



City Council Meeting and Workshop

December 3, 2012

Agenda

5:30 P.M. Workshop

- A. Community Forest Board Draft Ordinance – Denis D’Auteuil
- B. Update on County Budget and fiscal impacts, including dispatch – Phil Crowell and Clint Deschene
- C. 90 Day parking signs – Phil Crowell
- D. Meeting of Auburn Legislative Delegation – Possible proposed legislation (this item may carry over to the beginning of the City Council Meeting) – Mayor LaBonté

7:00 P.M. City Council Meeting

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.

II. Minutes

November 19, 2012

III. Reports

Mayor’s Report

Committee Reports

- **Transportation**
 - Androscoggin Transportation Resource Center – Mayor LaBonté
 - Lewiston Auburn Transit – Councilor Gerry
 - Airport, Railroad – Councilor Hayes
 - Bike-Ped Committee – Councilor Shea
- **Housing**
 - Community Development Block Grant, Neighborhood Stabilization Program, Auburn Housing Authority – Councilor Gerry
- **Economic Development**
 - L-A Economic Growth Council, Auburn Business Development Corp. – Councilor Shea
- **Education**
 - Auburn School Committee – Councilor Young
 - Auburn Public Library – Councilor LaFontaine
 - Great Falls TV – Councilor Young and Councilor Shea
- **Environmental Services**
 - Auburn Water District, Auburn Sewerage District – Councilor Crowley
 - Mid-Maine Waste Action Corp. – Councilor Walker
- **Recreation**

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- Recreation Advisory Board – Councilor Walker
- Public Safety
 - LA 911 – Councilor Walker

City Councilors' Reports

City Manager's Report

IV. Communications, Presentations and Recognitions

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

VI. Unfinished Business

VII. New Business

1. Order 96-12032012

Approving a Special Amusement Permit, Class A Lounge and Liquor License for Danielle Moschetto, DBA: The Nocturno Club located at 73 Main Street.

2. Order 97-12032012

Approving the Committee Appointment process presented by the City Manager.

VIII. Executive Session

- Discussion of a personnel issue (the City Manager's evaluation), pursuant to 1 M.R.S.A. §405(6)(A).

- 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. Future Agenda/Workshop Items

XI. Adjournment

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

- A. Discussion of personnel issues
- B. Discussion or consideration by a school board of suspension or expulsion
- C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency
- D. Labor contracts
- E. Contemplated litigation

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- F. Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute;
- G. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes; consultation between a body or agency and any entity that provides examination services to that body or agency regarding the content of an examination; and review of examinations with the person examined; and
- H. Consultations between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.



City Council Workshop Information Sheet

City of Auburn

Council Workshop Date: 12/3/2012

Item A

Author: Denis D'Auteuil

Subject: Community Forest Board Draft Ordinance

Information: To update the City Council on staff's review of the proposed Community Forest Board Draft Ordinance and staff's recommendations for changes to the draft ordinance.

Financial: None

Action Requested at this Meeting: None

Previous Meetings and History: None

Attachments:



City Council Workshop Information Sheet

City of Auburn

Council Workshop Date: December 3, 2012

Item B

Author: Clinton Deschene, City Manager and Phillip L. Crowell, Jr., Chief of Police

Subject: Androscoggin County Budget

Information:

On October 17, 2012, the County Commissioners presented the proposed 2013 budget to the Budget Committee. Auburn staff and two City Councilors were in attendance. A request was made for the City of Auburn to receive a proposed Dispatch fee schedule. As of November 28, 2012, we have not received that information.

The budget is attached for your review and consideration.

Financial: N/A

Action Requested at this Meeting: Review budget and provide input as to what Auburn's recommendations should be to the Budget Committee.

Previous Meetings and History: None

Attachments:

- Proposed 2013 Androscoggin County Budget
- Budget Hearing Schedule

County of Androscoggin 2013 Tax Levy

	2012	2013	Difference 12/13	% Difference 12/13
Expenditures: Departmental	\$ 9,992,749.00	\$ 10,292,404.00	\$ 299,655.00	3.00%
Revenues: Total Revenue & Credits	\$ 1,984,845.00	\$ 2,281,372.00	\$ 296,527.00	14.94%
Amount Raised by Taxation	\$ 8,007,904.00	\$ 8,011,032.00	\$ 3,128.00	0.04%

COUNTY OF ANDROSCOGGIN
Expenditures
2013

		2012	2013	Difference 12/13	Percentage 12/13
10-1005	SUPERIOR COURT	\$ 26,000.00	\$ 25,250.00	-750.00	-2.88%
10-1010	E.M.A.	\$ 198,524.00	\$ 199,387.00	863.00	0.43%
15-1013	DOMESTIC VIOLENCE INVESTIGATOR GR	\$ 56,257.00	\$ 52,937.00	-3,320.00	-5.90%
15-1014	VICTIM ADVOCATE S.T.O.P. GRANT	\$ 55,700.00	\$ 58,147.00	2,447.00	4.39%
10-1015	DISTRICT ATTORNEY	\$ 402,912.00	\$ 401,719.00	-1,193.00	-0.30%
10-1018	DA JOINT BUDGET	\$ 10,050.00	\$ 10,270.00	220.00	2.19%
20-1019	DA VICTIM ADVOCATE GRANT	\$ 77,894.00	\$ 80,370.00	2,476.00	3.18%
10-1020	COUNTY COMMISSIONERS	\$ 189,939.00	\$ 188,041.00	-1,898.00	-1.00%
10-1021	HUMAN RESOURCES	\$ 3,400.00	\$ 2,900.00	-500.00	-14.71%
10-1025	TREASURER	\$ 128,950.00	\$ 128,527.00	-1,577.00	-1.24%
10-1040	BUILDING DEPT.	\$ 390,668.00	\$ 362,177.00	-28,491.00	-7.29%
10-1050	SUPPORT OF PRISONERS**	\$ 4,287,340.00	\$ 4,287,340.00	0.00	0.00%
10-1060	TELECOMMUNICATION	\$ 13,000.00	\$ 44,660.00	31,660.00	243.46%
10-1065	REGISTRY OF DEEDS	\$ 221,262.00	\$ 222,539.00	1,277.00	0.58%
10-1070	REGISTRY OF PROBATE	\$ 141,944.00	\$ 143,152.00	1,208.00	0.85%
10-1075	SHERIFF DEPT.	\$ 1,317,476.00	\$ 1,421,674.00	104,198.00	7.91%
15-1075	SHERIFF DEPT.	\$ 74,400.00	\$ 74,400.00	0.00	0.00%
10-1076	CIVIL PROCESS DIVISION	\$ 198,672.00	\$ 172,490.00	-26,182.00	-13.18%
10-1077	LAW ENFORCEMENT DEATH BENEFIT	\$ 17,942.00	\$ 17,942.00	0.00	0.00%
10-1078	COMMUNICATIONS	\$ 449,913.00	\$ 559,029.00	109,116.00	24.25%
10-1090	AUDITING	\$ 11,300.00	\$ 11,300.00	0.00	0.00%
10-2000	INTEREST	\$ 37,800.00	\$ 37,400.00	-400.00	-1.06%
10-2005	ANDROS/SAGA EXTENSION SERVICE	\$ 30,000.00	\$ 43,782.00	13,782.00	45.94%
10-2025	EMPLOYEE BENEFITS	\$ 1,364,906.00	\$ 1,489,081.00	124,175.00	9.10%
10-2035	SOIL CONSERVATION	\$ 8,500.00	\$ 12,000.00	3,500.00	41.18%
10-2050	INSURANCE	\$ 180,000.00	\$ 129,500.00	-50,500.00	-28.06%
10-2060	CONTINGENCY	\$ 100,000.00	\$ 100,000.00	0.00	0.00%
10-2081	SD PAY	\$ -	\$ 16,400.00	16,400.00	
	Total	\$ 9,992,749.00	\$ 10,292,404.00	299,655.00	3.00%

**COUNTY OF ANDROSCOGGIN
REVENUES
2013**

		2012	2013	Difference 2012/2013	%Difference 2012/2013
9000	Estimated Surplus	\$ 175,907.00	\$ 202,239.00	\$ 26,332.00	14.97%
9005	Appro. Surplus - Contingency Acct	\$ 100,000.00	\$ 100,000.00	\$ -	0.00%
9010	Transfer from Computer Reserve	\$ 3,400.00		\$ (3,400.00)	-100.00%
9000	Transfer- Communications Reserve		\$ 159,166.00	\$ 159,166.00	
9000	Transfer- Office Equipment Reserve	\$ 5,350.00		\$ (5,350.00)	-100.00%
9016	Transfer/Deeds Surchage Restoration Acct	\$ 32,500.00	\$ 32,500.00	\$ -	
9000	Transfer - Bldg Reserve	\$ 89,000.00	\$ 82,000.00	\$ (7,000.00)	-7.87%
9025	A.E.M.A. Matching Funds	\$ 125,070.00	\$ 128,569.00	\$ 3,499.00	2.80%
9100	Real Estate Transfer Tax	\$ 85,000.00	\$ 90,000.00	\$ 5,000.00	5.88%
9075	Fees of Office - Registry of Deeds	\$ 490,000.00	\$ 500,000.00	\$ 10,000.00	2.04%
9125	Fees of Office - Registry of Probate	\$ 130,000.00	\$ 130,000.00	\$ -	0.00%
9260	Reimbursement for Contractual Custodial Ser	\$ 50,000.00	\$ 55,000.00	\$ 5,000.00	10.00%
9275	Civil Process Fees	\$ 260,000.00	\$ 225,000.00	\$ (35,000.00)	-13.46%
9300	Insurance Reports - Sheriff's Dept.	\$ 3,500.00	\$ 3,500.00	\$ -	0.00%
9345	Dispatch Services-Tumer/Poland/Greene	\$ 35,000.00	\$ 186,800.00	\$ 151,800.00	433.71%
9370	MDEA	\$ 72,400.00	\$ 72,400.00	\$ -	0.00%
9375	Security Service	\$ 19,700.00	\$ 19,700.00	\$ -	0.00%
9380	Overtime-Weapons of Mass Destruction	\$ 2,000.00	\$ 2,000.00	\$ -	0.00%
9400	Poland Contract	\$ 199,000.00	\$ 187,470.00	\$ (11,530.00)	-5.79%
9525	Rental Office Space	\$ 6,030.00	\$ 6,030.00	\$ -	0.00%
9545	Victim/Witness Advocate Grant	\$ 30,988.00	\$ 30,998.00	\$ 10.00	0.03%
9546	Vic/Adv S.T.O.P. Grant	\$ 15,000.00	\$ 15,000.00	\$ -	0.00%
9547	S. T. O. P. - D. V. Investigator	\$ 15,000.00	\$ 15,000.00	\$ -	0.00%
9550	Fees of Office - District Attorney	\$ 4,000.00	\$ 5,000.00	\$ 1,000.00	25.00%
9555	Deferred Disposition	\$ 26,000.00	\$ 26,000.00	\$ -	0.00%
9775	Interest of Investments	\$ 10,000.00	\$ 7,000.00	\$ (3,000.00)	-30.00%
	Total	\$ 1,984,845.00	\$ 2,281,372.00	\$ 296,527.00	14.94%

CAPITAL EXPENDITURES

2013 Budget

➤ 1010 – EMA

1010-7345 Motor Vehicle \$ 5,000.00
1st year of a 4 year lease of EMA staff car

1040 Building Department

*1040-7205 – Building & Building Improvements \$70,000.00
Relocation of the Probate Courtroom, Deeds Computer room
and the renovations to the Sheriff's Dept Civil Division

➤ 1075 – Sheriff's Department

**1075-7310 - Communications \$51,926.00
(19) Motorola mobile radios and (30) Motorola radios
Motorola portables

1075-7345 Motor Vehicle \$49,932.00
Lease payment - 3rd payment of a 3 year lease
(2 – 4x4 Trucks) (\$16,639.00)
Lease payment – 2nd payment of a 3 year lease
(\$7,627)
Lease payment – 1st payment of a 3 year lease for
4x4 vehicle to replace V-12 (\$9,000)
Lease payment - 1st payment of a 3 year lease for 2 vehicles
To replace V19 & V8 (16,666)

1075-7360 Public Safety \$12,000.00
Match for grant money to replace 9 radar units (\$9,000)
Replace 3 older tasers that over 5 years old (\$3,000)

➤ 1076 – Civil Division

1076-7345 Motor Vehicle \$ 5,500.00
1st year of a 3 year lease to replace one vehicle (\$5,500)

➤ 1078 – Communications Division

*1078-7205 Building & Building Improvements \$12,000.00
Flooring, ceiling tiles & installation of a door
between the equipment room & dispatch area
**1078-7310 Communications \$81,240.00
3rd console (\$18,000)
(3) Motorola MTR3000 Trbo site connect repeaters (\$38,240)
IP Connection, Misc (\$25,000)
**1078-7325 Furniture & Fixtures \$26,000.00

* Supported by the Building Reserve Account

** Supported by the Communications Reserve Account

ANDROSCOGGIN COUNTY 2013 TAX LEVY

	2011		2012		2013		2013		Difference 2012/2013	%12/13
	Valuation	% Rate	Valuation	% Rate	Valuation	% Rate	County Tax			
CITIES & TOWNS										
AUBURN	\$ 1,991,800,000.00	24.64%	\$ 1,980,250,000.00	25.05%	\$ 1,954,400,000.00	25.39%	\$ 2,034,111.67	\$ 27,867.88	1.41%	
DURHAM	\$ 350,600,000.00	4.34%	\$ 351,550,000.00	4.45%	\$ 350,900,000.00	4.56%	\$ 385,211.72	\$ 9,047.09	2.60%	
GREENE	\$ 328,700,000.00	4.07%	\$ 319,700,000.00	4.04%	\$ 313,900,000.00	4.08%	\$ 326,702.65	\$ 2,806.10	0.86%	
LEEDS	\$ 183,100,000.00	2.27%	\$ 174,100,000.00	2.20%	\$ 171,750,000.00	2.23%	\$ 178,754.95	\$ 2,369.63	1.31%	
LEWISTON	\$ 2,334,250,000.00	28.86%	\$ 2,285,400,000.00	28.91%	\$ 2,196,750,000.00	28.54%	\$ 2,286,346.10	\$ (29,053.26)	-1.26%	
LISBON	\$ 593,950,000.00	7.35%	\$ 559,100,000.00	7.07%	\$ 522,650,000.00	6.79%	\$ 543,986.67	\$ (22,472.37)	-3.82%	
LIVERMORE	\$ 194,850,000.00	2.41%	\$ 187,800,000.00	2.38%	\$ 184,800,000.00	2.40%	\$ 192,337.21	\$ 2,072.05	1.07%	
LIVERMORE FALLS	\$ 182,050,000.00	2.25%	\$ 157,650,000.00	1.99%	\$ 154,150,000.00	2.00%	\$ 160,437.12	\$ 717.73	0.40%	
MECHANIC FALLS	\$ 186,550,000.00	2.05%	\$ 158,550,000.00	2.01%	\$ 153,600,000.00	2.00%	\$ 159,864.69	\$ (786.52)	-0.46%	
MINOT	\$ 196,050,000.00	2.43%	\$ 185,050,000.00	2.34%	\$ 187,479.06	2.33%	\$ 186,977.16	\$ (501.90)	-0.26%	
POLAND	\$ 666,750,000.00	8.25%	\$ 661,400,000.00	8.37%	\$ 670,081.88	8.47%	\$ 678,692.31	\$ 8,510.43	1.29%	
SABATTUS	\$ 290,350,000.00	3.59%	\$ 287,634.68	3.67%	\$ 293,908.00	3.75%	\$ 300,578.92	\$ 6,670.92	2.32%	
TURNER	\$ 495,250,000.00	6.13%	\$ 485,200,000.00	6.14%	\$ 491,568.99	6.13%	\$ 491,042.72	\$ (526.27)	-0.11%	
WALES	\$ 109,250,000.00	1.35%	\$ 108,300,000.00	1.37%	\$ 109,721.60	1.32%	\$ 106,108.11	\$ (3,613.50)	-3.34%	
TOTAL	\$ 8,083,500,000.00	100%	\$ 8,007,904.00	100%	\$ 7,904,150,000.00	100%	\$ 8,007,904.00	\$ 7,697,100,000.00	\$ 3,128.00	0.04%

Expenditure
1010 E.M.A.

COUNTY OF ANDROSCOGGIN
2013 BUDGET

Acct #	Account Description	2011 Budget	2011 Actual	2012 Budget	2013 Budget Request	LINE ITEM BUDGET REQUEST JUSTIFICATION	Comm Recomm
1010-3120	Salaries & Wages	\$ 165,298.00	\$163,091.57	\$168,604.00	\$159,447	No Step Increase to G for Asst Plans, Trng & Ops Officer - Putnam *	
1010-4105	Automobile Mileage	\$ -	\$ -	\$ -	\$ -		
1010-4110	Meals	\$ 150.00	\$ -	\$ -	\$ -	Eliminated from budget in 2012 since Dept Head does not attend the Annual Maine County Commissioners Convention	
1010-4115	Lodging	\$ 230.00	\$ -	\$ 230.00	\$ 230.00	Covers cost of overnight lodging when attending quarterly Maine EMA Directors' Council meetings	
1010-4205	Gas, Oil, Grease	\$ 700.00	\$ 434.77	\$ 700.00	\$ 700.00	For Agency's staff car and County's Mobile Incident Management / Command Vehicle and Hazmat Emergency Response Vehicle	
1010-4210	Repairs, Automobile	\$ 100.00	\$ 12.50	\$ 100.00	\$ 100.00	For Agency's staff car and County's Mobile Incident Management / Command Vehicle and Hazmat Emergency Response Vehicle	
1010-4305	Electricity	\$ -	\$ -	\$ 5,292.00	\$5,292	CMP-12% of Central Fire Stn cost for EOC=\$1,044 and Constellation New Energy-12% of Central Fire Stn cost for EOC = \$4,248	
1010-4306	Gas	\$ -	\$ -	\$ 3,492.00	\$3,492	Unfill - 25% of Central Fire Station costs for EOC = \$3,492	
1010-4310	Sewer	\$ -	\$ -	\$ 342.00	\$ 342.00	12% of Central Fire station costs for EOC sewer = \$205 and 12% of Central Fire Station costs for EOC stormwater runoff = \$137	
1010-4311	Water	\$ -	\$ -	\$ 145.00	\$ 145.00	12% of Central Fire station costs for EOC water = \$145	
1010-4315	Telephone	\$ 5,016.00	\$ 5,214.04	\$ 8,124.00	\$8,100	For 6 phone lines and 3 remote radio phone lines, 1 satellite phone required for command vehicle, Verizon Wireless service for staff car	
1010-4415	Rent, Equipment	\$ 1,500.00	\$ 1,259.72	\$ 289.00	\$ 289.00	Supports 2 emergency alert notification pagers for Director and Deputy Director = \$144.50 ea X 2 = \$289	
1010-4610	Repairs, Building	\$ -	\$ -	\$ 1,500.00	\$1,500	Electrical and plumbing repair/maintenance costs for EOC and up to 50% cost of generator main/repair shared with Central Fire Stn	
1010-4630	Repairs, Equipment	\$ 300.00	\$ 88.98	\$ 300.00	\$ 300.00	Covers repairs to office and mobile command vehicle office equipment, computers and telephone system	
1010-4650	Repairs, Photographic	\$ -	\$ -	\$ -	\$ -		
1010-4655	Repairs, Base Radio	\$ 100.00	\$ -	\$ 250.00	\$ 250.00	Covers unanticipated repairs to County's 8 radio base stations	
1010-4656	Repairs, Mobile Radio	\$ 100.00	\$ -	\$ 100.00	\$ 100.00	Covers unanticipated repairs to County's 5 mobile and 10 portable radios	

Expenditure
1010 E.M.A.

