



# City Council Meeting and Workshop

## March 2, 2015

### Agenda

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

- A. Solid Waste/Recycling – Denis D’Auteuil (30 minutes)
- B. Downtown Transportation Center update – Eric Cousens (30 minutes)

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

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

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

#### 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*.

#### VI. Unfinished Business

- 1. **Ordinance 10-02172015**  
Adopting additional language to the Code of Ordinances Chapter 14, Article IX - Mass Gatherings, under section 14-251 (e) (22). Second reading.
- 2. **Order 15-02172015**  
Approve funding \$12,691 to LA Arts.

#### VII. New Business

- 3. Hearing on the suspension or revocation of a combined massage establishment/massage therapist license for Chinese Massage and Body Work, Inc., pursuant to Sections 14-48 and 14-382 of the Auburn Code of Ordinances. ***Council may enter executive session to review and discuss an examination conducted by the City for licensing purposes pursuant to 1 M.R.S. § 405(6)(G).***
- 4. **Order 17-03022015**  
Potential suspension or revocation of combined massage establishment/massage therapist license of Chinese Massage and Body Work, Inc.

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5. **Order 18-03022015**  
Approve consolidating to one voting place for the June 9, 2015 election (pending a statewide election on the same date). Public hearing.
6. **Order 19-03022015**  
Appointing Board and Committee members.  
*Council may enter into executive session, pursuant to 1 M.R.S.A. §405(6)(A).*
7. **Order 20-03022015**  
Authorizing the agreement to share health officer services with Lisbon.
8. **Order 21-03022015**  
Authorizing the reallocation of bonds in the amount of \$350,000 for the repurposing of Ingersoll Arena. Public hearing and first reading. *Council may enter into executive Session regarding a real estate matter, pursuant to 1 M.R.S.A. §405(6) (C).*

## VIII. Executive Session

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

## IX. Reports

### Mayors Report

### City Councilors' Reports

### City Manager's Report

### Committee Reports

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

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- **Recreation**
  - **Recreation and Special Events Advisory Board – Councilor Crowley**
- **Public Safety**
  - **LA 911 – Councilor Walker**

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

## **XI. Adjournment**

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

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

(1) An executive session may be held only if public discussion could be reasonably expected to cause damage to the individual's reputation or the individual's right to privacy would be violated;

(2) Any person charged or investigated must be permitted to be present at an executive session if that person so desires;

(3) Any person charged or investigated may request in writing that the investigation or hearing of charges or complaints against that person be conducted in open session. A request, if made to the agency, must be honored; and

(4) Any person bringing charges, complaints or allegations of misconduct against the individual under discussion must be permitted to be present.

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

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

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

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

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

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

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

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

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



## City Council Information Sheet

City of Auburn

**Council Workshop or Meeting Date:** March 2, 2015

**Author:** Denis D'Auteuil

**Subject:** Solid Waste and Recycling Committee Presentation

**Information:** In November 2013 the Solid Waste and Recycling Committee began reviewing various options for an improved Solid Waste and Recycling program. In January 2014 the Committee provided the City Council with their analysis of various options and final recommendation to adopt an Automated Solid Waste and Recycling program. The Committee's recommendation was supported by the City Council, but the funding was not approved through the City Manager's proposed budget. This resulted in the Solid Waste and Recycling programs remaining as a weekly collection for solid waste and a twice a month collection for recycling. Following the closing of the budget process for FY15 the committee began the work of updating the analysis, as well as, a thorough review of additional options. Staff and Committee members will update the City Council on the process that the committee undertook to review multiple options and provide the Committee's recommendation to implement an Automated Solid Waste and Recycling Program.

### Advantages:

- An increased recycling rate of up to 35%;
- Reduction in costs for solid waste disposal and collection;
- Ease of use and compliance by residents;
- Elimination of a person lifting the recycling and solid waste bins reducing the chances for work-related injuries;
- Consolidation of our Solid Waste and Recycling curbside collection to one truck, eliminating a second truck and route.

### Disadvantages:

- Moving to an automated system would require a new 10yr agreement due to the capital costs being placed on the vendor to purchase new equipment and bins. By signing a 10yr agreement the city will be limited on considering new or improved options in the industry during the life of the contract.
- Long range strategic plans have not been completed by MMWAC. The MMWAC Board of Directors has had numerous discussions revolving around this subject, but no document has been developed to date.

**City Budgetary Impacts:** For the FY16 budget we enter the final year of our 5 yr. contract for solid waste collection with Pine Tree Waste at a cost of \$441,048. Through last year's budget process the City Council approved funding to contract out curbside recycling collection at \$96,900 and we anticipate a 5% increase from our vendor bringing this cost to \$102,000 for FY16. The combined total for our current solid waste and recycling contracts in FY16 is anticipated to be \$543,048. If an automated program was adopted the cost would be approximately \$680,000 for the first year. Exact costs will only be determined once negotiations are completed. The cost avoidance by increasing recycling tonnages and reducing solid waste disposal tonnages are outlined in the recommendation letter and analysis spreadsheets provided by the Committee. The analysis provided shows that an automated program is more cost effective compared to our current programs.

**Staff Recommended Action:** City staff support the recommendation to move to an Automated Solid Waste and Recycling Program. Staff recommends adoption of the program through the upcoming FY16 budget process.

**Previous Meetings and History:**

- January 21, 2014 City Council Workshop: The Solid Waste and Recycling Committee presented their recommendation on moving to an automated program. City staff supported the recommendation, but the funding was not included in the City Manager's proposed budget.
- December 18, 2014 Public Information Session: The committee and staff held a public information session to review the various options being considered and resident comments were used to determine the final recommendation.

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**Attachments:**

1. Solid Waste and Recycling Committee's recommendation letter;
2. Solid Waste and Recycling Options Analysis

To: Auburn City Councilors

From: Mayor's Committee on Solid Waste Management

Subject: Solid Waste and Recycling Recommendation for Upcoming Fiscal Year(s)

Date: February 16, 2015

The members of the Mayor's Committee on Solid Waste Management are pleased once again to present a recommendation to the City Council for the upcoming fiscal year(s) based on our analysis of the solid waste and recycling (SW&R) management options for Auburn. We began meeting again in September to reconsider the SW&R scenarios we presented to the council last year, as well as a fee based collection system which we will refer to as pay as you throw (PAYT). During our deliberations we met with representatives from Pine Tree Waste and Waste Zero, sent out a series of questions to Public Work directors whose cities have adopted PAYT, and communicated with Joe Kazar from MMWAC. In addition we held a public meeting in December, 2014 to present the 4 scenarios we were carrying forward for final consideration. These conversations and the written responses we received or read in the paper have been used to supplement the research we completed last year, inform our revised budget analyses, and ultimately determine our recommendation to the council.

### **Recommendation**

The committee recommends that the City Council negotiate a long term combined SW&R contract with Pine Tree Waste that will be for an automated, weekly pick-up system of curbside solid waste and single stream recycling that would begin at the end of the current solid waste contract, June 2016. This time frame will allow for the city to investigate bonding for the purchase of bins and for Pine Tree Waste to acquire the trucks. This recommendation is the same as last year and we feel is supported by citizens' calls for weekly curbside recycling collection in lieu of the current inefficient and burdensome bi-weekly system. The committee also recommends that the schools continue to be part of any new long term SW&R contract. Furthermore, the committee recommends that if the targets for recycling participation, leading to cost avoidance, are not achieved, or the tipping fee for solid waste disposal exceeds the current \$41 per ton, the city move to a fee for service model, charging citizens for the amount of solid waste they dispose. The automated SW&R management system with its uniquely tagged bins will allow for an easy transition to a fee based system when/if the city decides to move in this direction. (At the present time, Pine Tree Waste is piloting the data collection software in other Maine communities.)

As stated in last year's report to the city council (January 15, 2014), the automated SW&R system supplies each residential unit one recycling bin and one solid waste bin, each large enough to meet an average household's weekly SW&R needs. The benefits of this SW&R management system are: (1) an increased recycling rate of up to 35%, (2) a reduction in costs for solid waste disposal and collection, (3) ease of use and compliance by residents, (4) elimination of a person lifting the recycling and solid waste bins reducing the chances for work-related injuries, and (5) consolidation of our SW&R curbside collection to one truck, eliminating a second truck and route. Pine Tree Waste has agreed to work with the city to promote and educate the public about the new SW&R system. The committee continues to

recommend that if an additional recycling or solid waste bin is requested, that: (1) the city supply the extra recycling bin at cost with no additional fee charged for utilizing it, and (2) the city supply the additional solid waste bin at cost and charge a set monthly fee to cover the extra solid waste disposal costs.

### **Process and Analysis**

The committee determined that 2 scenarios from last year's analysis were still viable and carried them forward for an updated budget review: Business As Usual weekly and SW&R automated collection. In addition, we added 2 new scenarios for the cost analysis, each of which included PAYT as a component: PAYT alone and PAYT in combination with automated collection. Our assumptions for the cost analyses are conservative and present a worst case scenario.

All of the scenarios assume a 10-year contract for single stream, curbside collection of recyclables and a 2.5% annual increase in collection costs. (The 2.5% increase was the percentage proposed by Pine Tree Waste in 2014 and is used for illustrative purposes. Exact costs cannot be determined until a new contract is negotiated.) The tipping fee for solid waste was increased from \$29/ton to \$41/ton based on the new fee schedule from MMWAC. (The rate of increase in tipping fees in future years has not been determined. Therefore we made the assumption for our cost analysis that it would not exceed \$55/ton for the duration of the SW contract.) The tipping fee for recycling disposal was estimated at \$20/ton based on recent correspondence from Pine Tree Waste.

None of our analyses take into consideration the potential income from MMWAC to the city that will arise from MMWAC's ability to accept more commercial solid waste, at a higher tipping fee, in lieu of municipal solid waste as recycling rates increase.

#### *Scenario 1: BAU weekly [Business As Usual with weekly recycling collection]*

For this SW&R option, a private contractor retains the curbside recycling collection and increases the frequency to weekly. The recycling rate is assumed to double to 16%. Solid waste continues to be collected separately by a private contractor.

#### *Scenario 2: AUTO [Automatic combined collection of SW&R]*

This AUTO option reflects the 2015 proposal from Pine Tree Waste for a 10-year combined SW&R automated collection program. Pine Tree's costs include purchasing 3 new automated, dual compartment trash and recycling trucks, providing 2 uniquely tagged bins to each residence, automated weekly collection, and tonnage data by residence. The recycling rate over 10 years increases from 25% to 35% over a 3 year period where it remains at 35% for the duration of the contract. This recycling rate is consistent with data obtained from other towns who utilize an automated collection system.

#### *Scenario 3: PAYT [Pay As You Throw]*

This SW&R option involves residents purchasing specific bags from retailers and using them for curbside collection of their trash. Recycling would be collected separately in owner supplied bins on a weekly

basis. Based on data from Waste Zero and other cities, the recycling rate is assumed to attain 40% the first year and 50% for the remainder of the contract.

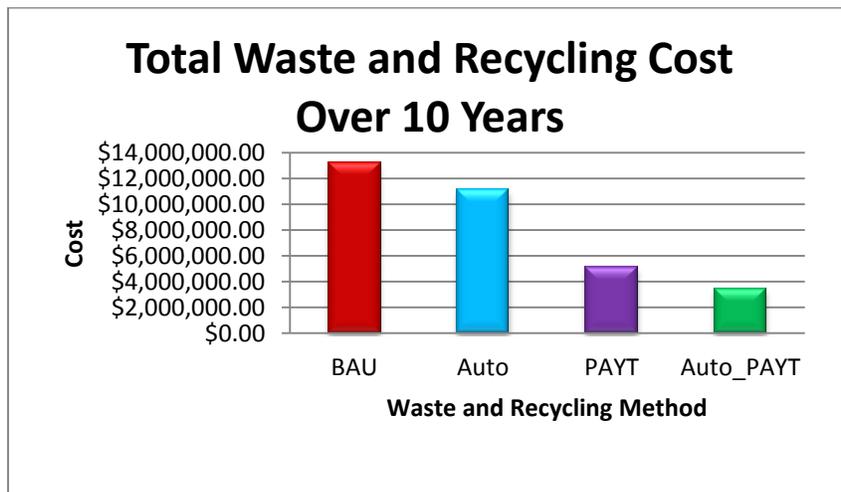
*Scenario 4: PAYT with AUTO [Pay As You Throw Combined with Automatic combined collection of SW&R]*

This scenario combines scenarios 2 and 3 into one program, reducing the need for 2 separate trucks, allowing for a fee based SW disposal system (with or without bags), and supplying the residents with bins. The recycling rate mirrors Scenario 3.

We developed an Excel workbook with spreadsheets analyzing current and future costs over 10 years for each of the 4 scenarios. A ten year time frame was chosen for this analysis because: (1) we felt that taking a long range view of our SW&R management costs was prudent because of the increase in SW tipping fees at MMWAC, and (2) Pine Tree Waste’s proposal was for 10 years. The assumptions we made in our cost analysis were based on:

- Experience from other cities in terms of recycling rates for various collection options
- The Pine Tree Waste proposal for annual cost increases (2.5%), collection costs, and projected recycling tipping fees
- Information received from MMWAC regarding disposal tipping fees
- Revenue projections from Waste Zero for purchasing trash bags
- Auburn Public Works

The results of the economic analysis of the 4 SW&R scenarios are presented in the following graph and table.



Scenario	Total Cost	Collection	Disposal (SW&R)	Cost Avoidance
BAU	\$13,218,506.35	\$ 9,209,359.07	\$4,009,147.28	-\$441,894.72
Auto	\$11,137,866.45	\$ 7,624,752.75	\$3,513,113.70	-\$937,928.30
PAYT	\$5,077,216.67	\$ 9,209,359.07	\$3,087,857.60	-\$1,363,184.40
Auto_PAYT	\$3,492,610.35	\$ 7,624,752.75	\$3,087,857.60	-\$1,363,184.40

As is evident, the Business As Usual SW&R management system is the most expensive option due to the highest collection and disposal costs. The increase in Auburn’s current recycling rate from 8% to 16% by moving to weekly collection in the BAU scenario remains far below the rates achieved by any of the other SW&R systems and thus has the lowest cost avoidance.

The benefits of moving to an automated, combined SW&R collection system can be seen in the Auto scenarios, with and without PAYT. The total cost difference over ten years between BAU and Auto is approximately 2 million dollars. A reduction in expenses is directly tied to lower collection costs, increased cost avoidance through higher recycling rates (35%) and reduced disposal fees. The committee also recommends that the council consider the city purchasing the bins directly thereby reducing the overall cost of the AUTO scenario.

As the graph and table also indicate, the two PAYT scenarios would have the lowest impact on the city’s budget. Moving to a fee based solid waste disposal system results in residents having to pay for the amount of services they use, as is done for other utilities. This system incentivizes citizen participation in reducing the amount of trash and participating in recycling. The difference in total cost over 10 years between BAU and PAYT is approximately 8 million dollars. The annual revenue from the purchase of bags was estimated by Waste Zero to be \$722,000. Ultimately, the committee decided not to recommend any of the PAYT scenarios for one main reason, perceived citizen opposition to a fee based system for solid waste services.

