



**City Council Workshop & Meeting
Agenda
April 1, 2024
Auburn Hall, Council Chambers**

5:30 P.M. City Council Workshop

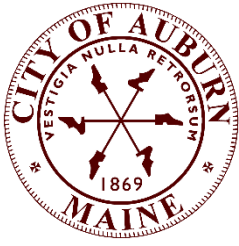
- A. Auburn School Department Budget Presentation –Dr. Connie Brown
- B. City Manager’s Budget Presentation – Phil Crowell
- C. Council Budget Discussion and Review of Council Priorities

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

Pledge of Allegiance

- I. **Consent Items** – All items with an asterisk (*) are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member or a citizen requests, in which event, the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.
 - 1. **Order 41-04012024***
Setting the date for the School Budget Validation Referendum Election (June 11, 2024).
- II. **Minutes**
 - March 18, 2024, Regular Council Meeting
 - March 25, 2024, Special Council Meeting
- III. **Communications, Presentations and Recognitions**
 - Recognition - Camden Goddard - 2024 MRPA Citizen Volunteer Award Recipient
 - Communication – Request for Lake Stewards of Maine funding from the City of Auburn for FY2024
- IV. **Open Session** – *Members of the public are invited to speak to the Council about any issue directly related to City business or any item that does not appear on the agenda.*
- V. **Unfinished Business**
 - 1. **Ordinance 01-01022024**
Amending Chapter 60 of the zoning ordinance to include Effective Date and Applicability Date of Ordinance 26-11202023. Public hearing and second reading.

2. **Order 39-03182024**
Disposition of building located at 46 Fair Street under dangerous building statute. Public hearing for parties with interest in property.
- VI. **New Business**
 1. **Order 42-04012024**
Authorizing the City Clerk to consolidate to one polling place for the July 9, 2024, Special Municipal Election. Public hearing and vote.
 2. **Order 43-04012024**
Adopting the 5-year Capital Improvement Plan (CIP).
 3. **Order 44-04012024**
Approving the Mass Gathering for the Auburn Lobster Festival event scheduled for Saturday, May 11, 2024. Public hearing and vote.
 4. **Order 45-04012024**
Approving the temporary liquor license for an Incorporated Civic Organization for the Lobster Festival event scheduled for Saturday, May 11, 2024. Public hearing and vote.
 5. **Order 46-04012024**
Approving the Annual Report to the Maine State Housing Authority for Tax Year 4/1/2023-3/31/2024.
 6. **Resolve 03-04012024**
Adopting the Androscoggin County Natural Hazard Mitigation Plan 2024.
- VII. **Open Session** - *Members of the public are invited to speak to the Council about any issue directly related to City business or any item that does not appear on the agenda*
- VIII. **Reports**
 - a. Mayor's Report
 - b. City Councilors' Reports
 - c. City Manager Report
- IX. **Executive Sessions** – Economic development, pursuant to 1 M.R.S.A. §405(6)(C) which premature disclosure would prejudice the competitive or bargaining position of the City.
- X. **Adjournment**



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: April 1, 2024

Author: Mark Conrad, School Business Manager

Subject: FY 2025 School Budget Discussion

Information: The School Committee is currently reviewing the FY 2025 budget proposal submitted by the Superintendent of Schools. The FY 2025 operating budget (including Adult Education) proposed by the Superintendent is increasing by 5.4% to \$62,234.945. The largest single impact in this budget is the loss of federal ESSER (pandemic) funding for 15 staff positions. This budget eliminates five (5) positions from the operating budget and nine (9) positions funded by ESSER, transfers six (6) positions from ESSER to the operating budget, and adds one (1) new position to the operating budget (see attached summary).

For the first time in three years this budget includes a CIP request totaling \$983,000, including a new fire alarm panel for Park Ave. (\$32,000), a district-wide HVAC controls software platform migration (\$251,000), and a new boiler room at Fairview (\$700,000).

The revenue budget includes a 6.0% increase in State subsidy, a \$350,000 increase in the use of fund balance funds, to \$2,350,000, and an expenditure of \$211,000 in remaining revenue from the Edward Little naming rights campaign. The local share is increasing by \$1,069,062, or 5.6%, to \$20,866,210 in FY 2025.

The School Committee is scheduled to approve a school budget and forward it to the City Council on May 1, 2024.

City Budgetary Impacts: TBD

Staff Recommended Action: Discussion

Previous Meetings and History: N/A

City Manager Comments:



I concur with the recommendation. Signature:

Attachments:

Superintendent's FY 2025 Budget Message
Summary of Personnel Changes

Budget Summary by Warrant Article
General Fund Revenue Budget

To: Auburn School Committee
From: Cornelia Brown PhD Superintendent of Schools
RE: Budget Message for 2024-2025 Auburn School Department Operating Budget
Date: February 28, 2024

Introduction:

It is somewhat bittersweet to present my last operating budget for the Auburn School Department (ASD). During the last four (4) years I believe that we have established an excellent process for budget consideration, deliberation, and adoption. I sincerely appreciate the School Committee's due diligence on examination of budget priorities, and ensuring that the proposed budget furthers the goals established by the School Committee. My goal was and remains to improve the educational outcomes for our students.

I believe that our staff is the most important asset we have. Please be reminded that nearly 80% of our cost(s) are related to people, and appropriately so. Every single person in the ASD has a critical role to play in the education of our students. There are no superfluous positions and before anything is included in the proposed operating budget it goes through a rigorous evaluation process.

My philosophy around effective budget processes is to provide clear, unambiguous information in a transparent manner.

The Auburn School Committee is considering the following goals:

Student Outcomes

The School Department will ensure high achievement for all students supported by a strong, rigorous curriculum.

- Graduation Rate: The graduation rate will reach or exceed 95% by 2025
- District Mandated Testing: The ASD will meet or exceed state proficiency rates by 2025
- Sub-populations: The ASD will reduce disparities in student outcomes across demographics.

Communication

Through various means, the ASD will continue to communicate clearly with stakeholders to foster relationships, maintain trust, increase engagement and create a sense of belonging for all school community members.

Master Plan for Facilities

The ASD will utilize the Facilities Assessment to create a Master Plan to address the capacity, sufficiency, and structural quality of all ASD facilities.

School Committee Self-Evaluation

The School Committee will implement an annual self-evaluation process.

Role of ESSER:

The development of the 2024-2025 ASD operating budget is complicated by the end of the COVID-related funds commonly known and understood as ESSER. For a period of time I have been cautioning the School Committee that there is a pending funding cliff with the end of these funds and now the cliff is here. As of February 28, 2024 the ASD has fifteen (15) staff positions being funded through ESSER for a total of \$924,875. These positions are as follows: 6 teachers, 1 nurse's aide, 1 social worker, 5 educational technicians, 1 instructional technology coach, and 1 literacy coach.

Trying to stay within reasonable budget parameters, I have incorporated some, but not all, of the ESSER positions within the proposed 2024-2025 ASD operating budget. At this time, I recommend transferring 2 teaching positions from ESSER to the operating budget (EACS and Washburn Elementary), 1 social worker's position (Sherwood Heights), 1 educational technician (ELHS), 1 nurse's aide (Walton), and 1 district-wide math coach who previously served as the instructional technology coach.

We are not able to include 4 teaching positions, 4 educational technician positions, and a district-wide literacy coach currently funded through ESSER. The schools affected by these ESSER reductions include EACS, Washburn, Park Avenue, Fairview, Sherwood and ELHS. Each of the staff members in these positions will be moved into existing vacancies.

The ESSER budget also funds the off-site suspension center run by Community Youth Services, at a cost of \$65,000. These costs are transferred to the FY 2025 operating budget to maintain critical services for at-risk students.

Proposed Budget for 2024-2025: \$62,234,945 (including Adult Education)

It is my pleasure to submit to you for your consideration the recommended operating budget to support the needs of our students in the Auburn School Department for the 2024-2025 School Year. As proposed, the Auburn School Department budget is \$62,234,945, an increase of \$3,163,656 or 5.4%. The Mil rate for education would be \$9.24 an increase of .47 based on current assessed values. On a home assessed at \$150,000 it would mean a \$70.97 increase on an annual basis.

We are eliminating 4 regular teaching positions from the ASD operating budget (AMS, Sherwood, Fairview, and Graphic Arts at ELHS) and a special education Team Leader (Walton). The budget does include one new teaching position, a special education behavior support teacher (BCBA).

As proposed, the budget anticipates a 12% increase in health insurance premium costs and an overall increase of \$822,572 because more employees are opting to take our health insurance. A new payroll tax to pay for expanded FMLA leave required by the State of Maine is budgeted at \$288,378. There are allowances for increase(s) associated with settled contractual agreement(s) with the Auburn Education Association Teachers' Unit, the Administrators' Unit and the Non-Affiliated Unit. Another substantial cost driver in the proposed 2024-2025 ASD budget is an increase in Special Education of \$1,104,021 or 8.6%. This increase includes \$450,000 for the MaineCare SEED match and \$227,091 for Out-of-District placements.

Revenues:

The Auburn School Department received the ED 279 in late January. While the figures are anticipated but not enacted (the Legislature will take that action later this session) at this time I expect that our subsidy from the State of Maine will be \$29,231,738, an increase of \$1,651,087 or 6% in additional state aid. We will also receive \$8,596,809 in Debt Service for Edward Little High School and \$492,966 for Park Avenue Elementary School. The total increase in State Aid will be \$1,658,474, or 4.5%. I propose increasing the revenue from the Auburn School Department Fund Balance to \$2,350,000, an increase of \$350,000.

From the City of Auburn, I am proposing increasing revenue from \$19,797,148 to \$20,866,210, an increase of \$1,069,062 or 5.6%.

Cost Centers:

Pursuant to 20-A MRSA Section 1485 a school budget, including a municipal school budget, is divided into eleven cost categories: (1) Regular Education (2) Special Education (3) Career and Technical Education (4) Other Instruction (5) Student and Staff Support (6) System Administration (7) School Administration (8) Transportation (9) Facilities and Maintenance (10) Debt Service/Other Commitments and (11) Other Commitments. Adult Education is also included in the Auburn School Department operating budget. I will now review each Cost Center noting change(s).

Cost Center (1): Regular Education

Cost Center (1) includes the cost of regular education (personnel, supplies, books, and the cost(s) associated with regular education collective bargaining agreement(s). As proposed this cost center is up \$1,128,917. Notably, this cost center includes transferring 2 elementary teaching positions from ESSER into the operating budget at East Auburn Community School and Washburn Elementary School, along with a district-wide math instructional coach.

Cost Center (2): Special Education

Cost Center 2 is increasing \$1,104,021.

The increase in SEED this year is significant. School districts and private schools are able to bill the federal Medicaid program for some special education services, through MaineCare. However, the federal government only partially covers the cost of those services. Private schools can then bill sending districts for the cost of services to students that are not reimbursed by Medicaid, and that is known as the "SEED match". SEED costs are being driven by recent DOE-approved rate increases to private schools of up to 44%.

Expenditures Associated with Out of District Placements:

Year	Budget	Actual	Difference
2015-2016	\$ 1,617,819	\$ 1,650,831	(\$ 33,012)
2016-2017	\$ 1,667,819	\$ 1,964,889	(\$ 297,070)
2017-2018	\$ 1,923,039	\$ 2,635,915	(\$ 712,876)
2018-2019	\$ 2,056,544	\$ 1,916,349	\$140,194
2019-2020	\$ 2,075,490	\$ 2,275,992	(\$ 200,502)
2020-2021	\$ 2,410,305	\$ 2,445,125	(\$ 34,820)
2021-2022	\$ 2,908,586	\$ 2,047,950	\$ 860,636
2022-2023	\$ 3,135,490	\$ 2,990,386	\$ 145,104
2023-2024	\$ 3,880,600	—	—
2024-2025	\$ 4,107,691		

School Year	# of Tuition Students
2019-2020	62

2020-2021	64
2021-2022	60
2022-2023	62
2023-2024	61
2024-2025	64

Cost Center (3):

The Lewiston Regional Technical Center receives subsidies for both their programs at LRTC and at ELHS from the Maine Department of Education. We do not budget any revenues or expenditures.

Cost Center (4): Other Instruction (Includes Athletics and Co-Curricular):

Cost(s) associated with this center include restoring the First Football team (\$9,500) and an increase in AMS athletic equipment from \$5,960 to \$17,370. Overall this Cost Center is up \$60,212 or 6.7%.

Cost Center (5): Student and Staff Support:

The primary driver(s) for this cost center are: re-classifying a social worker's position from Special Education into Student and Staff support, moving a social worker currently in ESSER into the operating budget (at Sherwood), and moving a nurse's aide position from ESSER into the operating budget (at Walton).

This budget includes a proposal to convert the technology integrator position, currently on a teaching contract, into a year-round software support position, with no budget impact. This need is driven by the continued integration of software into operating and instructional systems. I plan to bring a new job description for this position to the Finance Committee later this year.

Cost Center (6): System Administration

The most significant increase in this account is the new accounting/HR software package (MUNIS) at a cost of \$187,687. This is a "must-do" as the current package (ADS) is only minimally supported now and is being phased out. Additionally, this is consistent with a strong

recommendation from the auditors to improve the reconciliation process with the City of Auburn. This account also includes a 5% increase for the non-affiliated staff. This amount is in concert with the organized units.

Cost Center (7): School Administration

This cost center is up \$282,154 and reflects the recently ratified Collective Bargaining Agreement with the Auburn Administrators' Association. This cost center also reflects the costs associated with the increased usage of our health insurance plan. By way of example, this cost center includes administrative assistants in each of our schools. I have increased the health insurance line for these employees from \$139,301 to \$201,281 which is an increase of \$61,980 or 44.49%, based on current participation in our health insurance plans.

Cost Center (8): Transportation and Buses

This cost center is up \$264,610 or 12.1%. As with the support positions covered in Cost Center 7, more of our staff members are taking the School Department's health insurance, an increase in the number of paid days per driver, and repair costs for buses increasing by \$62,449.

Cost Center (9): Facilities and Maintenance:

This Cost Center is down! I am showing a reduction of (\$385,820). The reason for this reduction is our debt service costs are declining by \$162,276. Further, we have a better handle on the utilities cost(s) at Edward Little High School and have had good results in bidding out energy for the coming year. Therefore, we believe we can reduce the overall cost of utilities by \$239,925.

This article also includes a first interest payment of \$16,250 for a \$1 million capital improvements bond. Capital improvement requests will include migrating all buildings to a new HVAC controls software platform, and full replacement of the Fairview boiler room, based on recommendations from the work of Harriman and EEI.

Cost Center (10): Debt Service

This article is declining by (\$30,105).

Cost Center (11): Crossing Guards:

No Changes

Adult Education:

The Adult Education budget is increasing by \$33,969, or just under 10%, reflecting a significant increase in State subsidy funds. There is no change in the local contribution to Adult Education. This increase will largely be used to expand program opportunities.

