



City Council Meeting and Workshop

August 3, 2015

Agenda

5:30 P.M. Workshop

- A. Community Gardens – Reine Mynahan (30 minutes)
- B. Community Development Block Grant Program Guidelines – Reine Mynahan (30 minutes)
- C. Petition for Street Discontinuance (Glenn Street) – Gary Johnson (15 minutes)
- D. Polling place update – Sue Clements-Dallaire (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 Walker

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 57-08032015***
Confirming Chief Crowell's appointment of Paul R. Carpentier as a Constable without a firearm.
 - 2. **Order 58-08032015***
Accepting the transfer of Forfeiture Asset (Jaymel Reese).
- II. **Minutes**
 - July 20, 2015 Regular Council Meeting
- III. **Communications, Presentations and Recognitions**
 - Proclamation – Make A Wish
 - Proclamation – Uncle Andy's Digest Night
 - Bike – Ped Committee update (Howard Kroll)
- IV. **Open Session** – Members of the public are invited to speak to the Council about any issue directly related to City business which is *not on this agenda*.
- V. **Unfinished Business**
 - 1. **Order 56-07202015**
Authorizing the reallocation in the amount of \$120,000 of unspent proceeds from the City's 2013 General Obligation Bonds to finance repairs to Central Fire Station Apparatus Bay Floors. Second reading.

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VI. New Business

2. Order 59-08032015

Authorizing the City Manager to purchase the property at 204 Minot Avenue for \$140,000 for the purpose of improving the Washington Street and Minot Avenue gateway to our community.

VII. Executive Session

- Discussion on a personnel matter, pursuant to 1 M.R.S.A. §405 (6)(A). *Possible action to follow.*

VIII. Reports

Finance Director, Jill Eastman – June 2015 Monthly Finance Report (this item was postponed at the July 20, 2015 City Council Meeting).

Mayors Report

City Councilors' Reports

City Manager's Report

Committee Reports

- **Transportation**
 - **Lewiston Auburn Transit – Councilor Gerry**
 - **Airport, Railroad – Councilor Hayes**
 - **Bike-Ped Committee – Councilor Lee**
- **Housing**
 - **Citizens Advisory Committee – Councilor Lee**
 - **Auburn Housing Authority – Councilor Gerry**
- **Economic Development**
 - **L-A Economic Growth Council, Auburn Business Development Corporation – Councilor Lee**
- **Education**
 - **Auburn School Committee – Councilor LaFontaine**
 - **Auburn Public Library – Councilor LaFontaine**
 - **Great Falls TV – Councilor Young**
- **Environmental Services**
 - **Auburn Water District, Auburn Sewerage District – Councilor Crowley**
 - **Mid-Maine Waste Action Corporation – Councilor Walker**
- **Recreation**
 - **Recreation and Special Events Advisory Board – Councilor Crowley**
- **Public Safety**
 - **LA 911 – Councilor Walker**

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

X. Adjournment

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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 Workshop or Meeting Date: 8/3/2015

Author: Reine Mynahan, Community Development Director

Subject: Community Gardens

Information: St. Mary's Nutrition Center (NC) has been consulting with City of Auburn staff to assist with the establishment of a community garden program for the target areas. Kirsten Walters and Sherri Blumenthal will present their findings and recommendations to create a sustainable program that can be replicated in other areas of the City. In order to proceed with this project, NC is requesting a minimum ten year dedication of the city-owned lot at 61 Webster Street.

Advantages: Converts a vacant lot into a place where neighbors can gather to socialize, share knowledge and skills while growing their own food for a healthier diet.

Disadvantages: Ties up a city-owned property for 10 years.

City Budgetary Impacts: Construction of first garden is already funded in FY2015 Community Development Program.

Staff Recommended Action: Approval for City Manager to sign Memorandum of Understanding with St. Mary's Nutrition Center.

Previous Meetings and History: A grant from Harvard Pilgrim for \$5,000 was awarded to the City to cover a portion of the construction costs.

Attachments: Community Gardens Project Proposal and Recommendations, Draft Order

**Community Gardens in Auburn, Maine
Project Proposal and Recommendations**

**Compiled by and submitted by: St. Mary's Nutrition Center
July 2015**

EXECUTIVE SUMMARY

This report provides background and recommendations for the creation of three community gardens in the target neighborhoods of Downtown, Union Street and New Auburn over 5 years as prioritized in the 2015-2019 Consolidated Plan for the City of Auburn, ME and Lewiston Community Development Block Grant (CDBG) and the City of Auburn Comprehensive Plan. Research for, and compilation of, this report was executed by staff from the St. Mary's Nutrition Center, the Community Development Department of the City of Auburn and the National Park Service's Rivers Trails & Conservation Assistance Program.

Methods of analysis included research into other existing community garden projects across the country, meetings with key stakeholders and future partners, and investigation of potential garden sites as well as community outreach in the three CDBG target neighborhoods.

Findings from the report indicate that a promising site for a community garden currently exists in each target neighborhood as does community interest and support for garden program(s) to provide residents the opportunity to grow food for themselves and their families. The strongest option for the first site to be developed is located at vacant lot 250-331 61 Webster Street in the Union Street neighborhood. Interest from community stakeholders exists at a variety of levels to advocate for the project and leadership capacity and sufficient funding through CDBG as well as small grants are in place to launch the project as early as August of 2015.

The following recommendations highlight the structure, staffing, start-up sustaining costs, and the role the City and partners can play to ensure the success and sustainability of the project.

City Support

The City of Auburn can best support the Community Gardens in Auburn project by agreeing to:

- Grant permission to transform the vacant lot 250-331 at 61 Webster Street in the Union Street neighborhood into a community garden beginning August of 2015
- Formalize an agreement with the St. Mary's Nutrition Center to retain the site as a community garden for a minimum of two 5 year terms (*see Appendix H for details*)
- Continue to provide access to City owned lots for the development of future garden sites
- Continue to prioritize community gardens as part of the City Consolidated Plan
- Provide personnel support in the following ways:
 - Serve as an advisor for project design and development and jointly pursue fundraising efforts for the project as needed through the department of Economic and Community Development
 - Support the installation and access to water at garden sites - *approximately 4 hours with additional hours needed to establish a point of access*
 - Provide materials delivery through the Department of Public Services if and when staff capacity exists - *approximately 5 hours annually*
 - Further program awareness about the project to Auburn residents through the Recreation Department - *approximately 3 hours annually*

- Approve City owned lots for garden sites - *approximately 2 hours annually*
Approximate Total City Hours: 42 -46 hours annually

Management

- The Community Gardens in Auburn project would be managed by a Coordinating Team of invested stakeholders
- The Coordinating Team would inform and oversee both new garden creation as well as the operations of existing garden sites including the administration of a gardener program for community members, the hiring and management of seasonal staff and regular fundraising and advocacy
- Lead members of the Team would include personnel from the St. Mary's Nutrition Center and the City of Auburn
- Supporting members of the Team would include personnel and volunteers from the University of Maine Cooperative Extension's Master Gardeners' Program, the Androscoggin Land Trust and the National Park Service's Rivers Trails & Conservation Assistance Program (through 2016)
- The St. Mary's Nutrition Center will spearhead project design and development, community engagement and staff support
- The St. Mary's Nutrition Center and the City of Auburn will jointly pursue fundraising opportunities to support the garden project

Programming

- A Community Garden Program would be established to provide residents with access to individual and family plots at a garden site in their neighborhood to grow food for themselves
- Residents would commit to a simple use agreement and pay a nominal fee to be a community gardener and cultivate the plot for the season
- Educational opportunities would be provided to support community gardeners in building foundational knowledge and skills
- Basic tools and resources would be provided
- Each garden site would have a Garden Champion to support programming and over time a volunteer steering committee will be developed where possible to make decisions for each site

Staff

- The Coordinating Team would hire a part-time seasonal staff, a Garden Program Coordinator, to manage programmatic aspects of the community garden program
- Payment and work-space for the staff will be administered by the St. Mary's Nutrition Center

Costs

For a costs breakdown please see Appendix G

- Start-up and Construction Costs including Staff: \$26,000
 - The establishment of the first garden site and the launch of the program will come primarily from 2015-2016 CDBG funding
- Annual Sustaining Costs for one garden including Staff: \$10,700
 - Annual Staff Costs broken out: \$8500

INTRODUCTION

Meeting the Goals of the Consolidated Plan

This past year, while developing the goals and strategies to guide the City of Auburn in the next five years for the Community Development Block Grant (CDBG) and the HOME Investment Partnerships program, the Auburn Citizen's Advisory Committee included the establishment of community gardens as a priority. Prior to the completion of the strategic plan, preliminary research conducted by Bates College students in the Downtown, New Auburn and Union Street neighborhoods indicated desire among residents in all three neighborhoods to use public lands for community gardens (favored by Downtown 92.9%; New Auburn 81.82%; and Union Street 85.1%). As such, the final CDBG strategy includes a 5 year output of a total of three gardens in the three neighborhoods as a means to "provide opportunities for growing fresh healthy foods" for underserved people in the community.

Partnership and Role of the St. Mary's Nutrition Center

In order to achieve the garden goals outlined in the 2015-2019 Consolidated Plan, the Community Development Department of the City of Auburn engaged St. Mary's Nutrition Center (NC) in 2014 to provide technical assistance for project development, including community engagement and implementation.

Founded by St. Mary's Health System, the St. Mary's Nutrition Center (NC) promotes community health through organizing, advocacy and education, works to build a sustainable regional food system by involving those affected by inadequate food access as partners and supports area farms as an essential piece of the local economy. The NC is home to a food pantry, cooking and nutrition education programs for people of all ages, and Lots to Gardens, which uses urban gardens to create access to local food, empower youth, and build community. Over the last 15 years the NC has helped transform more than a dozen vacant lots in Lewiston into thriving community gardens whereby 120 households of limited income build self-reliance and grow food to meet their nutritional needs.

This experience, coupled with the NC's success at cultivating strong and long-standing relationships, has positioned it to successfully support the creation of community gardens in Auburn and over the course of the project the NC has committed to lend its expertise in the following ways:

- Assess community readiness
- Research other community garden models
- Assist with site selection, assessment, and soil testing
- Identify and cultivate potential partnerships and stakeholders
- Develop and execute community outreach strategies to foster project buy-in

- Research and support project design including goals, objectives, outcomes and systems for management
- Develop preliminary garden designs and planning, including materials assessment, layout, cultivation plan, and maintenance plan
- Compile a report with recommendations for the City of Auburn regarding the viability and structure of a community garden project
- Provide other technical assistance and project staff support as needed

Assisting the Nutrition Center in its technical assistance role has been a staff member from the National Park Service's Rivers Trails & Conservation Assistance Program- which supports community-led natural resource conservation and outdoor recreation projects. The group of individuals from these two organizations along with the Community Development department have served as a "Planning Team" for the project and will continue to be referred to as such throughout the course of this document.

Benefits of Community Gardens

Members of the Auburn Citizen's Advisory Committee recognized the importance of community gardens. This recognition may have come from personal experience or from the wealth of available data which point to the wide array of benefits community gardens can offer a City and its inhabitants including improving the food access and overall health of those most vulnerable. Below are just a few examples of the Municipal benefits of community gardens compiled by Gardening Matters, a community garden advocacy and support organization based out of the "other" Twin Cities of Minneapolis and St. Paul Minnesota (gardeningmatters.org). For the full list of benefits and research citations please see *Appendix A*.

Economic & Municipal Benefits

- Community gardens have been shown to increase property values in the immediate vicinity where they are located. In Milwaukee, properties within 250 feet of gardens experienced an increase of \$24.77 with every foot.
- Been and Voicu estimate that New York's gross tax benefit generated by all community gardens over a 20-year period amounts to about \$563 million.
- Developing and maintaining garden space is less expensive than parkland area, in part because gardens require little land and 80% of cost is in labor.
- Community garden programs provide employment, education, and entrepreneurship opportunities for a wide variety of people.
- While vacant lots can be magnets for litter and criminal activity, community gardens are observed and managed by the gardeners, resulting in a cleaner space and more active local community.

Crime Prevention

- Community gardens increase neighborhood surveillance or "eyes on the street," often deterring crime.

- In a study of violent and property crimes around public housing buildings in Chicago, buildings with a high level of vegetation that doesn't obscure view had 52% fewer crimes than those with no landscaping.
- Community gardening is recognized by many police departments as an effective community crime prevention strategy. In Philadelphia, burglaries and thefts in one precinct dropped by 90% after police helped residents clean up vacant lots and plant gardens.

Healthy Eating and Living

- Community gardens allow families and individuals without land of their own the opportunity to produce food, and provide a place for gardeners to share knowledge and skills.
- Gardeners save significant amounts of money on produce. One project estimated that community gardeners saved between \$75 and \$380 in food costs every season
- People who garden (or who live with someone who gardens) tend to eat more fruits and vegetables on a daily basis. In a survey in Flint, Michigan, while only 17.8% of respondents from non-gardening households ate fruits and vegetables at least 5 times a day, that number rose to 32.4% in households with a gardener.
- Studies have shown that community gardeners and their children eat healthier, more nutrient rich diets than do non-gardening families.

The Role a Municipality Can Play

There are many ways a municipality can support a community garden project within their City limits. Often times the greatest support is needed in establishing the garden(s). Municipalities can get a garden “off the ground” through:

- purchasing or “leasing” viable garden sites
- setting up watering systems for irrigation
- providing in-kind or fiscal support for necessary infrastructure as a one time capital expense
- providing insurance liability

Additional Municipal support can be granted in the form of advocacy and relationship building. City administrators can make a point of being kept abreast of how community gardens are doing, speak on behalf of community members to other City officials as needed and help validate a community garden project by supporting the development of City ordinances (if they do not already exist) that specifically address role and function of gardens in the community. A municipality might also choose to contract with another organization to administer community gardens in the City.

Should a municipality want to have greater influence ensuring the sustainability of a community garden project they can also provide organizational leadership and administrative support through their parks and recreation or public works departments as many other municipalities have done with great success. For more detailed information on a municipality's role in community garden organization please see *Appendix B*.

PROCESS AND METHODOLOGY

Research

Planning team members researched already existing and successful community garden models in Maine and states across the country leading up to the design for an Auburn Community Garden. Research included conversations with more than a dozen different program personnel across the country along with data collection from published program start-up manuals and best practice guides. Information gathered from this research has been vital in determining key pieces necessary for a successful community garden program for Auburn including the role of a municipality, staffing needs, start up and operating costs and community engagement and sustainability strategies.

Site Analysis

In keeping with the target areas outlined in the 2015-2019 Consolidated Plan for the City of Auburn, members of the planning team identified, visited and assessed potential community garden sites in the three target neighborhoods of Downtown, New Auburn and Union Street. Sites included City owned lots which previously held buildings as well as schools and local housing complexes. Locations were assessed using a set of criteria outlined by planning team members and used by other similar community garden projects. Please see Appendix C for detailed criteria for choosing a garden site. The goal was to identify at least one site for each of the three neighborhoods, highlight strengths, possibilities and challenges and rank them according to most promising. Additionally, the planning team met with staff from the Planning Department to review potential sites and the program design as a whole. Input from the Planning Department will continue to help inform how gardens can complement and support other planning and community development priorities. Recommended sites for the Auburn Community Garden Program are discussed in further detail in the Project Proposal Section of the Report.

Community Outreach

Community outreach was conducted in tandem with inquiry into existing programs as a form of local, community-based research. The goal of community outreach was two-fold. It aimed to assess the degree of interest for a garden program in the community at-large and in the three target neighborhoods. The degree of community interest would help planning team members compile a list of potential gardeners, volunteers and supporters; determine the capacity of the community to “own” the project and support its sustainability; and highlight where best to create the first garden. Community outreach was also a means to “plant the seed” for the project in people’s mind and cultivate excitement from the very onset.

To accomplish the initial phases of community outreach, the planning team developed an outreach strategy and created and disseminated a brochure envisioning the future of a community garden program in Auburn. Please see *Appendix C* for a sample of the outreach brochure. Members also canvassed each target neighborhood, spoke with community members and collected information from prospective gardeners and volunteers. Additional outreach and community engagement strategies would continue as the project unfolds and a site is developed. These strategies are discussed in greater detail in the Project Proposal Section.

Partnership Development

The sustainability and success of projects such as these hinge on the creation and maintenance of strong relationships. As such, planning team members worked to identify potential project champions within the community and through local businesses and agencies that would be willing to provide resources in the form of leadership, advocacy and materials to support the community garden project. Relationship building is an on-going process, however, a number of key partnerships have already been established including strong interest from the Androscoggin Land Trust; agreement from the Public Works Department to provide material transportation on a seasonal basis if and when staff capacity is available; a commitment from the Auburn Water District to establish seasonal water service through the use of already existing infrastructure and for a reasonable cost at the recommended garden site of 61 Webster Street, *please see Appendix D*; commitment from the former PAL coordinator to help with organizing prospective community gardeners in the neighborhood including hosting meetings; and interest from the Cooperative Extension's Master Gardener Volunteer program to include this project as part of an incoming staff person's work-plan. Planning team members will continue to strengthen these and other partnerships as the project unfolds.

Fundraising

Providing the foundation for the Community Gardens in Auburn project is \$20,000 of CDBG funding for critical capital and personnel costs needed to construct the first garden and support a successful garden program. Additionally, in April of 2015 the City of Auburn was awarded a Community Garden Grant for \$5000 from Harvard Pilgrim Foundation through their Healthy Food Fund. This grant not only provided an additional infusion of seed money for the project but helped establish a relationship with a potential future funder with a newly re-developed strategic mission centered on healthy food access and a focus on community gardens. Lastly, \$1000 in start-up funds to help will be awarded through the National Park Service in order to help establish the garden.

PROJECT PROPOSAL AND RECOMMENDATIONS

Purpose

As stated in the 2015-2019 Consolidated Plan for the City of Auburn and Lewiston Community Development Block Grant (CDBG) the goal of the Community Gardens in Auburn project is to create and establish at least three distinct community gardens in the three underserved neighborhoods of Union Street, Downtown, and New Auburn over the course of five years in order to “provide opportunities for growing fresh healthy foods...” for community members, with particular emphasis on those at risk for food-insecurity. The project will also serve to enhance community interaction and involvement, improve the quality of life of residents and support the beautification of the City.

Scope

The Community Gardens in Auburn Project will include the creation of three gardens in the three distinct neighborhoods of Union Street, Downtown and New Auburn over the course of 5 years. The initial phase will involve the development of just one site in one of the three target neighborhoods. If the development of the initial site is successful and methods for sustaining this site are in place, an additional site in one of the other targeted neighborhoods will be developed. Following the successful establishment of the second site the third would be pursued in the remaining target neighborhood. The preliminary scope of the project assumes a minimum area of about 3,000 square feet (0.07 acre) and a maximum size of 6,000 square feet with approximately 20 plots averaging 40 square feet (4ftx10ft) each.

Programming

A Community Garden Program would be developed to provide residents with access to individual and family plots at a garden site in the neighborhood to grow food and engage with their neighbors and build community. Residents would commit to a simple use agreement and pay a nominal fee to become a community gardener and cultivate the plot for the season. Educational opportunities would be provided to support community gardeners in building foundational knowledge and skills for growing, storing and, when possible, preparing the food they grow. Basic tools and resources would also be provided. The Community Garden Program would encompass all garden sites and serve as a unifying element to the different neighborhood gardens. Each garden however, would possess characteristics and a culture unique to the neighborhood in which it is located.

Basic Elements

Land, Infrastructure, People, and Systems make up the basic elements of a community garden project; complemented by educational and support programming. The table below outlines these basic elements and what have been identified as corresponding core components and recommendations for the Community Gardens in Auburn Project.

The table is meant to be an overview of the general “parts” of a garden program and is not meant to describe how the project will work or discuss the start-up and operational costs. Details around a proposed model for project leadership, staffing, operations and costs, as well as recommendations for specific garden sites are discussed following the table in this section of the report.

Project Element	Core Component	Recommendations
Land	Environment	<ul style="list-style-type: none"> ➤ Situated in a visible and moderately trafficked section of a neighborhood to help attract positive attention and interest and minimize vandalism ➤ Located in an area where interest in a garden has been expressed ➤ Receives 6-8 hours sunlight
	Directionality and Slope	<ul style="list-style-type: none"> ➤ South facing ➤ Flat, little to no slope
	Soil Quality	<ul style="list-style-type: none"> ➤ Free of serious contaminants or large or un-moveable debris ➤ Adequate drainage
Infrastructure	Water	<ul style="list-style-type: none"> ➤ Water access in the form of on-site spigot and hose and ability for gardeners to access water during gardening season
	Bed Design	<ul style="list-style-type: none"> ➤ Raised garden beds made of wood or other material to contain and organize garden
	Compost	<ul style="list-style-type: none"> ➤ Nutrient-rich contaminant-free compost delivered at onset and thereafter as needed
	Plants	<ul style="list-style-type: none"> ➤ Seeds and seedlings donated annually and given to gardeners
	Mulch	<ul style="list-style-type: none"> ➤ Leaves to provide protection and insulation to garden beds
	Tools	<ul style="list-style-type: none"> ➤ Tools such as digging forks, shovels, hoes, hand tools, buckets, wheel barrow
	Shed	<ul style="list-style-type: none"> ➤ Shed to house tools and other materials
	Compost Bins	<ul style="list-style-type: none"> ➤ Areas to house and break-down plant matter and garden debris
	Fencing	<ul style="list-style-type: none"> ➤ Sturdy, sustainable fence to protect and demarcate gardens

People	Gardeners	➤ At least 12-15 committed adult individual or family representatives for each garden site
	Partners	➤ Area agencies, businesses and individuals willing to donate time, energy and/or resources to help the creation and development of garden sites and support gardeners in caring for plots
	Leadership	<ul style="list-style-type: none"> ➤ An established organization that can provide an infusion of energy and resources to support the initial establishment of a garden ➤ An organization or group of individuals to provide administrative and maintenance support on a seasonal basis ➤ An organization or group of individuals to support the regular needs of gardeners and provide troubleshooting support
Systems	Plot Designation	➤ Separate garden plots to be cultivated by individuals and families
	Shared Spaces	➤ Shared spaces such as pathways, a perennial flower bed for aesthetics, and gathering spaces to build community and cared for collectively
	Communication	➤ Communication among gardeners, partners & leaders at the onset of the season and throughout the season
	Participation & Accountability	<ul style="list-style-type: none"> ➤ Application and use-agreements ➤ Collection of annual dues
	Site Preparation	➤ Site preparation in the Spring and putting the garden “to rest” in the Fall
	Resource Distribution	<ul style="list-style-type: none"> ➤ Procurement and distribution of seeds and seedlings to gardeners ➤ Access to tools and materials for bed enhancement such as trellises
	Resource & Space Management	<ul style="list-style-type: none"> ➤ A system for managing and maintaining <ul style="list-style-type: none"> ○ tools ○ structures ○ caring for shared spaces ○ financial resources

Management and Coordination

The planning team has determined that a collaborative approach to the coordination of the Community Gardens in Auburn Project would be the best leadership structure for both implementing and sustaining the project long-term. This collaborative approach would take the form of a Coordinating Team made up of invested community partners. The Coordinating Team would inform and oversee both new garden creation as well as the operations of existing garden sites including the administration of a gardener program for community members, the hiring and management of seasonal staff and regular fundraising and advocacy. Lead members of the Team would include personnel from the St. Mary's Nutrition Center and the City of Auburn. Supporting members of the Team would include personnel and volunteers from the University of Maine Cooperative Extension's Master Gardeners' Program, the Androscoggin Land Trust and the National Park Service's Rivers Trails & Conservation Assistance Program (through 2016). Other entities would be invited to participate as they are identified and become engaged.

To support the programmatic elements of the project the Coordinating Team would hire a part-time seasonal staff person as a Garden Program Coordinator. The Garden Program Coordinator would be responsible for providing administrative oversight, facilitating communication among gardeners, recruiting and overseeing volunteers and volunteer workdays and coordinating all activities necessary to maintain successful and resilient gardens. Having staff regularly "on the ground" is of particular importance in communities with limited resources and added stressors which compound the ability to successfully self-organize. A consistent person helps provide continuity, structure and support even as people pass through the program. It is recommended, though not critical, that this person already be a resident of Auburn and if possible from the community in which one of the garden sites is located. The St. Mary's Nutrition Center would support the hiring process and training needs of this person and provide a work space.

Roles and responsibilities for the Coordinating Team would be disbursed among team members and the Garden Program Coordinator with support from site-specific Garden Champions (discussed in more detail below). A proposal for annual roles and responsibilities for each team member is outlined below. The following roles and responsibilities however, don't reflect the few months during the Summer and Fall of 2015 which will be variable as the first garden site gets off the ground and the Coordinating Team is formed.

Coordinating Team Member	Roles and Responsibilities	Department or Personnel	Time Commitment
City of Auburn	Provide advisory support for project development and implementation with a focus on site selection, infrastructure creation, community engagement, and strategic planning in the face of other new or ongoing City projects	Department of Economic and Community Development	Year-round; Quarterly meetings, email and phone conversations as needed; 12-16 hours total disbursed among departments
	Support and approve the establishment of new garden sites through the allotment of vacant City properties and the one-time infusion of capital and resources when available	City Council	Annually; 2 hours
	Jointly lead fundraising activities such as grant writing and donation gathering	Department of Economic and Community Development	Year-round; 16 hours total
	Deliver essential materials to garden sites when and if staff capacity permits	Public Services Department	Seasonal, May - October; 5 hours total
	Facilitate the sharing of information about community gardens among interested Auburn residents through regular announcement channels such as web-site, bulletins, e-blasts	Recreation Department	Seasonal, March - October; 3 hours total
	Support water access at garden sites, including the installation of water access points	Auburn Water District	Seasonal May, 4 hours; Per case basis for new access points
		TOTAL TIME	42 - 46 hours
St. Mary's Nutrition Center	Lead Coordinating Team and provide advisory support for project development and implementation with a focus on site selection, community engagement, relationship building, project fundraising and the programmatic aspects of the garden	Food Access and Garden Education Personnel with	Year-round; Quarterly meetings, email and phone conversations as needed; 16-20 hours total

	Conduct fundraising activities such as grant writing and donation gathering	oversight from Director	Year-round; average of 1-2 hours a month; 16 hours total
	Oversee the recruitment, hiring, training and regular support of seasonal staff to provide on the ground project support and administration. Staff would be housed at the Nutrition Center		Seasonal; March - November; approximately 3 hours a week; 108 hours total
	Support community outreach and engagement for the project and as each new site is developed		Seasonal; March – November; 15 hours total
	Oversee site selection, assessment and the development of recommendations for new garden locations		As new garden site opportunities arise; 15 hours total
	Develop preliminary garden designs and planning, including materials assessment, layout, cultivation plan, and maintenance plan for each new site		As new garden site opportunities arise; 20 hours total
	Facilitate construction of necessary infrastructure and access to essential resources such as water		As new garden site opportunities arise; 10 hours total
	Coordinate procurement and delivery of materials		Seasonal March - November; 5 hours total
		TOTAL TIME	200-210 hours
	Coordinate programmatic aspect of community garden program including community outreach and engagement, program administration and organizing volunteers and volunteer activities Coordinate maintenance of garden grounds	Seasonal Garden Program Coordinator	Seasonal mid-March to mid-October; 10-18 hours a week depending on number of garden sites
		TOTAL TIME	280 – 500 hours

Androscoggin Land Trust	Provide advisory support for project development and implementation with a focus on site selection, community engagement, project fundraising and engaging stakeholders and constituents particular to ALT	Land Steward Program	Year-round; Quarterly meetings, email and phone conversations as needed; 12-16 hours total
	Support fundraising activities such as grant writing and donation gathering		Year-round; 4-6 hours total
	Reach out and advocate for community garden program through existing outreach mechanisms and Land Steward Program		Year round; average of 2 hours a month
	Support the coordination of volunteers and volunteer activities		Seasonal, March - November; 2-4 hours a month
		TOTAL TIME	58-82 hours
University of Maine Cooperative Extension	Provide advisory support for project development and implementation with a focus on site selection and assessment, garden design and planning and volunteer and community gardener engagement	Master Gardener Program	Year-round; Quarterly meetings, email and phone conversations as needed; 12-16 hours total
	Support fundraising activities such as grant writing and donation gathering		Year-round; 4-6 hours total
	Coordinate and place Master Gardener volunteers to provide regular on-the ground support for community gardeners		Seasonal, April - October; 4-6 hours a week depending on number of sites and disbursed to different volunteers
	Support the coordination of volunteers and volunteer activities		Seasonal, March - November; 2-4 hours a month
		TOTAL TIME	150- 225 hours

Community Outreach and Engagement

The success and sustainability of community garden programs depend on community buy-in and support. The strategy of the newly formed Coordinating Team will be to continue to include interested and active community members in relevant pieces of the planning, development, and creation of each new garden site. This will include opportunities to provide insight into garden design and layout, participate in work days to help build and maintain the garden and celebrate successes community through annual garden celebrations. Those community members who are actively participating in the programmatic pieces of the garden project, such as cultivating a garden plot, will be offered opportunities to evaluate the program and provide feedback. The Coordinating Team would seek to cultivate and encourage a Garden Champion at each garden site to support the Garden Program Coordinator and increase community engagement at the particular site. When sufficient energy and engagement exists each garden site would have a volunteer steering committee to help make decisions for the garden site.

Site Recommendations

As suggested by the 2015-2019 Consolidated Plan for the City of Auburn and Lewiston Community Development Block Grant, three distinct sites in three neighborhoods have been identified, investigated and recommended for future community garden locations. Of the three neighborhood sites the lot 250-331 at 61 Webster Street in the Union Street neighborhood has been recommended above all as the best suited site *at this time* to be developed. Sites were chosen using set criteria regularly employed by entities seeking to establish garden sites. To review the criteria please *see Appendix E*. Attributes along with possible challenges for each potential sites are listed in table form below. Two potential sites have been identified for the Union Street and Downtown neighborhoods while only one site has been identified for the New Auburn neighborhood thus far. Of the potential sites to be converted into community gardens the planning team recommends the vacant City lot of 61 Webster Street to be developed first. The number and variety of positive attributes for this site are main factors. Please *see Appendix F* for locations identified on City Map.

Neighborhood	Recommended Sites	Positive Attributes	Potential Challenges
Union Street	A. 61 Webster Street	<ul style="list-style-type: none"> ➤ Located in a high visibility neighborhood in proximity to low-income housing complexes, Head Start and the PAL community center which already has a program garden ➤ Site large enough to accommodate more than 20 gardeners ➤ Flat slope and driveway cut into sidewalk for ease of delivery truck ➤ Water access point has been identified and Water District has made initial commitment to re-activate water access ➤ Initial outreach in the community shows strong interest among neighbors 	<ul style="list-style-type: none"> ➤ Proximity to a concentration of children could result in vandalism though the high visibility of the location often thwarts this
	B. 325 Turner Street	<ul style="list-style-type: none"> ➤ Located in high visibility area somewhat close to other key features of 62 Webster Street 	<ul style="list-style-type: none"> ➤ Turner Street is a busy street which may create noise pollution ➤ Garden would need to be set back from road; less visibility
Downtown	C. Newbury Street Riverfront Green	<ul style="list-style-type: none"> ➤ Beautiful site with views of the river ➤ Could be easily integrated into a multi-use space along a river walkway/park, coordinating with current City plans for the area ➤ Initial outreach shows a number of very interested, long-standing community members 	<ul style="list-style-type: none"> ➤ Set back from a sidewalk or visible road could lead to vandalism ➤ Large number of ground hogs would need to put fence down below ground to keep out
	D. 178-184 Main Street	<ul style="list-style-type: none"> ➤ Attractive site along the river and Riverwalk ➤ Directly next to low-income housing complex ➤ Retaining wall creates a boundary 	<ul style="list-style-type: none"> ➤ High development area means site could be lost ➤ Access from Main Street difficult, stairs would need to be built ➤ Extreme slope of land means it would need to be graded or terraced which would be costly

New Auburn	E. Walton School; green space adjacent to track and high school lacrosse field	<ul style="list-style-type: none"> ➤ Attractive site in a peaceful setting ➤ Large enough to accommodate 15-20 gardeners ➤ Flat slope and ease of access for vehicles ➤ Fenced in on two sides helping reduce the cost of fencing ➤ Walton school has a school garden nearby which could result in program overlap 	<ul style="list-style-type: none"> ➤ Immediate neighborhood consists of many single family homes with yards potentially diminishing the need for a community garden space for direct neighbors ➤ Trees on one side may create too much shade ➤ Somewhat hidden which could increase ease of vandalism
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Timeline

The timeline of the project would begin with the initial steps of construction for the first garden site on Webster Street in the Union Street neighborhood immediately upon City approval. The next several months would focus on development of the Coordinating Team, building community investment for the garden and preparing to complete the construction and establishment of the Webster Street garden site. The Spring through Summer of 2016 would see the first complete growing season and fully operational garden program at the Webster Street garden. Development of the second site in either the New Auburn or Downtown neighborhood would begin in the Spring through Fall of 2016 and follow a similar timeline to the establishment of the first site with a complete growing season and fully operational garden program at the second site occurring in Spring through Fall of 2017. The third site would experience a full growing season and garden program Spring through Fall of 2018. The end goal would be to have all three garden sites simultaneously in cultivation with robust garden programs Spring through Fall of 2019, the final year of the Consolidated Plan.