The committee members believe that the two bin automated collection method is the best option for collection of SW&R, for the reasons stated above, and will prepare Auburn for the future direction of the solid waste collection industry. Indications lead the committee to believe that the industry is gearing itself towards a wet waste, dry waste collection process. The two bin automated SW&R collection system will also allow recording of individual bin weights that could be used in a fee based system, should the council decide to pursue this option.

Under the automated SW&R collection system proposal, the committee expects that the council might hear concerns that a single trash container is not adequate for certain homeowners. These concerns can be addressed in a few ways:

1. Citizens could be directed to MMWAC where they may drop any excess waste into a dumpster at no charge.
2. The City could provide a second waste bin for such residents at no charge.
3. The City could provide a second waste bin for such residents at cost.

4. The City could provide a second waste bin for such residents at cost, and also add a monthly cost to reflect the increased disposal costs associated with the extra solid waste.
5. The City could encourage greater recycling by offering to provide a second recycling bin for free to encourage these residents to reduce their waste through greater recycling.

After careful discussion of these options, the committee members agreed to recommend option 4 with the understanding that citizens will still be able to take any excess waste to MMWAC for no additional charge. We recommended this option because it reduces costs to the city and places the onus on the residents for controlling their amount of solid waste for curbside pickup. We also recommend that any additional recycling bins be available at cost to any citizen.





	Total Waste & Recycle Collection Costs		Waste Disposal Costs				Recycling Avoidance (Savings)						PAYT Revenue	Total Waste and Recycle with \$20 Recycle Tip Fee	Total Waste and Recycle collections and disposal costs with PAYT revenue	
	Collection Costs	Total Waste & Recycle (tons)	Tipping Fee's	Percent Waste	Est Waste   Cost	Waste Disposal Cost	Est. Recycling Rate	Est. Recycle tons	Tipping Fee's	Avoidance with \$20 Recycle tip fee	Avoidance	Recycling Fee				Tipping Cost
Year 1	\$ 680,576.00	8446	\$41.00	60%	5067.60	\$207,771.60	40%	3378.4	\$41.00	\$70,946.40	\$138,514.40	\$20.00	\$67,568.00	\$722,000.00	\$955,915.60	\$233,915.60
Year 2	\$ 697,590.40	8446	\$46.00	50%	4223.00	\$194,258.00	50%	4223	\$46.00	\$109,798.00	\$194,258.00	\$20.00	\$84,460.00	\$722,000.00	\$976,308.40	\$254,308.40
Year 3	\$ 715,030.16	8446	\$55.00	50%	4223.00	\$232,265.00	50%	4223	\$55.00	\$147,805.00	\$232,265.00	\$20.00	\$84,460.00	\$722,000.00	\$1,031,755.16	\$309,755.16
Year 4	\$ 732,905.91	8446	\$55.00	50%	4223.00	\$232,265.00	50%	4223	\$55.00	\$147,805.00	\$232,265.00	\$20.00	\$84,460.00	\$722,000.00	\$1,049,630.91	\$327,630.91
Year 5	\$ 751,228.56	8446	\$55.00	50%	4223.00	\$232,265.00	50%	4223	\$55.00	\$147,805.00	\$232,265.00	\$20.00	\$84,460.00	\$722,000.00	\$1,067,953.56	\$345,953.56
Year 6	\$ 770,009.28	8446	\$55.00	50%	4223.00	\$232,265.00	50%	4223	\$55.00	\$147,805.00	\$232,265.00	\$20.00	\$84,460.00	\$722,000.00	\$1,086,734.28	\$364,734.28
Year 7	\$ 789,259.51	8446	\$55.00	50%	4223.00	\$232,265.00	50%	4223	\$55.00	\$147,805.00	\$232,265.00	\$20.00	\$84,460.00	\$722,000.00	\$1,105,984.51	\$383,984.51
Year 8	\$ 808,991.00	8446	\$55.00	50%	4223.00	\$232,265.00	50%	4223	\$55.00	\$147,805.00	\$232,265.00	\$20.00	\$84,460.00	\$722,000.00	\$1,125,716.00	\$403,716.00
Year 9	\$ 829,215.77	8446	\$55.00	50%	4223.00	\$232,265.00	50%	4223	\$55.00	\$147,805.00	\$232,265.00	\$20.00	\$84,460.00	\$722,000.00	\$1,145,940.77	\$423,940.77
Year 10	\$ 849,946.16	8446	\$55.00	50%	4223.00	\$232,265.00	50%	4223	\$55.00	\$147,805.00	\$232,265.00	\$20.00	\$84,460.00	\$722,000.00	\$1,166,671.16	\$444,671.16
	\$ 7,624,752.75					\$2,260,149.60				\$1,363,184.40	\$2,190,892.40		\$827,708.00		\$10,712,610.35	\$3,492,610.35
						\$827,708.00										
						Total dispo	\$3,087,857.60									

Additional trash bins can be available for an additional fee.

Additional recycle bin can be available at no cost.

Additional waste not in the bin can be dropped off at MMWAC for no additional fee.

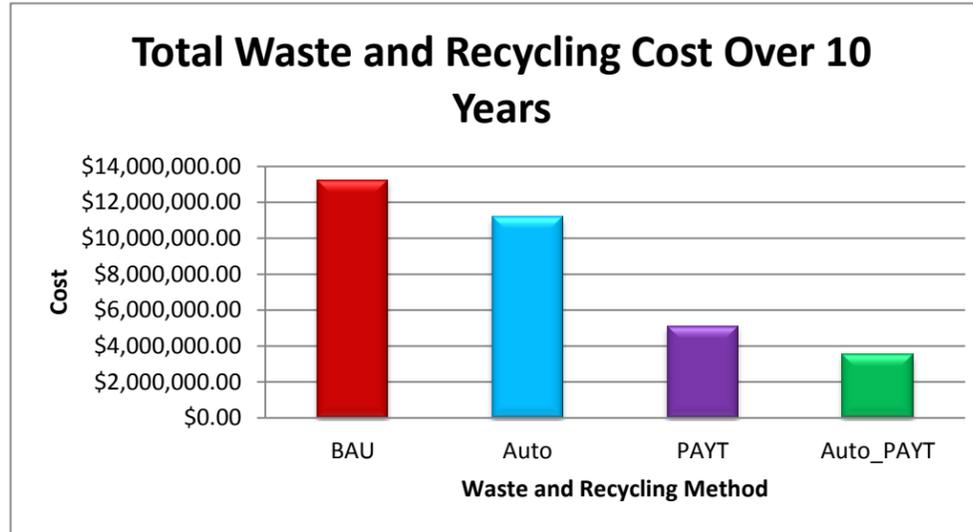
	Total Waste & Recycle Collection Costs		Waste Disposal Costs				Recycling Avoidance (Savings)						Total Cost Waste and Recycle with \$20 Recycle Tip Fee	
	Collection Costs	Total Waste & Recycle (tons)	Tipping Fee's	Percent Waste	Est Waste	Waste Disposal Cost	Est. Recycling Rate	Est. Recycle tons	Tipping Fee's	Avoidance with \$20 Recycle tip fee	Avoidance	Recycling Tipping Fee		Tipping Cost
Year 1	\$ 680,576.00	8446	\$41.00	75%	6334.50	\$259,714.50	25%	2111.5	\$41.00	\$44,341.50	\$86,571.50	\$20.00	\$42,230.00	\$982,520.50
Year 2	\$ 697,590.40	8446	\$46.00	70%	5912.20	\$271,961.20	30%	2533.8	\$46.00	\$65,878.80	\$116,554.80	\$20.00	\$50,676.00	\$1,020,227.60
Year 3	\$ 715,030.16	8446	\$55.00	65%	5489.90	\$301,944.50	35%	2956.1	\$55.00	\$103,463.50	\$162,585.50	\$20.00	\$59,122.00	\$1,076,096.66
Year 4	\$ 732,905.91	8446	\$55.00	65%	5489.90	\$301,944.50	35%	2956.1	\$55.00	\$103,463.50	\$162,585.50	\$20.00	\$59,122.00	\$1,093,972.41
Year 5	\$ 751,228.56	8446	\$55.00	65%	5489.90	\$301,944.50	35%	2956.1	\$55.00	\$103,463.50	\$162,585.50	\$20.00	\$59,122.00	\$1,112,295.06
Year 6	\$ 770,009.28	8446	\$55.00	65%	5489.90	\$301,944.50	35%	2956.1	\$55.00	\$103,463.50	\$162,585.50	\$20.00	\$59,122.00	\$1,131,075.78
Year 7	\$ 789,259.51	8446	\$55.00	65%	5489.90	\$301,944.50	35%	2956.1	\$55.00	\$103,463.50	\$162,585.50	\$20.00	\$59,122.00	\$1,150,326.01
Year 8	\$ 808,991.00	8446	\$55.00	65%	5489.90	\$301,944.50	35%	2956.1	\$55.00	\$103,463.50	\$162,585.50	\$20.00	\$59,122.00	\$1,170,057.50
Year 9	\$ 829,215.77	8446	\$55.00	65%	5489.90	\$301,944.50	35%	2956.1	\$55.00	\$103,463.50	\$162,585.50	\$20.00	\$59,122.00	\$1,190,282.27
Year 10	\$ 849,946.16	8446	\$55.00	65%	5489.90	\$301,944.50	35%	2956.1	\$55.00	\$103,463.50	\$162,585.50	\$20.00	\$59,122.00	\$1,211,012.66
	\$ 7,624,752.75					\$2,947,231.70				\$937,928.30	\$1,503,810.30		\$565,882.00	\$11,137,866.45
						\$565,882.00								
						Total dispo								\$3,513,113.70

Additional trash bins can be available for an additional fee.

Additional recycle bin can be available at no cost.

Additional waste not in the bin can be dropped off at MMWAC for no additional fee.

Scenario	Total Cost Over		Disposal	
	10 Years	Collection	(SW&R)	Avoidance
BAU	\$13,218,506.35	\$ 9,209,359.07	\$4,009,147.28	\$441,894.72
Auto	\$11,137,866.45	\$ 7,624,752.75	\$3,513,113.70	\$937,928.30
PAYT	\$5,077,216.67	\$ 9,209,359.07	\$3,087,857.60	\$1,363,184.40
Auto_PAYT	\$3,492,610.35	\$ 7,624,752.75	\$3,087,857.60	\$1,363,184.40





## City Council Information Sheet

City of Auburn

**Council Workshop or Meeting Date:** March 2, 2015

**Author:** Doug Greene, City Planner

**Subject:** Downtown Auburn Transportation Center Update

**Information:** The Great Falls Plaza location for the Downtown Auburn Transportation Center (DATC) was finalized by the City Council in December of 2014 and its design is being made ready for going out to bid and for ground breaking in early August. One of the key factors in locating the DATC was integrating it with the planned public parking garage that will support the Great Falls Plaza Development. In order to facilitate the construction of the DATC with the planned public parking garage, the underlying foundation or footer for the parking garage needs to be constructed under the foundation/footer of the DATC. An estimate to complete this work is between \$5,000 and \$6,000 for design and \$25,000 to \$40,000 for construction.

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

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

**City Budgetary Impacts:** The total amount requested for the design and construction of the Public Parking Garage in the direct vicinity of the approved Downtown Auburn Transportation Center will not exceed \$46,000. A 6 million dollar bond was approved by the 2009 City Council to construct the Parking Garage. The staff will present a general estimate of the long-term potential increase in property values with the redevelopment of the Great Falls Plaza.

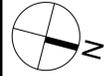
**Staff Recommended Action:** Move the proposed funding of \$46,000 on to a full Council meeting with a favorable recommendation.

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

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

### **Attachments:**

1. Great Falls Plaza, Existing Conditions w/ Proposed DATC (Jan. 30, 2015)
2. Great Falls Plaza Proposed Site Plan w/ DATC and Parking Garage (Oct. 23, 2014)
3. Email from Bruce Allen (Platz Associates) with design and construction estimate.



424 Fore Street  
 Portland, ME 04101  
 Phone 207.842.2800  
 Fax 207.842.2828  
[www.cascobayengineering.com](http://www.cascobayengineering.com)

CLIENT:  
 LATC  
 c/o AVCOG  
 125 MANLEY ROAD  
 AUBURN, ME 04210

**PRELIMINARY  
 NOT FOR CONSTRUCTION**

**DOWNTOWN AUBURN  
 TRANSPORTATION CENTER**  
 GREAT FALLS PLAZA  
 AUBURN, MAINE  
**PROPOSED BUILDING**

ISSUED	DR.	CHK.	DATE	DESCRIPTION	
				BY	ED
No.	A		1-29-15	FOR REVIEW	

SHEET TITLE:  
**PROPOSED  
 SITE PLAN**

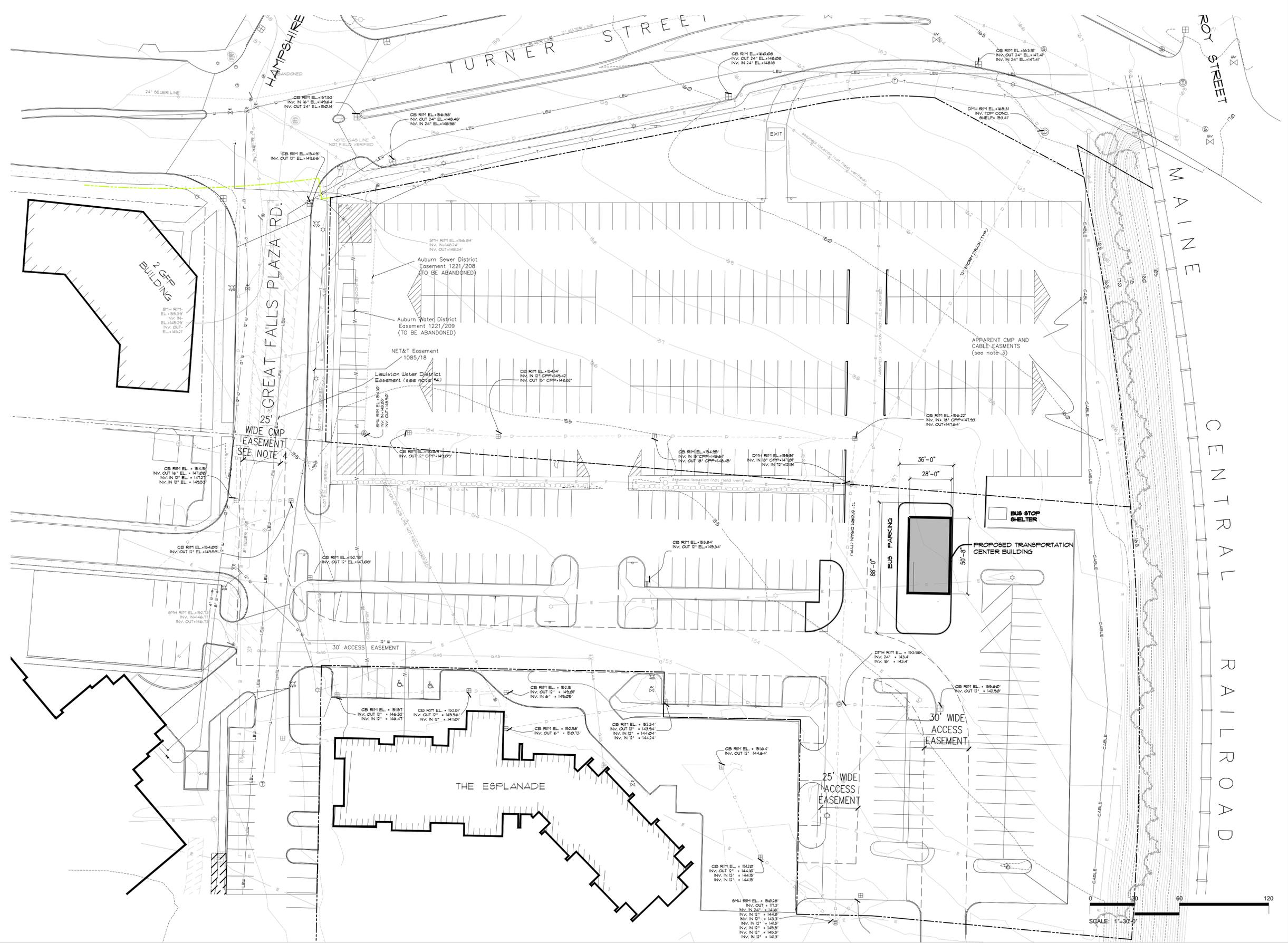
DESIGNED: ED  
 DRAWN: ED  
 DATE: 10-20-14  
 PROJECT NUMBER: 14-124