COUNTY OF ANDROSCOGGIN
2013 BUDGET

Acct #	Account Description	2011 Budget	2011 Actual	2012 Budget	2013 Budget Request	LINE ITEM BUDGET REQUEST JUSTIFICATION	Comm Recomm
1010-4835	Postage	\$ 1,167.00	\$ 1,053.89	\$ 700.00	\$ 700.00	Covers all outgoing correspondence to federal, state, county and local officials that cannot be sent electronically	
1010-4840	Printing & Engraving	\$ -	\$ -	\$ -	\$ -		
1010-4830	Registration/Enrollment Fees	\$ 40.00	\$ -	\$ -	\$ -		
1010-5104	Food, Groceries	\$ 50.00	\$ 44.70	\$ 50.00	\$ 50.00	To feed emergency staff when EOC is activated for emergency response and for occasionally hosted meetings	
1010-5310	Automobile Supplies	\$ 150.00	\$ 124.95	\$ 150.00	\$ 150.00	Covers supplies and state inspections for staff car, mobile command and hazmat emergency response vehicles	
1010-5325	EOC Maintenance	\$ -	\$ -	\$ 200.00	\$ 200.00	Expendable/consumable EOC maint supplies, i.e. toilet paper, hand towels, trash/garbage can liners, floor/bathroom/window cleaners	
1010-5335	Office Supplies	\$ 800.00	\$ 969.37	\$ 800.00	\$ 800.00	Expendable / consumable office supplies for 4 F-T staff and 1 contract planner	
1010-5345	Printing & Reproducing	\$ 2,000.00	\$ 1,741.53	\$ 2,000.00	\$ 2,000.00	Gorham Leasing - copy machine mon. lease agmmt w/maint/ repair /oner costs = \$1,560 and BEU copy machine use costs = \$440	
1010-5375	Training Supplies	\$ 200.00	\$ 130.41	\$ 200.00	\$ 200.00	Covers cost for Powerpoint presentation media and other expendable training and exercise supplies and occasional training tuition	
1010-5505	Books/Periodicals/Subscrip	\$ -	\$ -	\$ -	\$ -		
1010-5650	Misc Minor Equipment	\$ -	\$ -	\$ -	\$ -		
1010-5610	Tools & Implements	\$ -	\$ -	\$ -	\$ -		
1010-7345	Motor Vehicle	\$ 4,956.00	\$ 4,955.31	\$ 4,956.00	\$ 5,000	Covers year 1 of 4 lease for replacement of EMA staff car	
1010-7325	Office Equipment	\$ -	\$ -	\$ -	\$ -		
	Total	\$ 182,857.00	\$ 179,121.74	\$ 198,524.00	\$ 199,387.00		

* Putnam did not receive Step E in 2011 nor Step F in 2012

Expenditure
1015 District AttorneyCOUNTY OF ANDROSCOGGIN
2013 BUDGET

Acct #	Account Description	2011 Budget	2011 Actual	2012 Budget	2013 Budget Request	LINE ITEM BUDGET REQUEST JUSTIFICATION
1015-3120	Salaries & Wages	\$279,612.00	\$277,904.79	\$285,177.00	\$291,879.00	Salaries do not reflect cost-of-living or step increases.
1015-4015	Architect/Engineer/Any's Fees	\$ 20,854.00	\$ 21,544.87	\$ 19,997.00	\$ 18,719.15	Services and maintenance performed on our computer system/software by the Maine District Attorney's Technical Services (see spreadsheet).
1015-4023	Secretarial Services	\$ -	\$ -	\$ -	\$ -	N/A
1015-4025	Laboratory Tests	\$ -	\$ -	\$ -	\$ -	Tests performed on sexual assault cases and blood alcohol tests on OUI's.
1015-4045	Medical, Surgical, Dentists	\$ -	\$ -	\$ -	\$ -	N/A
1015-4080	Transcripts	\$ 1,500.00	\$ 572.50	\$ 1,000.00	\$ 1,500.00	Transcribed court proceedings necessary for appeals, post-conviction reviews and trials.
1015-4099	Misc Professional Services	\$ 300.00	\$ 202.90	\$ 300.00	\$ 300.00	Destruction of old files.
1015-4105	Automobile Mileage	\$ 2,000.00	\$ 3,938.39	\$ 2,850.00	\$ 2,850.00	Mileage reimbursement for court coverage in Androscoggin County.
1015-4110	Meals	\$ -	\$ -	\$ -	\$ -	N/A
1015-4115	Lodging	\$ -	\$ -	\$ -	\$ -	N/A
1015-4205	Electricity	\$ 3,500.00	\$ 2,421.32	\$ 3,000.00	\$ 3,000.00	Electricity in the Lewiston D.A.'s Office.
1015-4315	Telephone	\$ 9,000.00	\$ 6,033.64	\$ 9,000.00	\$ 7,200.00	Local/long distance telephone lines, fax lines and DSL lines.
1015-4415	Rent, Equipment	\$ 6,039.00	\$ 6,039.00	\$ 6,039.00	\$ 6,039.00	Rental of postage machine in Lewiston - \$639.00 yearly and municipal parking lot in Lewiston (3 attorney/6 support staff @ \$600.00 each per year = \$5,400).
1015-4420	District Court Lease	\$ 29,064.00	\$ 29,064.00	\$ 29,064.00	\$ 29,064.00	Actual Expenditure Per Year for the rental of the space in the Lewiston District Court building.
1015-4630	Repairs, Equipment	\$ 150.00	\$ -	\$ 150.00	\$ 150.00	Repairs to office equipment without a maintenance contract such as fax machines.
1015-4665	Repairs, Typewriter	\$ -	\$ -	\$ -	\$ -	Maintenance on typewriters.

Expenditure
1015 District Attorney

COUNTY OF ANDROSCOGGIN
2013 BUDGET

Acct #	Account Description	2011 Budget	2011 Actual	2012 Budget	2013 Budget Request	LINE ITEM BUDGET REQUEST JUSTIFICATION
1015-4675	Soft & Hardware Maint Agreement	\$ 18,831.00	\$ 22,330.82	\$ 9,860.00	\$ 10,543.39	JustWare license support & maintenance by NewDawn Technologies (18 licenses @ \$530.00 = \$9,540.00) and Microsoft 2010 Exchange Client Access Licenses for Email (19 licenses @ \$52.81 = \$1,003.39).
1015-4805	Advertising	\$ -	\$ -	\$ -	\$ -	N/A
1015-4820	Dues	\$ 700.00	\$ 550.00	\$ 625.00	\$ 625.00	Andro Civ Bar Assoc dues (7 attys @ \$75.00 each = \$525.00), NESPIN (\$50.00), and Me. Victim Advocate Assoc. Annual Membership (2 @ \$25.00 each = \$50).
1015-4835	Postage	\$ 5,000.00	\$ 5,609.61	\$ 6,500.00	\$ 6,500.00	Postage for Auburn and Lewiston Offices.
1015-4840	Printing & Engraving	\$ 100.00	\$ 47.70	\$ 100.00	\$ 100.00	Engraving of nameplates and printing of business cards.
1015-4845	Bank Charges and Fees	\$ -	\$ -	\$ -	\$ -	N/A
1015-4905	Criminal Investigation	\$ 50.00	\$ -	\$ 50.00	\$ 50.00	Requests for out-of-state criminal records.
1015-4930	Registration/Enrollment Fees	\$ 250.00	\$ 60.00	\$ 250.00	\$ 250.00	In-state conferences and seminars for attorneys, advocates and staff.
1015-5335	Office Supplies	\$ 4,000.00	\$ 5,668.02	\$ 5,500.00	\$ 5,500.00	General office supplies.
1015-5340	Photographic Supplies	\$ -	\$ -	\$ -	\$ -	N/A
1015-5345	Printing & Reproducing	\$ 3,400.00	\$ 14,006.85	\$ 2,200.00	\$ 4,300.00	Monthly lease in the amount of \$175.00 (3 year contract 2012-2015) for Xerox 5150 photocopier. Quarterly cost of \$.008 per copy for usage of this photocopier, the main photocopier on 1st floor and the Konica 7145 located on 2nd floor in Auburn. Also, cost associated with reprinting offer forms for Lewiston District Court Office.
1015-5385	Computer Supplies	\$ 2,000.00	\$ 1,195.73	\$ 2,000.00	\$ 2,000.00	Toner cartridges for computer printers.
1015-5505	Books/Periodicals/Subscribe	\$ 1,500.00	\$ 1,265.10	\$ 1,500.00	\$ 1,500.00	Subscriptions such as the Maine Superior & Supreme Court Slip Opinions, Nat'l Law Enforcement Directory, Maine Bar Directory and Maine Law Review.
1015-5510	Statutes & Reference Books	\$ 8,200.00	\$ 6,206.37	\$ 6,500.00	\$ 6,500.00	Westlaw and Maine Jury Instruction Manual.
1015-5650	Misc Minor Equipment	\$ -	\$ -	\$ 1,750.00	\$ 3,150.00	(2) Air Conditioners (\$500), (3) Chairs (\$900), (2) Desks (\$1,200), (2) Small Tables (\$150) and (2) Mobile File Carts (\$400)

Expenditure
1018 District Attorney/Joint Budget

COUNTY OF ANDROSCOGGIN
2013 BUDGET

Acct #	Account Description	2011 Budget	2011 Actual	2012 Budget	2013 Budget Request	LINE ITEM BUDGET REQUEST JUSTIFICATION
1018-4105	Automobile Mileage	\$ 1,650.00	\$ 1,818.96	\$ 2,000.00	\$ 2,000.00	Mileage reimbursement for court coverage in Androscoggin, Franklin and Oxford Counties for the District Attorney and Drug Prosecutor.
1018-4110	Meals	\$ -	\$ -	\$ -	\$ -	N/A
1018-4115	Lodging	\$ 2,350.00	\$ 1,782.00	\$ 2,350.00	\$ 2,350.00	Maine Prosecutors' Conference for attorneys and advocates.
1018-4120	Other Travel Expenses	\$ -	\$ -	\$ -	\$ -	N/A
1018-4722	Insurance, Liability	\$ 450.00	\$ 416.85	\$ 450.00	\$ 550.00	Tort Liability and Civil Rights Insurance, Employee Fidelity (Bond) Insurance and Non-Ownership Vehicle Liability Insurance.
1018-4820	Dues	\$ 2,250.00	\$ 2,254.50	\$ 2,250.00	\$ 2,250.00	Board of Overseers of the Bar, National District Attorney's Association, Franklin County Bar Association and Maine Prosecutors' Association.
1018-4840	Printing & Engraving	\$ 75.00	\$ -	\$ 75.00	\$ -	Business cards for the District Attorney.
1018-4930	Registration/Enrollment Fees	\$ 1,000.00	\$ 1,170.00	\$ 1,200.00	\$ 1,320.00	Maine Prosecutors' Conference.
1018-5335	Office Supplies	\$ -	\$ -	\$ -	\$ -	N/A
1018-5345	Printing & Reproducing	\$ 900.00	\$ 408.45	\$ 900.00	\$ 900.00	Letterhead, Superior Court File Folders, Envelopes and Travel Vouchers.
1018-5385	Computer supplies	\$ -	\$ -	\$ -	\$ -	N/A
1018-5505	Books/Periodicals/Subscrip	\$ 1,185.00	\$ 702.00	\$ 825.00	\$ 900.00	Maine Criminal Statutes, Maine Motor Vehicle Statutes, Maine Evidence, Maine Court Rules and Law Enforcement Officers Manual (Not all of these are ordered every year).
	Total	\$ 9,860.00	\$ 8,552.76	\$10,050.00	\$10,270.00	

Expenditure
1019 Victim/Witness Advocate Grant

COUNTY OF ANDROSCOGGIN
2013 BUDGET

Acct #	Account Description	2011 Budget	2011 Actual	2012 Budget	2013 Budget Request	LINE ITEM BUDGET REQUEST JUSTIFICATION
1019-3105	Victim/Witness Adv Grant	\$ 20,659.00	\$ 20,578.58	\$ 20,659.00	\$ 20,659.00	See attached budget pages from the Victim/Witness Advocate Grant. (The budget figures within this particular grant do not coincide with the figures on this budget worksheet. This is due to a new format that DHHS is implementing next year. Therefore, the grant reflects a six (6) month period but this budget worksheet reflects a twelve (12) month period).
1019-3120	Salaries & Wages	\$ 37,532.00	\$ 35,913.08	\$ 36,901.00	\$ 37,085.00	
1019-4105	Mileage	\$ 150.00	\$ -	\$ 150.00	\$ 150.00	
1019-4115	Lodging	\$ 198.00	\$ -	\$ 198.00	\$ 294.00	
1019-4724	Health & Dental Insurance	\$ 7,787.00	\$ 13,696.86	\$ 16,035.00	\$ 17,043.00	$\$1,419.01 + (11\% \text{ estimated increase}) - 231 \text{ employee contribution } \$1,344.10 \times 12 = \$16,129.21$
1019-4735	Maine State Retirement System	\$ 1,313.00	\$ 1,591.82	\$ 1,791.00	\$ 1,965.51	$\$18,542.25 \times 5.3\% = \$982.75.82 + 18,542.25 \times 5.3\% = \982.75
1019-4750	FICA	\$ 2,871.00	\$ 2,767.59	\$ 2,823.00	\$ 2,937.00	$\$37,085.26 \times 7.65\% = \$2,837.02$
1019-4755	Workers' Compensation	\$ 240.00	\$ 162.80	\$ 232.00	\$ 237.00	
1019-4820	Dues	\$ 25.00	\$ -	\$ 25.00	\$ -	
1019-4840	Printing & Engraving	\$ -	\$ -	\$ -	\$ -	
1019-4930	Registration/Enrollment	\$ 80.00	\$ -	\$ 80.00	\$ 100.00	
	Total	\$ 70,855.00	\$ 74,710.73	\$ 77,894.00	\$ 80,370.51	

Expenditure
1020 County Commissioners

COUNTY OF ANDROSCOGGIN
2013 BUDGET

Acc #	Account Description	2011 Budget	2011 Actual	2012 Budget	2013 Budget Request	LINE ITEM BUDGET REQUEST JUSTIFICATION	Comm Recomm
1020-3120	Salaries & Wages	\$ 106,667.00	\$ 105,618.90	\$ 103,430.00	\$ 103,933.00	Commissioners, Clerk and Asst to Clerk	\$ -
1020-4010	Contractual Services	\$ 10,000.00	\$ 103,328.49	\$ 3,600.00	\$ 12,500.00	Maine Geolibrary Ongoing Aerial Photography Program See Program Information Included	\$ -
1020-4015	Archit/Engineer/Atty's Fees	\$ 95,000.00	\$ 83,487.90	\$ 60,000.00	\$ 50,000.00	Legal services	\$ -
1020-4105	Automobile Mileage	\$ 1,200.00	\$ 390.56	\$ 1,200.00	\$ 1,000.00		\$ -
1020-4110	Meals	\$ 850.00	\$ 431.22	\$ 850.00	\$ 850.00	Maine Sheriff's Annual Mtg, MCCA Conference, MCCA Annual Mtg	\$ -
1020-4115	Lodging	\$ 1,500.00	\$ 348.00	\$ 1,500.00	\$ 1,500.00		\$ -
1020-4120	Other Travel Expenses	\$ 100.00	\$ (19.50)	\$ 100.00	\$ -		\$ -
1020-4315	Telephone	\$ 2,750.00	\$ 2,392.56	\$ 2,750.00	\$ 2,500.00		\$ -
1020-4630	Repair, Equipment	\$ -	\$ 12.00	\$ -	\$ -		\$ -
1020-4675	Soft & Hardware Maint Agreeme	\$ 2,250.00	\$ 2,374.34	\$ 2,250.00	\$ 2,250.00	FAMAS \$150, Network system \$1,310 and maintenance \$75	\$ -
1020-4805	Advertising	\$ 150.00	\$ 198.71	\$ 150.00	\$ 150.00	Public notices	\$ -
1020-4820	Dues	\$ 20,995.00	\$ 21,760.01	\$ 11,659.00	\$ 11,658.00	MCCA \$8,765, Clerk,Mgrs&Admin Assoc \$100, MMA \$575, Natl Assoc. of Counties \$2218	\$ -
1020-4835	Postage	\$ 350.00	\$ 135.26	\$ 350.00	\$ 200.00		\$ -
1020-4840	Printing & Engraving	\$ 25.00	\$ -	\$ 25.00	\$ 25.00	Names plates & Annual report	\$ -
1020-4930	Registration/Enrollment Fees	\$ 250.00	\$ 105.00	\$ 250.00	\$ 250.00	Convention registration & seminars	\$ -
1020-5335	Office Supplies	\$ 500.00	\$ 506.21	\$ 500.00	\$ 500.00		\$ -
1020-5345	Printing & Reproducing	\$ 800.00	\$ 1,013.04	\$ 800.00	\$ 800.00		\$ -
1020-5510	Statutes & Reference Books	\$ 25.00	\$ 33.00	\$ 25.00	\$ 25.00		\$ -
1020-7325	Furniture/Fixtures	\$ -	\$ 981.13				
1020-7375	Computer Soft/Hardware Equip			\$ 500.00			
	Total	\$ 243,412.00	\$ 323,036.83	\$ 189,939.00	\$ 188,041.00		\$ -

Maine GeoLibrary Ongoing Aerial Photography Program

• Project Background

This is a 5 year program. Different portions of the state will be flown each year of this program and ortho products delivered to the Maine Geolibary board and individual communities who buy elect buy up options.

The base product imagery is a 24" pixel 1:48000 scale. The deliverables for this project include 3-band color orthoimagery and a 4th, infrared band

The vertical component for the project is LIDAR (Light Detection And Ranging) optical remote sensing technology used to collect a 3d ground surface model. This significantly reduces costs for Androscoggin County, as LIDAR was already collected and paid for, county-wide, as part of the FEMA flood-mapping project

In the spring of 2012, the 1st year of this program, Cumberland and York Counties, a small portion of the overlapping Androscoggin and Oxford were completed. See http://www.maine.gov/geolib/images/ortho_tiles12.jpg.

The rest of Androscoggin County (ie Auburn/Lewiston, north) along with Kennebec and a few other areas are scheduled to be flown spring of 2013.

The goal is to repeat each area every 3-5 years. The current base imagery program is funded up to at least 2016.

- Other products can potentially be derived from project deliverables. These can be obtained as additional buy up services or towns can bid independently to other vendors once data becomes available: This is a partial list:
 - a) Digital terrain models with contours
 - b) Planimetrics
 - c) Land use/land cover/vegetation/wetlands
 - d) Solar map:
 - e) Building footprints
 - f) Impervious surfaces

• Justification

The participation of Androscoggin county is **critical** to this program as it applies to this county, as without the base project, there is no imagery or other products for the county, nor any buy up options for the member towns who may wish to buy up to other products of the program. This includes the Lewiston and Auburn who both have a capital budget for new aerial photography in the spring of 2013. These capital budgets were intentionally timed to coincide with this program in the event the buy up options become viable alternatives to individual bid processes and contracts. This program would be a valuable cost saving option for these communities though economies of scale. Even the base product would prove to be valuable to the state, county, and the smaller communities in Androscoggin County who may not necessarily have the resources to do their own aerial mapping projects.

- **State Project Benefits:**

- 4 band digital imagery seamless with rest of state
 - If the county chooses to participate, the imagery county-wide will be updated and seamless with the rest of the state.
 - Part of the cost is already budgeted and paid for at state and federal level
 - All the individual towns, even those without any GIS or mapping, can utilize the imagery, seamless with their neighbors.
 - Even at the base project mapping scale, the imagery will have better quality and meet actual mapping standards and ability, accompanied by surface terrain model than the 'consumer grade' imagery like that of Google or Bing, which are just pretty pictures.
- Lewiston and Auburn would have the imagery and DEM available as the basis for a full planimetric/topographic update in spring of 2013
- Auburn and Lewiston combined could see a savings of close to \$10,000, or more by participating in the state program buy up when compared to the anticipated costs through individual RFPs and bid processes.
- Individual towns can elect to buy up to other products or utilize the base product.

- **Costs:**

- Base Ortho Imagery project: The cost to fly Androscoggin County in 2013 is \$37,500 for the base product imagery. The *Androscoggin County share* would be 1/3 of that, or **\$12,500**. The latter is the number the county would need to commit to funding the base project. Funding for the remaining 2/3rds has already been obtained from other sources, ie, Maine Geolibary, USGS, etc.
 - If the county chooses to participate, member towns have options to buy up to more detailed imagery.
 - *Note that the county also has the option as well to buy up to higher level county-wide. For example, the county may elect to upgrade to 12" ASPRS level 2 imagery, for an additional cost of \$33,500. Any buy-up at the county level will further reduce the cost for any buy-ups elected by towns in that county.*
- Buy up options by town: This is where things get interesting. The cost sheet shows this for each town, at different map scale and precision/accuracy levels. Lewiston and Auburn, we would most likely opt for the 3" pixel orthophoto L2 option (ASPRS Class 1 for 1"=50' scale mapping, 3" pixel interval ortho, horizontal accuracy. 12"), this most closely relates and matches the pixel resolution of current L/Aorthoimagery and precision of existing mapping data currently maintained by both cities
 - Auburn buy up cost \$35,500* for 3"L2
 - Lewiston buy up cost \$19,500* for 3"L2

Note that these prices are for the higher level imagery acquisition, additional LIDAR if needed. Full photogrammetric compilation and updates to GIS layers would need to be undertaken in a separate project/phase, likely as a joint RFP from the cities in the winter/spring of 2013, to leverage this new imagery.

*It should also be noted that the prices shown above assume the twin cities will buy up individually. If both elect to buy up, and additional price reduction of 5-10% (additional

savings of \$2,725-\$5,450) would likely be achieved due to overlapping flight lines and other factors.

Both Cumberland and York counties participated in the Spring 2012 flight. Additionally 26 towns from Kittery to Brunswick, opted to buy-up to additional levels of accuracy. Six Greater Portland towns - Portland, South Portland, Cape Elizabeth, Falmouth, Cumberland and Westbrook – bought up to the highest accuracy level available. See map: http://www.maine.gov/geolib/images/or:ho_tiles12.jpg.

Last fall, Lewiston and Auburn obtained cost estimates from James W. Sewall Co for aerial orthoimagery updates. JWS was the contractor that won the bid from the last aerial mapping project for the two cities in 2006, as well as a 1997 and 1998 bids for aerial photography in Lewiston and Auburn respectively. The prices below reflect costs for imagery acquisition and digital orthophotography with comparable quality and accuracy to the state project. The current city mapping and aerials meet ASPRS Class 1 for 1"=100', 12" horizontal accuracy, 3" ortho pixels. Sewall's quoted prices assumed that both cities will be going together on one RFP as a joint project.

- Auburn \$39,350* per JWS
- Lewiston \$24,900* per JWS

* The above quotes reflect an adjustment to include 3" pixel ortho deliverables as was the upgrade option from JWS we chose in 2006. The equivalent adjustment is made here based on those percentages of upgrade costs.

These prices do not include the 4th, infrared, imagery band delivered standard with the state program. This band can be used to derive data on vegetation, wetlands, vernal pools, impervious surfaces and more.

● Resources

Main project page:

<http://www.maine.gov/geolib/orthophotography.htm>

Program overview:

http://www.maine.gov/geolib/ortho_program_overall_briefing_doc.pdf

List of costs for orthoimagery by county and town:

http://www.maine.gov/geolib/2013_town_county_tile_list.pdf

Comparison of various flight scales and resolutions:

http://www.maine.gov/geolib/ortho_examples.ppt

Wolpert's site dedicated to Maine project:

<http://www.map-maine.com/>

FW: State ortho program buy up option for 2013 aerials

<http://mail.aol.com/37105-111/aol-6/en-us/mail/PrintMessage.aspx>

From: David Jones <DJones@lewistonmaine.gov>
To: pfournier <pfournier@androscoggincountyme.com>; RGreenwood <RGreenwood@AndroscogginCountyME.com>; BBell <BBell@AndroscogginCountyME.com>; EMakas <EMakas@AndroscogginCountyME.com>
Cc: Jim Ward <JWard@lewistonmaine.gov>; Bob Thompson <thompson@avcog.org>; Rosemary Mosher (rmosher@auburnmaine.gov) (rmosher@auburnmaine.gov) <rmosher@auburnmaine.gov>; Norman Beauparlant <nbeau@ci.lewiston.me.us>; Ed Barrett <EBarrett@lewistonmaine.gov>; Jonathan Labonte <jlabonte@androscogginlandtrust.org>; Joseph Young <Joseph.Young@maine.gov>; rbogart <rbogart@auburnmaine.gov>; Richard Burnham <RBurnham@lewistonmaine.gov>; bfortier <bfortier@avcog.org>
Subject: FW: State ortho program buy up option for 2013 aerials
Date: Fri, Oct 19, 2012 11:33 am
Attachments: Maine_GeoLibrary_Ongoing_Aerial_Photography_Program_LA.docx (33K)

Commissioners,

I understand when Jonathan LaBonte was on the commission, he was involved with the talks with the State folks regarding updates of the aerial photographs for the County. Recently the State mentioned to both Lewiston and Auburn folks there is an opportunity coming up soon for the State to provide the aerial photos. Attached is a summary of the information we have.