The timeline table below outlines the activities for roughly the first year of the project including the planning and coordination and the outreach and development for two garden sites.

Timeframe	Planning & Coordination Activities	1st Garden Site - Outreach and Development Activities	2nd Garden Site- Outreach and Development Activities
Summer - Fall 2015 (August - October)	<ul style="list-style-type: none"> - Receive approval for garden site - Establish Coordinating Team and host first meeting - Contract with interim Program Coordinator 	<ul style="list-style-type: none"> - Begin construction of first neighborhood site including fence and raised bed installation - Continue community outreach to build interest and engagement - Engage residents in development and design of site - Plant fall crops in newly created raised beds - Host Harvest Kick-off at Garden Site 	
Fall 2015 - Winter 2016 (November - February)	<ul style="list-style-type: none"> - Recruit, hire and train seasonal staff - Fundraise for garden project - Hold Coordinating Team Meeting 	<ul style="list-style-type: none"> - Evaluate initial garden development - Conduct community outreach - Build initial base of community gardeners - Schedule work days for the spring - Identify and fulfill equipment needs 	
Spring - Summer 2016 (March - June)	<ul style="list-style-type: none"> - Hold Coordinating Team Meeting - Encourage expansion of Coordinating Team 	<ul style="list-style-type: none"> - Conduct community outreach - Build base of community gardeners - Hold Community Gardener Meeting - Continue construction of garden infrastructure - Secure and coordinate delivery of materials 	<ul style="list-style-type: none"> - Revisit best site for 2nd garden and confirm its potential - Develop and present proposal to City for approval to use site as garden - Conduct community outreach in immediate neighborhood surrounding garden

		<ul style="list-style-type: none"> - Arrange for water to be turned on - Hold volunteer work days - Assign plots and complete intake process with community gardeners - Obtain and distribute seeds and seedlings - Assist gardeners in planting plots 	
Summer - Fall 2016 (July - October)	<ul style="list-style-type: none"> - Hold Coordinating Team Meeting - Fundraise for project 	<ul style="list-style-type: none"> - Strengthen base of community gardeners - Hold regular times for community gardeners to receive support around garden maintenance - Hold volunteer workdays as needed 	<ul style="list-style-type: none"> - Engage residents in design and development of site - Develop list of material and infrastructure needs - Begin construction of first neighborhood site including fence and raised bed installation
Fall 2016 - Winter 2017 (November - February)	<ul style="list-style-type: none"> - Hold Coordinating Team Meeting - Fundraise for project - Evaluate project success thus far 	<ul style="list-style-type: none"> - Close garden activities for the season - Receive feedback from community gardeners - Arrange for water to be turned off 	<ul style="list-style-type: none"> - Evaluate initial garden development - Conduct community outreach - Build initial base of community gardeners - Schedule work days for the spring - Identify and fulfill equipment needs

Costs

Project costs have been determined in a two-fold manner. These include a Construction Budget that covers the “start-up costs” or rather, the capital costs to establish the first garden as well as the initial infusion of funds to create a foundation for a solid and sustainable program.

Additionally, costs for expanding and maintaining the program have been included. The annual costs to sustain gardens after they are established are reflected in the Annual Program Budget. The budget package also includes a four year budget projection to show the proposed timeline and resource needed to build three and sustain the three gardens sequentially. Please see *Appendix G* for details.

Looking to the Future

The Community Gardens in Auburn project has great potential to enhance the health and quality of life of some of the City’s most vulnerable residents while simultaneously increasing civic engagement and beautifying its neighborhoods. The strength and sustainability of the project lies in the leadership and support from committed stakeholders including the City of Auburn. As cited earlier in this report, there are a myriad of ways a municipality can help a community garden project grow and thrive. One of the most crucial roles a municipality can play is to make available City owned land, particularly those parcels that would otherwise be left in disuse and contribute to blight in a neighborhood. Setting aside this land for a lengthy amount of time, or in permanence, helps build confidence in the community that they can truly invest in the space, makes sure the time and resources devoted to building the garden are used to the fullest potential and allows for real positive transformation in a neighborhood to occur. One of the best ways to ensure this land is set aside in an appropriate fashion is to come to an agreement between a municipality and the leading body of the community garden project. Such an agreement has been drafted for the City of Auburn regarding the vacant lot at 61 Webster Street in the Union Street neighborhood and is available to review as *Appendix H* in this report. Additionally, a municipality can support the allocation of funds or participate in fundraising efforts to provide critical on the ground leadership and staff capacity to organize a community garden program. This is of particular importance in communities with limited resources and added stressors which compound the ability to successfully self-organize. Finally, a simple but far-reaching role of a City is to serve as knowledgeable advocate, connecting the garden efforts to other quality of life priorities as well as building awareness among stakeholders and community gardeners about the transformative power and lasting value of community gardens.

Multiple Benefits



Of Community Gardening

Carbon Footprint

- Food in the United States travels an average of 1300 miles from farm to fork, changes hands half a dozen times, and consumes 10 calories of fossil-fuel energy to produce a single calorie of modern supermarket food (Kloppenborg, Hendrickson and Stevenson, 1996, p. 33, 42; Pollan, 2008). Producing food locally greatly reduces the greenhouse gas emissions related to transportation of food.
- Fruits and vegetables sold in supermarkets spend as many as 7 to 14 days in transit. During this time, almost 50% of the transported food is lost to spoilage. Locally grown food reduces or eliminates this transit time, helping to greatly reduce waste (Community Food Security Coalition, 2003, p. 4).

Municipal Benefits

Community Gardens are an economic benefit to local governments:

- Community gardens have been shown to increase property values in the immediate vicinity where they are located. In Milwaukee, properties within 250 feet of gardens experienced an increase of \$24.77 with every foot and the average garden was estimated to add approximately \$9,000 a year to the city tax revenue (Bremer et al, 2003, p. 20; Chicago, 2003, p. 10; Sherer, 2006).
- Been and Voicu estimate that New York's "gross tax benefit generated by all community gardens over a 20-year period amounts to about \$563 million. Under the scenario in which the local government would have fully subsidized the garden provision [which is rarely the case], the city's total investment would have amounted to about \$83.5 million. Thus, the estimated net tax benefit would be, in the aggregate, about \$480 million or, per garden over \$750,000" (2006, p. 28).
- Developing and maintaining garden space is less expensive than parkland area, in part because gardens require little land and 80% of their cost is in labor (Saylor, 2005).
- Community gardens provide a place to retreat from the noise and commotion of urban environments, and have been shown to attract small businesses looking to relocate (Sherer, 2006).
- Community garden programs provide employment, education, and entrepreneurship opportunities for a wide variety of people, including students, recent immigrants, and homeless people (Community Food Security Coalition, 2003),
- While vacant lots can be magnets for litter and criminal activity, community gardens are observed and managed by the gardeners, resulting in a cleaner space and more active local community. All of this often comes at little or no cost to the city (Schmelzkopf, 1995).

Food Production

Community gardens allow families and individuals without land of their own the opportunity to produce food, and provide a place for gardeners to share knowledge and skills.

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Food Production (continued)

- Gardeners save significant amounts of money on produce. One project estimated that community gardeners saved between \$75 and \$380 in food costs every season (adjusted for inflation from 1994 to 2011) (Hlubik et al. 1994; Armstrong, 2000).
- Local agriculture conserves resources by shortening the commodity chain, saving on fuel-demanding transportation and packaging (Bremer et al, 2003, p.23)
- From 1978-1989, \$8.9 million worth of produce was grown in Milwaukee community gardens (Bremer et al, 2003, p.22, 56).
- In 1999, the fifteen New York gardens organized as the City Farms program of the organization “Just Food” grew close to 11,000 pounds of fresh vegetables and fruits. Nearly 50 percent was donated to nearby soup kitchens and food pantries (Just Food 1999 Summary Report, as cited by Englander, 2001, p. 14).

Health Benefits

- Community gardens provide access to fresh, traditional produce and nutritionally rich foods in low-income neighborhoods, where nutritious food is much less available than in other areas. “A study of all food stores in three low-income zip codes in Detroit found that only 19%, or fewer than one in five stores, carried a minimal 'healthy food basket' [of] products based on the food pyramid” (Pothukuchi 2003).
- Studies (like the one conducted by Lackey and Associates) have shown that community gardeners and their children eat healthier, more nutrient rich diets than do non-gardening families (Bremer et al, 2003, p.54).
- People who garden (or who live with someone who gardens) tend to eat more fruits and vegetables on a daily basis. In a survey in Flint, Michigan, while only 17.8% of respondents from non-gardening households ate fruits and vegetables at least 5 times a day, that number rose to 32.4% in households with a gardener. The same study showed that gardeners also tend to eat one more serving of fruits or vegetables per day than non-gardeners (Alaimo et al., 2008).
- Increasing the consumption of organic local produce reduces exposure to chemical fertilizers and pesticides. Local food can also “be eaten fresh, without the preservatives that are typically added to produce that is shipped long distances” (Bremer et al, 2003,p. 54).
- Multiple studies have shown that natural areas such as community gardens grant a variety of mental health benefits. Being in natural places fosters recovery from mental fatigue, improves outlook and life satisfaction, helps us to cope with and recover from stress, improves our ability to recover from illness and injury, restores concentration, and improves productivity (Maller et al., 2005).
- Simply viewing plants has been shown to reduce fear, anger, blood pressure, and muscle tension (Relf, 1992 p. 161; Ulrich, 1979; Ulrich, 1986).

Exercise

- Gardens can be areas for recreation and exercise. According to the American Journal of Preventive Medicine, the “creation of or enhanced access to places for physical activity combined with informational outreach” produced a 48.4% increase in frequency of physical activity in addition to a 5.1 percent median increase in aerobic capacity, reduced body fat, weight loss, improved flexibility and an increase in perceived energy (as referenced in Sherer, 2006).
- Gardening is considered a moderate to heavy intensity physical activity, and has been linked to significant beneficial changes in total cholesterol, HDL cholesterol, and systolic blood pressure (Armstrong, 2000).

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Exercise (Continued)

- Besides being a great way to exercise, gardening motivates people to stay active longer than other activities. In one study, participants spent significantly more time gardening (225 minutes/week) than doing other leading forms of exercise, such as walking (160 minutes/week) and biking (170 minutes/week) (Caspersen et al., 1991).

Crime Prevention

Community gardens offer a focal point for community organizing, and can lead to community-based efforts to deal with other social concerns.

- Community gardens give youth a safe place to interact with peers and can involve them in beneficial activities (Sherer, 2006).
- Community gardens increase neighborhood surveillance or “eyes on the street”, often deterring crime (Kuo & Sullivan, 2001b).
- In a study of violent and property crimes around public housing buildings in Chicago, buildings with a high level of vegetation that doesn't obscure view (such as most garden plants) had 52% fewer crimes than those with no landscaping. Buildings with medium levels of this type of vegetation had 42% fewer crimes (Kuo & Sullivan, 2001).
- Scientific studies show that crime decreases in neighborhoods as the amount of green space increases, and that vegetation has been seen to alleviate mental fatigue, one of the precursors to violent behavior (Kuo and Sullivan, 2001).
- Community gardening is recognized by many police departments as an effective community crime prevention strategy. In Philadelphia, burglaries and thefts in one precinct dropped by 90 percent after police helped residents clean up vacant lots and plant gardens. (“Healing America’s cities” p. 5-6, as cited in Englander, 2001).

The Urban Ecosystem

Gardens help to improve the health of the city ecosystem in several ways:

- Community gardens add beauty to the community and heighten people’s awareness and appreciation for living things. In a Chicago survey, this was the #1 reason given for the importance of community gardens, mentioned by 14.3% of respondents, while 83% of respondents felt that the garden has enhanced the beauty of the community (Chicago, 2003, p. 34).
- A 1995 Regional Plan Association poll of individuals nationwide found that the major components of a satisfactory quality of life are safe streets and access to greenery and open spaces. In another survey, owners of small companies ranked recreation, parks, and open space as their highest priority in choosing a new location for a business (Sherer, 2006, p.5).
- Urban green spaces are unevenly distributed and access is extremely limited near low-income neighborhoods populated by minorities, including recent immigrants. For example, in “Los Angeles, white neighborhoods enjoy 31.8 acres of park space for every 1,000 people, compared with 1.7 acres in African-America neighborhoods and 0.6 in Latino neighborhoods” (Sherer, 2006, p.6).
- Filter rainwater and help to keep lakes, rivers, and groundwater clean (“Plants and the micro-organisms with which they symbiotically coexist help to clean and filter water as it percolates through the soil”) (Bremer et al, 2003, p. 50).

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Urban Ecosystem (continued)

- Reduce soil erosion and runoff, which lessens flooding and saves the city money (Bremer et al, 2003, p. 50, 56; Sherer, 2006; tpl, 2004).
- Restore oxygen to the air and help reduce air pollution through the gas exchange systems of leaves and soils (Chicago, 2003 p. 14; Sherer, 2006).

Youth Education

Community gardens can serve as an outdoor classroom where youth can learn valuable skills, like those involving practical math, communication, responsibility and cooperation. They also provide the opportunity to learn about the importance of community, stewardship and environmental responsibility.

- When combined with science education, gardening can be a form of experiential learning that is more effective than traditional classroom learning. In a study of Hispanic and African American middle school students in Los Angeles, students who participated in a science class with a school garden project showed dramatically improved science-processing skills when compared to those in a traditional science class (Blair, 2009 p. 19).
- In California, the San Francisco League of Urban Gardeners has a program in Alemany, a community with an unemployment rate of 84%, which employs 20-25 local youth during the school year and about 60 during the summer. They are trained in gardening, landscaping, habitat restoration, work skills and leadership development (Feenstra et al, 1999 p.40).

Cultural Opportunities

- Community gardens offer unique opportunities to establish relationships within and across physical and social barriers. (Bremer et al, 2003; Tranel & Handlin, 2004). In places like the Twin Cities, where there are large communities of first and second generation immigrants, community gardens have provided a space for: Inter-generational exposure to cultural traditions; Cultural exchange with other gardeners; Access to non-English speaking communities
- In gardens across New York that are supported by the city's community garden association, GreenThumb, there are gardeners from 45 different countries and many regions of the U.S.
- A recent study found that, compared to residents living near barren areas, those closer to green common spaces are more likely to use them and more likely to interact with neighbors as a result (Kuo et al, 1998, p.26).
- Community gardens are great places to host social and cultural events, helping to strengthen local communities (Krasny & Saldivar-Tanaka, 2004).

Horticultural Therapy

- Exposure to green space reduces stress and increases a sense of wellness and belonging (Bremer et al, 2003, p. 55).
- "A ten percent increase in nearby greenspace was found to decrease a person's health complaints in an amount equivalent to a five year reduction in that person's age" (Sherer, 2006, p. 16).
- In Brentwood California, the Vets Garden employs 35 patients, many of whom have not been able to hold down a job since the Vietnam War. Since the garden program started, inpatient stays have been significantly reduced and the gardeners have been making progress at faster rates and are better able to "participate more fully in the world and move on to jobs outside the hospital". Employment opportunities such as gardening and landscaping throughout the city have become available to Vet gardeners and several program participants have even gone back to school. (Feenstra et al, 1999, p. 52).

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Cultivating Community Gardens

The Role of Local Government in Creating Healthy, Livable Neighborhoods

Local government leaders are in a unique position to promote healthy eating and active living in their communities by supporting community gardens. Community gardens are places where neighbors can gather to cultivate plants, vegetables and fruits. Such gardens can improve nutrition, physical activity, community engagement, safety and economic vitality for a neighborhood and its residents.



Barriers, such as liability expenses, code restrictions and a lack of resources, which often make it difficult for communities to establish or maintain gardens in their neighborhoods, can be overcome with local government engagement.

This brochure offers case studies, best management practices, resources and tools for policymakers to develop creative, cost-effective solutions that reduce barriers and facilitate the creation of community garden programs. To read more about these case studies and the resources footnoted in this factsheet, visit:

■ www.lgc.org/healthycommunities

Gardens benefit communities

Community garden programs with the following characteristics have the greatest potential to strengthen communities [4]:

- Provide an open space for community gatherings and family events.
- Include neighbors of various ages, races and ethnic backgrounds.
- Offer educational opportunities and vocational skills for youths.
- Target or include lower-income residents.
- Enable gardeners to sell their produce through a local farmer's market.
- Build in a method to encourage the donation of surplus produce to food shelters.

Unhealthy communities bear greater costs

Sixty-five percent of adults in the U.S. are overweight or obese [1], and more than 33% of children and adolescents are obese or at risk for becoming obese [2]. For adults, the potential health consequences of obesity include cardiovascular disease, hypertension, type 2 diabetes, osteoporosis and some cancers. Obese children are at a greater risk than normal-weight children for developing type 2 diabetes, hypertension, high cholesterol, sleep apnea and orthopedic problems.

In addition to the potential health consequences, obesity creates a substantial economic burden for the U.S. The direct and indirect health costs associated with obesity are estimated at \$117 billion per year, nationwide, in the form of worker absenteeism, health care premiums, co-payments and out-of-pocket expenses [3].



■ Nutrition: Food security and access

Limited access to healthy foods, such as fruits and vegetables, is a major barrier to healthy eating. Low-income, underserved communities are at the highest risk for obesity because they often lack supermarkets, leaving convenience stores or fast-food chains as the main source of meals [5]. Expensive fruits and vegetables may also be cost-prohibitive for low-income families.

Community gardens provide residents of underserved communities the opportunity to grow their own fruits and vegetables, increasing access and affordability.

■ Physical activity

The U.S. Surgeon General, along with the U.S. Centers for Disease Control and Prevention and the American College of Sports Medicine, recommends getting a minimum of 30 minutes of moderate-intensity physical activity on most days of the week for adults and 60 minutes of moderately or vigorously intense activity most days of the week for children and adolescents. Unfortunately, nearly 40% of adults and 23% of children do not get any free-time physical activity [6].

Gardening is a recommended form of moderate physical activity. Community gardening can encourage more active lifestyles by providing children and adults the opportunity to exercise by stretching, bending, walking, digging and lifting tools and plants.

Environment and Education

■ Creating more open space

Most urban areas in America do not meet local or state requirements for open space and parks per capita, particularly minority communities that have fewer resources to obtain and retain open space. For instance, in Los Angeles, neighborhoods with 75% or more white residents boast 31.8 acres of park space for every 1,000 people, compared with 1.7 acres in African-American neighborhoods and 0.6 acres in Latino neighborhoods [7].

Community gardens are an inexpensive way for cities to mitigate this disparity and recapture unused land for the purpose of beautification. A neglected vacant lot can be transformed into a garden where people of all ages can grow food together and strengthen community ties.

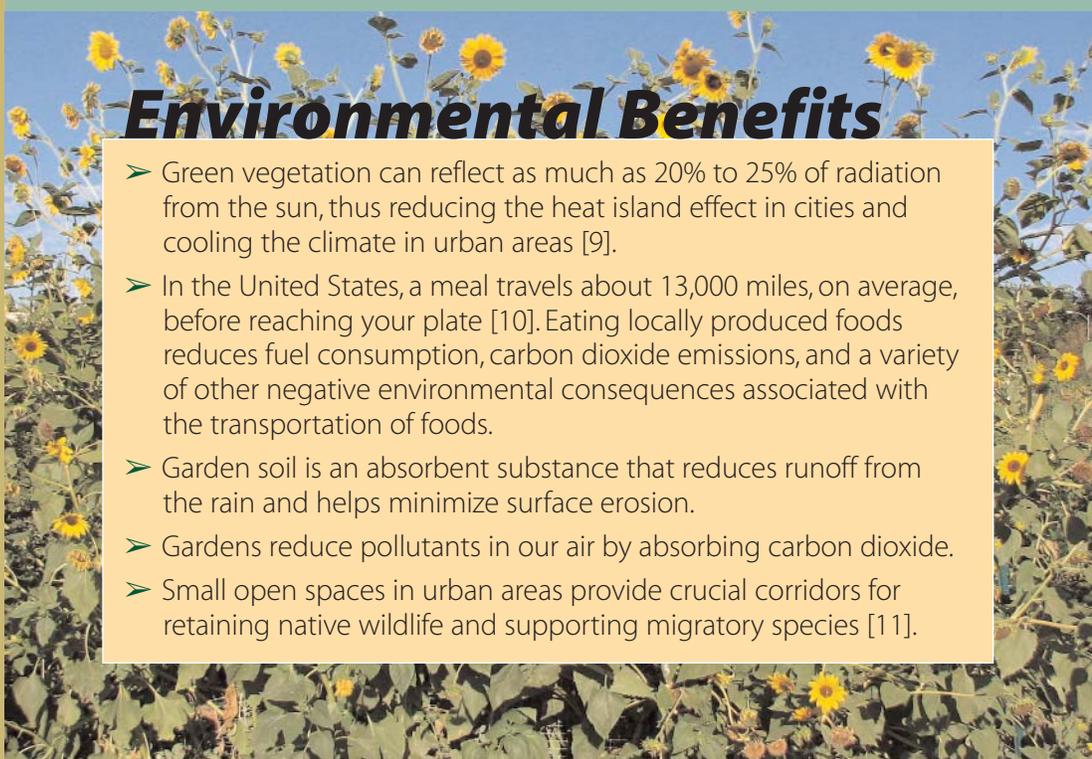
■ Educational opportunities

Hands-on exposure to community gardens can teach children about the sources of fresh produce, demonstrate community stewardship and introduce the importance of environmental sustainability. Gardens are also great places for children to learn math, business and communication skills through applied activities and interaction. Integrating environment-based education into academic programs improves reading, math, science and social studies test scores and reduces discipline problems in the classroom [8].



Environmental Benefits

- Green vegetation can reflect as much as 20% to 25% of radiation from the sun, thus reducing the heat island effect in cities and cooling the climate in urban areas [9].
- In the United States, a meal travels about 13,000 miles, on average, before reaching your plate [10]. Eating locally produced foods reduces fuel consumption, carbon dioxide emissions, and a variety of other negative environmental consequences associated with the transportation of foods.
- Garden soil is an absorbent substance that reduces runoff from the rain and helps minimize surface erosion.
- Gardens reduce pollutants in our air by absorbing carbon dioxide.
- Small open spaces in urban areas provide crucial corridors for retaining native wildlife and supporting migratory species [11].



Costs and Benefits

■ Property values and tax revenues

Green space adds property value to neighborhoods by beautifying spaces and creating more attractive places for people to walk and enjoy life outdoors. People are willing to pay more to live in places with these amenities. In New York, neighborhoods surrounding a community garden saw a 9.4% increase in property values within the first five years of its opening [12].

■ Community services

Community gardens can be integrated into broader community projects such as after-school programs for children, activities for the elderly and resources for food banks and homeless shelters. In Seattle, the city's P-Patch Program works with the not-for-profit P-Patch Trust to supply between 7 to 10 tons of produce to Seattle food banks each year through their well-developed community garden network.

■ Community pride and ownership

The safety and vitality of a healthy community relies heavily upon the invested pride and ownership that residents have for their neighborhood. Community gardens offer a focal point for neighborhood organizing, and can lead to community-based efforts to deal with other social concerns. They give youth a safe place to interact with peers, while involving them in beneficial activities [7]. Community gardens can increase safety by providing more eyes on the street [13]. Communities that develop semi-public spaces where people can become actively engaged in their community have significantly lower crime rates than neighborhoods where these amenities do not exist [14].



Community gardens are affordable

The annual cost of most community gardens are minimal because residents, rather than city employees, are responsible for maintaining the gardens. Cities can help establish community gardens by identifying and purchasing viable sites for gardens, providing water for irrigation, necessary infrastructure as a one-time capital expense, and insurance liability to relieve small nonprofits or community members of this burden.

Some cities provide organizational structure for community gardens through their parks and recreation departments as a strategy for long-term survival. For example, the Burlington Area Community Garden in Vermont is a partnership between the city's parks department and the nonprofit Friends of Burlington Gardens. The city provides administrative, office and staff support and in-kind equipment contributions. It oversees eight community gardens at a total annual cost of \$40,000, which is partially offset by \$17,000 in garden revenue each year.

www.enjoyburlington.com/Programs/CommunityGardens.cfm and www.burlingtongardens.org

Gardening in San Diego schools

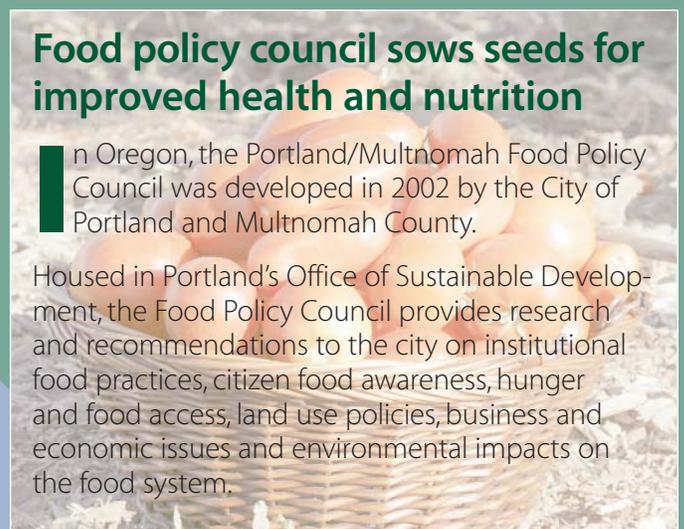
In San Diego, students at Rosa Parks Elementary School enjoy the benefits of a community garden right on their school's campus. The school is located in the City Heights neighborhood where residents are predominately Latino, African-American and Southeast Asian, and 55% of families earn incomes below the federal poverty level.

The teachers use the school's community garden to take students outside the classroom and offer interactive instruction on health and nutrition, science, mathematics, ecology and agriculture.

Food policy council sows seeds for improved health and nutrition

In Oregon, the Portland/Multnomah Food Policy Council was developed in 2002 by the City of Portland and Multnomah County.

Housed in Portland's Office of Sustainable Development, the Food Policy Council provides research and recommendations to the city on institutional food practices, citizen food awareness, hunger and food access, land use policies, business and economic issues and environmental impacts on the food system.



How Local Governments Can Help



Through a variety of policies and partnerships, local and state government can promote healthier communities by improving residents' access to fresh fruits and vegetables and designing environments that encourage active living. The following items are resources local leaders can reference when working to establish community gardens in their neighborhoods:

■ Create a municipal community garden program.

In Seattle, the P-Patch Community Garden Program, in the city's parks and recreation department, protects the longevity of community gardens by acquiring land with open space funds. This program currently has more than 54 operating gardens throughout Seattle. The not-for-profit P-Patch Trust works with the program to acquire, build, preserve and protect the gardens. The Trust also provides advocacy, outreach and educational programs for gardeners.

www.seattle.gov/neighborhoods/ppatch
(206) 684-0264, p-patch.don@seattle.gov

www.ppatchtrust.org
(425) 329-1601, ppatch.trust@ppatchtrust.org

■ Create a municipally funded not-for-profit organization to support community gardens.

NeighborSpace, a nonprofit organization funded through and operating in the city of Chicago, the Chicago Parks District and the Cook County Forest Preserve District, acquires property to preserve land for community gardens. NeighborSpace acts as a land trust for community gardens and accepts liability for the site. Since 1996, it has acquired more than 50 sites for preservation as community garden space.

<http://neighbor-space.org>
(312) 431-9406, info@neighbor-space.org

■ Include community gardens in your general / comprehensive plan.

In California, Berkeley's general plan states that the city will "encourage and support community gardens as important open space resources that build communities and provide a local food source" in the open space element. The general plan lists action steps, which include pursuing community gardens in specific new developments and high-density areas.

www.ci.berkeley.ca.us/planning/landuse/plans/generalPlan/openSpace.html
(510) 981-7410

■ Allow zoning for community gardens.

Boston established a specific community garden category that can be zoned as a sub-district within an open space zoning district. Identifying prime locations for community gardens aids in their creation and emphasizes the importance of this use to the city.

www.cityofboston.gov/bra/pdf/ZoningCode/Article33.pdf
Jeff Hampton, senior zoning planner, (617) 918-4308, jeffrey.hampton.bra@cityofboston.gov

■ Create a community garden committee.

San Francisco has a community gardens policy committee that works to implement the community garden objectives established in the city's general plan. The objectives currently include expanding community garden opportunities throughout the city by establishing policies and implementing garden standards. The Recreation and Park Commission considers the committee's recommendations.

www.parks.sfgov.org/site/recpark_index.asp?id=27041
Margaret McArthur, recreation and park commission liaison, (415) 831-2750, margaret.mcarthur@sfgov.org

■ Provide an easily accessible inventory of all vacant public/private lots and open space.

OASIS NYC, the Open Accessible Space Information System Cooperative, is a collaborative of federal, state, city, nonprofit and private organizations that provide online maps of all open space in New York City to help enhance the stewardship of open space. The USDA Forest Service and Natural Resources Conservation Service were founding partners and funders, and local and state departments provide data and information services.

www.oasisnyc.net
Matthew H. Arnn, USDA Forest Service NE area regional landscape architect, (212) 542-7134, marnn@fs.fed.us

Read more at www.lgc.org/healthycommunities

The Local Government Commission is a nonprofit, membership organization that provides inspiration, technical assistance and networking opportunity to local elected officials and other dedicated community leaders working to create healthy, walkable and resource-efficient communities. To join or learn more about the LGC: www.lgc.org

Leadership for Healthy Communities is a national partnership initiative supported by the Robert Wood Johnson Foundation to help state and local leaders create and promote places, policies and programs that enable active living and healthy eating. www.leadershipforhealthycommunities.org

Get Involved!

Please contact staff at the St. Mary's Nutrition Center if you:

- * Would like to learn more about this project
- * Think you would like a community garden in your neighborhood
- * Would like to support this project in getting off the ground
- * Are interested in having a plot in a future community garden
- * Have resources, knowledge or expertise to share

207 513 3848 nutritioncenter@stmarysmaine.com

Founded by St. Mary's Health System, the St. Mary's Nutrition Center (NC) promotes community health through organizing, advocacy and education. The NC works to build a sustainable regional food system by involving those affected by inadequate food access as partners and supporting area farms as an essential piece of the local economy. The Nutrition Center is home to a food pantry, cooking and nutrition education programs for people of all ages, and *Lots to Gardens*, which uses urban gardens to create access to local food, empower youth, and build community.

With over fifteen years supporting community gardens and food access programs in Lewiston the NC is excited to partner with the City of Auburn to bring gardens to our neighbor City across the river.

 **ST. MARY'S NUTRITION CENTER**
REGIONAL MEDICAL CENTER OF MAINE



COMMUNITY GARDENS

IN THE CITY OF AUBURN, ME



207 513 3848

nutritioncenter@stmarysmaine.com

How Would You Grow?

Would you like to see a community garden in your neighborhood in Auburn?

Would you like to have a place to grow food for yourself and your family, a place where you can get your hands in the dirt and see the fruits of your labor come to life?

Juicy red tomatoes, plump green summer squash, tall golden sunflowers waving in the wind; a quiet space to watch people and listen to the birds.

What would you plant?

Who would you meet?

Hard to imagine.... Or is it?!



"What I like about the garden? I get free food and it's relaxing. And I love experimenting with different things.—Kirk Jones, community gardener with Lots to Gardens"



Brenda Akers, Community Gardener with the Lots to Gardens Program at the St. Mary's Nutrition Center

So Many Benefits

Community gardens can....