**Auburn School Department
FY 2025 Budget Process
Proposed Staffing Changes (FTEs) as Presented by the Superintendent**

Reg. Teacher	SPED Teacher	Guid/Soc. Wkr.	Reg. Ed. Tech.	SPED Ed. Tech.	Other	Total	Comment
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Positions Eliminated from Operating Budget:

Article 1	4.0							4.0
Article 2		1.0						1.0
Article 5								0.0
TOTAL	4.0	1.0	0.0	0.0	0.0	0.0		5.0

Position Eliminated from ESSER:

Article 1	5.0			3.0			8.0
Article 2					1.0		1.0
Article 5							0.0
TOTAL	5.0	0.0	0.0	3.0	1.0	0.0	9.0

Position Transferred from ESSER to Operating Budget:

Article 1	3.0							3.0	Other: Nurses aide at Walton
Article 2					1.0			1.0	
Article 5			1.0			1.0		2.0	
TOTAL	3.0	0.0	1.0	0.0	1.0	1.0	6.0		

New Positions:

[illegible]

Auburn School Department
FY 2025 Budget Process
Budget by Warrant Article (As Proposed by the Superintendent)

Article	Purpose	FY 2024 Approved	FY 2025 Proposed	\$ Change	% Change
1	Regular Instruction	\$19,300,554	\$20,429,471	\$1,128,917	5.8%
2	Special Education	\$12,882,836	\$13,986,857	\$1,104,021	8.6%
3	Career and Technical Education	\$0	\$0	\$0	---
4	Other Instruction	\$898,147	\$958,359	\$60,212	6.7%
5	Student and Staff Support	\$3,806,698	\$4,219,312	\$412,614	10.8%
6	System Administration	\$1,200,966	\$1,492,010	\$291,044	24.2%
7	School Administration	\$2,413,311	\$2,695,465	\$282,154	11.7%
8	Transportation and Buses	\$2,178,859	\$2,443,469	\$264,610	12.1%
9	Facilities Maintenance	\$5,679,257	\$5,293,437	(\$385,820)	-6.8%
10	Debt Service/Other Commitments	\$10,329,269	\$10,299,164	(\$30,105)	-0.3%
11	All Other Expenditures	\$39,644	\$41,685	\$2,041	5.1%
Total - Operating Budget		\$58,729,542	\$61,859,229	\$3,129,687	5.3%
Adult Education		\$341,747	\$375,716	\$33,969	9.9%
Total - All Articles		\$59,071,289	\$62,234,945	\$3,163,656	5.4%
Excluding Debt Service & Adult Ed.		\$48,400,273	\$51,560,065	\$3,159,792	6.5%

FY 2025 Budget Process

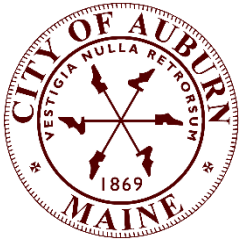
Auburn School Department

General Fund Revenue Budget (As Proposed by the Superintendent)

Fiscal Year	2020-2021 Actual	2021-2022 Actual	2022-2023 Actual	2023-2024 Approved	2024-2025 Proposed	Variance	Percentage
State/EPS Model							
Subsidy	\$25,975,376	\$28,656,518	\$28,347,708	\$27,580,651	\$29,231,738	\$1,651,087	106.0%
Debt Service-ELHS	\$0	\$1,554,035	\$6,235,863	\$8,568,985	\$8,596,809	\$27,824	100.3%
Debt Service-Park Ave	\$579,894	\$560,117	\$534,544	\$513,402	\$492,966	(\$20,436)	96.0%
Total State	\$26,555,270	\$30,770,670	\$35,118,115	\$36,663,039	\$38,321,513	\$1,658,474	104.5%
Local							
Minimum Local 15671-A	\$16,272,338	\$16,031,338	\$14,867,518	\$15,245,365	\$15,589,990	\$344,625	102.3%
Local Only Debt Service	\$102,473	\$311,789	\$894,187	\$1,187,586	\$1,155,649	(\$31,937)	97.3%
Additional Local	\$1,322,309	\$1,486,251	\$3,195,978	\$3,150,553	\$3,906,927	\$756,374	124.0%
Total Local	\$17,697,120	\$17,829,378	\$18,957,683	\$19,583,504	\$20,652,566	\$1,069,062	105.5%
Other							
State Agency Client/SOS	\$187,493	\$58,909	\$21,211	\$20,000	\$20,000	\$0	100.0%
MeCare Reimbursement	\$148,939	\$126,230	\$104,156	\$100,000	\$100,000	\$0	100.0%
Franklin Tuition	\$58,249	\$96,617	\$111,012	\$60,000	\$100,000	\$40,000	166.7%
Rental Properties (RETC)	\$58,000	\$58,000	\$58,000	\$0	\$0	\$0	---
Child Care	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$0	100.0%
Gate Receipts	\$0	\$32,557	\$31,545	\$33,000	\$34,150	\$1,150	103.5%
Revenue - Naming Rights	\$0	\$0	\$0	\$200,000	\$211,000	\$11,000	105.5%
Miscellaneous	\$22,548	\$357,657	\$83,314	\$20,000	\$20,000	\$0	100.0%
Total Other	\$525,229	\$779,969	\$459,237	\$483,000	\$535,150	\$52,150	110.8%
Fund Balance	\$ -	\$0	\$0	\$2,000,000	\$2,350,000	\$ 350,000	117.5%
Total General Operating	\$44,777,619	\$49,380,017	\$54,535,035	\$58,729,542	\$61,859,229	\$3,129,687	105.33%
Adult Education							
State	\$95,639	\$94,617	\$94,354	\$88,103	\$122,072	\$33,969	138.6%
Local	\$200,141	\$213,702	\$207,192	\$213,644	\$213,644	\$0	100.0%
Other (Tuition)	\$8,289	\$7,800	\$10,400	\$40,000	\$40,000	\$0	100.0%
Total Adult Education	\$304,069	\$316,119	\$311,946	\$341,747	\$375,716	\$33,969	109.94%
Grand Total Revenue	\$45,081,688	\$49,696,136	\$54,846,982	\$59,071,289	\$62,234,945	\$3,163,656	105.36%

Fiscal Year	2020-2021 Actual	2021-2022 Actual	2022-2023 Actual	2023-2024 Approved	2024-2025 Proposed	Variance	Percentage
Increase in Lcoal Share - Debt Service				\$1,187,586	\$1,155,649	(\$31,937)	-0.2%
Increase in Local Share - Operations (Including AE)				\$18,609,562	\$19,710,561	\$1,100,999	5.7%
				\$19,797,148	\$20,866,210	\$1,069,062	5.6%
City Property Valuation (Current 2024)					\$2,259,431,378		
Mil Rate For Education (Total)					9.24		
Change on \$150K home					0.47		\$70.97

Note: the current City Property Valuation will be updated (and increasing) before a tax rate is set for the FY 2025 budget.



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: April 1, 2024

Author: Sue Clements-Dallaire, City Clerk

Subject: City Manager's Preliminary Budget Presentation for FY2025

Information: City Manager Phil Crowell will present his FY2025 preliminary budget to the Mayor and City Council

City Budgetary Impacts: To be determined

Staff Recommended Action: Discussion

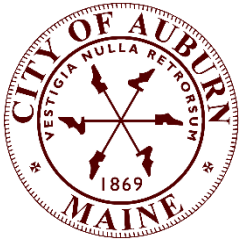
Previous Meetings and History: Budget discussions began at the February 3rd Council retreat and department presentations began on February 20th, then March 4th, March 11th, March 18th, and March 25th.

City Manager Comments:

Phillip Crowell Jr.

I concur with the recommendation. Signature:

Attachments:



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: April 1, 2024

Author: Sue Clements-Dallaire, City Clerk

Subject: Council Budget Discussion and Review of Council Priorities

Information: This is an opportunity for the Council to have another conversation regarding the FY2025 budget and to review Council priorities.

City Budgetary Impacts: To be determined

Staff Recommended Action: Discussion

Previous Meetings and History: Discussions regarding budget and Council goals began at the February 3, 2024 Council retreat. Department presentations began on February 20th, and continued on March 4th, March 11th, March 18th, and March 25th.

City Manager Comments:

Phillip Crowell Jr.

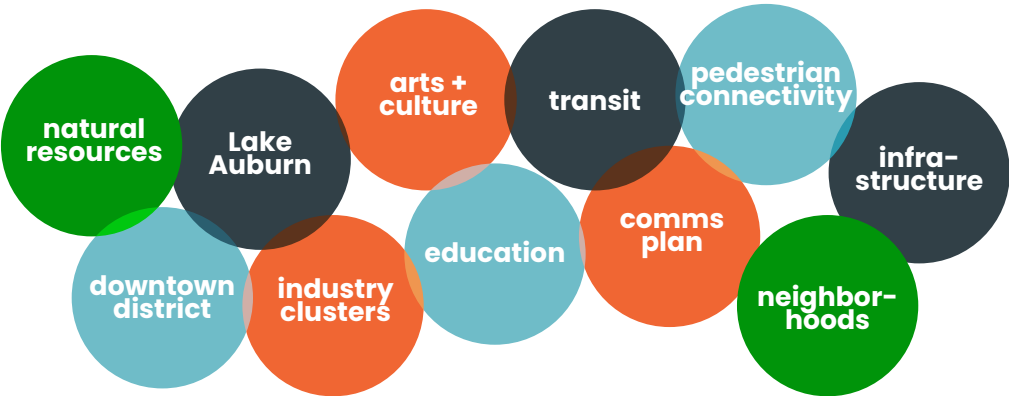
I concur with the recommendation. Signature:

Attachments:

2023-25 AUBURN CITY COUNCIL

STRATEGIC PLAN RECOMMENDATIONS


11 final strategic recommendations
from the city’s 2019 Strategic Plan.



CITY COUNCIL PRIORITIES


The Auburn City Council strives to ensure government transparency and accessibility; welcome and encourage participation and engagement; and balance tradition with growth and innovation.

PUBLIC SAFETY



- Facilities
- EMS service delivery
- PS staff modeling assessment
- Traffic safety

SUSTAINABILITY + NATURAL RESOURCES



- Solid waste/recycling/composting
- Bulky waste program
- River connectivity

GROWTH + INVESTMENT



- Establish innovation center/technology hub
- Support workforce growth
- Economic growth/sustainability
- Investment in education
- Downtown revitalization
- Road infrastructure

RECREATION



- Enhance programming for all ages
- Visibility of Rec programs
- Event planning
- Outdoor recreation assets
- Greenspace/trail connectivity

PLANNING

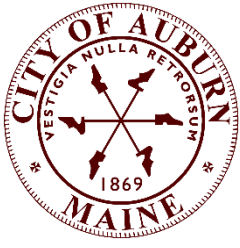


- Comp Plan/zoning
- Master planning
- Revaluation
- Charter review
- Strategic Plan
- Community engagement
- Mall development
- Housing plan
- Homeless initiatives
- Infrastructure assessment

INTERLOCAL INITIATIVES



- Auburn/Lewiston Municipal Airport
- 9-1-1 services
- County services/facilities
- Transit
- Regional partnerships



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: April 1, 2024

Order: 41-04012024

Author: Sue Clements-Dallaire, City Clerk

Subject: Scheduling the School Budget Validation Referendum Election to be held on June 11, 2024

Information:

Title M.R.S.A. 20-A, Section 2307 requires Municipalities to conduct a School Budget Validation Referendum Election each year.

The date is consistent with previous years, and there is a cost savings when holding this election at the same time as a State election which is normally the second Tuesday in June. It also results in better voter turnout.

City Budgetary Impacts: N/A

Staff Recommended Action: Recommend passage of this order.

Previous Meetings and History: N/A

City Manager Comments:



I concur with the recommendation. Signature:

Attachments: Order



ORDER 41-04012024

City Council Order

IN CITY COUNCIL

ORDERED, that the City Council hereby sets the date to hold the School Budget Validation Referendum Election for Tuesday, June 11, 2024.

Richard S. Whiting, Ward One
Benjamin J. Weisner, Ward Four
Belinda A. Gerry, At Large

Timothy M. Cowan, Ward Two
Leroy G. Walker, Sr., Ward Five
Jeffrey D. Harmon, Mayor

Stephen G. Milks, Ward Three
Adam R. Platz, At Large
Phillip L. Crowell, Jr., City Manager

IN COUNCIL REGULAR MEETING MARCH 18, 2024, VOL. 37 PAGE 146

Mayor Harmon called the meeting to order at 7:03 P.M. in the Council Chambers of Auburn Hall and led the assembly in the salute to the flag. Councilor Platz had an excused absence. All other Councilors were present.

I. Consent Items

1. Order 34-03182024*

Re-appointing Chris Carson to the Sustainability and Natural Resource Management Board as nominated by the Natural Products and Agriculture Working Group. Term expiration of 04/01/2027.

2. Order 35-03182024*

Appointing Steve Buchanan to the Board of Assessment as nominated by the Appointment Committee. Term expiration of 03/31/2027.

3. Order 36-03182024*

Appointing Gerald Samson to the Board of Assessment as nominated by the Appointment Committee. Term expiration of 03/31/2027.

4. Order 37-03182024*

Appointing Kathy Shaw to the Board of Assessment as nominated by the Appointment Committee. Term expiration of 03/31/2026.

5. Order 38-03182024*

Appointing Tina Eugley to the Age Friendly Community Committee as nominated by the Appointment Committee. Term expiration of 06/01/2027.

Motion was made by Councilor Walker and seconded by Councilor Gerry for passage of the five consent items.

Passage 6-0.

II. Minutes – March 4, 2024, Regular Council Meeting

Motion was made by Councilor Walker and seconded by Councilor Whiting to approve the minutes of the March 4, 2024, Regular Council Meeting.

Passage 5-0-1 (Councilor Milks abstained).

III. Communications, Presentations and Recognitions

- Disenfranchised Business Enterprise (DBE) Plan FFY24/25/26
- Use of City Property – 143 Hampshire Street Parking Area
- Communication - The Mayor's Ad-hoc Committee on Homelessness

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

V. Unfinished Business

1. Ordinance 07-03042024

Removing Appendix A from Auburn's Code of Ordinances. Second reading.

Motion was made by Councilor Walker and seconded by Councilor Weisner for passage.

Public comment – No one from the public spoke.

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

VI. New Business

1. Order 39-03182024

Disposition of building located at 46 Fair Street under dangerous building statute. Public hearing for parties with interest in property.

Public hearing –

Paul Farnsworth, 208 Oak Hill Road, stated that the property has been unsafe for quite some time and has been open and exposed to the elements. He spoke in support of the demolition.

Marty Doherty, 194 Oak Hill Road said he was excited when someone took this project on because it is a beautiful property right by the water, but it's gone on for too long. He expressed various concerns and said he doesn't trust that the renovations will happen and recommends the demolition of the property.

Janice Conant, 199 Oak Hill Road, stated that as of today there is still trash and broken glass, debris, and nails on the outside which could have been cleaned up months ago. She stated that it is lucky that nobody has gotten hurt.

Motion was made by Councilor Walker and seconded by Councilor Milks for passage.

Motion was made by Councilor Milks, seconded by Councilor Whiting to postpone this item until the next regularly scheduled Council meeting (April 1).

Passage 4-2 (Councilor Walker and Gerry opposed).

2. Order 40-03182024

Adopting the City of Auburn's fee schedule.

Motion was made by Councilor Whiting and seconded by Councilor Walker for passage.

Passage 6-0.

VII. Open Session – No one from the public spoke.

VIII. Reports

Mayor Harmon reported that a Lake Auburn Watershed Protection Commission meeting was held earlier this week where WRS Environmental provided the results of their study regarding the phosphorus control in the Lake. Anyone who is interested can go the Lake Auburn Watershed Protection Commission website and search for the March 13th meeting. He also reported that the Ad hoc Committee on homelessness met last Thursday and will be meeting every two weeks for the next few months.

Councilor Whiting reported on the ice out on the Lake adding that it is the earliest ice out on the Lake that he can remember.

City Manager Crowell reported on two items that are coming up. The Conservation Working Group will be holding a webinar on Tuesday, March 19th at 6:30 pm, and the Natural Products and Agricultural Working Group will hold a Land Use Forum on Saturday, April 13th from 10:00am to 1:00pm.

IX. Executive Sessions – None.

X. Adjournment - Motion was made by Councilor Walker, seconded by Councilor Milks to adjourn.

Passage 6-0. The meeting adjourned at 8:11 pm.

A TRUE COPY

ATTEST *Susan Clements-Dallaire*
Susan Clements-Dallaire, City Clerk

IN COUNCIL SPECIAL MEETING MARCH 25, 2024, VOL. 37 PAGE 149

Mayor Harmon called the meeting to order at 5:30 P.M. in the Community Room of Auburn Hall and led the assembly in the salute to the flag. All Councilors were present.