Both Lewiston and Auburn plan to update our aerial photographs (Ortho imagery) for our GIS systems early next spring. Our requirements are more than the base format offered by the State, but the "buy-up" option would meet our needs and would result in some savings to the two Cities. However, our understanding is we could only take advantage of this if the County is participating for at least the "Base Ortho Imagery project".

I understand folks from the State are attempting to set something up to brief the Commission and seek a commitment to participate before the end of the December. We would encourage the Commission to consider this and to make a decision soon, such that Lewiston & Auburn can move forward on deciding how we will obtain our updated aerial photos.

Dave

David A. Jones, P.E.

Director, Dept of Public Works

City of Lewiston, Maine 04240

From: Jim Ward
Sent: Thursday, October 18, 2012 10:00 AM
To: David Jones; Richard Burnham
Cc: Rosemary Mosher (rmosher@auburnmaine.gov); Norman Beauparlant
Subject: State ortho program buy up option for 2013 aerials

Dave, see attached.

Please discuss any questions you may have, as I know there is a lot of info in the doc. I had Rosemary in

FW: State ortho program buy up option for 2013 aerals

<http://mail.aol.com/37105-111/aol-6/en-us/mail/PrintMessage.aspx>

Auburn take a look and she had a few good ideas to add to it.

Now that we have a better understanding of the state specs, and have identified the correct buy-up option (slight misinterpretation of our current GIS spec by state officials when they gave us initial cost estimates) this is a more than viable option, and the one that I am now pushing heavily for.

Again, let me know how I can help.

Jim

Patricia Fournier

From: Young, Joseph <Joseph.Young@maine.gov>
Sent: Friday, October 19, 2012 2:27 PM
To: Jonathan LaBonte; 'David Jones'; pfournier@androscoggincountyme.com;
 RGreenwood@AndroscogginCountyME.com; BBell@AndroscogginCountyME.com;
 EMakas@AndroscogginCountyME.com
Cc: 'Jim Ward'; 'Bob Thompson'; rmosher@auburnmaine.gov; 'Norman Beuparlant'; 'Ed Barrett'; rbogart@auburnmaine.gov; 'Richard Burnham'; bfortier@avcog.org; 'Clint Deschene'
Subject: RE: State ortho program buy up option for 2013 aerials

\$12,500

Jonathan,

Thank you for your support.

Joseph Young
Mapping Coordinator
Maine Department of Agriculture, Conservation and Forestry
Floodplain Management Program
93 State House Station
Augusta, Maine 04333-0022
Office: 207-287-8051
Cell: 207-592-5105
www.maine.gov/doc/index.shtml
For information on our statewide mapping program
[Twitter](#) | [Facebook](#) | [Web](#)

From: Jonathan LaBonte [mailto:jlabonte08@gmail.com]
Sent: Friday, October 19, 2012 12:18 PM
To: 'David Jones'; pfournier@androscoggincountyme.com; RGreenwood@AndroscogginCountyME.com;
 BBell@AndroscogginCountyME.com; EMakas@AndroscogginCountyME.com
Cc: 'Jim Ward'; 'Bob Thompson'; rmosher@auburnmaine.gov; 'Norman Beuparlant'; 'Ed Barrett'; Young, Joseph;
 rbogart@auburnmaine.gov; 'Richard Burnham'; bfortier@avcog.org; 'Clint Deschene'
Subject: RE: State ortho program buy up option for 2013 aerials

Thanks, David. Now is a very good time for this to come up as the County budget process is underway and must be completed for Budget committee review this month. This is a very good role for the County to play, helping to facilitate cost savings for its member towns and cities.

From: David Jones [mailto:DJones@lewistonmaine.gov]
Sent: Friday, October 19, 2012 11:29 AM
To: pfournier@androscoggincountyme.com; RGreenwood@AndroscogginCountyME.com;
 BBell@AndroscogginCountyME.com; EMakas@AndroscogginCountyME.com
Cc: Jim Ward; Bob Thompson; Rosemary Mosher (rmosher@auburnmaine.gov) (rmosher@auburnmaine.gov); Norman Beuparlant; Ed Barrett; Jonathan Labonte; Joseph.Young@maine.gov; rbogart@auburnmaine.gov; Richard Burnham;
 bfortier@avcog.org
Subject: FW: State ortho program buy up option for 2013 aerials

Expenditure
1021 Human Resource

COUNTY OF ANDROSCOGGIN
2010 BUDGET

Acct #	Account Description	2011 Adopted Budget	2011 Actual	2012 Adopted Budget	2013 Budget Request	LINE ITEM BUDGET REQUEST JUSTIFICATION
1021-4045	Medical, Surgical & Dentist	\$ 2,000.00	\$ 1,023.39	\$ 1,500.00	\$ 1,500.00	
1021-4070	Psychological Exam	\$ 600.00	\$ 1,300.00	\$ 600.00	\$ 600.00	
1021-4805	Advertising	\$ 1,000.00	\$ 500.00	\$ 1,000.00	\$ 500.00	
1021-5330	Medical, Medicine & Laboratory	\$ 300.00		\$ 300.00	\$ 300.00	
	Total	\$ 3,900.00	\$ 2,823.39	\$ 3,400.00	\$ 2,900.00	

Expenditure
1025 Treasurer's Office

COUNTY OF ANDROSCOGGIN
2013 BUDGET

Acct #	Account Description	2011 Budget	2011 Actual	2012 Budget	2013 Budget Request	LINE ITEM BUDGET REQUEST JUSTIFICATION
1025-3120	Salaries & Wages	\$ 114,392.00	\$ 112,987.41	\$ 116,680.00	\$ 117,962.00	
1025-4015	Architect/Engineer/Arch's Fees					
1025-4023	Secretarial Services					
1025-4105	Automobile Mileage	\$ 200.00	\$ 127.36	\$ 200.00	\$ 200.00	
1025-4110	Meals	\$ 200.00	\$ 200.94	\$ 400.00	\$ 400.00	
1025-4115	Lodging	\$ 300.00	\$ 174.00	\$ 500.00	\$ 500.00	
1025-4120	Other Travel Expenses					
1025-4315	Telephone	\$ 825.00	\$ 341.41	\$ 625.00	\$ 500.00	Reduction due to new phone system
1025-4630	Repairs, Equipment	\$ 300.00		\$ 300.00	\$ 300.00	
1025-4665	Repairs, Typewriter					
1025-4675	Soft & Hardware Maint Agreement	\$ 7,229.00	\$ 6,720.96	\$ 3,375.00	\$ 3,875.00	Software Maintenance Agreement shared with Commissioners and Jail
1025-4805	Advertising					
1025-4820	Dues	\$ 60.00	\$ 75.00	\$ 80.00	\$ 80.00	
1025-4835	Postage	\$ 1,550.00	\$ 1,091.50	\$ 1,600.00	\$ 1,800.00	
1025-4840	Printing & Engraving	\$ 850.00	\$ 555.00	\$ 850.00	\$ 800.00	
1025-4930	Registration/Enrollment Fees	\$ 80.00	\$ 60.00	\$ 80.00	\$ 160.00	
1025-4940	Training and Education	\$ -				

Expenditure
1025 Treasurer's Office

COUNTY OF ANDROSCOGGIN
2013 BUDGET

Acct #	Account Description	2011 Budget	2011 Actual	2012 Budget	2013 Budget Request	LINE ITEM BUDGET REQUEST JUSTIFICATION
1025-5335	Office Supplies	\$ 825.00	\$ 1,017.52	\$ 1,200.00	\$ 1,200.00	
1025-5345	Printing & Reproducing	\$ 300.00	\$ 244.56	\$ 300.00	\$ 300.00	
1025-5505	Books/Periodicals/Subscrip	\$ 50.00		\$ 50.00	\$ 50.00	
1025-5510	Statutes & Reference Books	\$ 450.00	\$ 518.00	\$ 450.00	\$ 500.00	Price increase
1025-5650	Misc Minor Equipment	\$ -	\$ 249.99	\$ 250.00	\$ -	
	Total	\$ 127,541.00	\$ 124,353.76	\$ 128,950.00	\$ 128,527.00	

Expenditure
1040 Building

COUNTY OF ANDROSCOGGIN
2013 BUDGET

Acct #	Account Description	2011 Budget	2011 Actual	2012 Budget	2013 Budget Request	LINE ITEM BUDGET REQUEST JUSTIFICATION	Comm Recomm
1040-3120	Salaries & Wages	\$ 100,767	\$ 99,390	102,793	103,302		
1040-3230	Overtime	\$ 1,500	\$ 2,734	1,500	2,000	used for snowplowing and emergency repairs.	
1040-4015	Architect/Engineer/Atty's Fees	\$ -					
1040-4035	Cleaning/Sanitary	\$ 33,000	\$ 38,186	33,000	40,000	Custodial services going out to bid, anticipate an increase -	
1040-4205	Gas-Oil-Grease	\$ 500	\$ 766	700	700		
1040-4210	Repairs, Truck	\$ 600	\$ 415	600	600	truck still in good condition	
1040-4305	Electricity	\$ 25,000	\$ 20,329	24,000	24,000	We are estimating since we do not know what the CMP standard offer will be for 2013 until February of 2013	
1040-4306	Gas	\$ -		0	66,000	Converted to Gas ????	
1040-4310	Sewerage	\$ 2,700	\$ 2,458	2,700	2,600		
1040-4311	Water	\$ 1,800	\$ 2,155	1,800	2,300		
1040-4315	Telephone	\$ 800	\$ 1,272	800	1,200	reimbursement for cell phones \$800 4 office phones \$400	
1040-4415	Rent, Equipment	\$ 200	\$ 122	200	200	Rental of additional tools not normally needed on a regular basis	
1040-4605	Park, Lot/Grounds/Snow Removal	\$ 15,000	\$ 8,986	11,000	11,000	MWAC disposal, monthly recycling, snow removal and employee parking permits	
1040-4610	Repairs, Building & Structure	\$ 4,200	\$ 2,518	4,200	4,200	\$100 Oil-Tank State Registration \$400 City of Auburn Fire Alarm Connection Fee \$500 Fire Extinguisher Annual Inspection and repair \$250 Sprinkler Inspection \$700 Emergency Generator Service Contract \$2250 General Repairs	

Expenditure
1040 Building

COUNTY OF ANDROSCOGGIN
2013 BUDGET

Acct #	Account Description	2011		2012		2013		LINE ITEM BUDGET REQUEST JUSTIFICATION	Comm Recomm
		Budget	Actual	Budget	Budget Request				
1040-4615	Repairs, Electrical	\$ 3,000	\$ 2,820	1,000	5,000	\$1000 electrical repairs \$2500 Exterior Lighting-Turner Street parking lot \$1500 Maint Shop electrical upgrade - Sensing Safe Start System			
1040-4620	Elevator	\$ 1,500	\$ 771	1,500	1,500	\$250 Inspection & State Certificate \$468 Annual Service contract Plus any necessary repairs			
1040-4630	Repairs, Equipment	\$ 400	\$ 30	400	400	Repairs/tune -ups to snowblower, lawn mower, weed trimmer, table saw ect.			
1040-4635	Repairs, Heating	\$ 8,000	\$ 9,043	8,000	8,000	Estimate for annual cleaning and repairs(cost shared with Jail)			
1040-4640	Repairs, Painting	\$ 200		200	200				
1040-4645	Repairs, Plumbing	\$ 300	\$ 271	300	300				
1040-4635	Postage	\$ 2,000	\$ 1,740	0	2,000	Cost of service contract, repairs and postage supplies			
1040-4640	Printing & Engraving	\$ -							
1040-4630	Registration/Enrollment Fees	\$ 2,000		1,000	500	updates, training			
1040-5205	Fuel	\$ 63,759	\$ 63,759	92,500	4,000				
1040-5305	Agricultural & Botanical	\$ 750	\$ 746	750	750	Mulch and landscape supplies, Flowers, Shrubbery etc.			
1040-5315	Cleaning/Disinfecting Supplies	\$ 2,200	\$ 2,951	2,500	2,700	Toilet Tissue, Hand Towels Soap ect. for Restrooms			
1040-5325	Maintenance Supplies	\$ 4,500	\$ 4,491	5,000	5,000	parts to repair or upgrade to courthouse			
1040-5335	Office Supplies	\$ 1,500	\$ 3,410	1,500	1,500				
1040-5405	Clothing, Uniforms	\$ 525	\$ 528	525	525	clothing allowance for 3 maintenance personnel			
1040-5605	Surplus Property	\$ -							

Expenditure
1040 Building

COUNTY OF ANDROSCOGGIN
2013 BUDGET

Acct #	Account Description	2011		2012		2013		LINE ITEM BUDGET REQUEST JUSTIFICATION	Comm Recomm
		Budget	Actual	Budget	Budget Request	Budget Request			
1040-6610	Tools & Implements	\$ 1,200	\$ 1,340	\$ 1,200	\$ 1,200	\$ 1,200		Shop Tools	
1040-6650	misc Minor Equipment	\$ 500	\$ 498	\$ 2,000		\$ 500			
1040-7205	Building & Bldg Improvements	\$ 43,500	\$ 68,935	\$ 89,000	\$ 70,000			Relocation of the Probate Courtroom, Deeds Computer room and the renovations to the Sheriff's Department Civil Division - Supported by the Building Reserve Fund	
	Total	\$ 321,901	\$ 340,642	\$ 390,668	\$ 362,177				

Expenditure
1060 Telecommunications

COUNTY OF ANDROSCOGGIN
2013 BUDGET

Acct #	Account Description	2011 Budget	2011 Actual	2012 Budget	2013 Budget Request	LINE ITEM BUDGET REQUEST JUSTIFICATION
1060-3120	Salaries & Wages				\$35,000.00	
1060-4015	I.T. Consulting	\$ -	\$ 135.00	\$10,000.00		
1060-4420	Lease Agreement	\$ 3,000.00	\$ 2,489.78	\$ 3,000.00	\$ 1,650.00	Internet Annual Cost \$1512 - Annual fee for gov \$125 -
1060-4315	Telephone				\$ 500.00	\$100 Telephone & \$400 reimbursement for cell phone
1060-4630	Repairs, Equipment				\$ 2,000.00	
1060-4670	Service Contracts				\$ 4,500.00	email accounts with Oxford Networks \$480 Annual - Archival Recording of emails - \$2160 Annual - Anti-Virus for 60 computers - \$1,560 - Website Domain Annual Licensing \$15
1060-4930	Registration/Enrollment Fees				\$ 300.00	
1060-5335	Office supplies				\$ 100.00	
1060-5385	Computer supplies				\$ 600.00	Supplies i.e., cat 6 patch cords, cables, USB storage, SD media, DVD-CD back-ups
	Total	\$ 3,000.00	\$ 2,624.78	\$13,000.00	\$44,650.00	

Expenditure
1065 Registry of Deeds

COUNTY OF ANDROSCOGGIN
2013 BUDGET

Acct #	Account Description	2011 Budget	2011 Actual	2012 Budget	2013 Budget Request	LINE ITEM BUDGET REQUEST JUSTIFICATION
1065-3120	Salaries & Wages	\$ 204,468.00	\$ 146,591.37	\$ 178,512.00	\$ 180,389.00	
1065-3230	Overtime			\$ 7,500.00	\$ 7,500.00	Time applied towards restoration projects
1065-4023	Secretarial Services					
1065-4045	Medical, Surgical, Dentists					
1065-4106	Automobile Mileage	\$ 300.00	\$ 163.10	\$ 300.00	\$ 300.00	Monthly registry association meetings
1065-4110	Meals	\$ 200.00	\$ 38.00	\$ 200.00	\$ 200.00	Convention
1065-4115	Lodging	\$ 200.00	\$ -	\$ 200.00	\$ 200.00	Convention
1065-4120	Other Travel Expenses		\$ -			
1065-4315	Telephone	\$ 2,100.00	\$ 1,509.10	\$ 2,000.00	\$ 1,500.00	Fairpoint Communication
1065-4830	Repairs, Equipment	\$ 200.00		\$ 200.00	\$ 200.00	
1065-4665	Repairs, Typewriter					
1065-4805	Advertising					
1065-4810	Surcharge		\$ 250.00			
1065-4820	Dues	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	Registry association dues
1065-4825	Microfilming	\$ 21,000.00	\$ 21,626.82	\$ 24,500.00	\$ 24,500.00	IBM, NortonLamb Co. (hardware) and Browntech (software) contracts
1065-4835	Postage	\$ 2,400.00	\$ 2,211.72	\$ 2,200.00	\$ 2,200.00	Monthly billing and returning documents
1065-4840	Printing & Engraving	\$ 400.00	\$ 190.50	\$ 400.00	\$ 400.00	Printed envelopes, drilled index paper

Expenditure
1070 Probate

COUNTY OF ANDROSCOGGIN
2013 BUDGET

Acct #	Account Description	2011 Budget	2011 Actual	2012 Budget	2013 Budget Request	LINE ITEM BUDGET REQUEST JUSTIFICATION	Comm Recomm
1070-3120	Salaries & Wages	\$100,484.00	\$97,200.02	\$102,494.00	\$103,952.00	Top third caseload, lowest paid Judge and Register in Maine	
1070-4016	Architect/Engineer/Atty's fees	\$0.00	\$2,797.34	\$0.00	\$0.00		
1070-4020	Attorneys-Court Appointed	\$7,500.00	\$8,420.10	\$9,000.00	\$12,000.00	We are legally obligated to provide atty representation to indigent	
1070-4023	Secretarial Services	\$0.00			\$0.00		
1070-4046	Medical, Surgical, Dentists	\$0.00			\$0.00		
1070-4080	Stenographer/Transcriber	\$0.00			\$0.00		
1070-4105	Automobile Mileage	\$350.00	\$221.92	\$350.00	\$400.00	travel to Marp meetings, Judge's meetings	
1070-4110	Meals	\$200.00	\$219.00	\$200.00	\$200.00	at meetings	
1070-4115	Lodging	\$1,400.00	\$434.02	\$1,400.00	\$1,400.00	for National Judges Conference, State and County conferences	
1070-4120	Other Travel Expenses	\$700.00	\$60.00	\$400.00	\$400.00		
1070-4125	Arthine, Rail or Bus	\$775.00		\$600.00	\$600.00		
1070-4315	Telephone	\$750.00	\$403.59	\$750.00	\$650.00		
1070-4630	Repairs, Equipment	\$600.00	\$188.00	\$600.00	\$1,500.00	photocopier, printers, safe, typewriters	
1070-4665	Repairs, Typewriter	\$250.00			\$0.00		
1070-4675	Soft/Hardware Maint Agreement	\$3,275.00	\$2,000.00	\$2,500.00	\$2,500.00	ICON-annual Probate Software Support/Web/Data & image replication	
1070-4722	Insurance, Liability	\$1,400.00	\$1,923.38	\$1,400.00	\$1,525.00	rates increased - Judge's liability	
1070-4805	Advertising	\$10,000.00	\$7,115.66	\$10,000.00	\$9,500.00	publication for name changes, notice to creditors, etc.	

