



**Transportation & Environment
Council Committee
Agenda
September 21, 2016
Auburn Hall – Community Room**

5:30 P.M.

- I. Call to Order and Introductions**
- II. Minutes of August 17, 2016 meeting**
- III. Items**
 - a. Christian Hill Update – Airport Manager Rick Lanman**
 - b. Committee Update**
- IV. Committee recommendations**
- V. Staff updates**
 - a. Construction Projects**
- VI. Public Comment**
- VII. Next meeting agenda setting, October 19, 2016**

City of Auburn
Transportation & Environment
August 17, 2016
5:30 PM
Community Room

- **Call to Order and Introductions:**
Councilor Leroy Walker; Councilor Ernestine Gilbert; Dan Goyette, Director of Public Services; Councilor David Young;
- **Minutes:**
Motion was made by Councilor Walker seconded by Councilor Gilbert, accepting the minutes of the July 20, 2016 Transportation & Environment meeting. Passage 3-0
- **LA Bicycle Pedestrian Committee:**
Craig Saddlemire, Chair of the LA Bicycle Pedestrian Committee, gave an overview of the work that the committee is currently undertaking, including the Complete Streets Manual.
- **Great Falls TV Committee By-Laws:**
The draft Committee By-Laws were reviewed. Motion was made by Councilor Walker, seconded by Councilor Gilbert, to move the draft to the entire council for review. Passage 3-0
- **Staff updates:**
 - a. **Construction Projects** – an update was given on the ongoing City construction projects.
 - b. **Recreation Department** – Sabrina Best, Recreation Director, gave an overview on the ongoing Recreation Department programs.
- **Public Comment**
- **Next Meeting agenda setting, September 21, 2016**
 - a. Christian Hill Quarry
- **Adjournment**
 - a. End Session 6:20 PM

City of Auburn, Maine

Office of the Mayor



TO: Members of the Auburn City Council
FROM: Jonathan P. LaBonte, Mayor
RE: Public Services Committees

August 5, 2013

Earlier this year, the City Council held a workshop to discuss a possible new policy committee structure that was designed to streamline the review of initiatives and policies by having a half a dozen Council oversight committees (Community and Economic Development, Public Health and Safety, etc). The more than two dozen existing committees within the city would report through those Council committees. At the time, the Council believed creating new committees would create more work in their schedules so it was tabled.

As part of the restructuring of service delivery and administration in several departments, the time is appropriate to review again the Council and public's policy-making structure for the services delivered by those departments. With well organized and well informed committees advising it, workshop and meeting time of the whole City Council will be more effectively used and more input, especially from residents, will result.

If Councilors, residents or even staff are going to be encouraged to propose policies, projects or services (new, improved or elimination of any of those three areas), there needs to be a defined process for how those ideas are vetted and recommendations brought forward to the full Council. In addition, committees that meet regularly to review the status of plans and projects and review performance in various departments will allow more transparency and greater accountability to taxpayers and the public.

Given the limited interest previously in creating new, overarching Committees for policy areas, the recommendation now is to review and refine existing committee purpose and structure so that is it efficiently aligned with the departmental structure and most helpful for advising the City Council on policy. This approach, if followed, will still allow for more formal Council committees advising on full departments, but that step is not being taken now.

The matrix that follows highlights the existing Committees within the proposed Public Services Department and their areas of jurisdiction. Supporting documents are included as well that highlight existing authorization of committees either at the local or state level. The initial focus is on the parks, recreation, open space, special events and recycling because of a number of emerging efforts from the budget as well as on-going studies.

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It is recommended that the Parks and Recreation Advisory Board, which currently is noted to have jurisdiction over parks management and maintenance as well as recreation programming citywide be more narrowly focused on recreation programs and special events. With the consolidation of Parks and Recreation into Public Services, and parks staffing support shifting within that reporting structure, this will help to reduce overlapping staff support for a committee. In addition, the Council's interest in better reviewing special event support, including the use of the \$20,000 allocated in the FY14 budget, and the future of special revenue accounts makes this a strong fit. A Recreation and Special Events Advisory Board could review the performance of existing programs (both for revenue and participation), review requests for city support for other events, and engage with partners around programming, all with the goal of providing recommendations to the City Council. This would also include facility utilization, which is central to the Athletic Field assessment.

