (500)	\$ 1,000	
Travel - Seminar Costs	\$ -	\$ -	\$ -	\$ -	
Subscriptions & Dues	\$ 2,850.00	\$ 2,500.00	\$ (350)	\$ 2,500	
Office Supplies	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 1,500	
Other Supplies - Operating	\$ 6,250.00	\$ 5,000.00	\$ (1,250)	\$ 5,000	
Other Supplies - Safety	\$ 250.00	\$ 500.00	\$ 250	\$ 500	
Other Supplies - Concessions	\$ 22,750.00	\$ -	\$ (22,750)	\$ -	
Other Supplies - Pro Shop	\$ -	\$ -	\$ -	\$ -	
Other Supplies - Programs	\$ 500.00	\$ 1,500.00	\$ 1,000	\$ 1,500	
Capital - General	\$ -	\$ 25,000.00	\$ 25,000	\$ 25,000	
Capital Blg Improv.	\$ -	\$ 35,000.00	\$ 35,000	\$ 35,000	
Capital - Small Tools	\$ -	\$ 5,000.00	\$ 5,000	\$ 5,000	
Machinery and Equipment	\$ 15,000.00	\$ 15,000.00	\$ -	\$ 15,000	
	<b>\$400,996.00</b>	<b>\$ 1,208,500.00</b>	<b>\$ 598,358.00</b>	<b>\$ 999,354.00</b>	



# City of Auburn

## Norway Savings Arena Ice Revenue

Fiscal Year 2015  
Proposed 1.10.2014

**Projected Revenues and Expenses for FY15**

*Actual expenses may vary according to changing circumstances*

Norway Savings Bank Arena	FY14	FY15	Change	Dept. Request	Manager Proposed
Ice Revenue Detail		\$ 964,210			
<b>Ice Rental Income</b>		<b>\$ 753,260</b>		<b>\$ 753,260</b>	
Youth Hockey		\$ 387,750		\$ 387,750	
High School Teams		\$ 162,150		\$ 162,150	
L/A Seniors-Adult		\$ 67,680		\$ 67,680	
Private Rentals		\$ 32,900		\$ 32,900	
Russeau Clinics		\$ 28,905		\$ 28,905	
Boston Kremes		\$ 22,560		\$ 22,560	
MHD Womens League/rentals		\$ 9,400		\$ 9,400	
Summer Camp Rentals		\$ 11,250		\$ 11,250	
Middle School Hockey League		\$ 10,575		\$ 10,575	
Stride Envy		\$ 6,450		\$ 6,450	
Grahame Townsend		\$ 5,640		\$ 5,640	
Pro Ambitions Sports Camp		\$ 4,000		\$ 4,000	
Youth Activities		\$ 4,000		\$ 4,000	
<b>Programs/Tournaments</b>		<b>\$ 172,450</b>		<b>\$ 172,450</b>	
USA Hockey-Festivals		\$ 7,050		\$ 7,050	
USA Hockey- Regionals		\$ 6,110		\$ 6,110	
Great Falls Shootout		\$ 90,240		\$ 90,240	
Public Skate		\$ 32,500		\$ 32,500	
Shinny/Stick and Puck Hockey		\$ 18,500		\$ 18,500	
Skating Instruction		\$ 11,000		\$ 11,000	
Birthday Parties		\$ 7,050		\$ 7,050	
				\$ -	
<b>Subleased Rental Space</b>		<b>\$ 38,500</b>		<b>\$ 38,500</b>	
Concession/Conference		\$ 30,000		\$ 30,000	
Pro Shop		\$ 8,500		\$ 8,500	
				\$ -	
<b>Events/Facility Rentals</b>		<b>\$ 24,500</b>		<b>\$ 24,500</b>	
Graduation		\$ 7,000		\$ 7,000	
Dance Recital		\$ 3,500		\$ 3,500	
Room Rental		\$ 4,000		\$ 4,000	
Concert/Shows		\$ 10,000		\$ 10,000	
<b>Line Item Narrative</b>				\$ -	

**Projected Revenues and Expenses:**



# City of Auburn

## Norway Savings Arena Addtl Rev

Fiscal Year 2015  
Proposed 1.10.2014

**Projected Revenues and Expenses for FY15**

*Actual expenses may vary according to changing circumstances*

Norway Savings Bank Arena	FY14	FY15	Change	Dept. Request	Manager Proposed
<b>Norway Savings Bank Arena Revenue Detail</b>					
<u>Advertising Revenue</u>	\$ 174,275	\$ 233,225			
Naming Rights - Norway Savings Bank	\$ 50,000	\$ 80,000			
Concessions License - Pepsi	\$ 10,000	\$ 5,000			
Concessions License -Tim Hortons	\$ 8,000	\$ 10,000			
Corporate Marketing and Ad Space	\$ 106,275	\$ 138,225			

**Projected Revenues and Expenses:**



# City of Auburn

## Norway Savings Arena HR

Fiscal Year 2015  
Proposed 1.10.2014

**Projected Revenues and Expenses for FY15**

*Actual expenses may vary according to changing circumstances*

**Norway Savings Bank Arena**

Line Items	FY 14	FY 15	Last Year	Dept.	Manager Proposed
<b>Norway Savings Bank Arena</b>	Proposed	Projected	Change		
<b>Human Resource Expenses</b>	<b>\$278,218</b>	<b>\$277,446</b>	<b>(\$772)</b>		
<u>Full Time Salaries: by Position</u>					
General Manager	\$ 61,500	\$ 62,500	\$ 1,000		
Director of Operations	\$ 54,639	\$ 54,639	\$ -		
Administrative	\$ 35,802	\$ 35,802	\$ -		
Maintenance Supervisor	\$ 24,907	\$ 24,907	\$ -		
Olympia Operator	\$ 22,064	\$ 22,064	\$ -		
<u>FICA (6.2%) by Position</u>					
General Manager	\$ 3,813	\$ 3,875	\$ 62		
Director of Operations	\$ 3,388	\$ 3,388	\$ -		
Administrative	\$ 2,220	\$ 2,220	\$ -		
Maintenance Supervisor	\$ 1,544	\$ 1,544	\$ -		
Olympia Operator	\$ 1,368	\$ 1,368	\$ -		
<u>Medicare (1.45%) by Position</u>					
General Manager	\$ 892	\$ 906	\$ 15		
Director of Operations	\$ 792	\$ 792	\$ -		
Administrative	\$ 519	\$ 519	\$ -		
Maintenance Supervisor	\$ 361	\$ 361	\$ -		
Olympia Operator	\$ 320	\$ 320	\$ -		
<u>Health Insurance Coverage by Position (individual selections)</u>					
General Manager (waived)	\$ 3,776	\$ 3,776	\$ -		
Director of Operations	\$ 12,838	\$ 12,838	\$ -		
Administrative	\$ 12,838	\$ 12,838	\$ -		
Maintenance Supervisor	\$ 5,724	\$ 5,724	\$ -		
Olympia Operator	\$ 5,724	\$ 5,724	\$ -		
<u>Cafeteria Plan by Position (individual selections)</u>					
General Manager	\$ 950	\$ 950	\$ -		
Director of Operations	\$ 950	\$ 950	\$ -		
Administrative	\$ 950	\$ 950	\$ -		
Maintenance Supervisor	\$ 950	\$ 950	\$ -		
Olympia Operator	\$ 950	\$ 950	\$ -		
<u>Retirement Plan by Position (individual selections)</u>					
General Manager MPERS 6.50%	\$ 3,998	\$ 4,063	\$ 65		
Director of Operations None 0%	\$ -	\$ -	\$ -		
Administrative 6.00%	\$ 2,148	\$ 2,148	\$ -		
Maintenance Supervisor 6.50%	\$ 1,619	\$ 1,619	\$ -		
Olympia Operator 6.50%	\$ 1,434	\$ 1,434	\$ -		
MSEA Uniform Allowance	\$ 1,050	\$ 1,050	\$ -	\$ 1,050	
Overtime Salaries	\$ 7,176	\$ 5,500	\$ (1,676)	\$ 5,500	
Overtime Benefits 14.15%	\$ 1,015	\$ 778	\$ (237)		



# City of Auburn

## Norway Savings Utilities

Fiscal Year 2015  
Proposed 1.10.2014

**Projected Revenues and Expenses for FY15**

*Actual expenses may vary according to changing circumstances*

Norway Savings Bank Arena	<i>FY14</i>	<i>FY15</i>			
	<i>Proposed</i>	<i>Proposed</i>			
Norway Savings Bank Arena Expense Detail	\$ 224,615	\$ 209,146	<i>Change</i>	<i>Dept. Request</i>	<i>Manager Proposed</i>
<u>Expenses</u>					
Utilities - Water & Sewer	\$ 12,000	\$ 11,750	\$ (250)	\$ 11,750	
Utilities - Electricity	\$ 156,000	\$ 142,200	\$ (13,800)	\$ 142,200	
Utilities - Natural Gas	\$ 46,115	\$ 36,600	\$ (9,515)	\$ 36,600	
Utilites - Propane (AmeriGas)	\$ 9,000	\$ 6,200	\$ (2,800)	\$ 6,200	
Utilities - Security Monitoring	\$ 1,500	\$ 1,500	-	\$ 1,500	
Utilities - Communications		\$ 8,596	\$ 8,596	\$ 8,596	
Utilities - Waste Disposal		\$ 2,300	\$ 2,300	\$ 2,300	

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**Programs Budget 2015  
Norway Savings Bank Arena**

**CITY OF AUBURN**

*DESCRIPTION:*

Norway Saving Bank Arena is an Enterprise Fund of the City of Auburn, Maine. It operates financially as the Ice Arena Enterprise Fund dba Norway Savings Bank Arena, and is responsible for the coordination, direction and implementation of a profit center for the City of Auburn. The General Manager of the Enterprise reports directly to the City Manager and oversees the operation, maintenance, fiscal oversight (specifically budget creation and capital improvements) and long range planning of the Enterprise.

*MISSION:*

The "Norway Savings Bank Arena" is designed to serve the Auburn Community and the region through opportunities for skating activities. The Arena shall provide exceptional, year round, affordable ice skating opportunities in a safe, healthy, community based skating environment. We shall provide for a comfortable, well designed, skating and events center that serves as a community gathering place: focused primarily on ice related recreational activities and its viewership.

*VISION/PURPOSE: "Serving Our Community through Skating"*

In the spirit of community; through teamwork, safety, and sportsmanship, we shall seek a high quality level of programming and facilities to teach and support the sports of ice hockey, figure skating and other ice related activities for people of all ages.

The Arena shall provide safe, stable and reliable recreational skating opportunities to area residents, with regularly scheduled recreational skating, shinny hockey and "stick & puck" time that is open to all.

In addition to its commitment to the community, the arena shall support multiple local user groups including the Twin City Titans Youth Hockey Association, Maine Gladiators Youth Hockey, Edward Little High School Hockey, St. Dominics Academy Hockey, Poland-Gray/New Gloucester High School Hockey, Leavitt Area High School Hockey, Southern Maine Middle School Hockey League, and Community based recreational opportunities with multiple other local, regional and national user groups. Norway Savings Bank Arena shall operate as a year round facility. Marketing, promotions and the scheduling of ice time and other programming shall be scheduled to maximize the directive of the mission statement, provide financial stability and provide a balance among the many regional skating and viewing interests. The Arena shall strive to be the premier ice surfaces in the state and New England.

*PROGRAMS*

1. OPERATIONS:

Oversight of all events, activities, and related programming of the Enterprise to ensure proper staffing, goals, objectives, and coordination for the operation of a multipurpose, multi-use ice skating facility. Management of staff which includes a Director of Operations and Scheduling, Olympia Drivers and all part time staff. Coordinating the Activities include but are not limited to: scheduling of events, activities, negotiate, maintain and evaluate third party contracts for leased/contracted space. Provide a clean, safe and friendly environment for patrons in accordance with all facility policies and procedures. Operations consist of the bulk of staff time, preparing, maintaining and post event activities.

2. FINANCE AND ADMINISTRATION:

Provide financial oversight and administration of all activities of the facility. Together, the General Manager and the Administrative Assistant monitor budgets, accounts payable and receivable in conjunction with the municipal finance department to maintain the economic viability and fiscal responsibility of the Arena. Developing a budget and fee based structure that provides excellent services at a minimal cost. Reports consistently to City Manager and City Council financial budgeting quarterly, and cooperates monthly with financial health of the Enterprise in the monthly financial reports as presented by the Finance Department. Consistently review the value of the long term economic impact on the facility on the community.