- * Build unlikely friendships
- * Foster community identity & spirit
- * Reduce crime
- * Grow food for people who need it
- * Teach children to wonder & explore
- * Be a sanctuary within urban life
- * Help people eat healthy & exercise
- * Create beauty & bounty

A Project in the Works

The City of Auburn, with help from the St. Mary's Nutrition Center in Lewiston, is researching whether a community garden project could grow and thrive in Auburn. The garden would be a place where people in the neighborhood could have a plot to grow food for themselves and their family, meet their neighbors and build community. Although the project would start with just one garden in one neighborhood the hope would be, that with enough community support, there would be gardens in different neighborhoods across Auburn.

Right now, staff from the Nutrition Center are talking to community members to see who is interested in having a garden in their neighborhood and who might like to have a plot in the garden to grow food. Most of all we are looking for leaders and organizers—people who want to help see this project bear fruit -literally and figuratively! If this person is you, or if you would like to learn more about the project then turn the page to get involved!

AUBURN WATER DISTRICT

MEMBER MAINE WATER UTILITIES ASSOCIATION

268 COURT ST. - P.O. BOX 414

AUBURN, MAINE 04212-0414

June 5, 2015

Bridgette Bartlett
Community Gardens Project
P.O. Box 7291
Lewiston, Maine 04243

Subject: Seasonal Water Service at 61 Webster Street, Confirmation of Cost Estimate

Dear Ms. Bartlett:

Following up on some of our recent discussions, please let this letter confirm our estimate of \$500 for establishing seasonal water service at 61 Webster Street. We understand you plan to create a community garden at this location and will require seasonal water for irrigation.

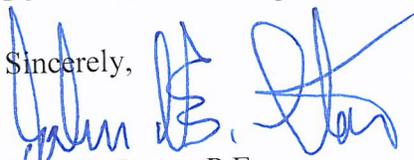
It is difficult to develop a detailed estimate based on anticipated materials. We want to work with you to be as cost-effective as possible, so I want to touch briefly upon the basis for our estimate. 61 Webster used to be a residence that was served by public water. As such, much of the needed infrastructure should be available for re-use as a new water service. We intend to re-use the existing "tap", service pipe, and isolation valve (curb stop). Additionally, you won't have to purchase a new water meter as we should be able to credit your account considering we can re-use a meter that was previously assigned to that parcel.

The \$500 is based on our crew excavating to connect to the existing service line and running new pipe to bring availability of service up to ground level. We believe we have salvaged a structure that can be used as a "meter-pit". There won't be any charge for this structure as it was a salvaged item. The \$500 will cover labor, excavation and miscellaneous fittings or adapters to allow for seasonal service.

So we should be able to get seasonal water established for the \$500 estimate. That will include an isolation valve so you can activate service as needed. Please note that you will likely need to secure assistance for the installation of what we would consider the "private" portion of the work. That would include the installation of any specialized hose-connections or on-site irrigation system. Again – we will just have water available at the edge of the property right-of-way line.

I briefed the incoming Superintendent, Sid Hazelton, so he is fully aware of the project.

Sincerely,



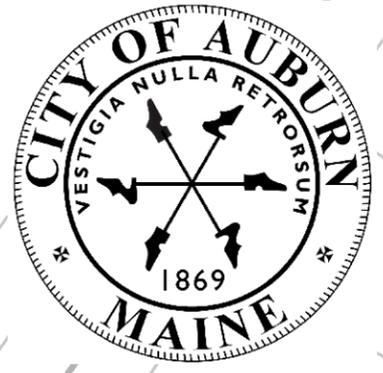
John B. Storer, P.E.

Superintendent, Auburn Water & Sewerage Districts

Appendix E

Criteria for choosing garden location

	Criteria	Details/ notes
Crucial:	Receives 6+ hours of sunlight	Keep in mind shade at different times of year and what surroundings might look like in future. Nearby buildings, Potential for new constructions, trees with leaves, growing height of trees.
	Access to water	Possible to install if not currently installed
	Long-term access to space	Not slated for redevelopment, minimum 5 year commitment-preferably more
	Visible area	People can see, appreciate, keep an eye on
	Community support in area	
	Space for at least 10-12 gardeners	
Recommended:	Residential area	Near where there are people who want to garden, where people can see from their windows
	Near potential partners/supporting organizations	
	On public, not private land	Could be on private land with long term lease
	Accessible by truck for deliveries of compost/mulch	
	Garden visibly improves the area	
	Some parking available	
Other considerations:	Soil Quality/ Contamination	but added precautions/expense
	Slope	Terreced gardens are possible but may significantly increase costs
	Drainage	Does water collect there? when does it dry out in the spring? Does it flood in heavy rain?
	Current use of the area	garden prevents kids from continuing to play ball, garden more likely to get vandalized.
	Utility easements	
	Setback requirements with adjacent properties	
	Any additional considerations?	



City of Auburn, ME

Community Gardens Proposed Sites



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



Sources: Esri, HERE, DeLorme, Intermap, increment P Corp.,
GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL,
Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong),
swisstopo, MapmyIndia, © OpenStreetMap contributors, and the GIS
User Community

Appendix G

**Webster Street Garden Construction Budget
July 2015-June 2016**

EXPENSES	Expense Total
<i>Garden Construction</i>	17000
Site development	
Lead Test	50
Site grading, hardscaping	900
Water Access	700
Fence (6ft black vinal-coated chainlink, with 2 gates)	7000
Signage, bulletin board	750
Perimeter flower garden materials, bench	850
Growing Space	
Raised Garden Beds (wood and materials 20 beds)	1300
Compost/Soil/Mulch and delivery (50 yards)	2250
Seeds/seedlings	500
Equipment and Infrastructure	
Compost bins	500
Shed construction material (labor in-kind)	1000
Garden Tools and materials	1200
<i>Personnel and Volunteer support</i>	
Garden Program Coordinator (10 hrs/week, Aug-Oct 2015, mid-March-June 2016)	4000
<i>Consultant Services</i>	
Nutrition Center support services	5000
	Total Expenses
	26000
Income sources	
Harvard Pilgrim Health Care Foundation grant	5000
National Park Service grant	1000
CDBG allocation	20000
	<hr style="width: 100%; border: 1px solid black;"/>
	26000
Summary of Committed In-kind Support	
Nutrition Center - staff time, office, computer, printing, truck use	5120
National Park Service Rivers Trails & Conservation Assistance	13000
Coordinating Team members time	6500
	<hr style="width: 100%; border: 1px solid black;"/>
	24620

Notes: This budget reflects retail costs for the construction expenses. Effort will be made to secure in-kind support, donations and sponsor support to reduce the expense. For example, we will pursue donations of lumber and site supplies (seedlings, soil, mulch), partnerships for in-kind/volunteer labor for shed and garden bed construction, as well as conduct a simple community campaign aiming to get some garden tools donated. Any savings will be applied to planning and/or construction expenses for a second garden site. Additional in-kind support will be provided by the Nutrition Center, National Park Service and other coordinating group members for planning and implementation. In addition to staff time, the Nutrition Center will also provide occupancy (office space, computer/IT and printing) as well as truck use for the Garden Program Coordinator in-kind.

Appendix G

Auburn Community Gardens - Annual Program Budget

Annual period January-December

Annual Costs to Sustain One Garden	Total
<i>Garden Materials and Supplies</i>	1950
Raised Bed repair, upkeep	250
Compost/Soil/Mulch/Soil amendments and delivery	400
Seeds/seedlings/flowers	500
Water	400
Materials (twine, stakes) and tool replacement	400
 <i>Outreach and Engagment - printing, copying</i>	 250
 <i>Personnel and Volunteer support</i>	 8500
Garden Program Coordinator (10 hrs/week, mid-March to Mid-Oct)	4200
Garden Champion Stipend	300
Nutrition Center consulting	4000
	<i>Total Expenses</i> 10700

Annual Costs to Sustain Two Gardens	Total
Garden Materials and Supplies	3900
Outreach and Engagement	325
Personnel and Volunteer support	
Garden Program Coordinator (14 hrs/week, mid-March to Mid-Oct)	5880
Garden Champion Stipend	600
Nutrition Center consulting	4000
	<i>Total Expenses</i> 14705

Annual Costs to Sustain Three Gardens	Total
Garden Materials and Supplies	5850
Outreach and Engagement	375
Personnel and Volunteer support	
Garden Program Coordinator (18 hrs/week, mid-March to Mid-Oct)	7560
Garden Champion Stipend	900
Nutrition Center consulting	4000
	<i>Total Expenses</i> 18685

Please see notes in construction budget re: Nutrition Center in-kind staff support and additional in-kind support.

Appendix G

Auburn Community Garden Program - 4 year budget projection

EXPENSES	FY 2016	FY2017		FY2018	FY2019	
	Jul 15 - Jun 16	Jul 16 - Jun 17		Jul 17 - Jun	Jul 18 - Jun 19	
	Construct #1	Maintain #1	Construct #2	Maintain 1&2	Maintain 1&2	Construct #3
<i>Garden Construction/Maintenance</i>	16650	1950	16650	3900	3900	16650
Site development						
Lead Test	50		50			50
Site grading, hardscaping	900		900			900
Water Access/Service	700	400	700	800	800	700
Fence (6ft black vinal-coated chainlink, with 2 gates)	7000		7000			7000
Signage, bulletin board	750		750			750
Perimeter flower garden materials, bench	850		850			850
Growing Space						
Raised Garden Beds (wood and materials 20 beds)	1200	250	1200	500	500	1200
Compost/Soil/Mulch and delivery (50 yards)	2000	400	2000	800	800	2000
Seeds/seedlings	500	500	500	1000	1000	500
Equipment and Infrastructure						
Compost bins	500		500			500
Shed construction material (labor in-kind)	1000		1000			1000
Garden Tools and materials	1200	400	1200	800	800	1200
<i>Outreach and Engagment - printing, copying</i>	250	125	200	325	125	250
<i>Personnel and Volunteer support</i>	4100	3140	3040	6480	5900	2360
Garden Program Coordinator (July to mid-Oct, mid-March to June; 1 garden=10 hrs/wk, 2 gardens=14 hrs/wk, 3 gardens=18hrs/wk)	4000	2940	2940	5880	5300	2260
Garden Champion Stipend	100	200	100	600	600	100
<i>Consultant Services - Nutrition Center Support Services</i>	5000	2000	2000	4000	2000	2000
<i>SubTotal Expenses</i>	26000	7215	21890	14705	11925	21260
Annual Totals	26000		29105	14705		33185
					Total	102995
					CDBG	60000
					Secured	6000
					Balance	36995

Appendix G

Income sources

	FY 2016
Harvard Pilgrim Health Care Foundation grant	5000
National Park Service grant	1000
CDBG allocation	20000
	<hr/>
	26000

Summary of Committed In-kind Support

	FY 2016
Nutrition Center - staff time, office, computer, printing	5120
National Park Service Rivers Trails & Conservation Assistance	13000
Coordinating Team members time	6500
	<hr/>
	24620

Notes

Projected in-kind support from the Nutrition Center and Coordinating Team will continue in future years at similar levels.

Appendix H

MEMORANDUM OF UNDERSTANDING

St. Mary's Nutrition Center
City of Auburn - Community Garden at lot 250-331
61 Webster Street, Auburn, Maine

This document shall represent a mutual understanding of a legal agreement between the City of Auburn (hereafter referred to as "the City") and the St. Mary's Nutrition Center, part of St. Mary's Regional Medical Center (hereafter referred to as "NC").

SCOPE

The scope of this project involves the NC leading the coordination of construction, operation and maintenance of a community garden at the former house lot 250-331 of 61 Webster Street, Auburn Maine as part of the 2015-2019 Consolidated Plan for the City of Auburn and Lewiston Community Development Block Grant (CDBG), which lists as a priority the creation and establishment of at least three distinct community gardens in the three underserved neighborhoods of Union Street, Downtown, and New Auburn.

The scope of this project shall also include the installation of a fence for security, the installation of water access in the form of spigot using an already existing "tap" service pipe and isolation valve (curb stop), the installation of a garden sign, the construction of a shed to store tools and equipment, the construction of compost bins to store plant debris, the construction of raised garden beds for individual and family garden plots and the creation of a perennial flower bed along the perimeter of the garden. All work and actions shall meet all requirements of local, state, and federal regulations and codes.

COORDINATION

The development and implementation of the community garden at 61 Webster Street will be jointly managed by a Coordinating Team (hereafter referred to as "the Team") with the NC serving as lead coordinator and other invested community stakeholders serving as supporting members. Additionally, the Team will include representatives from the Economic and Community Development departments of the City of Auburn. Representatives will provide guidance and approval for decisions throughout the project, as well as participate in quarterly Team meetings and periodic conversations as needed to execute different stages of the project.

COMMUNICATION

Both the City and the NC shall designate a primary and secondary contact person to act as representatives throughout the project. All communications, documents, etc. shall be coordinated through these individuals during regular Team meetings and scheduled conversations outside of these meetings. Until otherwise stated, the primary contact person on behalf of the City shall be the Community Development Director and the primary contact person from the NC will be the Executive Director. Secondary contact people will be designated at a future time.

Appendix H

PLANS

The size of the garden will be approximately 39'X100' and provide at minimum 20 garden plots (roughly 10'X4')

- 1) The Team, along with community input, shall produce plans and specifications for the garden at 61 Webster Street including but not limited to:
 - a) A site plan identifying and locating project components.
 - b) Sufficient details and specifications to illustrate methods of construction, the location of the tool shed and all component materials of fencing and grading.
- 2) City departments, through participation in the Team, shall approve plans and specifications for a garden at 61 Webster Street
 - a) The Team shall provide all plan information, product and performance specifications as needed by the City.
 - b) The City shall review documents for compliance with departmental standards and provide feedback and suggest corrections or additional data.
 - c) Corrections/additional data requested by the City shall be provided by the Team and resubmitted for another review and final approval.

PERMITS

- 1) The City shall inform the NC which improvements, if any, require permits or licensing.
- 2) If the City determines that permits are required, the NC with support from the Team will obtain necessary permits required for construction, demolition, or reconstruction

CONSTRUCTION

- 1) All construction plans will be coordinated and approved by City representatives serving as members of the Team prior to construction taking place.
- 2) The NC will coordinate with the Auburn Water District to re-establish water in that area from existing equipment and coordinate seasonal activation and de-activation of the access point each year.

OWNERSHIP/MAINTENANCE

Lot 250-331 will remain City owned. Responsibility for operations and maintenance for the community garden at 61 Webster Street will be jointly held by the Team

- 1) Maintenance will be executed in large part by community volunteers and residents, with limited additional support from the Public Services Department if and when capacity permits.
- 2) Team representatives from the City will help to ensure maintenance practices are being followed.

LIABILITY

The City, as owner of the lot and any improvements and infrastructure contained or built upon it, will maintain liability for the lot's use as a community garden.

Appendix H

PARAMETERS OF USE

This document acknowledges that the former house lot at 61 Webster Street will be designated for use as a community garden space with leadership being provided by the NC with support from the Team.

The NC commits to ensuring that the space will be used for the purposes of a community garden and uses ancillary thereto and no other, and work to provide opportunities for individuals and families to grow food in distinct plots and support them in this activity through a community garden program that is supported by the Team as well as additional volunteers.

TERM, RENEWAL, AND ASSIGNMENT

The term of use for the lot at 61 Webster Street as a community garden space, and uses ancillary thereto and no other, will be 5 years from the day this document is signed. This MOU will automatically renew for an additional term of 5 years on the same terms and conditions unless the NC or the City provides written notice of its intent to terminate before the end of the term. This agreement is not assignable without express written consent of the other party.

TERMINATION

Both the NC and the City reserve the right to terminate this agreement in the middle of the term at any time after completion of the first 5-year term (*enter date*).

- 1) Termination Request- Request for termination shall be submitted in writing to the other party involved in this agreement
 - a) Should the NC terminate this agreement, either:
 - i) The Team will decommission the garden and remove all equipment, supplies and structure from the garden area within (180) days from the date of request for termination, OR
 - ii) Another member of the Team will be allowed to enter into an agreement with the City to maintain and coordinate the garden.
 - b) Should the City terminate this agreement, the City agrees to facilitate transition of the garden and infrastructure investments to another lot within the City of Auburn, deemed suitable by the Team, within (180) days from the date of request for termination.
- 2) During the 180 day termination period, the Team has the option to continue use of space as agreed upon in this document without interference from the terminating party.
- 3) Once the terms of the Termination Request have been agreed upon, the City and the NC will draft a document evidencing termination of use of 61 Webster Street as a community garden space in recordable form.

The undersigned do hereby agree to the terms and conditions of this agreement as stated herein:

Appendix H

Concur: _____ Date:
Howard Kroll
City of Auburn, ME
City Manager

Concur: _____ Date:
Elizabeth Keene
VP of Mission Integration
St. Mary's Health System

DRAFT

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 XX-XXXXXXXX

ORDERED, that the Auburn City Council hereby authorize the City Manager to sign a Memorandum of Understanding between the City of Auburn and St. Mary's Nutrition Center dedicating 61 Webster Street as a community garden.



City Council Information Sheet

City of Auburn

Council Workshop or Meeting Date: 8/3/2015

Author: Reine Mynahan, Community Development Director

Subject: Program Amendments

Information: I am proposing amendments to several loan program guidelines. These are described in the attached sheets. Deleted text has a ~~striketrough~~ and replacement text has an underscore.

Small Business: At the suggestion of the Citizens Advisory Committee, this change increases the maximum loan amount for the Small Business Loan Program from \$15,000 to \$30,000.

Homebuyer: The Homebuyer modifications are brought about by four particular changes to regulations of the HOME Investment Partnerships Program. 1) Our homebuyer approach has been to encourage purchase of marginal buildings and utilize the Homeowner Rehab Program for building upgrades. This is no longer allowed. This change is brought about because grantees from other communities have been placing families in housing that was not subsequently improved and, therefore, didn't meet minimum property standards. The regulations now state that the property to be purchased must meet the standard at the time funds are committed. This will prevent us from doing rehabilitation when assisting a homebuyer. 2) The housing standard that is now prescribed is a higher standard. We have a choice of following Real Estate Assessment Center System (REACS) standards or local building code. 3) I propose to change the form of assistance to grants and forgivable loans in order to be competitive with other agencies who offer better terms than our current Homebuyer Program. We have struggled to get people signed up to our homebuyer program because other agencies are offering more attractive terms. 4) In the past, a certified income statement was good for 6 months. This is no longer the case. Income must be recertified prior to the closing.

Homeowner Rehab: The change is primarily the reference to the International Existing Building Code. We are reformulating our inspection documents to comply with this new standard.

Spot and Residential Rehab: Based on the Consolidated Plan, the code enforcement approach is to resolve housing problems through improvements, some of which will be financed through the Community Development Program. The change to the Spot Rehab Program enables the financing of improvements through this program. The loan limit increases from \$18,000 to \$25,000. The only change to the Residential Rehab Program is the housing standard.

Advantages: Small Business: more capital will be available to business start-ups. Homebuyer: the change in homebuyer subsidy will make our program more attractive to potential buyers.

Disadvantages: Small Business: Loans for start-ups are high risk which could lead to greater losses. Homebuyer: the change to grants and forgivable loans will reduce program income.

City Budgetary Impacts: n/a

Staff Recommended Action: Approval

Previous Meetings and History: n/a

Attachments: Small Business Loan Program guidelines
Homebuyer Program guidelines
Homeowner Rehab Program guidelines
Spot and Residential Rehab Program guidelines

SMALL BUSINESS LOAN PROGRAM

A. PROGRAM OBJECTIVE

The Small Business Loan Program is designed to encourage the creation or enhancement of business enterprises by providing a source of low interest financing. The program objective is to create new employment opportunities for low- and moderate-income (LMI) households.

B. ELIGIBLE APPLICANT

1. The applicant may be for a sole proprietorship, limited liability company, corporation, partnership, S-corporation or non-profit who will operate a business in the City of Auburn.
2. The business may be a start-up or an established business that has 5 or fewer employees.
3. Any taxes due on property owned by the borrower must be paid in full or acceptable arrangements are made with the Treasurer of the City of Auburn.
4. Only one loan will be made per applicant.

C. ELIGIBLE ACTIVITIES

1. Purchase of equipment or inventory.
2. Working capital (line of credit for operating expenses)
3. Construction improvements
 - a. If the project involves construction activity, then the administration to the loan shall follow the guidelines of the Rehabilitation Loan Program.

D. LOAN TERMS SECURED LOANS

1. The maximum loan amount is ~~\$15,000~~\$30,000.
2. The match requirement is 33% of the City's loan.
4. The interest rate is prime –minus one-half (1/2%) percent based on rates published on the date of loan approval.
5. The applicant shall secure a commitment for 100% of the total project cost. The portion of the cost not financed by the City may be a combination of personal funds, or funds from a public or private lender. The applicant must obtain a commitment from the lending institution which describes the terms and any conditions of the commitment.

AUBURN-LEWISTON CONSORTIUM

HOME BUYER ~~LOAN~~ PROGRAM GUIDELINES

A. INTRODUCTION

The Cities of Auburn and Lewiston have formed a consortium to qualify for HOME Investment Partnerships Program funds whereby the grant is shared by both cities. The Homebuyer ~~Loan~~ Program guidelines describe assistance that is available to enable low- and moderate-income households to become home owners in either city.

B. PROGRAM OBJECTIVE

The objectives of the Homebuyer ~~Loan~~ Program are to make home ownership affordable for low- and moderate-income households, to provide funds that will open access to other homebuyer programs, and to increase owner occupancy in targeted areas. The Homebuyer ~~Loan~~ Program is designed to provide an opportunity for low- and moderate-income families to purchase market rate homes. The Homebuyer ~~Loan~~ Program is subject to all of the HOME Investment Partnerships Program regulations.

C. OUTREACH

Community Development Department staff (CDD) is responsible for providing outreach to encourage a full range of potential clients. This shall be accomplished through marketing to homebuyer education classes, newspaper articles, and advertising the availability of the Homebuyer ~~Loan~~ Program. Advertisements shall include a non-discrimination statement. Outreach shall be done in accordance with the Consortium's Affirmative Marketing Plan.

D. PARTICIPANT ELIGIBILITY

1. The applicant(s) household income must be below 80% of median income at the time of the closing. ~~An eligibility determination based on income shall be valid for a six-month period.~~
2. The applicant(s) shall have a minimum household income of
 - a. \$25,000, or
 - b. \$20,000 if the prime mortgage is financed by USDA Rural Development as a subsidized interest rate loan.
3. The applicant(s) is able to obtain standard financing at a fixed rate.

4. The applicant(s) may not own residential property, or be a party in an installment land contract at the time of application.
5. The applicant(s) liquid assets shall not exceed \$15,000. Liquid assets are savings accounts, savings accounts, stocks, bonds, money market accounts, certificate of deposits, and cash gifts. It shall not include retirement accounts or life insurance cash values.

E. PROPERTY ELIGIBILITY

1. The property must be located in Auburn or Lewiston.
2. The property may be a single-family dwelling, a rental property with two- to four-dwellings, a condominium unit, a cooperative unit, or a mixed-use property.
3. The property must be one of the following approved forms of ownership: fee simple title, 99-year lease, condominium, or cooperative housing.
4. The maximum property value will not exceed 95% of the median purchase price for that type of housing for the area as published by HUD, Section 203(b). If a property involves rehabilitation, the after-rehabilitation value shall be established prior to approval and shall not exceed 95% of the median purchase price.
5. The property must meet ~~Housing Standards~~ The property will be decent, safe, sanitary and in good repair and meet the following standards prior to the closing: Lead Safe Housing Rule, accessibility requirements of 24 CFR Part 8, Section 504 of the Rehabilitation Act of 1973, and standards of the International Existing Building Code adopted by the City of Auburn. The financing package shall include adequate funds to complete all necessary improvements to meet these standards.
6. The property shall be inspected by CDD prior to the applicant(s) signing a purchase and sale agreement to assure that the property is appropriate for the applicant(s) and has potential to meet all property standards.

F. LOAN-HOME ASSISTANCE TERMS

~~A HOME loan will be available to make housing affordable based on household income. HOME loan will be applied to reduce the bank loan, and is an interest-free loan with payments beginning immediately after the closing. The loan will be for a term not to exceed 40 years.~~

~~**1. Homebuyer Financing**~~

~~a. The HOME assistance will be based on the following criteria:~~

- ~~1. HOME Savings Account~~

- ~~a) The Cities shall assist the applicant to establish a HOME Savings Account (HSA) with Auburn Housing Development Corporation to pay for down payment and closing costs to purchase a home.~~
- ~~b) The applicant will make monthly deposits to the account for a minimum of six months and a maximum of 3 years. The minimum 6 month deposit period may be reduced to 3 months when 1) the applicant can document that the minimum amount of savings has been deposited into a savings account for a six month period prior to the application and 2) that the savings to be matched is deposited into the Home Savings Account prior to the beginning of the 3 month period.~~
- ~~c) The minimum payment shall be \$25~~
- ~~d) The account will be non interest bearing.~~
- ~~e) The City shall match the HSA account two dollars for each dollar saved by the applicant. The HSA maximum is \$5,250. Half of the HOME match will be a forgivable loan and half will be a grant. The full amount of the match will be included in calculating the recapture period. The match will be available at the time of loan closing. There will only be one HSA grant per household.~~
- ~~f) If an applicant is deemed no longer eligible at the time of closing, the amount of savings in the HOME Savings Account will be returned to the applicant.~~

~~HOME Loan: Each applicant will receive a minimum of \$1,000 as a loan to be secured by a mortgage, and a maximum of \$15,000, based on need.~~

~~1. The applicant shall produce a minimum of \$1,000 in personal savings for the downpayment. The City shall provide a five to one (5/1) match to the applicant's savings, not to exceed \$5,000. There will be only one grant per household.~~

~~2. The applicant may save for the downpayment by establishing a savings account or by providing the required down payment in a lump sum at the closing. The City shall assist the applicant to establish a HOME Savings Account (HSA) with the City of Auburn to save for the down payment. The applicant will make monthly deposits with a minimum monthly deposit of \$25. The account will be non-interest bearing.~~

~~3. Forgivable Loans~~

a. The applicant shall also receive a \$2,000 forgivable loan. The loan will be secured by a mortgage and forgiven at the end of the mandatory occupancy period.

b. An additional \$8,000 forgivable loan shall be available to lower housing cost for principal, interest, taxes, and insurance (PITI). The additional loan shall be used to drop the PITI payment to no lower than 28% of the applicant's income.

~~Homebuyer Counseling: The applicant will be required to participate in the City's Homebuyer Counseling Program throughout the savings period.~~

~~**2. Determination of HOME Loan**—The maximum HOME loan shall be based on the purchase price plus closing costs minus the maximum amount allowed by the prime lender provided that the total debt service for mortgage, taxes, estimated rehabilitation, insurance, and mortgage insurance is no less than 25% of the applicant(s) income.~~

3. Recapture

a. Based on the combined HOME ~~assistance~~ loans to applicant(s), the property to be purchased shall be occupied by the applicant(s) as a principal residence for the minimum periods as follows:

1) 5 years if total of HOME funds is less than \$15,000;

2) 10 years if total of HOME funds is between \$15,000 and 40,000; or

3) 15 years if HOME funds is over \$40,000.

~~3)~~

b. The recapture period shall commence ~~on the date of the purchase. when the building acquisition and HOME rehabilitation are complete and a project completion certification has been issued by CDD.~~ on the date of the purchase. If the property is sold, transferred, or the purchaser ceases to occupy the property prior to the end of the recapture period, the principal balance of the HOME loan(s) shall be immediately repaid.

G. UNDERWRITING

1. The following conditions shall apply to all loans:

a. monthly debt for principal, interest, taxes, insurance, and estimated rehabilitation loan shall not exceed 32% of the applicant(s) income;

b. all debt shall not exceed 42% of applicant(s) income;

H. APPROVAL

1. Approval of Auburn Loans: HOME ~~Loans Assistance~~ will be reviewed by the Community Development Loan Committee (Committee) who will be responsible for making decisions to approve or deny loan requests and to establish loan conditions.

2. Approval of Lewiston Loans: HOME ~~Loans Assistance~~ will be reviewed by the Loan Qualification Committee (Committee) who will be responsible for making decisions to approve or deny loan requests and to establish loan conditions.

3. Appeal Procedure: The reason(s) for rejection shall be given to the applicant. HOME Loans that have been denied may be appealed to the Committee for a period of thirty days after the date of rejection. The applicant(s) will be allowed to present his/her case to the Committee. The Committee may reconsider their prior vote to denying the application after the appeal review has been complete. A decision will be made by the Committee once the appeal has been heard.

I. PROGRAM ADMINISTRATION

1. Non-Discrimination

Administration of this program shall be in accordance with Title VI of the Civil Rights Act of 1964. No person shall, on the ground of race, color, national origin, be excluded from participation in, be denied the benefits of, or subjected to discrimination under this program.

2. Application Priority

Applications shall be processed on a first-come, first-served basis. CDD shall use the approval date of the loan committee to establish the order of priority for funding. The applicant will be notified if there is funding available to proceed with the project and if there is inadequate funding, then the application may be placed on a HOME waiting list.

3. Definitions

a. Household Income

1) When determining whether a household is income eligible, CDD will calculate annual income using the ~~IRS Form 1040 method Part 5~~ as defined by the Department of Housing and Urban Development.

2) For the purpose of determining eligibility, CDD will calculate annual household income by projecting the prevailing rate of income of each person at the time assistance is requested. Estimated annual income shall include income from all household members.

3) Income may include wages, salaries, overtime, bonuses, fees, tips, commissions, interest and dividend income, net rental income, child support/alimony, Social Security benefits, SSI, retirement, pension or annuity, TANF, unemployment benefits, worker's compensation, and disability or benefits from any source.

b. Household includes all persons who occupy a housing unit. The occupants may be a single family, one person living alone, two or more families living together or any other group of related or unrelated persons who share living arrangements.

c. 80% of Area Median Income is the maximum income a household can earn, adjusted by household size, in order to qualify as low- to moderate income and be eligible for the Homebuyer ~~Loan~~ Program. Guidelines for Lewiston-Auburn SMSA are provided by the Department of Housing and Urban Development, and are revised annually.

d. Community Development Department staff (CDD) is the contact person designated as the City's representative to process loan applications in Auburn or Lewiston.

e. Purchase and Sales Agreement is the document executed by the applicant to purchase the chosen property.

4. Application Procedures

This section shall set forth the procedures for administering the Homebuyer ~~Loan~~ Program.

a. Applications

1) **Priority** -- Applications will be processed on a first come, first served basis. CDD shall establish a priority processing list based on the receipt date of a complete application.

2) **Initial Application** -- An application may be obtained from the Community Development Department. A complete application shall include verification of income. An incomplete application will be returned to the applicant.

b. Income Verification -- The applicant(s) shall provide documentation of all income sources and a federal tax return. CDD shall make a determination of preliminary eligibility based on household size and income.

1) A certified financial statement or additional documentation from an accountant or other acceptable source may be required of an individual whose income is from corporation, partnership, or other business enterprise.

~~2) If an approved applicant(s) has not signed a purchase & sale agreement within six months from the initial income verification, the applicant(s) must submit new income documentation to re-establish eligibility.~~

c. Training

1) **Landlord Training** – If the property is a multi-unit building, the Applicant(s) shall attend a landlord education program.

2) **Home Buyer Training** -- The applicant(s) shall provide a certification of attendance at a HoMEworks approved homebuyer education program.

3) **Post-Home Purchase Counseling** – The applicant(s) will agree to meet annually for the first 3 years, or more frequently if necessary, to review the financial status of the applicant(s).

d. Identifying the Property -- The applicant(s) will select a property for sale which is consistent with an affordability determination

e. Purchase and Sales Agreement - The applicant will execute Purchase and Sales Agreement that includes a clause stipulating the sale is contingent upon financial approval from the City and primary lender.

f. Multi-Unit Property – If the property has rental units, the owner or realtor will be asked to secure tenant data and copies of the existing leases.

g. Initial Inspection – CDD shall make an initial inspection of ~~all the~~ housing units within a building to determine if ~~there are conditions that must be corrected to meet Housing~~ the property meets housing standards including Lead Safe Housing Rule, accessibility requirements of 24 CRF Part 8, Section 504 of the Rehabilitation Act of 1973, and standards of the International Existing Building Code adopted by the City of Auburn ~~Standards.~~ CDD will identify the required improvements in writing.

h. Housing Standards – Properties to be purchased through the Homebuyer ~~Loan~~ Program must meet Housing Standards-housing standards including Lead Safe Housing Rule, accessibility requirements of 24 CRF Part 8, Section 504 of the Rehabilitation Act of 1973, and standards of the International Existing Building Code adopted by the City of Auburn ~~before occupancy purchase.~~ A

~~structure which requires more than \$5,000 of improvements per unit may require an assessment of lead conditions by a licensed risk assessor, or the CDD may presume there is lead.~~

~~**i. Projects Requiring Improvements**—If the required improvements are to be funded by any of the City’s rehabilitation programs, the applicant shall follow the procedures of those programs.~~

~~**j. Defining Costs and Funding Resources**—After construction costs are defined, city staff will determine the final total development costs including rehabilitation loans. CDD will proceed with the funding package only after it has been determined that the purchase will result in a monthly payment that does not exceed the amount identified as affordable to the applicant(s).~~

k. Financing Package – The applicant(s) will seek approval of the prime lender and HOME loan. CDD will submit to the request to the loan committee for approval.

l. Notices

1) Acceptance—Applicant(s) will be notified of acceptance through a written Commitment Letter.