Expenditure
1070 Probate

COUNTY OF ANDROSCOGGIN
2013 BUDGET

Acct #	Account Description	2011 Budget	2011 Actual	2012 Budget	2013 Budget Request	LINE ITEM BUDGET REQUEST JUSTIFICATION	Comm Recomm
1070-4820	Dues	\$450.00	\$375.00	\$450.00	\$450.00	Map \$11.00, Judges Association \$350.00	
1070-4825	Micromining	\$1,000.00	\$626.36	\$1,000.00	\$0.00	will come from surcharge account	
1070-4835	Postage	\$4,500.00	\$2,929.31	\$4,000.00	\$3,000.00		
1070-4836	Postage-Passports		\$1,241.32		\$1,750.00	Priority mail, return receipt, daily	
1070-4840	Printing & Engraving	\$0.00			\$0.00		
1070-4930	Registration/Enrollment Fees	\$0.00			\$0.00		
1070-5335	Office Supplies	\$2,500.00	\$2,367.85	\$2,400.00	\$2,000.00	have identified some supplies that can come out of surcharge.	
1070-5345	Printing & Reproducing	\$25.00	\$7.76	\$25.00	\$25.00		
1070-5365	Record Books	\$100.00		\$100.00	\$100.00		
1070-5505	Books/Periodicals/Subscrip				\$0.00		
1070-5510	Statutes & Reference Books	\$625.00	\$1,269.98	\$625.00	\$700.00	Family Law/Probate Law books, price increase	
1070-5650	Misc Minor Equipment	\$75.00	\$285.26	\$300.00	\$500.00	small air conditioner for Register, Preservation Clerk	
1070-7350	Office Equipment	\$0.00	\$0.00	\$450.00	\$0.00		
1070-7375	Computer soft/hardware Equip	\$500.00	\$242.90	\$2,900.00	\$0.00		
	Total	\$137,459.00	\$130,328.75	\$141,944.00	\$143,152.00		

Expenditure
1075 Sheriff's Department

COUNTY OF ANDROSCOGGIN
2013
BUDGET

Acct #	Account Description	2011 Budget	2011 Actual	2012 Budget	2013 Budget Request	LINE ITEM BUDGET REQUEST JUSTIFICATION
1075-3120	Salaries & Wages	\$ 789,791.00	\$ 770,865.21	\$ 850,819.00	\$ 858,285.00	Salaries for Administration and Public Safety.
1075-3125	Salary & Wage Caps in School	\$ -	\$ -	\$ -	\$ -	
1075-3205	Salaries & Wages (Reserves)	\$ 36,260.00	\$ 57,531.32	\$ 62,928.00	\$ 64,236.00	Requesting 25 cent per hour increase from \$12.00 to \$12.25 per hour.
1075-3210	Security Services	\$ 19,744.00	\$ 11,829.67	\$ 19,744.00	\$ 19,744.00	We receive revenue to offset expenditures. Security Details and Traffic Details.
1075-3215	Holiday Pay	\$ 19,852.00	\$ 16,961.56	\$ 20,777.00	\$ 21,726.00	11 Employees will work 11 holidays per year. \$21.00 per hr. x 8.55 hrs = \$179.55 x 11 Employees = \$1,975.05 x 11 holidays = 21,725.55
1075-3220	Stipends	\$ 10,000.00	\$ -	\$ 10,000.00	\$ 10,000.00	Deputy training buy back for hitting new Deputy.
1075-3230	Overtime	\$ 112,958.00	\$ 89,204.94	\$ 119,473.00	\$ 119,472.00	Same as last year.
1075-3235	Vacation Buyback	\$ -	\$ -	\$ 9,500.00	\$ 9,500.00	Same as last year. Vacation buy back. Same as last year.
1075-4025	Drug Testing	\$ 500.00	\$ 300.00	\$ 500.00	\$ 500.00	Same as last year. Investigations where the State will not pick up the cost. Drug testing to prosecute criminal cases.
1075-4045	Medical, Surgical, Dentists	\$ -	\$ -	\$ -	\$ -	
1075-4055	Educational & Interpreting Srv.	\$ 500.00	\$ -	\$ 500.00	\$ 500.00	Same as last year. Deputies responding to call for service from deaf people. Fedex
1075-4060	Photography	\$ 200.00	\$ -	\$ 200.00	\$ 200.00	Same as last year. Developing pictures for Court and criminal investigations.
1075-4070	Psychological Exam	\$ -	\$ -	\$ -	\$ -	
1075-4085	Deputy Aides Services	\$ -	\$ -	\$ -	\$ -	
1075-4105	Automobile Mileage	\$ 50.00	\$ 955.80	\$ 50.00	\$ 50.00	Same as last year. Mileage for training traveling.
1075-4110	Meals	\$ 800.00	\$ 837.10	\$ 800.00	\$ 800.00	Same as last year. Reimburse for purchasing meals when out of town.
1075-4115	Lodging	\$ 500.00	\$ 166.92	\$ 500.00	\$ 500.00	Same as last year. Cost for lodging staff at training functions.

Expenditure
1075 Sheriff's Department

COUNTY OF ANDROSCOGGIN
2013
BUDGET

Acct #	Account Description	2011 Budget	2011 Actual	2012 Budget	2013 Budget Request	LINE ITEM BUDGET REQUEST JUSTIFICATION
1075-4120	Other Travel Expenses	\$ 50.00	\$ 4.00	\$ 50.00	\$ 50.00	Same as last year. Tolls when travelling outside the County.
1075-4205	Gas-Oil-Grease	\$ 55,000.00	\$ 61,491.21	\$ 65,000.00	\$ 68,000.00	20,000 Gallons of gas at \$3.25 per Gal. = \$65,000.00. 100 oil changes at \$30.00 per change = \$3000.00.
1075-4210	Repairs, Automobile	\$ 25,000.00	\$ 18,900.82	\$ 25,000.00	\$ 25,000.00	Same as last year. Motorvehicle repairs for Public Safety vehicles.
1075-4315	Telephone	\$ 21,360.00	\$ 18,349.31	\$ 21,360.00	\$ 21,360.00	Same as last year. Verizon air cards in vehicles, Cell Phones in vehicles L&A 911 phone line for computer, Long distance charges and VOI phones.
1075-4320	Teletypes	\$ 1,545.00	\$ 2,151.80	\$ 1,545.00	\$ 1,545.00	Same as last year. Computer data line Oxford networks.
1075-4415	Rent, Equipment	\$ -	\$ -	\$ -	\$ -	
1075-4420	Lease Agreement	\$ -	\$ -	\$ -	\$ -	
1075-4615	Repairs, Electrical	\$ -	\$ -	\$ -	\$ -	
1075-4630	Repairs, Equipment	\$ 1,600.00	\$ 1,442.00	\$ 1,600.00	\$ 1,600.00	Same as last year. Radar calibrations and all equipment Public Safety Division.
1075-4640	Repairs, Painting	\$ -	\$ -	\$ -	\$ -	
1075-4650	Repairs, Photographic	\$ 200.00	\$ -	\$ 200.00	\$ 200.00	Same as last year. Repair cameras in Public Safety.
1075-4655	Repairs, Base Radio	\$ -	\$ -	\$ -	\$ -	
1075-4656	Repairs, Mobile/Portable Radio	\$ 1,500.00	\$ 689.88	\$ 1,500.00	\$ 3,000.00	Increased to license Auburn tower site to add repeater and poor condition rad.
1075-4665	Repairs, Typewriter	\$ 100.00	\$ -	\$ 100.00	\$ 100.00	Same as last year. to maintain Sheriff secretary and record clerk typewriter.
1075-4670	Service Contract	\$ -	\$ -	\$ -	\$ 11,600.00	L/A Communications Center Charge for IMC Support
1075-4675	Soft & Hardware Main Agree	\$ 10,175.00	\$ 10,175.00	\$ 10,555.00	\$ 10,565.00	Service contract for video cameras
1075-4805	Advertising	\$ -	\$ -	\$ -	\$ -	
1075-4820	Dues	\$ 1,100.00	\$ 950.00	\$ 1,100.00	\$ 1,100.00	Same as last year for dues Maine Chief's, Sheriff's Assc., NESPIN, NSA.

Expenditure
1075 Sheriff's Department

COUNTY OF ANDROSCOGGIN
2013
BUDGET

Acct #	Account Description	2011 Budget	2011 Actual	2012 Budget	2013 Budget Request	LINE ITEM BUDGET REQUEST JUSTIFICATION
1075-4835	Postage	\$ 1,500.00	\$ 426.41	\$ 800.00	\$ 800.00	Same as last year for postage.
1075-4840	Printing & Engraving	\$ 720.00	\$ 73.61	\$ 720.00	\$ 720.00	Same as last year for letterhead envelopes, business cards, etc.
1075-4820	Awards	\$ 300.00	\$ -	\$ 300.00	\$ 300.00	Same as last year for recognition awards.
1075-4830	Registration/Enrollment Fees	\$ -	\$ -	\$ -	\$ -	
1075-4940	Training & Education	\$ 5,000.00	\$ 5,205.00	\$ 5,000.00	\$ 5,000.00	Same as last year for on line training, MSA training, MCP training, inservice.
1075-4945	K-9 Support Services	\$ 1,500.00	\$ 1,419.69	\$ 1,800.00	\$ 1,800.00	Same as last year for K-9 supplies and vet.
1075-5104	Food, Groceries	\$ -	\$ -	\$ -	\$ -	
1075-5310	Automobile Supplies	\$ 11,000.00	\$ 9,217.00	\$ 11,000.00	\$ 11,000.00	Same as last year for tires, wipers, fluids, etc.
1075-5315	Cleaning/Disinfecting Supplies	\$ 3,000.00	\$ 2,619.50	\$ 3,000.00	\$ 3,000.00	Increase due to cleaning of vehicles.
1075-5325	Maintenance Supplies	\$ 300.00	\$ 516.41	\$ 300.00	\$ 300.00	Same as last year for fire ext. recharging and yearly insp.
1075-5330	Medical, Medicine, Laboratory	\$ -	\$ -	\$ -	\$ -	
1075-5335	Office Supplies	\$ 2,000.00	\$ 2,396.05	\$ 2,500.00	\$ 2,500.00	Increase \$500.00 need to replace office chairs.
1050-5340	Photographic Supplies	\$ 200.00	\$ -	\$ 200.00	\$ 200.00	Same as last year for photo paper and memory cards.
1075-5345	Printing & Reproducing	\$ 3,000.00	\$ 1,912.32	\$ 3,000.00	\$ 3,000.00	Same as last year for photocopies.
1075-5365	Record Books	\$ -	\$ -	\$ -	\$ -	
1075-5375	Training Supplies	\$ 4,000.00	\$ 4,990.04	\$ 4,000.00	\$ 4,000.00	Same as last year for training and qualifications ammo and other supplies.
1075-5385	Computer Supplies	\$ 700.00	\$ 588.98	\$ 700.00	\$ 1,000.00	Increased due to increase in cost and replace master printer in admin. Offices.
1075-5405	Clothing, Uniforms	\$ 18,450.00	\$ 9,195.72	\$ 12,000.00	\$ 17,350.00	Same as last year. Uniforms for employees.

Expenditure
1079 Sheriff's Department

COUNTY OF ANDROSCOGGIN
2013
BUDGET

Acct #	Account Description	2011 Budget	2011 Actual	2012 Budget	2013 Budget Request	LINE ITEM BUDGET REQUEST JUSTIFICATION
1075-5505	Books/Periodicals/Subscrip	\$ 250.00	\$ -	\$ 250.00	\$ 250.00	Same as last year for publications.
1075-5510	Statutes & Reference Books	\$ 1,680.00	\$ 1,392.00	\$ 1,680.00	\$ 1,760.00	Increase due to \$2.00 increase in law books and Law Enforcement Officers Manuals.
1075-5605	Surplus Property	\$ 300.00	\$ -	\$ 300.00	\$ 300.00	Same as last year.
1075-5610	Tools & Implements	\$ 4,000.00	\$ 2,357.60	\$ 4,000.00	\$ 4,000.00	Same as last year for purchase of tools of the trade handcuffs, pepper spray, flashlights, traffic vests, blue lights, and any emergency equipment.
1075-5650	Misc Minor Equipment	\$ 300.00	\$ -	\$ 300.00	\$ 800.00	Same as last year.
1075-7305	Camera	\$ 66,000.00	\$ 65,338.89	\$ -	\$ -	
1075-7310	Communications	\$ -	\$ 3,861.00	\$ -	\$ 51,926.00	18 Motorola mobile radios and 30 Motorola portables - See Section 2 & 3 of the Maine Radio quote dated August 29, 2012 - Supported by Communications Reserve Account
1075-7325	Furniture/Fixtures	\$ 500.00	\$ 617.97	\$ -	\$ -	
1075-7345	Motor Vehicles	\$ 57,073.00	\$ 57,302.94	\$ 41,225.00	\$ 49,932.00	1) Lease payment 3rd year on V-6 & V17 \$16,639.01. 2) Lease payment 2nd year V-16 \$7,625.24. 3) Request to replace V19 & V8 lease \$16,666.00 for 3 years. 4) Request to replace V12 4x4 truck \$9,000.00 for 3 years.
1075-7350	Office Equipment	\$ -	\$ -	\$ -	\$ -	
1075-7360	Public Safety	\$ -	\$ -	\$ 10,500.00	\$ 12,000.00	1) Requesting grant match money to replace 9 radar units at \$1000.00 per unit = \$9,000.00 2) Requesting to replace 3 older tasers at \$1000.00 each = \$3,000.00 over 5 years old.
1075-7375	Computer Soft/Hardware Equip	\$ 4,800.00	\$ 3,824.37	\$ -	\$ -	
	Total	\$ 1,275,368.00	\$ 1,235,862.04	\$ 1,317,476.00	\$ 1,421,674.00	

Expenditure
1076 Civil Process

COUNTY OF ANDROSCOGGIN
2013 BUDGET

Acct #	Account Description	2011 Budget	2011 Actual	2012 Budget	2013 Budget Request	LINE ITEM BUDGET REQUEST JUSTIFICATION	Comm Recomm
1076-3120	Wages Civil Div. Full-Time	\$ 111,218.00	\$ 121,281.44	\$ 138,947.00	\$ 138,215.00	Includes payroll for all three full-time civil deputies and part-time clerk @ 20 hours per week.	
1076-3211	Wage Civil Div. P/T Only	\$ 43,000.00	\$ 50,461.00	\$ 30,500.00	\$ 2,300.00	part-time civil servers if needed.	
1076-3235	Vacation Buyback	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00	as requested by auditor	
1076-4105	Civil Process Mileage	\$ 5,500.00	\$ 16,606.37	\$ 8,500.00	\$ 1,600.00	Includes reimbursement for P/T servers if needed.	
1076-4110	Meals	\$ 50.00	\$ -	\$ -	\$ -		
1076-4205	Gas, Oil & Grease	\$ 5,000.00	\$ 6,881.00	\$ 6,400.00	\$ 9,500.00	Based on estimated consumption and cost increase for 2013.	
1076-4210	Repairs, Auto	\$ 3,000.00	\$ 4,217.67	\$ 3,100.00	\$ 2,500.00	Line item was reduced due to replacing both civil vehicles which have over 150,000 miles.	
1076-4315	Telephone	\$ 1,500.00	\$ 1,123.68	\$ 1,000.00	\$ 1,300.00	Cellular phones for FT civil deputies. Fees at charged on each service.	
1076-4575	Soft & Hardware Maint Agreement	\$ 1,705.00	\$ 1,705.00	\$ 1,775.00	\$ 1,775.00	IMC Software Support (licensing)	
1076-4835	Postage	\$ 3,400.00	\$ 3,372.00	\$ 3,400.00	\$ 3,400.00	Billing etc. Same as last year.	
1076-4840	Printing & Engraving	\$ 1,500.00	\$ 849.79	\$ 1,000.00	\$ 1,100.00	Envelopes, 4 part billing forms etc.	
1076-4840	Training & Education	\$ -	\$ -	\$ 100.00	\$ -		
1076-5315	Cleaning/Disinfecting(Car Washes)	\$ -	\$ -	\$ -	\$ 1,000.00	New line item this year. In the past, related cost were paid by the Law Enforcement Division.	
1076-5335	Office Supplies	\$ 250.00	\$ 464.99	\$ 400.00	\$ 600.00	Misc. office supplies.	
1076-5345	Printing & Reproducing	\$ 50.00	\$ -	\$ 50.00	\$ 50.00	Fees charged by county for use of copying machines.	
1076-5385	Computer Supplies	\$ 1,000.00	\$ 24.00	\$ 500.00	\$ 650.00	ink cartridges, paper etc.	
1076-5405	Uniform	\$ 1,700.00	\$ 44.00	\$ 1,500.00	\$ 1,500.00	Uniform allowance for FT civil employees per contract.	
1076-5505	Books/Periodicals/Subscrip	\$ -	\$ -	\$ -	\$ -		
1076-7345	Motor Vehicle	\$ -	\$ -	\$ -	\$ 5,500.00	Replacement of (1) civil vehicle, first year payment on three year lease. This assumes the transfer of the EMA vehicle will be going to Civil.	

Expenditure
1076 Civil Process

COUNTY OF ANDROSCOGGIN
2013 BUDGET

Acct #	Account Description	2011 Budget	2011 Actual	2012 Budget	2013 Budget Request	LINE ITEM BUDGET REQUEST JUSTIFICATION	Comm Recomm
1076-7375	Computer Soft/hardware Equip.	\$ -	\$ -	\$ -	\$ -		
	Total	\$ 178,873.00	\$ 207,030.94	\$ 198,672.00	\$ 172,490.00		

Expenditure
1078 Communication Division

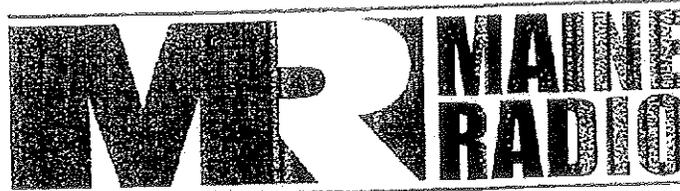
COUNTY OF ANDROSCOGGIN
2013 BUDGET

Acct #	Account Description	2011 Budget	2011 Actual	2012 Budget	2013 Budget Request	LINE ITEM BUDGET REQUEST JUSTIFICATION
1078-3120	Salaries & Wages	\$ 298,418	\$ 297,374.57	\$ 330,093.00	\$ 319,502.55	Salaries for Dispatchers
1078-3205	Salaries & Wages (Reserves)	\$ 34,368	\$ 27,779.69	\$ 34,368.00	\$ 34,834.00	Requesting 25 cent increase per hour for reserve dispatchers.
1078-3215	Holiday Pay	\$ 12,896	\$ 8,156.80	\$ 12,892.00	\$ 12,892.00	Same as last year.
1078-3230	Overtime	\$ 29,493	\$ 53,894.40	\$ 39,724.00	\$ 39,724.00	Same as last year.
1078-3235	Vacation Buyback			\$ 3,500.00	\$ 3,500.00	Same as last year.
1078-4110	Meals	\$ 400	\$ 105.00	\$ 400.00	\$ 400.00	Same as last year for training out of town.
1078-4115	Lodging	\$ 300		\$ 300.00	\$ 300.00	Same as last year for training out of town.
1078-4315	Telephone	\$ 4,636	\$ 1,490.45	\$ 4,636.00	\$ 4,636.00	Same as last year.
1078-4320	Teletypes	\$ 7,800	\$ 4,723.94	\$ 7,800.00	\$ 7,800.00	Same as last year.
1078-4415	Rent, Equipment	\$ -				
1078-4630	Repairs, Equipment	\$ 500		\$ 500.00	\$ 500.00	Same as last year.
1078-4655	Repairs, Base Radio	\$ 3,000	\$ 1,122.02	\$ 3,000.00	\$ 3,000.00	Same as last year.
1078-4670	Services Contract	\$ 1,375	\$ 1,375.00	\$ 2,300.00	\$ 2,300.00	Same as last year.
1078-4675	Soft & Hardware Main Agree	\$ 2,000	\$ 468.00	\$ 2,000.00	\$ 2,000.00	Same as last year IMC.
1078-4805	Advertising	\$ -				
1078-4920	Awards	\$ 100		\$ 100.00	\$ 100.00	Same as last year.

Expenditure
1078 Communication Division

COUNTY OF ANDROSCOGGIN
2013 BUDGET

Acct #	Account Description	2011 Budget	2011 Actual	2012 Budget	2013 Budget Request	LINE ITEM BUDGET REQUEST JUSTIFICATION
1078-4940	Training & Education	\$ 600	\$ 532.50	\$ 600.00	\$ 600.00	Same as last year.
1078-5315	Cleaning/Disinfecting Supplies	\$ 400	\$ 374.75	\$ 400.00	\$ 400.00	Same as last year.
1078-5325	Maintenance Supplies	\$ 100	\$ 110.56	\$ 100.00	\$ 100.00	Same as last year.
1078-5335	Office Supplies	\$ 1,800	\$ 2,250.33	\$ 3,000.00	\$ 3,000.00	Same as last year.
1078-5385	Computer Supplies	\$ 500	\$ 304.48	\$ 500.00	\$ 500.00	Same as last year.
1078-5405	Clothing, Uniforms	\$ 2,800	\$ 1,518.69	\$ 3,500.00	\$ 3,500.00	Same as last year.
1078-5610	Tools & Implements	\$ 200	\$ 218.99	\$ 200.00	\$ 200.00	Same as last year.
1078-7205	Build & Bldg Improvements	\$ -	\$ -	\$ -	\$ 12,000.00	Flooring, Ceiling tiles & installation of a door between the equipment room & the dispatch area - Supported by the Building Reserve Account
1078-7310	Communications	\$ -	\$ -	\$ -	\$ 81,240.00	\$15,000 - 3rd console - Supported by the Communications Reserve Account \$37,240 - (3)Motorola MTR3000 Trio site connect repeaters - \$25,000 LP Connection, Misc. - Supported by the Communications Reserve Account
1078-7325	Furniture & Fixtures	\$ 1,000	\$ -	\$ -	\$ 26,000.00	Supported by the Communications Reserve Account
1078-7375	Computer Sof/Hardware Equip	\$ -	\$ 814.00	\$ -	\$ -	
	Total	\$ 402,686	\$ 402,624.27	\$ 449,913.00	\$ 559,026.56	



P.O. Bcx 7264 • 68 Mussey Road
Scarborough, Maine 04070
(207) 883-2929 • Fax (207) 883-1437 • 1-800-452-4464
www.maineradios.com

August 29, 2012

Captain Ray Lafrance
Androscoggin Sheriffs Office
2 Turner Street
Auburn, ME 04210
Ph: 784.7361

Subj: Proposed costs for a three site* Motorola Mototrbo IP Site-Connect county-wide system based on the assumption that we can obtain an additional FCC Repeater license pair for Goff Hill in DigitalMode and modify the existing Leeds and Poland licenses for Trbo Digital operation.

1) System consists of three(3) Motorola MTR3000 Trbo, SITE-CONNECT repeaters in lockable cabinets with pre-selectors, service packs, grounding and appropriate battery revert systems. System also includes interconnect at Goff Hill site with existing Prime MTR2000, analog base station radio.

Price of system hardware as described.....\$ 37,000.00
Price of system installation/testing.....\$ 12,000.00
Total for section 1.....\$ 49,000.00

2) Quantity 25) Motorola XPR4550, 45 watt Digital/Analog, Alpha display mobiles with remote mount kit and including heavy-duty microphone upgrade.....ea \$ 795.00
2a) Antennas/trunk or roof mount.....ea \$ 59.00
2b) Installation/testing.....ea \$ 300.00
Total for section 2.....\$28,850.00

3) Qty 30) Motorola XPR6550, 5 watt, Digital/Analog Alpha-display portable with Lithium-Ion, IMPRES battery and charging system, antenna and belt clip.....ea \$ 785.00
3a) Remote speaker-microphone.....ea \$ 75.00
3b) Swivel-leather carry case.....ea \$ 52.00
3c) Spare batteries.....ea \$ 88.00
Total for section 3.....\$30,000.00

System total.....\$108,850.00

Jail Portion 18,684.00

NOTE: Price assumes ASO will be responsible for providing internet IP links between all three sites in advance of system installation. County Communications \$ 90,166.00

If any questions arise please call. Thank you for this opportunity.