Pledge of Allegiance

I. New Business

Resolve 02-03252024

Authorizing the submission of the Community Resilience Partnership application and designating the City Manager, or his designee to be the primary point of contact, to coordinate planning, implementation, and monitoring of energy and resilience projects.

Motion was made by Councilor Walker, seconded by Councilor Whiting for passage.


Passage 7-0.

II. Adjournment

Motion was made by Councilor Walker, seconded by Councilor Milks to adjourn the meeting. Passage 7-0. The meeting adjourned at 5:37 pm.

A TRUE COPY

ATTEST


Susan Clements-Dallaire, City Clerk



Phil Crowell, City Manager
City of Auburn
27 Pine Street
Lewiston, ME 04240

February 21, 2024

Dear Phil:

It is with great excitement that I would like to inform you that Auburn Recreation Department/ Unified Sports volunteer Camden Goddard is the 2024 recipient MRPA Citizen Volunteer Award as presented by the Maine Recreation and Park Association. For more information on the history of this award and criteria for being recognized, please go to our page at [Association Awards - Maine Recreation and Parks Association \(merpa.org\)](https://merpa.org)

Camden was nominated by Sara Parker, who works in the Auburn Recreation Department. Sara wrote this about Camden in her nomination application:

"Camden Goddard, our youngest volunteer (9), is one of the most loyal, dedicated, and passionate people to have as a part of our Unified Sports programs for the last 2 years. His older brother, Jackson, is a participant in our programs; unified sports provide athletic opportunities for youth with intellectual and physical disabilities. When their mom signed Jackson up for our inaugural Unified Soccer season last year, Camden approached us eager to help out. From that day forward, he has yet to miss a session. Following our successful soccer season, we laid out our Unified Basketball program/clinic - Camden's drill station (passing and shooting), was a fan favorite. He worked with players individually, and in groups, to help them learn dribbling, passing, and proper shooting techniques. His encouragement and patience with each player made a huge difference in their (first, for many) athletic experience. Along with the time he spends with us at the rec department, Camden also assists our local little league's Unified Baseball program; Buddy Ball.

Camden is always willing to take an athlete by the hand, coach, encourage, and lead them. He is unafraid to speak up for those who cannot and ensures that everyone gets their chance to shine. He is everyone's favorite cheerleader, and is a true asset to all of the Unified programs in our community; we are so lucky to have him on our team."

Camden will be honored at our annual awards banquet on Monday, March 18, 2024 at the Samoset Resort in Rockport, Maine. The dinner will be held at 6:30pm and we would like to extend an invitation to you and any other city administration who would like to attend. Dinner tickets are \$50.00 each and can be reserved by accessing this link: [MRPA Award Winner Banquet Tickets](#)

Please let me know if you have any questions!

Sincerely,

Lisa

Lisa Thompson, CPRP
MRPA Awards Committee Chair

Cc: Deb Smith, Executive Director



March 4, 2024

To: City Council, City of Auburn, Maine

From: Alison Cooney, Executive Director - Lake Stewards of Maine

Re: Request for Lake Stewards of Maine funding from the City of Auburn for FY2024

Dear City Council,

I am writing to you to request funding for support for Lake Stewards of Maine (LSM). LSM is a statewide 501(c)(3) nonprofit that trains, certifies and supports volunteer community scientists who collect water quality monitoring data and survey lakes for aquatic invasive species. All of our training and support is provided at no charge to the public. Formed in 1971 (formerly known as the Maine Volunteer Lake Monitoring Program), the program was initially administered by the Maine Department of Environmental Protection (ME DEP) and transitioned to non-profit status in 1996 when state and federal funding decreased and could no longer fully support the program.

With 6,000 lakes and ponds, and thousands of miles of river habitat, Maine is water rich! Additionally, Maine's lakes contribute \$11.8 billion in value to the state's economy. Maintaining the health of Maine's clear, clean lakes requires nothing less than a statewide cadre of passionate and committed citizen stewards watching over them. Currently, more than 1,200 LSM certified volunteer community scientists monitor the health of more than 530 lakes throughout Maine. The direct involvement of dedicated LSM citizen lake scientists plays a vital role in maintaining and improving the water quality of Maine lakes and has been a significant factor in the early detection and control of aquatic invasive species in our lakes.

Every summer we extend our reach to include more lakes with volunteer involvement. Last summer, LSM coordinated 54 water quality training sessions and conducted 12 aquatic invasive plant workshops throughout the state. Over 400 individuals attended the in-person trainings, with hundreds more joining online webinars and technical support sessions.

While we receive state funding and actively pursue grants, our expenses are surpassing our budget. **To support the continued costs of training and supporting community lake scientists who monitor lakes throughout the state, Lake Stewards of Maine respectfully requests \$1,500 from the City of Auburn.**

As we approach our upcoming field season, we'd be happy to inform you of the trainings we'll be providing in your area. It would be a wonderful opportunity for you to meet some of the volunteers who are dedicated to caring for local lakes and ponds in and around the City of Auburn. To view existing monitors on specific lakes, please visit our *lake resource* website, www.LakesOfMaine.org, search Towns, select a lake, then click on *Monitoring* in the menu bar to see who is monitoring your lakes.



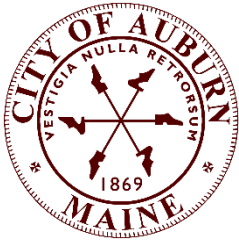
All those who experience the wide variety of offerings provided by Maine's lakes benefit from the stewardship efforts of LSM's committed volunteers. Every dollar donated to Lake Stewards of Maine is typically matched 10 times over by volunteer effort. A worthwhile investment on behalf of Maine's treasured lakes!

For more information about Lake Stewards of Maine, please visit our *volunteer stewardship* website, www.LakeStewardsOfMaine.org. Thank you for your consideration of this request. We are excited about the prospect of establishing a relationship with you as we work together to protect Maine's lakes and ponds.

Kind Regards,

A handwritten signature in black ink, appearing to read 'Alison Cooney', with a stylized flourish at the end.

Alison Cooney
LSM Executive Director
alison@lakestewardsme.org



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: April 1, 2024

Ordinance: 01-01022024

Author: Eric J. Cousens, Director of Planning & Permitting

Subject: Public Hearing, Second and Final Reading on an Ordinance amendment adding Sec. 60-1383. Effective Date and Applicability Date of Ordinance #26-11202023.

Information: The City Council requested that the Planning Board consider the proposed amendment at their February meeting. The Board postponed a decision after Public Hearing to ask the Council for information and reasons for the proposed delayed applicability date. The ordinance being considered for delay is described in more detail below. This zoning map amendment is evidenced by Ordinance #26-11202023 relating to the rezoning of approximately 60 acres in parts of City Assessor's Parcel ID 289-001, 289-002, and 277-026 from the Agriculture and Resource Protection (AGRP) zoning district to the General Business (GB) zoning district which became effective on December 9, 2023 pursuant to Section 2.6(C) of the City Charter. The City Council responded to the Planning Board's request at the March 4th, 2024 meeting by forwarding Resolve 01-03042024 to the Board. The board, having reviewed the resolve, gave a negative recommendation at their March 12th, 2024 meeting.

City Budgetary Impacts: None known.

Staff Recommended Action: Hold a Public Hearing and vote on second and final reading.

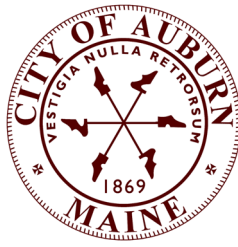
Previous Meetings and History: December 18, 2023 CC meeting. Public hearing and passage of first reading on January 2, 2024. March 4 CC meeting.

City Manager Comments:



I concur with the recommendation. Signature:

Attachments: Ordinance 01-01022024, PB Motion, PB Staff Report, Resolve 01_03042024



City Council Ordinance

IN CITY COUNCIL

BE IT ORDAINED by the Auburn City Council, that Chapter 60, Zoning, of the Code of Ordinances be amended as follows:

Chapter 60 ZONING

• • •

ARTICLE XVI. ADMINISTRATION AND ENFORCEMENT

• • •

DIVISION 5. APPEALS AND APPLICABILITY

• • •

Sec. 60-1382. Applicability.

The provisions of this article shall apply to any development subject to review under division 2 of article XVI of this chapter, the construction of which has not been commenced on the date on which they become effective.
(Ord. of 9-21-2009, § 7.4B)

Sec. 60-1383. Effective Date and Applicability Date of Ordinance #26-11202023.

The zoning map amendment to this chapter evidenced by Ordinance #26-11202023 relating to the rezoning of approximately 60 acres in parts of City Assessor's Parcel ID 289-001, 289-002, and 277-026 from the Agriculture and Resource Protection (AGRP) zoning district to the General Business (GB) zoning district became effective on December 9, 2023 pursuant to Section 2.6(C) of the City Charter. In order to allow time for residents and property owners to become familiar with this zoning map amendment and for the City Council to further study and determine whether any additional amendments to this chapter related thereto are necessary or desirable, Ordinance #26-11202023 shall not become applicable until July 1, 2024.

Secs. 60-138~~43~~—60-1400. Reserved.

• • •



City of Auburn, Maine

Planning & Permitting Department

Eric Cousens, Director

60 Court Street | Auburn, Maine 04210

www.auburnmaine.gov | 207.333.6601

Date: 03/20/2024

To: Auburn City Council

From: Auburn Planning Board

Subject: Planning Board Motion on Postponing Applicability Date of Gracelawn GB Zone Change

The following is the report from the Planning Board regarding delayed applicability and effective date for Ordinance # 26-11202023 pursuant to Section 60-1496 of the City of Auburn Ordinances. After notice and Public Hearings held on March 12th, 2024, the Planning Board forwards this report to the City Council.

PUBLIC HEARING/ TEXT AMENDMENT: Consider adding Sec. 60-1383. Effective Date and Applicability Date of Ordinance #26-11202023. This text change would delay the applicability date of amending approximately 60 acres in parts of Parcel ID 289-001, 289-002, and 277-026 from the Agriculture and Resource Protection (AGRP) zoning district to the General Business (GB) zoning district until July 1, 2024. The City Council has proposed this text change to allow residents and the City Council time to determine whether additional amendments related to this item are desirable. The proposal was initiated by the city and is pursuant to Chapter 60, Article XVII, Division 2 Amendment to the Zoning Ordinance or Zoning Map.

Summary and Discussion: Staff presented the City Council's answers to the planning board's questions as listed in Resolve #01-03042024. In discussion, an additional reason emerged for the request to delay the applicability date as prohibiting the developer from pulling permits under the General Business zoning while council considers the questions raised in the resolve. The Planning Board generally agreed that it was not in their purview to make zoning decisions considering speculation on what a property owner or developer may decide to do with their parcel(s).

Motion: Riley Bergeron makes a motion to recommend that the City Council adopt and implement an applicability date of July 1, 2024, per Sec. Sec. 60-1383. Effective Date and Applicability Date of Ordinance #26-11202023. To read as follows:

The zoning map amendment to this chapter evidenced by Ordinance #26-11202023 relating to the rezoning of approximately 60 acres in parts of City Assessor's Parcel ID 289-001, 289-002, and 277-026 from the Agriculture and Resource Protection (AGRP) zoning district to the General Business (GB) zoning district became effective on December 9, 2023, pursuant to Section 2.6(C) of the City Charter. In order to allow time for residents and property owners to become familiar with this zoning map amendment and for the City Council to further study and determine whether any additional amendments to this chapter related thereto are necessary or desirable, Ordinance #26-11202023 shall not become applicable until July 1, 2024. Second: Ryan Smith seconds.

Vote: 2-5-0 Motion does not pass

Motion: Dave Trask makes a motion to not recommend that the City Council adopt and implement an applicability date of July 1, 2024, per Sec. Sec. 60-1383. Effective Date and Applicability Date of Ordinance #26-11202023 based on the fact that working with property owners is not within the purview of the planning board and should not be considered when making our ruling and judgement; the fact that the public has had plenty of opportunity to present before the board and have been listened to; and our previous motion to make a recommendation based on staff recommendations and public comment and feel that that at the moment there is no additional scientific or any other information of value that needs reconsideration. **Second:** Tim DeRoche seconds.

Vote: 5-2-0 motion passes.



City of Auburn, Maine

Office of Planning & Permitting

Eric Cousens, Director

60 Court Street | Auburn, Maine 04210

www.auburnmaine.gov | 207.333.6601

Date: March 12, 2024

To: Auburn Planning Board

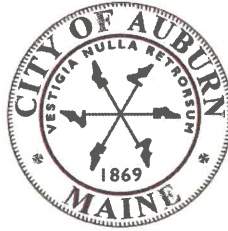
From: The City of Auburn Office of Planning & Permitting

Re: **Staff Report on Text Amendment on Applicability Date of Ordinance #26-11202023**

- I. **Public Hearing/ Text Amendment - Council Initiated:** Consider adding Sec. 60-1383. Effective Date and Applicability Date of Ordinance #26-11202023. This text change would delay the applicability date of amending approximately 60 acres in parts of Parcel ID 289-001, 289-002, and 277-026 from the Agriculture and Resource Protection (AGRP) zoning district to the General Business (GB) zoning district until July 1, 2024. The City Council has proposed this text change to allow residents and the City Council time to determine whether additional amendments related to this item are desirable. The proposal was initiated by the city and is pursuant to Chapter 60, Article XVII, Division 2 Amendment to the Zoning Ordinance or Zoning Map.
- II. **Background:** On December 18, 2023, the City Council proposed delaying the applicability of the zoning map amendment for parts of the Gracelawn gravel pit owned by JIG Aggregates LLC. The City Council held its first reading on ordinance 26-11202023 with favorable vote in the affirmative. On February 13th, 2024, the Planning Board held and then closed a public hearing on the text amendment forwarded by the City Council. At this public hearing, the discussion's focus included the prior process of amending the zoning district around the Gracelawn parcels referenced above and the consideration of a delay in the applicability date. Most of the Planning Board indicated that they did not have enough information to forward a different recommendation to the City Council than they did in November, nor did they have enough information to recommend July 1st as the effective date of the zoning map amendment described above. The Planning Board requested a list from City Council summarizing the concerns about applying the General Business zone to the Gracelawn area prompting the proposed addition of Sec. 60-1383 and an explanation of reasons for reconsidering the decision and need for the delayed applicability date. As part of this request, the Board sought to understand how the concerns are related to watershed protection and the comprehensive plan. The City Council provided answers to the Planning Board's questions in Resolve 01-02042024 attached.
- III. **Planning Board Action:** Review the information provided by City Council (Resolve 01-03042024) and forward a recommendation to City Council to implement an applicability date of July 1, 2024, per Sec. Sec. 60-1383. Effective Date and Applicability Date of Ordinance #26-11202023 and accept public input.
- IV. **Recommended Motion:** I make a motion to recommend/not recommend that the City Council adopt and implement an applicability date of July 1, 2024, per Sec. Sec. 60-1383. Effective Date and Applicability Date of Ordinance #26-11202023. To read as follows:

The zoning map amendment to this chapter evidenced by Ordinance #26-11202023 relating to the rezoning of approximately 60 acres in parts of City Assessor's Parcel ID 289-001, 289-002, and 277-026 from the Agriculture and Resource Protection (AGRP) zoning district to the General Business (GB) zoning district

became effective on December 9, 2023, pursuant to Section 2.6(C) of the City Charter. In order to allow time for residents and property owners to become familiar with this zoning map amendment and for the City Council to further study and determine whether any additional amendments to this chapter related thereto are necessary or desirable, Ordinance #26-11202023 shall not become applicable until July 1, 2024.



RESOLVE 01-03042024

City Council Order

IN CITY COUNCIL

Resolved, That the Auburn City Council is in receipt of the Planning Board's request for Information on the Delayed applicability date in Ordinance 01-01022024 and in response, provides the following information.