The Lewiston-Auburn Community Forest Board, established through a resolve 13 years ago, has had overlapping jurisdiction with the current Parks and Recreation Advisory Board. For example, there is currently a Joint Land Use Study underway for Mt. Apatite. Mt. Apatite is a city park. Mt. Apatite is a city forest. Which of the two committees has oversight of this area? The same could be said of Pettingill Forest and several other locations in Auburn that are either city parks or wooded areas with trails connected to our schools. Legislation was passed nearly 25 years ago to encourage the creation of Conservation Commissions at the municipal level. This replaced the Parks Commission language that was in state law previously. Given the number of cemeteries under Auburn's management, small parks, and larger forested city parks, it is prudent to better define how a Committee could advise the Council and engage partners and residents about parks and open space needs and their management.

Finally, the Council has approved a budget with a directive for staff to begin negotiating a contract for a new recycling program. Without an existing City Committee in place to advise on that effort, I am proposing a Mayor's Committee on Solid Waste Management that would be established as an ad-hoc committee to support the staff work on developing recommendations for single sort recycling for Auburn and promoting its roll out. I've included some further details in the attached spreadsheets.

There are a number of other committees that would fall under Public Services, in particular those around transportation. Rather than have too many plates in the air at once, I recommend we walk refining these committees to a conclusion before tackling others. Should the Council be comfortable with these first committee descriptions, I am prepared to engage quickly with the existing Community Forest Board to discuss adapting its charge, it is my understanding that staff could initiate preparing language for refining the Recreation Advisory Board, and appointments to a Solid Waste Management Committee would be made by our next Council meeting date.

Name	Origin	Areas of Jurisdiction
<p>Parks and Recreation Advisory Board</p>	<p>Established through ordinance</p>	<ul style="list-style-type: none"> (1) The review of existing programs of the parks and recreation department and the planning of revised, supplementary or new programs to meet the present and future needs of the city. (2) Coordination with volunteer and charitable organizations and those of other governmental units. (3) Developing recommendations for more efficient use of present facilities and personnel. (4) Improving communication regarding recreational needs (5) Investigation for financial assistance and the development of recommendations regarding participation
<p>Lewiston-Auburn Community Forest Board</p>	<p>Established through a resolve of the Auburn City Council</p>	<ul style="list-style-type: none"> (1) Advocate for the community forest (2) Develop a plan for and management community forest (3) Educate the communities (4) Raise funds (5) Develop and advise on policy changes for approval by the City Councils (6) Advise and consult on community forest issues and projects

		(7) Communicate and coordinate to avoid duplication of efforts and to combine resources to meet goals.
Energy Committee (no longer established)	Established previously as a Mayor's Committee	To advise on energy efficiency and energy options for public facilities and programs to support these areas for individual homes and businesses
Recycling Committee (no longer established)	Established previously as a Mayor's Committee	To advise on an approach to solid waste management in Auburn and to encourage residents to recycle
Other Committees within Public Services		
Bicycle-Pedestrian Advisory Committee		
Lewiston-Auburn Transit Committee		
Androscoggin Transportation Resource Center		
Auburn-Lewiston Municipal Airport		
Lewiston-Auburn Railroad Company		

Recommended Committee Functions

Name	Former Name	Areas of Jurisdiction
<p>Recreation and Special Events Advisory Board</p> <p><i>Would be important to consider having at least one Councilor on this Committee. In addition, the involvement of the School Department and partner organizations should be considered (YMCA, CMCC, Balloon Festival, Dempsey Challenge, etc)</i></p>	<p>Parks and Recreation Advisory Board</p>	<ul style="list-style-type: none"> (1) The review of existing recreation programs and special events supported by the City and the planning of revised, supplementary or new programs to meet the present and future needs of the city. (2) Coordination with volunteer and charitable organizations and those of other governmental units that provide special events or recreation programming in the City. (3) Developing recommendations for more efficient use of present facilities and personnel. (4) Improving communication regarding recreational needs (5) Investigation for financial assistance and the development of recommendations regarding participation
<p>Parks and Conservation Commission (could be a joint board with Lewiston)</p> <p><i>Would be important to consider having at least one Councilor on this Committee. In addition, the involvement of the School</i></p>	<p>Lewiston-Auburn Community Forest Board</p>	<ul style="list-style-type: none"> (1) Advocate for parks, conservation and open space in the community (2) Develop a plan for stewardship of community parks and forests (3) Educate the community (4) Raise funds (5) Develop and advise on policy