Dave Hubley

Xybix Systems, Inc.
 8207 SouthPark Circle
 Littleton, CO 80120
 Phone:303-683-5656
 Fax:303-683-5454
 RebeccaC



Quote

Quote Number: 12661
Quote Date: 10/16/2012
Revision: A
Orig Create Date: 10/16/2012
Expires: 1/14/2013
Opp #: 0004447
Page: 1 of 3

Terms: 90% Net 30; 10% Retention

Quote To:
 Acct: ANDRCSAUME

 Androscoggin County Sheriff
 2 Turner St. #9
 Auburn ME 04210-5978

Ship To: Androscoggin County Sheriff
 2 Turner St. #9

 Auburn
 ME 04210-5978

Sales Person: JOANNA WITHERILL
Rep Phone: 617-818-5439
Email: Joannaw@xybix.com

10.16.12 Drawing R0 rdc

PLEASE NOTE: OPTIONAL ITEMS ARE NOT INCLUDED IN THE TOTAL PRICE.

PLEASE CONTACT XYBIX TO HAVE ANY OPTIONAL ITEMS INCLUDED IN THE FINAL PRICE.

FREIGHT & INSTALLATION CHARGES WILL BE ADJUSTED ACCORDINGLY.

Line	Part Number	Description	Qty	U/M	List Ea	Disc%	DiscPrice	Net Price
1.00	12343.	Panel System Priced by the Linear Foot: Grade 2Fabric 12343-1-SS - 42-48in - 22.5 LF @ 150 12343-1-DS - 42-48in - 17.5 LF @ 203 12344-1-SS - 65in - 0 LF @ 202 12344-1-DS - 65in - 0 LF @ 281 Upper Tiles Fabric Color: TBD Grade 2 G2 Lower Tiles Fabric Color: TBD Grade 2 G2 Panel Trim Color: Black	1	1.0 EA	\$6,927.50	36	\$4,433.60	\$4,433.60
2.00	14485.	Adj. Table Worksurface - Dual Surface - Corner - 60L x 60R 10 RV-Cable Management Included	2	2.0 EA	\$1,213.00	50	\$606.50	\$1,213.00
3.00	11064LRG	ErgoPower X4+ Table Base - Large 60X60 Table	3	2.0 EA	\$5,324.00	50	\$2,662.00	\$5,324.00
4.00	12757.	Monitor Mount - Rollervision - - 1HI - Corner - Dual Surface - 60L x 60R 10 RV - 12076 - Std VESA Monitor Mount Qty = 4	4	2.0 EA	\$2,533.00	50	\$1,266.50	\$2,533.00
4.01	13835	Touch Screen Desk Top Stand OPTIONAL x QTY 2	5	0.0 EA	\$591.00	50	\$295.50	\$0.00
5.00	12904	DataDock - Keyboard Surface Cable Organizer Cables Sold Separately	6	2.0 EA	\$393.00	50	\$196.50	\$393.00
5.01	11677	Ext Cable USB Type A to Type A Panel Mount for Datadock Male/Female 5M (15')	7	16.0 EA	\$34.00	50	\$17.00	\$272.00
5.02	13611	Datadock - Panel Mount RJ11 Cat3 Coupler	8	2.0 EA	\$38.00	50	\$19.00	\$38.00

Xybix Systems, Inc.
 8207 SouthPark Circle
 Littleton, CO 80120
 Phone:303-683-5656
 Fax:303-683-5454
 RebeccaC



Quote

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Opp #: 0004447

Page: 2 of 3

Terms: 90% Net 30; 10% Retention

5.03	13166	Datadock - Panel Mount RJ45 CAT5 Coupler	⁹	2.0 EA	\$53.00	50	\$26.50	\$53.00
5.05	10659	Ext. Cable DB9 Serial Male/Female 15'	¹⁰	2.0 EA	\$28.00	50	\$14.00	\$28.00
5.05	11778	Ext. Monitor Cable 15' VGA High Quality Male/Female	¹¹	10.0 EA	\$114.00	50	\$57.00	\$570.00
6.00	11792.	Power Bar - 10 Outlet	¹²	5.0 EA	\$135.00	50	\$67.50	\$337.50
8.00	12777.	Shelf 1 Wide Under Surface	¹³	2.0 EA	\$114.00	50	\$57.00	\$114.00
9.00	13185	Stand Alone Forced Air Heater 1000W	¹⁴	0.0 EA	\$861.00	50	\$430.50	\$0.00
		OPTIONAL x QTY 2						
10.00	12030.	Return Worksurface - 36Wx15D	¹⁵	2.0 EA	\$307.00	50	\$153.50	\$307.00
10.01	12033.	Return Worksurface - 42Wx36D	¹⁶	1.0 EA	\$410.00	50	\$205.00	\$205.00
10.02	12035.	Return Worksurface - 96Wx36D	¹⁷	1.0 EA	\$742.00	50	\$371.00	\$371.00
11.00	13636.	CPU Cabinet - CPU 18Wx33D	¹⁸	1.0 EA	\$1,013.00	50	\$506.50	\$506.50
11.01	13623.	CPU Cabinet - CPU 36Wx33D	¹⁹	1.0 EA	\$1,327.00	50	\$663.50	\$663.50
12.00	11867.	Drawer Pedestal - Fixed - Single - 16W - 12-12 Drawers 22D -	²⁰	0.0 EA	\$893.00	50	\$446.50	\$0.00
		OPTIONAL x QTY 3						
15.00	12166.	Bookcase - 36W-48H-13D - Freestanding NO Toekick	²¹	2.0 EA	\$887.00	50	\$443.50	\$887.00
18.00	12561.	U-Channel Support - Side Mount	²²	2.0 EA	\$158.00	50	\$79.00	\$158.00
18.01	11099.	Under Return End Support - Support if Drawer Pedestals are not chosen	²³	2.0 EA	\$216.00	50	\$108.00	\$216.00
19.00	10176	Cup Holder - Blk	²⁴	2.0 EA	\$95.00	50	\$47.50	\$95.00
20.00	14645	I-Fit Software Kit ErgoPower X4 or X5 With Serial Adaptor	²⁵	0.0 EA	\$756.00	50	\$378.00	\$0.00
		OPTIONAL x QTY 2						
90.00	12356	Installers Kit	²⁶	2.0 EA	\$-	50	\$0.00	\$0.00

Xybix Systems, Inc.
 8207 SouthPark Circle
 Littleton, CO 80120
 Phone:303-683-5656
 Fax:303-683-5454
 RebeccaC



Quote

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Page: 3 of 3

Terms: 90% Net 30; 10% Retention

99.00	OTHER	Other Charges & Services	27	1.0 EA	\$-	\$0.00	\$0.00
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Line(27) - Miscellaneous Charge -

Freight - PartTruck NonTaxable \$3,300.00

Installation - Non-Taxable \$3,800.00

List Price Total \$35,496.50

Lines Total: \$18,718.10

Line Miscellaneous Charges Total: \$7,100.00

Quote Total: \$25,818.10

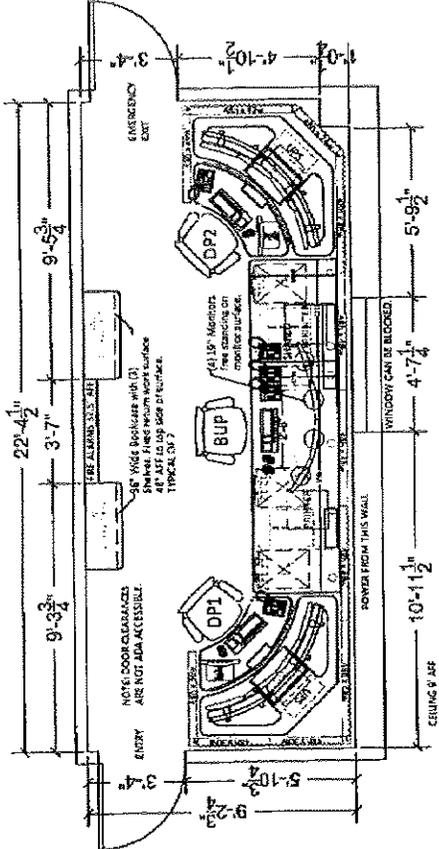
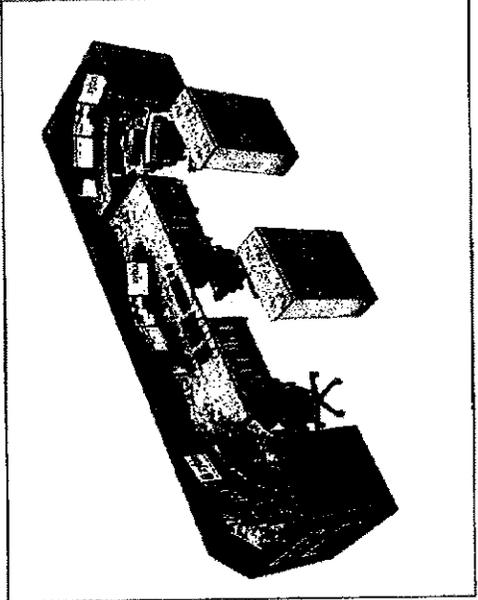
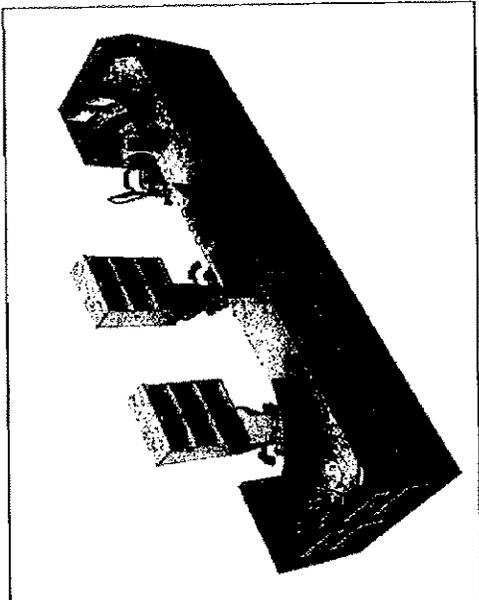
Note 1:

All quoted taxes are estimated. Any applicable taxes, fees, permits, etc. must be added to this quote.

Note 2:

Where installation is listed on quote it is based in non-union labor and on one trip for installation only. Client is responsible for coordination of Technicians and other Vendors/Contractors. Waiting time will be charged at the rate of \$75 per man hour straight time and \$115 per man hour for OT plus subsistence expenses. Additionally, this quote is based upon a remodel in an existing space and/or new building - completely finished with a Certificate of Occupancy. Any project where the General Contractor is still on the job is subject to additional charges.

We appreciate this opportunity to provide this quote. Our goal is to substantially improve working conditions for your valuable staff. We look forward to meeting with you to review this proposal in detail. In the meantime please don't hesitate to call us with any questions.



SCALE OF APPROVALS: Furniture and/or product illustrations shall not proceed until the Client has given approval to these documents. Approval of the Client that constitutes approval of the drawings for content, scope of work and all dimensions required by the Client as being necessary to the use of space, furnishings and equipment. Furniture orders, or products exist when authorized by the Client from these documents, shall be interpreted by XYBIX as approval in full to these documents by the Client. Revisions after approval of these documents shall result in additional costs.

Date: _____ Title: _____

Signature: _____
 Date: _____
 Title: _____

REV	DATE	DESCRIPTION
0	10.15.12	106

xybix
 8207 South Park Circle
 Littleton, CO 80120
 303.973.8300
 www.xybix.com

Client: Androscoggin County Sheriff
 2 Turner St. #9
 Auburn, ME 04210-5978

Project Name: Furniture Layout
 Opportunity #: 00004447
 Scale: 1/4" = 1'-0"

REVISIONS	DATE	DESCRIPTION
0	10.15.12	106

RENDERINGS ARE REPRESENTATIVE ONLY AND MAY NOT REFLECT THE EXACT DETAILS OF THIS PROJECT

FINISH SELECTIONS
 Panel Trim: Co or
 Panel Fabric: Solid
 Laminate: Co or
 Melamine: Co or
 Edge Trim: Co or
 Threshold Trim: Co or

SCALE: 1/4" = 1'-0"

1/8" = 1'-0"

Expenditure
2025 Employee Benefits

COUNTY OF ANDROSCOGGIN
2012 BUDGET

Acct #	Account Description	2011 Adopted Budget	2012 Budget Request	2013 Budget Request	LINE ITEM BUDGET REQUEST JUSTIFICATION
2025-4724	Health & Dental	\$ 914,547.00	\$ 922,906.00	\$ 1,043,241.00	
2025-4725	Unemployment Compensation	\$ 3,000.00	\$ 10,000.00	\$ 10,000.00	
2025-4735	Maine PERS	\$ 151,489.00	\$ 214,340.00	\$ 214,340.00	
2025-4750	Tax - Social Security	\$ 217,456.00	\$ 221,500.00	\$ 221,500.00	
	Total	\$ 1,286,492.00	\$ 1,365,746.00	\$ 1,489,081.00	

Androscoggin County

2013 BUDGET MEETING SCHEDULE

Thursday– November 15, 2012 – 6:00 p.m.	6:00 p.m. 1040-Building 1065-Registry of Deeds 1070-Registry of Probate 1005-Superior Court 1013-Domestic Violence Coor Grant 1014-Victim Advocate Grant 1015-District Attorney 1018-Joint Budget 1019-Victim-Witness Advocate Grant
Thursday– November 29, 2012 – 6:00 p.m.	6:00 p.m. 2005-Extension Service 2035-Soil Conservation 1010-E.M.A. 1020-Commissioners 1021-Human Resources 1060-Telecommunication 1025-Treasurer 1090-Auditing 2000-Interest 2080-Contingency 2025-Employee Benefits 2050-Insurance Revenues
Wednesday– December 5, 2012 – 6:00 p.m.	6:00 pm 1076-Civil Process 1075-Sheriff's Department 15-1075 – Sheriff's Department 1077-Sheriff's Department Death Benefit 1078-Communications
Wednesday– December 19, 2012 – 6:00 p.m.	6:00 p.m. Public Hearing



City Council Workshop Information Sheet

City of Auburn

Council Workshop Date: December 3, 2012

Item C

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

Subject: Amendments to Auburn Code of Ordinances:
Chapter 52, Article VIII – Traffic Schedules – Division 2, No Parking Areas, Sec. 52-320

Information: In accordance with Sec. 52-61. - Powers of police chief.

- (a) *Placement of traffic control devices.* The chief of police is empowered, without prior approval of the council, to place and maintain, or cause to be placed and maintained, signs, signals and other traffic control devices which he deems necessary under the circumstances. The chief shall advise the city council every time he places or causes to be placed a sign, signal or traffic control device under this section. The council shall thereupon affirm the chief's action by passing an ordinance, or shall order the chief to remove the sign, signal or other traffic control device. Prior to the council taking action, the sign, signal or traffic control device installed under the provisions of this section, and not inconsistent with the provisions of state law, shall be an official traffic control device.

Chief Crowell is advising Council, in accordance with the above ordinance, of the recent signage changes. See attachments.

Financial: N/A

Action Requested at this Meeting: Review of areas to be amended.

Previous Meetings and History: None

Attachments:

- List of signage changes – bolded and underscored.

Sec. 52-320. - **Parking** prohibited at all times.

Parking is prohibited at all times upon any of the streets or portions of streets described below:

Second Street	On the easterly side beginning at Mill Street and extending in a southerly direction for a distance of 70 feet.
Fifth Street	On the northwesterly side between South Main Street and Dunn Street.
Seventh Street	On the westerly side beginning at the northwesterly curblineline of Broad Street and extending northerly for a distance of 64 feet.
Academy Street	On the northerly side between High and Main Streets.
	On the southerly side between High and Main.
	On the southerly side beginning at the corner of Main Street and extending in a westerly direction for 140 feet.
Aviation Drive	On the east side from Flight Line Drive to Lewiston Junction Road.
	On the west side from Lewiston Junction Road to Wrights Landing.
Bearce Street	On the west side from Manley Street to the dead end.
Blake Street	On the southeasterly side from Winter Street to Turner Street.
Boone Avenue	On both sides from Seventh Street to Walton Field.
Broad Street	On the southerly side from South Bridge to Mill Street.
	On the north side beginning at Second Street and extending easterly for a distance of 162 feet.
	On the northwesterly side beginning at Ninth Street and extending in a southwesterly direction to CMP Pole #31 for a distance of 300 feet.
Broadview Avenue	On the easterly side beginning at Newall Avenue and extending in a southerly direction for 554 feet.
Brookside Circle	On the westerly side between Dennison Street and the point at which Brookside Circle turns at an angle to the right.
	On the northerly side from the angle in Brookside Circle to the westerly side of Winter Street.
	On the southerly side beginning 68 feet from the westerly curblineline of Winter Street and extending 88 feet around the curve.
Brown Street	On the southerly side beginning at Center Street and extending westerly for 250 feet.
Burns Street	On the easterly side for its full length.
Center Street	On both sides, beginning at the downtown intersection of Turner Street and extending northerly to the northerly intersection of Turner and Center Streets.
Church Street	On both sides beginning at Turner Street and extending westerly for 300 feet.
Cleveland Avenue	On the easterly side from Minot Avenue to Marshall Avenue.
Cook Street	On the southeasterly side beginning at Ninth Street and extending in a southeasterly direction for 325 feet.
Court Street	On the north side beginning at the city line on the Longley Bridge and extending westerly to Goff Street.
	On the northerly side from Highland Avenue extending in a westerly direction to the

	corner of Haskell Street.
	On the northerly side beginning at James Street and extending 80 feet easterly.
	On the southerly side beginning at the point of intersection of the southerly side and an extension in a southerly direction of the easterly line of Highland Avenue, and extending in a westerly direction to a point 55 feet beyond the point of intersection of the southerly side and an of the extension southerly side of the northwesterly line of Haskell Street.
	On the southerly side beginning at the Lewiston City line and extending in a westerly direction across Main Street to a point 80 feet westerly of the westerly curblineline of Main Street.
	On the southerly side beginning at Spring Street and extending in a westerly direction across intersecting streets to a point 46 feet westerly from the westerly line of South Goff Street.
	On the south side beginning at the easterly curblineline of Harris Street and extending easterly for 46 feet.
	On the south side between Harris Street and Weaver Street.
Cross Street	On the northerly side for the entire length of the street.
Dartmouth Street	On the northerly side beginning at Center Street and extending westerly for 130 feet.
Davis Avenue	On the turnaround at the dead-end portion of the street.
Dennison Street	On the northerly side beginning 42 feet westerly of Winter Street and extending easterly to Whitney Street.
	On the southerly side beginning at Winter Street and extending westerly for a distance of 52 feet.
	On the southerly side beginning at Winter Street and extending easterly for a distance of 50 feet.
Drummond Street	On both sides, beginning at Main Street and extending westerly to the top of the hill.
	On both sides, beginning at Spring Street in a westerly direction to the dead end.
East Bates Street	On the northerly side beginning at Center Street and extending to Coolidge Street.
Elm Street	On the south side beginning at Main Street and extending for 164 feet.
	<u>On the north side beginning at South Main Street and extending westerly for a distance of 56 feet.</u>
	On either side beginning at Minot Avenue and extending easterly to Spring Street.
Fair Street	On the northerly side from Oak Hill Road and extending in a westerly direction to Center Street.
Fairmount Avenue	On the westerly side from Hunton Place to Harris Street.
	On the easterly side beginning at Harris Street and extending northerly for 330 feet.
Fern Street	On the northwesterly side beginning at Lake Street and extending in a southwesterly direction for a distance of 300 feet between the hours of 7:30 a.m. and 4:30 p.m. on days when Lake Street School is in session.
Fifth Street	<u>On the northeasterly side beginning at Mary Carroll Street and extending northwesterly for a distance off 22 feet.</u>
	<u>On the southwesterly side beginning at Mary Carroll Street and extending northwesterly for a distance of 33 feet.</u>

Forest Avenue	On the west side for the entire length of the street.
Gamage Avenue	On the north side beginning at a point 65 feet from Dennison Street and extending in a westerly direction for a distance of 75 feet.
	On the northerly side beginning at Park Avenue and extending in an easterly direction for a distance of 80 feet.
Gill Street	On both sides between Second Street and Third Street.
Goff Street	On the east side beginning at Court Street and extending to Hampshire Street.
	On the westerly side beginning at the corner of Court Street and extending in a northerly direction for a distance of 110 feet.
Gracelawn Road	On the northerly side beginning at CMP #9 and extending westerly for 950 feet.
Granite Street	On the easterly side between Court Street and Fern Street.
Hampshire Street	On both sides between Turner and Pleasant Streets.
	On the north side beginning at the intersection of Pleasant Street and running in a westerly direction for 60 feet.
	On the southerly side beginning at the corner of Pleasant Street and extending in a westerly direction across Troy Street to a point 100 feet westerly from the westerly corner of Troy Street.
Harris Street	On the easterly side beginning at the southerly curblin of Court Street and extending in a southerly direction for a distance of 90 feet.
	On the easterly side beginning at the end of the street and extending northerly for 132 feet.
	No parking on the westerly side.
Haskell Street	On the southeasterly side from Court Street to Lake Street.
High Street	On the west side beginning at the southwesterly corner of Court Street and extending in a southerly direction for a distance of 130 feet.
	On either side beginning at Minot Avenue and extending to Academy Street.
	On the easterly side beginning at the southeasterly corner of Court Street and extending in a southerly direction for distance of 188 feet.
James Street	No parking on the easterly side for its full length.
Lake Auburn Avenue	On the easterly side beginning at the northeasterly corner of Whitney Street and extending in a northerly direction for a distance of 141 feet.
	On the easterly side beginning at Stanley Street and extending southerly for a distance of 80 feet.
	On the southeasterly side beginning at a point 180 feet from the northeasterly corner of Lake Auburn Avenue and Whitney Street and extending in a northeasterly direction on Lake Auburn Avenue for a distance of 325 feet between the hours of 7:30 a.m. and 4:30 p.m. when Washburn School is in session.
Lake Shore Drive	On the northerly side beginning at the intersection of Maple Hill Road and extending in an easterly direction for a distance of 2,640 feet.
Lake Street	On the northeasterly side from a point opposite the intersection of Fern Street to a point opposite the intersection to the southwesterly line of Lake Street and the northeasterly

	line of Court Street.
	On the southwesterly side beginning at Court Street and extending northerly 116 feet.
Laurel Avenue	On the northerly side beginning at the easterly curblines of Main Street and extending northeasterly for a distance of 114 feet.
Main Street	On the easterly side beginning at the southerly side of the northerly entrance of Newbury Street and extending in a southerly direction for a distance of 84 feet.
	Beginning at the northerly side of Laurel Avenue and extending northerly for 157 feet.
	On the east side beginning at Laurel Avenue and extending southerly to Newbury Street.
	On the easterly side beginning at the southerly curblines of Court Street and extending southerly for a distance of 50 feet.
	On the westerly side beginning at the southerly curblines of Court Street and extending southerly for a distance of 78 feet.
	On the easterly side beginning 180 feet south of the southerly curblines of Court Street and extending southerly for 120 feet.
	On the easterly side beginning at the southerly curblines of the northerly alleyway to Miller Street and extending southerly for 42 feet.
	On the easterly side beginning 100 feet northerly of the northerly curblines of the southerly alleyway to Miller Street and extending northerly for a distance of 76 feet.
Main Street	On the westerly side beginning at the northerly curblines of Mechanics Row extended and running northerly for a distance of 106 feet.
	On the westerly side beginning 170 feet from the southerly curblines of Court Street and extending southerly for 76 feet.
	On the easterly side beginning 220 feet northerly of Newbury Street and extending northerly for a distance of 416 feet.
	On the easterly side beginning at the Miller Street entrance at the south end of the Roak Block and extending southerly for a distance of 54 feet.
	On the westerly side between Mechanics Row and Drummond Street.
	On the westerly side beginning at the southerly curblines of Academy Street and extending southerly for a distance of 100 feet.
	On the easterly side beginning at the southerly corner of 220 Main Street and extending southerly for 260 feet.
	<u>On the westerly side beginning at Elm Street and extending southerly for a distance of 24 feet.</u>
	On the westerly side beginning at the northerly curblines of Academy Street and extending northerly for 68 feet.
Manley Court	On the southeasterly side beginning at a point 171 feet northeasterly from Manley Street and extending in a northeasterly direction for a distance of 63 feet and then in a northwesterly direction along the northeasterly terminus of the street for a distance of 28 feet.
Manley Street	On the south side beginning at Willow Street and extending in an easterly direction for a distance of 300 feet.
	On the southwesterly side beginning at Union Street and extending in a northwesterly direction for a distance of 65 feet.
	On the northeasterly side beginning at the corner of Union Street and extending in a northwesterly direction for 53 feet.
Maple Street	On the north side beginning at High Street and extending to Pleasant Street.