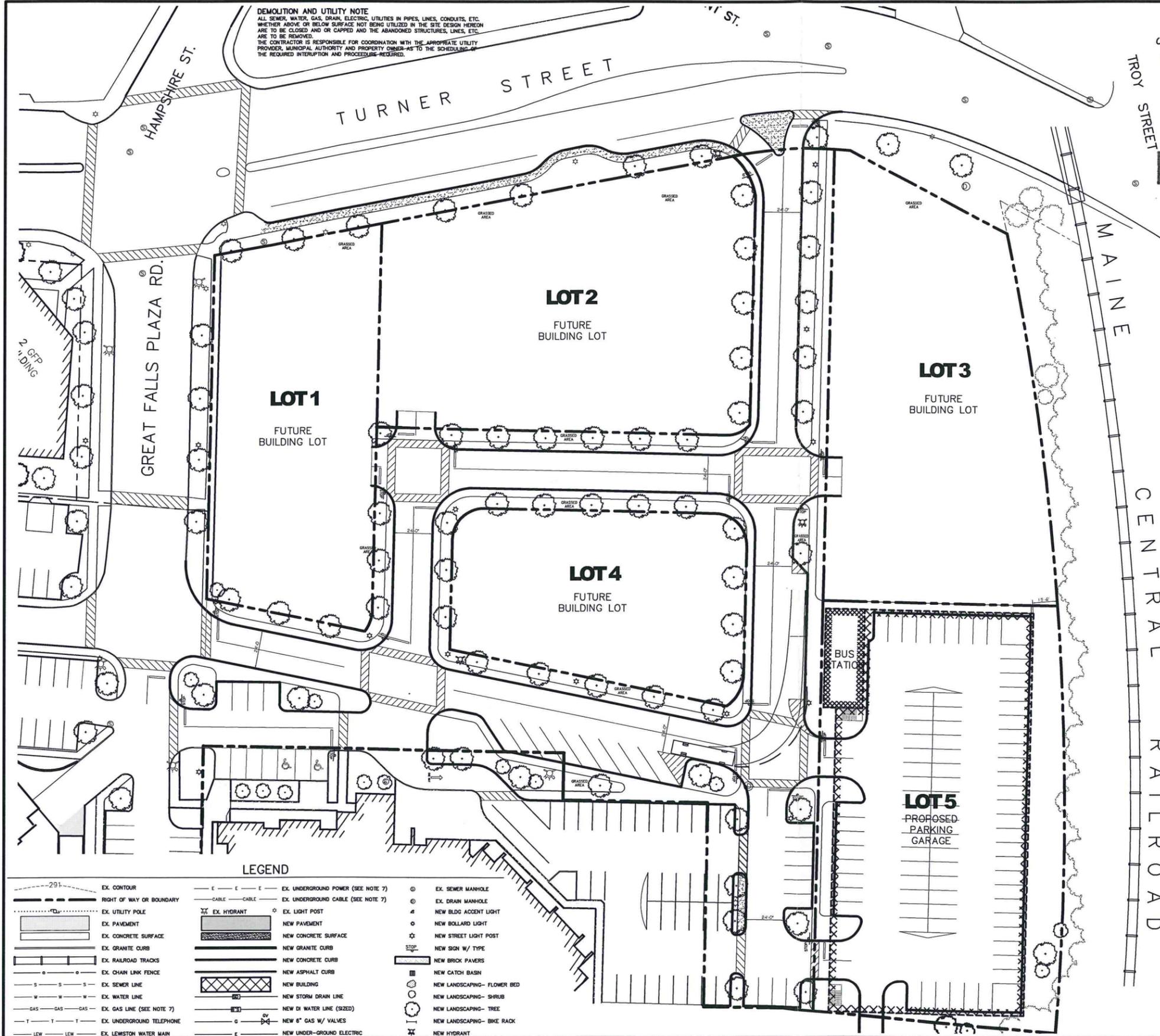
**C101**

PRINTED: Jan 30, 2015

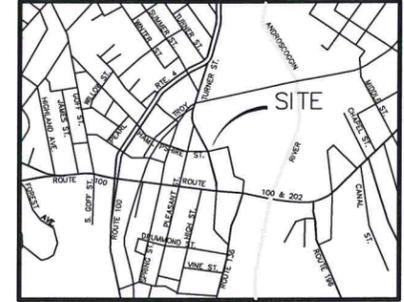
PROPOSED SITE PLAN

SCALE: 1"=30'-0"





**DEMOLITION AND UTILITY NOTE**  
 ALL SEWER, WATER, GAS, DRAIN, ELECTRIC, UTILITIES IN PIPES, LINES, CONDUITS, ETC. WHETHER ABOVE OR BELOW SURFACE NOT BEING UTILIZED IN THE SITE DESIGN HEREON ARE TO BE CLOSED AND OR CAPPED AND THE ABANDONED STRUCTURES, LINES, ETC. ARE TO BE REMOVED.  
 THE CONTRACTOR IS RESPONSIBLE FOR COORDINATION WITH THE APPROPRIATE UTILITY PROVIDER, MUNICIPAL AUTHORITY AND PROPERTY OWNER-AS TO THE SCHEDULING OF THE REQUIRED INTERRUPTION AND PROCEDURES-REQUIRED.



LOCATION MAP  
(NOT TO SCALE)

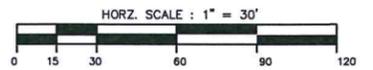
**NOTE:**  
 EXISTING PAVEMENT, CURBING AND STRIPING TO BE DEMOLISHED NOT SHOWN FOR CLARITY. REFER TO EXISTING CONDITIONS PLAN FOR ADDITIONAL DETAIL.

**PRIOR TO CONSTRUCTION, THE SITE CONTRACTOR MUST INFORM AND COORDINATE WITH ALL AREA UTILITY COMPANIES AND GOVERNMENTAL AGENCIES OF PLANNED CONSTRUCTION. THE SITE CONTRACTOR IS REQUIRED TO CONTACT DIG-SAFE (1-800-225-4977) AT LEAST 3 BUSINESS DAYS PRIOR TO ANY EXCAVATION TO VERIFY ALL UNDERGROUND AND OVERHEAD UTILITY LOCATIONS.**

**NOTE:**  
 A STABILIZED CONSTRUCTION ENTRANCE SHALL BE CONSTRUCTED AND MAINTAINED AT A SUITABLE LOCATION TO BE DETERMINED BY THE OWNER.

**GENERAL NOTES**

- TEMPORARY BENCH MARK-SEE SHEET C101.
- THE CONTRACT WORK TO BE PERFORMED ON THIS PROJECT CONSISTS OF FURNISHING ALL REQUIRED LABOR, MATERIALS, EQUIPMENT, IMPLEMENTS, PARTS AND SUPPLIES NECESSARY FOR OR APPURTENANT TO, THE INSTALLATION OF CONSTRUCTION IMPROVEMENTS IN ACCORDANCE WITH THESE DRAWINGS AND AS FURTHER ELABORATED IN ANY ACCOMPANYING SPECIFICATIONS.
- THE WORK SHALL BE PERFORMED IN A THOROUGH WORKMANLIKE MANNER. ALL CONTRACTORS TO CONFORM TO ALL APPLICABLE OSHA STANDARDS. ANY REFERENCE TO A SPECIFICATION OR DESIGNATION OF THE AMERICAN SOCIETY FOR TESTING MATERIALS, FEDERAL SPECIFICATIONS, OR OTHER STANDARDS, CODES OR ORDERS, REFERS TO THE MOST RECENT OR LATEST SPECIFICATION OR DESIGNATION.
- ALL CONSTRUCTION WITHIN THE CITY OF AUBURN RIGHT OF WAY SHALL COMPLY WITH CITY PUBLIC WORKS STANDARDS. ALL CONSTRUCTION WITHIN A STATE RIGHT OF WAY SHALL COMPLY WITH MAINE D.O.T. STANDARDS. ALL UTILITY CONSTRUCTION SHALL CONFORM TO RESPECTIVE UTILITY STANDARDS.
- THE OWNER IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS REQUIRED BY THE CITY OF AUBURN PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS FROM THE CITY OF AUBURN REQUIRED TO PERFORM ALL THE WORK (STREET OPENINGS, BUILDING PERMIT, ETC.). THE CONTRACTOR SHALL POST ALL BONDS AS REQUIRED, PAY ALL FEES, PROVIDE PROOF OF INSURANCE AND PROVIDE TRAFFIC CONTROL NECESSARY FOR THIS WORK.
- PRIOR TO CONSTRUCTION, THE SITE CONTRACTOR IS TO INFORM ALL AREA UTILITY COMPANIES AND GOVERNMENTAL AGENCIES OF PLANNED CONSTRUCTION. THE SITE CONTRACTOR IS REQUIRED TO CONTACT DIG-SAFE (1-800-225-4977) AT LEAST 3 BUSINESS DAYS PRIOR TO ANY EXCAVATION TO VERIFY ALL UNDERGROUND AND OVERHEAD UTILITY LOCATIONS.
- THE PROJECT DRAWINGS ARE GENERALLY SCHEMATIC AND INDICATE THE POSSIBLE LOCATION OF EXISTING UNDERGROUND UTILITIES. INFORMATION ON EXISTING UTILITIES HAS BEEN COMPILED FROM AVAILABLE INFORMATION INCLUDING UTILITY COMPANY MAPS, MUNICIPAL RECORD MAPS, AND FIELD SURVEY. IT IS NOT GUARANTEED TO BE CORRECT OR COMPLETE. UTILITIES ARE SHOWN TO ALERT THE CONTRACTOR TO THEIR PRESENCE. THE CONTRACTOR IS SOLELY RESPONSIBLE FOR DETERMINING ACTUAL LOCATIONS AND ELEVATIONS OF ALL UTILITIES, INCLUDING SERVICES, WHEN THOSE SERVICES ARE TO BE LEFT IN PLACE. THE CONTRACTOR IS TO PROVIDE ADEQUATE MEANS OF SUPPORT AND PROTECTION DURING THE EXCAVATING AND BACKFILLING OPERATIONS. SHOULD ANY UNCHARTED OR INCORRECTLY CHARTED UTILITIES BE FOUND, THE CONTRACTOR SHALL CONTACT THE DESIGN ENGINEER IMMEDIATELY FOR DIRECTIONS BEFORE PROCEEDING FURTHER WITH THE WORK IN THIS AREA.
- OSHA REGULATIONS MAKE IT UNLAWFUL TO OPERATE CRANES, BOOMS, HOISTS, ETC. WITHIN TEN FEET (10') OF ANY ELECTRIC LINE. IF THE CONTRACTOR MUST OPERATE CLOSER THAN 10', THE CONTRACTOR MUST CONTACT THE POWER COMPANY TO MAKE ARRANGEMENTS FOR PROPER SAFEGUARDS BEFORE ENCRUCHING ON THIS REQUIREMENT.
- IT IS THE CONTRACTOR'S RESPONSIBILITY TO EXAMINE ALL PLANS, APPROVALS, AND DETAILS FOR ADDITIONAL INFORMATION. THE CONTRACTOR SHALL VERIFY ALL THE SITE CONDITIONS IN THE FIELD AND CONTACT THE DESIGN ENGINEER IF THERE ARE ANY DISCREPANCIES REGARDING THE CONSTRUCTION DOCUMENTS AND/OR FIELD CONDITIONS SO THAT AN APPROPRIATE REVISION CAN BE MADE PRIOR TO BIDDING.
- OSHA REGULATIONS MAKE IT UNLAWFUL TO OPERATE CRANES, BOOMS, HOISTS, ETC. WITHIN TEN FEET (10') OF ANY ELECTRIC LINE. IF THE CONTRACTOR MUST OPERATE CLOSER THAN 10', THE CONTRACTOR MUST CONTACT THE POWER COMPANY TO MAKE ARRANGEMENTS FOR PROPER SAFEGUARDS BEFORE ENCRUCHING ON THIS REQUIREMENT.
- THE CONTRACTOR SHALL REFERENCE ARCHITECTURAL PLANS FOR EXACT DIMENSIONS AND CONSTRUCTION DETAILS OF THE BUILDING AREA (SITE PLANS SHOW APPROXIMATE BUILDING DIMENSIONS). ALL SITE DIMENSIONS ARE REFERENCED TO PROPERTY LINES, THE FACE OF CURBS, OUTSIDE FACE OF WALLS, OR EDGE OF PAVING UNLESS OTHERWISE NOTED.
- ALTERNATIVE METHODS AND PRODUCTS OTHER THAN THOSE SPECIFIED MAY BE USED IF REVIEWED AND APPROVED IN WRITING BY THE OWNER, DESIGN ENGINEER, AND APPROPRIATE GOVERNMENTAL AGENCY PRIOR TO INSTALLATION.
- THE CONTRACTOR SHALL RESTORE ALL UTILITY STRUCTURES, PIPE, UTILITIES, PAVEMENT, CURBS, SIDEWALKS, AND LANDSCAPED AREAS DISTURBED BY CONSTRUCTION TO AS GOOD AS BEFORE BEING DISTURBED AS DETERMINED BY CITY OF AUBURN CODE ENFORCEMENT OFFICIALS. ANY DAMAGES SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.
- TRAFFIC CONTROL MEASURES SHALL BE UTILIZED IN ACCORDANCE WITH MAINE DOT STANDARDS. THE CONTRACTOR SHALL PROVIDE, MAINTAIN AND PROTECT TRAFFIC CONTROL DEVICES TO THE EXTENT REQUIRED BY LAW FOR THE PROTECTION OF THE PUBLIC CONSISTING OF DRUMS, BARRIERS, SIGNS, LIGHTS, FENCES, AND UNIFORMED TRAFFIC CONTROL PERSONNEL AS REQUIRED OR ORDERED BY THE DESIGN ENGINEER OR CODE ENFORCEMENT PERSONNEL. CONTRACTOR SHALL MAINTAIN ALL TRAFFIC LANES AND PEDESTRIAN WALKWAYS AT ALL TIMES UNLESS WRITTEN APPROVAL IS OBTAINED FROM THE CITY OF AUBURN. PAVEMENT MARKINGS SHALL BE FAST DRYING TYPE IN ACCORDANCE WITH MOST SPECIFICATIONS. TWELVE INCH (12") WIDE STOP BAR AND FOUR INCH (4") WIDE STRIPES SHALL BE LOCATED AS SHOWN ON THE PLANS.
- THE CONTRACTOR SHALL PROVIDE SHOP DRAWINGS OF ALL PRODUCT, MATERIALS AND PLANT SPECIFICATIONS TO THE OWNER AND DESIGN ENGINEER FOR REVIEW AND APPROVAL PRIOR TO FABRICATION OR DELIVERY TO THE SITE. ALLOW A MINIMUM OF 10 WORKING DAYS FOR REVIEW.
- CONTINUED SHEET C105.



