

LEWISTON-AUBURN 911 COMMITTEE

MINUTES

Date: Thursday, July 17, 2025

Time: 0800

Location: Community Room, Auburn City Hall

Roll Call:

Present- Chief Robert Chase, Chief Mark Caron, Chief Jason Moen, Chief Dave St. Pierre, Finance Director Tracy Roy, Lewiston City Councilor David Chittim, Auburn City Councilor Benjamin Weisner, Patricia Mador, Esq., and Citizen-at-large Liz Allen.

Not Present-

Staff- Director Tim Hall, IT Director Drew McKinley, and Operations Manager Mark Cayer.

Secretary- Katie Gallant

Guest(s)-

Meeting called to order by Lewiston Auburn 911 Director, Timothy Hall at 07:59.

Approval of Minutes:

- Motion to approve the May 29, 2025, meeting minutes was made by Chief Chase. Motion seconded by Councilor Chittim.
- All in favor. Motion passes.

Executive Session:

- N/A

Financial Report:

FY 2025 Budget Update

- Director Hall reviewed the FY 2025 year to date budget report with the Committee.
- Councilor Chittim asked about the \$60,000 encumbered in the Maintenance and Licensing line. Director Hall replied that it was to help offset the first year of the radio warranty that begins in the FY 2027 budget.
- Motion to accept the FY 2025 budget report made by Councilor Chittim. Motion seconded by Chief St. Pierre.
- All in favor. Motion passes.

FY 2026 Budget Update

- No report.

Director's Report:

General Updates

- Director Hall shared the call stats with the Committee and that the call volume has been steady since the last meeting.
- Overtime for FY 2025 ended at 6,515 hours, 3,700 of which was vacant shift coverage.

Other Business

Relocation Update

- Director Hall informed the Committee that the Cities have agreed to move forward with AlliedCook for a design/build estimate for the third floor space at Auburn City Hall. The cost will be \$20,000.
- Councilor Chittim asked how long to get the estimate? Director Hall replied that he anticipated it to be weeks, not months.
- Chief Chase asked if the \$55,121 has already been expended. Director Hall said no.
- Councilor Chittim made a motion to approve \$20,000 to execute the contract for the design/build estimate with AlliedCook. Seconded by Chief Chase.
- All in favor. Motion passes.

IT Director's Report

General Updates

- N/A

Operations Manager's Report:

Staffing Update

- Operations Manager Cayer informed the Committee that there are currently four vacancies, two in training and two open. We plan to post the open positions in the fall.

General Discussion:

- N/A

Next meeting:

- The next meeting will be August 21, 2025 at 08:00 in the Administrative Conference Room at Lewiston City Hall.

Public Comment:

N/A

Adjournment:

- Motion to adjourn made by Chief Moen. Seconded by Chief Chase.
- Meeting adjourned at 08:08.