Ordinance #26-11202023 amending the Zoning Map on approximately 60 acres in parts of Parcel ID 289-001, 289-002, and 277-026 from the Agriculture and Resource Protection (AGRP) zoning district to the General Business (GB) zoning district requires additional consideration prior to implementation. There are four areas which need further consideration:

1. The status of the current gravel mining operations, both within and outside of the Lake Auburn watershed, and future plans for mining operations.
2. Ensuring continued access to the abutting city owned landfill.
3. Whether potential topographical changes caused by development will present a risk to the drinking water quality.
4. Whether General Business is the appropriate district regulation to be applied, in whole or in part, to these parcels.

The delayed applicability date would allow the City to consider if there could be amendments to the zone and/or agreements with the property owner that could address these concerns and better position the parcel for a successful transition from the current use as a gravel mining and processing operation, while aligning with the comprehensive plan and public interests.

For these reasons the Council asks the Planning Board to consider the delayed applicability date in Ordinance 01-01022024 to allow the City time to address these concerns and to better position the parcels for a successful transition from the current use as a gravel mining and processing operation to something that provides greater community benefit and supports the protection of Lake Auburn.

A TRUE COPY ATTEST

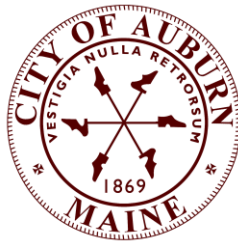
Ansari Clements-Dallanir
CITY CLERK 3/5/2024

Passage on 3-4-2024 6-0 (Councilor Milks absent).

Richard S. Whiting, Ward One
Benjamin J. Weisner, Ward Four
Belinda A. Gerry, At Large

Timothy M. Cowan, Ward Two
Leroy G. Walker, Sr., Ward Five
Jeffrey D. Harmon, Mayor

Stephen G. Milks, Ward Three
Adam R. Platz, At Large
Phillip L. Crowell, Jr., City Manager



City Council Ordinance

IN CITY COUNCIL

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Chapter 60 ZONING

• • •

ARTICLE XVI. ADMINISTRATION AND ENFORCEMENT

• • •

DIVISION 5. APPEALS AND APPLICABILITY

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Sec. 60-1382. Applicability.

The provisions of this article shall apply to any development subject to review under division 2 of article XVI of this chapter, the construction of which has not been commenced on the date on which they become effective.

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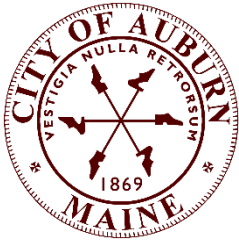
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Secs. 60-138~~43~~—60-1400. Reserved.

• • •

Passage of first reading on 1/2/2024 6-0 (Councilor Milks absent).



City of Auburn City Council Information Sheet

Council Workshop or Meeting Date: April 1, 2024

Order: 39-03182024

Author: Eric J. Cousens, Planning and Permitting Director

Subject: 46 Fair Street – Dangerous Building Findings and Order Adoption

Information: The City of Auburn staff has responded to complaints of dangerous conditions at the property over an extended period. Dangerous conditions have been confirmed to exist at the property and the owner of the property has been unwilling or unable to resolve the issues.

To address the issues at the property and eliminate the dangerous conditions the Auburn City Council held a dangerous building hearing regarding the above-captioned property on March 18, 2024, at 7:00 PM at Auburn, Hall, 60 Court Street, Auburn, Maine. During the hearing, the City Council heard additional testimony from City Staff, the Owner and members of the public. The draft Findings and Order of Demolition have been updated to reflect the record and are attached. The Council allowed 2 weeks to work with the Owner to come up with a plan that could be considered to save the structure. As of 3/28/2024, the date of drafting this Information Sheet, the following has occurred:

The Owner provided an incomplete plan on 3/18/24. Staff has met with him and outlined the needed elements to consider a delayed demolition date and option to repair including the following: Updated Building Permit with plan details, Confirmation that the foundation is useable, financial capacity (likely an irrevocable letter of credit based on the discussion with Owner), scheduled an inspection for 3/27/2024 that was cancelled by the Owner and rescheduled for today, 3/28/2024, Updated budget to match realistic construction costs based on standard estimating guides, back taxes and Water/Sewer Liens have been paid (awaiting confirmation of check clearing), cleanup at the site has been started.

Staff will provide an update on the status on Monday 4/1/24 to recommend a final Order. The order will reflect what has been provided to show technical and financial capacity to remedy the dangerous conditions at the property as of that date and to possibly to extend demolition time to as long as 90 days to allow for compliance with Owners' plan as shown in the draft Order.

City Budgetary Impacts: NA

Staff Recommended Action: If the property constitutes a dangerous building under 17 M.R.S. § 2851, the Council should adopt the findings of fact and order the abatement of the hazardous conditions. Staff provided draft findings and order that may be modified based on information presented between now and the 4/1/24 meeting.

Previous Meetings and History: None

City Manager Comments:

I concur with the recommendation.

Signature:

Handwritten signature of Phillip Crowell Jr. in cursive script.

Attachments: Information packet for 46 Fair Street, including draft findings and Order. Previous Information is available in the March 18, 2024 CC Meeting Packet.

EXHIBIT A

**CITY OF AUBURN
CITY COUNCIL
FINDINGS OF FACT
DANGEROUS BUILDING HEARING
46 FAIR STREET (PARCEL ID: 337-002)
~~March 18~~April 1, 2024**

1. On February 5, 2024, the City Council voted to set a public hearing under the Dangerous Building Statute (17 M.R.S. §§ 2851-2859) for March 18, 2024 to determine whether the building located on the property at 46 Fair Street in Auburn, Maine (the “Property”) is dangerous or a nuisance as defined in 17 M.R.S. § 2851(2-A).
2. The Property is described as Parcel ID# 337-002 on the City’s maps, copies of which are on file at the Auburn City Hall, and is more particularly described in a deed from Allen F. Mackey to RedCoral Investments, LLC, dated September 14, 2021, and recorded in the Androscoggin County Registry of Deeds in Book 10877, Page 16.
3. The Property is subject to (1) a mortgage held by 32 Ventures, LLC, dated June 23, 2022, and recorded in the said Registry in Book 11139, Page 27; (2) a mortgage held by F and F Ventures 11, LLC, dated June 26, 2023, and recorded in the said Registry in Book 11402, Page 64; (3) a water lien held by Auburn Water District, dated September 21, 2022, and recorded in the said Registry in Book 11216, Page 186; and (4) a sewer lien held by Auburn Sewer District, dated September 20, 2022, and recorded in the said Registry in Book 11216, Page 192.
4. An attested copy of the Notice of Hearing was recorded in the Androscoggin County Registry of Deeds in Book 11521, Page 144, as required by 17 M.R.S. § 2857.
5. The record owner of the Property is RedCoral Investments, LLC, and notice of the March 18, 2024 public hearing was served on its registered agent, Jeffrey R. Gnecco, at 62 Portland Street, Suite 25, Kennebunk, Maine, on February 16, 2024.
6. Catherine M. Colombo, Esq. accepted service of the Notice of Hearing on behalf of mortgagee F and F Ventures 11, LLC, on February 21, 2024.
7. Michael Broadbent accepted service of the Notice of Hearing on behalf of both the Auburn Water District and the Auburn Sewerage District on February 21, 2024.
8. The registered agent for 32 Ventures, LLC accepted service of the Notice of Hearing on behalf of the entity on February 27, 2024.
9. On March 18, 2024, the City Council held the public hearing provided for in 17 M.R.S. § 2851. The City Council was represented at the hearing by Mark A. Bower, Esq.
10. City Councilors Richard S. Whiting, Timothy M. Cowan, Stephen G. Milks, Benjamin J. Weisner, Leroy G. Walker, Sr., and Belinda A. Gerry, ~~and Adam R. Platz~~ were in attendance and participated in the consideration of this matter. Councilor Adam R. Platz was not present.

11. During the hearing, the City Council heard testimony from the following individuals:

- a. Code Compliance Officer (CCO) Jennifer Dick testified regarding her personal knowledge of the condition of the buildings on the Property resulting from her inspections of the Property on various occasions, which is also contained in her affidavit submitted into the record. She provided the City Council with several documents from the City's property file for 46 Fair Street demonstrating its state of disrepair, including: (1) Notice of Violation, dated November 2, 2022; (2) First Citation and Notice of Civil Penalty, dated November 21, 2022; (3) Second Citation and Notice of Civil Penalty, dated December 9, 2022; (4) Third Citation and Notice of Civil Penalty, dated December 28, 2022; (5) Fourth Citation and Notice of Civil Penalty, dated January 10, 2023; and (6) Fifth Citation and Notice of Civil Penalty, dated January 9, 2024. Neither the Notice of Violation nor any of the Citations were appealed to the Auburn Board of Appeals. The CCO also submitted into the administrative record various photographs from her inspections of the Property on May 5, 2023 and March 5, 2024, which demonstrate the significantly deteriorated condition of the Property. The CCO stated that, in her opinion as a certified code professional, the building on the Property is a dangerous building under the meaning set forth in 17 M.R.S. § 2851. The Council accepts and finds credible the facts set forth in the CCO's affidavit and her oral testimony at the hearing.
- b. Code Enforcement Officer (CEO) Kris Beaudoin submitted testimony by affidavit setting forth testified regarding his personal knowledge of the condition of the buildings on the Property, ~~which is also contained in his affidavit submitted into the record. The CEO further testified regarding~~ the City's efforts to secure the buildings on the Property in order to mitigate the risk and danger to the neighborhood and general public, ~~and described his observation of~~ the owner's leaving the building unsecured, ~~and the owner's~~ work on the Property without valid approvals from the City. The CEO's ~~affidavit also includes~~ copies of e-mail correspondence with the owner's manager evidencing the City's efforts to have the owner remediate the Property to no avail. The CEO's ~~affidavit concludes testified to his opinion~~ that the building is dangerous, and his recommendation is to carry out the condemnation and demolition of the building because it is an dangerous residential structure, not safe for human inhabitation and poses a significant risk to the general public. The Council accepts and finds credible the facts set forth in the CEO's affidavit ~~and his oral testimony at the hearing.~~
- c. Fire Chief Robert Chase testified at the hearing regarding his opinion, on behalf of the Auburn Fire Department, that the buildings at the Property are a fire hazard due to various violations of the ~~NFPA-fire and~~ life safety codes, including issues with the wiring of the house that are clearly visible in the photos included in the record, and the debris in the building and on the Property that creates "fuel load." The Fire Chief testified that the unsecured building could result in illegal entry by squatters, increasing the fire risk, and that the proximity to the nearby school makes the building dangerous if children were to enter the Property or building. ~~Chief Chase~~ The Fire Chief further testified that he would have significant concerns about sending ~~his-the~~ City's firefighters into the building on the Property in the event of an emergency fire, due to

concerns about its structural integrity, trip hazards and other unknown hazards due to the building being unsecured, and the resulting risk to the safety of his firefighters personnel. The Council accepts and finds credible the facts set forth in the Fire Chief's oral testimony at the hearing.

- d. Three members of the public testified at the hearing, including Paul Farnsworth, Martin Doherty, and Janice Conant. They described how the Property is a general nuisance to the neighborhood, due to the building being open to the elements and building materials, construction debris, and broken glass and trash strewn about the yard. They also expressed concern about the Property's proximity to the school and nearby playgrounds and the risk that the building poses to children who might wander onto the Property.
- e. The owner's representative, Zahid Abid, appeared at the hearing and testified on behalf of the owner. He testified that the owner purchased the Property two and a half years ago and has had issues with contractors completing the work that they were hired to perform. He explained that the owner has an active building permit that was issued on September 11, 2023, and expires on September 10, 2024. He presented the Council with a proposed plan for rehabilitation of the site that includes cleanup and landscaping of the site within two weeks, and completion of work on the building no later than June 1, 2024. He also included copies of checks reflecting payments to bring his accounts with the City current (property tax, water and sewer).

12. Based on the totality of the evidence presented at hearing, the City Council determines that:

- a. The building located on the Property is a nuisance and constitutes a hazard to the health and safety of the neighborhood and general public due to the fact that the building is chronically unsecured and the owner has allowed construction debris, trash, and other materials to accumulate on the Property and escape into the nearby water body, Lake Auburn.
- b. The building on the Property is currently characterized by total loss, due to significant deterioration and obsolescence resulting in deferred maintenance and lack of needed repairs, the extended period of time being open to the elements, and the risk of collapse.
- cb. In its current state, the building is a fire hazard and uninhabitable and therefore not fit for the purpose for which it is intended.
- de. Despite the City's best efforts to secure the building, the building's current owner leaves the building chronically unsecured, which makes the building an attractive nuisance for the community and further encourages and proliferates illegal activity, resulting in a significant risk to the general public.

BASED UPON THE ABOVE FINDINGS, the Auburn City Council concludes that the building located at 46 Fair Street is structurally unsafe; unstable; unsanitary; constitutes a fire hazard; is unsuitable and improper for the use or occupancy to which the building has been put; constitutes a hazard to health and safety because of inadequate maintenance, dilapidation, obsolescence, or

abandonment; and is otherwise dangerous to life and property within the meaning of 17 M.R.S. § 2851 and is beyond repair.

These findings and conclusions of the City Council shall be appended to and incorporated into the Order of Demolition dated ~~March 18~~April 1, 2024.



ORDER 39-03182024

City Council Order

IN CITY COUNCIL

CITY OF AUBURN, MAINE
CITY COUNCIL

Re: Premises at 46 Fair Street, Auburn, Maine
Parcel ID# 337-002

ORDER OF DEMOLITION PURSUANT TO 17 M.R.S. §§ 2851-2859

Notice having been given to REDCORAL INVESTMENTS, LLC and all other persons and entities having an interest in the premises situated at 46 Fair Street in Auburn, Maine, described as Parcel ID# 337-002 on the City's maps, copies of which are on file at the Auburn City Hall, and more particularly described in a deed from Allen F. Mackey to RedCoral Investments, LLC, dated September 14, 2021, and recorded in the Androscoggin County Registry of Deeds in Book 10877, Page 16 (the "Property");

Notice also having been given to (1) 32 Ventures, LLC, holder of a mortgage on the Property dated June 23, 2022, and recorded in the said Registry in Book 11139, Page 27; (2) F and F Ventures 11, LLC, holder of a mortgage on the Property dated June 26, 2023, and recorded in the said Registry in Book 11402, Page 64; (3) Auburn Water District, holder of a water lien on the Property dated September 21, 2022, and recorded in the said Registry in Book 11216, Page 186; and (4) Auburn Sewer District, holder of a sewer lien on the Property dated September 20, 2022, and recorded in the said Registry in Book 11216, Page 192.