2) Rejection – If the request is rejected, CDD will notify the applicant(s) in writing and give the reason(s) for rejection, and the right to appeal the decision.

3) Tenant Notification -- Letters shall be sent to the tenants if there will be permanent displacement.

m. Insurance – The participant is required to maintain fire, liability and other hazard insurance on the property for the full term of the note and for an amount at least equal to the total value of all mortgages held on the property, or an amount at least sufficient to cover coinsurance requirements in the State of Maine. The City will be named as a mortgagee on the policy and the participant shall provide evidence of insurance.

n. Assumability

The HOME Loan is not assumable.

o. Subordination – Subordination of the HOME loan is generally not allowed. Exceptions will be made for documented emergencies on a case by case basis by CDD. CDD may request documentation in order to evaluate the request. Refinancing may be allowed for the following reasons:

AUBURN-LEWISTON CONSORTIUM

HOMEOWNER REHABILITATION LOAN PROGRAM GUIDELINES

A. INTRODUCTION

The Cities of Auburn and Lewiston have formed a consortium to qualify for HOME Investment Partnerships Program funds whereby the grant is shared by both cities. The Home Owner Rehab Program guideline describes assistance that is available to enable low- and moderate-income households to improve the unit they occupy and is available in either city.

B. PROGRAM OBJECTIVE

The objective of the Homeowner Rehabilitation Loan Program is to improve the housing quality of low- and moderate-income property owners by eliminating substandard housing conditions by upgrading the property to meet code requirements for existing buildings, making the building energy efficient, and making general improvements to improve home livability. The Homeowner Rehabilitation Loan Program is subject to all HOME Investment Partnerships Program regulations.

C. OUTREACH

Community Development Department staff is responsible for providing outreach to encourage a full range of potential clients. This shall be accomplished through marketing to homebuyer education classes, newspaper articles, and advertising the availability of the Home Ownership Rehabilitation Program. Advertisements shall include a non-discrimination statement. Outreach shall be done in accordance with the Consortium's Affirmative Marketing Plan.

D. PARTICIPANT ELIGIBILITY

- ~~1.~~ The applicant's household income is less than 80% of median income at the time of closing. ~~An eligibility determination based on income shall be valid for a six-month period.~~
1.
 2. The unit to be improved must be owned by the applicant at the time of closing.
 3. The unit will be occupied as the principal residence of the applicant. If the owner ceases to occupy the unit as principal residence during the affordability period, the loan will be considered in default and full repayment will be required.

E. PROPERTY ELIGIBILITY

1. The property must be located in Auburn or Lewiston.

2. The applicant must own or have a written agreement to purchase the property to be improved.
3. The property must be one of the following approved forms of ownership: fee simple title, 99-year lease, condominium, or cooperative housing.
4. The property must be a single family 1-4 dwelling units, manufactured or mobile home, condominium or cooperative unit. Mixed-use properties, properties containing commercial uses, are not eligible.
5. Only the owner's unit is eligible for HOME financing. ~~For multi-dwelling properties with rental units, the units occupied by tenants must be improved to meet Rehabilitation Standards and may be accomplished through other Community Development Programs.~~

F. IMPROVEMENT STANDARDS

1. After completion, ~~the unit must comply with the program's rehabilitation standards—Community Development Department staff (CDD) will determine the requirements for building improvements. Upon completion the property will be decent, safe, sanitary and in good repair and meet the following housing standards: Lead Safe Housing Rule, accessibility requirements of 24 CFR Part 8, Section 504 of the Rehabilitation Act of 1973, and standards of the International Existing Building Code adopted by the City of Auburn.~~
2. Eligible improvements are of an essential and permanent nature and may include but not limited to:
 - a. structural repairs;
 - b. energy improvements;
 - c. lead-based paint hazard reduction;
 - d. accessibility for disabled persons;
 - e. repair or replacement of major housing systems;
 - f. incipient repairs and general property improvements of a non-luxury nature;
 - g. retaining walls and utility connection;
 - h. finishing of unfinished areas to add space to a dwelling unit to make it properly sized for the occupants according to applicable HUD standards;
 - i. improvements which would generally increase the economic viability of the property;
 - j. engineering and architect costs;
 - k. landscaping limited to correction of a drainage problem;
 - l. non-living space limited to demolition of deteriorated structure, structural repairs, and weather protection; and
 - m. fencing when required to correct a hazardous condition.
4. Improvements that are ineligible are:
 - a. new construction;

- b. paving;
- c. appliances or furnishings;
- d. rehabilitation costs attributed to other housing units in the property.

G. LOAN TERMS

1. The minimum loan is \$1,000.
2. The maximum loan amount is \$35,000.
3. The interest rate is 0% (non-interest bearing).
4. The loan term shall be established by CDD and Loan Committee based on financial capacity of the applicant. The maximum term is 30 years. ~~When the project includes home purchase in the financing package, the term may be 40 years if the extended term is required to meet the loan underwriting standards.~~
5. There is no match requirement.

6. Recapture

a. ~~Based on the combined HOME loans to applicant(s), the~~The property to be ~~purchased-improved~~ shall be occupied by the applicant(s) as a principal residence for the minimum periods as follows:

- 1) 5 years if total of HOME loan(s) are less than \$15,000
- 2) 10 years if total of HOME loan(s) are between \$15,000 and \$40,000;
- 3) 15 years if HOME loans(s) are over \$40,000.

b. The recapture period shall commence when the HOME rehabilitation is complete and a project completion certification has been issued by CDD. If the property is sold, transferred, or the owner ceases to occupy the property prior to the end of the recapture period, the principal balance of the HOME loan shall be immediately repaid.

H. UNDERWRITING

1. The maximum HOME loan shall be based on the actual cost for the owner's unit and a proportional cost for common improvements based on the ratio of the owner's units to the total units in the building.
2. The after value of the HOME assisted property will not exceed the limits established under:
 - a. Section 221(d)(3)(ii) of the National Housing Act, and

- b. 95% of the FHA median price purchase price limit.

Documentation shall include either an appraisal or a comparable tax assessment value as determined by the Tax Assessor.

3. All debt - shall not exceed 42% -of gross income.

I. APPROVAL

1. Approval of Auburn Loans

HOME Loans will be reviewed by the Community Development Loan Committee (Committee) who will be responsible for making decisions to approve or deny loan requests and to establish loan conditions.

2. Approval of Lewiston Loans

HOME Loans will be reviewed by the Loan Qualification Committee (Committee) who will be responsible for making decisions to approve or deny loan requests and to establish loan conditions.

3. Appeal Procedure

The reason(s) for rejection shall be given to the applicant. HOME Loans that have been denied may be appealed to the Committee for a period of thirty days after the date of rejection. The applicant(s) will be allowed to present his/her case to the Committee. The Committee may reconsider a prior vote to deny the application after the appeal review has been complete. A decision will be made by the Committee immediately after the appeal has been heard.

4. Loan Considerations

In approving or denying loan requests, the Committee shall be guided by the following loan considerations: cash flow; credit; payment of property taxes or acceptable arrangements; collateral coverage, and broader implications of public benefits including health and safety of the applicant.

J. PROGRAM ADMINISTRATION

1. Non-Discrimination

Administration of this program shall be in accordance with Title VI of the Civil Rights Act of 1964. No person shall, on the ground of race, color, national origin, be excluded from participation in, be denied the benefits of, or subjected to discrimination under this program.

2. Application Priority

Applications shall be processed on a first-come, first-served basis. CDD shall use the receipt date of a complete application to establish the order of priority. The applicant will be notified if there is funding available to proceed with the project and if there is inadequate funding, then the application may be placed on a Homeowner Rehabilitation Waiting List.

3. Definitions

a. Household Income

1) When determining whether a household is income eligible, CDD will calculate annual income using the ~~IRS Form 1040-Part 5~~ method as defined by the Department of Housing and Urban Development.

2) For the purpose of determining eligibility, CDD will calculate annual household income by projecting the prevailing rate of income of each person at the time assistance is requested. Estimated annual income shall include income from all household members.

3) Income may include wages, salaries, overtime, bonuses, fees, tips, commissions, interest and dividend income, net rental income, child support/alimony, Social Security benefits, SSI, retirement, pension or annuity, TANF, unemployment benefits, worker's compensation, and disability or benefits from any source.

b. Household - Includes all persons who occupy a housing unit. The occupants may be a single family, one person living alone, two or more families living together or any other group of related or unrelated persons who share living arrangements.

c. 80 % of Area Median Income - Is the maximum income a household can earn, adjusted by household size, in order to qualify as low- to moderate income and be eligible for the Homeowner Rehabilitation Loan Program. Income limits for Lewiston-Auburn SMSA are provided by the Department of Housing and Urban Development, and are revised annually.

d. Community Development Department staff - (CDD) is the contact person designated as the City's representative to process loan applications in Auburn or Lewiston.

e. Rehabilitation Costs - The total of contractor estimates from the lowest eligible contractors, self-help expenses, and the contingency determined to be reasonable by CDD.

f. **City** - Either the City of Auburn or City of Lewiston, as applicable.

4. **Application Procedures**

This section shall set forth the procedures for administering the Homeowner Rehabilitation Loan Program.

a. **Applications**

1) **Priority** -Applications will be processed on a first come, first served basis. CDD shall establish a priority processing list based on the receipt date of a complete application.

2) **Initial Application** – An application may be obtained from the Community Development Department. A complete application shall include verification of income. An incomplete application will be returned to the applicant.

3) **Income Verification** –The applicant(s) shall provide documentation of all income sources and a federal tax return. CDD shall make a determination of preliminary eligibility based on household size and income.

a) A certified financial statement or additional documentation from an accountant or other acceptable source may be required of an individual whose income is from corporation, partnership, or other business enterprise.

~~b) If a loan has not closed within six months from the initial income verification, the applicant(s) must submit new income documentation to re-establish eligibility.~~

b. **Multi-Unit Property** – If the property has rental units, the owner will provide rental costs, and information about tenants.

c. **Initial Inspection** – CDD shall make an initial inspection of all housing units within a building to determine -the scope of work. Community Development staff will identify the required improvements in writing. Once the owner has reviewed the inspection report, CDD will prepare technical specifications for contractor bidding.

d. **Meeting -Rehabilitation Standards** – HOME assisted properties must meet – ~~rehabilitation standards, lead standards~~ housing standards at the completion of the project. Housing standards include Lead Safe Housing Rule, accessibility requirements of 24 CFR Part 8, Section 504 of the Rehabilitation Act of 1973, and standards of the International Existing Building Code adopted by the City of Auburn, -within six month- of the loan closing.

I. SPOT REHABILITATION LOAN PROGRAM

A. PROGRAM GOAL

The goal of the Spot Rehabilitation Loan Program is to eliminate the specific condition(s) that is detrimental to public health and safety. The Spot Rehabilitation Loan Program is funded by the Community Development Block Grant Program and is subject to all of the Community Development Program rules.

B. ELIGIBILITY CRITERIA

1. The property may be owner-occupied, investor owned, or owned by a non-profit agency.
2. The property to be improved must be a residential property and be year-round or be converting to a year-round status according to the requirements of the City of Auburn's duly adopted construction codes and zoning ordinance.
3. Investor-owned properties must be in one of the City's target areas.

C. LOAN CATEGORIES AND TERMS

1. Deferred Loans

- a. A deferred loan is a non-installment loan bearing no interest and the principal payment is deferred. Deferred loans are available only for owners who occupy their buildings. Deferred loans are subject to the following conditions:
 - 1) The deferred will be repaid in a single payment upon sale, conveyance, or transfer of the property, within one year of death of the applicant(s), or at the time the owner ceases to occupy the property.
 - 2) An applicant who has received a deferred loan will be required to submit documentation of annual income upon request of the Community Development Block Grant Office two years from the date of loan closing, and every two years thereafter. If, at the time of re-evaluation, the applicant's income is above 65% of the median income, the deferred loan will be converted to an installment loan with monthly payments subject to Direct Loan repayment terms. When a borrower(s) has reached age 65 and has been through at least one deferred loan review, no additional reviews will be required.
- b. The maximum loan amount is \$~~18,000~~25,000.
- c. Household income must be below 65% of median income.

2. Direct Loan/Owner-Occupied

- a. A direct loan is an installment loan with monthly payments.
- b. Maximum loan amount is ~~\$18,000~~\$25,000 ~~for applicants with household income between 65-80% of median income~~
- c. Loan term shall be established by Community Development staff with approval of the Community Development Loan Committee based on financial capacity of the applicant. The maximum term is 20 years if income is between 65-80% of median, and 15 years for all other income groups.
- d. Income/Interest Rate Categories

<u>Income Range</u>	<u>Interest Rate</u>
Between 0-80% of median income	0%
80% to 100% of median income	2%
100% to 120% of median income	4%
120% - of median income and above	6%

~~3. Direct Loan/Investor Owners~~

- ~~a. Direct loans are available to investor owners who own property in one of the City's target areas. Qualification for the Spot Rehab Program shall be determined by the Community Development Loan Committee based on the severity of the building condition and the building's cash flow.~~
- ~~b. A direct loan is an installment loan with monthly payments.~~
- ~~c. Maximum loan amount is 18,000~~
- ~~d. Loan term shall be established by Community Development staff with approval of the Community Development loan Committee based on financial capacity of the applicant. The maximum term is 15 years.~~
- ~~e. Interest rate shall be 6%.~~

4. Direct Loan/Investor-Owners/Code Violations

- a. Direct loans are available to investor owners who own property in one of the City's target areas. This program will be available to property owners when there has been a

citation of code violation from the City's Code Enforcement Officer. The only improvements eligible under this category are ones that have been identified in the Notice of Violation.

b. Maximum loan amount is \$25,000

c. Loan terms shall be established by Community Development staff with approval of the Community Development Loan Committee based on financial capacity of the applicant. The maximum term is 15 years.

d. Interest rate shall be 2%.

4.5.Sewer Connection Assessment Grants

- a. A grant requires no repayment.
- b. The grant amount shall be one-half of the cost of the assessment, -
- c. Available for non-profit agencies or households with income below 80% of median income.
- d. A grant is used to pay for the cost of an impact/connection fee charge only when the Auburn Sewer District offers no financing for the assessment.

D. ELIGIBLE IMPROVEMENTS

Eligible activities are those necessary to:

2. eliminate condition(s) detrimental to occupants of the residence or public health and safety; and

3. repair(s) of an emergency nature.

~~3.~~ Code violations according to the Code Enforcement Officer's Notice of Violation.

—

II. RESIDENTIAL REHABILITATION PROGRAM

A. PROGRAM GOAL

The goal of the Residential Rehabilitation Program is to improve the quality of housing by eliminating substandard housing conditions, upgrading the property to meet Auburn's Housing Standards. The Residential Rehabilitation Program is funded by the Community Development Block Grant Program and is subject to all of the Community Development Program rules.

B. ELIGIBILITY CRITERIA

1. The applicant must own or have a written agreement to purchase the property to be improved.
2. The property may be an owner-occupied, investor-owned, or owned by a non-profit agency. The property must be year-round residential structure or be converting to a year-round status according to the requirements of the City of Auburn's duly adopted construction codes and zoning ordinance.
3. After completion, the property must comply with Housing Standards Upon completion the property will be decent, safe, sanitary and in good repair and meet the following housing standards: Lead Safe Housing Rule, accessibility requirements of 24 CFR Part 8, Section 504 of the Rehabilitation Act of 1973, and standards of the International Existing Building Code adopted by the City of Auburn of the Community Development Program. Community Development Department staff will determine the requirements for building improvements.

C. ASSISTANCE CATEGORIES AND TERMS

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 XX-XXXXXXXX

ORDERED, that the Auburn City Council hereby adopts the changes to the Small Business, Homebuyer, Homeowner Rehab, Spot Rehab, and Residential Loan Program guidelines as recommended by Community Development staff.



City Council Information Sheet

City of Auburn

Council Workshop or Meeting Date: August 3, 2015

Author: Gary Johnson

Subject: Petition for Street Discontinuance – Glenn Street

Information: Glenn Street is a short dead end street off the westerly side of Center Street accepted by the City of Auburn as Glendale Street on April 17, 1950, recorded in the Auburn Council Records, Volume 16, Page 186 and in the Auburn Street Records, Volume 4, Page 19. The record describes the street as being accepted 163 feet in length and 50 feet in width over land reserved for a street by the Auburn Water District, running easterly from the end of Glendale Street as depicted on the plan of “Lakeside” owned by H. A. Garcelon, recorded at the Androscoggin County Registry of Deeds in Vol. 2, Bk. 5, Pg. 177, ACRD, to Center Street. The name was changed to Glenn Street by order of the Auburn City Council on February 19, 1962, recorded in Council Records, Volume 18, Page 262. At one time the street provided access to a house situated about 200 feet west of Center Street. The last known maintenance provided by City was in 1987, when the house and property accessed by the street was ownership other than the Raubeson. By 1988, Richard and Kathleen Raubeson owned all of the property abutting the street. The street no longer served any purpose except access into their automobile dealership, K & R Auto. In 1991, the Raubesons approached the City about having the street discontinued. In preparation for discontinuance, it was determined that title to the underlying fee might be owned by the Auburn Water District who wanted compensation to release their interest. The Auburn Water District conveyed any interest they had in the street to K& R Associates by deed dated July 19, 1993, recorded at the registry in Book, 3084, Page 295. However, the street discontinuance never occurred. The underlying fee to the street and all of the abutting property is now owned by the petitioner, Richard E. Raubeson. Mr. Raubeson has waived any claim for damages resulting from the street discontinuance.

Advantages: Discontinuance eliminates potential future street maintenance costs and allows for development of a self storage facility on previously undeveloped land by eliminating a parcel non-conformance issue.

Disadvantages: None

City Budgetary Impacts: N/A

Staff Recommended Action: Passage of order discontinuing Glenn St

Previous Meetings and History: The Planning Board approved a Site Plan and Special Exception on July 14, 2015 for a self storage facility at 900 Center with a condition that the applicant petition the City Council to discontinue Glenn Street.

Attachments:

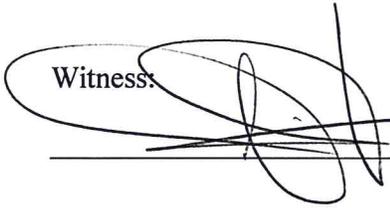
1. Petition requesting discontinuance with sketch plan of street.

PETITION FOR STREET DISCONTINUANCE

To the Municipal Officers of the City of Auburn:

The undersigned respectfully request that a street, as established by the Auburn City Council, now known as Glenn Street, is no longer of public use and necessity and it is requested that the same be discontinued as provided in 23 M.R.S.A. § 3026 and that the City of Auburn not retain a public easement over the herein described discontinued area. As the abutting property owner(s) I/we hereby waive any claim for damages resulting from the discontinuance of the street.

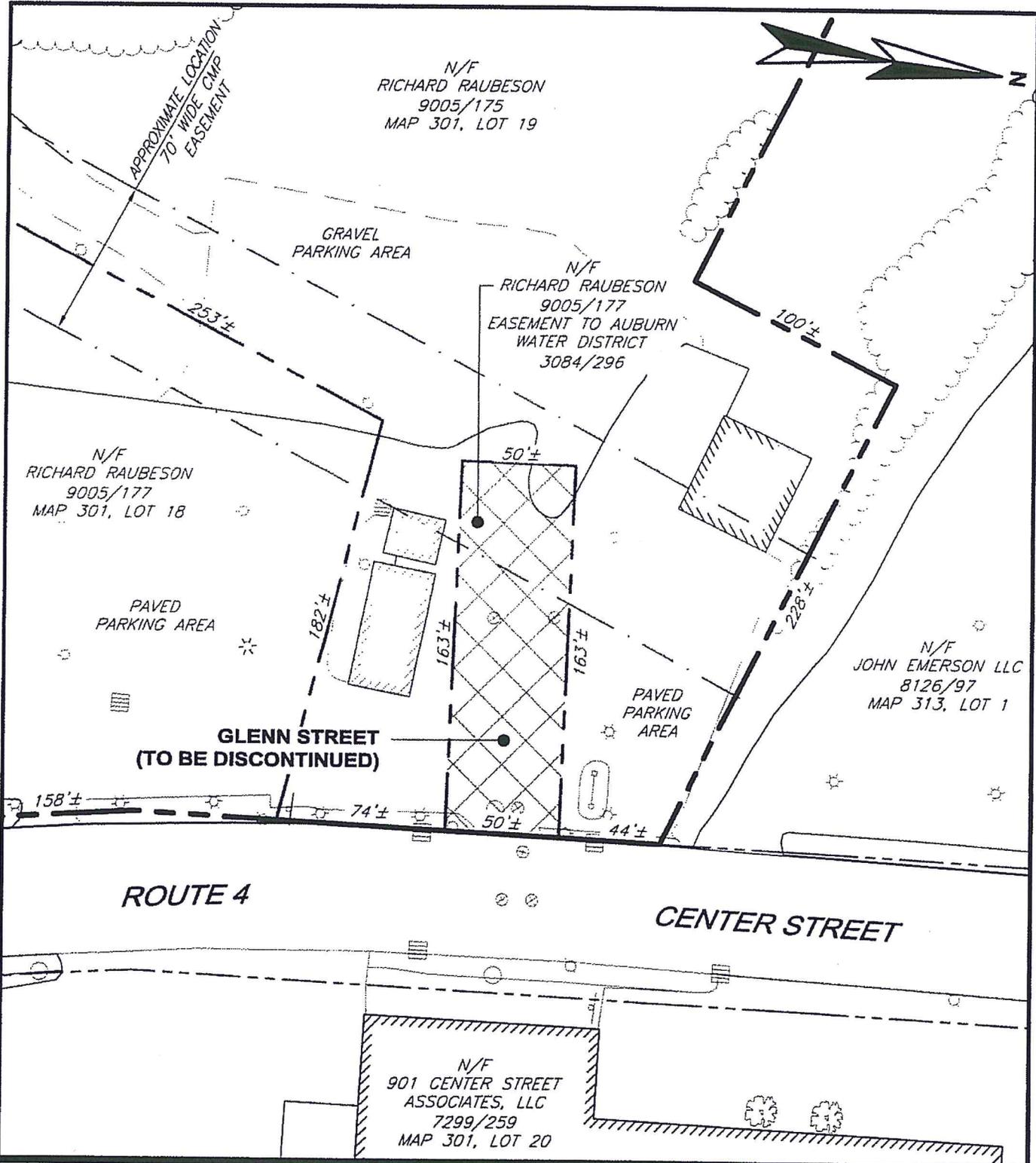
Dated this 15th day of July 2015

Witness:  _____

Petitioner:  _____

Description of street requested to be discontinued:

All of Glenn Street as was accepted by the Auburn City Council as Glendale Street on April 17, 1950, recorded in the Auburn City Council Records, Volume 16, Page 186; said street being fifty (50) feet in width and one hundred sixty three (163) feet in length and lies westerly of Center Street; the name of said street being changed to Glenn Street by order of the Auburn City Council on February 19, 1962. Recorded in Auburn City Council Records, Volume 18, Page 262.



LAKE SUPERIOR CORPORATION
SELF STORAGE FACILITY
AUBURN, MAINE

PROJ NO: 13034A DATE: JUNE 29, 2015

WRIGHT-PIERCE 
 Engineering a Better Environment

NO.	REVISIONS	APP'D
①		
②		
③		

GLENN STREET DISCONTINUANCE EXHIBIT

FIGURE:
1



City Council Information Sheet

City of Auburn

Council Workshop or Meeting Date: 8/3/2015

Author: Sue Clements-Dallaire

Subject: Proposed change to Ward 3 and Ward 4 polling locations

Information: Now that redistricting is complete, we will be mailing letters to voters who have been impacted by the change, letting them know their new Ward and polling place. I am also recommending that we swap Ward 3 and Ward 4 polling locations. Currently, voters in Ward 3 vote at Auburn Hall and voters in Ward 4 vote at Fairview School. Fairview School is actually located in Ward 3 and Auburn Hall is actually located in Ward 4 so I would like Fairview School to become the polling place for Ward 3 voters and Auburn Hall to be the polling place for Ward 4 voters.

Advantages: It makes sense for the polling place to be located in the actual Ward it's in. It would also be more convenient to most voters.

Disadvantages: It may create some confusion to voters who are used to their current polling place, however letters would be mailed out to all voters in Wards 3 and 4.

City Budgetary Impacts: N/A

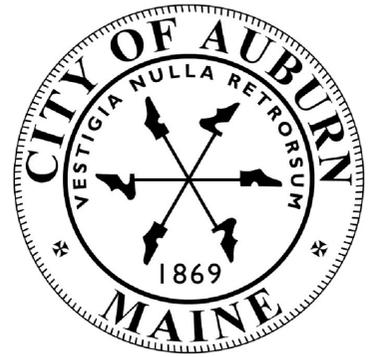
Staff Recommended Action: Discussion with action at the 8/17/2015 meeting.

Previous Meetings and History: N/A

Attachments:

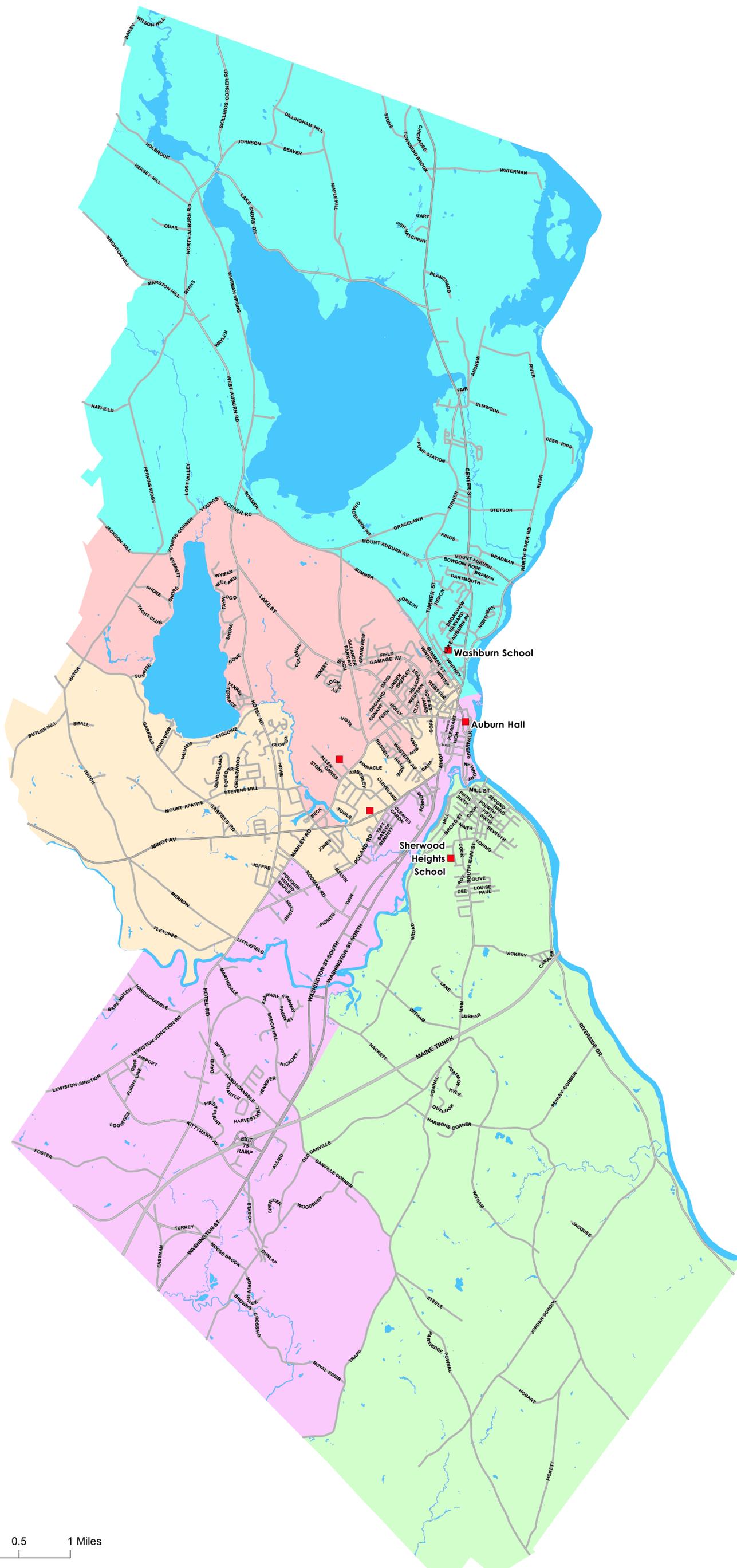
City map outlining each ward and polling place location

Election Districts



60 Court St.
Auburn, ME 04210
www.auburnmaine.gov

- Polling Places
- Ward 1 - Polling Place, Washburn School
- Ward 2 - Polling Place, Auburn Middle School
- Ward 3 - Polling Place, Auburn Hall
- Ward 4 - Polling Place, Fairview School
- Ward 5 - Polling Place, Sherwood Heights



0 0.5 1 Miles

Updated 7/1/2015



City Council Information Sheet

City of Auburn

Council Meeting Date: August 3, 2015

Order 57-08032015

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

Subject: Confirm a process server constable without firearm.

Information: Auburn ordinance requires a private civilian seeking to serve civil process be appointed as a constable without a firearm.

Advantages: This person acts on behalf of a private agency and has liability insurance for serving civil documents.

Disadvantages: None.

City Budgetary Impacts: N/A

Staff Recommended Action: Appoint Paul R. Carpentier listed on the attached memo.

Previous Meetings and History: See City Ordinance Article II Section 26-25

Attachments:

Memo from Chief
Order 57-08032015



Auburn Police Department



Memorandum

Phillip L. Crowell
Chief of Police

Jason D. Moen
Deputy Chief

Rita P. Beaudry
Executive Assistant

To: Honorable Mayor Jonathan LaBonte and Members of the City Council
From: Phillip L. Crowell, Jr., Chief of Police
Date: July 22, 2015
Re: CONSTABLE 2015

We request the following named person be appointed to serve documents as a Constable on behalf of the Auburn Police Department for 2015:

Paul R. Carpentier Civil Process Only Without Firearm Appointment

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 57-08032015

ORDERED, that the following civilian be appointed as a process server constable without a firearm:

Paul R. Carpentier	Constable	Without Firearm	Appointment
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City Council Information Sheet

City of Auburn

Council Meeting Date: August 3, 2015

Order 58-08032015

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

Subject: Transfer of Forfeiture Asset – Jaymel Reese

Information: In March 2015, an Auburn police officer assigned to the Maine Drug Enforcement Agency as a Special Agent tasked with investigating and enforcing drug laws arrested Jaymel Reese, a New York resident on drug charges. Mr. Reese was charged with Aggravated Trafficking in Schedule W Drugs (Heroin); Class A. The charge was elevated to “Aggravated” due to the fact the suspect was within 1000’ feet of a designated “SAFE ZONE”. In addition, \$18,460.00 in U.S. Currency was seized from Mr. Reese. Based on the agent’s investigation, the currency is proceeds from the illegal sale of drugs.

In June of 2015, Mr. Jaymel was convicted of Unlawful Furnishing; Class C and sentenced to twenty one months to the Department of Corrections. In addition, the court ordered full forfeiture of the \$18,460.00 which had been seized and a \$400.00 fine.

Advantages: N/A

Disadvantages: N/A

City Budgetary Impacts: The State of Maine, Office of the Attorney General, seeks to transfer \$6,091.80 U.S. Currency to the Auburn Police Department.