3. MARKETING AND ADVERTISING:

The Marketing and Advertising within the facility is the responsibility of the General Manager with assistance from the Administrative Assistant. By building and managing local, regional and national marketing and advertising partnerships, the GM is responsible for the overall economic viability and fiscal responsibility of the Arena. Annual advertising and marketing of these partnerships within the facility and for special events, activities the local and regional participation provide for unlimited exposure and additional resources for the facility. Website development and promotion provide for electronic media growth and additional avenues for promoting the facility. Through programming and development of tournaments, and other regional events and activities, the Arena works to serve as an Economic Development opportunity for the community; bringing people from outside of the region supporting local businesses and community as a whole.

## GOALS AND OBJECTIVES

- Provide a premier safe, affordable, entertainment experience for customers, participants and spectators. Instituting procedures and a culture to engage and welcome the community.
- Develop an internal programming and rental base that provide consistent revenue stream to properly maintain the facility and grow economic opportunities in the region
- Provide clean and quality services throughout the facility.
- Build staffing levels to maximize efficiency and operation of the facility.
- Operate 100% as an Enterprise Fund, using a budget model based on using zero community tax based revenue.
- Develop a fee based structure that is commensurate to the operation, minimizing expenditures, maintaining a high quality delivery of services.
- Monitor and coordinate Utility expenses to remain on budget
- Maintain a positive social and electronic media interface to interact and communicate with our users, including updated website and point of sale.
- Develop and implement a Marketing strategy for branding Arena activities, events and rental uses.

PERFORMANCE MEASURES

PERFORMANCE MEASURES			
MEASURE	GOALS	FY 2013	FY 2014
<b>Achieve 100% Enterprise Sustainability</b>	Develop financial budgets and policies intended on operating without municipal tax assistance, while maintaining fees commensurate to the operation/market demand.	N/A	Unknown
<b>Ice Commitments</b>	Maximize prime time ice rental, achieving 85-90% of all primetime ice rental filled, generating ice/facility rental income of \$800,000	N/A	Monitoring
<b>Advertising Revenue</b>	To attain 95%-100% revenue renewal rate from advertising partnerships equivalent to or greater than \$185,000 annually	N/A	At Least \$188,350
<b>Utilities and Services</b>	Monitor and coordinate utility expenses to maintain a strong level of customer satisfaction, while remaining on budget. Finding new ways to reduce utility expenses.	N/A	N/A
<b>Tournament Play/ Economic Development</b>	Provide a minimum of 5 stay and play tournament opportunities, generating a minimum of \$40,000 in annual income, and 350 hotel nights within the community.	N/A	Monitoring

BUDGET DRIVERS

- 1. Rent:** The triple net lease with Slapshot LLC, (\$528,408), represents 44% of the overall budget for the facility. The largest financial commitment of the facility is a fixed expense and shall remain in place through the entirety of the lease agreement.
- 2. Utilities:** Utilities are a function of operation and time. Efforts are made to monitor and reduce utility costs, and are currently based upon projections of current use and trends. Fluctuations in commodity pricing create vulnerability in the budget process and are a significant portion of the remaining 56% of budget expenditures. (17% or \$209,146)
- 3. Regular Salaries/ Additional Labor:** Staffing levels are maintained at a minimum to provide the level of service and maintenance to the facility. Efforts are made to reduce overtime, maximize the skills of the staff, but consist of approximately 26% (\$318,446) of the overall budget.

<b>PROGRAM BUDGET-Operations</b>				
Full Time Equivalent	4.5	Budgeted FY 2014	Actual FY 2014	Budgeted FY 2015
Revenue				\$988,710
Salaries				\$155,199
Contracted Services				\$24,500
Operations				\$850,554

<b>PROGRAM BUDGET-Finance and Administration</b>				
Full Time Equivalent	1.05	Budgeted FY 2014	Actual FY 2014	Budgeted FY 2015
Revenue				\$0
Salaries				\$63,922
Contracted Services				\$500
Operations				\$1000

<b>PROGRAM BUDGET-Marketing and Advertising</b>				
Full Time Equivalent	0.85	Budgeted FY 2014	Actual FY 2014	Budgeted FY 2015
Revenue				\$237,225
Salaries				\$59,748
Contracted Services				\$13,500
Operations				\$2,844



# City of Auburn

## Norway Savings Arena Summary

Fiscal Year 2015  
Proposed 2.18.2014

**Projected Revenues and Expenses for FY15**

*Actual expenses may vary according to changing circumstances*

**Norway Savings Bank Arena**

	FY14	FY15	Change	Dept. Request	Manager Proposed
<b>Total Revenues</b>	\$	1,221,935			
<b>Total Expenses</b>	\$	1,208,500			
<b>Profit (Loss)</b>	\$ -	\$ 13,435	\$ 13,435	\$ -	\$ -

		Principal	Interest	Dept. Request	Manager Proposed
<b>Debt Service</b>				\$ -	
				\$ -	
	\$ -	\$ -	\$ -	\$ -	\$ -

	FY14	FY15	Change	Dept. Request	Manager Proposed
<b>Ingersoll Arena Revenue Summary</b>					
<u>Revenues</u>					
Ice Rental Income	\$	753,260			
Sign Advertisements	\$	233,225			
Programs/Tournaments	\$	172,450			
Subleased Space	\$	38,500			
Events/Facility Rentals	\$	24,500			
	\$ -	\$ 1,221,935	\$ -	\$ -	\$ -

**Line Item Narrative**

Projected Revenues and Expenses:



# City of Auburn

## Norway Savings Arena Summary

Fiscal Year 2015  
Proposed 2.18.2014

Line Items	Proposed	Projected	Last Year	Dept. Request	Manager Request
<b>Norway Savings Bank Arena</b>					
Ingersoll Arena Expense Summary	<i>FY14</i>	<i>FY15</i>	<i>Change</i>	<b>Dept. Request</b>	<b>Manager Proposed</b>
<u>Expenses</u>					
Full Time Employee (Salary and Fringe)	\$ 316,572.00	\$ 277,446.00	\$ (39,126)	\$ 277,446	
Part-time Salaries		\$ 41,000.00	\$ 41,000	\$ 41,000	
Insurance Premiums	\$ 7,500.00	\$ 25,000.00	\$ 17,500	\$ 25,000	
Rent Payment	\$ -	\$ 528,408.00	\$ 528,408	\$ 528,408	
Advertising	\$ 10,000.00	\$ 12,000.00	\$ 2,000	\$ 12,000	
Professional Services	\$ 2,500.00	\$ 3,500.00	\$ 1,000	\$ 3,500	
Utilities-Total		\$ 209,146.00			
Repairs - Buildings	\$ 2,500.00	\$ 5,000.00	\$ 2,500	\$ 5,000	
Repairs -Vehicles	\$ 1,000.00	\$ 1,500.00	\$ 500	\$ 1,500	
Repairs - Equipment	\$ 5,000.00	\$ 7,500.00	\$ 2,500	\$ 7,500	
Repairs - Maintenance Contracts	\$ 2,824.00	\$ 3,500.00	\$ 676	\$ 3,500	
Training & Tuition	\$ 2,500.00	\$ 2,500.00	\$ -	\$ 2,500	
Travel - Mileage Reimbursement	\$ 1,500.00	\$ 1,000.00	\$ (500)	\$ 1,000	
Travel - Seminar Costs	\$ -	\$ -	\$ -	\$ -	
Subscriptions & Dues	\$ 2,850.00	\$ 2,500.00	\$ (350)	\$ 2,500	
Office Supplies	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 1,500	
Other Supplies - Operating	\$ 6,250.00	\$ 5,000.00	\$ (1,250)	\$ 5,000	
Other Supplies - Safety	\$ 250.00	\$ 500.00	\$ 250	\$ 500	
Other Supplies - Concessions	\$ 22,750.00	\$ -	\$ (22,750)	\$ -	
Other Supplies - Pro Shop	\$ -	\$ -	\$ -	\$ -	
Other Supplies - Programs	\$ 500.00	\$ 1,500.00	\$ 1,000	\$ 1,500	
Capital - General	\$ -	\$ 25,000.00	\$ 25,000	\$ 25,000	
Capital Blg Improv.	\$ -	\$ 35,000.00	\$ 35,000	\$ 35,000	
Capital - Small Tools	\$ -	\$ 5,000.00	\$ 5,000	\$ 5,000	
Machinery and Equipment	\$ 15,000.00	\$ 15,000.00	\$ -	\$ 15,000	
	<b>\$400,996.00</b>	<b>\$ 1,208,500.00</b>	<b>\$ 598,358.00</b>	<b>\$ 999,354.00</b>	



# City of Auburn

## Norway Savings Arena Ice Revenue

Fiscal Year 2015  
Proposed 1.10.2014

**Projected Revenues and Expenses for FY15**

*Actual expenses may vary according to changing circumstances*

Norway Savings Bank Arena	FY14	FY15	Change	Dept. Request	Manager Proposed
Ice Revenue Detail		\$ 964,210			
<b>Ice Rental Income</b>		<b>\$ 753,260</b>		<b>\$ 753,260</b>	
Youth Hockey		\$ 387,750		\$ 387,750	
High School Teams		\$ 162,150		\$ 162,150	
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Russeau Clinics		\$ 28,905		\$ 28,905	
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MHD Womens League/rentals		\$ 9,400		\$ 9,400	
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Youth Activities		\$ 4,000		\$ 4,000	
<b>Programs/Tournaments</b>		<b>\$ 172,450</b>		<b>\$ 172,450</b>	
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USA Hockey- Regionals		\$ 6,110		\$ 6,110	
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Shinny/Stick and Puck Hockey		\$ 18,500		\$ 18,500	
Skating Instruction		\$ 11,000		\$ 11,000	
Birthday Parties		\$ 7,050		\$ 7,050	
				\$ -	
<b>Subleased Rental Space</b>		<b>\$ 38,500</b>		<b>\$ 38,500</b>	
Concession/Conference		\$ 30,000		\$ 30,000	
Pro Shop		\$ 8,500		\$ 8,500	
				\$ -	
<b>Events/Facility Rentals</b>		<b>\$ 24,500</b>		<b>\$ 24,500</b>	
Graduation		\$ 7,000		\$ 7,000	
Dance Recital		\$ 3,500		\$ 3,500	
Room Rental		\$ 4,000		\$ 4,000	
Concert/Shows		\$ 10,000		\$ 10,000	
<b>Line Item Narrative</b>				<b>\$ -</b>	

Projected Revenues and Expenses:



# City of Auburn

## Norway Savings Arena Addtl Rev

Fiscal Year 2015  
Proposed 1.10.2014

**Projected Revenues and Expenses for FY15**

*Actual expenses may vary according to changing circumstances*

Norway Savings Bank Arena	FY14	FY15	Change	Dept. Request	Manager Proposed
<b>Norway Savings Bank Arena Revenue Detail</b>					
<b>Advertising Revenue</b>	\$ 174,275	\$ 233,225			
Naming Rights - Norway Savings Bank	\$ 50,000	\$ 80,000			
Concessions License - Pepsi	\$ 10,000	\$ 5,000			
Concessions License -Tim Hortons	\$ 8,000	\$ 10,000			
Corporate Marketing and Ad Space	\$ 106,275	\$ 138,225			

Projected Revenues and Expenses:



# City of Auburn

## Norway Savings Arena HR

Fiscal Year 2015  
Proposed 1.10.2014

**Projected Revenues and Expenses for FY15**

*Actual expenses may vary according to changing circumstances*

**Norway Savings Bank Arena**

Line Items	FY 14	FY 15	Last Year	Dept.	Manager Proposed
<b>Norway Savings Bank Arena</b>	Proposed	Projected	Change		
Human Resource Expenses	<b>\$278,218</b>	<b>\$277,446</b>	<b>(\$772)</b>		
<u>Full Time Salaries: by Position</u>					
General Manager	\$ 61,500	\$ 62,500	\$ 1,000		
Director of Operations	\$ 54,639	\$ 54,639	\$ -		
Administrative	\$ 35,802	\$ 35,802	\$ -		
Maintenance Supervisor	\$ 24,907	\$ 24,907	\$ -		
Olympia Operator	\$ 22,064	\$ 22,064	\$ -		
<u>FICA (6.2%) by Position</u>					
General Manager	\$ 3,813	\$ 3,875	\$ 62		
Director of Operations	\$ 3,388	\$ 3,388	\$ -		
Administrative	\$ 2,220	\$ 2,220	\$ -		
Maintenance Supervisor	\$ 1,544	\$ 1,544	\$ -		
Olympia Operator	\$ 1,368	\$ 1,368	\$ -		
<u>Medicare (1.45%) by Position</u>					
General Manager	\$ 892	\$ 906	\$ 15		
Director of Operations	\$ 792	\$ 792	\$ -		
Administrative	\$ 519	\$ 519	\$ -		
Maintenance Supervisor	\$ 361	\$ 361	\$ -		
Olympia Operator	\$ 320	\$ 320	\$ -		
<u>Health Insurance Coverage by Position (individual selections)</u>					
General Manager (waived)	\$ 3,776	\$ 3,776	\$ -		
Director of Operations	\$ 12,838	\$ 12,838	\$ -		
Administrative	\$ 12,838	\$ 12,838	\$ -		
Maintenance Supervisor	\$ 5,724	\$ 5,724	\$ -		
Olympia Operator	\$ 5,724	\$ 5,724	\$ -		
<u>Cafeteria Plan by Position (individual selections)</u>					
General Manager	\$ 950	\$ 950	\$ -		
Director of Operations	\$ 950	\$ 950	\$ -		
Administrative	\$ 950	\$ 950	\$ -		
Maintenance Supervisor	\$ 950	\$ 950	\$ -		
Olympia Operator	\$ 950	\$ 950	\$ -		
<u>Retirement Plan by Position (individual selections)</u>					
General Manager MPERS 6.50%	\$ 3,998	\$ 4,063	\$ 65		
Director of Operations None 0%	\$ -	\$ -	\$ -		
Administrative 6.00%	\$ 2,148	\$ 2,148	\$ -		
Maintenance Supervisor 6.50%	\$ 1,619	\$ 1,619	\$ -		
Olympia Operator 6.50%	\$ 1,434	\$ 1,434	\$ -		
MSEA Uniform Allowance	\$ 1,050	\$ 1,050	\$ -	\$ 1,050	
Overtime Salaries	\$ 7,176	\$ 5,500	\$ (1,676)	\$ 5,500	
Overtime Benefits 14.15%	\$ 1,015	\$ 778	\$ (237)		



# City of Auburn

## Norway Savings Utilities

Fiscal Year 2015  
Proposed 1.10.2014

**Projected Revenues and Expenses for FY15**

*Actual expenses may vary according to changing circumstances*

Norway Savings Bank Arena	<i>FY14 Proposed</i>	<i>FY15 Proposed</i>	<i>Change</i>	<i>Dept. Request</i>	<i>Manager Proposed</i>
Norway Savings Bank Arena Expense Detail	\$ 224,615	\$ 209,146			
<u>Expenses</u>					
Utilities - Water & Sewer	\$ 12,000	\$ 11,750	\$ (250)	\$ 11,750	
Utilities - Electricity	\$ 156,000	\$ 142,200	\$ (13,800)	\$ 142,200	
Utilities - Natural Gas	\$ 46,115	\$ 36,600	\$ (9,515)	\$ 36,600	
Utilites - Propane (AmeriGas)	\$ 9,000	\$ 6,200	\$ (2,800)	\$ 6,200	
Utilities - Security Monitoring	\$ 1,500	\$ 1,500	\$ -	\$ 1,500	
Utilities - Communications		\$ 8,596	\$ 8,596	\$ 8,596	
Utilities - Waste Disposal		\$ 2,300	\$ 2,300	\$ 2,300	

sent 02.19.2014

<b>PROJECTED EXPENSES</b>	<b>FY16</b>
<b>EMPLOYEE EXPENSES</b>	
Full Time Employee (Salary & Fringe)	\$ 260,000.00
Part-Time Salaries	\$ 40,000.00
Insurance Premiums	\$ 28,500.00
<b>LEASE</b>	
Slap Shot LLC	\$ 507,000.00
<b>ADVERTISING</b>	
TOTAL	\$ 15,000.00
<b>UTILITIES</b>	
Auburn Water Sewer	\$ 13,000.00
Central Maine Power	\$ 145,000.00
Unitil (Natural Gas)	\$ 30,000.00
DeadRiver (Propane)	\$ 5,000.00
Seacoast Security	\$ 1,500.00
Time Warner	\$ 3,400.00
PineTree Waste	\$ 2,300.00
<b>REPAIRS</b>	
Building Repairs & Maintenance	\$ 5,000.00
Grounds Repairs & Maintenance	\$ 20,000.00
Olympia Repairs & Maintenance	\$ 5,000.00
Mechanical Repairs & Maintenance	\$ 5,000.00
Miscellaneous Repairs & Maintenance	\$ 3,000.00
<b>SUPPLIES</b>	
Office Supplies	\$ 1,000.00
Cleaning Supplies	\$ 6,000.00
Safety Supplies	\$ 500.00
Operating Supplies	\$ 10,000.00
<b>MISCELANEOUS</b>	
Training & Tuition	\$ 1,000.00
Subscriptions & Dues	\$ 2,000.00
<b>PROFESSIONAL SERVICES</b>	
Maintenance Contracts	\$ 3,000.00
Elevator, Sprinkler, Fire Alarm	\$ 650.00
<b>PROGRAMS</b>	
Coaches	\$ 10,000.00
Supplies	\$ 1,000.00
Advertising	
<b>CAPITAL IMPROVEMENTS</b>	
Building	\$ 20,000.00
Ice Resurfacer	\$ 5,000.00
Equipment	\$ 10,000.00
Tools	\$ 2,000.00
General	\$ 20,000.00

**TOTAL** **\$1,180,850.00**

# Job Description **City of Auburn**

**Job Title:** Norway Savings Bank Arena General Manager  
**Grade:** 8 - Full Time/Exempt from Overtime  
**Department:** City Manager  
**Reports to:** City Manager  
**Supervises:** Arena staff/volunteers  
**Revised:** 2/28/13

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*This job description does not constitute an employment agreement between the employer and the employee, and it is subject to change by the employer as the needs of the employer and requirements of the job change. The essential functions listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

## I. Job Summary

The person in this position must possess all of the necessary skills, abilities, licenses, and certifications to fulfill the responsibilities and obligations of the Norway Savings Bank Arena General Manager function as it relates to all local, state, and federal guidelines. The General Manager is responsible for the financial and operational performance of the Norway Savings Bank Arena, which includes, but is not limited to, managing personnel, promoting the arena, marketing and fund raising, program management, scheduling ice time and coordinating events, maintaining a facility operations manual, purchasing, budgeting, contract and lease management, safety, managing subcontractors, public events, volunteers, financial accountability, and capital improvement management. The General Manager reports to the City Manager. The person in this position works a flexible work week, including nights, weekends, and holidays. The General Manager will supervise full and part-time staff and volunteers assigned to the Norway Savings Bank Arena. The General Manager supervises and monitors staff and volunteers providing recreation and other programs and events in the ice arena. In addition, this position requires adaptable skills and abilities, the use of independent judgment, and a supportive organizational attitude. Finally, work outcomes and outputs need to be consistent and supportive of departmental mission statements, administrative goals and objectives, and the overall corporate culture.

## II. Essential Functions

- Oversees the financial and operational performance of facility;
- Submits financial and operational reports monthly;
- Conducts safety training and reporting;
- Plans and organizes events and activities at the ice arena;
- Monitors activities and events at the arena;
- Markets and promotes activities and events at the arena;
- Raises money for the facility by selling such items as ice time and advertizing for events;
- Works with the City Manager and other staff in developing annual budget for arena;
- Assists the City Manager and other staff in the development of short term and long term financial goals for the ice arena;
- Develops and maintains partnerships with outside organizations such as the Auburn Youth Hockey Associations, Adult Hockey Leagues, coaches and athletic directors from area schools;
- Preparing promotional brochure, newsletters, bulletins and press releases regarding activities in the arena;
- Responsible for Attracting and Organizing the Following Types of Programs: 3 on 3 summer hockey, 3 on 3 summer hockey tournaments, Women's Leagues, Men's Leagues, High School Summer League, Hockey Clinics, Figure Skating, Public Skating, Shiny Hockey,

Winter Tournaments, Signage and Sponsorships, Special Events for both the hockey arena and non-hockey related events that do not require ice surface.

- Provides a safe work environment for program participants and staff; adheres to all safety regulations, trains staff in safety regulations, reports known safety hazards to the City Manager and City Safety Coordinator;
- Completes required documentation, including, but not limited to: a monthly report, safety reporting, monthly financial report, the 12-month planner, training reports, personnel documentation, business visitation reports, mandated local, state, and federal reporting, and the necessary reporting requirements consistent with administrative goals and objectives;
- Works effectively and productively with City Manager, Assistant City Manager, co-workers, direct reports, coaches, program participants and members of the public;
- Possesses cognitive ability for research, analysis, problem solving, and articulating findings;
- Differentiates between employing situational leadership or management skills to affect the greatest possible impact as it relates to productivity, corporate culture, and administrative goals and objectives;
- Follows all applicable administrative SOPs;
- Efficiently articulates, either verbally or in writing, financial and operational activities as necessary to other individuals or groups;
- Develops systems for record identification and record retention in accord with local, state, and federal regulations, including Freedom of Access regulations;
- Develops a purposeful and germane safety plan reflective of occupational workplace hazards;
- Performs other duties as assigned.

### III. Duties and Responsibilities

- Oversees all maintenance of the facility, grounds and equipment.
- Advocates for the public, City employees, and administration in a manner that is consistent with corporate culture and administrative goals and objectives;
- Develops and maintains a departmental employee orientation, SOPs, and the departmental reference libraries or documentation necessary for the effective and efficient operation of the department;
- Is present at group and team meetings, and participates and engages in group and team activities and behaviors;
- Identifies economies of scope as it relates to organizational efficiencies and effectiveness, and implements accordingly;
- Upholds the Chain of Command in accord with administrative goals and objectives and local municipal code and charter;
- Maintains a positive attitude and team behaviors (i.e. trust, conflict, accountability, commitment and results) Shares and informs other department managers of relative local, state, and federal laws that may affect the financial or operational performance of the other department(s);
- Develops and maintains a workplace environment conducive to employee productivity, conveys a professional public image, and is organized in terms of computer/paper file management, document management, and information management;
- Possesses and/or develops the necessary skills and abilities to effectively and successfully administer management activities including, but not limited to, developing/directing,

staffing/recruiting, coordinating, budgeting, source document, capital planning, and facilities management, data and financial analysis, and professional reporting;

- Offers suggestions as to how the organization can improve; identifies weaknesses and forwards said information to supervisor.
- Refrains from engaging in activities that are not commensurate with training, or outside the scope of one's authority;
- Possesses and continuously develops the knowledge necessary to fulfill the duties and responsibilities of this position and profession;
- Manages interpersonal dynamics; mediates; manages conflicts and issues; handles emotionally charged situations; initiates constructive conflict; identifies and solves problems; maintains a positive attitude; remains flexible to ever-changing situations;
- Immediately reports to supervisor any activities witnessed, or made aware of, that violates city policies including, but not limited to, workplace violence, sexual harassment, as well as any waste, fraud or abuse of city property or equipment.

#### IV. Additional Knowledge, Skills, and Abilities

Recommended Qualifications include:

- Bachelor's Degree in Business, Public Administration, Sports Management, Facilities Management, Marketing or similar education;
- Three years experience managing a business or non-profit agency or working in the public sector.
- First Aid and Automated External Defibrillator (AED) Certification;
- Knowledge of budget development and oversight, marketing techniques and business networking, program creation and management;
- Knowledge of facilities management, equipment replacement and capital improvements planning;
- Obtains and maintains a State of Maine Driver's license, and has a good driving record;
- Proficiency with computer technology as it relates to this position and the organization's changing needs.

#### V. Working Conditions/ Physical Requirements

The work environment of this position includes:

- Work in cold temperatures for long periods of time. The person in this position may need to lift heavy objects such as equipment and boxes weighing up to 50 lbs;
- Working around ice making machinery and slippery surfaces in a cold environment. Driving to off-site locations to meet with potential vendors and to network with potential funding sources. Outdoor environment to include Parks and Recreation Facilities;
- Sitting, standing, standing on concrete, walking, walking on ice, reaching, twisting, turning, kneeling, bending, climbing and squatting in the performance of daily activities; also requires grasping, repetitive hand/finger movement, using keyboards and other office tools.

Tim Holden's  
Contract

City of Auburn

Employment Agreement

This Agreement is made and entered into this 13th day of May, 2014 by and between the City of Auburn ("the City"), a municipal corporation duly organized and existing under the laws of the State of Maine, by and through its City Manager, Clinton Deschene, and Timothy Holden ("General Manager").

In consideration of the mutual promises and covenants contained in this Agreement, the parties agree as follows:

**Section 1. Duties**

The City agrees to employ Timothy Holden as the General Manager of the Norway Savings Bank Arena ("NSB Arena") to perform the functions and dates that are assigned and delegated to him from time to time by the City Manager. These duties may include the overall management of the operations of the NSB Arena and other duties as assigned by the City Manager in accordance with the Charter and Ordinances of the City of Auburn and federal and state law. The General Manager will not, on his own behalf or otherwise, be directly or indirectly involved in any other business for monetary gain if that involvement would interfere with his full-time employment by the City. The General Manager agrees to well and faithfully serve the City and to devote his full time, attention and energies to the performance of his duties to the best of his ability.

