

# LEWISTON-AUBURN 911 COMMITTEE

## MINUTES

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Date: Thursday, May 29, 2025

Time: 0800

Location: Administrative Conference Room

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### 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 08:01.

### Approval of Minutes:

- Motion to approve the April 17, 2025, meeting minutes was made by Ms. Mador, Esq. Motion seconded by Councilor Chittim.
- All in favor. Motion passes.

### Executive Session:

- N/A

### Financial Report:

## FY 2025 Budget Update

- Director Hall reviewed the February year to date budget report with the Committee.
- Councilor Chittim inquired how often the health insurance and utilities were paid. Director Hall informed the Committee that the health insurance is paid monthly and the Center's portion of the building utilities are billed to us quarterly.
- Motion to accept the FY 2025 budget report made by Chief Moen. Motion seconded by Finance Director Roy.
- All in favor. Motion passes.

## FY 2026 Proposed Budget Update

- Director Hall updated the Committee that both the cities of Auburn and Lewiston have approved a \$50,000 reduction to the FY 2026 Proposed Budget. This reduction results in a \$100,000 reduction in the budget request. To accommodate this reduction, Director Hall has adjusted the budget proposal.
- Councilor Chittim made the motion to approve the updated FY 2026 Budget. The motion was seconded by Ms. Mador, Esq.
- All in favor. Motion passes.

## Director's Report:

### General Updates

- Director Hall shared with the Committee that several of our employees were nominated for awards at the National Emergency Number Association (NENA) Conference.
- Director Hall requested that the Committee approve the non-union COLA increase of 4% to match the Union Contract COLA. This amount has been included in the FY 2026 budget request.
- Councilor Chittim asked if the non-union COLA always matches the union COLA. Director Hall replied that it has as long as he knows.
- Motion to approve the 4% non-union COLA made by Councilor Chittim. Seconded by Chief Moen
- All in favor. Motion passes.

## Other Business

## Relocation Update

- Director Hall informed the Committee that a contractor with Allied Cook has said that Auburn City Hall meets category 4 standards required for a public safety building.
- Director Hall now has two letters of intent from Allied Cook; one for Auburn City Hall for \$73,500, and one for 85 Park St, Lewiston for \$55,121.
- Chief Chase asked if the \$55,121 has already been expended. Director Hall said no.
- Director Hall requested that the Committee approves to move approve funds for the Auburn City Hall letter of intent contingent on which building both Cities decide upon.
- Chief Caron said that ultimately this is not a Committee decision and it is difficult to make a decision when all of the variables have not been presented.
- Director Hall responded that the relocation will cost the Center roughly \$800,000 regardless of which building is chosen. Those costs won't change. This amount does not include any construction costs for renovations nor fiber and microwave routing.
- Ms. Mador, Esq. asked if funds had already been allocated by the Cities. Director Hall responded that Lewiston has allocated unspent funds from the Radio Project and Auburn has alluded to using funds from the Public Safety Building Project.
- Director Hall said that the Committee can do one of two things;
  1. Do nothing and push the decision back to the Cities and approve funds when they have chosen a location.
  2. Approve funds contingent on which building the Cities choose.
- Councilor Chittim makes a motion to approve the \$73,000 for use with the Auburn City Hall location with the caveat not to execute both agreements. Seconded by Chief Moen.
- All in favor. Motion passes.

## IT Director's Report

### General Updates

- N/A

## Operations Manager's Report:

### Staffing Update

- The external candidate that was hired for the vacant supervisor position left after two weeks. The position was reposted internally and an employee was promoted within.
- One junior employee resigned.
- We have posted with the intention of hiring two telecommunicators. The candidate pool seems to be promising.

General Discussion:

- N/A

Next meeting:

- The next meeting will be July 17, 2025 at 08:00 in the Community Room at Auburn City Hall.
- Councilor Chittim asked Director Hall if a memo could be sent out to the Committee laying out the knowns and unknowns of the relocation thus far. Director Hall said that he would draft up a memo and send it to the Committee members.

Public Comment:

N/A

Adjournment:

- Motion to adjourn made by Councilor Chittim. Seconded by Chief Moen.
- Meeting adjourned at 08:22.