Staff Recommended Action: Vote to accept the transfer of \$6,091.80.

Previous Meetings and History: N/A

Attachments:

- Memo to Interim City Manager
- Order 58-08032015



Auburn Police Department



Memorandum

Phillip L. Crowell
Chief of Police

Jason D. Moen
Deputy Chief

Rita P. Beaudry
Executive Assistant

To: Howard Kroll, Interim City Manager
From: Phillip L. Crowell, Jr., Chief of Police
Date: July 22, 2015
Re: Criminal Forfeiture Funds – Jaymel Reese

The Auburn Police Department seeks to accept the following Criminal forfeited assets:

- **Superior Court Criminal Action Docket No. CR-15-346 Jaymel Reese**

In March 2015, an Auburn police officer assigned to the Maine Drug Enforcement Agency as a Special Agent tasked with investigating and enforcing drug laws arrested Jaymel Reese, a New York resident on drug charges. Mr. Reese was charged with Aggravated Trafficking in Schedule W Drugs (Heroin); Class A. The charge was elevated to "Aggravated" due to the fact the suspect was within 1000' feet of a designated "SAFE ZONE". In addition, \$18,460.00 in U.S. Currency was seized from Mr. Reese. Based on the agent's investigation, the currency is proceeds from the illegal sale of drugs.

In June of 2015, Mr. Jaymel was convicted of Unlawful Furnishing; Class C and sentenced to twenty one months to the Department of Corrections. In addition, the court ordered full forfeiture of the \$18,460.00 which had been seized and a \$400.00 fine.

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 58-08032015

ORDERED, that the municipality of Auburn, Maine, by and through its municipal officers, does hereby grant approval pursuant to 15 M.R.S.A. § 5824(3) and § 5826(6) to the transfer of the above captioned Defendant (Jaymel Reese) In Rem (\$6,091.80 U.S. Currency), or any portion thereof, on the grounds that the Auburn Police Department did make a substantial contribution to the investigation of this or a related criminal case.

WHEREFORE, the municipality of Auburn, Maine does hereby approve of the transfer of the Defendant (Jaymel Reese) In Rem (\$6,091.80 U.S. Currency), or any portion thereof, pursuant to 15 M.R.S.A. § 5824(3) and § 5826(6) by vote of the Auburn municipal legislative body on or about August 3, 2015.

IN COUNCIL REGULAR MEETING JULY 20, 2015 VOL. 34 PAGE 158

Mayor LaBonté called the meeting to order at 7:04 P.M. in the Council Chambers of Auburn Hall and led the assembly in the salute to the flag. Councilor LaFontaine had an excused absence. All other Councilors were present.

I. Consent Items

1. Order 55-07202015*

Confirming Chief Crowell's appointment of Christopher P. Saunders and Pedro "Efra" Becerra as Constables with a Firearm for the Auburn Police Department.

Motion was made by Councilor Hayes and seconded by Councilor Walker to approve the consent item as presented. Passage 6-0.

II. Minutes

- July 6, 2015 Regular Council Meeting

Motion was made by Councilor Crowley and seconded by Councilor Walker to accept the minutes of July 6, 2015 as presented. Passage 5-0-1 (Councilor Lee abstained because he was not present).

II. Communications, Presentations and Recognitions

- Proclamation – National Night Out
- County Dispatch Update – Phil Crowell

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

Larry Morrisette, PO Box 3030 commented on the State Budget and how it affects children.

Larry Pelletier, 129 Second Street commented on the Riverside Drive project and the impact the heavy flow of trucks going up and down Second Street is having. He also commented that the June 30th United New Auburn Association neighborhood walk with Alan Manoian was a great learning experience.

IV. Unfinished Business - None

V. New Business

2. Order 56-07202015

Authorizing the reallocation in the amount of \$120,000 of unspent proceeds from the City's 2013 General Obligation Bonds to finance repairs to Central Fire Station Apparatus Bay Floors. First reading and Public Hearing.

Motion was made by Councilor Crowley and seconded by Councilor Walker to authorize the reallocation in the amount of \$120,000 of unspent proceeds from the

IN COUNCIL REGULAR MEETING JULY 20, 2015 VOL. 34 PAGE 159

City's 2013 General Obligation Bonds to finance repairs to Central Fire Station Apparatus Bay floors.

Public hearing – no one from the public spoke.

Passage 6-0. A roll call vote was taken.

VI. Reports –

Mayor's Report – Over the last couple of weeks he has had conversations regarding a racist comment that was directed at an African American woman from Texas by a City of Auburn elected official. He reached out to her to express that in no way does that comment reflect the culture or ethic in this community. She expressed that she was impressed with how the community pushed back and understands that one comment does not represent the people of Auburn. He wanted to thank the Police Chief, Phil Crowell for making time to sit down with the Maine ACLU and himself to discuss the programs the Police Department has created and how their department responds to challenges. The Maine ACLU would like to continue dialogue and engagement.

City Councilors' Reports

Councilor Young – He took part in the second Triple Crown Race along with the Mayor and Councilor Lee. One more to go in August; he spent last week in St. Paul, Minnesota.

Councilor Crowley – Gave thanks all that stopped by on Bastille Day in New Auburn; wanted to thank the Auburn Community Band for providing great entertainment every Wednesday night in downtown Auburn. Her next visiting hours will be Tuesday July 21st 1:30 PM to 3:30 PM and Thursday, July 23rd from 5 PM to 6 PM at the Auburn Public Library. Dates to remember: Conservation Commission Meeting will be held on 7/21 at 6:00 PM at Auburn City Hall, Sunday, July 26th is Open Farm Day in Auburn, Wednesday, July 29th the Veyo Twins will be performing at 10:00 AM at Festival Plaza, Thursday, July 30th is National Day of Friendship, Friday, July 31st is the first movie in the park event starting at dusk, this is a free event and the first movie will be "Ratatouille," Saturday, August 1st is a sock hop at Taber's starting at 6:00 PM., Tuesday, August 4th is National Night Out's 12th year. Regarding constituent comments, she has received emails regarding trash on the streets, she has been contacted regarding follow up work on the East Auburn Community School parking lot. Lastly, the Community Development Department is expected to hold a citizens input meeting to develop neighborhood revitalization strategies for downtown, New Auburn and Union Street.

Councilor Hayes – the Railroad Company annual meeting will be held on Tuesday, August 11th and the Airport Board meeting will be held on Thursday, August 6th at 5:00 PM.

IN COUNCIL REGULAR MEETING JULY 20, 2015 VOL. 34 PAGE 160

Councilor Lee – commented on social media and he also had an opportunity to speak to the young woman from Texas.

Councilor Walker – the next Neighborhood Watch meeting will be held Thursday, July 23rd at Mr. and Mrs. Kings house located on the corner of South Main Street and Reginald. Next Tuesday, July 28th the United New Auburn Association will be at Rolly's Diner. The Mayor will be speaking.

Councilor Gerry – recognized Mr. Larry Pelletier for his pride in the City of Auburn.

City Managers Report – wanted to share an incident that occurred during the last Council Meeting, 7/6 – Councilor Walker informed him that a woman went into cardiac arrest at Lake View and off duty firefighters called the paramedics and administered CPR immediately. A pulse could not be found but they did not give up, they went to the next level of care. One of the paramedics found a vein in her ankle that had not collapsed. Thanks to all of the events that took place and the training that our firefighters have been put through and not giving up, the woman survived.

Denis – shared that the University of Maine girl's hockey team will be playing Brown University on October 24th at the Norway Ice Arena, also, the Superintendent of Schools, Jim Horn and the National School Board Association (NSBA) are working with the on the Bridge Program which helps utilize some students that are looking for scholarship opportunities. Details of the program are being finalized.

Finance Director, Jill Eastman – June 2015 Finance Report

A motion was made by Councilor Crowley and seconded by Councilor Walker to postpone the June 2015 Monthly Finance Report to the next meeting in the absence of the Finance Director.

Passage 6-0

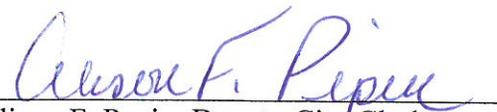
- VII. **Open Session** – Members of the public are invited to speak to the Council about any issue directly related to City business which is *not on this agenda*.

Larry Pelletier, 129 Second Street thanked Councilor Gerry for her comments, he talked about the streets where he picks up trash. He also suggested that the walkabouts be put on video (Great Falls TV).

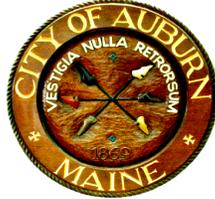
- VIII. **Adjournment** – Motion was made by Councilor Crowley and seconded by Councilor Walker to adjourn. All were in favor and the meeting adjourned at 8:20 PM.

A True Copy.

ATTEST


Alison F. Pepin, Deputy City Clerk

**OFFICE OF THE MAYOR
CITY OF AUBURN**



PROCLAMATION

MAKE-A-WISH DAY

WHEREAS A wish come true gives children battling life-threatening illnesses something to look forward to and, in many instances, the promise of a wish helps get them through some of their darkest days; and

WHEREAS Nearly 90% of surveyed medical professionals report that a wish had a positive influence on the child's health; and

WHEREAS the Maine chapter of the Make A Wish Foundation has granted over 1,200 wishes in the state of Maine, granting, on average, one wish every five days; and

WHEREAS Over 20 wishes have been granted to Androscoggin County kids in the last three years; and

WHEREAS Make A Wish in Maine has 98 kids awaiting a wish, the most ever since their founding over 30 years ago, and that the need for support, donations, and volunteers has never been greater, with all money raised in Maine staying here to help Maine kids;

NOW, THEREFORE, in recognition of the positive impact of Make A Wish in our region, and the strong support from those living in Auburn, including citizens serving on its Board of Directors, volunteering at their events and donating financially to granting wishes, I, Mayor Jonathan P. LaBonté, by virtue of the authority vested in me as Mayor of the City of Auburn, Maine do hereby proclaim the August 15th as

MAKE-A-WISH DAY

AND ask our citizens to consider how they might join in support of this program through contributions of their time, talents or treasure.

IN WITNESS WHEREOF, I have hereunto

Set my hand and caused the Seal of the

City of Auburn, Maine

to be fixed this 29th day of July, 2015

Mayor Jonathan P. LaBonté

OFFICE OF THE MAYOR
CITY OF AUBURN



PROCLAMATION
UNCLE ANDY'S DIGEST NIGHT

WHEREAS Uncle Andy's Digest got its start in July 1996, with the first edition published in August 1996 and is unveiling its 20th Anniversary edition for August 2015; and

WHEREAS International Headquarters for Uncle Andy's has been located in Auburn since they were covertly recruited out of their Sabattus Street Lewiston location; and

WHEREAS 3,271,000 magazines have been published in its 20 years. Placed end to end, they could cover every lane of every mile of road in the City of Auburn, over 500 miles; and

WHEREAS Jimbo's Bat Cave is home to more than 36,000 pictures previously used in print within the Digest, likely one of the largest archives of photographs in Lewiston-Auburn; and

WHEREAS The Digest has traveled all over the world, where people make shameless plugs by having their photo taken reading the magazine near a recognizable landmark; and

WHEREAS Uncle Andy's Digest is a successful small business that gives back to important local charities. This includes support earlier this year with their lead sponsorship for Make A Wish at the statewide Walk for Wishes and now designating Make A Wish as the exclusive beneficiary of their 20th Anniversary celebration.

NOW, THEREFORE I, Mayor Jonathan P. LaBonté, by virtue of the authority vested in me as Mayor of the City of Auburn, Maine do hereby proclaim the evening of August 15th as

UNCLE ANDY'S DIGEST NIGHT

IN WITNESS WHEREOF, I have hereunto

Set my hand and caused the Seal of the

City of Auburn, Maine

to be fixed this 29th day of July, 2015

Mayor Jonathan P. LaBonté



City Council Information Sheet

City of Auburn

Council Workshop or Meeting Date: 8/3/2015

Order 56-07202015

Author: Derek Boulanger/ Jill Eastman

Subject: Central Fire Floor Apparatus Bay Floor Repair Project

Information: Potential safety concerns have arisen at the Central Fire Station involving the elevated slab utilized for parking fire apparatus and ambulances. Structural Engineers were retained to investigate the potential issues and recommend corrective measures. With careful coordination between 911 staff, The Fire Department, contractors and engineers, several tests and investigative work on the slab were performed. The work necessary to complete the repairs and work to prevent future issues were put out to competitive bid. The bid results are attached.

Advantages: Occupant safety, restore full use of floor, prolong the useful life of the building.

Disadvantages: N/A

City Budgetary Impacts: Reallocation of unexpended bond funds.

Staff Recommended Action: Second reading. Staff recommends passage.

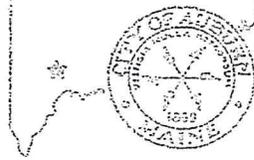
Previous Meetings and History: Presented at the 7/6/2015 Council meeting and the public hearing and passage of first reading was on 7/20/2015.

Attachments: Memo including timeline of events, to Howard Kroll and Denis D'Auteuil.
Bid Tabulation for Repairs
Becker Structural Engineers Review of Bids (e-mail)
Cost Summary
Order: Reallocation of Bond Funds

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

Financial Services

MEMO



To: Howard Kroll, City Manager
Denis D'Auteuil, Assistant City Manager
From: Derek Boulanger, Facilities Manager/ Purchasing Agent *DB*
Date: May 1ST, 2015
Re: Central Fire Apparatus Bay Floor Repair Project.

This Memo is intended to provide an update on the testing, potential impact on operations, and repairs needed on the apparatus bay floor at Central Fire. Below is a timeline of the events, results of the testing and analysis, and recommendation to proceed with the repairs.

March 2013: Facilities was contacted by AFD staff about concerns with the apparatus bay slab. The concerns were immediately deemed of high importance due to the potential for safety concerns with the 911 communications center location being directly under the slab in question.

March 2013: Becker Structural Engineers conducted a Site review, determined there was no immediate safety concern, but recommended further testing.

April 2013: Becker with the assistance of Knowles Industrial Services performed testing and investigated the condition of the Post Tension Strands in various locations.

May 2013: The final report from the results of the testing was received from Becker. It confirmed that according to the testing and investigation work that was done, it still meets the original design intent of 250 pounds per square foot live load. (Attachment A)

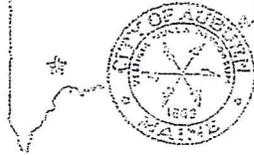
September 2013- May 2014: Ongoing dialogue involving the City Manager, the Fire Chief, the Facilities Manager, and Becker Structural Engineers regarding the possibility of reinforcing the slab to accommodate the Tower Truck (now too heavy for the floor's capacity).

October 2014: Facilities was informed by 911 staff that there was a concern based on a large piece of spalled concrete that had fallen from the underside of the slab (photo attached). Facilities visited the site, verified the condition, and immediately contacted Becker to investigate. Todd Neal from Becker Structural Engineers confirmed that there is no immediate danger, but the strands in the picture are compromised and this will likely change the floor load capacity. It was recommended that larger pieces of apparatus not be parked in the two bays above the affected area.

City of Auburn, Maine

"Maine's City of Opportunity"

Financial Services



November 2014: Investigative work completed on the underside of the slab, particularly in the 911 Comm. Center, ceiling tiles and rigid insulation were removed. Becker directed and completed review and recommendation for repairs. (Attachment B)

February 2015: After considerable coordination with 911 staff, AFD staff, contractor, and engineers, destructive and non-destructive tests were performed. (Attachment C) These tests were performed to determine whether or not the concrete repairs could be completed while the 911 Communications Center maintained normal operations. Testing for various applications of traffic membranes was conducted in order to create the specifications to be included in the RFP.

March 2015: Results from destructive testing and membrane adhesion were received from Becker Structural Engineers. (Attachment D)

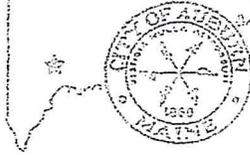
In summary, the slab at Central Fire was not properly pitched to the floor drains during original construction. As smaller cracks formed in the slab over time, water ponding on the floor has worked its way into the slab, and deteriorated some of the post tensioned strands supporting the slab. At this point, we need to stop the water intrusion into the slab, add additional floor drains where water is ponding, and complete strand repairs in the Comm. Center. The preliminary estimate to complete the repairs is \$169,229.00. (Attachment B) If directed to proceed with the repairs, the next step in the process is to issue an RFP for the work. Once the bids are received we would begin the repairs immediately.

Through testing and analysis we have determined that:

- 1. Application of a traffic membrane can be accomplished with minimal disruption to the dispatch center below and that good adhesion can be accomplished to the concrete deck with typical preparation procedures.*
- 2. Concrete demolition above the dispatch center can be accomplished during off call hours and closely working with the contractor on scheduling and coordination with the dispatch center.*
- 3. Although the condition of the post tension stressing ends are not known, we believe that they were embedded deeper into the slab and therefore have a greater resistance to the elements than if they were within pockets at the exposed end of the slab.*

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

Financial Services



Reasons these repairs are needed:

1. **Safety**, with the 911 operations center located below the slab there will become an increased safety risk to the occupants if the slab is left to deteriorate without repair.
2. **Water intrusion**, if the deck is not properly sealed the water will continue to deteriorate the structure and will lead to eventual failure.
3. **Capacity**, currently 2 truck bays are now restricted to park only lighter duty apparatus due to some strands that have failed and need repair.
4. **Cost**, if repairs are deferred, it could result in further degradation of the slab and components resulting in more costs related to further analysis and repairs.

The attachment B contains the opinion of probable cost to complete the repairs. Also attachment E, contains e-mails from Chief Roma and Phyllis Gamache supporting the project moving forward as described.

Attachment Schedule:

- A – Becker Post Tensioned Slab Review
- B – Becker Investigative Report
- C – Becker Destructive Testing Scope of Work
- D – Becker Destructive Testing Results Memo
- E – Email correspondence with Chief Roma and Phyllis Gamache

Thank you and let me know if you have any questions.



May 30, 2013

Mr. Derek Boulanger
Facilities Manager/Purchasing Agent
City of Auburn, Maine
60 Court St.
Auburn, ME 04210

**CENTRAL FIRE HEADQUARTERS – POST TENSIONED SLAB REVIEW
AUBURN, ME**

Dear Derek,

Thank you for giving us the opportunity to serve as your structural engineering consultant for this project.

The Central Fire Headquarters at 550 Minot Avenue was constructed in the early 1970's. The construction documents provided for our use are dated December 12, 1969. The first floor is at grade level and supports the fire departments trucks and equipment. Below this floor is the 911 call center. The structure of the floor is a 12" thick cast-in-place concrete (CIP), post tensioned (PT) slab. These slabs are constructed by forming the area, installing reinforcement and PT strands, placing the concrete and once it has cured jacking the strands to "pre-load" the slab opposite to the anticipated loads. The PT strands are critical elements in the structural capacity of the slab.

Based on our conversations with several members of the AFD, previous reports, and our discussions with Jim Sturgis of Woodward and Curran we understand that there have been several reports of loud pops and movement as well as a perceived decrease in the stiffness of the floor. We were told that the floor moves even under the load of a standard pick-up truck.

We visited the site to review the existing conditions and noted that there is visible corrosion at the column bases, some surface deterioration of the slab, and areas where repairs had already been completed. Most of these items were noted at the location where the PT strands are closest to the top surface of the slab. Another item of concern noted was that the slab did not appear to slope to the drains. We were told that they have always had to use a squeegee to move the water to the drain. This ponding occurs at the same location as the concrete deterioration noted above.

During our initial visual review we did not note any visible evidence in the top of the slabs that the strands had failed. However, none of the pockets where the ends of the strands are stressed and locked in at the front and back of the garage are visible. If a strand does fail these locations typically show signs of distress.

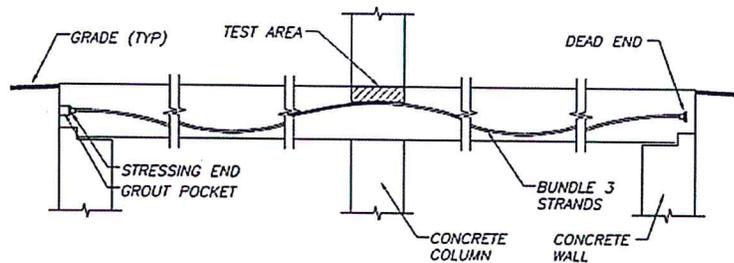
Based on our initial review and the concerns brought forth by the City, the Fire Department, and other consultants involved, we provided the City with a proposal to provide further investigation to determine the condition of the existing PT strands and the slab in general. On April 16 BSE and Knowles Industrial Services Corp. (KISC) were on site to perform this investigation. As part of this work we exposed strands at two locations, attempted to locate strand ends on the exterior of the building, performed a chain drag over the entire slab, and removed concrete powder samples for chloride content testing.

The following is a summary of our investigations and opinion of the current condition:

Post Tensioning Strands

Post tensioning was still a relatively new process in the construction world when this structure was constructed in the early 1970's. This construction system was introduced in the United States in the 1950's and it wasn't until the early 1960's that multi wire strands were used. Up until the early 1970's the protection system provided for the strand and the method for keeping them from bonding to the concrete was to cover the strand with grease and wrap them in paper. This system was replaced in the early 1970's with a grease filled plastic sheathing. Based on this we initially assumed the PT strands were paper wrapped. Historically these systems start to see issues within 30 to 40 years. With the current age and the assumed system it was not unfeasible that PT strands within the system could be failing.

To determine the condition of the strand we recommended that we carefully remove sections of the concrete deck to expose the strands. Based on the original construction drawings we knew that the strands supporting the slab were high along the column line in the middle of the garage (See Sketch Below). This was also the area where the water tended to pond until removed and showed signs of concrete deterioration.



TYPICAL SLAB SECTION

KISC provided all demolition and repair services and we had them start in the middle of the garage where there were visible spalls at the base of the concrete columns. They saw cut the perimeter of the proposed area of removal (See Photo 1) and then gently chipped away the concrete to expose the strands (See Photo 2).



Photo 1



Photo 2

We located the first bundle of strands within a few inches of where we expected to find them based on the construction documents. Once the strands were exposed we were able to determine that they were plastic encased not paper wrapped as assumed (See Photo 3). This is good news and certainly changes the long term durability and life expectancy of the system. We then cut the sheathing on a couple of strands to check the condition. There was very little grease visible but the individual wires showed very little evidence of corrosion and no visible loss of section (See Photo 4).





Photo 3



Photo 4

While looking for the PT strand we also exposed some of the conventional reinforcement and it too was in very good condition with no visible corrosion or deterioration.

Based on the construction documents the strand bundles at the first test location were intended to be located at 15 inches on center (o.c.). As we removed concrete we were initially concerned that we did not find the next strand until we were more than 20 inches from the first bundle. We decided to continue the demolition to confirm additional locations and overall spacing (See Photo 5). It is not uncommon for the strand locations in plan to fluctuate from the plan dimensions as they need to be placed around drains and other items penetrating or embedded in the slab. This is acceptable provided that the total number of strands is not reduced along the width of the slab. We did confirm, in this location, that we had the correct number of strands within the width of the opening.



Photo 5

We chose a pre-existing spalled area in the slab to perform test number 2 (See Photo 6). The spall was the result of a high piece of reinforcement that had started to corrode (See Photo 7) based on limited cover. We went through a similar process as with test location number 1. We discovered similar conditions with the sheathing and condition of the PT strand. Other than the reinforcement that caused the spall, all other exposed reinforcement was found to be in good condition with no visible deterioration.



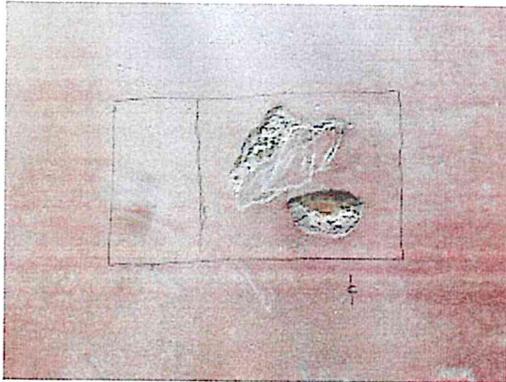


Photo 6



Photo 7

The strand spacing at test location 2 was noted on the construction drawings to be 16" o.c. During our investigation, similar to test location 1 we found that the first spacing was significantly more than this so we continued on. When we found the 3rd bundle of strands we again noted a significantly larger spacing than indicated on the construction documents (See Photo 8). The strands at this location appeared to be spaced at 24" o.c. not the 16" o.c. noted on the construction documents. We decided not to proceed any further with demolition at this time. It was noted that the drains in this location did not align and may be a cause for this revised spacing. We will discuss this further in our section regarding the slab analysis.

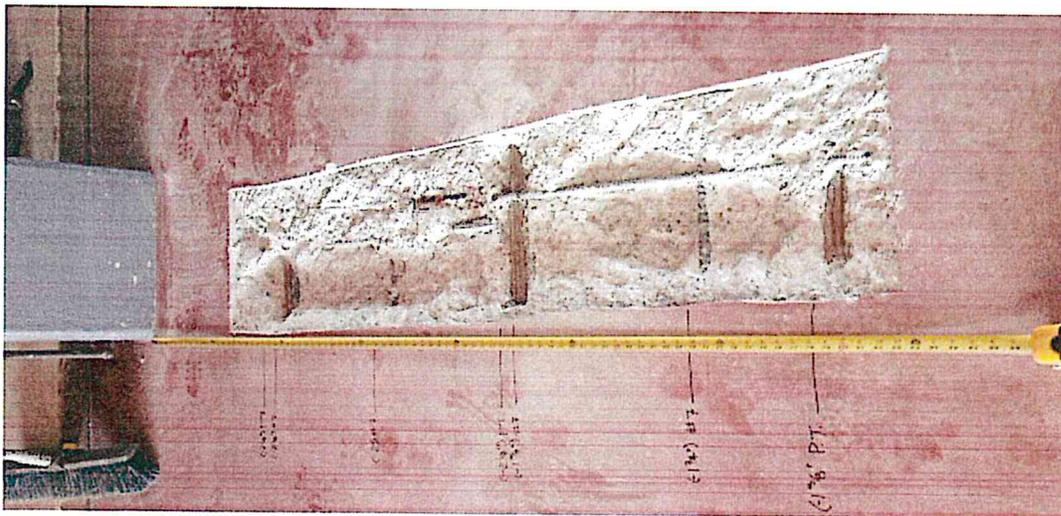


Photo 8

Slab Condition

While on site we reviewed the surface of the existing slab for signs of deterioration. This review consisted of a visual review and a chain drag, which is used to determine areas of subsurface delaminations. As noted previously the existing slab is 12 inches thick and reinforced with post tensioning strands. The slab is a 2 span continuous system that spans from the front of the structure to a center beam line at the columns and continues to the back of the structure.

The top surface of the slab had a shake on hardener applied during the finishing of the surface. The purpose of a hardener is to increase the wear resistance of the slab. Many hardeners, such as the product used on this slab, include steel reinforcing fibers.



It should be noted that this is not a waterproofing product. These products reduce the porosity of the concrete at the surface thus making it more difficult for fluids to penetrate the surface. However, ponding water will increase the likelihood that some water will penetrate into the slab. It should also be noted that this product will not span cracks.

During our review we noted the following issues with the existing slab; cracks, delaminations, and surface deterioration. Given the age and use of this slab it would be fair to say that these types of issues are not uncommon, nor should they be unexpected.

Unfortunately, the one thing that is universally understood about concrete is that it will crack and all we can do as engineers, contractors, and owners is to try to minimize and control the cracking. During our review we noted six visible cracks in the slab parallel to the span. One of the qualities of a PT slab is that the post tensioning helps to keep the majority of the cracks small and undetectable. In most PT slabs they add strands perpendicular to the main spans to minimize cracking. Based on the construction documents these temperature and shrinkage strands were not part of this slab design. This in combination with a lack of a control or construction joints is likely the cause for the cracking that runs front to back parallel with the slab PT.

We do not consider these cracks to be structural based on their location, orientation, and no visible differential movement. They are likely the result of the stresses caused by shrinkage and creep in the slab. We recommend that they be routed and sealed to keep moisture from penetrating into the concrete and potentially causing additional damage.

Delaminations are defined as the splitting or separating or laminating of a solid into layers. In concrete this typically occurs at the layer of the reinforcement and is caused by the stresses induced by the expansion of corroding steel. To determine the locations of delaminations we drag chains across the surface of the concrete. Solid concrete creates a high pitch consistent jingling noise and delaminations produce a low, hollow sound. Sometimes these delaminations are visible (see Photo 6) but in many cases they are not.

During our review we noted eight small locations where delaminations are likely and two locations that had been previously repaired. Overall, this is very small percentage of the overall slab area. We also noted delaminations/spalls at the base of a few of the columns (See Photos 9 & 10). As noted above one of the most common causes of delaminations is the corrosion of reinforcement and it is for this reason that we would recommend that these areas be repaired. As can be seen in photo 11 and 12 these delaminations were caused by corrosion of the reinforcement.

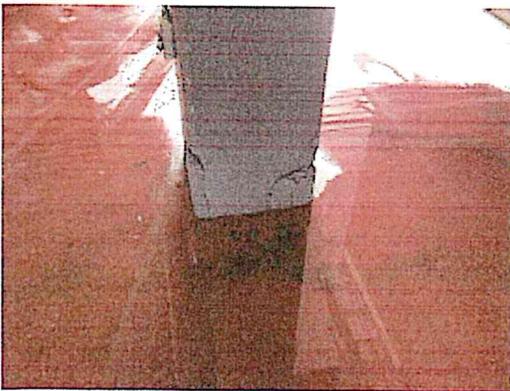


Photo 9

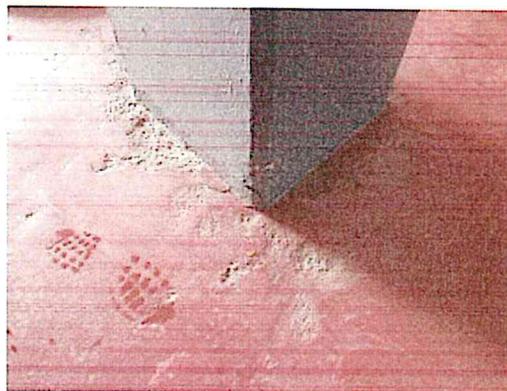


Photo 10



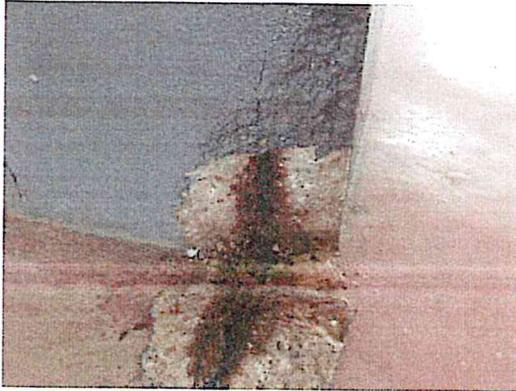


Photo 11



Photo 12

Corrosion of concrete generally considered to be the result of a single source, i.e. water or chlorides. However, corrosion is the result of a multi-component attack that requires water, chlorides, and oxygen to develop. Given the use of this slab to house fire trucks that are washed down inside during the winter and the understanding that it has never drained properly (See Photo 9) it was our recommendation to provide some limited Chloride Ion testing to determine the depth and severity of chlorides in this slab. The powder samples were removed with a hammer drill at the depths of 0-1, 1-2, and 2-3 inches and sent to Dr. David Lee Gress, Ph.D, P.E. for testing. His full report is attached for your review.

In order for corrosion to start it must first break down the inherent protection of the embedded reinforcement. To do this the chloride levels much exceed the “threshold”. There are varying interpretations of what this threshold is but based on the American Concrete institute (ACI) this threshold is assumed to 0.025 to 0.033% by weight of concrete. Based on this we assume 0.029% as the threshold in our reviews. The following is a summary of the samples removed from this slab.

Location	Depth (in.)	Chloride Content (%)	Threshold (%)	Condition
CL-1	0-1	0.176	0.029	EXCEEDS
	1-2	0.064	0.029	EXCEEDS
	2-3	0.047	0.029	EXCEEDS
CL-2	0-1	0.120	0.029	EXCEEDS
	1-2	0.057	0.029	EXCEEDS
	2-3	0.058	0.029	EXCEEDS

As you can see from the test results the chloride levels do exceed the threshold at all levels, more significantly at the surface and slightly less as you get deeper as expected. These levels are not alarmingly high and based on the limited delaminations in the deck it is our opinion that these concentrations are not likely wide spread. We took these two samples from areas where there was visible damage and at location where the water tends to pond. We would consider these locations to be worst case scenarios.