**LEGEND**

--- 291 ---	EX. CONTOUR	--- E --- E --- E ---	EX. UNDERGROUND POWER (SEE NOTE 7)	⊙	EX. SEWER MANHOLE
---	RIGHT OF WAY OR BOUNDARY	--- C --- C --- C ---	EX. UNDERGROUND CABLE (SEE NOTE 7)	⊙	EX. DRAIN MANHOLE
---	EX. UTILITY POLE	⊙	EX. HYDRANT	⊙	NEW BLDG ACCENT LIGHT
---	EX. PAVEMENT	---	NEW PAVEMENT	⊙	NEW BOLLARD LIGHT
---	EX. CONCRETE SURFACE	---	NEW CONCRETE SURFACE	⊙	NEW STREET LIGHT POST
---	EX. GRANITE CURB	---	NEW GRANITE CURB	⊙	NEW SIGN W/ TYPE
---	EX. RAILROAD TRACKS	---	NEW CONCRETE CURB	⊙	NEW BRICK PAVERS
---	EX. CHAIN LINK FENCE	---	NEW ASPHALT CURB	⊙	NEW CATCH BASIN
---	EX. SEWER LINE	---	NEW STORM DRAIN LINE	⊙	NEW LANDSCAPING- FLOWER BED
---	EX. WATER LINE	---	NEW DI WATER LINE (SIZED)	⊙	NEW LANDSCAPING- SHRUB
---	EX. GAS LINE (SEE NOTE 7)	---	NEW 8" GAS W/ VALVES	⊙	NEW LANDSCAPING- TREE
---	EX. UNDERGROUND TELEPHONE	---	NEW UNDER-GROUND ELECTRIC	⊙	NEW LANDSCAPING- BIKE RACK
---	EX. LEWISTON WATER MAIN	---		⊙	NEW HYDRANT

PROPOSED SITE PLAN  
 GREAT FALLS PLAZA  
 AUBURN, MAINE

**PLATZ ASSOCIATES**  
 Architects - Engineers  
 Construction Managers  
 Two Great Falls Plaza, Auburn, Maine 04210  
 Tel 207-784-2941  
 Fax 207-784-3656

SCALE : AS SHOWN  
 DATE : 10/23/14  
 DRAWN BY : TRN  
 CHECKED BY : THP  
 FILE : PLATZ5P1  
 DRAWING # C103

DRAFT

## Doug Greene

---

**From:** Bruce Allen [ballen@platzassociates.com]  
**Sent:** Friday, February 13, 2015 12:32 PM  
**To:** Doug Greene; Tom Platz  
**Cc:** Eric Cousens  
**Subject:** RE: Update on Transportation Center

Hi Doug,

I have verified with the engineers that the cost to design the footings adjacent to the Bus Station for a future Parking garage would be approximately \$5000 .This could be billed by the hour not to exceed \$6000. The cost of constructing the footings is a guess at this time, but based on other garages and many assumptions, we believe that it would be in the \$25,000 to \$40,000 range. Once the footing design is completed the construction cost can be determined. Please let us know how you want to proceed.

Please call with any questions.

Bruce

---

**From:** Doug Greene [<mailto:dgreene@auburnmaine.gov>]  
**Sent:** Thursday, February 12, 2015 3:42 PM  
**To:** Bruce Allen; Tom Platz  
**Cc:** Eric Cousens  
**Subject:** Update on Transportation Center

Hi Bruce and Tom,

I wanted to check in with you to see if you've had a chance to come up with preliminary design and cost estimates for the footer area(s) around the Transportation Center.

Thanks in advance for your help in keeping things moving.

Regards,

Doug

*Douglas M. Greene; A.I.C.P., R.L.A.*

City Planner

60 Court St.

Auburn, ME 04210

207-333-6601 ext. 1156

[dgreene@auburnmaine.gov](mailto:dgreene@auburnmaine.gov)

**IN COUNCIL REGULAR MEETING FEBRUARY 9, 2015 VOL. 34 PAGE 97**

This meeting was scheduled for 2/2/2015 but due to inclement weather, was postponed until 2/9/2015.

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

**I. Consent Items**

**1. Order 07-02022015\***

Setting the date for the Special Municipal Election for the vacant Ward 5 School Committee seat as June 9, 2015.

Motion was made by Councilor LaFontaine and seconded by Councilor Hayes to approve the consent item as presented. Passage 5-0.

**II. Minutes**

- January 20, 2015 Regular Council Meeting

Motion was made by Councilor LaFontaine and seconded by Councilor Walker to accept the minutes of January 20, 2015 as presented. Passage 5-0.

**III. Reports\***

*\*For trial period, Council agrees to shift Reports to the last item on the meeting agenda. To do so, a motion should be made "To suspend the rules and move item III. Reports on the agenda to immediately after item VIII. Executive Session".*

Motion was made by Councilor Lee and seconded by Councilor Gerry to suspend the rules and move item III, Reports on the agenda to immediately after item VIII, Executive Session. Passage 5-0.

**IV. Communications, Presentations and Recognitions**

- Community Little Theater Presentation – E. Chris L’Hommedieu presenter
- LA Arts Presentation – Josh Vink presenter
- LA Harley and The Wolf Mass Gathering application - was reviewed during the workshop
- Council Meeting Calendar – was reviewed during the workshop

**V. Open Session**

Joe Gray, Sopers Mill Road commented on the Community Little Theater and the vacant School Committee seats.

Dan Herrick, 470 Hatch Road commented on the budget, EMS (Emergency Management Services), and the Comprehensive Plan.

**VI. Unfinished Business**

**1. Order 06-01202015**

Approving the proposed amendment to the 2010 Comprehensive Plan's Land Use Plan from Agricultural/Rural to Low Density Residential for the property located at 113 Woodbury Road. Public hearing and second reading.

Motion was made by Councilor LaFontaine and seconded by Councilor Hayes to approve the proposed amendment to the 2010 Comprehensive Plan's Land Use Plan from Agricultural/Rural to Low Density Residential for the property located at 113 Woodbury Road.

Public hearing – Rick Lanman, Auburn Lewiston Airport Manager and Dan Herrick, 470 Hatch Road both spoke.

Passage 4-1 (Councilor Gerry opposed). A roll call vote was taken.

**2. Ordinance 01-01202015**

Adopting the proposed amendment to Part II, Code of Ordinance, Chapter 2, Administration, Article V, Boards, Commissions and Committees, Division 4, Planning Board. Public hearing and second reading.

Motion was made by Councilor LaFontaine and seconded by Councilor Lee to adopt the proposed amendment to Part II, Code of Ordinance, Chapter 2, Administration, Article V, Boards, Commissions and Committees, Division 4, Planning Board.

Public hearing – no one from the public spoke.

Motion was made by Councilor Lee and seconded by Councilor LaFontaine to amend by restoring the original language under section 2-474. Passage of the amendment 5-0.

Passage of Ordinance 01-01202015 as amended 5-0. A roll call vote was taken.

**3. Ordinance 02-01202015**

Adopting the proposed amendment to Part II, Code of Ordinance, Chapter 2, Administration, Article II, Mayor and City Council, Division 2, Rules of Procedure, Section 2-59, Order of Business. Second reading.

Motion was made by Councilor LaFontaine and seconded by Councilor Lee to adopt the proposed amendment to Part II, Code of Ordinance, Chapter 2, Administration, Article II, Mayor and City Council, Division 2, Rules of Procedure, Section 2-59, Order of Business.

Public comment – no one from the public spoke.

Passage 4-1 (Councilor Walker opposed). A roll call vote was taken.

**4. Ordinance 04-01262015**

Amending the Code of Ordinances Chapter 14, Article IX - Mass Gatherings, section 14-275 – Alcoholic Beverages. Second reading.

Motion was made by Councilor LaFontaine and seconded by Councilor Walker to amend the Code of Ordinances Chapter 14, Article IX - Mass Gatherings, section 14-275 – Alcoholic Beverages.

Public comment – no one from the public spoke.

Motion was made by Councilor Lee and seconded by Councilor Gerry to amend by providing a full replacement by redrafting the original version making it easier for applicants (a draft copy was handed out). The amendment had no substantive changes, but rather format changes which create more of a checklist for applicants. The amendment also included 2 minor modifications. 1. On the first line the word “of” should be part of the deletion and 2. A colon should follow the word under on the second line.

Passage of the amendment 5-0.

Passage of Ordinance 04-01262015 as amended 5-0. A roll call vote was taken.

**VII. New Business**

**5. Order 08-02022015**

Authorizing the Interim City Manager to execute all documents for a license agreement to lease property within the Auburn intermodal terminal.

Motion was made by Councilor LaFontaine and seconded by Councilor Walker to authorize the Interim City Manager to execute all documents for a license agreement to lease property within the Auburn intermodal terminal.

Public comment – Andy Titus 14 Pinnacle Drive

Passage 4-1 (Councilor Lee was opposed).

**6. Ordinance 05-02022015**

Adopting the proposed amendment change to Part II, Code of Ordinance, Chapter 56, Vegetation, Article II – Trees and Shrubs, Section 56.19 - Tree Maintenance. Public hearing and first reading.

Motion was made by Councilor LaFontaine and seconded by Councilor Hayes to adopt the proposed amendment change to Part II, Code of Ordinance, Chapter 56, Vegetation, Article II – Trees and Shrubs, Section 56.19 - Tree Maintenance.

Public hearing – no one from the public spoke.

Failed 3-2 (Councilors Walker and Gerry opposed and 4 affirmative votes are required for passage). A roll call vote was taken.

**7. Ordinance 06-02022015**

Adopting the proposed amendment change to Part II, Code of Ordinance, Chapter 56, Vegetation, Article II – Trees and Shrubs, Section 56.21 – Shade Trees. Public hearing and first reading.

Motion was made by Councilor LaFontaine and seconded by Councilor Hayes to adopting the proposed amendment change to Part II, Code of Ordinance, Chapter 56, Vegetation, Article II – Trees and Shrubs, Section 56.21 – Shade Trees.

Public hearing-no one from the public spoke.

Passage 5-0. A roll call vote was taken.

**8. Ordinance 07-02022015**

Adopting the proposed ordinance for a Conservation Commission (Part II – Code of Ordinance, Chapter 2 – Administration, Article V – Boards, Commissions and Committees, Division 5). Public hearing and first reading.

Motion was made by Councilor LaFontaine and seconded by Councilor Lee to adopt the proposed ordinance for a Conservation Commission (Part II, Code of Ordinance, Chapter 2, Administration, Article V – Boards, Commissions and Committees, Division 5).

Public hearing – no one from the public spoke.

Failed 3-2 (Councilors Walker and Gerry opposed and 4 affirmative votes are required for passage). A roll call vote was taken.

**9. Ordinance 08-02022015**

Adopting the proposed amendment change to Part II, Code of Ordinance, Chapter 2 – Administration, Article III – Officers and Employees, Division 7 – Tax Assessor, Section 2-256 (a) Powers and Duties. Public hearing and first reading.

Motion was made by Councilor LaFontaine and seconded by Councilor Hayes to adopt the proposed amendment change to Part II, Code of Ordinance, Chapter 2 – Administration, Article III – Officers and Employees, Division 7 – Tax Assessor, Section 2-256 (a) Powers and Duties.

Public hearing – no one from the public spoke.

Passage 5-0. A roll call vote was taken.

**10. Ordinance 09-02022015**

**IN COUNCIL REGULAR MEETING FEBRUARY 9, 2015 VOL. 34 PAGE 101**

Adopting the proposed amendment change to Part II, Code of Ordinance, Chapter 2 – Administration, Article IV – Departments, Division 3 – Finance, Section 2-359 -Established. Public hearing and first reading.

Motion was made by Councilor LaFontaine and seconded by Councilor Walker to adopt the proposed amendment change to Part II, Code of Ordinance, Chapter 2 – Administration, Article IV – Departments, Division 3 – Finance, Section 2-359 - Established.

Public hearing – no one from the public spoke.

Passage 5-0. A roll call vote was taken.

**11. Order 09-02092015**

Approving the Mass Gathering permit request for LA Harley and The Wolf Country Festival to be held August 1, and August 2, 2015 at the Auburn Lewiston Airport, pending all Ordinance requirements, applicable department approvals and conditions are met. Public hearing.

Motion was made by Councilor LaFontaine and seconded by Councilor Lee to approve the Mass Gathering permit request for LA Harley and The Wolf Country Festival to be held August 1, and August 2, 2015 at the Auburn Lewiston Airport, pending all Ordinance requirements, applicable department approvals and conditions are met.

Public hearing – Dan Herrick 470 Hatch Road in support, Andy Titus 14 Pinnacle Drive in support, and Dean Staffieri (one of the organizers) commented that he was hopeful that this will be an ongoing and successful event.

Passage 4-1, Councilor Hayes opposed.

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

Motion was made by Councilor LaFontaine and seconded by Councilor Walker to enter into executive session regarding labor negotiations (Fire), pursuant to 1 M.R.S.A. Section 405(6)(D). Passage 5-0, time 9:05 PM.

Council was declared out of executive session at 9:57 PM.

**Reports\***

**Mayor's Report** – No report (the Mayor was not present for this portion of the meeting).

**City Manager's Report** – commented on a program offered by the Public Services Department called "Sand for Seniors", and he also advised Council that the Public Services winter

**IN COUNCIL REGULAR MEETING FEBRUARY 9, 2015 VOL. 34 PAGE 102**

maintenance and salt budget is close to being depleted due to the number of recent storms. He would like to request money from the emergency reserve fund at the next meeting.

**Committee and City Councilor Reports**

**Councilor Hayes** – reported that the Airport restaurant will be opening on the 24<sup>th</sup> of the month, and in the terminal, a conference room was going to be upgraded with furniture for small group meetings.

**Councilor LaFontaine** – reported on the School Committee and the National Science Foundation has funded a project designed to close the gap between research and practice in Math and STEM (Science, Technology, Engineering, and Math) activities in the schools and Auburn was selected as one of three nationwide sites to participate in this grant. The school is also considering placing a sign somewhere in the community and they are hoping that the city will partner in that process. She also commented on the upcoming Farmers Market that will be held at the Library Friday, February 27th.

**Councilor Lee** – reported on the recent LAEGC meeting and stated that he would be sharing with Council a document that was provided by John Holden, LAEGC President. He also reported that the Business to Business trade show will be held on June 18<sup>th</sup> and the annual dinner will be held on May 7th. He stated that it would be nice to hold a joint meeting with Lewiston to discuss the Bike-Ped Committee.