A hearing having been duly held by the City Council at the Auburn City Hall on March 18, 2024, which was continued to April 1, 2024; and

The structure located on said Property having been adjudged to be structurally unsafe; unstable; unsanitary; constituting a fire hazard; unsuitable and improper for the use or occupancy to which they have been put; constituting a hazard to health and safety because of inadequate maintenance, dilapidation, obsolescence, or abandonment; and otherwise dangerous to life and property within the meaning of 17 M.R.S. § 2851 and beyond repair, for the reasons set forth in the findings and conclusions attached as Exhibit A and incorporated herein;

Now, therefore, it is hereby **ORDERED** that the structure located on the Property be removed within 30-90 days from the date of this Order, that the removal comply with all State and local requirements; and that the ~~premises~~ Property be left in a safe and sanitary condition, or that the nuisance be abated in a manner satisfactory to the City within 30-90 days from the date of this Order;

~~It is further **ORDERED** that the City Clerk cause attested copies of this Order to be served upon the persons and interest holders above named as required by law;~~

Richard S. Whiting, Ward One
Benjamin J. Weisner, Ward Four
Belinda A. Gerry, At Large

Timothy M. Cowan, Ward Two
Leroy G. Walker, Sr., Ward Five
Jeffrey D. Harmon, Mayor

Stephen G. Milks, Ward Three
Adam R. Platz, At Large
Phillip L. Crowell, Jr., City Manager



ORDER 39-03182024

City Council Order

It is further **ORDERED** that, if this Order is not complied with, then the City Council or its designee is authorized to cause the removal of the said structure described herein and to bill the owner for the cost of all expenses incurred by the City, which bill must be paid within 30 days after demand; and

It is further **ORDERED** that in the event the owner does not pay the City for its expenses within 30 days after demand, a special tax shall be assessed on the premises described as Parcel ID# 337-002 and located at 46 Fair Street, for all expenses as defined in 17 M.R.S. § 2853, incurred by the City in connection with the removal of the said structure and/or the abatement of the nuisance.;

It is further **ORDERED** that the City Clerk cause attested copies of this Order to be served upon the persons and interest holders above-named as required by law, and that any appeal from this decision must be made to the Maine Superior Court within 30 days of the date of this Order, in accordance with Rule 80B of the Maine Rules of Civil Procedure.;

Dated: ~~March 18~~April 1, 2024

CITY OF AUBURN
CITY COUNCIL

Richard S. Whiting

Timothy M. Cowan

Stephen G. Milks

Benjamin J. Weisner

Leroy G. Walker, Sr.

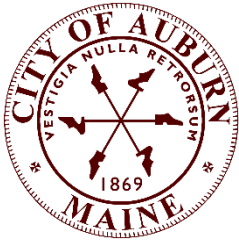
Belinda A. Gerry

Adam R. Platz

Richard S. Whiting, Ward One
Benjamin J. Weisner, Ward Four
Belinda A. Gerry, At Large

Timothy M. Cowan, Ward Two
Leroy G. Walker, Sr., Ward Five
Jeffrey D. Harmon, Mayor

Stephen G. Milks, Ward Three
Adam R. Platz, At Large
Phillip L. Crowell, Jr., City Manager



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: April 1, 2024

Order: xx-04012024

Author: Sue Clements-Dallaire, City Clerk

Subject: Request to consolidate to one polling place for the July 9, 2024 Special Municipal Election

Information: A Special Municipal Election is scheduled for Tuesday, July 9, 2024 to fill the recently vacated School Committee seat (at-large). Because it is an at-large seat and open to all Auburn voters, we would have to open all polling places which would require a minimum of 5 election workers at each location working approximately 15 or 16 hours each.

Historically, turnout for these special elections is extremely low.

- A Special Election was held on 8/12/2014 to fill a Ward 1 School Committee seat. Voter turnout – 16.
- A Special Election was held on 4/23/2019 to fill a Ward 4 School Committee seat. Voter turnout – 18.

Staff is recommending that we consolidate to one polling place (Auburn Hall) for this election. There would be a cost savings for consolidating, the Boy's & Girl's Club would not have to close (they typically close the day before and the day of each election), and it may be challenging to find appropriate staffing to staff each location because many people may be away on vacation in July.

City Budgetary Impacts: Consolidating would save the city approximately \$3,000 or more.

Staff Recommended Action: Hold a public hearing and recommend passage.

Previous Meetings and History: N/A

City Manager Comments:

A handwritten signature in cursive script that reads "Phillip Crowell Jr.".

I concur with the recommendation. Signature:

Attachments: Title 21-A Sec. 631-A, and the Order

§631-A. Voting places

1. Establishing suitable voting places. If the municipal officers determine that there is no building within a voting district that is suitable for a voting place, as described in section 627, the municipal officers may, subject to the approval of the Secretary of State, establish a voting place outside the voting district in a suitable building that is as close as possible to the voting district and as convenient as possible to the voters of the voting district.

[PL 2007, c. 455, §28 (NEW).]

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.

[PL 2007, c. 455, §28 (NEW).]

3. Change of voting place. If the municipal officers wish to change the location of a voting place, they must apply to the Secretary of State at least 60 days before the next statewide election, unless an emergency exists. The Secretary of State shall design the application form. The Secretary of State must approve the application before the voting place may be changed.

[PL 2011, c. 342, §21 (NEW).]

SECTION HISTORY

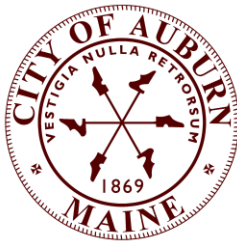
PL 2007, c. 455, §28 (NEW). PL 2011, c. 342, §21 (AMD).

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ORDER 42-04012024

City Council Order

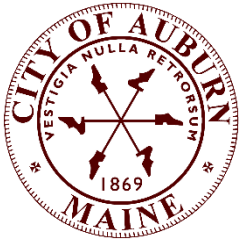
IN CITY COUNCIL

Ordered, that the City Council hereby authorizes the City Clerk to consolidate to one polling place (Auburn Hall, 60 Court Street) for the Special Municipal Election scheduled to be held on Tuesday, July 9, 2024 to fill the recently vacated School Committee At-large seat.

Richard S. Whiting, Ward One
Benjamin J. Weisner, Ward Four
Belinda A. Gerry, At Large

Timothy M. Cowan, Ward Two
Leroy G. Walker, Sr., Ward Five
Jeffrey D. Harmon, Mayor

Stephen G. Milks, Ward Three
Adam R. Platz, At Large
Phillip L. Crowell, Jr., City Manager



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: April 1, 2024

Order: 43-04012024

Author: Sue Clements-Dallaire, City Clerk

Subject: Adoption of 5 Year Capital Improvement Plan

Information The City Manager has presented a 5 Year Capital Improvement Plan. By Charter, the City Council must adopt the Capital Plan before the end of the current fiscal year.

City Budgetary Impacts: This action is just adopting the plan.

Staff Recommended Action: Adoption of the 5 Year Capital Improvement Plan

Previous Meetings and History: Annual

City Manager Comments:

The 5 Year Capital Improvement Plan is a conceptual plan for the City's long-term capital improvement program which is subject to change due to changing circumstances.



I concur with the recommendation. Signature:

Attachments: CIP 5 Year Plan

CITY OF AUBURN
CITYWIDE FIVE YEAR - CAPITAL IMPROVEMENT PLAN
FY25 - FY29

Description	FY25	FY26	FY27	FY28	FY29
AUBURN-LEWISTON AIRPORT - City share					
Congressionally Directed Spending (CDS) Hangar Project	\$ 68,750				
Annual Pavement Management Program	\$ 15,000				
Fire Fighting Foam Trailer (Mobile)	\$ 32,500				
TOTAL AUBURN-LEWISTON AIRPORT	\$ 116,250	\$ -	\$ -	\$ -	\$ -
CITY CLERK					
Record Restoration	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Fire Proof Vault Construction		\$ 100,000			
TOTAL CITY CLERK	\$ 100,000	\$ 200,000	\$ 100,000	\$ 100,000	\$ 100,000
FINANCE					
Revaluation	\$ 500,000	\$ 500,000	\$ 500,000		
TOTAL FINANCE DEPARTMENT	\$ 500,000	\$ 500,000	\$ 500,000	\$ -	\$ -
FIRE DEPARTMENT					
Fire					
Engine 2 Reconditioning	\$ 250,000				
Apparatus Replacement	\$ 1,100,000	\$ 300,000	\$ 110,000	\$ 60,000	\$ 1,500,000
Rescue Boat Replacement		\$ 40,000			
Fire Hose Replacement	\$ 40,000			\$ 50,000	\$ 60,000
Cascade air fill station system replacement		\$ 80,000			
Total Fire	\$ 1,390,000	\$ 420,000	\$ 110,000	\$ 110,000	\$ 1,560,000
EMS					
Ambulance Replacement	\$ 50,000	\$ 275,000	\$ 275,000	\$ 40,000	
Cardiac monitors		\$ 35,000		\$ 35,000	\$ 35,000
Stretcher Replacement	\$ 32,000		\$ 32,000		\$ 32,000
Total EMS	\$ 82,000	\$ 310,000	\$ 307,000	\$ 75,000	\$ 67,000
TOTAL FIRE DEPARTMENT	\$ 1,472,000	\$ 730,000	\$ 417,000	\$ 185,000	\$ 1,627,000
INFORMATION TECHNOLOGY					
Fiber Connection		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Security Camera Project	\$ 180,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
TOTAL INFORMATION TECHNOLOGY	\$ 180,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
LA911 (Auburn's share)					
Server Infrastructure Replacement	\$ 150,000				
Communications Center	\$ 1,250,000				
Dispatch Center HVAC		\$ 50,000			
TOTAL LA911	\$ 1,400,000	\$ 50,000	\$ -	\$ -	\$ -
NSBA & Ingersoll					
NSBA					
Floor Rubber Rink #2		\$ 45,000			
Protective Netting Rink #1		\$ 20,000			
Two LED Scorebards Rink #1		\$ 150,000			

CITY OF AUBURN
CITYWIDE FIVE YEAR - CAPITAL IMPROVEMENT PLAN
FY25 - FY29

Description	FY25	FY26	FY27	FY28	FY29
Zamboni			\$ 200,000		
Sound System Rink #1				\$ 75,000	
Rink board system w/glass for Rink 2				\$ 300,000	
Sound System Rink #2					\$ 75,000
<u>Ingersoll Turf Facility</u>					
Floor and Rubber install outside of turf areas	\$ 35,000				
Replace Turf		\$ 300,000			
TOTAL NSBA & INGERSOLL	\$ 35,000	\$ 515,000	\$ 200,000	\$ 375,000	\$ 75,000
Description	FY25	FY26	FY27	FY28	FY29
<u>PLANNING & PERMITTING</u>					
Dangerous Buildings and Junkyard Cleanups	\$ 200,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Comprehensive Plan Program	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000
TOTAL PLANNING & PERMITTING	\$ 600,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
<u>POLICE DEPARTMENT</u>					
Firearm Replacement (Handgun)					\$ 96,000
10 Pole Mounted Radar Signs	\$ 38,000				
Radar Sign Trailer		\$ 26,000			
Cruiser Camera System Replacement			\$ 200,000		
Body worn Cameras				\$ 280,000	
APEX Training System	\$ 75,000				
Digital Mapping Equipment		\$ 50,000			
TASER Upgrade					\$ 190,000
Mobile Data Terminal Replacement	\$ 135,000				
TOTAL POLICE DEPARTMENT	\$ 248,000	\$ 76,000	\$ 200,000	\$ 280,000	\$ 286,000
<u>PUBLIC SERVICES</u>					
<u>ENGINEERING</u>					
Whitman Spring Cold Mulch	\$ 150,000				
Marrow Road Reconstruction	\$ 3,000,000				
Reconstruction	\$ 1,800,000	\$ 1,488,000	\$ 1,434,000	\$ 1,008,000	\$ 1,267,500
Reclamation	\$ 1,500,000	\$ 966,000	\$ 1,200,000	\$ 3,000,000	\$ 750,000
Major Drainage	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
MDOT Match	\$ 1,500,000	\$ 1,450,000	\$ 1,266,000	\$ 867,500	\$ 1,300,000
Resurfacing	\$ 1,600,000	\$ 847,684	\$ 671,500	\$ 691,900	\$ 750,000
Retaining Walls		\$ 754,800	\$ 40,000		
Pavement/Retaining Wall Assessment	\$ 125,000				
Lake Grove Park-Parking & Court Improvements	\$ 150,000				
Senior Center Parking Lot		\$ 500,000			
Sidewalk Repairs	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Downtown Parking and Walkability-Grant Match	\$ 400,000	\$ 400,000	\$ 400,000		
TOTAL ENGINEERING DEPARTMENT	\$ 10,825,000	\$ 7,006,484	\$ 5,611,500	\$ 6,167,400	\$ 4,667,500

CITY OF AUBURN
CITYWIDE FIVE YEAR - CAPITAL IMPROVEMENT PLAN
FY25 - FY29

Description	FY25	FY26	FY27	FY28	FY29
<u>FACILITIES & ENERGY</u>					
Discontinue Municipal Fire Alarm System	\$ 120,000	\$ 13,200	\$ 13,200	\$ 13,200	\$ 13,200
Auburn Hall Boiler/Mechanical Upgrades	\$ 550,000				
Auburn Hall Reconfiguration/APD Relocate			\$ 500,000		
Auburn Hall Building Automation System Upgrade				\$ 465,500	
Auburn Hall New ERVS					\$ 712,500
Auburn Hall Repointing Brick and exterior Masonry work					\$ 1,500,000
Auburn Hall Fan Coil Full Replacement					\$ 1,500,000
Engine 2 Station Reconstruction	\$ 2,000,000	\$ 2,000,000			
Engine 5 Preliminary Design & Cost Analysis		\$ 50,000			
Engine 5 Station Reconstruction			\$ 3,000,000		
Engine 5 Separation Curtains for Diverse Workforce			\$ 25,000		
Engine 5 Electrical Upgrade (undersized for HVAC)			\$ 100,000		
Engine 5 ERV		\$ 166,250			
Engine 5 Front of Building Storefront Window		\$ 40,000			
Engine 5 Heating, Cooling and Ventilation upgrade		\$ 213,000			
Engine 5 Building Windows				\$ 100,000	
Public Works Space Needs Analysis/Addition		\$ 100,000			
Public Works 506.5 KW Solar array(Est. cost prior to 650K rebate)			\$ 1,855,350		
Public Works Addition/ Remodel/ New Electrical Service				\$ 6,000,000	
Description	FY25	FY26	FY27	FY28	FY29
Public Works Repoint Brick					\$ 100,000
NSBA Solar 882.2 KW Solar Array (Est. cost prior to 1.3 Mil rebate)			\$ 3,225,250		
Tot Lot Roof Replacement	\$ 25,000				
City-wide Facilities & Energy Total	\$ 2,695,000	\$ 2,582,450	\$ 8,718,800	\$ 6,578,700	\$ 3,825,700
<u>Auburn Public Library</u>					
Public Library Building Envelope, Repairs & Design Cost Analysis	\$ 75,000				
Public Library Boilers Replacement	\$ 575,000				
Public Library Rooftop Units (X3)			\$ 700,000	\$ 700,000	
Public Library Building Envelope, ADA Upgrades & Historical Preservation		\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
Public Library Building Lighting Upgrades			\$ 66,500		
Public Library Building Automation System Upgrade		\$ 270,000			
Public Library Roof Coating		\$ 250,000			
Auburn Public Library Total	\$ 650,000	\$ 820,000	\$ 1,066,500	\$ 1,000,000	\$ 300,000
TOTAL FACILITIES & ENERGY DEPARTMENT	\$ 3,345,000	\$ 3,402,450	\$ 9,785,300	\$ 7,578,700	\$ 4,125,700
<u>PUBLIC WORKS</u>					
<u>Road Maintenance Equipment</u>					
Replace front end loader (loading materials and snow removal)		\$ 250,000	\$ 550,000		
Grader			\$ 450,000		\$ 405,000
Backhoe		\$ 110,000			