There are corrective methods available to help control and manage the chloride levels in concrete that could be effectively implemented at these concentrations.

During our review we noted several areas where the top surface of the concrete has deteriorated, leaving a pitted surface (See Photo 13 and 14). At these locations the shake on hardener has also failed. Concrete surface deterioration is generally associated with freeze/thaw issues which are unlikely within this heated structure. It is our opinion that these failures are due to the ponding of water and the wear from the heavy vehicle loads.





Photo 13

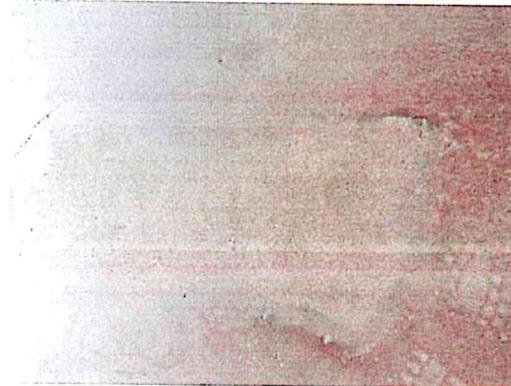


Photo 14

This type of wear and deterioration is detrimental to the long term durability of the slab by reducing the ability of the slab to resist moisture penetration and leaking. These areas should be addressed prior to installing a new waterproofing wearing surface.

Slab Analysis

Based on the information shown on the construction documents our analysis indicates that the existing slab was designed very closely to the design loads indicated on the drawings without a lot of excess capacity. Based on our simplified analysis we noted some values that exceed the recommended limits. However, we feel this is within the acceptable range based on the simplified approach. This appears to match the opinion of the Harriman Associates report completed in 2003. As part of our analysis we checked the ultimate capacity of the slab and the stresses at working loads. These two cases are reviewed to ensure that the slab will not fail and that the durability and cracking are limited respectively. We did discover that the stresses and ultimate loads are slightly higher than the current code requirements. A typically visible indication of high stresses is cracking however; there was no visible cracking at the location of the highest stresses. This may indicate that the slab has never been fully loaded to capacity and or that the assumptions regarding material and stressing do not exactly match the in-place conditions.

We also completed an analysis on the force band in the center of the structure and found that this design was similar to the design of the slab meeting the ultimate design requirements with areas that are slightly overstressed. Again, we did not see any cracking at the locations of the highest stresses.

As noted previously we were concerned about the spacing of the strands discovered in test area number 2. The design documents indicated the strand bundles were to be spaced at 15" o.c. and we found them at 24" o.c. +/- (See Photo 8). Our analysis indicates that at the spacing at 24" o.c. would not be adequate for the design loads. As noted it is likely that the strand bundles were spread in this location to avoid drains or other embedded items. Based on the Post Tensioning Manual "Horizontal deviation of tendons is typically not critical and a variance of +/- 12" is generally acceptable as long as excessive wobble is avoided and smooth transitions are made around obstruction..." This is acceptable assuming there is no reduction of total strands across the width of the slab.

With the lack of visible deterioration or cracking perpendicular to the length of the strands it would appear that the total number of strands is correct within this bay. However, the only way to confirm this is with additional demolition, conformation of the strand pockets or ground penetrating radar location. At this time we do not feel that this is warranted.



Summary

It is our opinion that this slab is in good condition given its age, use and exposure. Having PT strands with plastic sheathing as opposed to the paper wrapped system, as initially assumed, makes a very good case for several more years of useful life for this structure. It was also positive to note un-deteriorated strands within the casing.

One thing we were unable to inspect was the stressing end pockets and the condition of the anchors. There was no visible evidence that strands had failed. However, we would suggest putting this in as a future maintenance cost. To complete this inspection pavement at the front of the garage would need to be removed along with approximately 1 foot of soil to expose the pockets. This may be best coordinated with any future pavement replacements.

With the existing cracks, delaminations, and surface deterioration it is our opinion that the City consider a slab surface restoration project to protect the existing slab and reduce the leaking. This project would include isolated concrete repairs, crack repairs, and installation of a new traffic resistant waterproofing system. Due to the existing hardener product on the surface it may be difficult to find a membrane system that will bond and can be warranted. It may also compromise the effectiveness of any surface applied, penetrating corrosion inhibitor. Therefore, this work may require the complete removal of the hardener to expose the concrete surface.

Based on our limited exploration and visual review of the slab there does not appear to be any evidence that would indicate that there has been any structural issues with the slab. It is our opinion that this slab will continue to serve with minimal issues provided the above mention slab repairs are implemented, the slab and waterproofing system are maintained and the applied live load of 250 pounds per square foot is not exceeded.

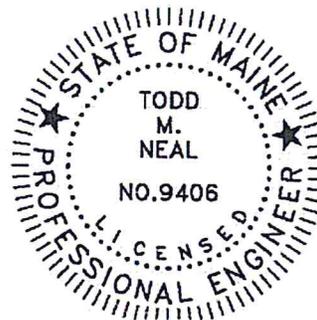
We trust this information addresses the City's concerns at this time. If you have any questions or would like to meet to discuss this report please do not hesitate to contact us. We would also be pleased to work with the City to develop a design package for the restoration of this slab and waterproofing system.

We trust that
Sincerely,

BECKER STRUCTURAL ENGINEERS, Inc.



Todd M. Neal, P.E.
Vice President







November 20, 2014

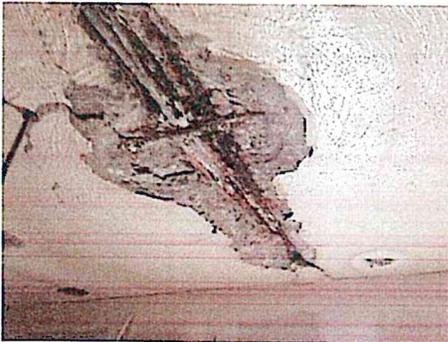
Mr. Derek Boulanger
Facilities Manager/Purchasing Agent
City of Auburn, Maine
60 Court St.
Auburn, ME 04210

**CENTRAL FIRE HEADQUARTERS – POST TENSIONED SLAB REVIEW & REPAIRS
AUBURN, ME
BSE W0 3457**

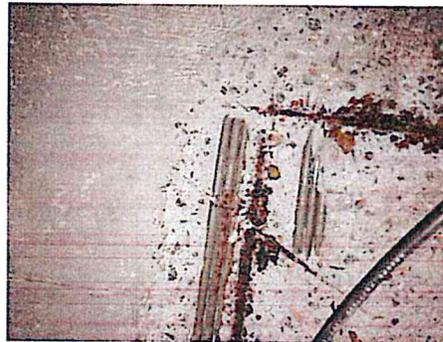
Dear Derek,

At your request Josh Martin-McNaughton, P.E. and Todd M. Neal, P.E. met with you on November 12, 2014 to review the underside of the slab in the 911 call center. The focus of this meeting was to review the cracks and delaminations exposed by Hebert Construction over the Dispatch Floor and to further review the reinforcement and PT Strands where loose concrete had been removed in the locker room and the conference room. We also reviewed several other areas that we had not been into prior including the server room HVAC/Storage, and the office of Administrative Assistant and Director (ref figure 1).

Additional cracks and spalls were located by Hebert and all loose concrete was removed to allow inspection of exposed reinforcing. Although several areas had visible corrosion it had not affected the post-tensioning strands at this time. We were able to remove the casing in several locations and the strands were still smooth with some grease still left within the casing, indicating that there was no strand corrosion at these locations as was evident in the location above the locker room.



Corroded/Failed Strands over Locker Room



Strands Exposed by Hebert

The majority of the cracks and subsequent spalls were located below the cracks that are visible on the top side of the slab. There was visible evidence of water infiltration, due to the causes mentioned in our previous reports. This has resulted in corrosion of the conventional reinforcement which has caused the spalls/delaminations of the concrete on the underside of the deck. At this time the corrosion is limited to the conventional reinforcement with limited section loss and more importantly minimal concern about loss or reduction of the capacity of the slab, with the exception of the area over the locker room, as noted in our previous communications.

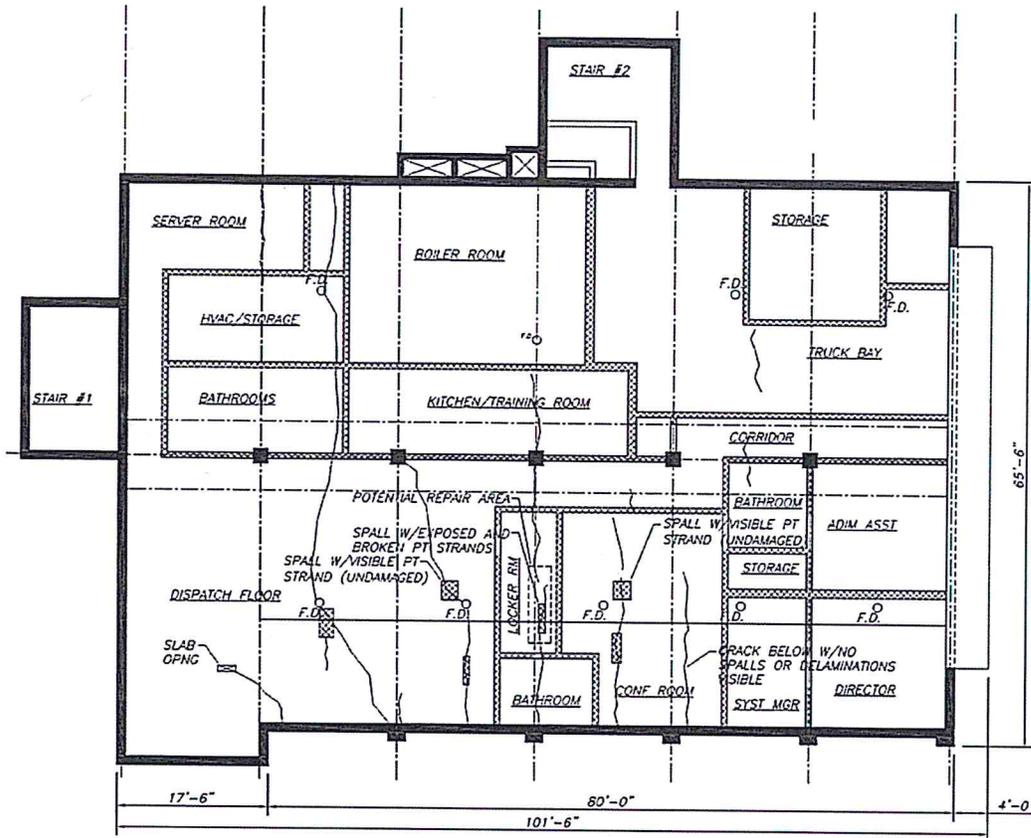


Figure 1 – Underside of Slab Plan

As requested we have updated our preliminary opinion of probable repair costs based on our review of the underside of the slab exposed by Hebert and assessment of the areas of delaminated concrete. Fortunately, the broken PT strands were limited to the location previously reviewed. We have added additional cost to prepare and coat the exposed reinforcement at the 5 spalls discovered on the underside of the slab and have added a lump sum number to cover drain line repairs as we noted a few locations where there were visible leaks in the drain line.

As noted previously we are assuming that we can bond a new membrane to the existing system with minimal surface preparation. The scope of the work includes concrete repair to the top and bottom sides of the slab and to the column bases. We would propose installing new floor drains at the locations where water has historically ponded. Further, we would include epoxy injection of the slab cracks and routing and sealing of others prior to installing a new membrane system. Given the use of the garage we also recommend repairing the damaged strands to maintain the design loading and normal use of the facility.

Given the scope of this work it is our opinion that we should take this opportunity to expose the stressing ends (Minot Ave. side of the building) of the strands for inspection as mentioned in our original report. The proposed work includes closing down all bays in the garage at certain times of the project and we would recommend taking this opportunity to excavate and expose the ends for inspection. We feel that it would be appropriate to inspect at least one anchor at each bay of the garage. We have included a line item in our revised estimated for this scope.

This opinion should be considered preliminary as we have not fully developed repair details and have had only minimal consultations with contractors to review the potential costs of these repairs. There are several factors in the costs to complete that have yet to be defined and include; the time of year it will be completed, how much work can be completed at one time, and the time of day the work can be most

effectively be completed. It is anticipated that the membrane and concrete repairs can be phased in such a way that a few of the garages bays can remain operational during construction.

<u>Repair Items</u>	<u>Qty</u>	<u>Unit</u>	<u>Cost/Unit</u>	<u>Total</u>
Concrete Repair				
Top Slab	100	sf	\$55.00	\$5,500.00
Bottom Slab*	20	sf	\$225.00	\$4,500.00
Column Bases	5	ea	\$750.00	\$3,750.00
Underside Slab Repairs	22	sf	\$35.00	\$770.00
Crack Injection	150	lf	\$50.00	\$7,500.00
Crack Sealing	100	lf	\$12.00	\$1,200.00
Deck Membrane				
Surface Prep	5000	sf	\$2.50	\$12,500.00
Membrane Installation	5000	sf	\$6.50	\$32,500.00
Drain Installation	4	ea	\$2,500.00	\$10,000.00
Drain Line Repairs	1	LS	\$5,000.00	\$5,000.00
Post Tension Cable Repairs	1	LS	\$12,000.00	\$12,000.00
Stressing End Cable Inspection	5	ea	\$1,500.00	\$7,500.00
Protection/Dust Control	1	LS	\$25,000.00	\$25,000.00
			Sub-Total	\$127,720.00
			Contingency	\$12,772.00
			General Conditions	\$19,158.00
			Mob/Demobilization	\$9,579.00
			<u>Preliminary Opinion of</u>	
			<u>Probable Const Cost</u>	\$169,229.00

*Underside concrete repair limited to area where PT cables will be repaired.

All other overhead repairs will be limited to removal of loose concrete, cleaning and coating of all exposed reinforcement.

Based on our reviews of the existing conditions and the confirmation that there is only one location where there are broken post tensioning strands it is our opinion that this work could be completed without relocating the 911 Call Center. It will likely not be seamless and there will be times when it will be noisy and inconvenient. Protection of equipment and ventilation will be a necessity and it is likely that some temporary re-locations of desks/stations will be required. Clear limitations on time, noise and disruption will need to be incorporated into the bid documents to ensure the contractor is fully aware of the conditions.

If the leaks and repairs are not addressed and the concrete/post-tensioning reinforcement continues to deteriorate, there is a high potential that we may have to further restrict loads in the other bays. Therefore, it recommended that the repairs recommended above be implemented as soon as feasible.

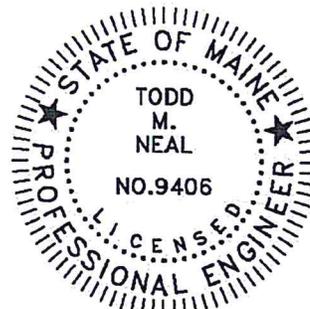
As part of this phase of our proposal we have included a meeting with the City to review the current conditions and the scope of the proposed work. We look forward to hearing from you and scheduling this meeting. If you have any questions please do not hesitate to contact us.

Sincerely,

BECKER STRUCTURAL ENGINEERS, Inc.



Todd M. Neal, P.E.
Vice President





December 18, 2014

Mr. Derek Boulanger
 Facilities Manager/Purchasing Agent
 City of Auburn, Maine
 60 Court St.
 Auburn, ME 04210

**CENTRAL FIRE HEADQUARTERS – DESTRUCTIVE TESTING SCOPE OF WORK
 AUBURN, ME
 BSE W0 3457**

Following the meeting held on December 4, 2014, we propose that additional testing and investigation are conducted to establish the preparation requirements to apply a traffic membrane to the existing concrete deck, confirm whether the concrete repairs will detrimentally disrupt the operations of the Dispatch Center and expose the post tension stressing anchors at the front of the building to confirm the anchor condition.

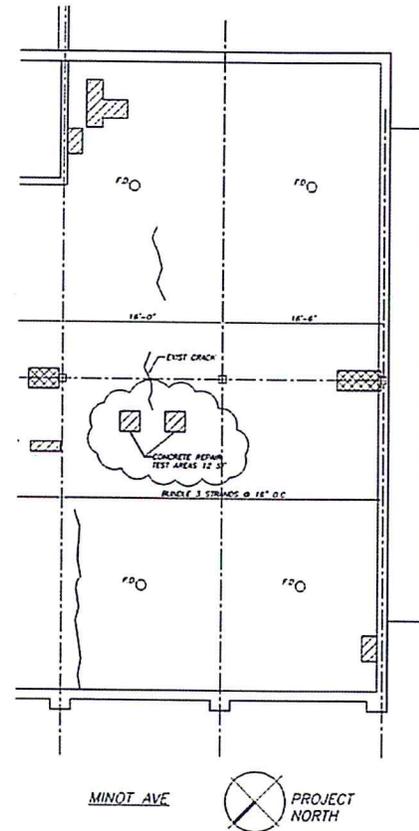
Scope of Work Item:

1. Traffic Membrane Investigation (Test area TBD as to not disrupt operations)
 - a. Deck surfaces in test area shall be scrubbed with a power broom and strong detergent to remove oil or grease. Thoroughly wash, clean and allow surface to dry. Prepare all surfaces as recommended by the traffic membrane manufacturer. The goal is to acquire an ICRI Concrete Surface Profile (CSP) between 3 to 4 without disrupting operations below. Prepare concrete surfaces using the three different preparation methods outlined below:
 - i. Shot blast.
 - ii. Water blast with high pressure washer (allow concrete to fully dry-typically 1-2 days prior to primer application).
 - iii. Grind concrete with low speed diamond coarse bit.
 - b. Locate traffic membrane test areas at locations where no concrete delaminations or cracks exist and is out of daily fire department operations. Sound concrete as necessary.
 - c. Proposed traffic membrane system is Neogard Auto-Gard E with the following properties:
 - i. Primer: Manufacturer recommended primer applied at a rate of 300 sf/gal.
 - ii. Base Coat: FC7500/FC7960 (urethane) applied at a thickness of 20 mils.
 - iii. Wearing Course: 70714/70715-01 (epoxy) applied at a thickness of 16 mils with 15-18 lbs/100 sf of 7992U (12/20) aggregate.
 - iv. Top Coat: 70714/70715-01(epoxy) applied at a thickness of 14 mils.
 - d. Provide 9 test patches, 3 using shot blast preparation method, 3 using the water blasting preparation method and 3 using the concrete grinder preparation method. Provide the following test areas:
 - i. 3 foot square minimum primer test area.
 - ii. 3 foot square primer minimum and base coat area.
 - iii. 3 foot square minimum primer, base coat, wearing course and topcoat (complete system to see if texture profile meets requirements of fire department operations).
 - e. Allow test areas to fully cure prior to adhesion tests. Do not allow traffic on membrane until 24 hours minimum after final application or until fully cured.

- f. Notify Engineer prior to testing. Perform adhesion tests according to ASTM D4541-Standard Test Method for Pull-Off Strength of Coatings Using Portable Adhesion Testers. Compare results to manufacturer minimum adhesion requirements.

2. Concrete Deck Repairs at Southwest End of Building (Reference partial drawing below for test location)

- a. Saw cut perimeter of damaged area to a depth of $\frac{1}{2}$ inches. Do not cut reinforcement or strands. Remove a section by hand to determine the depth of reinforcement and strands.
- b. Remove deteriorated and sound concrete as necessary. Approximate excavation is 12 square feet. Excavate $\frac{3}{4}$ inches around all reinforcement. To the greatest extent possible provide uniform square repair areas. Do not cut reentrant corners into repair area.
- c. Steel reinforcement should be thoroughly prepared by mechanical cleaning to remove all traces of rust. The steel should be high-pressure washed with clean water after mechanical cleaning.
- d. Remove loose, deteriorated and bond inhibiting materials from surface. Preparation work shall be done by high pressure water blast or other appropriate mechanical means to obtain an exposed aggregate surface with a minimum surface profile of $\pm 1/8$ inch.
- e. Notify Engineer to inspect condition of reinforcement and strands.
- f. Saturate surface with clean water. Substrate should be saturate surface dry (SSD) with no standing water during application.
- g. All reinforcement shall be primed or epoxy coated with a product compatible with the concrete repair material.
- h. Apply primer to concrete substrate compatible with repair material.
- i. Concrete repair material properties:
 - i. $f'c = 5000$ psi min.
 - ii. Air Content = $4.5 \pm 1.5\%$
 - iii. Mix shall include corrosion inhibitor
- j. Install repair/patch material as per manufacturer recommendation. Do not exceed the maximum lift thickness specified by manufacturer.
- k. Provide tooled and sealed joints along repair perimeter.
- l. All repair areas shall be wet cured per ACI for a minimum of 3 days.
- m. All repair material shall cure a minimum of 28 days prior to installation of sealants and traffic membrane.



3. Exposing Post Tension Ends

- a. Excavate asphalt paving and soils approximately 18 inches wide by 12 inches deep in front of the building at 5 locations. The length of excavation to be determined to expose a minimum of 1 post tension anchor in front of each garage bay. Note: spacing of post tension strands varies from 15 inches O.C. to 24 inch O.C. Coordinate excavation in areas to avoid vehicle wheel paths.
- b. Remove grout plug and debris from port for inspection.
- c. Notify Engineer for inspection.



- d. Following inspection, clean, prime and coat strand and anchor with 2 coats of cold galvanizing paint. Install new grout plug.
- e. Replace soil and asphalt paving. Compact soil.

We appreciate the opportunity to assist you with this project. Please contact us with any questions.

Sincerely,

BECKER STRUCTURAL ENGINEERS, Inc.



Josh Martin-McNaughton, P.E.
Project Engineer





March 9, 2015

Mr. Derek Boulanger
 Facilities Manager/Purchasing Agent
 City of Auburn, Maine
 60 Court St.
 Auburn, ME 04210

**CENTRAL FIRE HEADQUARTERS – DESTRUCTIVE TESTING RESULTS MEMO
 AUBURN, ME
 BSE W0 3457**

A series of destructive and non-destructive tests were performed during the week of February 23, 2015 by Knowles Industrial Services Corp (KISC) and witnessed by Becker Structural Engineers (BSE) and members of the Fire Department and Dispatch Center. The purpose of these test were to determine whether or not concrete repairs could be performed above the Emergency Dispatch Center. Reference letter dated December 18, 2014 Destructive Testing Scope of Work to the City of Auburn that outlines the procedures performed. The tests included surface preparations for applying traffic membrane to the concrete deck, traffic membrane adhesion tests, exposure of post tension stressing ends and noise level tolerance tests at concrete deck repairs. Below are the results of the each test.

Testing Results

1. Traffic Membrane

Preparation of the concrete deck for application of the traffic membrane included grinding with a hand grinder, and shot blasting in both one and two directions. These deck preparation methods were performed over the dispatch center and within Bay 1. Although it was reported that some noise could be heard within the dispatch center, it did not appear to disrupt operations. It is believed that dispatch operations can continue 100% while preparations of the concrete deck for the traffic membrane are ongoing above.

The traffic membrane was installed in several layers over a series of three days starting on Monday February 23rd and the final top coat applied on the 25th, see adjacent photo. KISC placed variations of aggregate size and application rate (aggressive/coarse, standard and play sand aggregate) within the traffic membrane. Deputy Chief Tim Allen viewed each aggregate profile within the traffic membrane test areas and noted that the standard aggregate size and application rate would be best for the fire department use. It was noted that the more aggressive aggregate used in the membrane the harder it would be to keep clean and maintain. BSE was onsite the morning of Thursday, February 26th to witness the adhesion tests of the traffic membrane. The adhesion of the system performed poorly and each test failed below the minimum limit of 120 psi. The failure was at the urethane base coat. The base coat was gummy, could be scrapped away from the primer and did not



appear that it had fully cured. The primer was tested for adhesion to the concrete deck and each primer test was successful, with all tests above the minimum 150 psi average. BSE contacted the traffic membrane manufacturer and they indicated it is possible the components for this small batch were not proportioned correctly which delayed the curing process. KISC returned to perform another set of adhesion tests on March 4th. All tests were reported successful, meeting the requirements of adhesion averages be above 150 psi and no test lower than 120 psi.

2. Concrete Repairs

Approximately 9 square feet of deteriorated concrete was removed over the dispatch center for approximately 45 minutes, see adjacent photo. Phyllis Gamache and Andrew Mckinley along with myself witnessed the test within the dispatch center. Electric and pneumatic chipping hammers were both used; neither type produced appreciably less noise than the other. It was noisy and disruptive but it appears the noise was manageable for the short period of time. Operations tried a few tests to determine if outside callers were disrupted by the chipping above. It did not appear the callers were affected. Phyllis and Andrew can provide additional information and comments on their experience.



At the end of the test, KISC was close to completing the demolition of the deteriorated concrete and we directed them to complete the repair 100% so this area would not have to be redone in the future, see photos below. There is approximately 110 square feet of concrete demolition that will need to take place over the entire elevated slab. It was noted that between the periods of Sunday 8 pm to 4 am Monday that calls into the dispatch center are at their lowest and would be the opportune time to complete the repairs. I believe that the repairs directly above the dispatch center can be completed within this timeframe, although consideration of the firefighters during this time also needs to be considered. The likely largest disruption will be the concrete and strand repairs within the lower level locker room. We anticipate approximately 2 hours of intermittent chipping/demolition (conservative timeframe) in this area and would be likely louder than the repairs above.



3. Exposure of Post Tension Pocket

Approximately a 5 foot wide by 10 inch deep trench was excavated at the front of Bay 1 (bay furthest from the ground level fire department offices) to expose the stressing end of the post tensioned strands. From previous testing and original drawings the strand varies 15 inches to 24 inches on center and would be centered within the 12 inch slab. No stressing pockets were observed within our excavation as was shown on the original drawings. Because of the failure to find the stressing ends at this location we excavated another trench at the rear of the bay; no stressing pockets were observed at this location either. Typical post tension details would have the stressing pockets at the end of the slab and grouted to protect them from the elements. It is somewhat reassuring that we were not able to find the stressing pockets because this means that they are likely embedded deeper within the slab and therefore better protected from the elements than if the pockets were right at the end of the slab.

Conclusion

Through this testing we have determined that:

1. Application of a traffic membrane can be accomplished with minimal disruption to the dispatch center below and that good adhesion can be accomplished to the concrete deck with typical preparation procedures.
2. Concrete demolition above the dispatch center can be accomplished by demoing during off call hours and closely working with the contractor on scheduling and coordination with the dispatch center.
3. Although the condition of the post tension stressing ends are not known, we believe that they were embedded deeper into the slab and therefore have a greater resistance to the elements than if they were within pockets at the exposed end of the slab.

We appreciate the opportunity to assist you with this project. Please contact us with any questions.

Sincerely,

BECKER STRUCTURAL ENGINEERS, Inc.



Josh Martin-McNaughton, P.E.
Project Engineer



Derek Boulanger

From: Frank Roma
Sent: Thursday, March 12, 2015 11:44 AM
To: Derek Boulanger; Howard Kroll; Denis D'Auteuil; 911Director; Tim Allen; Drew McKinley (911); Geoff Low; Matt Charest (911)
Cc: Jill Eastman
Subject: RE: Auburn FD Testing Memo

Thank you Derek. Looks encouraging and I support moving forward.

Frank

From: Derek Boulanger
Sent: Thursday, March 12, 2015 11:16 AM
To: Howard Kroll; Denis D'Auteuil; Frank Roma; 911Director; Tim Allen; Drew McKinley (911); Geoff Low; Matt Charest (911)
Cc: Jill Eastman
Subject: FW: Auburn FD Testing Memo

Please see attached memo summarizing the results from the destructive testing. Let me know if there are any questions or concerns and I will follow up with the engineer.

If all are in agreement that the remaining work can be completed without displacing the 911 Communications operations, I will move forward in scheduling the next steps.

Thanks

Derek Boulanger
Facilities Manager/Purchasing Agent
City of Auburn
60 Court St.
Auburn, ME 04210
207.333.6601 EXT. 1135

From: Joshua Martin-McNaughton [<mailto:JMartinMcNaughton@beckerstructural.com>]
Sent: Wednesday, March 11, 2015 4:48 PM
To: Derek Boulanger
Subject: Auburn FD Testing Memo

Derek attached is a brief memo outlining the results of the tests that were performed. Let us know what decisions are made and we can begin the repair documents.

Let us know if you have any additional questions or comments.

Josh

Josh Martin-McNaughton, P.E.
Project Engineer
Becker Structural Engineers, Inc.
direct 207.879.1838 x138

Derek Boulanger

From: 911Director
Sent: Thursday, March 12, 2015 4:03 PM
To: Derek Boulanger; Howard Kroll; Denis D'Auteuil; Frank Roma; Tim Allen; Drew McKinley (911); Geoff Low; Matt Charest (911)
Cc: Jill Eastman; Phil Crowell; Paul LeClair (PLeClair@lewistonmaine.gov)
Subject: RE: Auburn FD Testing Memo

This looks reasonable to me, too. The sanding and the grinding tests did not create a level of noise that would cause interference with call taking or dispatching. The chipping was somewhat disruptive, but manageable. We should consider having the chipping segments scheduled and be prepared to alter shift lengths is necessary.

From: Derek Boulanger
Sent: Thursday, March 12, 2015 11:16 AM
To: Howard Kroll; Denis D'Auteuil; Frank Roma; 911Director; Tim Allen; Drew McKinley (911); Geoff Low; Matt Charest (911)
Cc: Jill Eastman
Subject: FW: Auburn FD Testing Memo

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Derek Boulanger
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City of Auburn
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Let us know if you have any additional questions or comments.

Josh

Josh Martin-McNaughton, P.E.
Project Engineer
Becker Structural Engineers, Inc.
direct 207.879.1838 x138



Central Fire Floor Repairs
Bid # 2015-032

6/11/2015

		Knowles Industrial Service Corporation				Hascall & Hall				Jeans Waterproofing, Inc			
A. GENERAL CONDITIONS WORK (Lump Sum)		\$12,250.00				\$4,500.00				\$2,000.00			
B. UNIT PRICE WORK													
ITEM	DESCRIPTION	UNIT	QNTY	UNIT COST	TOTAL	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST		
1	Crack chase repair	lf	275	\$12.00	\$3,300.00	\$16.20	\$4,455.00	\$15.00	\$4,125.00				
2	Concrete deck repair	sf	100	\$80.00	\$8,000.00	\$168.44	\$16,844.00	\$200.00	\$20,000.00				
3	Base of column repair	sf	20	\$200.00	\$4,000.00	\$306.95	\$6,139.00	\$140.00	\$2,800.00				
4	Overhead concrete repair	sf	10	\$200.00	\$2,000.00	\$387.80	\$3,878.00	\$2,750.00	\$27,500.00				
5	Overhead strand post tensioning	bundle	1	\$4,255.00	\$4,255.00	\$8,133.00	\$8,133.00	\$4,500.00	\$4,500.00				
6	Traffic membrane application	sf	4,800	\$7.50	\$36,000.00	\$10.31	\$49,488.00	\$15.50	\$74,400.00				
7	Floor drain, leader and	ea	2	\$5,000.00	\$10,000.00	\$3,231.00	\$6,462.00	\$5,500.00	\$11,000.00				
	Unit Price Total				\$67,555.00		\$95,399.00		\$144,325.00				
C. TOTAL ESTIMATED BID AMOUNT (A+B)		\$79,805.00				\$99,899.00				\$146,325.00			

ITEM	DESCRIPTION	UNIT	Addition Unit Price	Deduction Unit Price	Addition Unit Price	Deduction Unit Price	Addition Unit Price	Deduction Unit Price
1	Crack chase repair	lf	\$12.00	\$10.00	\$16.20	\$16.20	\$15.00	\$12.00
2	Concrete deck repair	sf	\$80.00	\$70.00	\$168.44	\$168.40	\$200.00	\$175.00
3	Base of column repair	sf	\$200.00	\$100.00	\$306.95	\$306.95	\$140.00	\$120.00
4	Overhead concrete repair	sf	\$200.00	\$100.00	\$387.80	\$387.80	\$2,750.00	\$0.00
5	Traffic membrane application	sf	\$7.50	\$6.00	\$10.31	\$10.31	\$15.50	\$12.50
6	Floor drain and leader	ea	\$5,000.00	\$4,000.00	\$3,231.00	\$3,231.00	\$5,500.00	\$4,800.00

Derek Boulanger

From: Joshua Martin-McNaughton [JMartinMcNaughton@beckerstructural.com]
Sent: Monday, June 15, 2015 2:21 PM
To: Derek Boulanger
Cc: Todd Neal
Subject: RE: Central Fire Bids

Derek in review of the bids, Knowles Industrial has provided the lowest bid of \$79,805 with an expected completion date of Thanksgiving of this year. They indicated they could not complete the project within the specified 12 weeks from notice to proceed. In talking with Knowles, the amount of work proposed is relatively short but they cannot fit this project into their schedule until the fall. Temperatures are a concern for this project as the fire trucks cannot be left outside during freezing temperatures. As you know there is a threat of freezing temperatures on a consistent basis starting towards the end of October. It is expected that the traffic membrane will be completed in 2 phases (taking 2 or 3 bays at a time) to allow for the temperature sensitive trucks to remain in the unoccupied bays. Each membrane phase will take approximately 1 week to complete.