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

**Councilor Gerry** – reported on the upcoming meetings of the LATC (Lewiston Auburn Transportation Center), and the Citizens Advisory Committee.

- X. **Adjournment** – Motion was made by Councilor Lee and seconded by Councilor Walker to adjourn. All were in favor and the meeting adjourned at 10:10 PM.

A True Copy.

ATTEST Susan Clements Dallaire  
Susan Clements-Dallaire, City Clerk

## **IN COUNCIL REGULAR MEETING FEBRUARY 17, 2015 VOL. 34 PAGE 103**

Mayor LaBonté called the meeting to order at 7:00 P.M. in the Council Chambers of Auburn Hall and led the assembly in the salute to the flag. Councilor Lee arrived at 8:20 P.M. All other Councilors were present.

### **I. Consent Items**

#### **1. Order 10-02172015\***

Approving the temporary sign request for the Kora Shriners for the 2015 circus to be held in April.

#### **2. Order 11-02172015\***

Confirming the appointment of Sean Scully as Constable without a firearm as a process server.

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

### **II. Minutes - January 26, 2015 Special Council Meeting**

Motion was made by Councilor LaFontaine and seconded by Councilor Walker to accept the minutes of January 26, 2015 as presented. Passage 5-0-1 (Councilor Crowley abstained as she was not present at that meeting).

### **III. Communications, Presentations and Recognitions**

- Recognition - Auburn Wellness Team

### **IV. Open Session – No one from the public spoke**

### **V. Unfinished Business**

#### **1. Ordinance 05-02022015**

Adopting the proposed amendment change to Part II, Code of Ordinance, Chapter 56, Vegetation, Article II – Trees and Shrubs, Section 56.19 - Tree Maintenance. Second reading.

Motion was made by Councilor LaFontaine and seconded by Councilor Hayes to adopt the proposed amendment change to Part II, Code of Ordinance, Chapter 56, Vegetation, Article II – Trees and Shrubs, Section 56.19 - Tree Maintenance.

Public comment - no one from the public spoke.

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

#### **2. Ordinance 06-02022015**

Adopting the proposed amendment change to Part II, Code of Ordinance, Chapter 56, Vegetation, Article II – Trees and Shrubs, Section 56.21 – Shade Trees. Second reading.

**IN COUNCIL REGULAR MEETING FEBRUARY 17, 2015 VOL. 34 PAGE 104**

Motion was made by Councilor LaFontaine and seconded by Councilor Hayes to adopt the proposed amendment change to Part II, Code of Ordinance, Chapter 56, Vegetation, Article II – Trees and Shrubs, Section 56.21 – Shade Trees.

Public comment - no one from the public spoke.

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

**3. Ordinance 07-02022015**

Adopting the proposed ordinance for a Conservation Commission (Part II – Code of Ordinance, Chapter 2 – Administration, Article V – Boards, Commissions and Committees, Division 5). Second reading.

Motion was made by Councilor LaFontaine and seconded by Councilor Walker to adopt the proposed ordinance for a Conservation Commission (Part II, Code of Ordinance, Chapter 2 – Administration, Article V – Boards, Commissions and Committees, Division 5).

Public comment - no one from the public spoke.

Passage 5-1 (Councilor Walker opposed). A roll call vote was taken.

**4. Ordinance 08-02022015**

Adopting the proposed amendment change to Part II, Code of Ordinance, Chapter 2 – Administration, Article III – Officers and Employees, Division 7 – Tax Assessor, Section 2-256 (a) Powers and Duties. Second reading.

Motion was made by Councilor LaFontaine and seconded by Councilor Walker to adopt the proposed amendment change to Part II, Code of Ordinance, Chapter 2 – Administration, Article III – Officers and Employees, Division 7 – Tax Assessor, Section 2-256 (A) Powers and Duties.

Public comment - no one from the public spoke.

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

**5. Ordinance 09-02022015**

Adopting the proposed amendment change to Part II, Code of Ordinance, Chapter 2 – Administration, Article IV – Departments, Division 3 – Finance, Section 2-359 - Established. Second reading.

Motion was made by Councilor LaFontaine and seconded by Councilor Walker to adopt the proposed amendment change to Part II, Code of Ordinance, Chapter 2 – Administration, Article IV – Departments, Division 3 – Finance, Section 2-359 - Established.

Public comment - no one from the public spoke.

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

VI. New Business

6. **Order 12-02172015**

Adopting the lead loan guidelines as recommended by Community Development staff.

Motion was made by Councilor LaFontaine and seconded by Councilor Hayes to adopt the lead loan guidelines as recommended by the Community Development staff.

Public comment – no one from the public spoke.

Passage 6-0.

7. **Order 13-02172015**

Adopting the 2014 New Auburn Village Center Plan as an amendment to the 2010 Comprehensive Plan.

Motion was made by Councilor LaFontaine and seconded by Councilor Walker to adopt the 2014 New Auburn Village Center Plan as an amendment to the 2010 Comprehensive Plan.

Public comment – no one from the public spoke.

Passage 4-1-1 (Councilor Gerry opposed and Councilor Hayes abstained).

8. **Order 14-02172015**

Approve funding \$250,000 to implement a portion of the Comprehensive Plan, specifically design and permitting of the New Auburn Riverway Road.

Motion was made by Councilor LaFontaine and seconded by Councilor Hayes to approve funding \$250,000 to implement a portion of the Comprehensive Plan, specifically design and permitting of the New Auburn Riverway Road.

Public comment – no one from the public spoke.

Passage 5-1 (Councilor Crowley opposed).

9. **Order 15-02172015**

Approve funding \$12,691 to LA Arts.

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

Motion was made by Councilor Hayes and seconded by Councilor Crowley to amend by reducing the amount to \$8,500.

**IN COUNCIL REGULAR MEETING FEBRUARY 17, 2015 VOL. 34 PAGE 106**

Motion by Councilor Hayes and seconded by Councilor Crowley to further amend with the funding to be taken out of the Economic Development consulting services budget.

Motion on the amendment to the amendment (for the funding to be taken out of the Economic Development consulting services budget) failed 2-4 (Councilors Young, LaFontaine, Walker, and Gerry opposed).

Motion on the original amendment (to reduce the amount from \$12,691 to \$8,500) failed 2-4 (Councilors Young, Crowley, LaFontaine, and Gerry opposed).

Motion was made by Councilor Crowley and seconded by Councilor Walker to postpone allowing time for the City Manager provide funding alternatives. Passage 4-2 (Councilors Young and Gerry opposed).

**10. Ordinance 10-02172015**

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

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

Public hearing - no one from the public spoke.

Passage 4-1 (Councilor Crowley opposed). A roll call vote was taken.

**11. Order 16-02172015**

Authorize the City Manager to fund the Public Services department with an additional \$150,000 from the Emergency Reserve Account.

Motion was made by Councilor Walker and seconded by Councilor Crowley to authorize the City Manager to fund the Public Services department with an additional \$150,000 from the Emergency Reserve Account.

Public comment - no one from the public spoke.

Passage 6-0.

**VII. Reports**

**Mayor's Report** – discussed scheduling time to talk about the State budget and City impacts, funding LA Arts, and a multi page report he is working on regarding economic development.

**City Councilors' Reports**

**IN COUNCIL REGULAR MEETING FEBRUARY 17, 2015 VOL. 34 PAGE 107**

**Councilor LaFontaine** – on programs offered at the Auburn Public Library, she has been attending the Lewiston Auburn Public Health ad-hoc committee, and recommended adding signage to the joint workshop with the School Department.

**Councilor Crowley** – thanked all of the emergency preparedness personnel for readying the community for the blizzard that was expected to hit, congratulated Mechanic Savings Bank for 140 years of service in the Community. They are now in the process of renovating and merging with Biddeford Savings Bank, she spoke about today being Fat Tuesday and talked about Mardi Gras, visiting hours at the Library, National Heart Month, Wear Red Day, dates to watch, budget workshops, Lewiston Auburn Public Health Committee/ad-hoc committee.

**City Manager Report** – recognized resident Debbie Berry who has been tying mittens, hats, and scarves around light poles for citizens who may not have those items, the Edward Little High School Class A boys and girls basket ball teams are playing in Bangor on Tuesday. He encouraged people to attend if they are able as a show of support. He has requested a meeting with MDOT Commissioner Bernhardt on the New Auburn Bridge and the Intermodal facility at the Airport, he thanked Public Service staff for keeping roads clear, he is still researching the issue brought forward by Dan Herrick at the last Council meeting regarding residents billed by EMS (Emergency Management Services) in error, and there will be a Joint School and City meeting Monday, February 23<sup>rd</sup> to discuss CIP (Capital Improvement Plan).

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

Motion was made by Councilor LaFontaine and seconded by Councilor Crowley to accept and place on file the January 2015 Monthly Finance report. Passage 7-0.

**VIII. Open Session (taken out of order)** – No one from the public spoke

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

Motion was made by Councilor LaFontaine and seconded by Councilor Hayes to enter into executive session regarding labor negotiations (Fire), pursuant to 1 M.R.S.A. 405(6)(D). Passage 5-1-1 (Councilor Crowley opposed and Councilor Walker was not in the room for the vote). Time 8:27 P.M.

Council was declared out of Executive Session at 9:33 P.M.

**X. Adjournment** – Motion was made by Councilor LaFontaine and seconded by Councilor Young with a unanimous vote to adjourn. Time 9:33 P.M.

A True Copy.

ATTEST   
Susan Clements-Dallaire, City Clerk



## City Council Information Sheet

City of Auburn

**Council Workshop or Meeting Date:** 3/02/2015

**Ordinance** 10-02172015

**Author:** Sue Clements-Dallaire

**Subject:** Proposed amendment to the Mass Gathering ordinance (section 2-251)

**Information:** The Mass Gathering ordinances section 14-275 alcoholic beverages was amended (public hearing and passage of the first reading on 1/26/2015 and passage of the second and final reading was on 2/9/2015). Additional amendments to the Mass Gathering ordinance were recommended by Councilor Lee under section 2-251. Permit required; application. A new public hearing and two separate readings are required in order to amend this section of the Mass Gathering ordinance.

**Advantages:** It holds organizers of the Mass Gathering accountable.

**Disadvantages:** I do not see any apparent disadvantages from a City standpoint however, it is an extra step in the process for the organizer who may find it burdensome.

**City Budgetary Impacts:** None

**Staff Recommended Action:** Recommend passage

**Previous Meetings and History:** 1/26/2015, 2/9/2015, and public hearing and passage of first reading on 2/17/2015.

**Attachments:** Ordinance 10-02172015

Sec. 14-251(e) The following shall be included with the application for permit:

(1)

The name, address, and phone number of the operator and the owner of the property. If the operator is not a resident of Maine, the operator must list the name of a designated agent in Maine who will receive all notices in connection with the issuance of revocation of the permit or the filing of any claim against the security bond or public costs escrow.

(2)

A description of the proposed mass gathering. The operator shall include information, including the dates and locations, number of persons who attended and the names of the sponsoring organization and promoter, if any, regarding the three most recent mass gatherings which he sponsored and, when a performance of some type is to be presented, the operator shall include information regarding the three most recent performances, if any, of the same person or persons.

(3)

An outline map of the area to be used showing the location of all proposed toilets to be used, lavatory and bathing facilities, water supply sources, areas of assemblage, camping areas, food service areas, ingress and egress of pedestrian and vehicular traffic, egress roads, refuse disposal and collection facilities, first aid buildings or area, telephones, sources of potable water, seating areas, stages, refuse containers, electrical connections, lighting, parking areas and spaces, all water bodies, streams, brooks, and wetlands within 250 feet of the mass gathering area or that may be affected by the activities at the mass gathering, fire hydrants, and, if permitted, the location of areas where fires are permitted.

(4)

Detailed drawings of toilet facilities, sewage disposal system, lavatory and bathing facilities, and water supply system.

(5)

Size of area to be used.

(6)

An anticipated attendance figure and dates and hours which mass gathering will be held.

(7)

Details of provisions for preventing people in excess of maximum permissible number from gaining access to mass gathering area.

(8)

Detailed description of the water supply to be used including, but not necessarily limited to:

(9)

The source and its treatment and protection from pollution.

(10)

For water distributed under pressure, the operating pressures to all fixtures and the rate of delivery in gallons per person per day.

(11)

Where water is not available under pressure, and non-water carriage toilets are used, the gallons of water per person per day to be provided for drinking and washing purposes.

(12)

Source of transported water.

(13)

Manner of storage and dispensing of transported water.

(14)

Detailed description of excreta and liquid waste disposal facilities, including but not necessarily limited to:

a.

Facilities to be provided.

b.

Maintenance.

c.

If public sewer system available, whether all plumbing fixtures and building sewers shall be connected thereto.

d.

Name and address of the company which will be providing and servicing the toilets.

(15)

Detailed description of refuse disposal including, but not necessarily limited to:

a.

Measures to prevent odor, insect, rodent, and other nuisance conditions.

b.

The number and size of refuse containers to be provided.

c.

Accessibility of refuse containers.

d.

Frequency of collection of refuse. Location of disposal of refuse.

e.

Plans for cleaning area of refuse following mass gathering.

f.

For area where cars and recreational vehicles to be parked, number of rubbish disposal facilities per car or recreational vehicle.

g.

Detailed description of vermin and vector control.

(16)

Detailed description of grounds including, but not necessarily limited to:

a.

Illumination - location and light level intensities.

b.

Size of areas for assemblage, camping and parking.

c.

Width of service roads.

d.

Number of parking spaces per person and density per vehicle.

(17)

Detailed description of sanitary facilities including, but not necessarily limited to:

a.

Number of toilets or urinals per person.

b.

Construction materials of buildings housing plumbing fixtures.

c.

Provisions for maintenance and cleaning of fixtures.

d.

Measures to provide privacy of toilets.

e.

Identification of water points or drinking fountains.

f.

Drinking facilities.

g.

Drainage of waste water.

(18)

Detailed description of medical facilities and services including, but not necessarily limited to:

a.

Names, positions, and qualifications of medical personnel to be available and a statement whether such personnel will be on site or on call.

b.

On site facilities and supplies.

c.

On site first aid vehicles.

d.

Communication systems available

e.

Statement whether area hospitals have been advised of gathering.

(19)

Detailed description of food service activities including, but not necessarily limited to:

a.

Facilities to be provided.

b.

Statement whether eating places servicing mass gathering are licensed.

(20)

Detailed description of safety precautions including, but not necessarily limited to:

a.

Electrical system and equipment.

b.

On site fire prevention equipment.

c.

Internal and external security control.

d.

A statement that the respective police and sheriff's departments have been notified.

(21)

Detailed description of noise control including, but not necessarily limited to:

a.

Proximity of closest inhabitant.

b.

Expected noise level in decibels at perimeters of mass gathering area.