**Section 2. Term**

This term of this agreement shall be for five (5) years commencing on May 26, 2014 and shall continue until May 25, 2019 (the "Employment Period"). This agreement may be extended beyond that date by mutual agreement between the City Manager and the General Manager. The General Manager will assume his duties effective May 26, 2014. This date commences the probationary period provided for in Section 9(a) during which the City Manager will assess the General Manager's suitability for the position.

**Section 3. Salary**

The General Manager will be compensated at a Pay Range 8 under the City of Auburn Position and Pay Plan. The starting annual salary is \$75,000 to be paid weekly at \$1,442.31/week. Any

additional compensation, as well as any salary increases after the first year of employment, will be determined by the City Manager.

The position is exempt from overtime and the General Manager is expected be available during all critical phases of construction, installation, repairs and/or maintenance of mechanical systems, facility renovations, etc., major events, to cover for employee absences and to attend other meetings and community events which may be held during evenings, early mornings, weekends and holidays and to work the hours necessary to meet workload demands.

#### Section 4. Benefits

The General Manager will receive the normal benefits package as provided for full time, regular exempt non-union employees of the City. The General Manager will be entitled to participate in any sickness, accident and health insurance programs, pension, and other benefit programs of the City of Auburn that are available generally from time to time to such non-union employees of the City, it being understood, however, that, except as expressly provided in this Agreement, the City has no obligation to maintain or continue any such plan or program.

Payment in Lieu of Health Insurance Coverage – Upon documentation that the General Manager has health insurance coverage for himself and his dependents from a plan other than the City of Auburn's plan, the City will provide an annual net payment equal to three times the City's monthly premium contribution at the applicable PPO 500 plan level, to be paid out in 12 monthly payments.

Cell Phone – The City will furnish the General-Manager with a City-owned smartphone for use during the Employment Period or reimburse up to \$75.00 per month contingent upon all contacts and calendar being the property of the City of Auburn and updated to the City's Microsoft Outlook.

#### Section 5. Residency

The General Manager agrees to reside within a response time of no more than 30 minutes from the NSB Arena and will update the City Manager at least every six months on the progress toward establishing new residency.

#### Section 6. Professional Development

The City will provide funds in the arena budget to cover reasonable expenses toward the General Manager's attainment of Ice Arena Management certifications. The amount appropriated annually will be determined by the City.

#### Section 7. Performance Evaluation

The City Manager, or his designee will conduct an employment evaluation of the General Manager prior to the first 6 month anniversary and an annual evaluation at the first year anniversary

and every 12 months. The City Manager may elect to conduct other periodic evaluations if he so chooses.

**Section 8. Non-Competition and Nondisclosure**

- (a) **Confidential Information.** Except in the performance of the employment services under this Agreement, the General Manager will not at any time or in any manner, either directly or indirectly, divulge, disclose or communicate to any person, firm or corporation in any manner whatsoever, any information concerning any matters affecting or relating to the business of NSB Arena, including without limiting the generality of the foregoing, the identities of NSB Arena's clients or customers, methods, trademarks, trade secrets, the rates it charges or is charged for its products or services or any other information concerning the business of NSB Arena, its manner of operation and strategies, its financial matters, its plans or prospects, the identities of or relationships with NSB Arena's independent contractors, or any other data or information not generally known, without regard to whether all of the foregoing matters are deemed confidential, material or important, the parties stipulating that as between themselves, the same are important, material and confidential, and gravely affect the effective and successful conduct of the business of NSB Arena. The General Manager agrees that upon termination of employment, General Manager will surrender to the City any records, notes or documents containing material described in this section of this Agreement, and agrees that such records, notes or documents will not be copied or otherwise preserved by the General Manager after termination of employment.
- (b) **Competition During and After Employment.** During the term of employment and for a period of 1 year from the date of termination for any reason, General Manager will not be employed by, involved in, provide advice to, consult with, nor acquire any legal or beneficial interest in (whether as owner, proprietor, partner, investor, shareholder, or otherwise) any ice facility in Maine or New Hampshire. In addition, General Manager agrees that, during the effective period of this covenant, (a) General Manager shall not solicit any current, future or former employee or independent contractor of NSB Arena to engage in such activities and (b) General Manager will not solicit any current, future or former customers or vendors of NSB Arena. Finally, General Manager will not during his employment and for a period of 1 year from the date of termination of his employment, enter into any business relationship with any current, future or former

customer or vendor of NSB Arena, whether as an employee or independent contractor, or in any other capacity, pursuant to which General Manager competes directly or indirectly with the business of NSB Arena. If any portion of the foregoing should be deemed unenforceable, then the remainder shall remain in full force and effect. Section 8 (b) shall be waived if (1) the City terminates the General Manager's employment before the end of the six month probation period for reasons other than for cause; or (2) the City terminates the General Manager's employment upon 6 months' notice under Section 9(e).

(c) Remedies. The City and General Manager acknowledge and agree that the restrictions imposed by this Section 8 are reasonable and necessary to protect the legitimate interest of NSB Arena and that the City would not have entered into the employment relationship in the absence of such restrictions, that any violation of such restrictions will result in irreparable injury to the City and NSB Arena, that the remedy at law for any breach of the foregoing restrictions will be inadequate, and that, in the event of such breach, the City in addition to any other relief available to it, shall be entitled to temporary and permanent injunctive relief without the necessity of proving actual damages. The City and General Manager further acknowledge and agree that, if General Manager violates any of the covenants and agreements set forth in Section 8(a) or (b), the City will be entitled to an accounting and repayment of all profits, compensation, commissions, remunerations or benefits which General Manager, directly or indirectly, has realized and/or may realize, as a result of such violation, as well as payment of any damages of any kind suffered by the City as a result of, growing out of, or in connection with any such violation. Such remedy shall be in addition to and not in limitation of any injunctive relief or other rights or remedies to which the City is or may be entitled at law or in equity or under this Agreement. In addition, the City will be entitled to recover its reasonable attorneys' fees and costs if it prevails in any such litigation.

#### Section 9. Termination and Severance

(a) The General Manager shall serve a 6-month probationary period, which may be extended for an additional 6 months upon City Manager's written notice to General Manager at least 30 days before the end of the initial 6-month probation period. During

the probationary period, the City may terminate General Manager's employment and the Employment Period without cause.

- (b) The Employment Period will terminate on the death or, upon written notice by the City, the substantial disability of the General Manager. "Substantial disability" shall mean any illness, accident or other similar situation as a result of which, in the judgment of the City Manager, the General Manager is unable to properly and fully perform his essential duties hereunder for a period of 12 weeks consecutively or in total during a 12-month period.
- (c) Nothing in this Agreement shall be construed to prevent the City from terminating the General Manager's employment hereunder and the Employment Period at any time for cause. As used in this Agreement, "cause" shall mean (A) the General Manager's continued or deliberate neglect of the performance of his duties; (B) the failure of the General Manager to devote substantially all his working time except as set forth above, or otherwise agreed to by the parties, to the business of the City; (C) misconduct on the part of the General Manager, including, without limitation, any dishonest acts, misappropriation of funds or self-dealing; (D) violation of any code or standards of ethics or conduct applicable to employees of the City; (E) General Manager's active disloyalty to the City; (F) General Manager's conviction of a felony; (G) General Manager's breach of Section 8 above; or (H) the happening of any event (except as described in Section 9(b)) that would make it impossible for General Manager to perform his obligations hereunder.
- (d) Nothing in this Agreement shall prevent the City from terminating General Manager's employment hereunder and the Employment Period at any time without cause. In the event that the City terminates the employment of the General Manager and the Employment Period without cause before the end of the first year of employment, however, the City shall pay General Manager severance pay equal to 16 weeks of General Manager's final annual salary less applicable withholdings and deductions. In the event that the City terminates the employment of the General Manager and the Employment Period without cause after the end of the first year of employment, the City will pay the General Manager severance pay equal to 20 weeks of the General Manager's final annual salary less applicable withholdings and deductions. A termination by the City without cause under this Subsection 9(d) shall mean any

termination by the City prior to the end of the Employment Period for reasons other than as specified in Section 9(b) of (c) of this section.

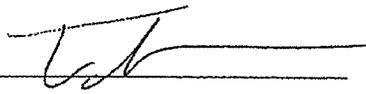
- (e) In the event that the City gives written notice to Slap Shot LLC of termination of the lease for the NSB Arena for non-appropriation, the City may terminate the General Manager's employment and the Employment Period by providing General Manager 6 month's written notice to General Manager at any time. During the 6 month notice period, the General Manager will continue to work as long as the City maintains a General Manager position at the arena and as long as the General Manager is meeting all performance standards as established by the City Manager. At the end of the 6 month notice period, or upon earlier termination by the City Manager due to unavailability of the position or the General Manager's failure to meet performance standards, the General Manager's salary and benefits will end and the General Manager will receive 20 weeks of severance as per Section 9 (d). In no event shall the General Manager be entitled to more than a total of 20 weeks of severance under this Agreement.
- (f) The General Manager and the City agree that the decision to extend the Employment Period shall be in each party's sole and absolute discretion and that should the parties fail to agree to extend the Employment Period, neither the City nor the General Manager shall be liable to the other for such failure for any reason whatsoever.

**Section 10. General Provisions**

- (a) The text herein, as well as any laws or ordinances referenced herein, shall constitute the entire agreement between the parties.
- (b) This agreement may only be amended or modified in writing.
- (c) The parties acknowledge and agree that this Agreement was freely negotiated and entered into, and that in the event of a conflict between the provisions hereof and the provisions of any law or ordinance, the provisions of this Agreement shall prevail.
- (d) If any one or more of the provisions contained in this Agreement shall for any reason be held to be excessively broad as to time, duration, geographical area, activity or subject by any court of competent jurisdiction, it is agreed that the City shall be entitled to enforce the provision or provisions for such time or duration, within such geographical area, and as to such activity or subject, as may be determined to be reasonable by the court. Furthermore, if any one or more of the provisions contained in this Agreement

shall for any reason be held to be invalid, illegal or unenforceable in any respect by any court of competent jurisdiction, such invalidity, illegality or unenforceability shall not affect any other provision of this Agreement, but this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained therein.

(e) Except as expressly stated or otherwise provided for in this agreement, the General Manager shall be governed by the same customs, practices and policies governing other exempt non-union employees of the City.

Date:   
Timothy Holden

By:   
Clinton Deschene, City Manager

Date: 5/6/2014

By: 5-13-2014

6/13/13

*Josh  
MacDonald's  
Contract*

City of Auburn  
Employment Agreement

This Agreement is made and entered into this 13th day of June, 2013 by and between the City of Auburn, a municipal corporation duly organized and existing under the laws of the State of Maine (hereinafter "the City") by and through its City Manager, Clinton Deschene and Joshua MacDonald (herein referred to as the "Ice Arena Manager").

The City Manager desires to employ Joshua MacDonald as the Ice Arena Manager and Joshua MacDonald desires to accept employment as the Ice Arena Manager of the City of Auburn. The parties desire to enter into this agreement to establish the terms and conditions of Employment, as negotiated and agreed to by the parties.

Now, therefore in recognition of the foregoing and in consideration of the mutual promises and covenants hereinafter set forth, the parties agree as follows:

**Section 1. Duties**

The City hereby agrees to employ Joshua MacDonald as the Ice Arena Manager of the City of Auburn to perform the functions and duties in applicable state statutes, including but not limited to 30-A MRSA ss 2636, and the City Charter, and Code of Ordinances as the same now exist or may be amended. The Ice Arena Manager agrees to well and faithfully serve the City in said capacity and to devote his time, attention and energies to the performance of his duties hereunder to the best of his ability.

**Section 2. Term**

This term of this agreement shall be for three (3) years commencing on July 1, 2013 and shall continue until June 30, 2016 and will be automatically extended every year after that date upon mutual agreement between the City Manager and the Ice Arena Manager unless terminated pursuant to this agreement or unless a specific term is provided for by a subsequent amendment to this agreement.

The Ice Arena Manager will assume his duties effective July 1, 2013. This date commences the 6 month probationary period during which the City Manager will assess the Ice Arena Manager's suitability for the position.