CITY OF AUBURN
CITYWIDE FIVE YEAR - CAPITAL IMPROVEMENT PLAN
FY25 - FY29

Description	FY25	FY26	FY27	FY28	FY29
Replace sidewalk tractor (sidewalk maintenance and mowing)	\$ 170,000	\$ 170,000		\$ 170,000	\$ 170,000
Replace Sweeper 49		\$ 306,000			\$ 306,000
Replace 30 Ton Trailer		\$ 38,000			
Replace Vactor Truck	\$ 590,000				
Replace Western Star Pulp Truck				\$ 275,000	
Replace Chipper			\$ 80,000		
Replace Loader Mounted Snow Blower				\$ 150,000	
Hot Box Pavement Reclaimer		\$ 50,000			
Road Maintenance Equipment Total:	\$ 760,000	\$ 924,000	\$ 1,080,000	\$ 595,000	\$ 881,000
<u>Recreation & Open Space Maintenance</u>					
Dog Park		\$ 240,000			
Pettengill Softball Field Repair	\$ 265,000	\$ 15,000	\$ 15,000	\$ 200,000	
Field GPS Painter	\$ 63,000				
Festival Plaza		\$ 3,000,000			
Recreation & Open Space Maintenance Total:	\$ 328,000	\$ 3,255,000	\$ 15,000	\$ 200,000	\$ -
<u>Electrical Improvements</u>					
Longley Park Renovation		\$ 110,500			
Replace Boom Lift School and Public Works	\$ 77,000				
Annual Park & Walkway Light Replacement	\$ 200,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Electrical Improvements Total:	\$ 277,000	\$ 210,500	\$ 100,000	\$ 100,000	\$ 100,000
<u>City Fleet Vehicles</u>					
Electrical Division - Vehicle Replacement	\$ 120,000				
Replace Engineering Vehicles		\$ 100,000			
Replace Service Truck		\$ 60,000			
Replace Car 93	\$ 50,000				
Replace 1/2 ton pick-ups		\$ 90,000	\$ 50,000	\$ 100,000	
Replace One Ton Truck with Plow (2)			\$ 70,000	\$ 70,000	\$ 375,000
Replace 3/4 Ton Pickup w Plow	\$ 117,000		\$ 50,000	\$ 90,000	
Replace 7 yard plow trucks (plowing/sanding and roadway maintenance)	\$ 650,000	\$ 650,000	\$ 650,000	\$ 975,000	
Replace 12 yard plow trucks (plowing/sanding and roadway maintenance)			\$ 325,000		\$ 650,000
Police Vehicle Replacement	\$ 312,000	\$ 267,300	\$ 269,300	\$ 271,300	
Battalion Chief Command Vehicle Replacement	\$ 80,000				
Recreation Mini Bus replacement/upgrade	\$ 180,000			\$ 180,000	
Public Safety Command Vehicle Replacement		\$ 450,000			
Total City Fleet Vehicles:	\$ 1,509,000	\$ 1,617,300	\$ 1,414,300	\$ 1,686,300	\$ 1,025,000
<u>TOTAL PUBLIC WORKS</u>	\$ 2,874,000	\$ 6,006,800	\$ 2,609,300	\$ 2,581,300	\$ 2,006,000
<u>TRANSPORTATION</u>					
Traffic Calming & Pedestrian Safety	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
Washington Street at Brickyard Safety Improvements	\$ 300,000				
Court Street - Bicycle and Pedestrian Improvements	\$ 150,000	\$ 850,000			

CITY OF AUBURN
CITYWIDE FIVE YEAR - CAPITAL IMPROVEMENT PLAN
FY25 - FY29

Description	FY25	FY26	FY27	FY28	FY29
Neighborhood Safety Measures		\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
LATC Bus Replacement	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
TOTAL TRANSPORTATION DEPARTMENT	\$ 700,000	\$ 1,200,000	\$ 350,000	\$ 350,000	\$ 350,000
TOTAL PUBLIC SERVICES	\$ 17,744,000	\$ 17,615,734	\$ 18,356,100	\$ 16,677,400	\$ 11,149,200
RECREATION PROGRAMMING					
Restroom Trailer	\$ 95,000				
Major Equipment Replacement		\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
TOTAL RECREATION PROGRAMMING	\$ 95,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
EDUCATION (See attached list)	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
TOTAL CIP	\$ 23,490,250	\$ 21,436,734	\$ 21,523,100	\$ 19,367,400	\$ 14,987,200



ORDER 43-04012024

City Council Order

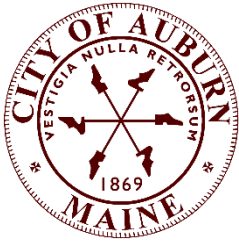
IN CITY COUNCIL

ORDERED, that the City Council hereby adopts the FY 2025 - 2029 (5 year) Capital Improvement Plan, as presented.

Richard S. Whiting, Ward One
Benjamin J. Weisner, Ward Four
Belinda A. Gerry, At Large

Timothy M. Cowan, Ward Two
Leroy G. Walker, Sr., Ward Five
Jeffrey D. Harmon, Mayor

Stephen G. Milks, Ward Three
Adam R. Platz, At Large
Phillip L. Crowell, Jr., City Manager



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: April 1, 2024

Order: 44-04012024

Author: Jennifer Boenig, Downtown Coordinator

Subject: Approving the Mass Gathering for Auburn Lobster Festival

Information: The Auburn Lobster Festival is scheduled for Saturday, May 11, 2024, from 1:00-6:00 PM. The event will be held in Festival Plaza and on Main Street which will be closed with public works trucks and barricades. This free community event will feature live music, craft brews, food trucks and more.

A mass gathering is defined as any gathering held outdoors with the intent to attract the continued attendance of 1,000 or more persons for two or more hours.

City Budgetary Impacts: This event is budgeted through the Communications Department.

Staff Recommended Action: Hold the public hearing and motion to approve the mass gathering.

Previous Meetings and History: NA

City Manager Comments:

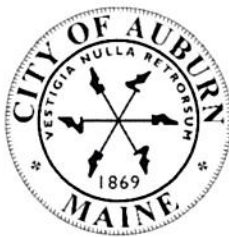


I concur with the recommendation. Signature:

Attachments:

- Application for Auburn Lobster Festival mass gathering.
- Public Notice
- Order

Date received: _____
Date approved: _____



CITY OF AUBURN
SPECIAL EVENT/MASS GATHERING APPLICATION
Required for any special event on city property that will attract up to 1,000 people, or any outdoor event with continued attendance of 1,000 or more persons for 2 or more hours.

Applications must be submitted to the Clerk at least 45 days prior to the event if the gathering is expected to attract up to 5,000 people.

Application must be submitted at least 90 days prior to the event if the gathering is expected to attract more than 5,000 people.

Date of Application: 3.21.24

SPONSOR INFORMATION

Name of Sponsoring Organization: City of Auburn

Name of Contact Person for Event: Jennifer Boenig

Title of Contact Person: Downtown Coordinator

Mailing Address: 60 Court Street

Daytime Telephone: 207.333.6601 ext.1132 Cell Phone: 207.576.5348

Email Address: jboenig@auburnmaine.gov

Contact Name and Cell Phone Number DURING the Event: Jennifer Boenig 207.576.5348

Is your organization incorporated as a non-profit organization? Yes ☐ No ☐

Non-Profit Number: _____

EVENT INFORMATION

Name of Event: Auburn Lobster Festival

Type of Event (walk, festival, concert, etc.): Festival

Date of Event: Saturday, May 11, 2024 Rain Date: na

Times of Event: Start Time including set-up: 7 AM Ending time including clean up: 9P

Actual Event Start Time: 1 PM Actual Event End Time: 6 PM

Estimated Attendance: 3,000

Location of Event: Festival Plaza and Main Street

Have you held an event at this location within the last 12 months? Yes ☒ No ☐

If the location is a city park, have you applied for use of the property with the Recreation Department and has your request been approved?

Yes ☐ No ☐ Pending ☐ Date submitted to the Recreation Department: _____

TYPES OF PERMITS/PERMISSIONS NEEDED – PROVIDE AN ANSWER FOR EACH LINE:

Permit Fee	Permission/Permit Type	YES	NO	NOT SURE
Not permitted	CROSS-STREET BANNERS Please note that the city no longer allows cross-street banners.			
Separate fee and permit possible	FOOD – Will food or beverages be sold? If yes, list what types of food or beverages: <u>Food trucks will be at this event.</u> Note - A food service license may be required and must be submitted 14 days prior to the event. Other requirements and/or restrictions may apply.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Separate fee and permit possible	NON-FOOD ITEMS – Will products be sold or given away (such as t-shirts, crafts, souvenirs, etc.)? If yes, list what items: <u>City will give away some fun lobster theme items.</u> Note - A peddler permit may be required and must be submitted 14 days prior to the event.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A	LIVE MUSIC – Will there be any outdoor musical performances? If yes, please describe: <u>Three bands will perform.</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A	SOUND AMPLIFICATION – Will there be a microphone or speaker system to project sound?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Separate fee and permit possible	ALCOHOL – Will alcoholic beverages be sold? Note – Vendor must hold a valid State of Maine liquor license and submit an Off Premise Catering Event application 14 days prior to the event.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Separate fee and Permit required	CARNIVAL – Will carnival rides be offered? If yes, attach a copy of the state permit. A city permit is required as well.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Separate fee and Permit required	FIREWORKS – Will there be a fireworks display? If yes, a permit from the Fire Department is required.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
N/A	PARADE – Will there be a parade? If yes, describe route: Note – A permit from the Police Department is required.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
N/A	RUN/WALK/CYCLE – Will event involve participants doing a walk-a-thon, road race, etc.? If yes, describe route:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Separate permit required	BURN PERMIT – Will there be any open flame such as a bonfire? If yes, describe activity: Note - A permit from the Fire Department is required.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

N/A	TENT/CANOPY – Will you be setting up a tent or canopy? If yes, list number and sizes: three 20x40 tents and 6 ez-ups will be setup	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Separate fee and permit required	ELECTRICAL POWER/EQUIPMENT – Will electrically powered equipment be utilized, if so, provide a brief description of the equipment and the entity responsible for the installation of the electrical equipment? Power will be needed for stage and sound equipment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A	ROAD/INTERSECTION CLOSURE – Will any roads need to be closed to accommodate your event? If yes, please list: Main Street will be closed from Miller Street to Court Street with hard barricades.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A	MAP/DIAGRAM – Is a map or diagram attached detailing this event and depicting the placement of such items as tables, tents, port-a-potties, stage, parking, food service areas, etc.? This is a mandatory requirement for this application and must be included.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A	PARKING ACCOMODATIONS – What will be the anticipated need for parking and what is your parking plan? City parking garage and surface parking lot	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A	TOILETS – Please list amount at event and/or nearest location: 12 portable toilets on Main Street sidewalk	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A	WASTE DISPOSAL – Please list process and location: Public works will handle trash removal and provide trash cans throughout event space.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A	HAND WASHING FACILITIES – Please list amount at event and/or nearest location: Hand washing station available as well as hand sanitizer in portable toilets.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A	POTABLE WATER – Please list amount at event and location: Bottled water in the pump house.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A	FIRST AID FACILITIES – Please list location at event: Fire rescue onsite and first aid kit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
\$	TOTAL FEE INCLUDED – Checks payable to "City of Auburn"			

EVENT LIABILITY INSURANCE COVERAGE FOR EVENT

For an event such as a walk-a-thon, race, festival, concert, etc., the city requires general liability insurance coverage. The **City of Auburn** is to be named as "additionally insured" for the event activities on that date. Once the event is approved, the Certificate of Insurance will need to be received at least 30 days before the event and before permits can be issued. Please have the City of Auburn listed on the Certificate of Insurance (minimum coverage \$1,000,000 Bodily Injury or Death, per occurrence, and \$300,000 Property Damage, per occurrence). It should contain a clause providing that the policy may not be cancelled by either party except upon not less than 30 days written notice to the city. Please have your insurance company fax a copy to: City Clerk 207-333-6623.

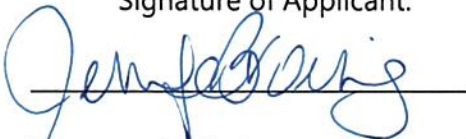
DESCRIPTION OF EVENT – Please describe what will occur during your event

The Auburn Lobster Festival is a free community event featuring live music, craft brews, food trucks and more. This event is open to all ages and supports our state's lobster industry.

Signature of Applicant:

Printed Name:

Date Submitted:



Jennifer Boenig

3.21.24

Please note that you will be contacted by City Staff if you require additional permitting.

Please return this completed application with diagram and any applicable fee to:

MAIL: City Clerk's Office
60 Court Street
Auburn, ME 04210
FAX: 207-333-6623
EMAIL: sdallaire@auburnmaine.gov
PHONE: 207-333-6600

******FOR STAFF USE******

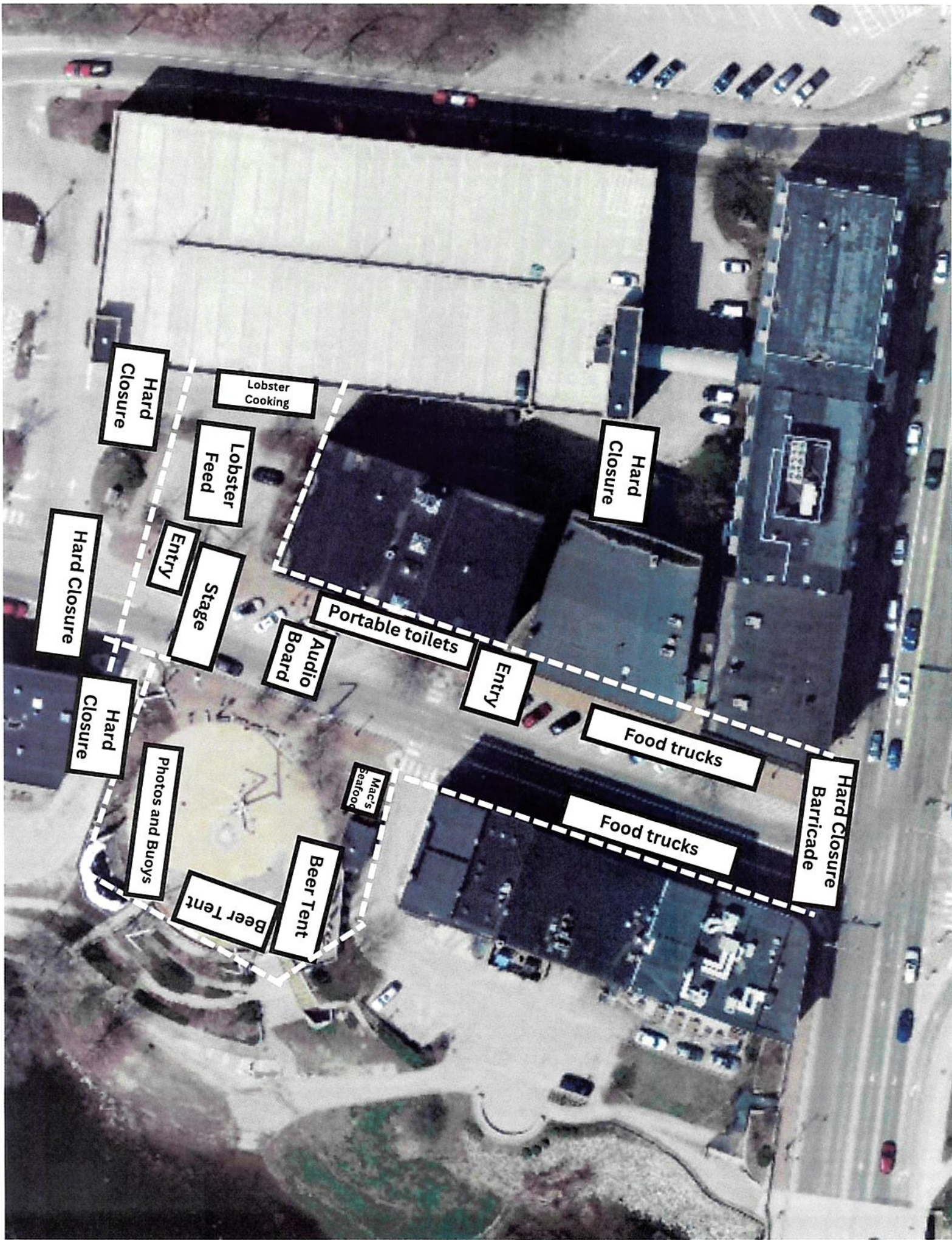
DEPARTMENT COMMENTS AND RECOMMENDATIONS:

DEPARTMENT	APPROVE	DENY	DATE	INITIALS
Sanitarian/Health Inspector				
Code Officer/Land Use & Zoning				
Fire Department				
Police Department				
Public Works Department				
Recreation Department				

COMMENTS/CONDITIONS from any of the above departments:

City Council Public Hearing date, if applicable: _____

License Approved/Denied: _____ Date applicant notified: _____



Hard Closure

Lobster Cooking

Lobster Feed

Entry

Stage

Portable toilets

Audio Board

Entry

Hard Closure

Food trucks

Hard Closure Barricade

Food trucks

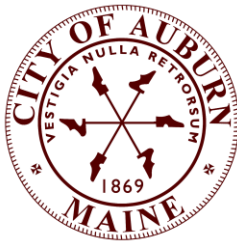
Hard Closure

Photos and Buoys

Mac's Seafood

Beer Tent

Beer Tent



ORDER 44-04012024

City Council Order

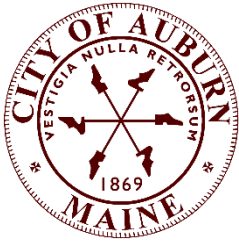
IN CITY COUNCIL

ORDERED, that the City Council hereby approves the Mass Gathering permit for the May 11, 2024, Auburn Lobster Festival sponsored by the City of Auburn.