Mary Carroll Street	<u>On the northwesterly side beginning at Fifth Street and extending northeasterly for a distance of 22 feet.</u>
	<u>On the northwesterly side beginning at Fifth Street and extending southwesterly for a distance of 22 feet.</u>
	<u>On the northwesterly side beginning at Sixth Street and extending northeasterly for a distance of 20 feet.</u>
	<u>On the northwesterly side beginning at Sixth Street and extending southwesterly for a distance of 20 feet.</u>
	<u>On the southeasterly side beginning at Sixth Street and extending northeasterly for a distance of 23 feet.</u>
	<u>On the southeasterly side beginning at Sixth Street and extending southwesterly for a distance of 23 feet.</u>
	<u>On the southeasterly side beginning at Seventh Street and extending northeasterly for a distance of 39 feet.</u>
Mechanics Row	On both sides beginning at Court Street and extending to the end of the street.
Mill Street	On the northerly side beginning at the easterly curblineline of Second Street and extending westerly for a distance of 80 feet.
	On the northerly side beginning at Pole #11 and extending in a southwesterly direction for a distance of 170 feet.
	On the northerly side beginning at Broad Street and of Third Street and extending in an easterly direction for a distance of 54 feet.
	On the northerly side beginning at Broad Street and extending westerly for a distance of 88 feet.
Miller Street	No parking on both sides.
	On both sides of both alleyways leading to Miller Street from Main Street.
Minot Avenue	On the east side beginning at High Street and extending northerly to the intersection of Fletcher Road.
	On the westerly side beginning at the corner of Court Street and running southwesterly to the intersection of Hatch Road.
	On the westerly side beginning at a point directly opposite the southeasterly corner of the Lown Shoe Company Building and extending in a southerly direction to High Street.
Newbury Street	On the west side extending from Laurel Avenue to Pole #6, Central Maine Power Company.
	On the northeasterly side beginning at a point just opposite Pole #4 and extending easterly for a distance of 134 feet.
Niskayuna Street	On the northerly side beginning at Center Street and extending in a westerly direction for a distance of 200 feet.
Northern Avenue	On the westerly side beginning at Cross Street and extending in a northerly direction for a distance of 166 feet.
Old Danville Road	On the westerly side beginning at a point 346 feet from the sideline of Danville Corner Road; thence proceeding in a southerly direction for a distance of 190 feet and being essentially the distance between the two driveways at #711 Old Danville Road.
Park Avenue	On the easterly side beginning at Gamage Avenue and extending in a northerly direction to a point opposite CMP Pole #44, by Auburn

	Methodist Church.
Parker Street	From Summer Street on both sides northerly to Turner Street. On the westerly side between Summer and Winter Streets.
Pettengill Road	On the easterly side from Oak Hill Road in a northerly direction for a distance of 1,060 feet. On the westerly side beginning at CMP Pole #3 and extending northerly for a distance of 484 feet.
Pleasant Street	On the east side beginning at Hampshire Street and extending in a southerly direction for a distance of 38 feet. On the east side beginning at Court Street and extending in a southerly direction to the intersection of Elm Street. On the east side beginning at Court Street and extending in a southerly direction for a distance of 151 feet. On the easterly side beginning at Turner Street and extending southerly for a distance of 68 feet. On the westerly side beginning at Hampshire Street and extending northerly for a distance of 100 feet. On the westerly side beginning 132 feet from Hampshire Street and extending southerly for a distance of 56 feet.
Poland Road	On the southeasterly side between Minot Avenue and Atwood Street.
Pride Road	On the west side beginning at Minot Avenue and running in a southerly direction for 300 feet.
Pulsifer Street	On the westerly side beginning at a point 250 feet northerly of the northerly curblineline of Mill Street and extending 140 feet around the corner onto Second Street.
Reed Street	On the southeasterly side between Turner Street and Whitney Street.
Rowe Street	On the southeasterly side from Winter Street to Turner Street.
Sandy Beach Road	On the southerly side for its full length.
School Street	On both sides, from Troy Street to Union Street Bypass.
Seventh Street	<u>On the northeasterly side beginning at Mary Carroll Street and extending southeasterly for a distance of 39 feet.</u>
Sherwood Drive	On the westerly side from Marian Drive to 19th Street.
Sixth Street	<u>On the northeasterly side beginning at Mary Carroll Street and extending northwesterly for a distance of 21 feet.</u> <u>On the southwesterly side beginning at Mary Carroll Street and extending northwesterly for a distance of 38 feet.</u>
South Goff Street	On the easterly side for its full length.
South Main Street	On the east side beginning at Memorial Bridge and extending southerly for 41 feet. On both sides between CMP Poles 87 and 91 as presently located. On the easterly side beginning at a point 83 feet southerly from the end of the Memorial Bridge across the Little Androscoggin River and extending in a southerly direction for a distance of 47 feet.

	On the westerly side beginning at Mill Street and extending northerly to the Memorial Bridge.
	On the easterly side beginning at the southerly curblineline of Broad Street and extending southerly for distance of 84 feet.
Spring Road	On both sides beginning at the Auburn Water District gate located nearest to West Auburn Road and extending in a southerly direction for a distance of 173 feet, including the turnaround.
Spring Street	On the westerly side beginning at Elm Street and extending in a northerly direction for a distance of 172 feet.
	On the easterly side beginning at Court Street and extending in a northerly direction for a distance of 100 feet.
	On the west side beginning at a point 278 feet from Court Street and extending in a southerly direction for 330 feet.
	On the westerly side between Hampshire Street and Troy Street.
	On the westerly side beginning at Court Street and extending northerly for a distance of 60 feet.
	On the westerly side beginning at Court Street and extending southerly for a distance of 158 feet.
	On the easterly side beginning at Court Street and extending southerly for a distance of 174 feet.
Stetson Road	On the southerly side beginning opposite Central Maine Power Pole #14 and extending easterly for 790 feet.
Stevens Mill Road	On the southwesterly side beginning at the intersection of Court Street and running in a northwesterly direction for a distance of 450 feet.
	On both sides from Minot Avenue to Court Street.
	On the northerly side beginning at Garfield Road and extending westerly to the end of the street.
Summer Street	On the northerly side from Dennison Street to Rowe Street.
Temple Street	On the west side beginning at Manley Street and extending to the dead end.
Troy Street	On both sides, for its full length.
Turner Road	On both sides beginning at the northerly intersection of Turner Street and Center Street and extending northerly to the intersection of Fair Street and Turner Road.
Turner Street	On the easterly side from Court Street to the Turner Street entrance to the Great Falls Plaza.
	On the southerly side beginning at the easterly curblineline of Dennison Street and extending easterly for a distance of 104 feet.
	<u>On the southwesterly side beginning at a point opposite Lake Auburn Avenue and extending northwesterly to Mayfield Road.</u>
	On the easterly side beginning at a point opposite the southerly side of Pleasant Street and extending in a northerly direction to Center Street.
	On the northerly side from Lake Auburn Avenue to French's Lane.
	On the westerly side between Pleasant Street and Center Street.
	On the westerly side beginning at the southerly curblineline of Hampshire Street and

	extending southerly for a distance of 80 feet.
	On the northerly side beginning at Center Street and extending westerly for a distance of 212 feet.
	On the southerly side between Burns Street and Union Street Bypass.
Union Street	On both sides from Court Street to the intersection of Center and Turner Streets.
Vine Street	On the northerly side for its full length.
	On the southerly side beginning at the easterly curblin of High Street and extending in an easterly direction for a distance of 70 feet.
Vining Street	On the southerly side from Winter Street easterly to Summer Street.
Washington Street	On the southbound lane, beginning at Minot Avenue and extending in a southerly direction to Brick Yard Hill.
	On the northbound lane, beginning at Brick Yard Hill and extending in a northerly direction to the intersection of Minot Avenue.
West Auburn Road	On the westerly side beginning at a point opposite the northerly line of Summer Street and extending in a northerly direction for a distance of 1,425 feet.
	On the easterly side beginning at CMP Pole #146 and extending northerly 288 feet.
Western Avenue	On the westerly side beginning at the northerly curblin of Minot Avenue and extending in a northerly direction for a distance of 80 feet.
	Beginning on the easterly side at the northerly curblin of Minot Avenue and extending in a northerly direction for 115 feet.
Whitney Street	On the northerly side beginning at the northeasterly corner of Lake Auburn Avenue, extending in an easterly direction for a distance of 70 feet.
Willow Street	On the westerly side beginning at Hampshire Street and extending in a northerly direction to Manley Street, between 7:30 a.m. and 4:30 p.m. on days when Webster School is in session.
Wilson Street	On both sides from Field Avenue to the end.
Wood Street	On the easterly side for its full length.
Youngs Corner Road	On the southerly side beginning at a point located 490 feet easterly of Perkins Ridge Road and extending in an easterly direction for 270 feet.
	On the southerly side beginning at a point 1,230 feet easterly of Perkins Ridge Road and extending in an easterly direction for a distance of 310 feet.

Secs. 52-321—52-343. - Reserved.



**City Council
Workshop Information Sheet**

City of Auburn

Council Workshop Date: December 3, 2012

Item D

Author: Howard Kroll, Assistant City Manager

Subject: Topics for discussion with our State Legislative Delegation

Information: Discuss topics that are important to the City of Auburn and issues that concern municipal government operations with our recently elected State Legislative Delegation.

Financial: NONE

Action Requested at this Meeting: Discussion with Delegation

Previous Meetings and History: NONE

Attachments:

- Memo

TOPICS TO BE DISCUSSED WITH THE STATE LEGISLATIVE DELEGATION

OF AUBURN INTEREST

- MMWAC/Solid Waste
 - Waste to energy hierarchy
 - Barriers to Industrial Growth

- Innovation ways to fund Schools both Capital and Programs

- Transportation (Commuter Services and Turnpike Issues)

- RT. 4 Corridor Safety and Mobility

ALSO BE AWARE OF

- Protect/Restore Municipal Revenue Sharing

- Protect Local Tax Base/Alternative Revenues

- Downtown Bonds/Investment

- General Assistance/Welfare

- Infrastructure Investments

- Any other Items of Interest

COMMUNICATION PROTOCOL

How to communicate for future correspondence?

IN COUNCIL REGULAR MEETING NOVEMBER 19, 2012 VOL. 33 PAGE 78

Mayor LaBonte called the meeting to order at 7:10 P.M. in the Council Chambers of Auburn Hall and led the assembly in the salute to the flag. Councilor Shea had an excused absence and all other Councilors were present.

I. Consent Items*

1. Order 91-11192012*

Designating Tribou Field, Sullivan Square, and Little Andy Park as "Safe Zones".

2. Order 92-11192012*

Approving the property tax abatement located on Portland Way (Tax Map 79 Lot 70).

Motion was made by Councilor LaFontaine and seconded by Councilor Crowley to accept the Consent Items as amended by changing the wording from Sullivan Park to Sullivan Square. Passage 7-0.

II. Minutes

Motion was made by Councilor LaFontaine and seconded by Councilor Gerry to approve the minutes of the November 5, 2012. Passage 7-0.

III. Reports

Mayor's Report – Mayor LaBonté reported.

City Councilors' Reports – Councilors Hayes, Young, Gerry, and Walker reported.

City Manager's Report – City Manager Deschene Reported.

Finance Director, Jill Eastman – October 2012 Monthly Report and a review of the parking enforcement analysis.

Motion was made by Councilor Crowley and seconded by Councilor Gerry to accept the October 2012 Monthly Report. Passage 7-0.

IV. Communications, Presentations and Recognitions

V. Open Session

Kevin Simpson, 84 Summer Street, Auburn
Sandra Doctoroff, 39 Royal Oaks Drive, Auburn

VI. Unfinished Business - None

VII. New Business

1. **Order 93-11192012** Approving the property exchange on Lehoullier Drive.

Motion was made by Councilor LaFontaine and seconded by Councilor Crowley.
Public comment – No one from the public spoke.
Passage 7-0

2. **Order 94-11192012** Approving the option agreement for 1 Minot Avenue.

Motion was made by Councilor Crowley and seconded by Councilor LaFontaine.
Public comment – no one from the public spoke.
Passage, 6-0-1 (Councilor Hayes abstained).

3. **Order 95-11192012** Authorizing the City Manager to allocate up to \$250,000 of additional funding to complete the Downtown Transit Station project.

Motion was made by Councilor Gerry and seconded by Councilor Crowley.
Public comment –
Peter Flanders, Lake Street, Auburn
Gabrielle Russell, Lisbon Street, Lewiston
Passage, 7-0.

VIII. Open Session – No one from the public spoke

IX. Executive Session - None

X. Future Agenda/Workshop Items –

- Councilor Gerry - update on winter relief parking, current needs and other sites.
- Councilor Lafontaine - would like to revisit Council Agendas and Meetings and how can we gain efficiencies.
- Councilor Young - Androscoggin Historical Society update
- Councilor Walker – discussion on the crosswalk in front of the YMCA and the parking spot at the base of it.

XI. Adjournment

Motion was made by Councilor LaFontaine and seconded by Councilor Walker to adjourn. Passage 7-0, 8:12 P.M.

A True Copy.

ATTEST 
Susan Clements-Dallaire, City Clerk

MANAGER'S REPORT

December 3, 2012

- I expect at least one meeting in early December to outline design progress
- We will continue to provide information and updates as this project progresses
- We've tentatively schedule December 5th for Ravi Sharma and I to visit regional facilities comparable to the one being built in Auburn

Council Schedule

The schedule remains as drafted and a new one will be provided in January. The date of the joint meeting is still being discussed with Lewiston and will be provided as soon as it is available.

Court St. Parking Area

Staff had been working with the Chapman House for a parking lot layout and design. The process is stalled due to design issues that wouldn't meet safety standards. I am hopeful that more work will occur, but at this point a break from planning and negotiations seems best.

Joint Purchasing Policy

The work of the Audit Committee is going well. A draft policy has been reviewed and the committee intends to have it completed before the joint meeting of the School Committee and Council in January.

Branding and Regional Image

The Chamber of Commerce has requested a staff and Councilor appointment to a subcommittee to further the efforts to create a regional image for the Auburn and Lewiston Area.

Council Goal Setting

Carole Martin is the facilitator I have hired to work with myself and the Council at our goal setting meeting on January 5, 2013. This will be from 9:00am to 3:00pm at Central Maine Community College. I have been exchanging information and laying out a format for the meeting. Details will be made available, but the primary responsibility of the Council is to come prepared with ideas and an open mind.

Athletic Fields Plan

- The Council's indication to lead into a Recreational Master Plan with athletic fields first, led to some staff research. Other communities do this, but many from a services perspective. I am working with staff through this process from an inventory of regional assets, review of uses, and summary of met or unmet needs. With this information the staff and Council can develop a direction and plan.

Open Items from Public

N/A



City Council Agenda Information Sheet

City of Auburn

Council Meeting Date: December 3, 2012

Order 96-12032012

Author: Sue Clements-Dallaire, City Clerk

Subject: The Nocturno Club, 73 Main Street – Class A Lounge, Liquor, Special Amusement applications

Information: Danielle Moschetto, DBA: The Nocturno Club, 73 Main Street (basement level below Narals) has applied for a Class A Lounge License, Liquor License, and a Special Amusement permit. Police, Fire and Code have all met with Ms. Moschetto and inspections have been done and approvals have been granted.

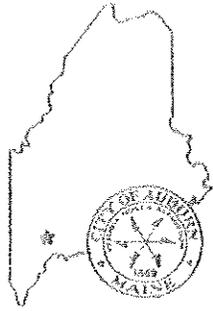
Financial: None

Action Requested at this Meeting: Public hearing and recommend approval.

Previous Meetings and History: None

Attachments:

- Class A Lounge application
- Liquor License application
- Special Amusement Permit application
- Criminal background checks
- Memo from the Police Department
- Approval email from Code and Fire
- City Ordinance from Chapter 24, Article XVI – Special Amusement Permits for Alcoholic Beverage Establishments
- Title 28-A§1065 Licenses for Class A lounges
- Order 96-12032012



CITY OF AUBURN
APPLICATION FOR CLASS A LOUNGE

New [checked] Renewal _____ Change _____

Application date _____ Opening date _____ Expiration date _____

License applied for _____ Class A Lounge - Malt, Spirituous, Vinous

List changes from last license _____

Business Hours of operation _____

Fees are based on square footage and type of service - Please check which applies based on square footage.

- Fee \$1000.00 (1-2999 square feet)
[X] Fee \$1300.00 (3000-5999 square feet) 4000
Fee \$1500.00 (6000-up)

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

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

BUSINESS

APPLICANT

Business name The Nocturno Club Owner's name Daniella Maschetto

Business address 73 Main St. Maiden name/ A/K/A

City Auburn State ME Zip 04210 Date of birth 1-8-86

Mailing address 18 1/2 Blake St. Home address 80 1/2 + 8 1/2 Blake St.

City Lewiston State ME Zip 04240 City Lewiston State ME Zip 04240

Business phone 207-891-3198 Mailing address

Email Clubxws@gmail.com City State Zip

Please indicate address to mail license: Business Applicant Home phone 207-891-3198

Is applicant a corporation in the State of Maine? Yes No [checked]

(If answer is "Yes", complete Supplementary Questionnaire for Corporate Applicants)

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

Address 18 1/2 Blake St. City Lewiston State ME How long 3 months

Address 23 Crescent St City Lawrence State Ma. How long 3 yrs.