### Section 3. Salary and Fringe Benefits

The Ice Arena Manager will be compensated at a Pay Range 8 as per the City of Auburn Position and Pay Plan. Starting annual salary is \$61,500 to be paid weekly at \$1,182.69/week. After a successful review at the six (6) month anniversary of employment the salary will be adjusted to \$62,500 to be paid at \$1,201.92. The City Manager may consider additional compensation after one year of full operation based upon the demonstrated profitability of the new ice arena and the success of the marketing plan implemented by the Ice Arena Manager. The City Manager will establish benchmark goals at the one (1) year anniversary and at annual performance review periods. The Ice Arena Manager, provided that objectively measurable goals and/or standards that the Ice Arena Manager must achieve or meet, the Ice Arena Manager's annual salary shall be automatically increased on the anniversary of the effective date of this Agreement, by an additional two percent (2%) of the then current salary of the Ice Arena Manager. Future Salary increases will be subject to the annual goals and objectives.

The minimal number of hours that the Ice Arena Manager is expected to work is 37.5 hours per week. The position is exempt from overtime and the Ice Arena Manager is expected to be available during all critical phases of construction and installation of mechanical systems, major events; to cover for employee absences and to attend other meetings and community events which may be held during evenings, early mornings, weekends and holidays and to work the hours necessary to meet workload demands. The Ice Arena Manager will receive the normal benefits package as provided for full time, regular exempt Non-union employees.

Waiver Payment in lieu of Health Insurance Coverage – Upon documentation that the Ice Arena Manager has health insurance coverage for himself and his dependents from a provider other than the City of Auburn, the City will provide an annual net payment of three times the applicable monthly premium, to be paid out in 12 monthly payments.

Retirement – Participation in either the MePERS (Maine Public Employees Retirement System) or the ICMA – RC (International City Managers Association Retirement Corporation). The MePers Plan is a defined benefit plan with retirement pension at one half pay with both 25 years of service and attainment of age 60, unless MePERS or the City of Auburn amend the retirement plan. The ICMA-RC 401 (a) Money Purchase Plan is a defined contribution plan with an employer contribution of 6% and an employee contribution of 5%. Employee vesting in the ICMA RC plan is 100 % on first date of contribution.

The Ice Arena Manager will receive other benefits offered to non-union employees including the following:

- Voluntary employee contributions to a supplemental retirement plan through the ICMA – RC 457 Deferred Compensation plan or a Roth IRA.
- Paid sick leave of one day per month up to a total accumulation of 1125 hours or 150 days.
- Paid holidays.

- One personal day per year, which does not accumulate from year to year.
- Optional participation in dental, vision, and supplemental life insurance.
- Vacation- will accrue 9.5 hours per month

**Section 4. Residency**

The Ice Arena Manager agrees to reside in the City of Auburn and will update the City Manager at least every six months on the progress toward establishing residency in the City of Auburn.

**Section 5. Professional Development**

The City agrees to provide funds in the arena budget to cover reasonable expenses toward your attainment of Ice Arena Management certifications. The amount appropriated annually will be mutually agreed upon during the preparation of the annual budget.

**Section 6. Performance Evaluation**

The City Manager shall conduct an employment evaluation prior to the first six (6) month anniversary and an annual evaluation at the first year anniversary and every twelve (12) months, thereafter of the Ice Arena Manager. The City Manager may elect to have other periodic evaluations if he so chooses.

**Section 7. Termination and Severance**

The Ice Arena Manager agrees to provide the City of Auburn with 30 days written notice of separation of employment. The City agrees to provide the Ice Arena Manager with a six month notice of its intent to dissolve the lease with George Schott. During the six month notice period, the Ice Arena Manager will continue to work as long as there is a position at the arena. If the position is not available, the Ice Arena Manager will receive severance for the remainder of the six month notice period, as long as the Ice Arena Manager is meeting all performance standards as established by the City Manager.

The Ice Arena Manager may be terminated for just cause including for not performing up standards as established by the City Manager.

**Section 8. General Provisions**

- A. The text herein, as well as any laws or ordinances referenced herein, shall constitute the entire agreement between the parties.
- B. This agreement may only be amended or modified in writing.
- C. The parties acknowledge and agree that this Agreement was freely negotiated and entered into, and that in the event of a conflict between the provisions hereof and the provisions of any law or ordinance, the provisions of this Agreement shall prevail.
- D. If any provision, or any portion thereof, contained in this Agreement is held to be unconstitutional, invalid or unenforceable by a court of competent jurisdiction, the

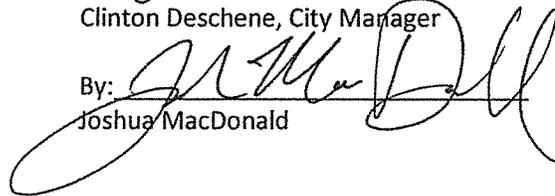
remainder of this Agreement, or portion thereof, shall not be affected thereby, and shall remain in full force and effect.

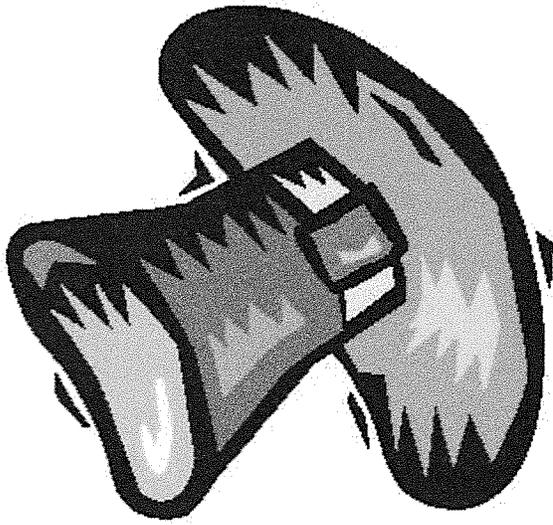
- E. Except as expressly stated or otherwise provided for in this agreement, the Assistant City Manager shall be governed by the same customs, practices and policies governing other employees of the City.

Date: 6-13-13

By:   
Clinton Deschene, City Manager

Date: 6/13/13

By:   
Joshua MacDonald



# **SALUTE TO DINNY SULLIVAN**

**HATS OFF TO  
NEIGHBORHOOD BUSINESSES!**

**SATURDAY, MARCH 14<sup>TH</sup>**

**AUBURN, MAINE**

**COME- EXPERIENCE AUBURN- Enjoy a day around our City  
and**

**Say "thank you" to the neighborhood business owners**



## **SOMETHINGS OLD & SOMETHINGS NEW!**

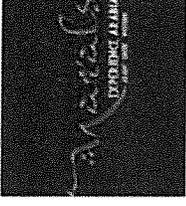
Let's salute **Dinny Sullivan** on Saturday, March 14<sup>th</sup> with a "Hats Off" to Neighborhood businesses. Mr. Sullivan was a local merchant in New Auburn. He exemplifies the hard work, long hours, and commitment to the local community. We want to tip our hat to neighborhood businesses that are essential to the fabric of life in Auburn. Neighborhood business owners are our friends and neighbors. Often they work daily in the business and yet find time to support many community activities and events. Let's use the holiday to "toast" them one and all.

We want to celebrate our neighborhood businesses that generate a buzz of positive activity, which make them places where people want to be and shop. We appreciate the commitment and leadership our neighborhood business owners dedicate to making Auburn even better. This year's celebration includes favorite events from prior years- Celtic Echoes Harp Ensemble, Coffee with Public Services and we've added new fun with an Open House at St. Louis Church and a Chili and Chowder Challenge.



(UPDATED AS OF SUNDAY MARCH 8<sup>TH</sup>)

All day – **Naral's Restaurant**, 34 Court Street, is offering a Special on Irish Coffee drinks with \$1.00 from every drink sold will go to the local food pantry. Naral's will also be a drop off location non-perishable food donations.



All Day **Norway Savings Bank Arena** is hosting a regional girls' tournament. We have 14 games being played here starting at 8:00am as well as the senior Class A and B All--Star games Saturday night. Each of these games recognizes the best senior hockey players in the state of Maine. All proceeds benefit the Barbra Bush Children's Hospital. This is an opportunity for the local residents to come out and see these student athletes play in the City of Auburn. Available tickets are limited, contact Jamie Gagnon at 207-590-3354.

7:00PM **Maine Class A High School Senior All Star Game**  
9:00PM **Maine Class B High School Senior All Star Game**

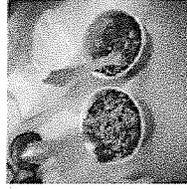
All Day- **Downtown Businesses** will have specials for the day. Check back for more details on what you'll fine as you shop.



**Maine Gourmet Chocolate**



**Mainely Artisans Gift Shop**

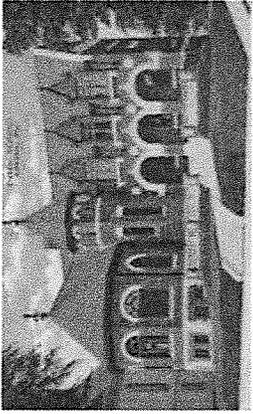


**Top-It Frozen Yogurt Bar**



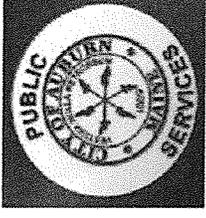
**Orphan Annie's**

Check back to see more specials for the day by local vendors in Downtown Auburn



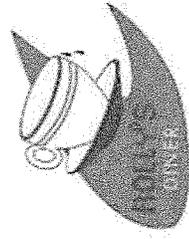
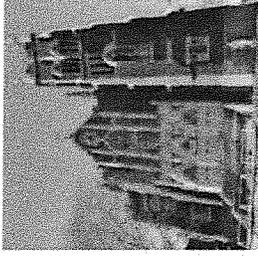
## 9:00am to 10:15am Coffee with Public

**Services:** Come enjoy coffee and donuts with staff members from Auburn's Public Services



Department. Staff will be in attendance to provide an overview of the many services and programs Denis D'Auteuil and members of the Staff. Here's your opportunity to say "thank you" in person for the great work on your winter roads. Coffee with Public Services will be at the Auburn Public Library. Pick up your green gift while there!

**11:00am to 1:00pm** The Pilotage group, new owners of **St. Louis**, is hosting an **open house** between 11 a.m. and 1 p.m. Come admire the beautiful space and stained-glass windows, share your memories, and learn of the plans for the community-based future of the building. Please use the accessible entrance from the parking lot in Third Street. Free entry



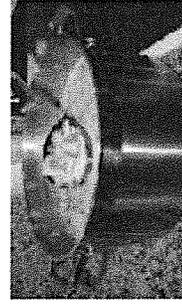
**11:30am to 3:00pm Rolly's Diner** - Join us for a delicious, **traditional corned beef dinner**. Owners Rolande and Ken Blais will be providing a free Pot of Gold dessert with every lunch. Rolly's Diner is just down the hill from the church so stop in after the tour.

### **2:00pm to 4:00pm Woman's Literary Union Open House with**

#### **Celtic Harp Echoes Ensemble** at the Foss Mansion, 39 Elm

Street. The group includes Patti Tillotson, Betsy Kopyc and Melanie Lee on harps, Jonathan Whitmore on recorder and hammer dulcimer, and Woody Trask on guitar, bodhran and autoharp. Harp music is captivating. Relax and enjoy the

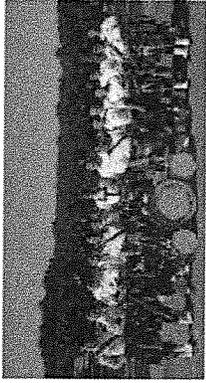
bewitching sound of Celtic music in the beautiful setting of this Auburn historic home. Strings and air resonate- sure to enchant visitors. Elegant melodies provide a graceful backdrop for tea and conversation.



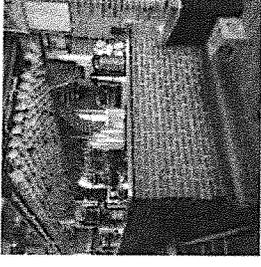
**2:00pm to 4:00pm Chili and Chowder Challenge** at the Boys and Girls Club at 43 Second Street. The event benefits Walton School Track Improvement Project. \$5.00 donation to enjoy chili, chowder, cornbread and beverages

**4:30pm to 5:30pm Community Concert.** Pianist Phil House and vocalist Kathy Haley will perform in the Foss Mansion, the headquarters for the Woman's Literary Union, on Elm Street. House and Haley will play a wonderful mixture of sweet melodies that will amuse and entertain. There will surely be some Irish tunes of celebration. House has been doing concerts and playing at weddings at the All Souls Chapel in Poland Spring for 25 years. He will be joined by one of the area's best-known vocalists, Kathy Haley. Haley was formerly one of the lead singers with "Good and Plenty" and is the organist/choir director at the Court Street Baptist Church of Auburn.