Richard Whiting, Ward One
Benjamin Weisner, Ward Four
Belinda A. Gerry, At Large

Timothy Cowan, Ward Two
Leroy G. Walker, Ward Five
Jeffrey D. Harmon, Mayor

Stephen G. Milks, Ward Three
Adam Platz, At Large
Phillip L. Crowell, Jr., City Manager



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: April 1, 2024

Order: 45-04012024

Author: Jennifer Boenig, Downtown Coordinator

Subject: Approving the temporary liquor license for an Incorporated Civic Organization for the City's three signature events: Auburn Lobster Festival, Auburn Blues & Brews and New Year's Auburn.

Information: The Auburn Lobster Festival is scheduled for Saturday, May 11, 2024, from 1:00-6:00 PM.

The City is applying for a Liquor License for an Incorporated Civic Organization to allow the sale of alcohol within the designated area of Festival Plaza and Main Street for the Auburn Lobster Festival. The City will also apply for the same license for the Auburn Blues & Brews event on September 7, 2024 and New Year's Auburn on December 31, 2024.

Per MRS Title 28-A Liquor § 1071. INCORPORATED CIVIC ORGANIZATIONS 2. Up to 5 licensed events per year; one event per license. An incorporated civic organization may obtain up to 5 licenses under this section per calendar year.

A Public Hearing is not required per MRS Title 28-A Liquor § 1071. INCORPORATED CIVIC ORGANIZATIONS 4. Application G. Approval by the municipal officers of the municipality in which the proposed licensed premises are located, which, notwithstanding section 653, may be granted without notice or a public hearing.

City Budgetary Impacts: This event is budgeted through the Communications Department.

Staff Recommended Action: Motion to approve the temporary liquor license for the city's three signature events.

Previous Meetings and History: NA

City Manager Comments:

I concur with the recommendation. Signature:

Attachments:

- Application for a License for an Incorporated Civic Organization
- Order



STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

Application for a License for an Incorporated Civic Organization

Section A: Applicant Information:

1. Legal Name of Applicant: City of Auburn
2. Contact Name for Applicant: Lt. Barry Schmiels
3. Mailing Address of Primary Office of Applicant: 60 Court St.
Auburn, ME 04210
4. Contact Name Telephone/Mobile Number: 207. 333. 6650 ext. 2066
5. Email Address of Contact: bshmiels@auburnmaine.gov

Section B: Event Information:

1. Title Event: Auburn Lobster Festival
2. Purpose of Event: Community event featuring live music, food trucks, craft brews
3. Duration of Event (check one): ☒ One Day ☐ Multiple Days (only 1 permitted per year)
4. Type of Event: (check one) ☐ Indoor ☒ Outdoor
5. Town or City where Event will take place: Auburn
6. Complete Physical Address of Event:
Festival Plaza, 112 Main Street, Auburn and
part of Main Street (see map enclosed)
7. Date of Event: May 11, 2024 Time: From 12pm To 7pm
Under Maine liquor laws, alcoholic beverages can only be served from 5:00 am to 1:00 am of the next day, Sunday through Saturday; event times cannot deviate from this statutory requirement.
8. Number of Persons Attending: 3,000 estimate

9. Describe specific indoor and/or outdoor area to be licensed: (for an outdoor event, please include a diagram of the outside space in Section F below.)

See map enclosed - Dotted line shows alcohol
permitted area boundaries

10. Will dancing be part of the event? Yes ☐ No ☒
- a. Does the venue have a dance license? Yes ☐ No ☐
- b. If yes, please provide a copy of the license from the State's Fire Marshall's Office

Section C: Signature of Applicant

By signing this application, the licensee understands that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.

Please sign and date in blue ink.

Dated: _____

Signature of Duly Authorized Person

Printed Name of Duly Authorized Person

Section D: For use by Municipal Officers and County Commissioners only
Approval of an Application for a License for an Incorporated Civic Organization

The undersigned hereby certifies that we have complied with the process outlined in 28-A M.R.S. §653 and approve this catering event application on this date: _____.

Check only one: ☒ City ☐ Town ☐ Unorganized Territory

Name of City/Town/Unorganized Territory: _____

Who is approving this application? ☒ Municipal Officers
☐ County Commissioners of _____ County

- ☐ **Please Note:** The Municipal Officers or County Commissioners must confirm that the records of Local Option Votes have been verified that allows this type of license to be issued by the Bureau for the type of alcohol to be sold for the appropriate days of the week. Please check this box to indicate this verification was completed.

Signature of Officials	Printed Name and Title

Section E: Application Fee; Other Information

1. The license fee is \$50.00 plus a \$10.00 filing fee; make checks payable to Treasurer State of Maine.
2. The law requires the application to be submitted at least 24 Hours prior to the function, however, a longer notice is appreciated to allow additional time for processing.
3. Once issued, this permit is not assignable and is valid only for use by the licensee named in this application and for the date, time, and location listed in this application. This permit is issued subject to Maine liquor laws under Title 28-A and the Bureau's Administrative Rules. Penalties for failure to comply with the laws and rules are provided in Chapter 33 of Title 28-A.
4. The Division is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.
5. Payments to the Division by check subject to penalty provided by 28-A MRS Section 3-B.

Section F: Diagram for Outdoor Events

The following restrictions apply to outdoor events:

- There must be a stanchion or a fence completely enclosing the area.
- Signs must be posted stating "No alcohol beyond this point".
- There must be sufficient employees at the event to control and monitor the area.

In an effort to clearly define the area that consumption and storage of liquor will occur during this outdoor event, diagrams must be submitted on this form and should be as accurate as possible. Be sure to label the areas of consumption and storage on your diagram.

See map enclosed

For Division Use Only

Date Filed: _____

☐ Approved ☐ Not Approved

Date Approved: _____

Approved By: _____

License No: _____

Deposit Date: _____

Amt. Deposited: _____

Payment Type: _____



ORDER 45-04012024

City Council Order

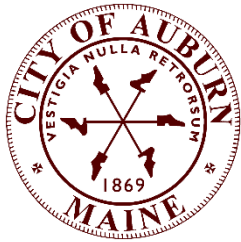
IN CITY COUNCIL

ORDERED, that the City Council hereby approves the temporary liquor license for an Incorporated Civic Organization for the City's three signature events: Auburn Lobster Festival, Auburn Blues & Brews and New Year's Auburn.

Richard Whiting, Ward One
Benjamin Weisner, Ward Four
Belinda A. Gerry, At Large

Timothy Cowan, Ward Two
Leroy G. Walker, Ward Five
Jeffrey D. Harmon, Mayor

Stephen G. Milks, Ward Three
Adam Platz, At Large
Phillip L. Crowell, Jr., City Manager



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: April 1, 2024

Order: 46-04012024

Author: Glen E. Holmes, Director of Business & Community Development

Subject: Annual Reports to Maine State Housing

Information: The City is required in accordance with the Certificate of Approval issued by the Maine State Housing Authority to provide them with an annual report for each of the Affordable Housing Districts and associated TIFs.

City Budgetary Impacts: None

Staff Recommended Action: Approve the Order as presented

Previous Meetings and History: None

City Manager Comments:

Phillip Crowell Jr.

I concur with the recommendation. Signature:

Attachments: The Order and the Reports

Please list property sales within the District (NOTE: impact on affordability is not required by the statute for this item and in any event would be captured in the chart above):

N/A

Please describe any changes from what was described in the approved Development Program for the District, such as changes to the type, scope or timing of development within the District. If the Development Program and Certificate of Approval for the District allow alternative uses of funds, please list how funds are being used in practice.

N/A

Annual Report for Tax Year April 1, 2023 – March 31, 2024
Affordable Housing Tax Increment Financing District
Submission Deadline of April 30, 2024

Municipality: City of Auburn

Municipal official submitting this report:

Phillip L. Crowell

Printed name

Signature

04/02/2024

Date

Title: City Manager

Mailing address: 60 Court Street, Auburn ME 04210

Phone number: 207-333-6601

Email address: pcrowell@auburnmaine.gov

Name of Affordable Housing Development District:

48 Hampshire Street

Date the municipal legislative body approved this Report (not the District):

April, 1, 2024

In submitting this report, the legislative body of the municipality certifies that the public purpose of the affordable housing district is being met and that the required housing affordability and other conditions of approval, including limitations on uses of tax increment revenues for approved development project costs, set forth in the Certificate of Approval issued by Maine State Housing Authority for the District and the related Affordable Housing Development Program are being maintained.

Status of affordable housing within the District: *“Affordable” means for households earning no more than 120% area median income.*

Type of housing unit	# of Existing affordable units	# of Existing market units	# of Planned affordable units	# of Planned market units
Rental (family)	42	11	0	0
Rental (senior)	0	0	0	0
Owned home/condo	0	0	0	0

Please list property sales within the District (NOTE: impact on affordability is not required by the statute for this item and in any event would be captured in the chart above):

N/A

Please describe any changes from what was described in the approved Development Program for the District, such as changes to the type, scope or timing of development within the District. If the Development Program and Certificate of Approval for the District allow alternative uses of funds, please list how funds are being used in practice.

N/A

Please list property sales within the District (NOTE: impact on affordability is not required by the statute for this item and in any event would be captured in the chart above):

N/A

Please describe any changes from what was described in the approved Development Program for the District, such as changes to the type, scope or timing of development within the District. If the Development Program and Certificate of Approval for the District allow alternative uses of funds, please list how funds are being used in practice.

N/A



ORDER 46-04012024

City Council Order

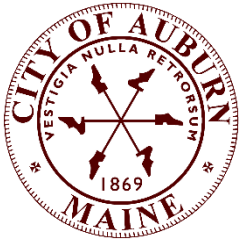
IN CITY COUNCIL

ORDERED, that the City Council hereby approves the Annual Reports to the Maine State Housing Authority for Tax Year April 1, 2023 – March 31, 2024, and authorizes the City Manager to sign the annual reports for Affordable Housing Tax Increment Financing Districts, #16 (Webster School), #21 (477 Minot Ave) and #22 (48 Hampshire Street), as provided by Business and Community Development Staff.

Richard S. Whiting, Ward One
Benjamin J. Weisner, Ward Four
Belinda A. Gerry, At Large

Timothy M. Cowan, Ward Two
Leroy G. Walker, Sr., Ward Five
Jeffrey D. Harmon, Mayor

Stephen G. Milks, Ward Three
Adam R. Platz, At Large
Phillip L. Crowell, Jr., City Manager



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: April 1, 2024

Resolve: 03-04012024

Author: Phil Crowell, City Manager

Subject: Androscoggin County Natural Hazard Mitigation Plan – Resolution of Adoption

Information: Androscoggin County Emergency Management Agency submitted the Androscoggin County Natural Hazard Mitigation Plan 2024 update to the state for review by the State Natural Hazards Planner for the Maine Emergency Management Agency on December 15. The State Natural Hazards Planner completed the review and submitted the update to FEMA for final review and approval January 12.

FEMA Region 1 Mitigation Division has determined the ***Androscoggin County Natural Hazards Mitigation Plan 2024*** meets all applicable FEMA Mitigation Planning requirements (Local Mitigation Planning Policy Guide, effective April 19, 2023), except its adoption by:

- Androscoggin, County of
- Auburn, City of
- Durham, Town of
- Greene, Town of
- Leeds, Town of
- Lewiston, Town of
- Lisbon, Town of
- Livermore, Town of
- Livermore Falls, Town of
- Mechanic Falls, Town of
- Minot, Town of
- Poland, Town of
- Sabattus, Town of
- Turner, Town of
- Wales, Town of

City Budgetary Impacts: None

Staff Recommended Action: City Council adopts the Androscoggin County Natural Hazard Mitigation Plan 2024 Update.

Previous Meetings and History: None

City Manager Comments:

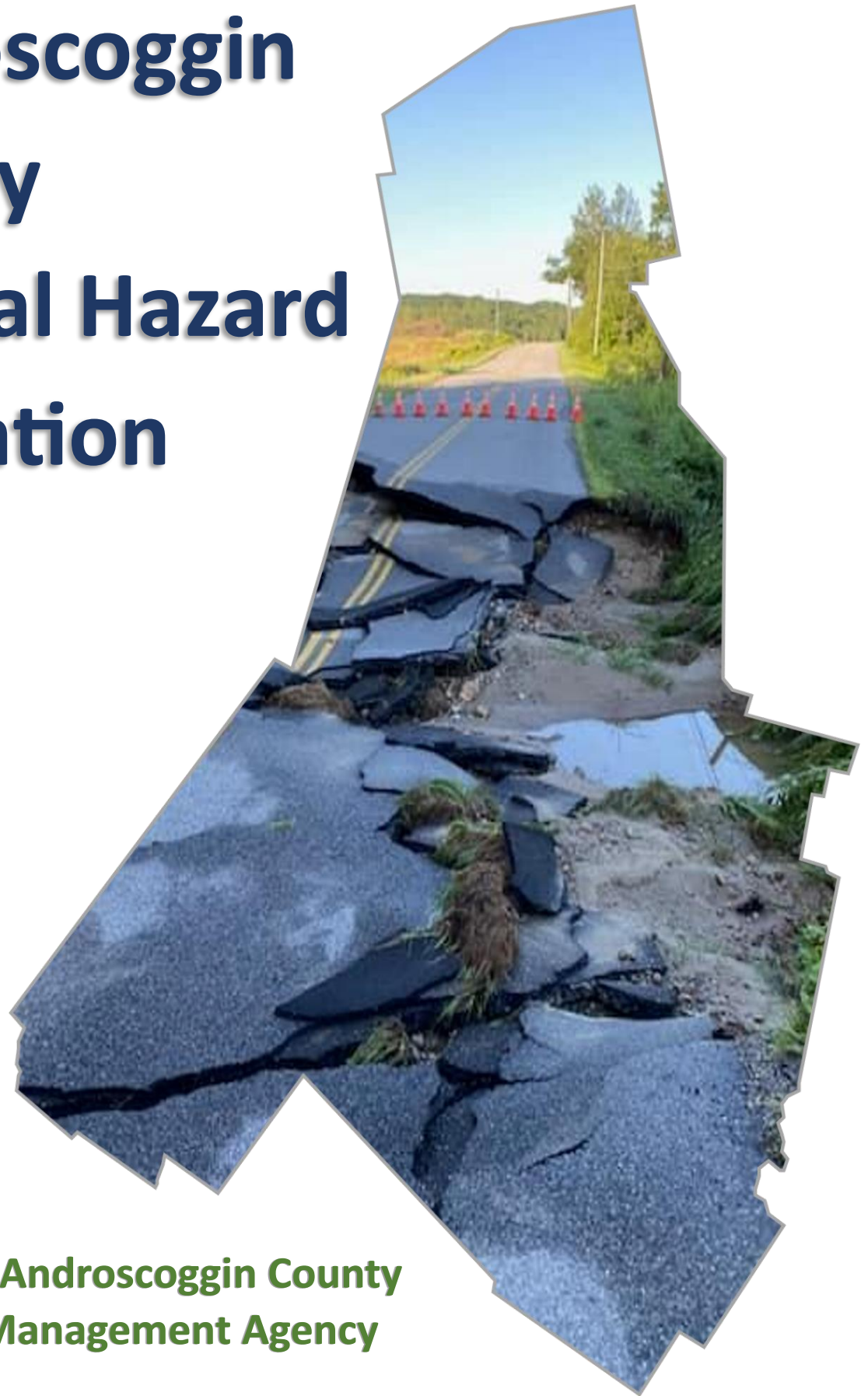
Phillip Crowell Jr.