Address 71 Bernier St. City Lowell State Ma. How long 8 months

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

Name _____ Date of conviction _____

Offense _____ Location _____

Disposition _____

If manager is to be employed, complete the following:

Name _____ Home address _____ Phone _____ Date of birth _____

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

Name _____ Date of conviction _____

Disposition _____ Location _____

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

Name _____ Address _____

Phone Number _____ Email _____

Seating _____ Occupancy load _____

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

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

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

CERTIFICATE OF APPLICANT AND WAIVER OF CONFIDENTIALITY

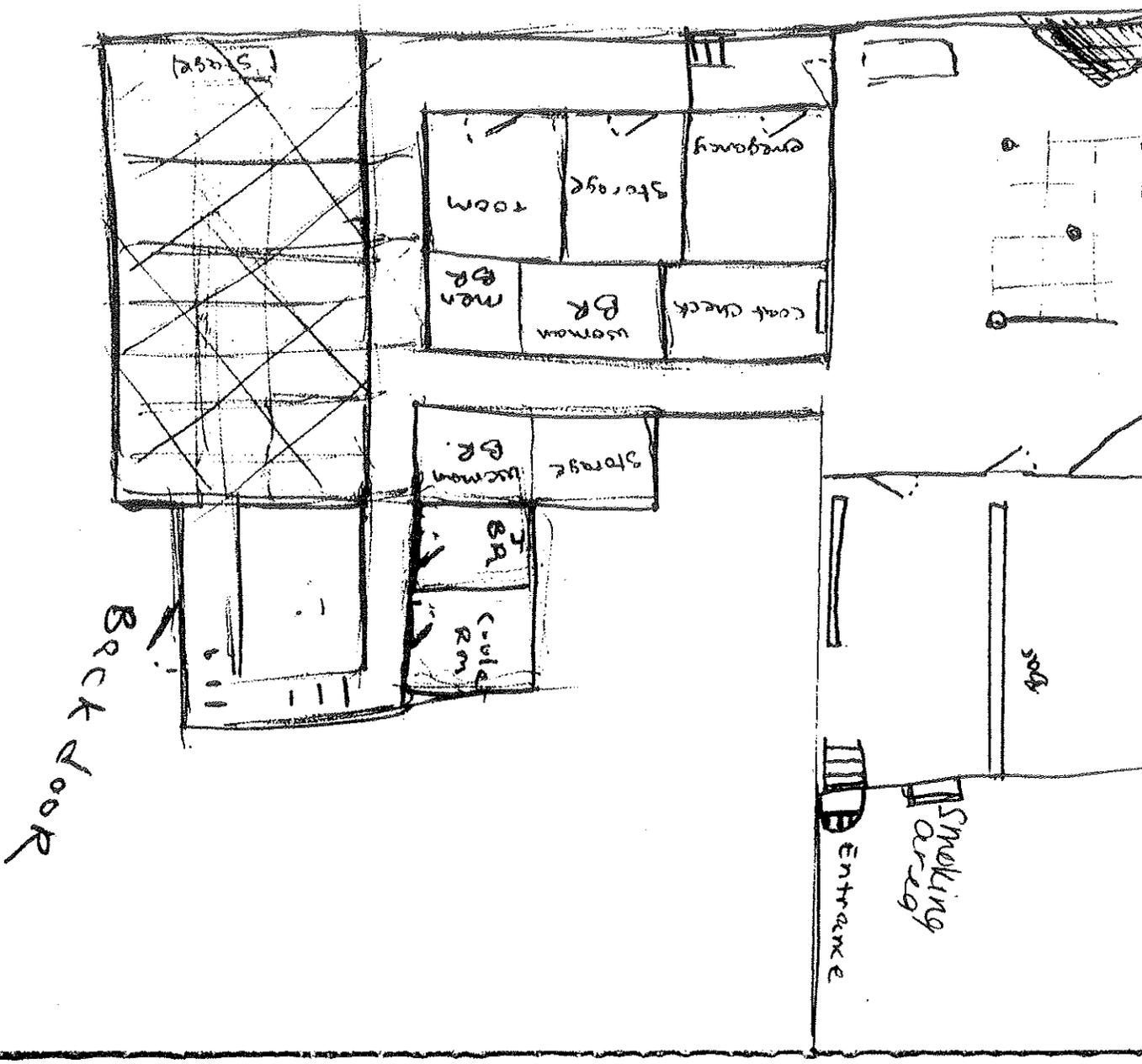
READ CAREFULLY BEFORE SIGNING

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

Danielle Maschetto
Signature of Applicant

10/19/12
Date

IF A CORPORATION, MUST FILE A COPY OF CORPORATE PAPERS



**Department of Public Safety
Division**



Liquor Licensing & Inspection

Promise by any person that he or she can expedite a liquor license through influence should be completely disregarded. To avoid possible financial loss an applicant, or prospective applicant, should consult with the Division before making any substantial investment in an establishment that now is, or may be, attended by a liquor license.

<u>BUREAU USE ONLY</u>	
License No. Assigned:	
Class:	
Deposit Date:	
Amt. Deposited:	

PRESENT LICENSE EXPIRES _____

INDICATE TYPE OF PRIVILEGE: MALT SPIRITUOUS VINOUS

INDICATE TYPE OF LICENSE:

- | | |
|--|------------------------------------|
| RESTAURANT (Class I,II,III,IV) | RESTAURANT/LOUNGE (Class XI) |
| HOTEL-OPTIONAL FOOD (Class I-A) | HOTEL (Class I,II,III,IV) |
| <input checked="" type="checkbox"/> CLASS A LOUNGE (Class X) | CLUB-ON PREMISE CATERING (Class I) |
| CLUB (Class V) | GOLF CLUB (Class I,II,III,IV) |
| TAVERN (Class IV) | OTHER: _____ |

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

1. APPLICANT(S) - (Sole Proprietor, Corporation, Limited Liability Co., etc.) <u>Danielle Moschetto</u> DOB: <u>1-8-86</u>		2. Business Name (D/B/A) <u>The Nocturno Club</u>	
DOB: _____		Location (Street Address) <u>34 Court St. 73 Main St</u>	
Address <u>18 1/2 Blake St.</u> DOB: _____		City/Town State Zip Code <u>Auburn ME 04210</u>	
City/Town State Zip Code <u>Lewiston ME 04240</u>		Mailing Address <u>Auburn ME 04210</u>	
Telephone Number Fax Number <u>207-891-3198</u>		City/Town State Zip Code <u>Auburn ME 04210</u>	
Business Telephone Number Fax Number <u>207-891-3198</u>		City/Town State Zip Code <u>207-891-3198</u>	
Federal I.D. #		Business Telephone Number Fax Number <u>207-891-3198</u>	
		Seller Certificate #	

3. If premises are a hotel, indicate number of rooms available for transient guests: _____
4. State amount of gross income from period of last license: ROOMS \$ _____ FOOD \$ _____ LIQUOR \$ _____
5. Is applicant a corporation, limited liability company or limited partnership? YES NO
6. Do you permit dancing or entertainment on the licensed premises? YES NO
7. If manager is to be employed, give name: Danielle Moschetto
8. If business is NEW or under new ownership, indicate starting date: Jan 1st 2013 or sooner
- Requested inspection date: _____ Business hours: _____
9. Business records are located at: 34 Court St. Auburn, ME 04210
10. Is/are applicants(s) citizens of the United States? YES NO

11. Is/are applicant(s) residents of the State of Maine? YES NO

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

Name in Full (Print Clearly)	DOB	Place of Birth
Danielle Moschetto	1-8-86	Lawrence, MA
Becky Berube	3-30-90	Lewiston, ME

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

Danielle Moschetto - Lawrence, Ma. Lewiston, ME
 Becky Berube - Lewiston, ME

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

Name: _____ Date of Conviction: _____
 Offense: _____ Location: _____
 Disposition: _____

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

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

16. Does/do applicant(s) own the premises? Yes No If No give name and address of owner: Justin J+T Holdings Inc P.O. Box 748 Gorham, ME 04038

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

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

19. What is the distance from the premises to the NEAREST school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? .08 Which of the above is nearest? School

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

If YES, give details: _____

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

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

Dated at: _____ on _____, 20____
Town/City, State Date

Danielle Moschetto
Signature of Applicant or Corporate Officer(s)

Please sign in blue ink

Signature of Applicant or Corporate Officer(s)

Print Name

Print Name

NOTICE – SPECIAL ATTENTION

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

THIS APPROVAL EXPIRES IN 60 DAYS.

FEE SCHEDULE

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

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

All fees must accompany application, made payable to: **TREASURER, STATE OF MAINE. – DEPARTMENT OF PUBLIC SAFETY, LIQUOR LICENSING AND INSPECTION DIVISION, 164 STATE HOUSE STATION, AUGUSTA ME 04333-0164.** Payments by check subject to penalty provided by Sec. 3, Title 28A, MRS.

STATE OF MAINE

Dated at: _____, Maine _____ ss
City/Town (County)

On: _____
Date

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

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

THIS APPROVAL EXPIRES IN 60 DAYS

NOTICE – SPECIAL ATTENTION

§ 653. Hearings; bureau review; appeal

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

A. The bureau shall prepare and supply application forms. [1993, c.730, §27(amd).]

B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located. [1995, c.140, §4 (amd).]

C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premise license, for transfer of the location of an existing on-premise license or for renewal of an on-premise license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premise license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premise license that has been extended pending renewal with 120 days of the filing of the application. [1999, c589, §1 (amd).]

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

A. Conviction of the applicant of any Class A, Class B or Class c crime: [1987, c45, Pt.A§4 (new).]

B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control; [1987, c.45, Pt.A§4(new).]

C. Conditions of record such as waste disposal violations, health or safety violation or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner; [1993, c.730, §27 (amd).]

D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises; [1989, c.592,§3 (amd).]

E. A violation of any provision of this Title; and [1989, c.592, §3 (amd).]

F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601. [1989, c.592, §4 (new).]

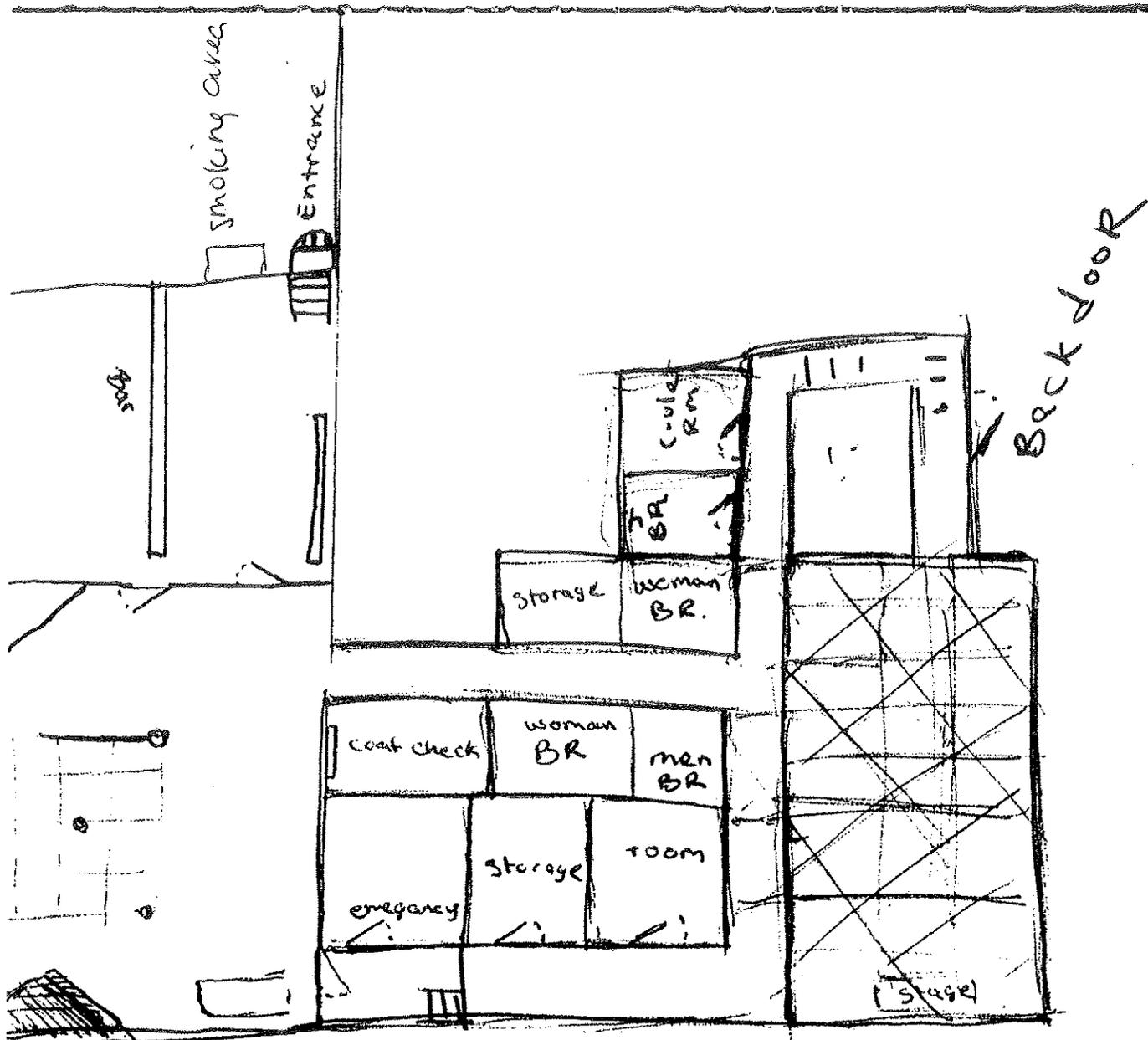
[1993, c730, §27 (amd).]

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

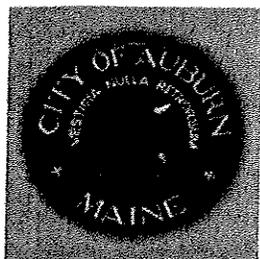
A. [1993, c.730, §27 (rp).]

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

5. **(TEXT EFFECTIVE 3/15/01) Appeal to District Court.** Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.



Police OK
Fire - OK
Code - OK
Tax - OK



City of Auburn Special Amusement Permit Application & Re-Application

LICENSE / APPLICATION FEE: \$125.00

DATE OF APPLICATION: 10-16-2012

CLASS A - RESTAURANTS WITH ENTERTAINMENT, WHICH DOES NOT HAVE DANCING.

CLASS B - LOUNGES / BARS WITH ENTERTAINMENT, WHICH DOES NOT HAVE DANCING.

CLASS C - EITHER RESTAURANTS OR LOUNGES / BARS WITH ENTERTAINMENT, INCLUDING DANCING.

CLASS D - FUNCTION HALLS WITH ENTERTAINMENT, INCLUDING DANCING.

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

BUSINESS NAME: The Nocturno Club

PHYSICAL ADDRESS: 73 Main St, Auburn, ME, 04210
~~31 Court St~~

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

MAILING ADDRESS: 18 1/2 Blake St, Lewiston, ME, 04240

BUSINESS TELEPHONE NUMBER: 207911-3198

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

1. OWNER: Danielle Moschetto
DATE OF BIRTH: 1-8-86
ADDRESS: 18 1/2 Blake St. Lewiston, ME 04240
PRIMARY TELEPHONE NUMBER: 207-891-3198
SECONDARY TELEPHONE NUMBER 207-891-8181

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

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

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

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

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

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

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

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

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

Bar/Lounge live entertainment on a weekend night ~~also~~ whether it be a live band or dj dancing.

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

SUNDAY	<input checked="" type="checkbox"/>	HOURS: <i>10 am - 1 am</i>
MONDAY	<input checked="" type="checkbox"/>	HOURS: _____
TUESDAY	<input checked="" type="checkbox"/>	HOURS: _____
WEDNESDAY	<input checked="" type="checkbox"/>	HOURS: _____
THURSDAY	<input checked="" type="checkbox"/>	HOURS: _____
FRIDAY	<input checked="" type="checkbox"/>	HOURS: _____
SATURDAY	<input checked="" type="checkbox"/>	HOURS: _____

DESCRIBE IN DETAIL THE ROOM(S) TO BE USED UNDER THE PERMIT. Band will be playing on the bigger room/dance floor which is located in the back part of the club.

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

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

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

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

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

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

IF YES, LIST THE DATE, THE LOCATION AND DESCRIBE THE CIRCUMSTANCES. _____

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

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

3. APPLICANT AND OR RE-APPLICANT AGREES TO HAVE SECURITY AND OR STAFF STATIONED AT ALL TIMES AT ALL ENTRANCES AND EXISTS USED BY THE PUBLIC.

4. APPLICANT AND OR RE-APPLICANT AGREES TO KEEP THE DESIGNATED SMOKING AREA CLEAN AND HAVE APPROPRIATE RECEPTACLES AVAILABLE FOR THEIR PATRONS.

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

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

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

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

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

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

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

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

PENALTY: (CITY OF AUBURN ORDINANCE, CHAPTER 24, SECTION 2.23, (8)-(h))

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

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

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

NAME (PRINTED) Danielle Moschetto

SIGNATURE OF INDIVIDUAL Danielle Moschetto

IF PARTNERSHIP, BY MEMBERS OF THE PARTNERSHIP.

NAME (PRINTED) _____

SIGNATURE OF INDIVIDUAL _____

ADMINISTRATIVE USE ONLY:

1. APPLICANT AND OR RE-APPLICANT AGREES TO HAVE TWO COUNTERS OR CLICKERS AT EACH ENTRANCE. ONE WILL BE USED TO DOCUMENT THE PATRONS THAT HAVE ENTERED THE ESTABLISHMENT. THE SECOND WILL BE USED TO DOCUMENT THE PATRONS THAT HAVE EXITED THE ESTABLISHMENT. THIS WILL GIVE THE STAFF AND PUBLIC SAFETY PERSONNEL AN ACCURATE COUNT OF PATRONS IN THE ESTABLISHMENT.

2. APPLICANT AND OR RE-APPLICANT AGREES TO HAVE THE MAXIMUM SEATING AND OR OCCUPANCY CAPACITY CLEARLY LISTED IN EACH ROOM THAT IS OPEN TO THE PUBLIC.

3. APPLICANT AND OR RE-APPLICANT AGREES TO HAVE SECURITY AND OR STAFF STATIONED AT ALL TIMES AT ALL ENTRANCES AND EXISTS USED BY THE PUBLIC.

4. APPLICANT AND OR RE-APPLICANT AGREES TO KEEP THE DESIGNATED SMOKING AREA CLEAN AND HAVE APPROPRIATE RECEPTACLES AVAILABLE FOR THEIR PATRONS.

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

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



MAINE STATE BUREAU OF IDENTIFICATION
45 Commerce Drive, Suite 1 / STATE HOUSE STATION # 42
AUGUSTA, ME 04333
(207) 624-7240 (VOICE) (207) 624-4478 (TDD)

Transaction Response #: MIQ99B657765

Criminal History Record

Introduction

This rap sheet was produced in response to the following request (Produced on 2012-10-19) :

Inquiries Name(s) DANIELLE MOSCHETTO (1986-01-08)

NO MATCH WAS FOUND FOR YOUR REQUEST.



MAINE STATE BUREAU OF IDENTIFICATION
45 Commerce Drive, Suite 1 / STATE HOUSE STATION # 42
AUGUSTA, ME 04333
(207) 624-7240 (VOICE) (207) 624-4478 (TDD)

Transaction Response #: MIQ99B657760

Criminal History Record

Introduction

This rap sheet was produced in response to the following request (Produced on 2012-10-19) :

Inquiries Name(s) BECKY BERUBE (1990-03-30)

NO MATCH WAS FOUND FOR YOUR REQUEST.



Auburn Police Department



Memorandum

Phillip L. Crowell
Chief of Police

Jason D. Moen
Deputy Chief

Rita P. Beaudry
Office Manager

To: City Clerk Susan Clements-Dallaire
From: Lt. Cougle
Date: 11/02/12
Re: Nocturno Club

I have reviewed the Class A Lounge and Special Amusement Permit Application submitted by Danielle Moschetto.

Ms. Moschetto is seeking approval to open a bar located at 73 Main St. (basement level). The establishment's name is "Nocturno Club" and the proposed hours of operation are from 11 A.M to 1 A.M, seven days a week. As outlined in Ms. Moschetto's Special Amusement Permit Application, she plans on offering live bands, DJs and dancing at various times.

I have met with Ms. Moschetto on two different occasions to explain what is required of her regarding the proposed establishment. I have conducted a criminal background investigation and have found no disqualifying convictions or criminal history in her past. Ms. Moschetto does have some prior experience working as an employee in similar types of establishment. However, she has no experience in management and has never owned her own business. I have strongly recommended that Ms. Moschetto require all her staff members to participate in some form of "server training". I have advised her where this type of training can be obtained. Server training has proved effective for similar establishments in the area.

I have further explained to Ms. Moschetto that the Auburn Police Department reserves the right to require police officers be hired to assist with security. If, in the opinion of the department, there is a need for such additional security, the decision to require police officers on-site will be made at least initially, on a week to week basis. These decisions will be based upon a review of both the calls for service and types of activity taking place at the establishment.

At this time, Ms. Moschetto has not hired any staff, but she has indicated that she is in the process of doing so. She understands that she will need to submit the names of any full or part time staff for review prior to them starting their employment.

Susan Clements-Dallaire

From: Cristy Bourget
Sent: Monday, November 26, 2012 4:37 PM
To: Susan Clements-Dallaire
Cc: Eric Cousens
Subject: RE: The Nocturno Club- Planning Approval

Hi Sue,

On 11-16-2012 , The Planning Department approved the license for the Nocturno Club. Danielle Maschett was advised to contact Eric Cousens, Director of Planning & Permitting if she will be installing a sign.

Sincerely,
Cristy Bourget

Cristy Bourget

Code Compliance Officer/ Sanitarian

Planning & Permitting Office
City of Auburn
60 Court St
Auburn, Me. 04210
(207) 333-6601, Ext 1162
cbourget@auburnmaine.gov

From: Susan Clements-Dallaire
Sent: Monday, November 26, 2012 4:12 PM
To: Cristy Bourget
Subject: FW: The Nocturno Club- Planning Approval

Hi Cristy, I know you've approved the Nocturno Club. Is it possible to get something from you in writing since this will be going before Council for approval? Thank you!

From: Cristy Bourget
Sent: Friday, November 16, 2012 2:57 PM
To: Susan Clements-Dallaire; Alison Pepin
Subject: The Nocturno Club- Planning Approval

From Cristy

Have a wonderful weekend!!

Cristy Bourget

Code Compliance Officer/ Sanitarian

Planning & Permitting Office

Susan Clements-Dallaire

From: Becky Hennessey
Sent: Monday, November 26, 2012 4:15 PM
To: Susan Clements-Dallaire
Subject: RE: The Nocturno Club

Fire approves !!!!

Becky Hennessey
Fire Department Planner
207-784-5433 x 22
bhennessey@auburnmaine.gov

From: Susan Clements-Dallaire
Sent: Monday, November 26, 2012 4:12 PM
To: David O'Connell; Becky Hennessey
Subject: The Nocturno Club

Hello,
Just wondering if you've done another inspection at the Nocturno Club and if so, have you approved? If so, would it be possible to get something in writing since this will be going before Council for approval? Thank you!

Article XVI. Special Amusement Permits for Alcoholic Beverage Establishments

Sec. 24-450. Purpose and Authority

The purpose of this section is to control the issuance of special amusement permits for music, dancing, or entertainment in facilities licensed by the State to sell liquor. This section is adopted pursuant to 28-A M.R.S.A. ss1504 and 30-A M.R.S.A. ss3001.

Sec. 24-451. Special Amusement Permit Required

No licensee shall permit on the licensed premise and music, except radio or mechanical device, dancing, or entertainment of any sort unless that licensee has obtained from the City Council a special amusement permit under this section.

Sec. 24-452. Applications

Applications for special amusement permits and annual renewals thereof shall be made in writing to the City Council and shall state the following:

- a. Name of the applicant.
- b. Business address.
- c. The nature of the business, including a specific description of the entertainment to be offered.
- d. The location to be used.
- e. Whether the applicant has ever has a license to conduct the type of business therein described either denied or revoked and those circumstances specifically.
- f. Whether the applicant, including all partners and corporate officers, has ever been convicted of a felony and, if so, the applicant shall describe those circumstances specifically.
- g. Any additional information which may be required by the City Council prior to the issuance of the permit, including but not limited to a copy of the applicant's current liquor license.