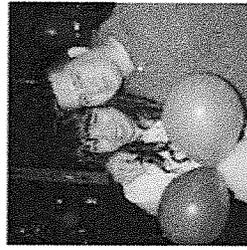
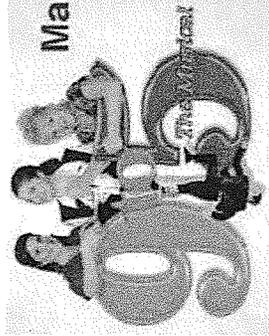




6:00pm Kora Temple Highlanders at  
**Gritty McDuff's Auburn** at 68 Main Street  
 And WCYY Live broadcast!



7:30pm to 10:00pm Community Little Theater presents **9 to 5**  
 the Musical at the Great Falls Performing Arts Center on  
 Academy Street. Made famous by the lovely Dolly Parton, **9 to 5** is  
 set in the late 1970s this hilarious story of friendship and revenge  
 in the Rolodex era is outrageous, thought-provoking, and even a  
 little romantic.



7:45pm to 8:00pm Enjoy last call in spirit with  
 friends at **Crowley's Bar** in Kenmare, Ireland.  
 We'll be meeting at **Naral's Restaurant**, 34 Court  
 Street to enjoy a good Irish whiskey or a cold  
 beer and close out our holiday celebration.



- "Hats Off" Toast to **Neighborhood Businesses** - Numerous places  
 throughout the city, including the **Woman's Literary Union** with Councilor  
**Crowley**, and others will raise a glass for Auburn's businesses. Watch for  
 updates on other locations.

**For Updates- be sure to check out City of Auburn website**



**Do you have a favorite Auburn Neighborhood Business we should recognize?** After getting permission from the business, please send us the Business name, address, email, website or Facebook contact... and a compliment about the business from you.



**Have questions- Need more information?** For more information or to join the group celebrating our Neighborhood businesses, contact:

Auburn City Councilor Ward 5 Leroy Walker 577-2694 or  
[lwalker@auburnmaine.gov](mailto:lwalker@auburnmaine.gov)  
Auburn City Councilor Ward 1 Tizz Crowley 783-1468 or  
[tcrowley@auburnmaine.gov](mailto:tcrowley@auburnmaine.gov)



**COME- EXPERIENCE AUBURN- Enjoy a day around our City and Say “thank you’ to the neighborhood business owners.**



# City of Auburn, Maine

*"Maine's City of Opportunity"*

## Financial Services



**TO: Howard Kroll, Acting City Manager**

**FROM: Jill Eastman, Finance Director**

**REF: February 2015 Financial Report**

**DATE: March 16, 2015**

The following is a discussion regarding the significant variances found in the City's February 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 eighth month of the current fiscal year. As a guideline for tracking purposes, revenues and expenditures should amount to approximately 66.7% of the annual budget. However, not all costs and revenues are distributed evenly throughout the year; individual line items can vary based upon cyclical activity.

### **Revenues**

Revenues collected through February 28th, including the school department were \$44,637,259, or 58.65%, of the budget. The municipal revenues including property taxes were \$31,963,036, or 59.18% of the budget which is less than the same period last year by 4.36%. The accounts listed below are noteworthy.

- A. The current year tax revenue is at 59.3% lower than last year by 2.87%. The main reason for this decrease is the BETE Reimbursement from the State was received in December last year and the City has not yet received the reimbursement for FY16.
- B. Excise tax through the month of February is at 71.42%. This is a \$115,167 increase from FY 14. Our excise revenues for FY15 are 4.72% above projections as of February 28, 2015.
- C. State Revenue Sharing at the end of February is 58.24% or \$960,694. This is 10.5% decrease this year from last February.

**Expenditures**

City expenditures through February 2015 are \$27,871,020 or 73.6%, of the budget. This is 2.89% less than the same period last year. Noteworthy variances are:

- A. Last year the transfer to Worker's Compensation was made in February and it has not been made yet this year.

**Investments**

This section contains an investment schedule as of February 28th. Currently the City's funds are earning an average interest rate of .19%.

Respectfully submitted,



Jill M. Eastman  
Finance Director

**CITY OF AUBURN, MAINE**  
**BALANCE SHEET - CITY GENERAL FUND, WC AND UNEMPLOYMENT FUND**  
AS of January 2015, December 2014, and June 2014

<b>ASSETS</b>	<b>UNAUDITED February 28 2015</b>	<b>UNAUDITED January 31 2015</b>	<b>Increase (Decrease)</b>	<b>AUDITED JUNE 30 2014</b>
CASH	\$ 8,547,366	\$ 8,537,364	\$ 10,002	\$ 5,319,835
RECEIVABLES			-	
ACCOUNTS RECEIVABLES	1,704,936	1,727,397	(22,461)	1,447,551
TAXES RECEIVABLE-CURRENT	16,023,503	18,733,961	(2,710,458)	140,913
DELINQUENT TAXES	605,842	618,996	(13,154)	533,344
TAX LIENS	635,298	667,828	(32,530)	1,390,006
NET DUE TO/FROM OTHER FUNDS	(1,513,375)	(1,544,098)	30,723	8,116,581
<b>TOTAL ASSETS</b>	<b>\$ 26,003,571</b>	<b>\$ 28,741,448</b>	<b>\$ (2,737,877)</b>	<b>\$ 16,948,230</b>
 <b>LIABILITIES &amp; FUND BALANCES</b>				
ACCOUNTS PAYABLE	\$ (354,822)	\$ (143,369)	\$ (211,452)	\$ (568,395)
PAYROLL LIABILITIES	(175,452)	(86,481)	(88,972)	-
ACCRUED PAYROLL	(505)	(505)	-	(2,480,654)
STATE FEES PAYABLE	(25,148)	(29,225)	4,077	-
ESCROWED AMOUNTS	(56,202)	(53,717)	(2,485)	(43,526)
DEFERRED REVENUE	(16,952,192)	(19,708,334)	2,756,141	(1,792,296)
<b>TOTAL LIABILITIES</b>	<b>\$ (17,564,321)</b>	<b>\$ (20,021,630)</b>	<b>\$ 2,457,310</b>	<b>\$ (4,884,871)</b>
FUND BALANCE - UNASSIGNED	\$ (7,348,297)	\$ (7,628,865)	\$ 280,567	\$ (9,895,359)
FUND BALANCE - RESTRICTED FOR WORKERS COMP & UNEMPLOYMENT	776,017	776,017	-	-
FUND BALANCE - RESTRICTED	(1,866,970)	(1,866,970)	-	(2,168,000)
<b>TOTAL FUND BALANCE</b>	<b>\$ (8,439,250)</b>	<b>\$ (8,719,817)</b>	<b>\$ 280,567</b>	<b>\$ (12,063,359)</b>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>\$ (26,003,571)</b>	<b>\$ (28,741,448)</b>	<b>\$ 2,737,877</b>	<b>\$ (16,948,230)</b>

**CITY OF AUBURN, MAINE**  
**REVENUES - GENERAL FUND COMPARATIVE**  
**THROUGH February 28, 2015 VS February 28, 2014**

REVENUE SOURCE	FY 2015 BUDGET	ACTUAL REVENUES THRU FEB 2015	% OF BUDGET	FY 2014 BUDGET	ACTUAL REVENUES THRU FEB 2014	% OF BUDGET	VARIANCE
<b>TAXES</b>							
PROPERTY TAX REVENUE-	\$ 43,055,996	\$ 25,543,076	59.33%	\$ 42,844,641	\$ 26,650,707	62.20%	\$ (1,107,631)
PRIOR YEAR REVENUE	\$ -	\$ 808,148		\$ -	\$ 734,906		\$ 73,242
HOMESTEAD EXEMPTION REIMBURSEMENT	\$ 495,000	\$ 383,752	77.53%	\$ 482,575	\$ 371,573	77.00%	\$ 12,179
ALLOWANCE FOR ABATEMENT	\$ -	\$ -		\$ -	\$ -		\$ -
ALLOWANCE FOR UNCOLLECTIBLE TAXES	\$ -	\$ -		\$ -	\$ -		\$ -
EXCISE	\$ 3,185,000	\$ 2,274,631	71.42%	\$ 3,068,500	\$ 2,159,464	70.38%	\$ 115,167
PENALTIES & INTEREST	\$ 145,000	\$ 82,393	56.82%	\$ 140,000	\$ 79,482	56.77%	\$ 2,911
<b>TOTAL TAXES</b>	<b>\$ 46,880,996</b>	<b>\$ 29,092,000</b>	<b>62.05%</b>	<b>\$ 46,535,716</b>	<b>\$ 29,996,132</b>	<b>64.46%</b>	<b>\$ (904,132)</b>
<b>LICENSES AND PERMITS</b>							
BUSINESS	\$ 48,300	\$ 40,713	84.29%	\$ 47,300	\$ 40,364	85.34%	\$ 349
NON-BUSINESS	\$ 339,300	\$ 260,979	76.92%	\$ 338,300	\$ 246,040	72.73%	\$ 14,939
<b>TOTAL LICENSES</b>	<b>\$ 387,600</b>	<b>\$ 301,692</b>	<b>77.84%</b>	<b>\$ 385,600</b>	<b>\$ 286,404</b>	<b>74.27%</b>	<b>\$ 15,288</b>
<b>INTERGOVERNMENTAL ASSISTANCE</b>							
STATE-LOCAL ROAD ASSISTANCE	\$ 440,000	\$ 397,504	90.34%	\$ 440,000	\$ 473,451	107.60%	\$ (75,947)
STATE REVENUE SHARING	\$ 1,649,470	\$ 960,694	58.24%	\$ 1,649,470	\$ 1,133,903	68.74%	\$ (173,209)
WELFARE REIMBURSEMENT	\$ 70,000	\$ 29,763	42.52%	\$ 53,000	\$ 35,827	67.60%	\$ (6,064)
OTHER STATE AID	\$ 22,000	\$ 3,356	15.26%	\$ 22,000	\$ 3,025	13.75%	\$ 331
CITY OF LEWISTON	\$ 155,000	\$ -	0.00%	\$ 155,000	\$ -	0.00%	\$ -
<b>TOTAL INTERGOVERNMENTAL ASSISTANCE</b>	<b>\$ 2,336,470</b>	<b>\$ 1,391,317</b>	<b>59.55%</b>	<b>\$ 2,319,470</b>	<b>\$ 1,646,206</b>	<b>70.97%</b>	<b>\$ (254,889)</b>
<b>CHARGE FOR SERVICES</b>							
GENERAL GOVERNMENT	\$ 132,040	\$ 103,303	78.24%	\$ 140,240	\$ 87,805	62.61%	\$ 15,498
PUBLIC SAFETY	\$ 485,703	\$ 268,703	55.32%	\$ 366,152	\$ 208,977	57.07%	\$ 59,726
EMS AGREEMENT(FY14)/TRANSPORT(FY15)	\$ 987,551	\$ 245,525	24.86%	\$ 100,000	\$ 66,667	66.67%	\$ 178,858
<b>TOTAL CHARGE FOR SERVICES</b>	<b>\$ 1,605,294</b>	<b>\$ 617,531</b>	<b>38.47%</b>	<b>\$ 606,392</b>	<b>\$ 363,449</b>	<b>59.94%</b>	<b>\$ 254,082</b>
<b>FINES</b>							
PARKING TICKETS & MISC FINES	\$ 26,000	\$ 40,510	155.81%	\$ 40,000	\$ 18,270	45.68%	\$ 22,240
<b>MISCELLANEOUS</b>							
INVESTMENT INCOME	\$ 10,000	\$ 2,177	21.77%	\$ 20,000	\$ 1,367	6.84%	\$ 810
INTEREST-BOND PROCEEDS	\$ 2,000	\$ -	0.00%	\$ 2,000	\$ -	0.00%	\$ -
RENTS	\$ 122,000	\$ -	0.00%	\$ 122,000	\$ -	0.00%	\$ -
UNCLASSIFIED	\$ 20,000	\$ 9,820	49.10%	\$ 17,500	\$ 97,583	557.62%	\$ (87,763)
SALE OF RECYCLABLES	\$ -	\$ -		\$ 4,800	\$ -	0.00%	\$ -
COMMERCIAL SOLID WASTE FEES	\$ -	\$ 30,948		\$ -	\$ 30,935		\$ 13
SALE OF PROPERTY	\$ 20,000	\$ 2,333	11.67%	\$ 20,000	\$ 64,564	322.82%	\$ (62,231)
RECREATION PROGRAMS/ARENA	\$ -	\$ -		\$ -	\$ -		\$ -
MMWAC HOST FEES	\$ 206,000	\$ 139,906	67.92%	\$ 204,000	\$ 137,195	67.25%	\$ 2,711
9-1-1 DEBT SERVICE REIMBURSEMENT	\$ -	\$ -		\$ -	\$ -	0.00%	\$ -
TRANSFER IN: TIF	\$ 500,000	\$ -	0.00%	\$ 520,000	\$ 520,000	100.00%	\$ (520,000)
TRANSFER IN: POLICE	\$ 20,000	\$ -	0.00%	\$ -	\$ -		\$ -
TRANSFER IN: PARKING PROGRAM	\$ 55,000	\$ -	0.00%	\$ -	\$ -		\$ -
TRANSFER IN: PD DRUG MONEY	\$ 45,000	\$ -	0.00%	\$ -	\$ -		\$ -
TRANSFER IN: REC SPEC REVENUE	\$ 41,720	\$ -	0.00%	\$ -	\$ -		\$ -
TRANSFER IN: SPECIAL REVENUE	\$ 290,000	\$ 304,999	105.17%	\$ -	\$ -		\$ 304,999
ENERGY EFFICIENCY	\$ -	\$ -		\$ 2,000	\$ 279	13.95%	\$ (279)
CDBG	\$ 58,000	\$ 18,585	32.04%	\$ 58,000	\$ 20,443	35.25%	\$ (1,858)
UTILITY REIMBURSEMENT	\$ 37,500	\$ 11,219	29.92%	\$ 37,500	\$ 14,748	39.33%	\$ (3,529)
CITY FUND BALANCE CONTRIBUTION	\$ 1,350,000	\$ -	0.00%	\$ 1,350,000	\$ -	0.00%	\$ -
<b>TOTAL MISCELLANEOUS</b>	<b>\$ 2,777,220</b>	<b>\$ 519,987</b>	<b>18.72%</b>	<b>\$ 2,357,800</b>	<b>\$ 887,114</b>	<b>37.62%</b>	<b>\$ (367,127)</b>
<b>TOTAL GENERAL FUND REVENUES</b>	<b>\$ 54,013,580</b>	<b>\$ 31,963,036</b>	<b>59.18%</b>	<b>\$ 52,244,978</b>	<b>\$ 33,197,575</b>	<b>63.54%</b>	<b>\$ (1,234,539)</b>
<b>SCHOOL REVENUES</b>							
EDUCATION SUBSIDY	\$ 20,411,239	\$ 12,258,651	60.06%	\$ 17,942,071	\$ 12,031,236	67.06%	\$ 227,415
EDUCATION	\$ 774,572	\$ 415,572	53.65%	\$ 1,358,724	\$ 325,564	23.96%	\$ 90,008
SCHOOL FUND BALANCE CONTRIBUTION	\$ 906,882	\$ -	0.00%	\$ 855,251	\$ -	0.00%	\$ -
<b>TOTAL SCHOOL</b>	<b>\$ 22,092,693</b>	<b>\$ 12,674,222</b>	<b>57.37%</b>	<b>\$ 20,156,046</b>	<b>\$ 12,356,800</b>	<b>61.31%</b>	<b>\$ 317,422</b>
<b>GRAND TOTAL REVENUES</b>	<b>\$ 76,106,273</b>	<b>\$ 44,637,259</b>	<b>58.65%</b>	<b>\$ 72,401,024</b>	<b>\$ 45,554,375</b>	<b>62.92%</b>	<b>\$ (917,116)</b>