The next lowest bidder is Hascall Hall at \$100,079 and can complete the project within 12 weeks of notice to proceed.

All bidders are qualified to perform the work. Based on the information above and discussions with Knowles, we believe they can complete the project and coordinate the work around the Fire Department requirements of not leaving the fire trucks outside during freezing temperatures.

Let me know if you have any further questions or comments.

Josh

Josh Martin-McNaughton, P.E.
Project Engineer
[Becker Structural Engineers, Inc.](#)

From: Derek Boulanger [<mailto:dboulanger@auburnmaine.gov>]
Sent: Monday, June 15, 2015 9:04 AM
To: Joshua Martin-McNaughton
Subject: RE: Central Fire Bids

Thank you

From: Joshua Martin-McNaughton [<mailto:JMartinMcNaughton@beckerstructural.com>]
Sent: Monday, June 15, 2015 7:34 AM
To: Derek Boulanger
Subject: RE: Central Fire Bids

Thanks, I will take a look at this today.

Josh

Josh Martin-McNaughton, P.E.
Project Engineer
[Becker Structural Engineers, Inc.](#)

From: Derek Boulanger [<mailto:dboulanger@auburnmaine.gov>]
Sent: Friday, June 12, 2015 12:33 PM

To: Joshua Martin-McNaughton

Cc: Todd Neal

Subject: Central Fire Bids

Good Afternoon Gentlemen,

Attached are the Proposals and Results from the bid opening yesterday.

I look forward to your analysis and recommendation.

Thanks

Derek Boulanger

Facilities Manager/Purchasing Agent

City of Auburn

60 Court St.

Auburn, ME 04210

207.333.6601 EXT. 1135

Central Fire Department Floor Repairs

BECKER STRUCTURAL ENGINEERING	\$	3,375.00
BECKER STRUCTURAL ENGINEERING	\$	3,902.40
KNOWLES INDUSTRIAL SERVICES	\$	9,810.00
BECKER STRUCTURAL ENGINEERING	\$	3,548.00
HEBERT CONSTRUCTION LLC	\$	1,447.14
KNOWLES INDUSTRIAL SERVICES	\$	79,805.00
BECKER STRUCTURAL, CONSTRUCT ADMIN	\$	4,500.00
CONTINGENCY	\$	13,612.46
<hr/>		
TOTAL FOR CENTAL FIRE FLOOR	\$	120,000.00

**CITY OF AUBURN
NOTICE OF PUBLIC HEARING**

Pursuant to Section 8.13 of the City Charter, notice is hereby given that the Auburn City Council will hold a public hearing on Monday, July 20, 2015, at 7:00 p.m. in the Council Chambers, Auburn Hall, 60 Court Street on a proposed order reallocating \$120,000 of unspent proceeds from the City's 2013 General Obligation Bonds to finance repairs to Central Fire Station Apparatus Bay Floors.

Following the public hearing, the City Council expects to conduct the first reading on the order at the same July 20, 2015 meeting. The City Council expects to conduct the second reading and take final action on the meeting of August 3, 2015.

The order is available for inspection at the City Clerk's office during regular business hours.

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

Order 56-07202015

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, there remain unspent proceeds of the 2013 Bonds borrowed for the Street Light Project, \$120,000 of which excess proceeds the City Council desires to reappropriate and reallocate to be used for the Central Fire Apparatus Bay Floor Repairs;

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 \$120,000 be and hereby are appropriated from the amount borrowed as part of the 2013 Bonds for the Street Light Project to finance the costs of the Central Fire Apparatus Bay Floor Repairs.

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 Central Fire Apparatus Bay Floor Repairs was published on or before July 6, 2015, in the Lewiston Sun-Journal, a daily newspaper published in the City of Auburn and in Androscoggin County.

A public hearing was held on July 20, 2015.



City Council Information Sheet

City of Auburn

Council Workshop or Meeting Date: 8/3/2015

Order 59-08032015

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

Subject:

Purchase of the property at 204 Minot Avenue for the purpose of improving the Washington Street and Minot Avenue Gateway to our community. The acquisition of this property is essential to accomplishing the Gateway Transition District goals of the 2010 Comprehensive plan and has been an important component of encouraging recent and upcoming private developments along the corridor.

Information:

The property at 204 Minot Avenue has been vacant for a number of years and was formerly used as a gas station. The underground gas tanks have been removed and the property was purchased at Auction in 2012 by John Vallieres. The property totals .23 acres in area and was purchased at auction for \$39,600. The local tax assessment values the property at \$146,500. Staff has been discussing the possible purchase of the parcel for a couple of years but has not been able to get a clear sales price from the owner until recently and he will not sell the parcel for less than \$140k. A recent appraisal estimates the value in the current condition at \$95k, although the interior is gutted to the frame and ready for continued renovations. Completed renovations will increase the value of the property substantially and the owner has halted any further investment until the Council decides whether or not to purchase it. The cash flow potential of the parcel when renovations are completed and a business is established would dictate its value and it would likely exceed \$140k.

The property was specifically discussed by the Comprehensive Plan Committee and they recommended that the narrow lot in this important gateway corridor was not suitable for redevelopment and designated it as part of a Gateway Transition (GT) District. Attached are Figure 2.4 Downtown Auburn Future Land Use Map and the description of the GT District from the Approved Comprehensive Plan. In addition to being recommended by the Comprehensive Plan, The Council has expressed an interest in improving this gateway corridor and other investors in the corridor are hopeful that the City will follow through with the Comprehensive Plans recommendations to improve its appearance.

The City has also proposed a plan for a coordinated improvement of the entire Main, Academy, Minot, High and Elm Street system including the removal of one 3-way traffic control signal at Minot and High and the relocation of the signal from Main and Academy to Main and Elm Streets. A portion of this parcel will be critical to accomplishing that planned improvement. The traffic project will be under review at ATRC and is slated for completion in the next 2-4 year funding cycles.

The property owner has recently proposed a site development to the planning Board and intends to open a used car lot. Staff has advised him since prior to the purchase of the lot that the Ordinance and Comprehensive Plan will likely prevent that from happening. The requirements for special exception uses include a finding that the special exception sought will not block or hamper the comprehensive plan pattern of highway circulation or of planned major public or semipublic land acquisition. The owners' attorney does not agree with staff's opinion, however, staff will be recommending that the project would hamper the plan and should not be approved by the Planning Board. The owner now has substantial expenses for the for taxes over 3 years and site planning consultants and has agreed to delay the Planning Board Hearing and any further expenses until the Council considers purchasing the parcel. We estimate the owner's expenses associated with the property to be

approximately \$100k. He has also indicated that he will likely open a check cashing or small retail business at the site if the Planning Board denies his application for used car sales.

Advantages:

The demolition and improvement of this parcel will have a major positive impact on the appearance as people enter the City. We are paying less than assessed value and the property in this corridor will appreciate over time given the other investments planned. We are accomplishing a specific goal of the City Council and comprehensive plan and will need a portion of the parcel for future transportation improvements.

Disadvantages:

We will need to pay more than appraised value if we want this property. If we do not buy it then we may end up with an undesirable use on the corner of this important gateway and as property values appreciate we will pay more in the future if we need the parcel.

City Budgetary Impacts:

\$140,000 of funding that was already appropriated and reserved for projects like this one that improve the Minot Avenue Gateway. Demolition costs are expected to be in the \$15-\$25k range depending on any abatement costs.

Staff Recommended Action:

Order the City Manager to complete the purchase of this important gateway parcel within 30 days and demolish it as soon as possible.

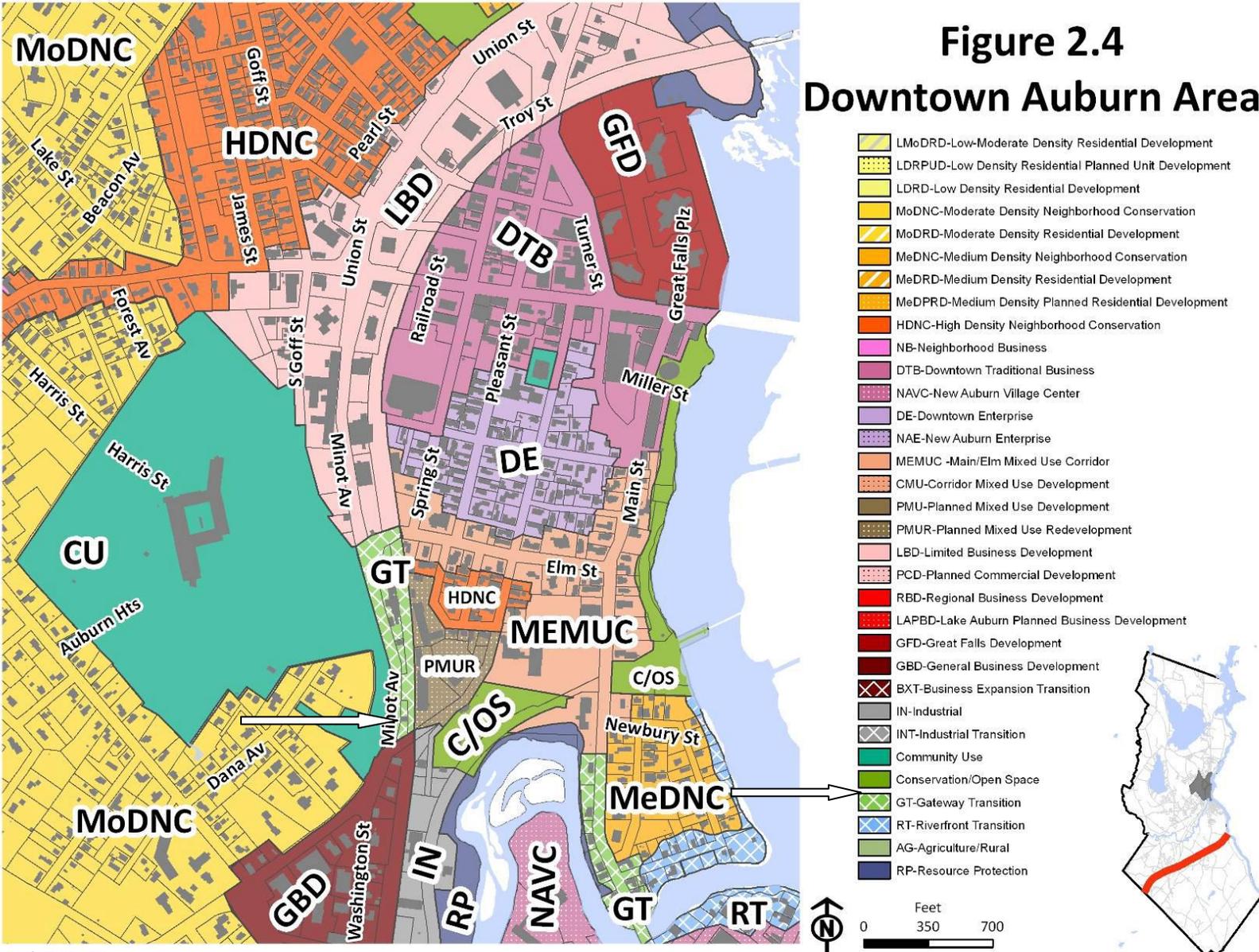
Previous Meetings and History:

Executive session to make the council aware that the property was for sale and get approval to complete an appraisal.

Attachments:

Draft Order, Comprehensive Plan Excerpt and Appraisal Cover letter (Full Copy available in the City Managers Office).

Figure 2.4 Downtown Auburn Area



3. RESTRICTED/NON-GROWTH AREAS (Page 107)

TYPE B: TRANSITION/REUSE/REDEVELOPMENT AREAS

DESIGNATION: OPEN SPACE/CONSERVATION

Gateway Transition District (GT)

Objective – Establish attractive, green gateways to the downtown area through a combination of regulation and acquisition (see Figures 2.3 and 2.4). Within these areas, the City should limit new development and redevelopment, while acquiring property from willing sellers for fair market value. Once blocks of land are acquired, they should be redeveloped as public open space to create attractive, welcoming entrances to the intown area of the City.

Allowed Uses – Existing developed properties within the Gateway Transition District should be allowed to continue to be used for their current use and be maintained. Existing nonresidential properties should be permitted to be expanded within strict limits. New development or redevelopment for residential or commercial purposes should not be permitted. After the existing buildings are removed, the allowed uses in the Gateway Transition District for new activity should be limited to recreational and open space uses, and facilities for providing public access to the river.

Development Standards – The standards for the Gateway Transition District should allow for the expansion of the gross floor area of existing nonresidential uses by up to ten (10) percent to allow for maintenance of the current use, but expansion of residential uses should not be permitted.

Goulet & Associates, Inc.

Real Estate Appraisal, Review and Consulting

July 27, 2015

City of Auburn Maine
60 Court Street, Suite 104
Auburn, Maine 04210

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

RE: Appraisal of the as is market value of the fee simple interest in the property located at 204 Minot Avenue in the City of Auburn, Maine. GA File #2491.

Dear Mr. Cousens:

Pursuant to your request, I have prepared the attached Appraisal Report of the subject property referenced above. The purpose of this appraisal is to estimate the as is market value of the fee simple interest in the subject property. The effective date of value is July 15, 2015, the date of inspection. The intended use of this report is to assist our named client, the City of Auburn, in a pending purchase decision. Use of this report by any other party is not intended.

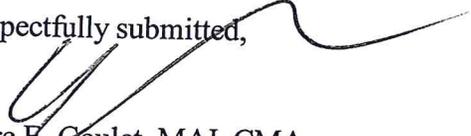
The property is located at 204 Minot Avenue in the City of Auburn, Maine. Title to the property is referenced to John M. Vallieres as identified in Book 8501, Page 155 dated September 25, 2012, as recorded in the Androscoggin County Registry of Deeds. The subject property is also referenced in the municipal records as Assessor's Map 230, Lot 159. The site contains 9,536± SF with 225.41± linear feet of frontage on Minot Avenue, 48.53± linear feet of frontage on High Street and 24 feet on the radius of the intersection of Minot Avenue and High Street. The site is improved with a one story masonry block and wood frame structure constructed on a slab. According to municipal records the building was constructed in 1960 originally for use as a fuel and service station with two bays. Fuel tanks have reportedly been removed from the site. The building has recently undergone partial interior upgrades within the former office areas (417± square feet) to include insulation, framing, updated utility lines and roughed in plumbing. These areas remain in shell condition at this current time. The two bay garage area (791± square feet) is comprised of an open area containing a concrete slab and utility finishes. There is an oil fired FHA heating system which is currently disconnected but reported to be in serviceable condition. The gross building area is 1,208± SF. Site improvements include gravel and paved areas. Landscaping is minimal.

The analyses and conclusions within the attached Appraisal Report are based upon field research, interviews with market participants, and publicly available data collected by the appraiser. I have personally inspected the subject property. The accompanying report has been prepared in accordance with the requirements of the Code of Professional Ethics and Standards of Professional Practice of the Appraisal Institute which includes the Uniform Standards of Professional Appraisal Practice (USPAP) as adopted by the Appraisal Standards Board of the

Appraisal Foundation. This appraisal report is intended for use solely by our named client the City of Auburn, Maine.

Based upon physical inspection and analysis of relevant market data as detailed within the following appraisal report, it is my opinion that the as-is market value of the fee simple interest in the subject property as of July 15, 2015 is **Ninety Five Thousand Dollars (\$95,000)**.

Respectfully submitted,



Marc E. Goulet, MAI, CMA
President, Goulet and Associates, Inc.

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 59-08032015

ORDERED, that the City Council hereby direct the City Manager to purchase the property at 204 Minot Avenue for \$140,000.00 for the purpose of improving the Washington Street and Minot Avenue Gateway to our community. The acquisition of this property is essential to accomplishing the Gateway Transition District goals of the 2010 Comprehensive plan and has been an important component of encouraging recent and upcoming private developments along the corridor.



City Council Information Sheet

City of Auburn

Council Meeting Date: 08/03/2015

Subject: Executive Session with possible action to follow.

Information: Discussion regarding a personnel matter, pursuant to 1 M.R.S.A. Section 405(6)(A).

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

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

- (1) An executive session may be held only if public discussion could be reasonably expected to cause damage to the individual's reputation or the individual's right to privacy would be violated;
- (2) Any person charged or investigated must be permitted to be present at an executive session if that person so desires;
- (3) Any person charged or investigated may request in writing that the investigation or hearing of charges or complaints against that person be conducted in open session. A request, if made to the agency, must be honored; and
- (4) Any person bringing charges, complaints or allegations of misconduct against the individual under discussion must be permitted to be present.

This paragraph does not apply to discussion of a budget or budget proposal;

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

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

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

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

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

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

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

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

City of Auburn, Maine

"Maine's City of Opportunity"

Financial Services



TO: Howard Kroll, City Manager
FROM: Jill Eastman, Finance Director
REF: June 2015 Financial Report
DATE: July 9, 2015

The following is a discussion regarding the significant variances found in the City's June 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 the final month of the current fiscal year. As a guideline for tracking purposes, revenues and expenditures should amount to approximately 100% of the annual budget. The attached reports are where we are right now. We are still processing invoices for FY 15 and there are some revenues that haven't been received that belong in FY 15. This report shows you where we are today. When the audit is complete, the auditors will give a formal presentation of the final year end picture.

If you recall, at the Council meeting on February 17, 2015, the City Council authorized the City Manager to use \$150,00 from the Emergency Reserve Fund to help fund the Public Services Department due to the severe winter that we were having. Due to the Public Services management teams close watch on expenditures for the remainder of the fiscal year, the use of these funds was not necessary.

Revenues

Revenues collected through June 30th, including the school department were \$71,251,983, or 93.62%, of the budget. The municipal revenues including property taxes were \$52,253,532, or 96.74% of the budget which is more than the same period last year by 0.43%. The accounts listed below are noteworthy.

- A. Property Tax collections that are received for the first 60 days following fiscal year end are posted to the prior year. What this means is that any property taxes collected in July and August will be posted to FY 15. As of June 30th property tax collections were at 97.99% of the budget which is 1.31% higher than last year at this time.

- B. Excise tax for the month of June is at 113.77%. This is an \$228,496 increase from FY 14. Our excise revenues for FY15 are \$438,457 above projections as of June 30, 2015.

- C. State Revenue Sharing for the month of June is 91.41% or \$1,507,858.

- D. Business and Non-Business Licenses and Permits are at 106.05% of budget due to Commercial Licenses and Street Openings coming in higher than anticipated.

Expenditures

City expenditures through June 2015 were \$37,099,810 or 97.97%, of the budget. Noteworthy variances are:

- A. Legal Service is at 101.86%. This will be higher in the final report as we have not received a bill for May and June legal services from Brann and Isaacson.

- B. Health and Social services is under budget this year for the first time in 3 years. The major contributing factors are Salaries, the administrative assistant is now shared 2 days a week with the City Clerks office and is paid out of that budget for those 2 days and the Assistance budget came in at 94.5% of the total budget.

Investments

This section contains an investment schedule as of June 30th. Currently the City's funds are earning an average interest rate of .23%. I am in the process of moving all investments to higher yielding instruments.

Respectfully submitted,



Jill M. Eastman
Finance Director

CITY OF AUBURN, MAINE
BALANCE SHEET - CITY GENERAL FUND, WC AND UNEMPLOYMENT FUND
AS of June 2015, May 2015,, and June 2014 (pre audit)

	UNAUDITED June 30 2015	UNAUDITED May 31 2015	Increase (Decrease)	AUDITED JUNE 30 2014
ASSETS				
CASH	\$ 13,631,632	\$ 15,554,717	\$ (1,923,085)	\$ 5,319,835
RECEIVABLES			-	
ACCOUNTS RECEIVABLES	1,607,306	1,831,522	(224,216)	1,447,551
TAXES RECEIVABLE-CURRENT	37,898	1,292,007	(1,254,109)	140,913
DELINQUENT TAXES	571,005	576,846	(5,841)	533,344
TAX LIENS	1,471,014	524,169	946,845	1,390,006
NET DUE TO/FROM OTHER FUNDS	278,086	(581,433)	859,519	8,116,581
TOTAL ASSETS	\$ 17,596,941	\$ 19,197,829	\$ (1,600,888)	\$ 16,948,230
LIABILITIES & FUND BALANCES				
ACCOUNTS PAYABLE	\$ (188,675)	\$ (94,757)	\$ (93,918)	\$ (568,395)
PAYROLL LIABILITIES	(286,225)	(355,583)	69,358	-
ACCRUED PAYROLL	(24)	(505)	480	(2,480,654)
STATE FEES PAYABLE	(1,811)	(50,874)	49,063	-
ESCROWED AMOUNTS	(21,183)	(19,573)	(1,610)	(43,526)
DEFERRED REVENUE	(1,928,626)	(2,187,876)	259,250	(1,792,296)
TOTAL LIABILITIES	\$ (2,426,545)	\$ (2,709,167)	\$ 282,622	\$ (4,884,871)
FUND BALANCE - UNASSIGNED	\$ (14,079,444)	\$ (15,397,709)	\$ 1,318,265	\$ (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)
TOTAL FUND BALANCE	\$ (15,170,397)	\$ (16,488,662)	\$ 1,318,265	\$ (12,063,359)
TOTAL LIABILITIES AND FUND BALANCE	\$ (17,596,941)	\$ (19,197,829)	\$ 1,600,888	\$ (16,948,230)

CITY OF AUBURN, MAINE
REVENUES - GENERAL FUND COMPARATIVE
THROUGH June 30, 2015 VS June 30, 2014 (pre audit)

REVENUE SOURCE	FY 2015 BUDGET	ACTUAL REVENUES THRU JUNE 2015	% OF BUDGET	FY 2014 BUDGET	ACTUAL REVENUES THRU JUNE 2014	% OF BUDGET	VARIANCE
TAXES							
PROPERTY TAX REVENUE-	\$ 43,055,996	\$ 42,191,415	97.99%	\$ 42,844,641	\$ 41,423,775	96.68%	\$ 767,640
PRIOR YEAR REVENUE	\$ -	\$ 972,736		\$ -	\$ 921,103		\$ 51,633
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	\$ 3,623,457	113.77%	\$ 3,068,500	\$ 3,394,961	110.64%	\$ 228,496
PENALTIES & INTEREST	\$ 145,000	\$ 138,869	95.77%	\$ 140,000	\$ 130,424	93.16%	\$ 8,445
TOTAL TAXES	\$ 46,880,996	\$ 47,310,229	100.92%	\$ 46,535,716	\$ 46,241,836	99.37%	\$ 1,068,393
LICENSES AND PERMITS							
BUSINESS	\$ 48,300	\$ 70,388	145.73%	\$ 47,300	\$ 66,184	139.92%	\$ 4,204
NON-BUSINESS	\$ 339,300	\$ 340,659	100.40%	\$ 338,300	\$ 350,658	103.65%	\$ (9,999)
TOTAL LICENSES	\$ 387,600	\$ 411,047	106.05%	\$ 385,600	\$ 416,842	108.10%	\$ (5,795)
INTERGOVERNMENTAL ASSISTANCE							
STATE-LOCAL ROAD ASSISTANCE	\$ 440,000	\$ 397,504	90.34%	\$ 440,000	\$ 473,451	107.60%	\$ (75,947)
STATE REVENUE SHARING	\$ 1,649,470	\$ 1,507,858	91.41%	\$ 1,649,470	\$ 1,445,234	87.62%	\$ 62,624
WELFARE REIMBURSEMENT	\$ 70,000	\$ 45,514	65.02%	\$ 53,000	\$ 59,186	111.67%	\$ (13,672)
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%	\$ -
TOTAL INTERGOVERNMENTAL ASSISTANCE	\$ 2,336,470	\$ 1,954,233	83.64%	\$ 2,319,470	\$ 1,980,896	85.40%	\$ (26,663)
CHARGE FOR SERVICES							
GENERAL GOVERNMENT	\$ 132,040	\$ 139,008	105.28%	\$ 140,240	\$ 122,849	87.60%	\$ 16,159
PUBLIC SAFETY	\$ 485,598	\$ 451,138	92.90%	\$ 366,152	\$ 319,342	87.22%	\$ 131,796
EMS AGREEMENT(FY14)/TRANSPORT(FY15)	\$ 987,551	\$ 607,421	61.51%	\$ 100,000	\$ 100,000	100.00%	\$ 507,421
TOTAL CHARGE FOR SERVICES	\$ 1,605,189	\$ 1,197,566	74.61%	\$ 606,392	\$ 542,191	89.41%	\$ 655,375
FINES							
PARKING TICKETS & MISC FINES	\$ 26,000	\$ 66,906	257.33%	\$ 40,000	\$ 27,042	67.61%	\$ 39,864
MISCELLANEOUS							
INVESTMENT INCOME	\$ 10,000	\$ 4,181	41.81%	\$ 20,000	\$ 2,215	11.08%	\$ 1,966
INTEREST-BOND PROCEEDS	\$ 2,000	\$ -	0.00%	\$ 2,000	\$ -	0.00%	\$ -
RENTS	\$ 122,000	\$ 12,238	10.03%	\$ 122,000	\$ 121,827	99.86%	\$ (109,590)
UNCLASSIFIED	\$ 20,000	\$ 58,337	291.69%	\$ 17,500	\$ 102,823	587.56%	\$ (44,486)
SALE OF RECYCLABLES	\$ -	\$ -		\$ 4,800	\$ -	0.00%	\$ -
COMMERCIAL SOLID WASTE FEES	\$ -	\$ 41,532		\$ -	\$ 41,401		\$ 131
SALE OF PROPERTY	\$ 20,000	\$ 2,333	11.67%	\$ 20,000	\$ 69,728	348.64%	\$ (67,395)
RECREATION PROGRAMS/ARENA	\$ -	\$ -		\$ -	\$ -		\$ -
MMWAC HOST FEES	\$ 206,000	\$ 209,259	101.58%	\$ 204,000	\$ 205,793	100.88%	\$ 3,466
9-1-1 DEBT SERVICE REIMBURSEMENT	\$ -	\$ -		\$ -	\$ -	0.00%	\$ -
TRANSFER IN: TIF	\$ 500,000	\$ 500,000	100.00%	\$ 520,000	\$ 520,000	100.00%	\$ (20,000)
TRANSFER IN: POLICE	\$ 20,000	\$ -	0.00%	\$ -	\$ -		\$ -
TRANSFER IN: PARKING PROGRAM	\$ 55,000	\$ 55,000	100.00%	\$ -	\$ -		\$ 55,000
TRANSFER IN: PD DRUG MONEY	\$ 45,000	\$ 45,000	100.00%	\$ -	\$ -		\$ 45,000
TRANSFER IN: REC SPEC REVENUE	\$ 41,720	\$ 41,720	100.00%	\$ -	\$ -		\$ 41,720
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	\$ 20,367	54.31%	\$ 37,500	\$ 24,875	66.33%	\$ (4,508)
CITY FUND BALANCE CONTRIBUTION	\$ 1,350,000	\$ -	0.00%	\$ 1,350,000	\$ -	0.00%	\$ -
TOTAL MISCELLANEOUS	\$ 2,777,220	\$ 1,313,551	47.30%	\$ 2,357,800	\$ 1,109,384	47.05%	\$ 204,167
TOTAL GENERAL FUND REVENUES	\$ 54,013,475	\$ 52,253,532	96.74%	\$ 52,244,978	\$ 50,318,191	96.31%	\$ 1,935,341
SCHOOL REVENUES							
EDUCATION SUBSIDY	\$ 20,411,239	\$ 18,419,872	90.24%	\$ 17,942,071	\$ 20,137,029	112.23%	\$ (1,717,157)
EDUCATION	\$ 774,572	\$ 578,579	74.70%	\$ 1,358,724	\$ 568,933	41.87%	\$ 9,646
SCHOOL FUND BALANCE CONTRIBUTION	\$ 906,882	\$ -	0.00%	\$ 855,251	\$ -	0.00%	\$ -
TOTAL SCHOOL	\$ 22,092,693	\$ 18,998,451	85.99%	\$ 20,156,046	\$ 20,705,962	102.73%	\$ (1,707,511)
GRAND TOTAL REVENUES	\$ 76,106,168	\$ 71,251,983	93.62%	\$ 72,401,024	\$ 71,024,153	98.10%	\$ 227,830

CITY OF AUBURN, MAINE
EXPENDITURES - GENERAL FUND COMPARATIVE
THROUGH June 30, 2015 VS June 30, 2014 (pre audit)