Sec. 24-453. Entertainment Regulated

No special amusement permit shall be issued for premises that will offer entertainment which includes:

- a. Exposing to view the genitals, public hair, anus, vulva, or any portion of the female breasts at or below the areola area thereof. "Exposing to view" includes, without limitation, appearing without an opaque covering or appearing with only an opaque covering which adheres to the skin, such as body paint.
- b. The actual or simulated touching, caressing, or fondling of the breasts, buttocks, or genitals.

Sec. 24-454. Public Hearing on Applications

Prior to granting the initial special amusement permit, the City Council shall hold a public hearing. Reasonable notice of the hearing shall be given by the City Clerk or designee to the applicant and shall be published at least once in a newspaper having

general circulation in the City. At the public hearing, testimony of the applicant and of any interested person shall be heard. Subsequent applications do not require a public hearing unless there is a substantive change in the original application materials.

Sec. 24-455. Issuance of Permits

After public hearing and within 15 days of the City Council's receipt of the completed application, the City Council shall grant the special amusement permit requested unless the issuance of the permit would violate any prohibition in this Article or any State law or City ordinance or is otherwise contrary to public health, safety, or welfare. In granting a permit, the City Council may impose reasonable restrictions to protect property owners in the vicinity of the licensed premises from any nuisance aspects of the proposed amusements including, without limitation, noise and hours of operation. The applicant shall be informed in writing of the decision on his application and of the reasons for the decision.

Sec. 24-456. Admission Charges

A licensed hotel, Class A restaurant, Class a restaurant malt liquor licensee, as defined in Title 28-A of the Maine Revised Statutes, that has been issued a special amusement permit, may charge admission in designated areas as approved in the permit.

Sec. 24-457. Inspection of Premises

Each permit holder, by accepting a special amusement permit, agrees to allow inspection of his/her premises by representative of the City during business hours without prior notice and at other times with prior notice.

Sec. 24-458. Prohibited Activities

No permit holder shall allow on the permitted premises any prohibited activity described in this Article, without regard to whether such activities are carried out by professional entertainers, employees, or any other person and without regard to whether any compensation is paid by the permit holder.

Maine Revised Statutes

- [§1065 PDF](#)
- [§1065 WORD/RTF](#)
- [STATUTE SEARCH](#)
- [CH. 43 CONTENTS](#)
- [TITLE 28-A CONTENTS](#)
- [LIST OF TITLES](#)
- [DISCLAIMER](#)
- [MAINE LAW](#)
- [REVISOR'S OFFICE](#)
- [MAINE LEGISLATURE](#)

§1064 Title 28-A: LIQUORS §1066

Part 3: LICENSES FOR SALE OF LIQUOR

Subpart 2: RETAIL LICENSES

Chapter 43: LICENSES FOR THE SALE OF LIQUOR TO BE CONSUMED ON THE LICENSED PREMISES Subchapter 2: SPECIFIC LICENSE REQUIREMENTS

§1065. Licenses for Class A lounges

1. Issuance of licenses. The bureau may issue licenses under this section for the sale of spirits, wine and malt liquor to be consumed on the premises to Class A lounges as defined in section 2, subsection 15, paragraph L.

[1997, c. 373, §90 (AMD) .]

2. Food availability. The licensee shall offer food for sale to the public at all times that liquor is for sale.

[1987, c. 45, Pt. A, §4 (NEW) .]

3. Income from the sale of food requirement.

[1993, c. 730, §43 (RP) .]

4. Minors not allowed on premises. Minors are not permitted to remain on the premises except when:

A. The minor is accompanied by a parent, legal guardian or custodian as defined in Title 22, section 4002; or [2003, c. 493, §12 (AMD); 2003, c. 493, §14 (AFF) .]

B. The licensee does not permit consumption of liquor on the premises for a specific period of time or event. [2003, c. 493, §12 (AMD); 2003, c. 493, §14 (AFF) .]

C. [2003, c. 493, §12 (RP); 2003, c. 493, §14 (AFF) .]

[2003, c. 493, §12 (AMD); 2003, c. 493, §14 (AFF) .]

5. Licensed by Department of Health and Human Services.

All Class A lounges must be licensed by the Department of Health and Human Services.

[1987, c. 45, Pt. A, §4 (NEW); 2003, c. 689, Pt. B, §6 (REV) .]

6. Written evaluation.

[1987, c. 342, §91 (RP) .]

7. Sunset.

[1987, c. 342, §91 (RP) .]

SECTION HISTORY

1987, c. 45, §A4 (NEW). 1987, c. 342, §§89-91 (AMD).
1993, c. 730, §43 (AMD). 1997, c. 373, §90 (AMD). 1999,
c. 568, §2 (AMD). 2003, c. 493, §12 (AMD). 2003, c. 493,
§14 (AFF). 2003, c. 689, §B6 (REV).

Data for this page extracted on 10/16/2012 08:30:50.

**The Revisor's Office cannot provide legal advice or
interpretation of Maine law to the public.
If you need legal advice, please consult a qualified attorney.**

Office of the Revisor of Statutes

7 State House Station
State House Room 108
Augusta, Maine 04333-0007

Tizz E. H. Crowley, Ward One
Robert Hayes, Ward Two
Mary Lafontaine, Ward Three
David Young, Ward Four



Leroy Walker, Ward Five
Belinda Gerry, At Large
Joshua Shea, At Large

Jonathan LaBonte, Mayor

IN CITY COUNCIL

ORDER 96-12032012

ORDERED, that the City Council hereby approves the request for a Special Amusement Permit, Class A Lounge and Liquor license for Danielle Moschetto, DBA: The Nocturno Club located at 73 Main Street.



City Council Agenda Information Sheet

City of Auburn

Council Workshop Date: December 3, 2012

Order 97-12032012

Author: Clinton Deschene, City Manager

Subject: Appointment Procedure

Information:

Per the workshop on November 19th, I have taken comments and assembled a policy and application that can take effect January 1, 2013. Upon approval the staff will begin the posting of vacancies for review of the committee.

Financial: None

Action Requested at this Meeting: Approval

Previous Meetings and History: Nov. 19th, 2012 workshop

Attachments:

- Policy
- Application
- Order 97-12032012

CITY OF AUBURN BOARD AND COMMITTEE APPOINTMENT PROCESS

The Mayor shall appoint a three member committee hereinafter called the “Appointment Committee”. The Appointment Committee shall review all applications to boards or committees assigned per attachment “Committees of the City of Auburn”; the Committees may interview applicants, including incumbents, for vacancies on all City boards, commissions and committees.

The Appointment Committee may review term expirations and propose appointments as frequently as necessary. The Clerk shall notify the various boards, commissions, and committees, the Mayor, the City Manager and the City Council members of the upcoming expirations and any current vacancies periodically, but not less than once per year.

Incumbents will receive a letter from the Clerk notifying them of the expiration of their term and letting them know they need to reapply. Additionally the Clerk shall post on the City website a notice of vacancy for at least 30 days. However, if a term becomes vacant due to a resignation, death, residency, disqualification, or other sudden vacancy, the committee may shorten or eliminate the 30 day posting. The Clerk will also notify all alternate members so that they may apply for full membership, if interested.

A notice shall be placed on the City’s website. The Clerk may create an email group of neighborhood group contacts, Chamber, contacts and other interested individuals to which the advertisement may be sent.

Applications shall only be accepted during the posted period and must be postmarked no later than the deadline. Emails are acceptable and must be time stamped in advance of the deadline. Incumbents must reapply each time. All applicants are required to send a completed application form and it is recommended that they also send a resume and a cover letter to apply.

The Clerk shall notify the staff person to the board, commission, or committee in question, so that he/she can also have a conversation with any incumbents to let them know their term is expiring.

All boards, commissions, and committees will be provided with a brief description of that board’s duties and the qualifications for appointment will be in the header, notebooks containing the ordinances/by-laws pertaining to each board, commission, or committee, and a list of the incumbents on all boards.

The Appointment Committee may vote by hand or by consensus on the nominee for each vacancy. If the Appointment Committee does not agree on a nominee, a vacancy may be re-advertised or presented to the City Council.

The day after the nominations are completed, the Clerk shall notify the employees who staff the boards, commission, or committees, to let them know who is being nominated or that a position is being re-advertised. Also on that day, letters shall be sent to those applicants who are

being nominated and to those who are not. Nominees shall be told when their appointment is going to the full Council agenda as a Consent Calendar item, and asked to attend the meeting.

Except for legal retention purposes, resumes will not be kept for future vacancies, once interviews have been held. The process shall start fresh each time, ensuring that resumes are current and received from applicants qualified to fill the positions.

The Clerk shall prepare the order for the Council meeting, noting the names, board to which members are being appointed and the term expiration date. At the meeting, the Mayor shall ask the new board members to stand and introduce themselves, once the order has passed.

The next day, after the Council appointments are passed, the Clerk shall send a letter to each new member, congratulating them, advising them of the expiration date of their term, telling them who the staff person is and letting them know they must be sworn in before their first meeting. A copy of this letter shall be sent to the staff person for that committee along with the new member's resume.

The website shall provide a complete list of all the board and committee members currently serving, date of end of term, and date of original appointment.

All appointments in this policy are those subject to the approval of the City Council. Appointments of the Mayor as conferred in Charter are subject to this process or processes.

Alternate Member

An alternate member shall participate in all meetings with the same rights as a full member, except they shall not have the right to vote. The right to vote shall only be conferred by a vote of full members present to fill an absence, temporarily vacated seat, or to replace a member who has removed themselves due a conflict of interest. Alternate members shall be appointed to voting rights on a rotating basis, so as to preserve fairness. The purpose of alternate members is to sustain a full voting board and to educate new interested persons before becoming a full member. It is the intent but not mandate of the Council to promote Alternate Members to full membership before accepting new members to a board or committee.

Reports and Vacancies

A vacancy on any appointive board, commission, or committee of the city shall exist upon the occurrence of any of the following events:

- (a) Death of a member.
- (b) Resignation of a member.

- (c) Moving by a member of the member's place of residence from the City of Auburn. When a member moves from the City of Auburn, the vacancy shall occur immediately and the member shall not serve at any further meetings.

- (d) Failure of a member to attend more than three (3) consecutive meetings or absence from five (5) meetings during the preceding twelve-month period.

Reporting actions and vacancies.

The chairman of each board or commission of the city shall certify or cause the secretary of the board or commission to certify to the city council each month the actions of said board or commission, together with the record of absences of members. In such report, the chairman or secretary of each such board or commission shall notify the city council of any vacancy occurring on such board or commission. In the event that a vacancy occurs, the board or commission may, by majority vote of its membership, exclusive of the member affected, recommend to the city council that the attendance provision be waived for cause, in which case no vacancy shall exist until the city council disapproves the recommendation.

Removal from Office

An official or officials who are alleged to have caused grounds for removal from office are subject to the "Policy for Removal of Officials Appointed to Boards, Commissions and Committees" approved as part of this policy.

POLICY FOR REMOVAL OF OFFICIALS APPOINTED TO BOARDS, COMMISSIONS AND COMMITTEES

1. Purpose. The purpose of this policy is to have in place a process for the removal of officials appointed to boards, commissions and committees
 2. Authority. The City Council exercises its authority to remove officials under Title 30-A, section 2601 which allows the removal for cause after notice and hearing.
 3. Cause. All grounds constituting cause cannot be detailed. However, the following are examples of conduct which may result in removal for cause:
 - A. More than three consecutive absences or five absences within a calendar year, unexcused by the Board, Commission or Committee by majority vote. This subsection may not be used unless the records of the Board, Commission or Committee reflect the facts constituting grounds. Nothing in this subsection shall be interpreted to prevent an official from requesting a leave of absence from the Council for unusual circumstances. Unusual circumstances could include, but not be limited to, illness of the official or an immediate family member; temporary relocation for employment, military duty or educational reasons; and increased temporary child care responsibilities. In making the decision whether or not to grant a leave of absence, the Council shall balance the needs of the City and the Board, Commission or Committee with the needs of the official.
 - B. Inappropriate public conduct or conduct to other officials related to the office held. Examples include but are not limited to verbal abuse to other officials or members of the public, or obstruction of meetings of the Board, Commission or Committee.
 - C. Impairment by alcoholic beverages or drugs at Board, Commission or Committee functions.
 - D. Indictment or conviction (1) for a Class C or higher Crime, or (2) for a Class D or lower crime or a civil violation, directly or indirectly affecting the office held. Examples of Class D or lower crimes or civil violations affecting the office held would be shoplifting a compact disk where the office involved the handling of money; or violations of a protected resource where the Board, Commission or Committee deals with that resource. These provisions apply even when the conduct leading to the indictment or conviction has taken place outside the City of Auburn or State of Maine.
 - E. Other reasons related to the good of the Committee, the City or the office held.
1. Removal procedure.

- A. Separation of roles. While a City Councilor sitting in a removal proceeding may be aware of the facts and circumstances leading to the proceeding, the City Council recognizes that no individual Councilor may prejudge the proceedings. Therefore, in a proceeding to remove an appointed official, the facts and circumstances shall be investigated by the City Manager or the City Manager's designee (hereinafter "the City Manager"), rather than an individual Councilor. Should allegations be brought to an individual Councilor, which the individual Councilor believes may be cause for removal, the individual Councilor shall turn the facts and circumstances over to the City Manager, and refer further inquiries to the City Manager. Inquiries to other Councilors shall be turned over to the City Manager. No Councilor shall participate in any removal hearing if that Councilor has an interest, a conflict, or is disqualified, under the Rules of Order and Procedure for Auburn City Council.
- B. Investigation. The City Manager shall investigate the allegations as soon as reasonably possible. If the City Manager determines the allegations create probable grounds for removal, the City Manager shall notify the official in writing that the City Manager is contemplating a recommendation to the City Council that the official be removed, outlining the City Manager's reasons. The City Manager shall provide the official a reasonable amount of time to provide the official's position on the allegations, before the City Manager finalizes the recommendation to the City Council.
- C. Hearing. If the City Manager recommends removal, the City Council shall schedule a hearing on the official's removal. The hearing shall be scheduled at a time which will allow the City Manager and the official an adequate opportunity to prepare their presentations to the City Council. At the hearing, the City Manager shall present the City's case with the official's case following. The presentations may include witnesses and exhibits, including documents. The City Manager and the officials shall provide each other a list of witnesses and exhibits at least seven days before the hearing date unless another time is agreed upon. Each party shall be allowed to ask questions of the other party's witnesses. Evidence will be admissible if it is evidence which would be relied upon by persons in the conduct of serious affairs. This means, for example, that hearsay evidence will not be excluded, and that the procedure will be conducted according to the principles of fair play rather than of strict rules of evidence.
- D. Confidentiality. The hearing shall be conducted in open session unless the Council determines public discussion could reasonably be expected to cause damage to the official's reputation or the official's

right to privacy would be violated. If the Council makes that determination, all related materials will be confidential until a final, non-appealable decision. Regardless of the Council's decision on public discussion, the official may request in writing that the hearing be conducted in open session, and that all related materials be public.

Even if the hearing is conducted in open session, it is not a public hearing. Stated differently, the only persons presenting testimony or evidence will be those persons selected by the City Manager or official. The general public will not be invited to testify at the hearing.

- E. Decision. After the City Council hears the evidence, it shall issue a written decision of those present and voting. The written decision shall state the facts and conclusions upon which the City Council relies in making its decision. If the written decision removes the official from office, the written decision shall become public as soon as it is a final, non-appealable, decision. The vote on the written decision shall be by majority vote.

- 5. Resignation. If the official elects to resign at any stage of this process, the process shall terminate, and any pending investigation or hearing under this process shall cease.

COMMITTEES & BOARDS OF THE CITY OF AUBURN

Board Name

911
ABDC
Airport
ATRC
Audit and Procurement
Board of Assessment Review
Cable TV Advisory
CDBG Community Advisory
CDBG Loan
Discharge
Energy
Ethics Advisory
Forestry
Auburn Housing
Investment Advisory
LA Public Health
LAEGC
LATC
LAWPC
Library
MMWAC
Neighborhood Stabilization
New Auburn Master Plan Implementation
Planning Board
Railroad
Recreation Advisory
Recycling
School
Sewerage District
USM
Water District
Zoning Board of Appeals

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

Application for: New Appointment Reappointment (Initial Date Appointed:_____)

Name: _____ Ward: _____ Years as an Auburn Resident: _____

Mailing Address: _____

Physical Address: _____

Phone: _____ Email: _____

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

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

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

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

The following are the current committees and boards in Auburn:

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

Incomplete applications and those which list more than one committee will not be considered. Applications are valid for a period of six months. Submission of an application does not imply or guarantee an appointment to any board or committee. The City reserves the right to appoint board and committee members as vacancies arise and to perform background checks or any other necessary investigations on applicants.

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

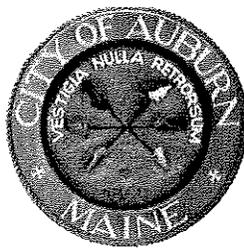
Signature: _____ Date: _____

*The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve.

*The City Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Susan Clements-Dallaire, City Clerk	sdallaire@ci.auburn.me.us	333-6600
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Tizz E. H. Crowley, Ward One
Robert Hayes, Ward Two
Mary Lafontaine, Ward Three
David Young, Ward Four



Leroy Walker, Ward Five
Belinda Gerry, At Large
Joshua Shea, At Large

Jonathan LaBonte, Mayor

IN CITY COUNCIL

ORDER 97-12032012

ORDERED, that the City Council hereby approves the attached Committee Appointment process.

CITY OF AUBURN BOARD AND COMMITTEE APPOINTMENT PROCESS

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 - B. Inappropriate public conduct or conduct to other officials related to the office held. Examples include but are not limited to verbal abuse to other officials or members of the public, or obstruction of meetings of the Board, Commission or Committee.
 - C. Impairment by alcoholic beverages or drugs at Board, Commission or Committee functions.
 - D. Indictment or conviction (1) for a Class C or higher Crime, or (2) for a Class D or lower crime or a civil violation, directly or indirectly affecting the office held. Examples of Class D or lower crimes or civil violations affecting the office held would be shoplifting a compact disk where the office involved the handling of money; or violations of a protected resource where the Board, Commission or Committee deals with that resource. These provisions apply even when the conduct leading to the indictment or conviction has taken place outside the City of Auburn or State of Maine.
 - E. Other reasons related to the good of the Committee, the City or the office held.
1. Removal procedure.
 - A. Separation of roles. While a City Councilor sitting in a removal proceeding may be aware of the facts and circumstances leading to the proceeding, the City Council recognizes that no individual Councilor may prejudge the proceedings. Therefore, in a proceeding to remove an appointed official, the facts and circumstances shall be investigated by the City Manager or the City Manager's designee (hereinafter "the City Manager"), rather than an individual Councilor. Should allegations be brought to an individual Councilor, which the individual Councilor believes may be cause for removal, the individual Councilor shall turn the facts and circumstances over to the City Manager, and refer further inquiries to the City Manager. Inquiries to other Councilors shall be turned over to the City Manager. No Councilor shall participate in any removal hearing if that Councilor has an interest, a conflict, or is disqualified, under the Rules of Order and Procedure for Auburn City Council.

- B. Investigation. The City Manager shall investigate the allegations as soon as reasonably possible. If the City Manager determines the allegations create probable grounds for removal, the City Manager shall notify the official in writing that the City Manager is contemplating a recommendation to the City Council that the official be removed, outlining the City Manager's reasons. The City Manager shall provide the official a reasonable amount of time to provide the official's position on the allegations, before the City Manager finalizes the recommendation to the City Council.
- C. Hearing. If the City Manager recommends removal, the City Council shall schedule a hearing on the official's removal. The hearing shall be scheduled at a time which will allow the City Manager and the official an adequate opportunity to prepare their presentations to the City Council. At the hearing, the City Manager shall present the City's case with the official's case following. The presentations may include witnesses and exhibits, including documents. The City Manager and the officials shall provide each other a list of witnesses and exhibits at least seven days before the hearing date unless another time is agreed upon. Each party shall be allowed to ask questions of the other party's witnesses. Evidence will be admissible if it is evidence which would be relied upon by persons in the conduct of serious affairs. This means, for example, that hearsay evidence will not be excluded, and that the procedure will be conducted according to the principles of fair play rather than of strict rules of evidence.
- D. Confidentiality. The hearing shall be conducted in open session unless the Council determines public discussion could reasonably be expected to cause damage to the official's reputation or the official's right to privacy would be violated. If the Council makes that determination, all related materials will be confidential until a final, non-appealable decision. Regardless of the Council's decision on public discussion, the official may request in writing that the hearing be conducted in open session, and that all related materials be public.

Even if the hearing is conducted in open session, it is not a public hearing. Stated differently, the only persons presenting testimony or evidence will be those persons selected by the City Manager or official. The general public will not be invited to testify at the hearing.

- E. Decision. After the City Council hears the evidence, it shall issue a written decision of those present and voting. The written decision shall state the facts and conclusions upon which the City Council relies in making its decision. If the written decision removes the official from office, the written decision shall become public as soon as it is a final, non-appealable, decision. The vote on the written decision shall be by majority vote.

5. Resignation. If the official elects to resign at any stage of this process, the process shall terminate, and any pending investigation or hearing under this process shall cease.

COMMITTEES & BOARDS OF THE CITY OF AUBURN

Board Name

911
ABDC
Airport
ATRC
Audit and Procurement
Board of Assessment Review
Cable TV Advisory
CDBG Community Advisory
CDBG Loan
Discharge
Energy
Ethics Advisory
Forestry
Auburn Housing
Investment Advisory
LA Public Health
LAEGC
LATC
LAWPC
Library
MMWAC
Neighborhood Stabilization
New Auburn Master Plan Implementation
Planning Board
Railroad
Recreation Advisory
Recycling
School
Sewerage District
USM
Water District
Zoning Board of Appeals



City Council Information Sheet

City of Auburn

Council Meeting Date: December 13, 2012

Subject: Executive Session

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