<p><i>Department and partner organizations should be considered.</i></p>		<p>changes for approval by the City Councils (6) Advise and consult on community forest issues and projects</p>
<p>Mayor's Committee on Solid Waste Management <i>This Committee, to be made up of no more than seven (7) residents will, ideally, include a at least one Councilor, at least one representative of Auburn's schools, with the remainder being residents that bring expertise and energy to the topic of solid waste management and improving Auburn's recycling.</i></p>	<p>Established previously as a Mayor's Committee</p>	<p>To advise on an approach to solid waste management in Auburn and to encourage residents to recycle. Serve as advisors to city staff in the development of a contract for services for solid waste management/recycling and facilitate gathering of public input. And to serve in a leadership capacity engaging the community during the roll-out of the program. Staffing for the Committee will be at the Manager's discretion.</p>

PART II - CODE OF ORDINANCES
Chapter 2 - ADMINISTRATION
ARTICLE V. - BOARDS, COMMISSIONS AND COMMITTEES

DIVISION 4. PARKS AND RECREATION ADVISORY BOARD

DIVISION 4. PARKS AND RECREATION ADVISORY BOARD

[Sec. 2-454. Established; membership.](#)

[Sec. 2-455. Term of members.](#)

[Sec. 2-456. Officers; rules of procedure; vacancies.](#)

[Sec. 2-457. Duties.](#)

[Secs. 2-458—2-482. Reserved.](#)

Sec. 2-454. Established; membership.

- (a) There shall be a parks and recreation advisory board, which shall be composed of eight members. All except the ex officio member of the board shall be appointed by the city council.
- (b) Of the seven appointed members, there shall be no more than two members from the same ward. A member shall forfeit his membership if he becomes a resident of a ward in which two members of the board already reside.
- (c) Serving as the ex officio member shall be the director of parks and recreation, who shall also serve as secretary to the board.
- (d) Nothing in this article shall preclude the creation of standing subcommittees.

(Code 1967, § 18-3.1)

Sec. 2-455. Term of members.

All appointed members of the parks and recreation advisory board shall serve staggered two-year terms from the date of their appointment and thereafter until their successors are appointed beginning with the effective date of this Code. Members of the board may be appointed to succeed themselves.

(Code 1967, § 18-3.3)

Sec. 2-456. Officers; rules of procedure; vacancies.

The parks and recreation advisory board shall elect a chair, a vice-chair and such other officers as it may require. The board shall develop such rules to govern its meetings and operations as it deems advisable. Upon the death, incapacity or removal from the city of any member, or if any member shall be absent without excuse for three consecutive meetings, the secretary of the board shall advise the city council that a vacancy exists and request the appointment of a replacement.

(Code 1967, § 18-3.4)

Sec. 2-457. Duties.

The purpose of the parks and recreation advisory board shall be:

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DIVISION 4. PARKS AND RECREATION ADVISORY BOARD

- (1) The review of existing programs of the parks and recreation department and the planning of revised, supplementary or new programs to meet the present and future needs of the city.
- (2) The coordination of existing programs and facilities of the recreation department with those of volunteer and charitable organizations and those of other governmental units.
- (3) Developing recommendations for more efficient use of present facilities and personnel.
- (4) Improving communication regarding the recreational needs of the city between the people and the recreation department, the city council, and other city departments.
- (5) The investigation of federal, state and private programs for financial assistance and the development of recommendations regarding participation in such programs by the city.

(Code 1967, § 18-3.2)

Secs. 2-458—2-482. Reserved.

DIVISION 5. - CONSERVATION COMMISSION

Sec. 2-477. - Commission established.

A conservation commission is hereby established pursuant to 30-A M.R.S.A. §§ 3261—3263 to consist of seven members appointed by the city council, all of whom shall be residents of the city. The terms of office shall be three years except that initial appointments after the date of adoption of the ordinance from which this division derives shall be such that the terms of no more than three members shall expire in any single year. For that purpose, the city council shall initially appoint three members for terms of one year, two members for terms of two years, and two members for terms of three years, such that the terms of approximately one-third of the members shall expire each year. There shall be one ex-officio member of the board consisting of the city manager or his/her designee.