DEPARTMENT	FY 2015 BUDGET	Unaudited EXP THRU JUNE 2015	% OF BUDGET	FY 2014 BUDGET	Unaudited EXP THRU JUNE 2014	% OF BUDGET	VARIANCE
ADMINISTRATION							
MAYOR AND COUNCIL	\$ 78,532	\$ 75,891	96.64%	\$ 71,079	\$ 70,178	98.73%	\$ 5,713
CITY MANAGER	\$ 280,750	\$ 247,091	88.01%	\$ 238,903	\$ 243,928	102.10%	\$ 3,163
ECONOMIC DEVELOPMENT	\$ 359,500	\$ 338,297	94.10%	\$ 318,933	\$ 281,325	88.21%	\$ 56,972
ASSESSING SERVICES	\$ 177,320	\$ 156,645	88.34%	\$ 172,277	\$ 174,056	101.03%	\$ (17,411)
CITY CLERK	\$ 164,593	\$ 166,112	100.92%	\$ 162,045	\$ 174,520	107.70%	\$ (8,408)
FINANCIAL SERVICES	\$ 427,815	\$ 419,800	98.13%	\$ 405,976	\$ 400,237	98.59%	\$ 19,563
HUMAN RESOURCES	\$ 139,578	\$ 131,285	94.06%	\$ 139,566	\$ 129,162	92.55%	\$ 2,123
INFORMATION TECHNOLOGY	\$ 413,829	\$ 373,471	90.25%	\$ 395,350	\$ 382,642	96.79%	\$ (9,171)
LEGAL SERVICES	\$ 65,000	\$ 66,209	101.86%	\$ 100,000	\$ 71,247	71.25%	\$ (5,038)
TOTAL ADMINISTRATION	\$ 2,106,917	\$ 1,974,801	93.73%	\$ 2,004,129	\$ 1,927,295	96.17%	\$ 47,506
COMMUNITY SERVICES							
PLANNING & PERMITTING	\$ 902,494	\$ 858,346	95.11%	\$ 775,230	\$ 795,072	102.56%	\$ 63,274
HEALTH & SOCIAL SERVICES	\$ 192,954	\$ 170,782	88.51%	\$ 189,539	\$ 220,424	116.29%	\$ (49,642)
PUBLIC LIBRARY	\$ 960,692	\$ 960,692	100.00%	\$ 946,737	\$ 862,643	91.12%	\$ 98,049
TOTAL COMMUNITY SERVICES	\$ 2,056,140	\$ 1,989,820	96.77%	\$ 1,911,506	\$ 1,878,139	98.25%	\$ 111,681
FISCAL SERVICES							
DEBT SERVICE	\$ 6,263,936	\$ 6,274,784	100.17%	\$ 6,321,584	\$ 6,305,094	99.74%	\$ (30,310)
FACILITIES	\$ 698,335	\$ 581,454	83.26%	\$ 715,667	\$ 594,630	83.09%	\$ (13,176)
WORKERS COMPENSATION	\$ 468,081	\$ 468,081	100.00%	\$ 431,446	\$ 431,446	100.00%	\$ 36,635
WAGES & BENEFITS	\$ 4,737,117	\$ 4,727,699	99.80%	\$ 4,397,585	\$ 4,412,387	100.34%	\$ 315,312
EMERGENCY RESERVE (10108062-670000)	\$ 375,289	\$ -	0.00%	\$ 375,289	\$ -	0.00%	\$ -
TOTAL FISCAL SERVICES	\$ 12,542,758	\$ 12,052,018	96.09%	\$ 12,241,571	\$ 11,743,557	95.93%	\$ 308,461
PUBLIC SAFETY							
FIRE DEPARTMENT	\$ 4,057,633	\$ 4,340,866	106.98%	\$ 4,024,789	\$ 4,043,943	100.48%	\$ 296,923
FIRE EMS	\$ 635,468	\$ 300,760	47.33%				\$ 300,760
POLICE DEPARTMENT	\$ 3,738,108	\$ 3,722,141	99.57%	\$ 3,589,583	\$ 3,504,223	97.62%	\$ 217,918
TOTAL PUBLIC SAFETY	\$ 8,431,209	\$ 8,363,767	99.20%	\$ 7,614,372	\$ 7,548,166	99.13%	\$ 815,601
PUBLIC WORKS							
PUBLIC SERVICES DEPARTMENT	\$ 5,806,379	\$ 5,702,798	98.22%	\$ 5,577,954	\$ 5,314,494	95.28%	\$ 388,304
WATER AND SEWER	\$ 599,013	\$ 599,013	100.00%	\$ 558,835	\$ 576,219	103.11%	\$ 22,794
TOTAL PUBLIC WORKS	\$ 6,405,392	\$ 6,301,811	98.38%	\$ 6,136,789	\$ 5,890,713	95.99%	\$ 411,098
INTERGOVERNMENTAL PROGRAMS							
AUBURN-LEWISTON AIRPORT	\$ 105,000	\$ 105,000	100.00%	\$ 105,000	\$ 105,000	100.00%	\$ -
E911 COMMUNICATION CENTER	\$ 1,067,249	\$ 1,049,366	98.32%	\$ 1,036,409	\$ 1,030,802	99.46%	\$ 18,564
LATC-PUBLIC TRANSIT	\$ 235,373	\$ 211,378	89.81%	\$ 235,496	\$ 235,373	99.95%	\$ (23,995)
LA ARTS	\$ 17,000	\$ 6,240	36.71%	\$ -	\$ -		\$ 6,240
TAX SHARING	\$ 270,000	\$ 239,133	88.57%	\$ 270,000	\$ 256,525	95.01%	\$ (17,392)
TOTAL INTERGOVERNMENTAL	\$ 1,694,622	\$ 1,611,117	95.07%	\$ 1,646,905	\$ 1,627,700	98.83%	\$ (16,583)
COUNTY TAX							
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
	\$ -	\$ 159,684		\$ -	\$ 77,344	0.00%	\$ 82,340
							\$ -
TOTAL CITY DEPARTMENTS	\$ 37,867,950	\$ 37,099,810	97.97%	\$ 36,140,508	\$ 35,306,458	97.69%	\$ 1,793,352
EDUCATION DEPARTMENT	\$ 38,241,323	\$ 31,369,501	82.03%	\$ 37,128,028	\$ 36,396,407	98.03%	\$ (5,026,906)
TOTAL GENERAL FUND EXPENDITURES	\$ 76,109,273	\$ 68,469,311	89.96%	\$ 73,268,536	\$ 71,702,865	97.86%	\$ (3,233,554)

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

INVESTMENT	FUND	BALANCE June 30, 2015	BALANCE May 31, 2015	INTEREST RATE
BANKNORTH MNY MKT	24-1242924 GENERAL FUND	\$ 55,493.04	\$ 55,485.98	0.13%
BANKNORTH MNY MKT	24-1745910 GF-WORKERS COMP	\$ 49,345.13	\$ 49,338.84	0.13%
BANKNORTH MNY MKT	24-1745944 GF-UNEMPLOYMENT	\$ 67,094.78	\$ 67,086.23	0.13%
BANKNORTH MNY MKT	24-1809302 SPECIAL REVENUE	\$ 52,709.51	\$ 52,702.80	0.13%
BANKNORTH MNY MKT	24-1745902 SR-PERMIT PARKING	\$ 198,564.71	\$ 198,539.42	0.13%
BANKNORTH MNY MKT	24-1745895 SR-TIF	\$ 1,121,054.02	\$ 1,120,911.21	0.13%
BANKNORTH MNY MKT	24-1746819 CAPITAL PROJECTS	\$ -	\$ -	0.13%
BANKNORTH MNY MKT	24-1745928 ICE ARENA	\$ 250,014.41	\$ 249,982.56	0.13%
ANDROSCOGGIN BANK	449 CAPITAL PROJECTS	\$ 3,251,246.60	\$ 3,250,311.58	0.35%
ANDROSCOGGIN BANK	502 SR-TIF	\$ 600,230.14	\$ 600,057.52	0.35%
ANDROSCOGGIN BANK	836 GENERAL FUND	\$ 2,932,995.10	\$ 2,932,151.62	0.35%
NORTHERN CAPITAL	02155 CAPITAL PROJECTS	\$ 750,000.00	\$ 750,000.00	0.45%
NORTHERN CAPITAL	02155 GENERAL FUND	\$ 500,000.00	\$ 500,000.00	0.50%
GRAND TOTAL		\$ 9,828,747.44	\$ 9,826,567.76	

Report as of June 30, 2015

	Oct 2014	Nov 2014	Dec 2014	Jan 2015	Feb 2015	Mar 2015	Apr 2015	May 2015	June 2015	Adjustment	Totals	% of Total
No Insurance Information	\$ 7,064.80	\$ 1,771.40	\$ -			\$ 678.00	\$ 899.00			\$ (10,413.20)	\$ -	0.00%
Bluecross	\$ 2,996.20	\$ 5,285.00	\$ 10,962.40	\$ 5,184.20	\$ 8,492.20	\$ 6,894.20	\$ 2,459.20	\$ 11,319.60	\$ 4,398.40	\$ 3,602.60	\$ 61,594.00	3.79%
Intercept	\$ -	\$ -	\$ 100.00				\$ 100.00			\$ -	\$ 200.00	0.01%
Medicare	\$ 37,107.80	\$ 68,806.60	\$ 91,866.80	\$ 111,685.20	\$ 97,824.00	\$ 102,611.00	\$ 73,538.80	\$ 84,719.80	\$ 87,014.20	\$ 31,664.40	\$ 786,838.60	48.37%
Medicaid	\$ 17,440.20	\$ 32,266.60	\$ 26,854.00	\$ 34,451.40	\$ 24,558.40	\$ 28,251.60	\$ 30,366.60	\$ 31,378.60	\$ 32,846.20	\$ 16,546.80	\$ 274,960.40	16.90%
Other/Commercial	\$ 12,208.20	\$ 29,330.80	\$ 38,157.40	\$ 50,053.60	\$ 53,915.43	\$ 46,782.00	\$ 37,816.00	\$ 40,112.60	\$ 36,624.00	\$ (1,725.00)	\$ 343,275.03	21.10%
Patient	\$ 6,737.00	\$ 15,773.20	\$ 28,964.20	\$ 24,914.80	\$ 21,524.80	\$ 30,341.00	\$ 29,180.80	\$ 21,686.00	\$ 21,212.80	\$ (43,891.60)	\$ 156,443.00	9.62%
Worker's Comp	\$ -	\$ -								\$ 3,294.00	\$ 3,294.00	0.20%
TOTAL	\$ 83,554.20	\$ 153,233.60	\$ 196,904.80	\$ 226,289.20	\$ 206,314.83	\$ 215,557.80	\$ 174,360.40	\$ 189,216.60	\$ 182,095.60	\$ (922.00)	\$ 1,626,605.03	100.00%

**EMS BILLING
BREAKDOWN -TOTAL COUNT
OCT 2014 - JUNE 2015
Report as of May 31, 2015**

	Oct 2014	Nov 2014	Dec 2014	Jan 2015	Feb 2015	Mar 2015	Apr 2015	May 2015	June 2015	Adjustment	Totals	% of Total
No Insurance Information	8	2	0	0	0	1	1	0		-10	2	0.10%
Bluecross	7	6	13	6	10	8	3	16	5	1	75	3.64%
Intercept	0	0	1	0	0	0	1	0	0		2	0.10%
Medicare	76	82	109	135	117	123	88	102	104	4	940	45.65%
Medicaid	37	38	33	41	31	36	37	42	40	2	337	16.37%
Other/Commercial	18	34	49	61	65	62	49	54	53	3	448	21.76%
Patient	12	19	34	31	26	38	35	33	27	-1	254	12.34%
Worker's Comp	0	0	0	0	0	0	0	0	0	1	1	0.05%
TOTAL	158	181	239	274	249	268	214	247	229	0	2059	100.00%

TOTAL REVENUE COLLECTED AS OF 06/30/15 \$607,421.03

TOTAL EXPENDITURES AS OF 05/31/15 \$300,760.15

**EMS BILLING
AGING REPORT
OCT 2014 - JUNE 2015
Report as of June 30, 2015**

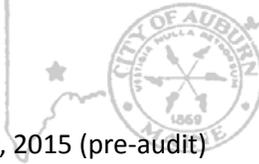
	Current		31-60		61-90		91-120		121+ days		Totals	
Bluecross	\$ 7,438.50	76%	\$ 3,591.26	36%	\$ (483.12)	-5%	\$ (284.73)	-3%	\$ (417.68)	-4%	\$ 9,844.23	2.45%
Intercept	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0.00%
Medicare	\$ 57,848.73	95%	\$ 1,358.80	2%	\$ 693.40	1%	\$ -	0%	\$ 890.60	1%	\$ 60,791.53	15.15%
Medicaid	\$ 32,633.17	89%	\$ 1,732.18	5%	\$ 777.04	2%	\$ 350.85	1%	\$ 1,092.00	3%	\$ 36,585.24	9.12%
Other/Commercial	\$ 33,843.51	47%	\$ 17,725.78	25%	\$ 6,288.90	9%	\$ 5,234.51	7%	\$ 8,389.55	12%	\$ 71,482.25	17.82%
Patient	\$ 53,426.25	24%	\$ 44,828.04	20%	\$ 23,292.64	10%	\$ 28,154.43	13%	\$ 72,794.82	33%	\$ 222,496.18	55.46%
Worker's Comp	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0.00%
TOTAL	\$ 185,190.16		\$ 69,236.06		\$ 30,568.86		\$ 33,455.06		\$ 82,749.29		\$ 401,199.43	
	46%		17%		8%		8%		21%		100%	100.00%

City of Auburn, Maine

"Maine's City of Opportunity"

Financial Services

To: Howard Kroll, City Manager
From: Jill Eastman, Finance Director
Re: Arena Financial Reports for June 30, 2015 (pre-audit)



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 June 30, 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 June 2015 the total current assets were \$112,161. These consisted of cash and cash equivalents of \$249,952, and an interfund payable of \$137,791, which means that Ingersoll owes the General Fund \$137,791, so net cash available to Ingersoll is \$112,161 at the end of June.

Noncurrent Assets:

Noncurrent assets are the building, equipment and any building and land improvements, less depreciation. The total value of noncurrent assets as of June 30, 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 June 30, 2015

Statement of Activities:

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

Ingersoll Arena had no operating revenues through June 2015.

The operating expenses for Ingersoll Arena through June 2015, were \$15,472. These expenses include supplies, utilities, and repairs and maintenance.

As of June 2015 Ingersoll has an operating loss of (\$15,472).

Non-operating revenue and expenses consist of interest income and debt service payments. The interest income to date is \$338 and debt service expense to date is \$87,345.

As of June 30, 2015 Ingersoll has a decrease in net assets of \$102,479.

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 June 2015 the total current assets of Norway Savings Bank Arena were (\$176,690). These consisted of cash and cash equivalents of \$91,281, accounts receivable of \$33,840 and an interfund payable of \$301,811, which means that Norway owes the General Fund \$301,811 at the end of June.

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 June 30, 2015 was \$242,332.

Liabilities:

Norway Arena had accounts payable of \$463 as of June 30, 2015.

Statement of Activities:

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

The operating revenues for Norway Arena through June 2015 are \$893,146. 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 June 2015 were \$1,175,894. These expenses include personnel costs, supplies, utilities, repairs, capital purchases and maintenance.

As of June 2015 Norway Arena has an operating loss of \$282,748 compared to the May 2015 operating loss of \$248,178 an increase in the operating loss of \$34,570.

As of June 30, 2015 Norway Arena has a decrease in net assets of \$282,748.

I have also attached budget to actual reports for revenue and expenditures.

CITY OF AUBURN, MAINE
Statement of Net Assets
Proprietary Funds
June 30, 2015 (pre audit)

Business-type Activities - Enterprise Funds

	Ingersoll	Norway Savings
ASSETS		
Current assets:		
Cash and cash equivalents	\$ 249,952	\$ 91,281
Interfund receivables	\$ (137,791)	\$ (301,811)
Accounts receivable		33,840
Total current assets	112,161	(176,690)
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	344,453	65,642
LIABILITIES		
Accounts payable	\$ -	\$ 463
Total liabilities	-	463
NET ASSETS		
Invested in capital assets	\$ 232,292	\$ 242,332
Unrestricted	\$ 112,161	\$ (177,153)
Total net assets	\$ 344,453	\$ 65,179

CITY OF AUBURN, MAINE
Statement of Revenues, Expenses and Changes in Net Assets
Proprietary Funds
Business-type Activities - Enterprise Funds
Statement of Activities
June 30, 2015 (pre audit)

	Ingersoll Ice Arena	Norway Savings Arena
Operating revenues:		
Charges for services	\$ -	\$ 893,146
Operating expenses:		
Personnel	-	304,350
Supplies	150	48,526
Utilities	11,894	207,928
Repairs and maintenance	2,249	26,744
Rent		506,484
Depreciation	-	-
Capital expenses		-
Other expenses	1,179	81,862
Total operating expenses	15,472	1,175,894
Operating gain (loss)	(15,472)	(282,748)
Nonoperating revenue (expense):		
Interest income	338	-
Interest expense (debt service)	(87,345)	-
Total nonoperating expense	(87,007)	-
Gain (Loss) before transfer	(102,479)	(282,748)
Transfers out	-	-
Change in net assets	(102,479)	(282,748)
Total net assets, July 1	446,932	347,927
Total net assets, June 30, 2015	\$ 344,453	\$ 65,179

CITY OF AUBURN, MAINE
REVENUES - NORWAY SAVINGS BANK ARENA
Through June 30, 2015 (pre audit)

REVENUE SOURCE	FY 2015 BUDGET	ACTUAL REVENUES THRU JUNE 2015	% OF BUDGET
CHARGE FOR SERVICES			
Concissions	\$ 30,000	\$ 9,343	31.14%
Sign Advertisements	\$ 233,225	\$ 195,583	83.86%
Pro Shop	\$ 8,500	\$ 7,504	88.28%
Programs	\$ 172,450	\$ 246,019	142.66%
Rental Income	\$ 753,260	\$ 388,011	51.51%
Tournaments	\$ 24,500	\$ 46,686	190.56%
TOTAL CHARGE FOR SERVICES	\$ 1,221,935	\$ 893,146	73.09%
INTEREST ON INVESTMENTS	\$ -		
GRAND TOTAL REVENUES	\$ 1,221,935	\$ 893,146	73.09%

CITY OF AUBURN, MAINE
EXPENDITURES - NORWAY SAVINGS BANK ARENA
Through June 30, 2015 (pre audit)

REVENUE SOURCE	FY 2015 BUDGET	ACTUAL EXPENDITURES THRU JUNE 2015	% OF BUDGET
Salaries & Benefits	\$ 318,446	\$ 304,350	95.57%
Purchased Services	\$ 67,800	\$ 103,408	152.52%
Supplies	\$ 9,000	\$ 48,526	539.18%
Utilities	\$ 204,846	\$ 207,928	101.50%
Capital Outlay	\$ 80,000	\$ 5,198	6.50%
Rent	\$ 528,408	\$ 506,484	95.85%
	\$ 1,208,500	\$ 1,175,894	97.30%
 GRAND TOTAL EXPENDITURES	 \$ 1,208,500	 \$ 1,175,894	 97.30%

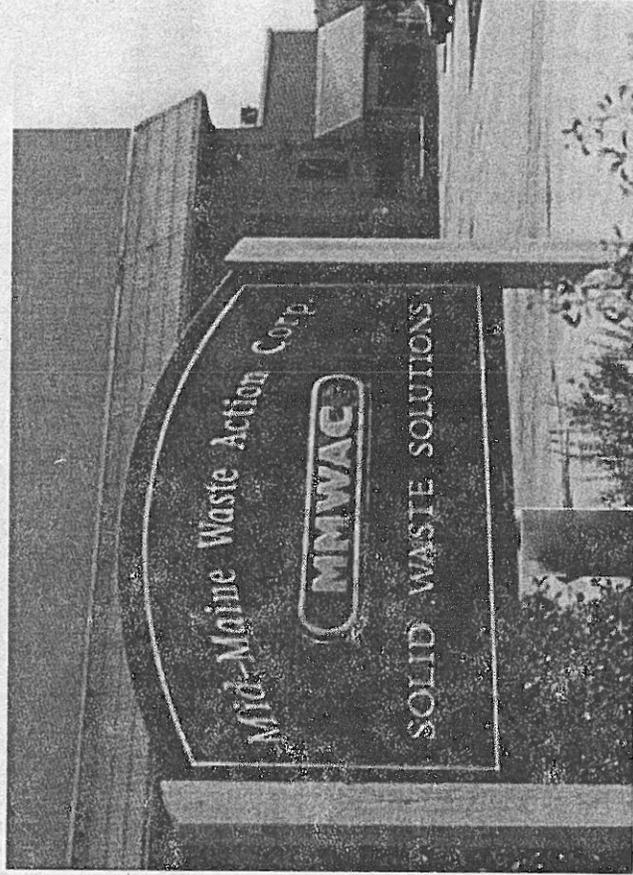
**THE FOLLOWING
INFORMATION IS
PROVIDED BY
COUNCILOR
LEROY WALKER
AUBURN WARD 5**

MONTHLY ACTIVITY REPORT

Mid-Maine Waste Action Corporation

June 2015

2015 Fiscal Year



Member Communities

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

Mid-Maine Waste Action Corporation

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

MEMORANDUM

To: Board of Directors
From: Joseph E. Kazar, Executive Director 
Michael Daily, Finance Director
Subject: June Financial/Activity Report - Unaudited
Date: July 15, 2015

Enclosed please find the unaudited June Activity Report covering the period from June 1 through June 30, 2015. This also serves as our Year-End Report.

Fiscal Year-End Summary

The facility completed its 23rd year of operations in FY15. Plant throughput was 70,357 tons. MMWAC produced 23.9 million kilowatt-hours of electricity, of which 16.8 million kilowatt-hours were sold to the grid, about the same as in FY14. During non-maintenance periods the plant achieved a throughput rate of 205 tons per day. The plant was available a total of 343 days during the year, for a 94% availability level.

The MMWAC-Lewiston Ash-for-Trash agreement completed the 18th year of this 20-year arrangement. In addition to Lewiston, MMWAC provides guaranteed disposal to its 12 member municipalities and 14 other contract municipalities. These contracts are for terms ranging from 3 to 10-years.

The Transfer Station continued its vital role in moving excess MSW and CDD to landfill thereby helping local haulers avoid costly longer hauls to disposal sites. Use of the transfer station for CDD disposal was up from the prior year. Recycling tonnages also increased over the prior year.

Member tip fees remained at \$29/ton, commercial member rates were \$59.59/ton, commercial haulers and non-contract municipal waste customers were charged \$82.99/ton, and transfer station waste was at \$94.40/ton. Member communities paid \$76.80/ton for transfer station service. Pricing for municipal contracts for FY14 ranged widely depending on timing and the length of the contract.

Financial results underperformed due to a very weak wholesale electric market. This was partially offset by a strong trash market with increased flows to the plant and the transfer station. Thus, expenses exceeded revenues by \$211,345 in FY15. MMWAC invested \$83,809 in Capital Improvements during the year. MMWAC ended the year \$76,109 above it's Reserve Fund target, with total cash and investments at \$5,948,620. At it's June 25 Annual Meeting the Board of Directors elected to leave the FY16 Reserve Goal at the FY15 level in expectation of

MEMBER COMMUNITIES:

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declining cash during the upcoming year due to the expectation of continued low electrical prices.

General Summary

Plant throughput for the month was 5,641 tons processed, or about 188 tons per day and running time throughput was 191 tons per day. Operating Revenues exceeded Expenses resulting in June having an operating gain of \$1,519 (These figures do not reflect balance sheet expenses). Year-to-date operating loss is \$211,345 compared to a \$141,651 projected budget gain and a gain of \$581,361 in FY14. Cash and investments totaled \$5,948,620. Cash and investments are down \$305,883 from the start of FY15. The reserve goal established by the Board for FY15 is \$5,872,511 and is now at 101.3% of goal. The balance sheet shows current assets less liabilities at \$6,323,051, which is down \$294,649 from the beginning of the fiscal year.

Waste Deliveries/Operations

A total of 5,663 tons were delivered to the pit for an average of 189 tons per day. 8,057 tons were received from all sources for the month. Details on deliveries are presented in the following table:

Waste Type	Year-To-Date Tons		Variance	
	FY15 Actual	FY14 Actual	Tons	%
MSW Member	16,276	16,033	243	1.5%
Comm Member	14,569	15,050	(481)	-3.2%
Municipal Non-Member	21,948	21,737	211	1.0%
Gate/Hauler	16,660	16,427	233	1.4%
OBW/Res TS	8,605	8,682	(77)	-0.9%
Other	9,953	8,953	1,000	11.2%
Total	88,011	86,882	1,129	1.3%

Waste flows to the plant and transfer station are 1.3% above last year. Waste processed in the plant during the month was recorded at 5,641 tons, or an average of 188 tons per day. The monthly running time thrupt was 191 tons. Year-to-date tons processed in the plant are equal to 193 tons per day. Running time year-to-date throughput equaled 205 tons per day. The transfer station processed 2,174 tons during the month from all sources and averaging 90.6 tons per day for the month, (5.5 day receiving week) and 15,320 tons year-to-date. Recyclables totaled 221 tons for the month and 2,440 tons year-to-date. Prior year and budget comparisons of processing records as follows:

Waste Processed in Tons								
	Prior Year Comparison YTD				Budget Comparison YTD			
	FY15	FY14	Variance		FY15	FY15	Variance	
	Actual	Actual	Tons	%	Actual	Budget	Tons	%
Waste-To-Energy	70,357	69,803	554	0.8%	70,357	71,048	(691)	-1.0%
Transfer Station	15,320	14,628	692	4.7%	15,320	11,403	3,917	34.4%
Recycling	2,440	2,317	123	5.3%	2,440	2,326	114	4.9%
Total	88,117	86,748	1,369	1.6%	88,117	84,777	3,340	3.9%

MEMBER COMMUNITIES:

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Cash Available to Operations

Cash balances in checking and investments total \$5,948,620 down \$170 from the prior month. The following is the status of the reserve goal:

Reserve Status		
	FY 15 Goal	As of 6/30/15
Operating	1,996,654	2,022,531
Capital Improvement	939,602	951,779
20-Year Plan	1,703,028	1,725,100
Rate Stabilization	1,233,227	1,249,210
Total	5,872,511	5,948,620

Total Cash	5,948,620
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Surplus or (Deficit)	76,109
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Revenue

Revenue for the month totaled \$534,764. Major categories of revenue by month include: tipping fees, \$480,822; power contract, \$29,826; recycling, \$18,186; interest, \$3,854; other, \$2,076. Revenue for the month was \$35,434 above budget projections and \$4,393 above FY14. Year-to-date revenue is \$6,217,817, which is \$124,642 below budget and \$614,029 below FY14, primarily due to electric revenue declines.

The table that follows shows detail relative to electrical sale:

Month	Price per MWHr			Electrical Output MWHr			Electrical Revenue		
	FY14	FY15		FY14	FY15		FY14	FY15	
	Actual	Budget	Actual	Actual	Budget	Actual	Actual	Budget	Actual
Jul	\$85	\$54	\$35	1,465	1,465	1,421	\$124,723	\$79,223	\$49,759
Aug	\$93	\$38	\$32	1,525	1,525	1,514	\$141,545	\$57,549	\$48,475
Sep	\$83	\$38	\$38	1,518	1,518	1,528	\$126,235	\$57,300	\$58,184
Oct	\$87	\$41	\$34	1,401	1,401	1,256	\$121,927	\$57,347	\$42,871
Nov	\$90	\$49	\$46	1,536	1,536	1,564	\$138,618	\$75,555	\$72,501
Dec	\$93	\$100	\$45	1,488	1,488	1,503	\$138,284	\$149,538	\$67,378
Jan	\$139	\$115	\$67	1,558	1,558	1,422	\$216,906	\$178,901	\$94,846
Feb	\$149	\$130	\$120	1,383	1,383	1,255	\$205,601	\$180,249	\$151,233
Mar	\$120	\$57	\$59	1,222	1,298	1,332	\$146,458	\$74,312	\$79,086
Apr	\$46	\$47	\$30	735	1,136	1,349	\$33,542	\$53,496	\$39,810
May	\$37	\$42	\$30	1,505	1,498	1,330	\$56,355	\$62,266	\$39,292
Jun	\$39	\$42	\$22	1,473	1,372	1,345	\$58,159	\$57,411	\$29,826
YTD	\$90	\$63	\$46	16,809	17,177	16,820	\$1,508,353	\$1,083,147	\$773,261

Total gross kWh for the latest period was 1,913,979 of which 1,344,893 were sold to the grid. Net kWh per ton equaled 238, as compared to 236 for the comparable period in FY14.

MEMBER COMMUNITIES:

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Expenditures

Operating expenses in all categories total \$533,246 for the month, which is \$77,491 above budget projections, and \$64,911 above last year. Year-to-date expenses are \$6,429,162 which is \$228,354 above budget and \$178,678 above FY14.

Investments Status

As of June 30, MMWAC's investments totaled \$5,948,620. Table 8 details all of our investments.

Capital Expenditures:

There were none for the month of June. Year-to-date expenditures total \$83,809, which comprised of \$71,400 for Scale replacement, \$6,498 for two color Xerox copiers, \$3,837 for four PC replacements, and lastly \$2,074 for final invoicing on FY14 combustor tire replacements.

cc: Member Municipalities

Reference No.: 03652

MEMBER COMMUNITIES:

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Mid-Maine Waste Action Corporation

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

MEMORANDUM

To: Board of Directors
From: Joseph E. Kazar, Executive Director 
Michael Daily, Finance Director
Subject: May Financial/Activity Report - Unaudited
Date: June 16, 2015

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

General Summary

Plant throughput for the month was 5,719 tons processed, or about 184 tons per day and running time throughput was 193 tons per day. Operating Revenues were below Expenses resulting in May having an operating loss of \$7,042 (These figures do not reflect balance sheet expenses). Year-to-date operating loss is \$212,864 compared to a \$98,076 projected budget gain and a gain of \$519,323 in FY14. Cash and investments totaled \$5,948,790. Cash and investments are down \$305,713 from the start of FY15. The reserve goal established by the Board for FY15 is \$5,872,511 and is now at 101.3% of goal. The balance sheet shows current assets less liabilities at \$6,321,491, which is down \$296,209 from the beginning of the fiscal year.

Waste Deliveries/Operations

A total of 5,450 tons were delivered to the pit for an average of 176 tons per day. 7,809 tons were received from all sources for the month. Details on deliveries are presented in the following table:

Waste Type	Year-To-Date Tons		Variance	
	FY15 Actual	FY14 Actual	Tons	%
MSW Member	14,763	14,562	201	1.4%
Comm Member	13,251	13,759	(508)	-3.7%
Municipal Non-Member	19,952	19,768	184	0.9%
Gate/Hauler	15,092	14,999	93	0.6%
OBW/Res TS	7,740	7,730	10	0.1%
Other	9,155	8,455	700	8.3%
Total	79,953	79,273	680	0.9%

MEMBER COMMUNITIES:

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

Waste flows to the plant and transfer station are 0.9% above last year. Waste processed in the plant during the month was recorded at 5,719 tons, or an average of 184 tons per day. The monthly running time thruput was 193 tons. Year-to-date tons processed in the plant are equal to 193 tons per day. Running time year-to-date throughput equaled 206 tons per day. The transfer station processed 2,156 tons during the month from all sources and averaging 95.8 tons per day for the month, (5.5 day receiving week) and 13,146 tons year-to-date. Recyclables totaled 200 tons for the month and 2,219 tons year-to-date. Prior year and budget comparisons of processing records as follows:

	Prior Year Comparison YTD				Budget Comparison YTD			
	FY15	FY14	Variance		FY15	FY15	Variance	
	Actual	Actual	Tons	%	Actual	Budget	Tons	%
Waste-To-Energy	64,716	63,555	1,161	1.8%	64,716	65,004	(288)	-0.4%
Transfer Station	13,146	13,347	(201)	-1.5%	13,146	10,579	2,567	24.3%
Recycling	2,219	2,142	77	3.6%	2,219	2,069	150	7.2%
Total	80,081	79,044	1,037	1.3%	80,081	77,652	2,429	3.1%

Cash Available to Operations

Cash balances in checking and investments total \$5,948,790 up \$24,086 from the prior month. The following is the status of the reserve goal:

Reserve Status		
	FY 15 Goal	As of 5/31/15
Operating	1,996,654	2,022,589
Capital Improvement	939,602	951,807
20-Year Plan	1,703,028	1,725,149
Rate Stabilization	1,233,227	1,249,246
Total	5,872,511	5,948,790
Total Cash		5,948,790
Surplus or (Deficit)		76,279

Revenue

Revenue for the month totaled \$523,007. Major categories of revenue by month include: tipping fees, \$463,210; power contract, \$39,292; recycling, \$14,170; interest, \$3,963; other, \$2,372. Revenue for the month was \$6,367 below budget projections and \$2,451 below FY14. Year-to-date revenue is \$5,683,052, which is \$160,077 below budget and \$618,421 below FY14, primarily due to electric revenue declines.

The table that follows shows detail relative to electrical sale:

Month	Price per MWhr			Electrical Output MWhr			Electrical Revenue		
	FY 14		FY 15	FY 14		FY 15	FY 14		FY 15
	Actual	Budget	Actual	Actual	Budget	Actual	Actual	Budget	Actual
Jul	\$85	\$54	\$35	1,465	1,465	1,421	\$124,723	\$79,223	\$49,759
Aug	\$93	\$38	\$32	1,525	1,525	1,514	\$14,154.5	\$57,549	\$48,475
Sep	\$83	\$38	\$38	1,518	1,518	1,528	\$126,235	\$57,300	\$58,184
Oct	\$87	\$41	\$34	1,401	1,401	1,256	\$121,927	\$57,347	\$42,871
Nov	\$90	\$49	\$46	1,536	1,536	1,564	\$138,618	\$75,555	\$72,501
Dec	\$93	\$100	\$45	1,488	1,488	1,503	\$138,284	\$149,538	\$67,378
Jan	\$139	\$115	\$67	1,558	1,558	1,422	\$216,906	\$178,901	\$94,846
Feb	\$149	\$130	\$120	1,383	1,383	1,255	\$205,601	\$180,249	\$151,233
Mar	\$120	\$57	\$59	1,222	1,298	1,332	\$146,458	\$74,312	\$79,086
Apr	\$46	\$47	\$30	735	1,136	1,349	\$33,542	\$53,496	\$39,810
May	\$37	\$42	\$30	1,505	1,498	1,330	\$56,355	\$62,266	\$39,292
YTD	\$95	\$65	\$48	15,336	15,805	15,475	\$1,450,194	\$1,025,736	\$743,435

Total gross kWh for the latest period was 1,963,254 of which 1,330,015 were sold to the grid. Net kWh per ton equaled 233, as compared to 243 for the comparable period in FY14.

Expenditures

Operating expenses in all categories total \$530,050 for the month, which is \$65,142 above budget projections, and \$45,626 above last year. Year-to-date expenses are \$5,895,917 which is \$150,864 above budget and \$113,766 above FY14.

Investments Status

As of May 31, MMWAC's investments totaled \$5,948,790. Table 8 details all of our investments.

Capital Expenditures:

There were none for the month of May. Year-to-date expenditures total \$83,809.

cc: Member Municipalities
Reference No.: 03635