[\(22\) For those applicants seeking approval for the sale and consumption of alcoholic beverages at their mass gathering, a detailed statement providing all information required by Section 14-275 and a signed written affirmation of intent to comply with all provisions of Section 14-275.](#)

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



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

Jonathan P. LaBonte, Mayor

## IN CITY COUNCIL

### ORDINANCE 10-02172015

Be it ordained by the Auburn City Council, that the Code of Ordinances Chapter 14, Article IX - Mass Gatherings, section 14-251 (e) be amended to include the following language:

***(22) For those applicants seeking approval for the sale and for the sale and consumption of alcoholic beverages at their mass gathering, a detailed statement providing all information required by Section 14-275 and a signed written affirmation of intent to comply with all provisions of Section 14-275.***



## City Council Information Sheet

City of Auburn

**Council Workshop or Meeting Date:** 17 Feb 15

**Order** 15-02172015

**Author:** Howard Kroll, Acting CM

**Subject:** LA Arts Funding Request

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### Information:

L/A Arts seeks \$12,691 from the City of Auburn for work already accomplished from July 1st through December 31st of 2014 (\$5,846) and an additional work planned for the second half of the fiscal year (\$6,845). During the first half of the fiscal year, L/A Arts worked closely with City staff to develop several initiatives within the scope of the original proposal and to develop several new initiatives. This supplement to our original proposal outlines the progress made on these projects and details planned steps for the second half of fiscal year 2015.

### I. General Administration

Over the past year, L/A Arts has interacted and corresponded with multiple levels of City staff to increase the depth of planning and our overall partnership with the City of Auburn on arts and cultural projects. This work has included both L/A Arts and City staff led projects. In order to build a strong relationship with the City of Auburn, we have maintained a presence and have materially participated in the major arts and cultural initiatives coming out of the City.

To further our relationship in the future, we propose to present semi-annual initiative updates to the City Council. Auburn's funding helps to compensate L/A Arts for general operating salary costs associated with planning and project implementation, as well as direct costs associated with materials, IT, and promotion.

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### Advantages:

- (1) Create a new relationship with L/A Arts that will allow the CITY COUNCIL to DIRECT L/A Arts on their preferred Arts program throughout AUBURN;
- (2) Allows the City Council to review L/A Arts Work Plan and make changes as the Council deems necessary; and
- (3) Allows L/A Arts the opportunity to submit a proposal that will meet the City Council's Budget Resolve.

### Disadvantages:

- (1) None- City Council can approve or disapprove the request and or make recommendations to resubmit if it is not what the Council wants.

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**City Budgetary Impacts:** Arts and Culture line item was budgeted for \$17,000 in FY15. If approved it would reduce the amount available to \$4,309.

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**Staff Recommended Action:** Review the application, confirm the work plan and if it is meets Council expectations approve.

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### Previous Meetings and History:

2/9/15 City Council Meeting- Communications with attachments, on Council agenda for the 2/17/2015 meeting and this item was postponed.

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**Attachments:** Draft budget, Order 15-02172015

L/A Arts Expenditures  
 New Tree Grid Sculpture Project & ACLA  
 Fiscal Year 2015

Actual Expenditures - July 1, 2014 - December 31, 2014

Executive Director salary, 5% of total	\$	3,003
Office Manager salary, 2.5% of total		1,083
Office expenses and supplies, 5% of total		634
Materials for ACLA Kiosks		300
Technology fees for ACLA Kiosks		164
Signs and marketing for ACLA		662
New ACLA Kiosk space rent		750
		750
Total actual expenditures		6,596

Projected Expenditures - January 1, 2015 - June 30, 2015

Executive Director salary, 5% of total		3,003
Office Manager salary, 5% of total		1,083
Office expenses and supplies, 5% of total		634
Technology fees for ACLA		1,025
Signs and marketing for ACLA		1,100
New ACLA Kiosk space rent		250
		250
Total projected expenditures		7,095
		7,095
Total expenditures	\$	13,691

Projected Revenues

In-kind rent for kiosks		1,000
Requested support from the City of Auburn		12,691
		12,691
Total revenues	\$	13,691

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



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

Jonathan P. LaBonte, Mayor

## **IN CITY COUNCIL**

### **ORDER 15-02172015**

ORDERED, that the City Council hereby authorizes funding LA Arts in the amount of \$12,691 for work accomplished from July 1<sup>st</sup> through December 31<sup>st</sup> of 2014 (\$5,846) and for the additional work planned for the remainder of the fiscal year (\$6,845) from the \$17,000 appropriated in the FY 16 budget for Arts and Culture in Auburn.



## City Council Information Sheet

City of Auburn

**Council Meeting Date:** March 2, 2015

**Order** 17-03022015

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

**Subject:** Suspension or revocation of business license for Chinese Massage and Body Work, Inc.

**Information:** Following an examination of activities at Chinese Massage and Body Work, Inc. located at 459 Washington Street, there is evidence that violations of City Ordinance Chapter 14, Article 12, Sec. 14-386 – Prohibited Activities, have taken place.

**Advantages:** Suspension or revocation of this business license will ensure the public health and safety of the City of Auburn.

**Disadvantages:** N/A

**City Budgetary Impacts:** N/A

### **Staff Recommended Action:**

- Executive session to review and discuss an examination conducted by the City for licensing purposes pursuant to 1 M.R.S. § 405(6)(G).
- Revoke business license of Chinese Massage and Body Work, Inc.

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

**Attachments:**



## City Council Information Sheet

City of Auburn

**Council Workshop or Meeting Date:** 3-2-2015

**Order** 18-03022015

**Author:** Sue Clements-Dallaire

**Subject:** Consolidation of voting places for the June 9, 2015 Election (pending a statewide election).

**Information:** The School Budget Validation Referendum Election and Special Municipal Election for the At Large and Ward 5 School Committee seats are to be held on June 9, 2015. At this time, it is uncertain whether or not there will be a State Referendum Election. If there is no statewide election, staff recommends consolidating to one polling place, however if there is a statewide election, all 5 polling places will be open. State law requires a public hearing and municipal approval at least 90 days prior to the election in order to consolidate voting places.

*21-A Sec. 631-A (2) Consolidating voting places. The municipal officers may, after public notice and hearing held at least 90 days before an election, and subject to the approval of the Secretary of State, consolidate voting places so that more than one voting district votes in the same voting place. When voting places are consolidated under this process, the voters from the different voting districts may vote in the same or separate guardrail enclosures in the building.*

**Advantages:** Cost savings.

**Disadvantages:** May cause some confusion to voters and depending on the voter turnout, there could be some wait time for voters.

**City Budgetary Impacts:** Additional cost for each additional polling place is approximately \$950 if we hand count the ballots. There would be an additional cost if we use the tabulating machines. This cost does not include the costs for Public Services or Clerk staff to set up booths, signs, and equipment.

**Staff Recommended Action:** Recommend passage.

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

**Attachments:** Order 18-03022015

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



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

Jonathan P. LaBonte, Mayor

**IN CITY COUNCIL**

**ORDER 18-03022015**

ORDERED, that the City Council hereby approves the consolidation of all voting districts to one voting place (Auburn Hall) for the June 9, 2015 School Budget Validation and Special Municipal Election, unless a statewide election is called on that same date. If a statewide election is to be held on the same date, all 5 polling places shall be open for voting.



## City Council Information Sheet

City of Auburn

**Council Workshop or Meeting Date:** 3-2-2015

**Order** 19-03022015

**Author:** Sue Clements-Dallaire

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

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

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

**Advantages:** Fills the vacant positions.

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

**City Budgetary Impacts:** None

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

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

**Attachments:**

List of vacancies

Applications

Order 19-03022015

Pls fax to sdallaire.



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

FEB 18 2015

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

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

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

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

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

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). Comm. want to follow through on long term purpose and to ensure re-election options for our aging population.

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

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

Dates served (if known)? — years

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

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

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

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

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

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

Signature: Susan Dallaire Date: 2/18/2015

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

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 2/18/15  
APPOINTMENT DATE: \_\_\_\_\_  
TERM EXPIRATION DATE: \_\_\_\_\_  
OATH DATE: \_\_\_\_\_

## RESUMÉ

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

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

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

### **EMPLOYMENT HISTORY:**

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

**Position: Executive Director**

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

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

**Position: Executive Director**

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

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

**Position: Executive Director**

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

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

**Position: Financial Development Director**

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

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

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

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

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

**Position: Executive Director**

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

**EDUCATION:**

Chamberlain School, Boston, Massachusetts. Graduated 1968

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

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

## **SUPPLEMENTARY EDUCATION AND EXPERIENCE**

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

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

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

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

**Board & Committee Appointment Application**

**City of Auburn**

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

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

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

Mailing Address: 32 Greenfield Drive Auburn ME 04210

Physical Address: 32 Greenfield Drive

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

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

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

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

Recreation and Special Events Advisory Board

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

see attached

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

see attached

The following are the current committees and boards in Auburn:

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

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

Application **City of Auburn**

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

Signature:  Date: 1-12-15

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

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

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

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

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

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

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

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



1/26/15

# CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

FOR OFFICE USE ONLY  
DATE APPLICATION RECEIVED: 01/26/2015  
APPOINTMENT DATE: \_\_\_\_\_  
TERM EXPIRATION DATE: \_\_\_\_\_  
OATH DATE: \_\_\_\_\_



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

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

Date: 1-18-15

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

Residence address: 483 West Auburn Road Ward: 1

City: Auburn State: ME Zip code: 04210

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

Email address: TRAPPER483@AOL.COM

Current occupation: Builder

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

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

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

9-1-1 Committee

Airport Board

Auburn Housing Authority

Audit & Procurement Committee

Board of Assessment Review

Cable TV Advisory Board

CDBG Loan Committee

Community Forest Board

Ethics Panel

L/A Transit Committee

Planning Board

Recreation and Special Events Advisory Board

Sewer District

Water District

Zoning Board of Appeals

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

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

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

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

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

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

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

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

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

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

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

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

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

<b>FOR OFFICE USE ONLY</b>	
DATE APPLICATION RECEIVED:	<u>01/22/15</u>
APPOINTMENT DATE:	_____
TERM EXPIRATION DATE:	_____
OATH DATE:	_____



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

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

Date: 12/18/14

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

Residence address: 4 Fairview Ct. Ward: 3

City: Auburn State: ME. Zip code: 04210

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

Email address: daniel.philbrick@gmail.com

Current occupation: Director of Communications USM - Lewiston

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

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

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

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

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

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

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

Dates served (if known)? STARTED 8/12

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

Dates served (if known)? 97-12

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

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

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

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

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

Please submit your application to;

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

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

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

### **Professional Summary**

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

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#### SKILLS PROFILE

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

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#### EMPLOYMENT HISTORY

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

9/2010 - present

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

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

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

7/2007 - 8/2010

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

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

**Media and Technology Specialist/Web Publisher**

6/2001 - 6/2007

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

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

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**EDUCATION**

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**Master of Arts, Leadership Studies**

May 2010

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

May 1991

*University of Southern Maine*

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**OTHER SKILLS**

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

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**AFFILIATIONS**

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

**References**

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

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

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



DEC 19 2014

## CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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

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

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

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

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

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

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

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

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

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

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

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

Dates served (if known)? N/A

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

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

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

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

Signature: Evan D. Ly Date: 12/19/15

Please submit your application to;

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

FOR OFFICE USE ONLY

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

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

**Attached Questions and Answers**

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

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

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

**What do you hope to accomplish?**

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

# Evan G. Cyr

245 Broad St  
Auburn, ME 04210

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

## Education

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

## Professional Experience

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

## Professional Affiliations

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

## Professional Certifications & Training

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

## Civic Experience & Trainings

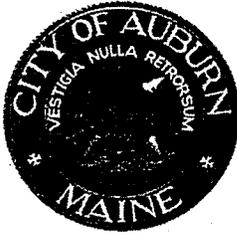
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<b>Planning Board Member (Full)</b>	2012 – Present
MMA – Planning Board Basic Training Session	2012

## Professional References

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

# CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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

Date: 1/16/2015

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

Residence address: 46 Lake St. Ward: 2

City: Auburn State: ME Zip code: 04210

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

Email address: cmorrison@androscoffincounty.com

Current occupation: CEO - Andro Chamber

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

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

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

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

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

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). Continue The imp. role that local access cable plays in L/A

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

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

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

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

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

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

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

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

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

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

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

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



JAN 20 2015

# CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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

Date: 11/9/15

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

Residence address: 4 MARIAN DRIVE Ward: 5

City: AUBURN State: ME Zip code: 04210

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

Email address: PACHAPPIE@ROADRUNNER.COM

Current occupation: SALES / INSPECTION / Teaching

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

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

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

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

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

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

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

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

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

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

Dates served (if known)? ?

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

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

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

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

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

Please submit your application to;

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

FOR OFFICE USE ONLY

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



# CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

FEB 12 2015

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

Date: 2/11/15

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

Residence address: 598 Minot Avenue Ward: 4

City: Auburn State: Maine Zip code: 04210

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

Email address: shardlows@yahoo.com

Current occupation: Office Manager

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

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

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

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

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

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

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

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

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

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

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

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

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

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

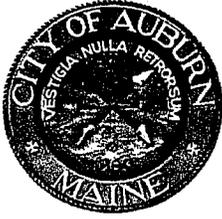
I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

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

Please submit your application to;

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

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



## CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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

Date: 2/9/2014

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

Residence address: 121 Hatch Rd Ward: W-3

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

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

Email address: esd@roadrunner.com

Current occupation: Retired

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

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

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

9-1-1 Committee

Airport Board

Auburn Housing Authority

Audit & Procurement Committee

Board of Assessment Review

Cable TV Advisory Board

CDBG Loan Committee

Community Forest Board

Ethics Panel

L/A Transit Committee

Planning Board

Recreation and Special Events Advisory Board

Sewer District

Water District

Zoning Board of Appeals

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

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). Provide service to our citizens and community.

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

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

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

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

Dates served (if known)? ? ?

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

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

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

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

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

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

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



## CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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

Date: Feb. 11, 2015

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

Residence address: 127 Field Ave. Ward: 1

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

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

Email address: <bobfrommainecentral@yahoo.com>

Current occupation: retired

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

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

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

9-1-1 Committee

Airport Board

Auburn Housing Authority

Audit & Procurement Committee

Board of Assessment Review

Cable TV Advisory Board

CDBG Loan Committee

Community Forest Board

Ethics Panel

L/A Transit Committee

Planning Board

Recreation and Special Events Advisory Board

Sewer District

Water District

Zoning Board of Appeals

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

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

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

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

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

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

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

How did you learn of this vacancy? Auburn Sewer District Trustee Meeting

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

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

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

Signature: Robert Cavanagh Date: Feb. 12, 2015

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

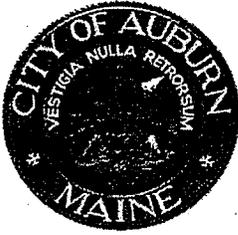
FOR OFFICE USE ONLY	
DATE APPLICATION RECEIVED:	<u>2-13-15</u>
APPOINTMENT DATE:	_____
TERM EXPIRATION DATE:	_____
OATH DATE:	_____

'Why I want to serve' continued:

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

'What do I hope to accomplish?' continued:

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



# CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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Date: 2/13/15

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

Residence address: 1200 Sopers Mill Rd. Ward: 5

City: Auburn State: ME Zip code: 04210

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

Email address: joe@valleyviewfarmme.com

Current occupation: farmer

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

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

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

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

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

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). I would like to see Great Falls better serve our community.