I concur with the recommendation. Signature:

Attachments:

- Androscoggin County Natural Hazard Mitigation Plan 2024
- Resolution of Adoption

Androscoggin County Natural Hazard Mitigation Plan 2024



**Prepared by Androscoggin County
Emergency Management Agency**

Acknowledgements

The Androscoggin County Natural Hazard Mitigation Plan is a multi-jurisdictional plan, prepared by Androscoggin County Emergency Management Agency for county and the 14 jurisdictions within Androscoggin County. In the State of Maine, County EMAs coordinate with local governments to prepare a multi-jurisdictional plan. The Androscoggin County Emergency Management Agency lead this effort with assistance the Hazard Mitigation Planning Team, the Hazard Mitigation Planning Steering Committee, and Jurisdictional Hazard Mitigation Teams. The activities that brought this plan to fruition were supported and funded by Androscoggin County and the FEMA Emergency Performance Grant Program

Hazard Mitigation Planning Team	
Angela Molino	Director, Androscoggin County Emergency Management Agency
Paul Leonard	Deputy Director, Androscoggin County Emergency Management Agency
Spencer McKeown	GIS Planner, Androscoggin County Emergency Management Agency

Hazard Mitigation Planning Steering Committee	
Angela Molino	Director, Androscoggin County Emergency Management Agency
Paul Leonard	Deputy Director, Androscoggin County Emergency Management Agency
Spencer McKeown	GIS Planner, Androscoggin County Emergency Management Agency
Nan Johnson	Senior Community Planner, FEMA Region 1, Mitigation Division
Heather Dumais	State Hazard Mitigation Officer, Maine Emergency Management Agency
Dr. Samuel Roy	Natural Hazards Planner, Maine Emergency Management Agency
Jonathan Ross	Senior Planner, Maine Emergency Management Agency
Robert Chase	Fire Chief, Auburn Fire Department
Mark Caron	Fire Chief, Lewiston Fire Department

Jurisdictional Teams	
Auburn, City of	Livermore Falls, Town of
Durham, Town of	Mechanic Falls, Town of
Greene, Town of	Minot, Town of
Leeds, Town of	Poland, Town of
Lewiston, City of	Sabattus, Town of
Lisbon, Town of	Turner, Town of
Livermore, Town of	Wales, Town of

In addition to those agencies and individuals named above, a number of different state, local and regional partners contributed to this plan:

Maine Historic Preservation Commission, Maine Department of Agriculture, Conservation & Forestry, National Weather Service-Gray, Maine USDA Farm Service Agency, UMaine Cooperative Extension, Community Concepts, Androscoggin Valley Council of Governments, Lewiston Housing Authority, Maine Forest Service, Central Maine Power, Co., Poland Springs Bottling Co., Department of Business & Community Development, City of Auburn, Maine Center for Disease Control, North East States Emergency Consortium, the public, businesses, non-profits and stakeholders who completed the Natural Hazard Mitigation Surveys.

Thank you.

Executive Summary

The 2024 update to the Androscoggin County Natural Hazard Mitigation Plan was prepared by the Androscoggin County Emergency Management Agency and in accordance with the Disaster Mitigation Act of 2000. DMA 2000 requires states and local governments to prepare HMPs to remain eligible to receive pre-disaster mitigation grant funds available in the wake of federally declared disasters. The Androscoggin County Hazard Mitigation Plan is a multi-jurisdictional plan, a collaborative process. In the State of Maine, County EMAs coordinate with local governments to prepare a multi-jurisdictional plan. The Androscoggin County Emergency Management Agency (ACEMA) is the lead in this effort with assistance from planning teams, the Hazard Mitigation Planning Team, Hazard Mitigation Planning Steering Committee, and Jurisdictional Hazard Mitigation Teams.

Hazard Mitigation is any sustained action taken to reduce or eliminate long term risk to human life, infrastructure, and the environment.

Planning Process

Hazard Mitigation Planning Team coordinated, facilitated, and documented the planning process, collected, and analyzed data, risk, and capabilities, sought participation through meetings, surveys, flyers, social media, the Androscoggin County EMA website, and emails. The Hazard Mitigation Steering Committee provided feedback, input, reviewed the planning process materials, documents, planning and outreach strategy via emails or in person meetings. Jurisdictional Teams attended the workshops, the seminar, and project planning meetings. Teams reviewed the 2017 Hazard Mitigation plan, the Natural Hazard Report, participated in the Natural Hazard Risk Assessment, and completed the jurisdiction survey, which provided the status update of the 2017 projects. The jurisdictional teams completed the project worksheets, which resulted in the identification of vulnerabilities, capabilities, and development of mitigation strategies for the plan update. The teams played a vital role in public outreach, through the dissemination of the surveys to the stakeholders and public through meetings, emails, and social media.



Risk Assessment

Androscoggin County Emergency Management Agency conducted an All-Hazards Risk Assessment in 2022, all 14 jurisdictions participated. The jurisdictions rated the impact that each hazard would have on their community using the information provided by Androscoggin County EMA through presentations from SME, hazard reports containing hazard definitions, county context and general consequence analysis. Resulting from the Natural Hazard Identification and Risk Assessment, a review of all available capabilities, and ranking by the jurisdictions

the following hazards have been selected for this Natural Hazard Mitigation Plan, Flooding, Severe Summer Weather, Wildfire, Drought, Severe Winter Weather.

Mitigation Strategy

The 2024 Androscoggin County Natural Hazard Mitigation Plan update features new overarching goals designed to empower communities to navigate mitigation efforts through a fluid risk landscape, positioning the communities within Androscoggin County to address current concerns, future trends, policy requirements, vulnerabilities, and potential impacts from natural disasters. FEMA defines Goals as general guidelines that explain what should be achieved and defines Objectives as strategies or implementation steps to attain

GOALS

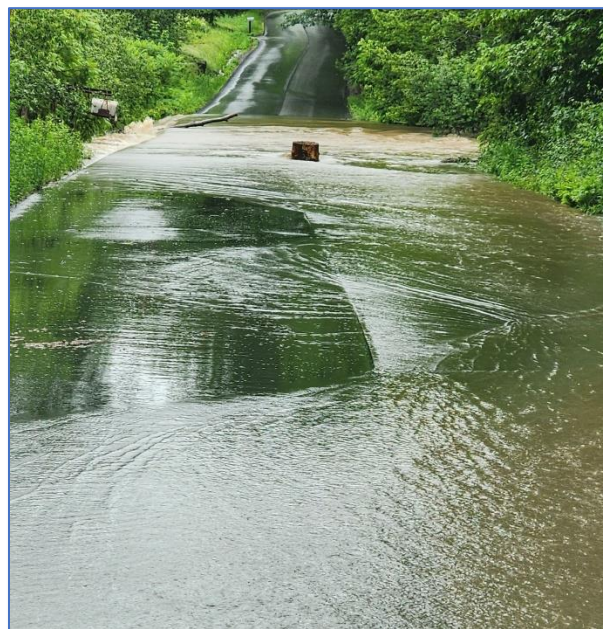
- Minimize loss and disruption of life, property, and the environment
- Encourage Continuity of Operations pre, during & post hazard events
- Enhance Mitigation Capabilities
- Increase Public Awareness and Support for Hazard Mitigation
- Increase Resilience of Economy and local Resources

mitigation goals, and mitigation actions as specific actions that help to achieve the mitigation goals and objectives. This plan, combines goals, objectives, and actions to

provide direction for Androscoggin County and all jurisdictions to reduce risks from identified hazards and improve resilience. All 14 jurisdictions participated, each action or project submitted for inclusion in this plan contributes to the county-wide mitigation strategy. The local mitigation actions or projects paint a picture, illustrating what each community prioritizes and their commitment to hazard mitigation and resilience.

Plan Maintenance & Update

Plan progress will be monitored through cyclical meetings with MEMA and/or local jurisdictions, as well as following federally declared disasters in Androscoggin County. Annually and following disaster declarations, ACEMA will review the hazards in the risk assessment and mitigation strategies to determine relevancy to variable conditions including land development in the county, as well as changes in state or federal policy to ensure that plan elements reflect current and expected conditions. At year three of the five-year period covered by this plan, a hazard analysis and risk and capabilities assessment will be conducted. In collaboration with the jurisdictions, projects will be updated, and new projects will be added. The plan will come to fruition through a series of compounding meetings, the kickoff meeting, the seminar, and project planning meetings, including emails, surveys, and the website. Once all hazards,



projects, maps, and all pertinent data have been updated, and public input recorded, the Androscoggin County Hazard Mitigation Plan draft will be submitted to MEMA for review and recommendations before the final draft is forwarded to FEMA for review and approval pending adoption (APA). After APA, the jurisdictions will adopt the plan for final approval and start another five-year plan cycle.

Adoption

The Androscoggin County Hazard Mitigation Plan 2024 provides a path by which local governments can follow to reduce vulnerabilities and lessen impacts from natural disasters. By adopting this plan, each community is agreeing to continue implementation of strategies aimed at mitigating hazards identified in this Plan. Participation in the planning process and adoption of the plan by a jurisdiction enables that jurisdiction to be eligible for FEMA Hazard Mitigation Assistance (HMA) grant programs, such as the Building Resilient Infrastructure and Communities (BRIC) and Flood Mitigation Assistance (FMA).

Point of Contact. The Androscoggin County Emergency Management Agency leads the effort to adapt and update the Multi-Jurisdictional Hazard Mitigation Plan. As such, ACEMA is determined to continue and improve public involvement by providing an ongoing opportunity for public comment and valued input regarding the hazard mitigation plan, so as to achieve that goal the ACEMA information is embedded below:

Mailing Address: Androscoggin County Emergency Management Agency

2 College Street

Lewiston, ME 04240

Email address: ema@androscoggincountymaine.gov

Website: Androscoggincountyema.gov

Telephone: 207-784-0147



Intersection of East Rd and Avenue Rd, Wales ME, Road flooding. Source: Wales Fire Chief Scott Dimmick.

Acronym Definitions

Acronym	Definitions
ACEMA	Androscoggin County Emergency Management Agency
APA	Approval Pending Adoption
BCA	Benefit Cost Analysis
BFE	Base Flood Elevation
BRIC	Building Resilient Infrastructure and Communities
BTM	Brown tail Moth
CDC	Maine Center for Disease Control
CDS	Congressionally Directed Spending
CDWG	Community Wildlife Defense Grant
CEO	Code Enforcement Officer
CFR	Code of Federal Regulations
CME	Coronal Mass Ejections
CMP	Central Maine Power
CPC	Climate Prediction Center
CRS	Community Rating System
CWPP	Community Wildfire Protection Plan
DACF	Department of Agriculture, Conservation and Forestry
DEP	Department of Environmental Protection
DOT	Maine Department of Transportation
DSP	Dam Safety Program
DWP	CDC Drinking Water Program
EAL	Expected Annual Loss
EAP	Emergency Action Plan
EMA	Emergency Management Agency
EMP	Electromagnetic Pulse
EMPG	Emergency Management Performance Grant
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
FEMA	Federal Emergency Management Agency
FERC	Federal Energy Regulatory Commission
FMA	Flood Mitigation Assistance
FMAG	Fire Management Assistance Grant
FMP	Floodplain Management Program
GIS	Geographic Information System
HABs	Harmful Algal Blooms
HMA	Hazard Mitigation Assistance
HHPD	High Hazard Potential Dams
HMGP	Hazard Mitigation Grant Program
IA	Individual Assistance
LHMP	Local Hazard Mitigation Plan
LPDM	Legislative Pre-Disaster Mitigation
MUBEC	Maine Uniform Building and Energy Code
MEGIS	Maine Office of GIS

Acronym	Definitions
MEMA	Maine Emergency Management Agency
MFS	Maine Forest Service
MHPC	Maine Historic Preservation Commission
MRSA	Maine Revised Statutes Annotated
MS4	Municipal Separate Storm Sewer Systems EAB
MUBEC	Maine Uniform Building and Energy Code
MWW	Maine Won't Wait
NESEC	Northeast State Emergency Consortium
NESIS	Northeast Snowfall Impact Scale
NFIP	National Flood Insurance Program
NHC	National Hurricane Center
NOAA	National Oceanic and Atmospheric Administration
NOFO	Notice of Funding Opportunity
NWS	National Weather Service
PAR	Population at Risk
RLF	Revolving Loan Fund
PA	Public Assistance
SBA	U.S. Small Business Administration
SFHA	Special Flood Hazard Area
SFM	Office of the State Fire Marshal
SHMP	State Hazard Mitigation Plan
SVI	Social Vulnerability Index
TCI	The Climate Initiative
THIRA/SPR	Threat & Hazard Identification & Risk Assessment/Stakeholder Preparedness Review
UMS	University of Maine System
USDA	U.S. Department of Agriculture
USDM	U.S. Drought Monitor
USEPA	U.S. Environmental Protection Agency
USGS	U.S. Geological Survey
WMO	World Meteorological Organization
WUI	Wildland Urban Interface



City Council Resolve

IN CITY COUNCIL

ANDROSCOGGIN COUNTY NATURAL HAZARD MITIGATION PLAN RESOLUTION OF ADOPTION 2024

Whereas, natural and man-made disasters may occur at any time, we recognize that to lessen the impacts of these disasters we will save resources, property, and lives in Androscoggin County;

And whereas the creation of a multi-jurisdictional Hazard Mitigation Plan is necessary for the development of a risk assessment and effective mitigation strategy;

And whereas, the 2 Cities, 12 Towns in Androscoggin County, as well as Androscoggin County are committed to the mitigation goals and measures as presented in this plan;

Therefore, be it resolved, that the Auburn City Councilors hereby ADOPT the Androscoggin County Natural Hazard Mitigation Plan 2024 Update.

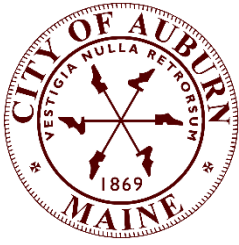
AUTHORIZING SIGNATURES - City of Auburn

Richard S. Whiting	Ward 1, Councilor& Signature above	Date
Timothy M. Cowan	Ward 2, Councilor& Signature above	Date
Stephen G. Milks	Ward 3, Council President& Signature above	Date
Benjamin J. Weisner	Ward 4, Councilor& Signature above	Date
Leroy G. Walker Sr.	Ward 5, Councilor& Signature above	Date
Belinda A. Gerry	At Large, Councilor& Signature above	Date
Adam R. Platz	At Large, Councilor& Signature above	Date

Richard S. Whiting, Ward One
Benjamin J. Weisner, Ward Four
Belinda A. Gerry, At Large

Timothy M. Cowan, Ward Two
Leroy G. Walker, Sr., Ward Five
Jeffrey D. Harmon, Mayor

Stephen G. Milks, Ward Three
Adam R. Platz, At Large
Phillip L. Crowell, Jr., City Manager



City of Auburn City Council Information Sheet

Council Workshop or Meeting Date: April 1, 2024

Subject: Executive Session

Information: Economic development, pursuant to 1 M.R.S.A. Section 405(6) (C) which premature disclosure would prejudice the competitive or bargaining position of the city.

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.