**CITY OF AUBURN, MAINE**  
**EXPENDITURES - GENERAL FUND COMPARATIVE**  
**THROUGH February 28, 2015 VS February 28, 2014**

DEPARTMENT	FY 2015 BUDGET	Unaudited EXP THRU FEB 2015	% OF BUDGET	FY 2014 BUDGET	Unaudited EXP THRU FEB 2014	% OF BUDGET	VARIANCE
<b>ADMINISTRATION</b>							
MAYOR AND COUNCIL	\$ 78,532	\$ 47,680	60.71%	\$ 71,079	\$ 61,328	86.28%	\$ (13,648)
CITY MANAGER	\$ 280,750	\$ 160,339	57.11%	\$ 238,903	\$ 165,579	69.31%	\$ (5,240)
ECONOMIC DEVELOPMENT	\$ 359,500	\$ 240,512	66.90%	\$ 318,933	\$ 231,042	72.44%	\$ 9,470
ASSESSING SERVICES	\$ 177,320	\$ 105,226	59.34%	\$ 172,277	\$ 115,171	66.85%	\$ (9,945)
CITY CLERK	\$ 164,593	\$ 115,900	70.42%	\$ 162,045	\$ 107,628	66.42%	\$ 8,272
FINANCIAL SERVICES	\$ 427,815	\$ 274,826	64.24%	\$ 405,976	\$ 263,686	64.95%	\$ 11,140
HUMAN RESOURCES	\$ 139,578	\$ 88,246	63.22%	\$ 139,566	\$ 85,326	61.14%	\$ 2,920
INFORMATION COMMUNICATION TECHNOLOGY	\$ 413,829	\$ 284,305	68.70%	\$ 395,350	\$ 295,527	74.75%	\$ (11,222)
LEGAL SERVICES	\$ 65,000	\$ 42,151	64.85%	\$ 100,000	\$ 48,086	48.09%	\$ (5,935)
<b>TOTAL ADMINISTRATION</b>	<b>\$ 2,106,917</b>	<b>\$ 1,359,185</b>	<b>64.51%</b>	<b>\$ 2,004,129</b>	<b>\$ 1,373,373</b>	<b>68.53%</b>	<b>\$ (14,188)</b>
<b>COMMUNITY SERVICES</b>							
PLANNING & PERMITTING	\$ 902,494	\$ 544,281	60.31%	\$ 775,230	\$ 515,758	66.53%	\$ 28,523
HEALTH & SOCIAL SERVICES	\$ 192,954	\$ 112,200	58.15%	\$ 189,539	\$ 149,230	78.73%	\$ (37,030)
PUBLIC LIBRARY	\$ 960,692	\$ 705,894	73.48%	\$ 946,737	\$ 705,177	74.48%	\$ 717
<b>TOTAL COMMUNITY SERVICES</b>	<b>\$ 2,056,140</b>	<b>\$ 1,362,375</b>	<b>66.26%</b>	<b>\$ 1,911,506</b>	<b>\$ 1,370,165</b>	<b>71.68%</b>	<b>\$ (7,790)</b>
<b>FISCAL SERVICES</b>							
DEBT SERVICE	\$ 6,263,936	\$ 5,774,574	92.19%	\$ 6,321,584	\$ 6,136,848	97.08%	\$ (362,274)
FACILITIES	\$ 698,335	\$ 446,610	63.95%	\$ 715,667	\$ 451,226	63.05%	\$ (4,616)
WORKERS COMPENSATION	\$ 468,081	\$ -	0.00%	\$ 431,446	\$ 431,446	100.00%	\$ (431,446)
WAGES & BENEFITS	\$ 4,737,117	\$ 3,177,392	67.07%	\$ 4,397,585	\$ 3,008,861	68.42%	\$ 168,531
EMERGENCY RESERVE (10108062-670000)	\$ 375,289	\$ -	0.00%	\$ 375,289	\$ -	0.00%	\$ -
<b>TOTAL FISCAL SERVICES</b>	<b>\$ 12,542,758</b>	<b>\$ 9,398,576</b>	<b>74.93%</b>	<b>\$ 12,241,571</b>	<b>\$ 10,028,381</b>	<b>81.92%</b>	<b>\$ (629,805)</b>
<b>PUBLIC SAFETY</b>							
FIRE DEPARTMENT	\$ 4,057,633	\$ 2,941,211	72.49%	\$ 4,024,789	\$ 2,699,119	67.06%	\$ 242,092
FIRE EMS	\$ 635,468	\$ 235,410	37.05%	\$ -	\$ -	-	\$ 235,410
POLICE DEPARTMENT	\$ 3,738,108	\$ 2,473,094	66.16%	\$ 3,589,583	\$ 2,338,629	65.15%	\$ 134,465
<b>TOTAL PUBLIC SAFETY</b>	<b>\$ 8,431,209</b>	<b>\$ 5,649,715</b>	<b>67.01%</b>	<b>\$ 7,614,372</b>	<b>\$ 5,037,748</b>	<b>66.16%</b>	<b>\$ 611,967</b>
<b>PUBLIC WORKS</b>							
PUBLIC SERVICES DEPARTMENT	\$ 5,806,379	\$ 3,948,649	68.01%	\$ 5,577,954	\$ 3,629,770	65.07%	\$ 318,879
WATER AND SEWER	\$ 599,013	\$ 452,385	75.52%	\$ 558,835	\$ 429,591	76.87%	\$ 22,794
<b>TOTAL PUBLIC WORKS</b>	<b>\$ 6,405,392</b>	<b>\$ 4,401,034</b>	<b>68.71%</b>	<b>\$ 6,136,789</b>	<b>\$ 4,059,361</b>	<b>66.15%</b>	<b>\$ 341,673</b>
<b>INTERGOVERNMENTAL PROGRAMS</b>							
AUBURN-LEWISTON AIRPORT	\$ 105,000	\$ 78,750	75.00%	\$ 105,000	\$ 105,000	100.00%	\$ (26,250)
E911 COMMUNICATION CENTER	\$ 1,067,249	\$ 787,020	73.74%	\$ 1,036,409	\$ 777,638	75.03%	\$ 9,382
LATC-PUBLIC TRANSIT	\$ 235,373	\$ 158,533	67.35%	\$ 235,496	\$ 235,373	99.95%	\$ (76,840)
LA ARTS	\$ 17,000	\$ -	0.00%	\$ -	\$ -	-	\$ -
TAX SHARING	\$ 270,000	\$ 29,040	10.76%	\$ 270,000	\$ 41,793	15.48%	\$ (12,753)
<b>TOTAL INTERGOVERNMENTAL</b>	<b>\$ 1,694,622</b>	<b>\$ 1,053,343</b>	<b>62.16%</b>	<b>\$ 1,646,905</b>	<b>\$ 1,159,804</b>	<b>70.42%</b>	<b>\$ (106,461)</b>
<b>COUNTY TAX</b>							
TIF (10108058-580000)	\$ 2,046,880	\$ 2,046,879	100.00%	\$ 2,029,513	\$ 2,029,512	100.00%	\$ 17,367
OVERLAY	\$ 2,584,032	\$ 2,599,913	100.61%	\$ 2,555,723	\$ 2,584,032	101.11%	\$ 15,881
	\$ -	\$ -	-	\$ -	\$ -	0.00%	\$ -
	\$ -	\$ -	-	\$ -	\$ -	-	\$ -
<b>TOTAL CITY DEPARTMENTS</b>	<b>\$ 37,867,950</b>	<b>\$ 27,871,020</b>	<b>73.60%</b>	<b>\$ 36,140,508</b>	<b>\$ 27,642,376</b>	<b>76.49%</b>	<b>\$ 228,644</b>
<b>EDUCATION DEPARTMENT</b>							
	\$ 38,241,323	\$ 18,934,986	49.51%	\$ 37,128,028	\$ 18,847,850	50.76%	\$ 87,136
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>\$ 76,109,273</b>	<b>\$ 46,806,007</b>	<b>61.50%</b>	<b>\$ 73,268,536</b>	<b>\$ 46,490,226</b>	<b>63.45%</b>	<b>\$ 315,781</b>

**CITY OF AUBURN, MAINE  
INVESTMENT SCHEDULE  
AS OF February 28, 2015**

INVESTMENT	FUND	BALANCE February 28, 2015	BALANCE January 31, 2015	INTEREST RATE	WEIGHTED AVG YIELD
BANKNORTH MNY MKT	24-1242924 GENERAL FUND	\$ 55,458.62	\$ 55,451.55	0.15%	
BANKNORTH MNY MKT	24-1745910 GF-WORKERS COMP	\$ 49,314.52	\$ 49,308.23	0.08%	
BANKNORTH MNY MKT	24-1745944 GF-UNEMPLOYMENT	\$ 67,053.15	\$ 67,044.61	0.15%	
BANKNORTH MNY MKT	24-1809302 SPECIAL REVENUE	\$ 52,676.81	\$ 52,670.10	0.15%	
BANKNORTH MNY MKT	24-1745902 SR-PERMIT PARKING	\$ 198,441.53	\$ 198,416.25	0.15%	
BANKNORTH MNY MKT	24-1745895 SR-TIF	\$ 1,120,358.57	\$ 1,120,215.85	0.15%	
BANKNORTH MNY MKT	24-1746819 CAPITAL PROJECTS	\$ 4,779,949.47	\$ 4,779,340.60	0.20%	
BANKNORTH MNY MKT	24-1745928 ICE ARENA	\$ 249,859.31	\$ 249,827.48	0.15%	
<b>GRAND TOTAL</b>		<b>\$ 6,573,111.98</b>	<b>\$ 6,572,274.67</b>		<b>0.19%</b>