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

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

Dates served (if known)? last 2 meetings

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

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

How did you learn of this vacancy? e alerts

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

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

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

Signature: Stanwood J Gray Date: 2/13/15

Please submit your application to;

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

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 02-13-15  
APPOINTMENT DATE: \_\_\_\_\_  
TERM EXPIRATION DATE: \_\_\_\_\_  
OATH DATE: \_\_\_\_\_



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

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

Date: February 8, 2015

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

Residence address: 207 N. Auburn Road Ward: 1

City: Auburn State: Maine Zip code: 04210

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

Email address: anotherdanbilodeau@gmail.com

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

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

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

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

9-1-1 Committee

Airport Board

Auburn Housing Authority

Audit & Procurement Committee

Board of Assessment Review

Cable TV Advisory Board

CDBG Loan Committee

Community Forest Board

Ethics Panel

L/A Transit Committee

Planning Board

Recreation and Special Events Advisory Board

Sewer District

Water District

Zoning Board of Appeals

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

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

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

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

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

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

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

How did you learn of this vacancy? City Website email & AWD meeting

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

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

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

Signature:  Date: Feb 10, 2015  
DAN Bilodeau

Please submit your application to;

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

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

**RESUME: Daniel L. Bilodeau**

207 N. Auburn Road PO Box 1493

Auburn, Maine 04211-1493

207 650-2398 cell; 207 782-5962 home

E-mail: anotherdanbilodeau@gmail.com

**EDUCATION**

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

Bachelor of Science Degree in Aeronautical Science, April 1989

Embry-Riddle Aeronautical University, Daytona Beach, Florida

FAA Aircraft Dispatch Training Program, April 1989

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

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

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

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

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

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

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

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

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

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

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

**CERTIFICATES/RATINGS**

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

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

FAA Dispatcher Certificate; Flight Engineer; Turbojet powered

Advanced and instrument ground instructor, current medical-no restrictions

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

**FLIGHT TIME**

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

## EXPERIENCE/Work History

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## PERSONAL DATA & Interests

Born: May 28, 1966, Lewiston, Maine

Marital Status: Married, two children in Auburn schools.

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

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

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

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

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

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

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

Auburn Flag Project, member and donor support team.

Lake Auburn Watershed Protection Commission/AWD meeting attendee since 2006

Certified in Basic and Advance Erosion Control Practices

Certified Onsite Subsurface Wastewater Disposal System Installer

**Susan Clements-Dallaire**

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

Hi Sue:

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

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

Please let me know if you need anything else.

Thanks,  
Tizz

# Board & Committee Appointment Application

# City of Auburn

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

This is an application for:  New Appointment  Reappointment

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

Mailing Address: 35 University Street Auburn, Maine 04210

Physical Address: same as above

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

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

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

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

**Auburn Sewerage District Board of Trustees**

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

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

The following are the current committees and boards in Auburn:

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

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

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

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

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

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

**333-6600**

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

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

Work Experience:

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

Duties and responsibilities included:

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

Very successful in uncovering missing revenue generated by unbilled services

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

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

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

Duties and responsibilities included:

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

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

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

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

Prior Employment:

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

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

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

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

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

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

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

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

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

1977-1983 Kennebec Radiology Professional Association  
Augusta, Maine

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

1980 – 2005 Hampden, Maine

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

1973- 1977 International Business Machines  
Portland, Maine

Degree Earned: Baccalaureate University of Maine at Portland-Gorham

Political Science major

Medical Group Management Association Activities: Life Member

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

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

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

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

Other Health Related Organizations:

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

Civic & Other Public Services:

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

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

References Available Upon Request

Tizz E. H. Crowley Auburn Sewerage District attachment:

**Why do you want to serve?**

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

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

**What do you hope to accomplish?**

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

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

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

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

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



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

Jonathan P. LaBonte, Mayor

**IN CITY COUNCIL**

**ORDER 19-03022015**

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

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



## City Council Meeting Information Sheet

City of Auburn

**Council Meeting Date:** March 2, 2015

**Order** 20-03022015

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

**Subject:** Contract with Lisbon to provide Health Officer Services including restaurant, lodging and housing inspections.

**Information:** During budget presentations in 2012, we were looking for ways to preserve our capacity and keep skilled staff, but also to cut costs. We were approached by Lisbon to see if we could assist them in providing local inspection services for their restaurants, food retailers and lodging establishments. We saw this as an opportunity to collect revenue for a service the department can provide to offset some costs. Cristy Bourget, our City Sanitation Inspector was well qualified for the work and Lisbon and the State DHHS allowed us to proceed with Council approval. Lisbon pays the City of Auburn \$10,000.00 for the service. Currently the staff person that is assigned the task lives in Lisbon, making the travel time minimal as we schedule the inspections at the beginning or end of the day for one-way travel when possible. If that were to change we would need to reevaluate the agreement which can be done annually by March 1st. I am suggesting that we amend last years' agreement to include an annual COLA adjustment, consistent with the Lisbon budget approval of COLAs for future years if the contract is renewed. I recommend we continue the agreement for another year, continue to track our costs and decide each February if the City wishes to renew the arrangement. In an effort to minimize administrative costs, I am asking the Council to resolve to enable the City Manager to renew the contract in future years as long as the previous years' expenses are less that 50% of the contract revenue. At the workshop on February 17<sup>th</sup> the Council indicated that 3 years worth of renewals, as shown in the proposed resolve, was an acceptable period.

**Pro's & Con's:** Shares training and equipment (Computer, thermometers, software, etc) costs with Lisbon and offsets Auburns share of the expenses. Generates net revenue of over \$5000 annually; \$6770 for FY 14. A con is that it reduces annual staff capacity in the Planning and Development Department by nearly 80 hours.

**Financial:** Provides a \$10,000 revenue to the City General Fund with \$3,230 in lost staff time and expenses for the Planning and Development Department for FY 14.

**Action Requested at this Meeting:** Approve Resolve to continue to provide service and collect revenue and authorize renewals if conditions are met as noted in the resolve.

**Previous Meetings and History:** Approximately annually since 2012. February 17, 2015 Workshop.

**Attachments:** Draft Contract for FY16, Order 20-03022015

**INTERLOCAL AGREEMENT  
HEALTH OFFICER**

**WHEREAS**, the expressed purpose of Chapter 115, Title 30-A, as set forth in Section 2201, is to permit municipalities to make the most efficient use of their resources by cooperating with other municipalities to provide municipal services; and

**WHEREAS**, Section 2203 of Title 30-A permits the joint exercise of municipal powers and authority; and

**WHEREAS**, the Androscoggin County Communities of Auburn and Lisbon have determined that the shared administration of Health Officer responsibilities promotes the efficient use of municipal powers and resources; and

**WHEREAS**, the purpose of this Agreement is to determine and set forth the basis upon which the City of Auburn shall provide Health Officer services to the Town of Lisbon on a cooperative basis,

**NOW, THEREFORE**, in consideration of the mutual covenants contained herein, the Town of Lisbon (“Town”) and the City of Auburn (“City”) do hereby agree as follows:

1. Purpose: Recognizing that each individual municipality has a responsibility to its citizens to provide statutorily required health services within that municipality, and the proven capacity of the City to provide experienced and cost effective statutorily required health services, it is the purpose of this Agreement to set forth the terms and conditions under which the City’s health personnel shall provide all administrative and technical assistance to the Town for all statutorily required health services.

2. Scope of Services: The general scope of services, as stated in the purpose of this Agreement, is for the City to provide specialized health personnel administrative and technical assistance to the Town. The specific scope of services is set forth in “Exhibit A” which is attached hereto and incorporated herein by reference.

3. Term; Renewal: This Agreement shall be for a term of one (1) year commencing July 1, 2015 and running through June 30, 2016. This Agreement may be renewed for an additional one (1) year term, or such other term as agreed upon between the parties, by the municipal officers of each community.

4. Payment: The City shall be paid by the Town, for the initial term of this Agreement, the sum of Ten Thousand Dollars (\$10,000.00). This shall be paid in monthly payments of Eight Hundred Thirty Three and 33/100 Dollars (\$833.33). The City shall be reimbursed, for all requisite supplies, testing, or lab work assigned personnel utilized in providing required services hereunder. Each subsequent annual renewal shall be adjusted based on the Town of Lisbon COLA adjustment approved as part of their annual budget process for the year of service in question.

5. Administration: There shall be no separate legal or administrative agency created by this Agreement or otherwise to provide separate administration of this Agreement. To the extent that any joint administration is required, the Town Managers of Lisbon and Auburn shall operate jointly to provide that administration.

6. Records and Record Keeping: All records, computations, tables, reports, computer data or any other form of record generated by the personnel assigned to provide health services for the Town under the terms and conditions of this Agreement shall at all times be the property of the Town and shall be accessible to the Town at all reasonable times and with reasonable notice.

7. Personnel; Independent Contractor Status: Health related services provided to the Town shall be provided by an employee of the City. The services will therefore be provided to the Town on an independent contractor basis, which individual shall be totally and completely independent from the Town and shall not enjoy status as an employee of the Town. As such, the City shall be responsible for payment of all payroll related taxes, including, but not limited to, Federal, State, and local income tax, Social Security tax, and Unemployment Insurance taxes. The personnel assigned to provide health services to the Town will retain sole and absolute discretion in the judgment of the manner and means of carrying out their activities and responsibilities hereunder. This Agreement shall not be construed as creating any joint employment relationship between the personnel assigned to provide health services and the Town of Lisbon, and the Town will not be liable for any obligation incurred by the personnel, including but not limited to unpaid minimum wages and/or overtime premiums.

8. Worker's Compensation: If required by the laws of this State, the City shall maintain in full force and effect a policy of worker's compensation insurance covering the personnel assigned to perform health services during the term of this Agreement.

9. Certification: The personnel assigned to provide health services to the Town shall have received all necessary training and have all appropriate certifications and qualifications. The individual shall maintain all appropriate certification during the term of this Agreement and any renewal term. The individual shall also participate in all necessary and required training to maintain certification status.

10. Professional Responsibility: Nothing in this Agreement shall be construed to interfere with or otherwise affect the rendering of services by the personnel providing health services hereunder in accordance with their independent and professional judgment. The personnel shall perform their services substantially in accordance with generally accepted practices and principles of his/her trade. This Agreement shall be subject to the rules and regulations of any and all organizations and associations to which the Agent may from time to time belong and to the laws and regulations governing the practice of the Agent's trade in this State.

11. Authority: While providing services in a participating municipality, the person or persons acting as the Health Official shall be responsible to that municipality's Council.

12. Termination: Any member community may terminate its participation in this Agreement, on a yearly basis, by giving notice to the other member municipalities on or before March 1<sup>st</sup> preceding the commencement of the July 1<sup>st</sup> fiscal year.

13. General Conditions:

A. Nondiscrimination. The personnel assigned to the Town of Lisbon, in the performance of their assigned tasks under the terms and conditions of this Agreement, shall not discriminate against any employee or applicant for employment because of race, color, creed, national origin, ancestry, age, sex or handicap status. The personnel, in the performance of her assigned tasks under the terms and conditions of this Agreement, shall not discriminate in their relationship with, hiring of, or other contract with subconsultants or suppliers, because of race, color, creed, national origin, ancestry, age, sex or handicap status.

B. No Assignment. Neither this Agreement nor any rights, obligations or responsibilities of any party hereunder, may be assigned.

C. Waiver. The failure or waiver, or successive failures or waivers, on the part of either party to this Agreement, and the enforcement of any conditions, covenants, sections or provisions of this Agreement, shall not render the same invalid or impair the right of either party, or their successors, to enforce the same in the event of any subsequent breach thereof.

D. Construction. This Agreement and its performance shall be construed and governed in accordance with the laws of the State of Maine.

E. Succession. This Agreement, together with its various provisions, shall be binding on the successors of the parties thereto.

F. Integration. This Agreement represents the entire and integrated Agreement between the City and the Town and supersedes all prior negotiations, representations or agreements either written or oral. This Agreement may be amended only by written instrument signed by the City and the Town.

G. Notices. All notices, demands and communications hereunder shall be in writing and shall be served or given by registered mail as follows:

Notice to City:

City of Auburn  
c/o City Manager  
60 Court Street  
Auburn, ME 04210

Notice to the Town:

Town of Lisbon  
c/o Town Manager  
300 Lisbon Street  
Lisbon, ME 04250

H. Separability. If any provision of this Agreement or portion thereof, or the application thereof, to any particular person or circumstance, is held to be invalid by a court of competent jurisdiction, the remainder of the Agreement including the remainder of any such provision, and the application thereof, shall not be adversely affected thereby.

This Agreement is executed by the Town and City Councils of the participating municipalities, duly authorized by the Charter of each municipality as follows:

SIGNED, SEALED AND DELIVERED  
IN PRESENCE OF

DATE:

City of Auburn, City Manager

\_\_\_\_\_

Howard Kroll, City Manager

SIGNED, SEALED AND DELIVERED  
IN PRESENCE OF

DATE:

Town of Lisbon, Town Manager

\_\_\_\_\_

\_\_\_\_\_

Diane Barnes, Town Manager

EXHIBIT A

### Health Officer Scope of Services

In general, the Health Officer (“Agent”) shall be the Department of Health and Human Services (“DHHS”) delegated authority to conduct all inspections of eating, lodging, campground, youth camp establishments and/or health inspections of any other type of establishment licensed by the DHHS pursuant to statute.

In addition, the Agent shall:

(1) Administer and enforce all health provisions and regulations of the Town code or State law;

(2) Conduct such inspections as may be necessary and appropriate to ensure compliance with all health related Town code, regulatory provisions or State law, whether such inspections are a response to inquiries or complaints, or at the initiative of the health officer, or in accordance with a program of systematic inspection and enforcement;

(3) Issue notices of violation and corrective action where necessary and appropriate and to refer violations for corrective action and/or the imposition of penalties as permitted under Town ordinance, regulation or State law;

(4) Prepare and submit annually to the Town Manager a budget relating to all Health Officer operations;

(5) Issue all licenses and collect all fees established by the Town; and

(6) Perform all other duties required by Town Charter, Town ordinances, State law or as may from time to time be requested by the Town manager and/or Town council.

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



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

Jonathan P. LaBonte, Mayor

## IN CITY COUNCIL

### ORDER 20-03022015

ORDERED, that the Auburn City Council hereby authorizes the City Manager to enter into an agreement to continue to provide Health Inspection Services to the Town of Lisbon through FY16 for a fee of \$10,000. Be it further resolved that the Council authorize the City Manager to enter into the same agreement for each of the next 3 years provided that the fee is increased by the COLA increase approved as part of the Lisbon budget process as noted in the contract and that the costs of providing the services do not exceed 50% of the contract revenues in the previous contract year. If costs exceed 50% of revenues in a contract year or staff believes that they will in the upcoming year due to a known change in circumstances then staff should request that the Council reconsider the Contract.