(Ord. No. 07-02022015, § 1, 2-17-2015)

Sec. 2-478. - Purpose.

The purpose of the conservation commission shall be to serve as a research, advisory and advocacy group on environmental and conservation issues relating to the city.

(Ord. No. 07-02022015, § 2, 2-17-2015)

Sec. 2-479. - Qualifications.

All members of the commission shall be selected upon the basis of their knowledge of or interest in conservation, environmental science or related fields.

(Ord. No. 07-02022015, § 3, 2-17-2015)

Sec. 2-480. - Powers and duties.

The commission:

- (1) Shall keep records of its meetings and activities and make an annual report to the city council;
- (2) Shall conduct research, in conjunction with the planning board, into local land areas, which shall be initiated by majority votes of both the commission and the planning board;
- (3) Shall seek to coordinate the activities of conservation bodies organized for similar purposes;
- (4) Shall keep an index of all open areas within the city, whether publicly or privately owned, including open marshlands, swamps and other wetlands, for the purpose of obtaining information relating to the proper protection, development or use of those open areas. The commission may recommend to the city council or to any board of the city or to any body politic or public agency of the state a program for the better protection, development or use of such open areas, which may include the acquisition of conservation easements;
- (5) May advertise, prepare, print and distribute books, maps, charts, plans and pamphlets which it considers necessary, if municipal appropriations provide financial resources to do so;
- (6) Shall assist staff in the preparation of park and trail plans, the identification of new sites to be added to the park system, recommendations on designation of open space areas, and grant assistance;

- (7) Shall coordinate applications for grants from the federal or state governments, or private sources, to improve conservation assets for the city including parks, trail and the community forest.
- (8) Shall undertake any other conservation or environmental activity referred to it by the city council.
- (9) May recommend to the city council the acceptance of gifts in the municipality's name for any of the commission's purposes.
- (10) Shall develop a plan for and provide advice to city staff and agencies regarding the management of the community forest including the anticipated impact of proposed development;
- (11) Shall raise community awareness regarding the importance of the community forest;
- (12) May raise funds to establish a community forest trust fund;
- (13) Shall adopt by-laws to govern the internal affairs of the commission; and
- (14) May perform such other functions as are permitted by this Code.

(Ord. No. 07-02022015, § 4, 2-17-2015)

Sec. 2-481. - Officers, meetings and records.

- (a) The members shall elect from their membership a chairperson, treasurer, a vice-chairperson and a secretary. Officers shall serve two-year terms.
- (b) All meetings of the commission shall be open to the public, and notice, if required by law, should be provided to the public about such meetings.
- (c) Minutes shall be kept of all meetings.

(Ord. No. 07-02022015, § 5, 2-17-2015)

Sec. 2-482. - Committees.

- (a) Establishment: The chairperson may appoint special committees for purposes and terms approved by the conservation commission.
- (b) Lewiston-Auburn Community Forest Board: The Lewiston-Auburn Community Forest Board will be a standing subcommittee of the Auburn Conservation Commission. The purpose of the community forest board is to plan for and provide advice to city staff and the conservation commission regarding the management of the community forest. The conservation commission shall designate two members to serve on the Lewiston-Auburn Community Forest Board. The Lewiston-Auburn Community Forest Board shall develop and implement a community forest program that enhances, preserves, protects, and maintains the community forest. Primary activities are to:
 - (1) Advocate for the community forest;
 - (2) Develop a plan for and provide advice on the management of the public sector portion of the community forest;
 - (3) Educate the communities about the community forest and how to care for it;
 - (4) Raise funds, including grants, and establish a community forest trust;
 - (5) Develop and advise on policy changes for approval by the city councils;
 - (6) Advise and consult on community forest issues and projects;

- (7) Communicate and coordinate with city staff, planning boards, and other community programs to avoid duplications of efforts and to combine resources to meet goals.

(Ord. No. 07-02022015, § 6, 2-17-2015)

Sec. 2-482.1. - Limits of authority.

Nothing contained within this section shall supersede the provisions of the Charter or contrary provisions of the Code. No powers and duties which may be exercised by conservation commissions under state statute which are not explicitly provided in this article may be exercised by the commission created herein.

(Ord. No. 07-02022015, § 7, 2-17-2015)