**EMS BILLING**  
**BREAKDOWN -TOTAL CHARGES**  
**OCT 2014 - JUNE 2015**  
**Report as of February 28, 2015**

	Oct 2014	Nov 2014	Dec 2014	Jan 2015	Feb 2015	Adjustment	Totals	% of Total
<b>No Insurance Information</b>	\$ 7,064.80	\$ 1,771.40	\$ -			\$ (8,836.20)	\$ -	0.00%
<b>Bluecross</b>	\$ 2,996.20	\$ 5,285.00	\$ 10,962.40	\$ 5,184.20	\$ 8,492.20	\$ 449.40	\$ 33,369.40	3.85%
<b>Intercept</b>	\$ -	\$ -	\$ 100.00				\$ 100.00	0.01%
<b>Medicare</b>	\$ 37,107.80	\$ 68,806.60	\$ 91,866.80	\$ 111,685.20	\$ 97,824.00	\$ 19,844.00	\$ 427,134.40	49.31%
<b>Medicaid</b>	\$ 17,440.20	\$ 32,266.60	\$ 26,854.00	\$ 34,451.40	\$ 24,558.40	\$ 1,909.80	\$ 137,480.40	15.87%
<b>Other/Commercial</b>	\$ 12,208.20	\$ 29,330.80	\$ 38,157.40	\$ 50,053.60	\$ 53,915.43	\$ (1,040.40)	\$ 182,625.03	21.08%
<b>Patient</b>	\$ 6,737.00	\$ 15,773.20	\$ 28,964.20	\$ 24,914.80	\$ 21,524.80	\$ (13,966.60)	\$ 83,947.40	9.69%
<b>Worker's Comp</b>	\$ -	\$ -				\$ 1,640.00	\$ 1,640.00	0.19%
<b>TOTAL</b>	\$ 83,554.20	\$ 153,233.60	\$ 196,904.80	\$ 226,289.20	\$ 206,314.83	\$ -	\$ 866,296.63	100.00%

**EMS BILLING**  
**BREAKDOWN -TOTAL COUNT**  
**OCT 2014 - JUNE 2015**  
**Report as of February 28, 2015**

	Oct 2014	Nov 2014	Dec 2014	Jan 2015	Feb 2015	Adjustment	Totals	% of Total
<b>No Insurance Information</b>	8	2	0			-10	0	0.00%
<b>Bluecross</b>	7	6	13	6	10	1	43	3.91%
<b>Intercept</b>	0	0	1	0	0		1	0.09%
<b>Medicare</b>	76	82	109	135	117	4	523	47.50%
<b>Medicaid</b>	37	38	33	41	31	2	182	16.53%
<b>Other/Commercial</b>	18	34	49	61	65	3	230	20.89%
<b>Patient</b>	12	19	34	31	26	-1	121	10.99%
<b>Worker's Comp</b>	0	0	0	0	0	1	1	0.09%
<b>TOTAL</b>	158	181	239	274	249	0	1101	100.00%

<b>TOTAL REVENUE COLLECTED AS OF 02/28/15</b>	<b>\$ 245,525</b>
<b>TOTAL EXPENDITURES AS OF 02/28/15</b>	<b>\$ 235,410</b>

**EMS BILLING  
AGING REPORT  
OCT 2014 - JUNE 2015  
Report as of February 28, 2015**

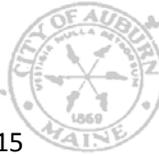
	<b>Current</b>		<b>31-60</b>		<b>61-90</b>		<b>91-120</b>		<b>121+ days</b>		<b>Totals</b>	
<b>Bluecross</b>	\$ 11,182.32	58%	\$ 4,766.52	25%	\$ 2,516.65	13%	\$ 893.40	5%	\$ -		\$ 19,358.89	6.25%
<b>Intercept</b>	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
<b>Medicare</b>	\$ 69,271.85	91%	\$ 4,723.29	6%	\$ 1,135.73	1%	\$ 1,135.73	1%	\$ -		\$ 76,266.60	24.61%
<b>Medicaid</b>	\$ 13,369.25	65%	\$ 6,511.49	32%	\$ 468.93	2%	\$ 156.07	1%	\$ -		\$ 20,505.74	6.62%
<b>Other/Commercial</b>	\$ 70,161.37	78%	\$ 16,904.23	19%	\$ 1,140.96	1%	\$ 1,306.67	1%			\$ 89,513.23	28.88%
<b>Patient</b>	\$ 39,559.17	38%	\$ 38,600.99	37%	\$ 12,195.04	12%	\$ 12,992.77	13%	\$ 1,061.89	1%	\$ 103,347.97	33.34%
<b>Worker's Comp</b>	\$ -		\$ -		\$ -		\$ 948.00	100%	\$ -		\$ 948.00	0.31%
<b>TOTAL</b>	\$ 203,543.96		\$ 71,506.52		\$ 17,457.31		\$ 17,432.64		\$ 1,061.89		\$ 309,940.43	
	66%		23%		6%		6%		0%		100%	100.00%

# City of Auburn, Maine

*"Maine's City of Opportunity"*

## Financial Services

To: Howard Kroll, Acting City Manager  
From: Jill Eastman, Finance Director  
Re: Arena Financial Reports for February 28, 2015



Attached you will find a Statement of Net Assets and a Statement of Activities for the Ingersoll Arena and the Norway Savings Bank Arena as of February 28, 2015. I have also attached budget to actual reports for Norway Savings Bank Arena for revenue and expenditures.

### **INGERSOLL ARENA**

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

The Statement of Net Assets lists current assets, noncurrent assets, liabilities and net assets.

#### **Current Assets:**

As of the end of February 2015 the total current assets were \$122,162. These consisted of cash and cash equivalents of \$249,827, and an interfund payable of \$127,665, which means that Ingersoll owes the General Fund \$127,665, so net cash available to Ingersoll is \$122,162 at the end of February.

#### **Noncurrent Assets:**

Noncurrent assets are the building, equipment and any building and land improvements, less depreciation. The total value of noncurrent assets as of February 28, 2015, was \$232,292. The equipment that was transferred to Norway Savings Bank Arena or sold has been removed from the Ingersoll balance sheet as well as the related accumulated depreciation.

#### **Liabilities:**

Ingersoll had no liabilities as of February 28, 2015

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

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

Ingersoll Arena had no operating revenues through February 2015.

The operating expenses for Ingersoll Arena through February 2015, were \$9,627. These expenses include supplies, utilities, and repairs and maintenance.

As of February 2015 Ingersoll has an operating loss of (\$11,130).

Non-operating revenue and expenses consist of interest income and debt service payments. The interest income to date is \$215 and debt service expense to date is \$81,563.

As of February 28, 2015 Ingersoll has a decrease in net assets of \$92,478.

## **NORWAY SAVINGS BANK ARENA**

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

The Statement of Net Assets lists current assets, noncurrent assets, liabilities and net assets.

### **Current Assets:**

As of the end of February 2015 the total current assets of Norway Savings Bank Arena were (\$8,431). These consisted of cash and cash equivalents of \$91,281, and an interfund payable of \$99,712, which means that Norway owes the General Fund \$99,712 at the end of February.

### **Noncurrent Assets:**

Norway's noncurrent assets are equipment that was purchased, less depreciation (depreciation is posted at year end). There was an adjustment to the equipment to account for equipment that was transferred from Ingersoll Arena. The total value of the noncurrent assets as of February 28, 2015 was \$242,332.

### **Liabilities:**

Norway Arena had accounts payable of \$1,765 as of February 28, 2015.

### **Statement of Activities:**

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

The operating revenues for Norway Arena through February 2015 are \$737,051. This revenue comes from the concessions, sign advertisements, pro shop lease, youth programming, shinny hockey, public skating and ice rentals.

The operating expenses for Norway Arena through February 2015 were \$852,783. These expenses include personnel costs, supplies, utilities, repairs, capital purchases and maintenance.

As of February 2015 Norway Arena has an operating loss of \$115,732 compared to the January 2015 operating loss of \$128,547 as reduction in the operating loss of \$12,815.

As of February 28, 2015 Norway Arena has a decrease in net assets of \$115,732.

I have also attached budget to actual reports for revenue and expenditures.

**CITY OF AUBURN, MAINE**  
**Statement of Net Assets**  
**Proprietary Funds**  
**February 28, 2015**

**Business-type Activities - Enterprise Funds**

	Ingersoll	Norway Savings
<b>ASSETS</b>		
Current assets:		
Cash and cash equivalents	\$ 249,827	\$ 91,281
Interfund receivables	\$ (127,665)	\$ (99,712)
Accounts receivable	-	-
Total current assets	122,162	(8,431)
Noncurrent assets:		
Capital assets:		
Buildings	672,279	38,905
Equipment	66,415	285,813
Land improvements	18,584	
Less accumulated depreciation	(524,986)	(82,386)
Total noncurrent assets	232,292	242,332
Total assets	354,454	233,901
<b>LIABILITIES</b>		
Accounts payable	\$ -	\$ 1,765
Total liabilities	-	1,765
<b>NET ASSETS</b>		
Invested in capital assets	\$ 232,292	\$ 242,332
Unrestricted	\$ 122,162	\$ (10,137)
Total net assets	\$ 354,454	\$ 232,195

**CITY OF AUBURN, MAINE**  
**Statement of Revenues, Expenses and Changes in Net Assets**  
**Proprietary Funds**  
**Business-type Activities - Enterprise Funds**  
**Statement of Activities**  
**February 28, 2015**

	Ingersoll Ice Arena	Norway Savings Arena
Operating revenues:		
Charges for services	\$ -	\$ 737,051
Operating expenses:		
Personnel	-	212,197
Supplies	150	37,240
Utilities	6,798	139,210
Repairs and maintenance	2,999	14,097
Rent		379,863
Depreciation	-	-
Capital expenses		-
Other expenses	1,183	70,176
<b>Total operating expenses</b>	<b>11,130</b>	<b>852,783</b>
<b>Operating gain (loss)</b>	<b>(11,130)</b>	<b>(115,732)</b>
Nonoperating revenue (expense):		
Interest income	215	-
Interest expense (debt service)	(81,563)	-
<b>Total nonoperating expense</b>	<b>(81,348)</b>	<b>-</b>
Gain (Loss) before transfer	(92,478)	(115,732)
Transfers out	-	-
Change in net assets	(92,478)	(115,732)
Total net assets, July 1	446,932	347,927
<b>Total net assets, January 31, 2015</b>	<b>\$ 354,454</b>	<b>\$ 232,195</b>

**CITY OF AUBURN, MAINE**  
**REVENUES - NORWAY SAVINGS BANK ARENA**  
**Through February 28, 2015**

REVENUE SOURCE	FY 2015 BUDGET	ACTUAL REVENUES THRU FEB 2015	% OF BUDGET
<b>CHARGE FOR SERVICES</b>			
Concussions	\$ 30,000	\$ 5,887	19.62%
Sign Advertisements	\$ 233,225	\$ 136,008	58.32%
Pro Shop	\$ 8,500	\$ 4,904	57.69%
Programs	\$ 172,450	\$ 179,498	104.09%
Rental Income	\$ 753,260	\$ 392,109	52.05%
Tournaments	\$ 24,500	\$ 18,645	76.10%
<b>TOTAL CHARGE FOR SERVICES</b>	<b>\$ 1,221,935</b>	<b>\$ 737,051</b>	<b>60.32%</b>
<b>INTEREST ON INVESTMENTS</b>	<b>\$ -</b>		
<b>GRAND TOTAL REVENUES</b>	<b>\$ 1,221,935</b>	<b>\$ 737,051</b>	<b>60.32%</b>

**CITY OF AUBURN, MAINE**  
**EXPENDITURES - NORWAY SAVINGS BANK ARENA**  
**Through February 28, 2015**

<b>REVENUE SOURCE</b>	<b>FY 2015 BUDGET</b>	<b>ACTUAL EXPENDITURES THRU FEB 2015</b>	<b>% OF BUDGET</b>
Salaries & Benefits	\$ 318,446	\$ 212,197	66.64%
Purchased Services	\$ 67,800	\$ 82,404	121.54%
Supplies	\$ 9,000	\$ 37,240	413.78%
Utilities	\$ 204,846	\$ 139,269	67.99%
Capital Outlay	\$ 80,000	\$ 1,810	2.26%
Rent	\$ 528,408	\$ 379,863	71.89%
	<b>\$ 1,208,500</b>	<b>\$ 852,783</b>	<b>70.57%</b>
 <b>GRAND TOTAL EXPENDITURES</b>	 <b>\$ 1,208,500</b>	 <b>\$ 852,783</b>	 <b>70.57%</b>