## City Council Information Sheet

City of Auburn

**Council Workshop or Meeting Date:** 3-2-2015

**Order** 21-03022015

**Author:** Jill Eastman, Finance Director

**Subject:** Bond Reallocation for Ingersoll Repurposing

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

**Advantages:**

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

**Disadvantages:**

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

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

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

**Previous Meetings and History:** Workshop 2/17/15

**Attachments:**

Proposed Order for Bond Reallocation

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



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

Jonathan P. LaBonté, Mayor

## Order 21-03022015

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

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

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

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

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

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

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

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

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



Jonathan P. LaBonté, Mayor

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

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



## City Council Information Sheet

City of Auburn

**Council Meeting Date:** 03/02/2015

**Subject:** Executive Session

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

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

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

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

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

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

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

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

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

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

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

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

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



## City Council Information Sheet

City of Auburn

**Council Meeting Date:** 03/02/2015

**Subject:** Executive Session

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

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

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

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

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

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

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

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

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

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

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

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

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

LEWISTON/AUBURN 9-1-1 COMMITTEE

MINUTES

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Date: Friday, January 30, 2015  
Time: 0800  
Location: LEWISTON/AUBURN 9-1-1, 552 Minot Avenue Auburn, Maine 04210

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1. ROLL CALL:

A. Present: Chief Paul LeClair, Chief Frank Roma, Chief Phil Crowell, Chief Michael Bussiere, Patricia Mador, Tammy Willoughby, Leroy Walker, Donald D'Auteuil

B. Staff: Phyllis Gamache, Drew McKinley, Kristal Goff

2. OPEN SESSION:

A. Meeting called to order at 8:00 a.m. –

- i. Motion made by Chief LeClair to accept minutes from December 18, 2014.
- ii. Seconded by Chief Crowell.
- iii. Motion passed.

B. Election of Officers

- i. Nomination for Chair: Chief Paul LeClair
  1. Motion made by Chief Bussiere to accept the nomination.
  2. Seconded by Chief Roma.
  3. Motion passed.
- ii. Nomination for Vice Chair: Chief Phil Crowell
  1. Motion made by Chief LeClair to accept nomination.
  2. Seconded by Chief Roma.
  3. Motion passed.
- iii. Nomination for Treasurer: Heather Hunter
  1. Motion made by Chief LeClair to accept the nomination.
  2. Seconded by Ms. Mador.
  3. Motion passed.
- iv. Nomination for Clerk: Kristal Goff
  1. Motion made by Chief LeClair to accept the nomination.
  2. Seconded by Mr. D'Auteuil.
  3. Motion passed.

C. Director's update –

- i. *Personnel* –
  1. Tim Lare is on board as the new TC3 and is proving to be an excellent fit.
  2. Taylor Lemieux has been signed off.
  3. New hire, Reny, started on 1/5/15 and is doing well.
  4. We have given a conditional offer of employment to a TC4 candidate.

- a. Background investigation is in the works by Lewiston PD.
      - b. Dispatching experience in Scarborough. Still serving at the PD as a part timer, as well as a per diem fire fighter and has been an EMT in the past. Has retail managerial experience.
    - 5. Staffing levels are stable at this time.
  - ii. *Building Update* –
    - 1. RFP is out. Still waiting to see what noise levels will be like. Nothing new to report otherwise.
- D. System’s Manager Update –
  - i. *Phone Controller* –
    - 1. Drew proposes the purchase of a new controller as it would take 18-36 hours to get up and running again should the current one fail.
      - a. Auburn upgraded their phone system last year and Lewiston is currently working on an upgrade. A software upgrade can be done for free but there is still a risk of the system going down and not coming back up. There is the potential for compatibility problems between Lewiston and Auburn’s upgraded controllers and our old one.
        - i. The existing unit (if replaced) will go back to the City of Auburn and put into use at the Auburn Public Library.
      - b. The Committee consensus is that the fund balance should be used to purchase the controller; however, this will be a discussion to have again in April.
- E. Budget –
  - i. Percentage increase of 0.1% from FY15 TO FY16
    - 1. Regular salaries are up 2.2% based on current CBA and step increases – this is subject to change.
      - a. Entering union negotiations soon
    - 2. Overtime, retirement, worker’s comp, unemployment, telephone, medical exams, maintenance and licensing have all gone down
    - 3. Health insurance, FICA and office supplies are up
      - a. There were cuts in office supplies last year; however, we’re already over this year after last year’s cuts.
      - b. Liability insurance is up because General Liability Insurances haven’t been budgeted in the past despite always being paid.
  - ii. Fund Balance Discussion–
    - 1. Director Gamache reports fund balance is at a healthy place
      - a. Employees who were carrying heavy vacation/sick time balances that were due payouts upon departure are now gone.
      - b. Proposing use of the fund balance to make some additional upgrades to the Center.
  - iii. Systems Manager’s suggested improvements:

1. Uninterrupted Power Supply (UPS) and Batteries
    - a. Behind in maintenance, original batteries in current supply (Oct '09)
    - b. Looking to have professional interval maintenance done
  2. Digitizer thermal printer in the Zetron needs replacing
  3. Data recovery memory increase
    - a. To increase data storage 3-6 months
  4. Cellular repeater
    - a. Needed to be able to speak with tech support while in various locations throughout the Center
  5. Microsoft Office software licenses
  6. Norris Camera System hardware replacement
  7. HVAC replacement
  8. Remote support devices
    - a. Will allow IT to access the network and make repairs wherever they may be
  9. "Track It" software
    - a. A program that will allow IT to create "tickets," track/inventory support they're providing
  10. Thin Client
    - a. Help with redundancy of each individual dispatcher's login/profiles
      - i. It has been suggested by Chief Roma that these projects be prioritized and revisited prior to joint agency review of the budget on 2/24/15.
      - ii. Director Gamache will get an updated fund balance from Heather Hunter.
    - iv. Motion made by Ms. Mador to accept 0.1% increase in budget.
      1. Seconded by Councilor Walker.
      2. Motion passed.
- F. Next Committee meeting tentatively set for Thursday, February 19, 2015.
- G. Motion to adjourn made by Chief LeClair at 0919.
- i. Seconded by Ms. Willoughby.
  - ii. Motion passed.

**Draft - Minutes of the January 20, 2015  
Executive Committee Meeting**

The Executive Committee of the Mid-Maine Waste Action Corp. met on Tuesday, January 20, 2015, at 12:02 PM, at MMWAC's offices in Auburn.

**1. Roll Call**

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

**2. Minutes**

Mr. Lunt made a motion, seconded by Mr. Walker, and approved 4/0, with Mr. Plante abstaining, to accept the minutes of the December 16, 2014 Executive Committee meeting.

**3. Monthly Activity Reports**

Mr. Walker made a motion, seconded by Mr. Lunt, and approved 5/0 to accept the December 2014 Monthly Activity Report.

**4. FY15/16 Goals**

Mr. Kazar distributed an updated draft of the revised Corporate Goals based upon the Committee's input. Mr. Lunt made a motion, seconded by Mr. Walker, and approved 5/0 to recommend approval by the Board of the Goals.

**5. Investment Policy**

An updated Investment Policy was distributed and discussed. MMWAC's current policy has been based in large part on State law as it applies to municipalities, but does not reference the law or recite all of its relevant points. The new policy includes two provisions that will allow for new forms of investment should the Board decide to move in that direction. Mr. Lunt made a motion, seconded by Mr. Walker, and approved 5/0 to recommend approval by the Board of the new Investment Policy.

**6. Union Contract**

Mr. Kazar recommended the Committee enter Executive Session to discuss the negotiations. Ms. Tripp made a motion, seconded by Mr. Lunt, and approved 5/0

to enter Executive Session at 1:05 PM to discuss contract negotiations. President Landry declared the Committee in Public Session at 1:26 PM.

## 7. Updates

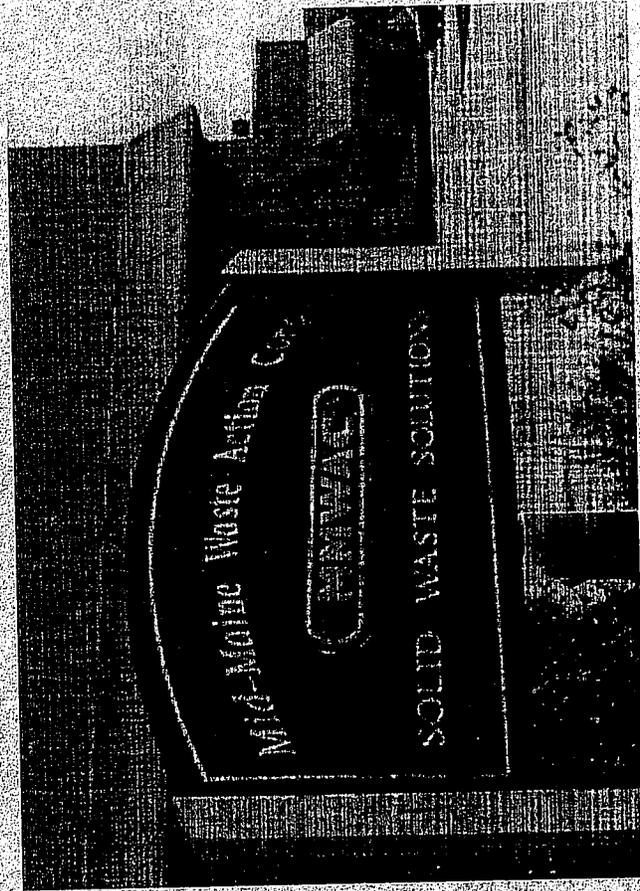
Staff provided the following updates:

- A letter has been sent to the twelve member municipalities, reminding them that the MMWAC Board, in January 2014, endorsed a \$41/ton tip fee target for Member MSW for FY16. It explained the background for this action in anticipation of municipal budget setting in the coming months.
- The 127<sup>th</sup> Legislative session is underway. Executive Director Kazar will introduce MMWAC to the members of the Environment and Natural Resources Committee later this week. Possible legislation to promote and support waste-to-energy was discussed.
- The FY16 Staff Draft Budget will be distributed to the Committee by March 9, for discussion at the March 17 meeting.
- The DEP conducted a routine air permit inspection of the MMWAC facility.
- The Casella Zero Sort facility in Lewiston has reportedly gone to a \$25/ton charge for customers without contracts.

There being no further business Mr. Plante made a motion, seconded by Mr. Walker, and approved 5/0 to adjourn at 2:22 PM.

# MONTHLY ACTIVITY REPORT

*Mid-Maine Waste Action Corporation  
January 2015  
2015 Fiscal Year*



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

**Mid-Maine Waste Action Corporation**

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

**MEMORANDUM**

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

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

**General Summary**

Plant throughput for the month was 6,071 tons processed, or about 194 tons per day and running time throughput was 202 tons per day. Operating Revenues exceeded Expenses resulting in January having an operating gain of \$47,871 (These figures do not reflect balance sheet expenses). Year-to-date operating loss is \$40,150 compared to a \$173,537 projected budget gain and a gain of \$586,174 in FY14. Cash and investments totaled \$6,019,437. Cash and investments are down \$235,066 from the start of FY15. The reserve goal established by the Board for FY15 is \$5,872,511 and is now at 102.5% of goal. The balance sheet shows current assets less liabilities at \$6,494,036, which is down \$123,664 from the beginning of the fiscal year.

**Waste Deliveries/Operations**

A total of 5,766 tons were delivered to the pit for an average of 186 tons per day. 6,430 tons were received from all sources for the month. Details on deliveries are presented in the following table:

Waste Type	Year-To-Date Tons		Variance	
	FY15 Actual	FY14 Actual	Tons	%
MSW Member	9,629	9,608	21	0.2%
Comm Member	8,574	9,068	(494)	-5.4%
Municipal Non-Member	13,031	12,941	90	0.7%
Gate/Hauler	9,853	9,956	(103)	-1.0%
OBW/Res TS	5,273	5,125	148	2.9%
Other	5,208	5,947	(739)	-12.4%
<b>Total</b>	<b>51,568</b>	<b>52,645</b>	<b>(1,077)</b>	<b>-2.0%</b>

Waste flows to the plant and transfer station are 2.0% below last year. Waste processed in the plant during the month was recorded at 6,017 tons, or an average of 194 tons per day. The monthly running time thruput was 202 tons. Year-to-date tons processed in the plant are equal to 196 tons per day. Running time year-to-date throughput equaled 206 tons per day. The transfer station processed 465 tons during the month from all sources and averaging 19.8 tons per day for the month, (5.5 day receiving week) and 8,281 tons year-to-date. Recyclables totaled 194 tons for the month and 1,511 tons year-to-date. Prior year and budget comparisons of processing records as follows:

	Prior Year Comparison YTD				Budget Comparison YTD			
	FY15	FY14	Variance		FY15	FY15	Variance	
	Actual	Actual	Tons	%	Actual	Budget	Tons	%
Waste-To-Energy	42,058	43,022	(964)	-2.2%	42,058	41,946	112	0.3%
Transfer Station	8,281	7,884	397	5.0%	8,281	7,093	1,188	16.7%
Recycling	1,511	1,543	(32)	-2.1%	1,511	1,449	62	4.3%
Total	51,850	52,449	(599)	-1.1%	51,850	50,488	1,362	2.7%

### Cash Available to Operations

Cash balances in checking and investments total \$6,019,437 up \$84,012 from the prior month. The following is the status of the reserve goal:

Reserve Status		
	FY 15 Goal	As of 1/31/15
Operating	1,996,654	2,046,609
Capital Improvement	939,602	963,110
20-Year Plan	1,703,028	1,745,637
Rate Stabilization	1,233,227	1,264,081
Total	5,872,511	6,019,437
Total Cash		6,019,437
Surplus or (Deficit)		146,926

### Revenue

Revenue for the month totaled \$476,656. Major categories of revenue by month include: tipping fees, \$360,333; power contract, \$94,846; recycling, \$16,922; interest, \$3,863; other, \$692. Revenue for the month was \$82,075 below budget projections and \$184,032 below FY14. Year-to-date revenue is \$3,655,795, which is \$202,083 below budget and \$572,825 below FY14, primarily due to electric revenue declines. Electric revenue rates remain weak.

The table below shows detail relative to electrical sale:

Month	Price per MWhr			Electrical Output MWhr			Electrical Revenue		
	FY14	FY15		FY14	FY15		FY14	FY15	
	Actual	Budget	Actual	Actual	Budget	Actual	Actual	Budget	Actual
Jul	\$85	\$54	\$35	1,465	1,465	1,421	\$124,723	\$79,223	\$49,759
Aug	\$93	\$38	\$32	1,525	1,525	1,514	\$141,545	\$57,549	\$48,475
Sep	\$83	\$38	\$38	1,518	1,518	1,528	\$126,235	\$57,300	\$58,184
Oct	\$87	\$41	\$34	1,401	1,401	1,256	\$121,927	\$57,347	\$42,871
Nov	\$90	\$49	\$46	1,536	1,536	1,564	\$138,618	\$75,555	\$72,501
Dec	\$93	\$100	\$45	1,488	1,488	1,503	\$138,284	\$149,538	\$67,378
Jan	\$139	\$115	\$67	1,558	1,558	1,422	\$216,906	\$178,901	\$94,846
YTD	\$96	\$62	\$43	10,490	10,490	10,208	\$1,008,238	\$655,413	\$434,014

Total gross kWh for the latest period was 1,989,649 of which 1,421,754 were sold to the grid. Net kWh per ton equaled 236, as compared to 233 for the comparable period in FY14.

### Expenditures

Operating expenses in all categories total \$428,785 for the month, which is \$27,054 below budget projections, and \$18,158 below last year. Year-to-date expenses are \$3,695,945 which is \$11,604 above budget and \$53,499 above FY14.

### Investments Status

As of January 31, MMWAC's investments totaled \$6,019,437. Table 8 details all of our investments.

### Capital Expenditures:

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

cc: Member Municipalities  
Reference No.: 03607